

CHAIRPERSON  
CALVIN LYNCH

VICE-CHAIRPERSON  
CURTIS HERTEL, JR.

VICE-CHAIRPERSON PRO-TEM  
THOMAS L. MINTER

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
CHRIS SWOPE  
LISA DEDDEN  
CURTIS HERTEL, JR.  
MARC THOMAS  
THOMAS L. MINTER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319. Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 17, 2003 AT 7:00 P.M. IN THE PERSONNEL CONFERENCE ROOM (D & E) OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [August 20, 2003](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court/Family Division
  - a. Reorganization of [Friend of the Court](#) Managerial Staff
  - b. Reorganization of [Juvenile Division](#) Managerial Staff
2. 55th District Court - Resolution to Authorize Entering into Contract with the State of Michigan, Office of [Drug Control Policy](#) for the U. S. Department of Justice Byrne Memorial Grant for the 55th District Court Drug Court
3. Treasurer's Office - Resolution to Amend the License Terms and Set Fees for an Owner Optional Three-year Dog License within the [Animal Control Ordinance](#)
4. Drain Commissioner - Resolution Pledging Full Faith and Credit to Webberville Industrial Park Branch of the [Kalamink Creek](#) Drain Drainage District and Auctioneer Drain, Webberville Industrial Park Branch County Drain Bonds
5. Ingham County Youth Commission - Resolution Authorizing the Establishment of a Special Part Time Ingham County [Youth Commission](#) Coordinator Position Within Ingham County MSU Extension
6. 911 Advisory Committee
  - a. Resolution Authorizing Contract with Northeast Ingham Emergency Service Authority ([N.I.E.S.A.](#)) for Emergency Dispatch Center Communications Services
  - b. Resolution Authorizing Appropriation for Obtaining Frequencies for the Ingham County [Radio Communications](#) System Project

7. Health Department
  - a. Resolution to Authorize a Contract with the Michigan Family Independence Agency to Provide Administrative Support for Development of the Strong Families/Safe [Children Program](#)
  - b. Resolution to Authorize a 2003-2004 Agreement with the Michigan Department of [Environmental Quality](#)
  - c. Resolution to Authorize an Amendment to the Strong Families/Safe Children Agreement with the [Michigan Family Independence Agency](#)
  - d. Resolution to Authorize an Amendment to the Refugee Assistance Program Contract with the [Michigan Family Independence Agency](#)
  - e. Resolution to Authorize an Amendment to the Teen Parent Program Grant Agreement with the [Michigan Family Independence Agency](#)
  
8. Financial Services Department - Resolution Authorizing Renewal of Agreement for Employee [Disability Income](#) Benefit Program
  
9. MIS Department - Resolution Approving Contracts with Dyntek and Hewlett Packard for the Purchase of [Storage Area Network](#) and Associated Professional Services for Installation
  
10. Facilities Department
  - a. Resolution Authorizing Entering into an Agreement with Tom's Advanced Paving Company to Perform Approximately 48,000 Sq. Ft. of Asphalt Work at Six Different [County Facilities](#)
  - b. Resolution Authorizing Entering into a Contract with Pine Ridge Incorporated to Replace the [Retaining Wall](#) at the Ingham County Correctional Facility
  
11. Human Resources Department
  - a. Resolution Approving the Contract Extension and Salary Adjustment of the Nurse Practitioners and [Clinic Nurses'](#) Unit
  - b. Resolution Approving the Contract Extension, Salary Adjustment and Job Study of the [Public Health Nurses'](#) Unit
  
12. Controller's Office
  - a. Resolution Authorizing the Transfer of Funds for the [Jail Renovation Project](#)
  - b. Letter From [Joe Cox](#) and Letter from the Controller Regarding Webberville
  - c. Update on [Charter Township of Lansing](#) DDA
  
13. Board Referrals
  - a. Resolution from [Newaygo County](#) Stressing the Importance of Revenue Sharing to Counties and Requesting that no Further Cuts be Made
  - b. Notice of Public Hearing, Village of Webberville Regarding Amendments to the [Economic Development Plan](#) and Tax Incrementing Financing Plan
  - c. Resolution from [Oceana County](#) Opposing any Further Cuts in Revenue Sharing Payments to Counties

- d. Resolution from [Lake County](#) Regarding Revenue Sharing Cuts to Counties
- e. 2002 Ingham County, Michigan Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2002 (distributed at August 26, 2003 Board meeting)

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC  
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting.

FINANCE COMMITTEE  
August 20, 2003  
Minutes

Members Present: Mark Grebner, Chris Swope, Lisa Dedden, Curtis Hertel, Marc Thomas and Board Chairperson Calvin Lynch

Members Absent: Thomas Minter

Others Present: Jerry Ambrose, Bruce Bragg, Travis Faulds, Vicky Harrison

The meeting was called to order by Chairperson Grebner at 7:08 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the July 16, 2003 Minutes

The July 16 Minutes were approved as submitted. Absent: Comm. Minter

Additions to the Agenda

1d. Resolution Authorizing a Contingency Fund Appropriation to the Ingham County Sheriff's Office Budget for Costs Associated with a Homicide Investigation

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SWOPE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Sheriff's Office

1. Emergency Operations/Local Emergency Planning Committee - Resolution to Accept the Terrorism Consequence Management Preparedness Assistance Grant from the Michigan Department of State Police, Emergency Management Division
3. Resolution to Authorize the Ingham County Sheriff's Office to Utilize Miscellaneous Tools Originally Earmarked for Destruction

b. Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract Amendment with the Michigan Department of Corrections for the Ingham County/City of Lansing Community Corrections 2002-2003 Fiscal Year Contract

4. Housing Commission - Resolution Accepting 2003 Capital Fund Program Grant from the U.S. Department of Housing and Urban Development in the Amount of \$90,554

5. Health Department

- a. Resolution to Amend the Agreement with the American Legacy Foundation
- b. Resolution to Authorize a 2003-2004 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services under the Comprehensive Planning, Budgeting and Contracting (CPBC) Process
- c. Resolution to Amend the Medical Services Agreement with Cristo Rey Community Center
- d. Resolution to Authorize an Agreement with the State of Michigan to Carry out a

- Mobile Home Park Inspection Program in Ingham County
- e. Resolution to Authorize a Third and Final Amendment to the 2002-2003 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health
  - f. Resolution to Amend the Food Service Program Fee Schedule - as amended by the Human Services Committee
  - g. Resolution to Authorize an Amendment to an Agreement with the Michigan Public Health Institute to Improve Breast and Cervical Cancer Control Program Services
6. Youth Center - Resolution to Authorize Staffing Adjustments in the Youth Center
8. Human Resources Department - Resolution Approving the FOP/Animal Control Collective Bargaining Agreement

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SWOPE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

- 1b. Sheriff's Office - Resolution to Use Inmate Commissary Revenues to Purchase and Install New Replacement Washing Machines at the Jail

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. DEDDEN, TO APPROVE THE RESOLUTION TO USE INMATE COMMISSARY REVENUES TO PURCHASE AND INSTALL NEW REPLACEMENT WASHING MACHINES AT THE JAIL.

Comm. Dedden asked for an update regarding inmate billing. Ms. Harrison stated she does not have any information this evening. The information will be forwarded to this Committee.

Comm. Swope questioned the cost of the washing machines. Ms. Harrison explained the machines are very large, heavy duty equipment. Comm. Thomas asked if the Jail is air conditioned. Ms. Harrison explained that the Jail is air conditioned. However, some parts receive more air conditioning than other parts. The garage is not air conditioned.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

- 1d. Sheriff's Office - Resolution Authorizing a Contingency Fund Appropriation to the Ingham County Sheriff's Office Budget for Costs Associated with a Homicide Investigation

MOVED BY COMM. THOMAS, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING A CONTINGENCY FUND APPROPRIATION TO THE INGHAM COUNTY SHERIFF'S OFFICE BUDGET FOR COSTS ASSOCIATED WITH A HOMICIDE INVESTIGATION.

Ms. Harrison explained the Sheriff's Office is reviewing several unsolved homicide cases. The Office believes it can now solve one of those cases. However, funds are needed for an expert toxicologist and for the exhumation of a body. The Office is requesting \$15,000 for these expenses. The Committee discussed the need for confidentiality at this time.

The Committee consented to amend the Resolution to reflect the confidentiality of the matter.

MOTION CARRIED UNANIMOUSLY as amended. Absent: Comm. Minter

3. Ingham County Youth Commission - MSU Cooperative Extension Support of Youth Commission

Comm. Thomas informed the Committee that the results of the survey were submitted to a previous Human Services meeting.

5h. Health Department - Resolution to Authorize a Contract with Presort Services, Inc.

MOVED BY COMM. THOMAS, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH PRESORT SERVICES, INC.

Mr. Ambrose stated the Living Wage Policy takes effect on September 21, 2003. This contract will take effect once it has been approved by the Board of Commissioners. Since it will be approved prior to September 21, it will not be subject to the Policy. If the contract is renewed, it may be subject to the Policy. Mr. Ambrose thanked Comm. Thomas for requesting the above information.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

7. Management Information Systems - Resolution Approving a Contract with Vista SG for the Purchase of Document Management/Imaging Software and Professional Services

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SWOPE, TO APPROVE THE RESOLUTION APPROVING A CONTRACT WITH VISTA SG FOR THE PURCHASE OF DOCUMENT MANAGEMENT/IMAGING SOFTWARE AND PROFESSIONAL SERVICES.

In response to Comm. Thomas, Mr. Ambrose explained that currently there are two management/imaging systems. The first system is used for Friend of the Court checks, jury history, financial reports and time cards. The second system has been used by the integrated judicial management system. Mr. Ambrose further explained the current equipment needs to be replaced. Mr. Taylor has recommended the two systems be replaced with one system. Using one system would save the County significant dollars and it would also simplify the management of the systems for MIS.

The Committee discussed the idea of forwarding this Resolution to the Judiciary Committee.

Chairperson Grebner stated Mr. Ambrose will determine if the Judiciary Committee should review this matter.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

9. Controller's Office - Wireless Access to County Network (information)

This item was received and placed on file.

10. Board Referral - Delhi Charter Township - Application for an Industrial Facilities Exemption Certificate by Intier Automotive Interiors of America, Inc.

This item was received and placed on file.

Announcements: None

Public Comment: None

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Debra Neff

**Agenda Item 1**

**RESOLUTION STAFF REVIEW:**

**DATE:** August 27, 2003

**Agenda Item Title:** 1a. Resolution Reorganization of Friend of the Court Managerial Staff  
1b. Resolution Reorganization of Juvenile Division Managerial Staff

**Submitted by:** Don Reisig, Deputy Court Administrator, Family Division/Friend of the Court

**Committees:** LE \_\_\_\_, JD \_\_\*, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

**Summary of Proposed Action:** This resolution would change current Assistant Administrator/Court Services M-13 to M-14, current Juvenile Services & Treatment Director M-12 to M-13, and current Assistant FOC/Operations M-10 to M-12.

**Financial Implications:** Additional cost for 2003 is \$4000. Because these positions are funded partially from child care fund, Juvenile Justice Millage and Friend of the Court Fund, the additional 2003 General Fund cost is \$1,143. The long term cost is \$23,789. The General Fund long-term cost would be \$8,772.

**Other Implications:** None.

**Staff Recommendation:** JA\_\_\_\_ JN\_\_\_\_ HH\_\_\*

Staff recommends approval as to the appropriate classification based on the job evaluation study.



Introduced by Judiciary, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**REORGANIZATION OF FRIEND OF THE COURT MANAGERIAL STAFF**

WHEREAS, the Circuit Court Family Division has recommended a reorganization, which realigns the duties of the Assistant Friend of the Court/Operations, taking into account new responsibilities that have been assigned to this position because of the mandate by the State of Michigan for the change in child support computer systems, and in recognition of the Assistant Friend of the Court/Operations assuming new duties in developing appropriate accounting and budgetary practices for the Juvenile Division of the Family Court; and

WHEREAS, the primary reason for this reorganization is to recognize the impact of computer operations and appropriate financial accounting upon the operation of the office of Friend of the Court, and the accounting and budgetary responsibilities that have been added to the Juvenile Division by the adoption of the juvenile justice millage, the expansion of the Child Care Fund, and the efforts necessary to insure appropriate State payment to the Child Care Fund for both abused and neglected children (foster care), and for delinquent youth in Ingham County; and

WHEREAS, the Human Resources Department has evaluated and concurs with this request; and

WHEREAS, the implementation of this request will result in a more efficient operation of the Family Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Family Division of the Circuit's recommendation for reorganization as follows:

Position:	FOC RMB 14
Change from:	Assistant Friend of the Court/Operations M10
Change to:	Assistant Friend of the Court/Operations M12

BE IT FURTHER RESOLVED, that the incumbent in position FOC RMB 14 be moved from level M10, Step 5 (\$59,213) to level M12, Step 3 (\$62,668), as provided for under the current Managerial/Confidential Personnel Manual.

BE IT FURTHER RESOLVED, that this reorganization shall become effective the pay period following the adoption of this resolution by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller make the necessary adjustments to the proper 2003 and 2004 budgets and that the 2003 general fund cost of \$327 will come from salary attrition in the Friend of the Court budget.

Introduced by Judiciary, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**REORGANIZATION OF JUVENILE DIVISION MANAGERIAL STAFF**

WHEREAS, the Circuit Court Family Division has recommended a reorganization which realigns the duties of the Assistant Administrator/Court Services (position PROCRT 133) and the position of the Juvenile Services and Treatment Director (PROCRT 134), with a net result of creating new salary levels; and

WHEREAS, the primary reason for this reorganization is to provide a more direct line of authority in establishing responsibility for the positions, as well as recognition of the additional duties that have been assigned to these functions through the Family Court reorganization and because the recent adoption of the juvenile justice millage has created additional responsibilities for both of these positions; and

WHEREAS, the Human Resources Department has evaluated and concurs with the request for the “upgrading” of these positions; and

WHEREAS, implementation of this request will result in a more efficient operation of the Juvenile Division of the Family Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Juvenile Division reorganization as follows:

Position:	PRO CRT 133
Change from:	Juvenile Division Assistant Administrator/Court Services Level M13
Change to:	Juvenile Division Administrator Level M14

Position:	PRO CRT 134
Change from:	Juvenile Services & Treatment Director Level M12
Change to:	Juvenile Services & Treatment Director Level M13

BE IT FURTHER RESOLVED, that pursuant to the provisions of the current Managerial and Confidential Employee Personnel Manual for Court Employees, the incumbent in position PRO CRT 133 (Oliver) shall be moved from salary level M13, Step 5 (\$73,450) to salary level M14, Step 5 (\$79,135) as provided under that Agreement and Personnel Manual, and the incumbent in position PRO CRT 134 (Buck) shall be moved from salary level M12, Step 5 (\$68,658) to salary level M13, Step 5 (\$73,450).

BE IT FURTHER RESOLVED, that this action shall become effective the pay period following the adoption of this resolution by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller make the necessary adjustments to the proper 2003 and 2004 budgets and that the 2003 general fund cost of \$816 will come from salary attrition in the Family Court Budget.

**RESOLUTION STAFF REVIEW**

**DATE:** September 2, 2003

**Agenda Item Title:** Resolution to Authorize Entering into Contract with the State of Michigan, Office of Drug Control Policy for the U. S. Department of Justice Byrne Memorial Grant for the 55th District Court Drug Court

**Submitted by:** District Court

**Committees:** LE \_\_\_\_, JD \_\_\*, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

**Summary of Proposed Action:** (see project summary)

This resolution will authorize District Court to accept a Byrne Memorial and Local Law Enforcement Block Grant through the State of Michigan, Office of Drug Control Policy and to enter into contract for the 55th District Court Drug Court.

**Financial Implications:** (see attached grant budget)

There is one new grant Probation Officer position created and no new local hard cash match requirement for this grant. All the match will be provided by State of Michigan, Office of Drug Control Policy.

Total Budget \$ 93,334

Total Byrne Grant \$70,000

Local match (provided by State of Michigan, Office of Drug Control Policy) \$23,334

**Other Implications:** This is a one year grant that may be available for up to four years.

**Staff Recommendation:** JA \_\_\_\_ JN \_\_\*\_\_ HH \_\_\_\_

This resolution should be approved.

cc: Beryl Frenger

Introduced by the Judiciary, County Services, and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENTERING INTO CONTRACT WITH THE STATE OF MICHIGAN, OFFICE OF DRUG CONTROL POLICY FOR THE U. S. DEPARTMENT OF JUSTICE BYRNE MEMORIAL GRANT FOR THE 55TH DISTRICT COURT DRUG COURT**

WHEREAS, the Ingham County 55th District Court in cooperation with the Ingham County Board of Commissioners has assembled a Drug Court Team that has planned for the implementation of a drug court, attended federal training programs to prepare for the advent of drug court, and applied for federal grants; and

WHEREAS, the Ingham County 55th District Court applied for funds for the Byrne Memorial and Local Law Enforcement Block Grant through the State of Michigan, Office of Drug Control Policy for the 55th District Court Drug Court; and

WHEREAS, the Ingham County 55th District Court has been notified that Ingham County will be awarded the Byrne Memorial and Local Law Enforcement Block Grant through the State of Michigan, Office of Drug Control Policy for the 55th District Court Drug Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into contract for the Byrne Memorial and Local Law Enforcement Block Grant through the State of Michigan, Office of Drug Control Policy and to enter into contract for the 55th District Court Drug Court in the amount of \$93,334 including \$70,000 from the Byrne Grant and \$23,334 in local match for the period of October 1, 2003 through September 30, 2004.

BE IT FURTHER RESOLVED, that all or a significant portion of the match is anticipated to come from the State Court Administrator's Office.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a new Probation Officer position, subject to the identification all necessary funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County District Court's 2003 and 2004 budgets and Position Allocation List.



JENNIFER M. GRANHOLM  
GOVERNOR

*One Michigan*

STATE OF MICHIGAN  
OFFICE OF DRUG CONTROL POLICY  
Department of Community Health

Yvonne Blackmond  
Director

JANET OLSZEWSKI  
DIRECTOR  
Department of Community Health

August 6, 2003

Officer Beryl Frenger  
Chief Probation Officer  
55th District Court  
700 Buhl Dr.  
Mason, MI 48842

RE: **Sobriety/Drug Court**  
**ODCP# 72148-1-03-B**

Dear Officer Frenger:

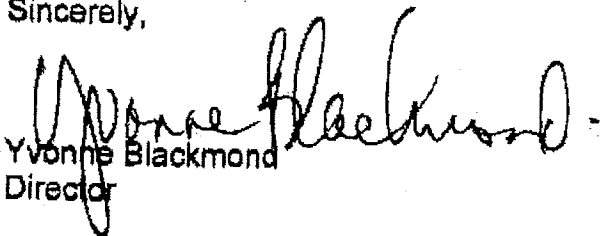
I am delighted to inform you that your application has been selected to receive grant funding beginning October 1, 2003. The Office of Drug Control Policy received more than \$23 million in application requests for Byrne and Local Law Enforcement Block Grant funding this cycle, and slightly less than \$17 million was available to award. Many excellent concepts were presented and the decision making process was quite challenging due to the amount of available funding. The **federal funds award** for your project is **\$70,000**.

Shortly, you will receive an email from our office, advising you of the procedure for downloading the contract from the MAGIC system. Each contract will have a start date of October 1, 2003. **As part of the federal requirements for your contract, it is necessary that we receive a copy of your agency's EEO requirements. You may submit this information to our office either via email to MDCH-ODCP@michigan.gov or via first-class mail to the address listed at the bottom of this letterhead.**

On behalf of Governor Jennifer Granholm and Lieutenant Governor John Cherry, congratulations on this award. Reducing and preventing drug use, trafficking, and crime remains a top priority of this Administration, and your organization's efforts are valued and appreciated.

If you have any questions or concerns, please contact Jackie Wood at (517) 373-4316.

Sincerely,

  
Yvonne Blackmond  
Director

rml

**PROJECT DESCRIPTION**  
**BYRNE MEMORIAL FORMULA AND LOCAL LAW ENFORCEMENT BLOCK GRANT**  
**FY 2003 - 2004**

**Instructions:** Please type the Project Description below.

The Sobriety Court will reduce the incidence of repeat offense drunk driving by promoting recovery of offenders charged with drinking/driving offenses while increasing public safety. In order to achieve this, we will utilize intensified treatment, supervision and monitoring of the participants. We will employ a "team" approach to ensure the participant receives treatment and support which is tailored to his/her addiction. We believe through an intense coordinated, collaborative response to offenders dependent on alcohol and other drugs, that dependency and abuse is reduced, and the incidence of subsequent offenses is reduced.

Typically, it can take between three to six months for an OUIL offender to be sentenced, after arrest. During that time, their addiction is not addressed. We currently place defendants on probation, for an average of nine months to one year for a repeat offense drunk driving conviction. He/she is then referred to treatment. We require random alcohol/drug screenings, attendance at group and individual counseling and support groups and monthly meetings with a Probation Officer.

Incarceration is currently used as deterrent for violations of probation, as well as for initial impact. Again, it may take weeks, if not a couple of months before a probation hearing is held to address a relapse or violation in the traditional court setting. This is due to nearly 800 offenders on probation and only three Probation Officers to oversee their progress.

We believe by changing our entire system to a fast-track, intensive, team approach, with treatment of the addiction as the primary focus, we will reduce the number of probation violation hearings which, in turn, reduces the number of persons sent to our overcrowded county jail. Thus, saving the county and taxpayers an enormous financial burden, as well as strengthening the offenders home, life and future.

Our team consists of the Judge, Prosecutor, Defense Attorney, treatment provider, Probation Officer and others, as deemed necessary. The team, as a whole, will assist the defendant in successfully completing the Sobriety Program by placing the participant in a treatment program that will meet his/her needs, offering support and encouragement, and when necessary appropriate, graduated sanctions for noncompliance. Removal from the program and incarceration would be the final step taken.

Presently, an offender who relapses is dealt with in a probation violation hearing, with incarceration being the standard punishment assessed. After one to three violation hearings, the offender is typically revoked from probation and sent to jail for an extended period of time, up to and including one year. While we realize that relapse is part of addiction, and thus penalties should be assessed, we also recognize that incarceration and probation revocation will only hinder their road to recovery, as well as taking up scarce jail-bed space.

The Sobriety court will utilize incentives and sanctions based upon each individual situation. Emphasis will be placed on supporting the individual. Sanctions will be graduated and could include: increased drug/PBT testing, return to previous phase of program, community service work, etc. While addressing each person's needs, individually, we will remain consistent and fair, utilizing the contract signed by each participant as a guiding tool.

Sobriety court will utilize a "hands-on" approach by the Judge, with offenders being accepted into the program and seen by the Judge over the period of a minimum of 48 weeks. Initially, they will meet with the Judge on a bi-weekly basis, eventually moving to monthly meetings. Additionally, they will move through four phases and be placed on intensive probation.

The program phases are listed below:

PHASE I

(Minimum of 12 weeks)

- Attend Sobriety Court and meet with the Judge on a BI-WEEKLY basis, following all rules/conditions as set forth in the contract
- Meet with Probation Officer a minimum of ONCE weekly and additional times, as needed
- Attend a group introductory meeting with a graduate during the first month
- Attend all treatment sessions as ordered in the treatment plan
- Submit to random PBT's (up to daily)
- Submit to random weekly urine screens
- Attend 12 step recovery groups (such as AA) five times weekly
- Maintain/secure employment
- Follow through with other referrals (GED, lifeskills, etc)

PHASE II

(Minimum of 12 weeks)

- Attend Sobriety Court and meet with the Judge on a MONTHLY basis, following all rules/conditions as set forth in the contract
- Meet with Probation Officer a minimum of bi-weekly and additional times, as needed
- Attend all treatment sessions as ordered in the treatment plan
- Submit to random weekly PBT's (three times/weekly)
- Submit to random urine screens
- Attend 12 step recovery groups (such as AA) at least three times weekly
- Secure a sponsor and meet regularly with him/her
- Maintain/secure employment
- Follow through with other referrals (GED, lifeskills, etc)
- Complete minimum of 24 hours of Community Service Work (CSW)

PHASE III

(Minimum 12 weeks)

- Attend Sobriety Court and meet with the Judge once prior to moving to the transition phase, following all rules/conditions as set forth in the contract
- Meet with Probation Officer a minimum of once/monthly, additional times, as ordered
- Attend all treatment sessions as ordered in the treatment plan
- Submit to random PBT's and urine screens, as ordered

- Attend 12 step support group (such as AA) at least three times weekly
- Secure a sponsor and meet regularly with him/her
- Maintain/secure employment
- Complete Counseling
- Follow through with other referrals (GED, lifeskills, etc)
- Complete minimum of 24 hours of CSW

PHASE IV (TRANSITION)  
(Minimum of 12 weeks)

- Continue to meet with Probation once/monthly, additional times, as ordered
- Random PBT's and urine screens, as ordered
- Attend 12 step support groups (such as AA) as ordered
- Maintain employment
- all fees to be paid in full  
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GRADUATION

- Participant, Judge, Probation Officer, arresting officer, family, et al, present  
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**PROGRAM BUDGET SUMMARY**  
**BYRNE MEMORIAL FORMULA AND LOCAL LAW ENFORCEMENT BLOCK GRANT**  
**FY 2003 - 2004**

Program: Sobriety/Drug Court		Date Prepared: 8/28/2003	Page: 1	Of: 1
Contractor Name: 55th District Court		Budget Period: 10/1/2003 - 9/30/2004		
Mailing Address: 700 Buhl Drive		Budget Agreement: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment		Amendment Number:
City: Mason	State: MI	Zip Code: 48854	Payee Federal ID Number: 38-6005629	

EXPENDITURE CATEGORY	STATE FUNDS	LOCAL MATCH		TOTAL BUDGET
1. Salaries and Wages	\$32,248	\$10,750		\$42,998
2. Fringe Benefits	\$13,851	\$4,617		\$18,468
3. Travel				
4. Supplies and Materials	\$2,667	\$889		\$3,556
5. Contractual (Subcontracts)	\$18,234	\$6,078		\$24,312
6. Equipment				
7. Other Expenses	\$3,000	\$1,000		\$4,000
8. <b>TOTAL DIRECT EXPENDITURES</b>	<b>\$70,000</b>	<b>\$23,334</b>		<b>\$93,334</b>
9. Indirect Costs: _____ 0%	\$0	\$0		\$0
10. <b>TOTAL EXPENDITURES</b>	<b>\$70,000</b>	<b>\$23,334</b>		<b>\$93,334</b>

SOURCE OF FUNDS	STATE FUNDS	LOCAL MATCH		TOTAL BUDGET
11. State Agreement	\$70,000			\$70,000
12. Fees and Collections		\$0		\$0
13. Local		\$23,334		\$23,334
14. Federal		\$0		\$0
15. Other (s)		\$0		\$0
16. <b>TOTAL FUNDING</b>	<b>\$70,000</b>	<b>\$23,334</b>		<b>\$93,334</b>

<b>Authority:</b> P.A. 368 of 1978 <b>Completion:</b> Is Voluntary, but is required as a condition of funding.	The Department of Community Health is an equal opportunity employer, service, and programs provider.
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DCH-0385(E) (Rev. 6-02) (Excel) Previous Edition Obsolete. Also Replaces FIN-110

**RESOLUTION STAFF REVIEW**

**DATE:** September 5, 2003

**Agenda Item Title:** Resolution to Amend the License Terms and Set Fees for an Owner Optional Three-year Dog License within the Animal Control Ordinance

**Submitted by:** Ingham County Treasurer's Office

**Committees:** L.E. \_\_\*, JD. \_\_\_\_, C.S. \_\_\_\_, H..S.\_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:**

This resolution amends the animal control ordinance to allow an owner option for a three-year dog license. This is in addition to the current one year license. The year around nature of sales will remain the same.

Each animal licensed for a three-year period remains licensed for the entire period (reducing occurrences of non-renewal), the total number of animals licensed at any given time would likely increase.

The resolution includes language to prohibit fee refunds and the transfer of licenses.

**Financial Implications:**

As an inducement to save on administrative costs, both the neutered and non-neutered three-year fee reflects a \$6.00 reduction from the current fees times three.

The Treasurer estimates that about 10% of the dog license holders will purchase the three-year license. By his estimate, that would increase revenue for the first year by \$40,000.

**Other Implications:**

The best estimate by Animal Control and the Treasurer is that about 30% (about 17,000) of the dogs residing in Ingham County are currently licensed. It is estimated that the County dog population is under but near 40,000.

**Staff Recommendation:** JA \_\_\_ JN \_\_\* HH \_\_\_

This resolution is recommended for approval.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE LICENSE TERMS AND SET FEES FOR AN OWNER OPTIONAL THREE-YEAR DOG LICENSE WITHIN THE ANIMAL CONTROL ORDINANCE**

WHEREAS, the dog licensing and vaccination requirements of the State of Michigan set forth in Act 339 of the Public Acts of 1919, being sections 287.261 - 287.293 of the Compiled Laws of 1948, (MSA Sections 12.511 - 12.543), have been amended by Act 390 of the Public Acts of 1998; and

WHEREAS, to meet the needs and request of Ingham County dog owners and improve customer convenience and compliance a three-year dog licenses option is beneficial; and

WHEREAS, the amended Act 339 of the Public Acts of 1919 at Section 6(3) (f) allows the county board of commissioners to establish a licensing regime that allows, at the owner's option, the application for a license every year or every third year, by the last day of the month of the dog's current rabies vaccination, as the chosen rabies vaccination may allow; and

WHEREAS, the County Treasurer desires to further improve the licensing process and enhance public compliance.

THEREFORE BE IT RESOLVED, that Article IV Licensing and Vaccination, Section 2 & 4 (a) be, and hereby is, amended to read as follows:

Section 2.

The owner of any dog four (4) months old or over, shall apply either annually or every third year to the county . . .

Section 4.

(a) The annual fee for licenses acquired on or before the last day of the anniversary month of a dog's current rabies vaccination for male or female dogs four (4) months of age or over that are not surgically sterilized shall be \$20.00. The annual fee for licenses acquired during said period for surgically sterilized male or female dogs four (4) months of age or over shall be \$12.00. The three-year license fee shall be \$54.00 and \$30.00 respectively. No fee refunds or license transfers are to be allowed.

BE IT FURTHER RESOLVED, that the remainder of the Ingham County Animal Control Ordinance and the fees of the Ingham County Animal Control Department and the Ingham County Treasurer, as amended, shall remain unchanged.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to take all required action to have this Ordinance Amendment published, as required by state statute.

BE IT FURTHER RESOLVED, that this Ordinance Amendment shall become effective on the 1<sup>st</sup> day of December 2003.

RESOLUTION STAFF REVIEW

DATE: September 9, 2003

Agenda Item Title: Resolution Pledging Full Faith and Credit to Webberville Industrial Park Branch of the Kalamink Creek Drain Drainage District and Auctioneer Drain, Webberville Industrial Park Branch County Drain Bonds

Submitted by: Drain Commissioner

Committees: LE. \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

Summary of Proposed Action: This resolution authorizes Pledging Full Faith and Credit to Webberville Industrial Park Branch of the Kalamink Creek Drain Drainage District and Auctioneer Drain, Webberville Industrial Park Branch County Drain Bonds.

Financial Implications: The Bonds (i) will be issued in a principal amount not greater than \$750,000 for Kalamink Creek Drain Drainage District and \$2,300,000 for Auctioneer Drain Drainage District; (ii) will mature and be payable as to principal on May 1 of each year commencing not later than May 1, 2005, or such other dates as determined by the Commissioner, with the last such payment due not later than May 1, 2025; (iii) will bear interest at a rate not in excess of 7.0% per annum payable on November 1, 2003 and on the first day of each May 1 and November 1 (or such other dates as determined by the Drain Commissioner) thereafter until maturity; and (iv) will be subject to optional redemption prior to maturity as determined by the Drain Commissioner.

Other Implications: None

Staff Recommendation: JA X JN \_\_\_\_ HH \_\_\_\_  
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO WEBBERVILLE INDUSTRIAL PARK  
BRANCH OF THE KALAMINK CREEK DRAIN DRAINAGE DISTRICT AND AUCTIONEER  
DRAIN, WEBBERVILLE INDUSTRIAL PARK BRANCH COUNTY DRAIN BONDS**

WHEREAS, the Ingham County Drain Commissioner (“the Commissioner”) intends to issue Bonds for the Auctioneer Drain, Webberville Industrial Park Branch County Drain and the Webberville Industrial Park Branch of the Kalamink Creek Drain Drainage District (the “Bonds”) pursuant to Section 275 of the Drain Code of 1956, as amended (the “Code”), for drain improvements made within the Kalamink and Auctioneer Drainage Districts (the “Districts”); and

WHEREAS, the Commissioner has represented to this Board that the Bonds (i) will be issued in a principal amount not greater than \$750,000 for Kalamink Creek Drain Drainage District and \$2,300,000 for Auctioneer Drain Drainage District; (ii) will mature and be payable as to principal on May 1 of each year commencing not later than May 1, 2005, or such other dates as determined by the Commissioner, with the last such payment due not later than May 1, 2025; (iii) will bear interest at a rate not in excess of 7.0% per annum payable on November 1, 2003 and on the first day of each May 1 and November 1 (or such other dates as determined by the Commissioner) thereafter until maturity; and (iv) will be subject to optional redemption prior to maturity as determined by the Commissioner; and

WHEREAS, although the principal of and interest on the Bonds will be payable first and primarily from the assessments to be made on property within the Districts as provided in the Code, the Commissioner has requested that the County support the Bonds with a pledge of its full faith and credit as provided in Section 276 of the Code; and

WHEREAS, this Board finds that pledge of its full faith and credit in support of the Bonds will reduce the cost of providing necessary drain improvements in the Districts and thereby aid the health, welfare and well being of the people of the County and the State of Michigan.

THEREFORE, BE IT RESOLVED, the Ingham County Board of Commissioners pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds and agrees that it will levy each year such ad valorem taxes as shall (taking into account other available amounts) be necessary for the payment of such principal and interest.

BE IT FURTHER RESOLVED, that any amounts advanced by the County pursuant to the pledge set forth in paragraph 1 above shall be repaid to the County from assessments or reassessments with the Districts as provided in the Code.

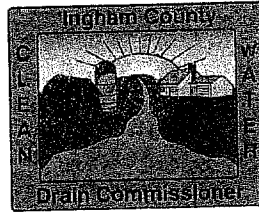
# Patrick E. Lindemann

## Ingham County Drain Commissioner

PO Box 220  
707 Buhl Avenue  
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364



Carla Florence Clos  
*Deputy Drain Commissioner*  
Cecelia Kramer  
*Deputy Drain Commissioner*  
Paul C. Pratt  
*Deputy Drain Commissioner*  
David C. Love  
*Chief of Engineering and Inspection*  
Sheldon Lewis  
*Administrative Assistant*

# Memo

**To:** COUNTY SERVICES COMMITTEE AND FINANCE COMMITTEE

**From:** Cecelia Kramer, Deputy Drain Commissioner

**Date:** September 4, 2003

**Re:** Improvements to the Auctioneer, Webberville Industrial Park Branch Drain and the Webberville Industrial Park Branch of the Kalamink Creek Drain

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The Drain Commissioner is requesting that the Board of Commissioners grant full faith and credit of the county for the bonds which will finance these two storm drain construction projects. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the property owners of the drainage district who are liable to pay for the project.

The projects resulted from petitions by the Webberville Downtown Development Authority in February 2000 to alleviate flooding conditions in their new Industrial Park. The project will be accomplished by re-digging the Auctioneer Drain south of Grand River Avenue and installing several detention/retention basins and a larger culvert under the CSX Railroad. The Webberville Industrial Park Branch of the Kalamink Creek project will create more drainage, enhance a wetland/detention area and provide a correctly sized weir system for water balancing. The projects will help meet Phase II, Federal Clean Water Act goals.

The engineering is done, and bids have been opened. The apparent low bid with related contacts is for \$906,730 and \$323,213 respectively, with total costs for each project being computed at \$2.25 million and \$750,000.

Pat Lindemann or I plan to attend your meetings on September 16 and 17 to answer questions.

RESOLUTION STAFF REVIEW

DATE

September 9, 2003

Agenda Item Title: Resolution Authorizing the Establishment of a Special Part Time Ingham County Youth Commission Coordinator Position Within Ingham County MSU Extension

Submitted by: Ingham County Youth Commission

Committees: LE. \_\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_\_, CS \_\_\_\*, Finance\_\*

Summary of Proposed Action: This resolution authorizes funds for the provision of support staff for the Ingham County Youth Commission through the MSU Extension Office for the remainder of the 2003 calendar year through September 30, 2004.

Financial Implications: \$10,677 has been identified as the cost to employ the ICYC Coordinator. \$6,677 has been identified within the MSU Extension 2003 budget. \$4,000 is recommended to be transferred from the contingency fund.

Other Implications: None

Staff Recommendation: JA X JN \_\_\_ HH \_\_\_  
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A SPECIAL PART TIME INGHAM COUNTY YOUTH COMMISSION COORDINATOR POSITION WITHIN INGHAM COUNTY MSU EXTENSION**

WHEREAS, Resolution #01-283, adopted by the Ingham County Board of Commissioners on September 18, 2001, established the Ingham County Youth Commission (ICYC); and

WHEREAS, the primary function of the Youth Commission is to advise the Board of Commissioners and others in County government on issues relating to young people throughout the county; and

WHEREAS, Ingham County MSU Extension 4-H Youth Programs has provided leadership and staff support in establishing and supporting the ICYC using the services of student interns employed as temporary County staff; and

WHEREAS, experience in providing staff support for the ICYC has shown the need for a more continuous part time position dedicated to assisting and coaching the ICYC members in recruiting and orienting new members, planning and conducting meetings, maintaining contact with County Commissioners and administrative staff, facilitating communication for sustaining an active ICYC, developing and distributing information associated with youth issues, using the news media effectively, linking with other youth leadership initiatives in the community, maintaining minutes and reports, and guiding ICYC activities in a manner that adheres to its purpose, guidelines, structure, policies, and bylaws; and

WHEREAS, Ingham County MSU Extension is requesting that the Ingham County Board of Commissioners approve the employment of the special, part time, Youth Commission Coordinator within the Ingham County Extension Department for a period of forty one (41) weeks starting as soon as possible for the remainder of the 2003 calendar year through September 30, 2004; and

WHEREAS, the part time ICYC Coordinator will be under the immediate supervision of the Ingham County MSU Extension 4-H Youth Agent; and

WHEREAS, it is requested that the part time ICYC Coordinator position be employed and supported according to the following cost itemization:

Coordinator wages at \$15/ hour at 15 hours/week for 41 weeks	=	\$9,225.00
Overhead employment costs (10%)	=	922.00
Mileage costs @ \$.36/mile x 555 miles	=	200.00
<u>Supplies</u>	=	<u>330.00</u>
<b>Total</b>	=	<b>\$10,677.00</b>



**Agenda Item 5**

WHEREAS, Ingham County MSU Extension has identified \$6,677 in its 2003 budget that can be appropriated toward the total \$10,677 for employment of the ICYC Coordinator, requiring an additional \$4000 to be appropriated to the Ingham County MSU Extension 2003/04 budgets; and

WHEREAS, this resolution has been reviewed and recommended by the Ingham County Human Resources Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the employment of a special part time Coordinator for the Ingham County Youth Commission to be employed within the Ingham County MSU Extension Department starting as soon as possible for the remainder of the 2003 calendar year through September 30, 2004 consistent with the following itemized budget:

Coordinator wages at \$15/ hour at 15 hours/week for 41 weeks	=	\$9,225.00
Overhead employment costs (10%)	=	922.00
Mileage costs @ \$.36/mile x 555 miles	=	200.00
<u>Supplies</u>	=	<u>330.00</u>
<b>Total</b>	=	<b>\$10,677.00</b>

BE IT FURTHER RESOLVED, that \$6,677 will be appropriated from the Ingham County MSU Extension 2003 budget toward support for the ICYC and an additional \$4,000 will be appropriated from the contingency fund to support the ICYC Coordinator position through September 30, 2004.

BE IT FURTHER RESOLVED, that the County Controller be authorized to amend the 2003 Ingham County MSU Extension budget to add \$4000 in accordance with this resolution to establish the \$10,677 allocated for the operation of the ICYC and to carry the unexpended ICYC funds into the 2004 Ingham County MSU Extension Budget.

BE IT FURTHER RESOLVED, that Ingham County MSU Extension is authorized to hire a temporary County employee in accordance with this resolution.

**RESOLUTION STAFF REVIEW**

**DATE:** September 2, 2003

**Agenda Item Title:** Resolution Authorizing Contract with Northeast Ingham Emergency Service Authority (N.I.E.S.A.) for Emergency Dispatch Center Communications Services

**Submitted by:** Northeast Ingham Emergency Service Authority (N.I.E.S.A.)

**Committees:** LE \_\_\*, JD \_\_\_\_, H.S. \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** This resolution will authorize a contract with N.I.E.S.A. for Emergency Telephone Dispatch Services for the time period of January 1, 2003 through March 3, 2003. Ingham County has contracted with N.I.E.S.A. as a Secondary P.S.A.P. since the 1980's in Ingham County and recently they have consolidated their dispatch function into the City of Lansing 911 Center (March 3, 2003).

It was originally planned to have this consolidation occur on January 1, 2003 but this did not actually take place until the March 3 date. N.I.E.S.A.'s 2002 contract (\$41,012) expired on December 31, 2002 and they have requested funds for this transitional period.

The 911 Advisory Board has reviewed this request and is recommending it to the Board of Commissioners for approval.

**Financial Implications:** The N.I.E.S.A. Dispatch Center is requesting funds from the 911 Emergency Telephone Dispatch Services budget for Management and System Improvements for a total cost not to exceed \$8,752.68. Traditionally the County has reimbursed operational costs at 95%. Therefore, the recommended amount is \$8,752.68. \* 95% = \$ 8,316.00.

**Other Implications:** This should be the last funding request from N.I.E.S.A. as the City of Lansing 911 Center has now taken over the emergency dispatch functions for that area.

**Staff Recommendation:** JA \_\_ JN \*\_\_ HH \_\_

This resolution should be approved.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACT WITH NORTHEAST INGHAM EMERGENCY SERVICE AUTHORITY (N.I.E.S.A.) FOR EMERGENCY DISPATCH CENTER COMMUNICATIONS SERVICES**

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, Ingham County has traditionally contracted with N.I.E.S.A. as a Secondary P.S.A.P. in Ingham County; and

WHEREAS, N.I.E.S.A. recently consolidated their dispatch function into the City of Lansing's 911 Center on March 3, 2003, and

WHEREAS, N.I.E.S.A.'s 2002 contract expired on December 31, 2002 and they have requested funds for this transitional period through March 3, 2003; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements and have verified that it meets the standards as established by the Ingham County Emergency Telephone Services Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$ 8,316 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements for the N.I.E.S.A. Center for the time period of January 1, 2003 through March 3, 2003.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any necessary contract documents consistent with this resolution and approved as to form by the County Attorney.



## N.I.E.S.A.

Northeast Ingham Emergency Service Authority  
627 E. Grand River  
Williamston, MI 48895-0093  
Phone: (517) 655-3384 Fax: (517) 655-9384



June 10, 2003

John L. Neilsen  
Ingham County Controllers Office  
P.O. Box 319  
Mason MI 48854

COPY

RE: 2003 allocation

Dear Mr. Neilsen:

In March of this year our organization ceased the operation of it's own dispatch center, and began using the central dispatch center in Lansing. As you are aware we have received an allocation for the past several years for the operation cost of our dispatching center.

At the present time we do not have an agreement with Ingham County to receive funds for 2003, however we are requesting that the County consider reimbursing NIESA for the expenses incurred for our dispatching in 2003 until the change occurred.

Enclosed is a copy of our expenses for 2003 for January through March. Our organization did not budget an amount for dispatching salaries in 2003, because we expected to change over to Central Dispatch by January 1, 2003. However we experienced delays in the installation of our new communications tower, which in turn delayed the installation of the radios at Center.

Our expenses for dispatching were \$8,752.68. Please advise us , at your earliest convenience, if it will be possible for NIESA to recoup it's expenses for 2003 from Ingham County. If you need any further information please feel free to contact me, and I look forward to hearing from you in the near future.

Sincerely,

Paula M Curtis, Secretary/ Treasurer  
Northeast Ingham Emergency Service Authority  
/pmc

enc

cc: Charlie Galbreath

**RESOLUTION STAFF REVIEW**

**DATE:** September 2, 2003

**Agenda Item Title:** Resolution Authorizing Appropriation for Obtaining Frequencies for the Ingham County Radio Communications System Project

**Submitted by:** 911 Advisory Board

**Committees:** LE \_\_\*, JD \_\_\_\_, H.S. \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** (see attached)

This resolution will authorize an appropriation for the costs associated with obtaining the necessary frequencies for the Ingham County Radio Communications System Project.

The 911 Advisory Board has reviewed this request and is recommending it to the Board of Commissioners for approval.

**Financial Implications:** MLJ Consulting Inc. has identified a not to exceed cost figure of \$19,440 for the costs associated with obtaining the necessary frequencies for the Ingham County Radio Communications System Project. The 911 Advisory Board is recommending that the Board of Commissioners approve these funds from the 911 Emergency Telephone Dispatch Services budget.

**Other Implications:** None

**Staff Recommendation:** JA \_\_ JN \*\_\_ HH \_\_

This resolution should be approved.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING APPROPRIATION FOR OBTAINING FREQUENCIES FOR THE  
INGHAM COUNTY  
RADIO COMMUNICATIONS SYSTEM PROJECT**

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, the Project Manager, MLJ Consulting Inc. has identified the costs associated with obtaining the necessary frequencies for the Ingham County Radio Communications System Project; and

WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$ 19,440 from the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements for the costs associated with obtaining the necessary frequencies for the Ingham County Radio Communications System Project.

BE IT FURTHER RESOLVED, that any purchase, application, or contract documents necessary to obtain the required frequencies are hereby authorized.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any necessary contract and/or application documents consistent with this resolution and approved as to form by the County Attorney.



MLJ Consulting, Inc.  
602 Timbers Trail  
St. Charles, Illinois 60174  
Phone 630-377-6446  
Fax 630-377-6654  
E-Mail mleaf@gatewaybiz.com

August 27, 2003

John Neilsen  
Deputy Controller  
Ingham County Courthouse  
P.O. Box 319  
Mason, MI 48854

Dear John:

This letter is to help explain the attached spread sheet regarding the not to exceed cost of the FCC frequency application for modification of existing licenses. We have the sheet broken out into the following areas;

- FCC requires that the existing frequency licenses must be modified for the new radio system. That modification fee is controlled and determined by APCO and is \$250 per frequency at each transmitting site. This means that for Ingham County we will have 4 transmit sites with 10 frequencies at each site or  $10 \times 4 = 40$  license application fee's. Each of the other \$250 fees we have identified on the spread sheet involves a single frequency at a single cost of \$250.
- Mobile and portable radio re-Programming; when we trade frequencies with someone, each of their existing radios, both portable and mobile must be re-programmed with the new frequency. The cost of the re-programming will vary from radio shop to radio shop, however, we will negotiate final costs prior to final agreements with these agencies but we feel the budget presented should have sufficient funds in it for this portion of the project to be completed.
- Base station modification; just as with the individual radios, the primary transmit and receive equipment will require modification. This cost is somewhat more difficult to determine because it is based upon the age and model of the particular unit and what that modification will require. As with the radio re-programming, we will negotiate final costs prior to final agreements with these agencies but we feel the budget presented should have sufficient funds in it for this portion of the project to be completed.

If you have any additional questions or need further clarification please feel free to contact me at any time.

Sincerely,

Michael L. Leaf  
President  
MLJ, Inc.

FCC Licensing Modification Cost Estimate

Community	FCC Modification Fee	Frequencies Involved	Mobile Re-Programming # Units @ \$45 per radio	Cost Estimate	Portable Re-Programming # Units \$45 per radio	Cost Estimate	Base Station Modification	Cost Estimate	Total Estimated Cost
MSU	\$210	453.25 > 453.275	8	\$360	0	0	1	\$1,100	\$1,670
Delta Twp Fire	\$210	460.600 > 460.525	No Cost, they will handle internally	\$0	No Cost, they will handle internally	0	1* Cost may involve replacement of cards.	\$1,100	\$1,310
Grand Ledge Fire	\$210	460.600 > 460.525	15	\$675	15	\$675	1* Cost may involve replacement of cards.	\$1,100	\$2,660
Meridian Public Works	\$0	460.125 > 460.1375	0	\$0	20	\$900	1* Cost involves change of repeater to narrow band	\$4,500	\$5,400
Modification of Ingham County's existing 10 UHF Frequencies at 4 Transmit sites.	\$210	10 Frequencies at 4 location = 210 X 40							\$8,400
Total Estimated Frequency Modification and Frequency Change Costs.	\$630			\$1,035		\$1,575		\$7,800	\$19,440



**RESOLUTION STAFF REVIEW**

**DATE:** August 28, 2003

**Agenda Item Title:** Resolution to Authorize a Contract with the Michigan Family Independence Agency to Provide Administrative Support for Development of the Strong Families/Safe Children Program

**Submitted by:** Health Department

**Committees:** LE \_\_\_\_, JD\_\_\_\_, H.S.\* \_\_\_\_, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** (see attached letter of explanation)

This resolution will authorize a \$6,000 contract with the Michigan Family Independence Agency for their portion of the support for the Human Services/Grant Coordinator. This position supports the development and implementation of the Strong Families/Safe Children grant in Ingham County.

**Financial Implications:** One half of the Human Services/Grant Coordinator position is supported by contributions from agencies that are members of the Human Services Advisory Committee. This \$6,000 is the FIA contribution in support of this contract.

**Other Implications:** None

**Staff Recommendation:** JA \_\_\_\_ JN \* \_\_\_\_ HH \_\_\_\_

This resolution should be approved.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Bruce Bragg

Date: September 12, 2003

Subject: Authorization to Execute a Strong Families/Safe Children Agreement

This is a recommendation to authorize a \$6,000 contract with the Michigan Family Independence Agency. Through this contract the FIA purchases the services of the Human Services/Grant Coordinator to support the development and implementation of the Strong Families/Safe Children grant in Ingham County. The Human Services/Grant Coordinator is a position in the Health Department that provides administrative staffing to the Human Services Advisory Committee and acts as co-director of the W.K. Kellogg Community Voices Project. He also assists the FIA in conducting assessments, plans and reports to implement the Strong Families/Safe Children Program in Ingham County. The SF/SC plan must be reviewed and approved by the Human Services Advisory Committee.

Ingham County supports one-half of the cost of the Human Services/Grant Coordinator position from contributions from agencies that are members of the Human Services Advisory Committee. This contract is the vehicle the FIA uses to contribute its support.

I recommend that the Board of Commissioners adopt the resolution and authorize the agreement.

Attachment

cc: John Jacobs w/attachment  
Ron Uken w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE MICHIGAN FAMILY INDEPENDENCE AGENCY TO PROVIDE ADMINISTRATIVE SUPPORT FOR DEVELOPMENT OF THE STRONG FAMILIES/SAFE CHILDREN PROGRAM**

WHEREAS, Ingham County employs the Coordinator of the Ingham County Human Services Advisory Committee (Human Services/Grant Coordinator); and

WHEREAS, the Family Independence Agency (FIA) proposes to contract with Ingham County to purchase the assistance of the Human Services/Grant Coordinator to support the planning process for the Strong Families/Safe Children Program; and

WHEREAS, the Health Officer advises that the \$6,000 contribution from the FIA is included in the revenue projections of the Health Department's 2004 Budget and recommends that the Board of Commissioners authorize the proposed 2004 agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2003-2004 agreement with the Michigan Family Independence Agency.

BE IT FURTHER RESOLVED, that the County shall make available the services of the Human Services/Grant Coordinator to support the development of the 2004 Strong Families/Safe Children Program plan and will assist the FIA in monitoring plan activities and reporting.

BE IT FURTHER RESOLVED, that the FIA shall pay Ingham County \$6,000 for these services.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2003 through September 30, 2004.

BE IT FURTHER RESOLVED, that the Chairperson is authorized to sign the Agreement after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** August 28, 2003

**Agenda Item Title:** Resolution to Authorize a 2003-2004 Agreement with the Michigan Department of Environmental Quality

**Submitted by:** Health Department

**Committees:** LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** (see attached letter of explanation)

This resolution will authorize a 2003-2004 Agreement with the Michigan Department of Environmental Quality (MDEQ) and many of its environmental protection programs.

**Financial Implications:** The Department of Environmental Quality shall reimburse Ingham County for expenditures related to these contracted services, up to a total of \$178,852 as follows:

Up to \$18,768 for services in the Non-Community Public Water Supply Program, and  
Up to \$898 for Drinking Water Monitoring Services, and  
Up to \$7,500 for Radon Related Services, and  
Up to \$5,730 for Services Related to Swimming Pools, and  
\$97,971 for Services in the On-site Sewage Disposal Program, and  
\$48,165 for Services in the Drinking Water Supply Program

**Other Implications:** None

**Staff Recommendation:** JA \_\_\_\_, JN \_\_\*, HH \_\_\_\_,

This resolution should be approved.

## Memorandum

TO: Human Services Committee  
Finance Committee

FROM: Bruce Bragg

DATE: August 28, 2003

SUBJECT: 2003-2004 Agreement with the Department of Environmental Quality

This is a recommendation to authorize a 2003-2004 Agreement with the Michigan Department of Environmental Quality (MDEQ). The County began to contract with the MDEQ after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The Agreement with the MDEQ is becoming more comprehensive with each year. The proposed agreement for 2003-2004 includes all of the services included in the 2002-2003 Agreement.

### NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM

Ingham County currently has 83 non-community public water supplies. The Health Department is required to conduct sanitary surveys of these supplies once every five years. In addition to conducting sanitary surveys, the Health Department oversees the water quality monitoring at these supplies, issues water well permits for new supplies and ensures that proper public notice is issued should a supply become unsafe for drinking. The DEQ is proposing to reimburse the Health Department up to \$18,768 for these activities and services during State Fiscal Year 2003-04.

### DRINKING WATER MONITORING

The DEQ contracts with the Health Department to collect drinking water samples around certain sites of environmental contamination. The Health Department is currently collecting water samples from four homes located near the Grovenberg Dump Site and three houses near the Gunn Road Dump Site, both in Delhi Township. These samples are collected annually and we receive \$898 for collecting them.

### RADON

The DEQ is proposing to reimburse the Health Department up to \$7,500 for radon related activities and services. The Health Department sells radon test kits and assists citizens as needed. We sold 135 such kits in 2001-2002, and 260 kits were provided to Lansing Middle School children for home radon testing.

## SWIMMING POOLS

The Health Department provides annual inspections at the 191 public swimming pools licensed by the DEQ in Ingham County. In addition to inspections, the Health Department will respond to citizen complaints involving a public swimming pool. The DEQ provides the Health Department with \$30 for each of the pools inspected routinely and \$100 for the initial inspection at newly constructed pools. The inspection fees paid to the Health Department usually amount to just over \$5,730 annually.

## DRINKING WATER SUPPLY

The DEQ contracts directly with the Health Department for the private and type III water supply program and services. In 2000-2001 the Health Department issued 352 permits for new water supply wells. In addition to issuing permits for new wells, the Health Department is responsible for tracking the proper abandonment of wells no longer in use. A total of 85 wells were properly abandoned in 2001-2002. The Health Department also investigates known or suspected cases of drinking water contamination and maintains a map of these sites. This map is made available to well drillers doing business in Ingham County. The DEQ is proposing to reimburse the Health Department up to \$48,165 for these activities and services during State Fiscal Year 2003-04.

## ON-SITE SEWAGE TREATMENT

The DEQ contracts directly with the Health Department for the on-site sewage program and services. In 2001-2002 the Health Department evaluated 607 parcels and issued 290 permits for new and replacement on-site sewage treatment systems. Inspections are made at these systems before they are backfilled with earth. In addition to issuing permits, the Health Department evaluates existing on-site sewage systems to determine how well they are performing. If parcels are not suited for on-site sewage treatment, permits are denied. The DEQ is proposing to reimburse the Health Department up to \$97,791 for these activities and services during State Fiscal Year 2003-2004.

I recommend that the Board of Commissioners authorize the agreement with the MDEQ for 2003-2004. The revenue for these services has been included in the Department's 2004 budget request now being considered by the Board.

Attachment

cc: Bob Godbold w/attachment  
John Jacobs w/attachment  
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2003-2004 AGREEMENT WITH THE MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in the Michigan Department of Environmental Quality (MDEQ); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county government through the network of local health departments; and

WHEREAS, the MDEQ proposes to clarify the responsibilities for some environmental services and arrange to purchase services from Ingham County; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2003-2004 agreement with the MDEQ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2003-2004 agreement with the Michigan Department of Environmental Quality.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2003 through September 30, 2004.

BE IT FURTHER RESOLVED, that the following services shall be provided by Ingham County pursuant to the agreement:

**NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM**

Ingham County currently has 83 non-community public water supplies. The Health Department will conduct sanitary surveys of these supplies once every five years. The Health Department will also oversee water quality monitoring at these supplies, issues water well permits for new supplies and ensure that proper public notice is issued should a supply become unsafe for drinking.

**DRINKING WATER MONITORING**

The Health Department will collect drinking water samples around certain sites of environmental contamination, including from homes located near the Grovenberg Dump Site and Gunn Road Dump Site both located in Delhi Township.

**RADON**

The Health Department will carry out information and education activities related to radon, including the selling and distribution of radon test kits to assist residents in determining the risk of radon exposure.

## **SWIMMING POOLS**

The Health Department will conduct inspections at the 191 public swimming pools licensed by the DEQ in Ingham County. Additionally, the Health Department will respond to citizen complaints involving public swimming pools.

## **ON-SITE SEWAGE DISPOSAL**

The DEQ contracts directly with the Health Department for the on-site sewage program and services. In 2001-2002 the Health Department evaluated 607 parcels and issued 290 permits for new and replacement on-site sewage treatment systems. Inspections are made at these systems before they are backfilled with earth. In addition to issuing permits, the Health Department evaluates existing on-site sewage systems to determine how well they are performing. If parcels are not suited for on-site sewage treatment, permits are denied.

## **DRINKING WATER SUPPLY**

The DEQ contracts directly with the Health Department for the private and type III water supply program and services. In 2001-2002 the Health Department issued 352 permits for new water supply wells. In addition to issuing permits for new wells, the Health Department is responsible for tracking the proper abandonment of wells no longer in use. A total of 85 wells were properly abandoned in 2001-2002. The Health Department also investigates known or suspected cases of drinking water contamination and maintains a map of these sites. This map is made available to well drillers doing business in Ingham County.

BE IT FURTHER RESOLVED, that the Department of Environmental Quality shall reimburse Ingham County for expenditures related to these contracted services, up to a total of \$178,852 as follows:

Up to \$18,768 for services in the Non-Community Public Water Supply Program, and  
Up to \$898 for Drinking Water Monitoring Services, and  
Up to \$7,500 for Radon Related Services, and  
Up to \$5,730 for Services Related to Swimming Pools, and  
\$97,971 for Services in the On-site Sewage Disposal Program, and  
\$48,165 for Services in the Drinking Water Supply Program.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.



**RESOLUTION STAFF REVIEW**

**DATE:** August 28, 2003

**Agenda Item Title:** Resolution to Authorize an Amendment to the Strong Families/Safe Children Agreement with the Michigan Family Independence Agency

**Submitted by:** Health Department

**Committees:** LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** (see attached letter of explanation)

This resolution will authorize an amendment to the 2002-2003 Strong Families/Safe Children Agreement with the Michigan Family Independence Agency. The Family Independence Agency (FIA) will use Strong Families/Safe Children funds to provide additional support for services of the County's JumpStart Program.

**Financial Implications:** The attached resolution will authorize an amendment to the agreement with the FIA which will result in an additional \$15,000 in revenue for the JumpStart Program in FY 2003-2004.

**Other Implications:** None

**Staff Recommendation:** JA \_\_\_\_ JN \_\_\* HH \_\_\_\_  
This resolution should be approved.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Bruce Bragg

Date: September 12, 2003

Subject: Amendment to FIA Strong Families/Safe Children Agreement

This is a recommendation to authorize an amendment to the 2002-2003 Strong Families/Safe Children Agreement with the Michigan Family Independence Agency. The existing agreement provides \$6,000 to the County to purchase the services of the Human Services/Grant Coordinator to support the development and implementation of the Strong Families/Safe Children grant in Ingham County. The Human Services/Grant Coordinator is a position in the Health Department that provides administrative staffing to the Human Services Advisory Committee and acts as co-director of the W.K. Kellogg Community Voices Project.

The FIA has recognized that it has adequate Strong Families/Safe Children funds to provide additional support for services of the County's JumpStart Program. The attached resolution will authorize an amendment to the agreement with the FIA which will result in an additional \$15,000 in revenue for the JumpStart Program in FY 2003-2004.

I recommend that the Board adopt the resolution and authorize the amendment.

Attachment

cc: John Jacobs w/attachment  
Stacey Meyer w/attachment  
Ron Uken w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE STRONG FAMILIES/SAFE CHILDREN AGREEMENT WITH THE MICHIGAN FAMILY INDEPENDENCE AGENCY**

WHEREAS, Ingham County has an agreement with the Michigan Family Independence Agency, through which the Family Independence Agency (FIA) provides \$6,000 to support a Human Services/Grant Coordinator position in the Health Department which provides administrative support services to the Human Services Advisory Committee and administrative support to the FIA for implementation of the Strong Families/Safe Children Program; and

WHEREAS, the Michigan Family Independence Agency has proposed to amend the agreement to utilize \$15,000 to support the JumpStart Early Advantage Project during FY 2003-2004; and

WHEREAS, these funds will help the JumpStart Program meet its revenue target in 2003-2004; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the amendment

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2002-2003 Strong Families/Safe Children Agreement with the Michigan Family Independence Agency, originally authorized by Resolution 02-191.

BE IT FURTHER RESOLVED, that the Michigan Family Independence Agency shall increase the funding available to Ingham County through the Agreement by \$15,000 with the purpose of supporting the Jumpstart Early Advantage Project.

BE IT FURTHER RESOLVED, that all other terms and conditions of the agreement shall remain unchanged.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** August 28, 2003

**Agenda Item Title:** Resolution to Authorize an Amendment to the Refugee Assistance Program Contract with the Michigan Family Independence Agency

**Submitted by:** Health Department

**Committees:** LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** (see attached letter of explanation)

This resolution will authorize an amendment to the Refugee Assistance Program Contract to extend the period of the contract through September 30, 2004 to screen newly arriving refugees and to link them to regular sources of health care.

**Financial Implications:** The total compensation available to Ingham County for services provided pursuant to the amended contract period shall be \$270,000. The Family Independence Agency pays \$425 per refugee assessment/medical screening.

**Other Implications:** The County has contracts with the Refugee Services Program at Catholic Social Services and with the Family and Community Development Services which provide language, transportation and cultural assistance necessary to provide the comprehensive service required by the contract.

**Staff Recommendation:** JA \_\_\_\_, JN \_\_\*, HH \_\_\_\_,

This resolution should be approved.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Bruce Bragg

Date: September 12, 2003

Subject: Authorization to Amend a Refugee Assistance Program Contract with the FIA

This is a recommendation to authorize an amendment to the Refugee Assistance Program Contract to extend the period of the contract through September 30, 2004.

Since the late 1970's the Health Department has been working with the refugee settlement agencies in the Lansing Area to screen newly arriving refugees and to link them to regular sources of health care. Originally, the State paid the County for these services on a fee for service basis. Last year they required a contract for services to assure quality services and to authorize payment. The Board of Commissioners authorized the contract in Resolution No. 02-021 for FY 2001-2002. The contract was amended in 2002 to extend it through September 30, 2003. The FIA pays \$425 per refugee assessment/medical screening. The assessments have to be performed within 90 days of arrival in the United States. Assessments must include a complete physical examination, a number of laboratory test, including tests for communicable disease, immunizations, referrals for services, provision of language assistance and transportation for health care purposes.

Ingham County has for many years provided similar services with support of community agencies. The County has contracts with the Refugee Services Program at Catholic Social Services and with the Family and Community Development Services which provide language, transportation and cultural assistance necessary to provide the comprehensive service required by the contract.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the amendment to the FIA Refugee Assistance Program Contract. The revenue and expenditures identified in this memo and resolution are included in the Department's 2004 budget request.

Attachment

cc: John Jacobs w/attachment  
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE REFUGEE ASSISTANCE PROGRAM  
CONTRACT WITH THE MICHIGAN FAMILY INDEPENDENCE AGENCY**

WHEREAS, Ingham County has entered into a Refugee Assistance Program Contract with the Michigan Family Independence Agency (MFIA), authorized for FY 2001-2002 in Resolution No. 02-021; and

WHEREAS, under the contract, Ingham County conducts health assessments of refugees within 90 days of arrival in the United States, which include a complete physical examination, a number of laboratory tests, including tests for communicable disease, immunizations, referrals for services, provision of language assistance and transportation for health care purposes; and

WHEREAS, the MFIA has proposed to amend the contract to extend it through September 30, 2004; and

WHEREAS, the Health Officer has advised that these funds are included as revenue in the Department's 2004 budget request and has recommended that the Board of Commissioners authorize the amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Refugee Assistance Program Contract with the Michigan Family Independence Agency, originally authorized for FY 2001-2002 by Resolution No. 02-021, and extended for 2002-2003 by Resolution No. 02-190.

BE IT FURTHER RESOLVED, that the amendment shall authorize the extension of the contract through September 30, 2004 and that the total compensation available to Ingham County for services provided pursuant to the amended contract period shall be \$270,000.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** August 28, 2003

**Agenda Item Title:** Resolution to Authorize an Amendment to the Teen Parent Program Grant Agreement with the Michigan Family Independence Agency

**Submitted by:** Health Department

**Committees:** LE \_\_\_\_, JD \_\_\_\_, H.S. \_\_\*, CS \_\_\_\_, Finance \_\_\*

**Summary of Proposed Action:** (see attached letter of explanation)

This resolution will authorize an amendment to the grant agreement with the Michigan Family Independence Agency to operate a Teen Parent Program through the Health Department's Willow Plaza Services. The period of the amendment will be October 1, 2003 through September 30, 2004.

**Financial Implications:** The State of Michigan will contract up to \$132,738 to support this grant activity. The program is included in the Department's 2004 budget.

**Other Implications:** Ingham County, through Willow Plaza Services, provides a broad array of services for adolescents between the ages of 11 and 21 years. The primary mission of Willow Plaza is to reduce the number of unintended teen pregnancies and the infant mortality rate within Ingham County through the services to adolescents. Willow Plaza has been in operation for 15 years and services have evolved to meet the diverse and complicated needs of adolescents. Services include: counseling, case management, peer education, employment assistance, prenatal care, reproductive health and primary care services.

**Staff Recommendation:** JA \_\_\_\_ JN \_\_\* HH \_\_\_\_

This resolution should be approved.

## Memorandum

TO: Human Services Committee  
Finance Committee

FROM: Bruce Bragg

DATE: August 27, 2003

SUBJECT: Authorization to Amend the Teen Parent Program Agreement with the Michigan Family Independence Agency

This is a recommendation to authorize an amendment to the grant agreement with the Michigan Family Independence Agency to operate a Teen Parent Program through the Health Department's Willow Plaza Services. The period of the amendment will be October 1, 2003 through September 30, 2004. The State of Michigan will contribute up to \$132,738 to support this grant activity.

Ingham County, through Willow Plaza Services, provides a broad array of services for adolescents between the ages of 11 and 21 years. The primary mission of Willow Plaza is to reduce the number of unintended teen pregnancies and the infant mortality rate within Ingham County through the services to adolescents. Willow Plaza has been in operation for 15 years and services have evolved to meet the diverse and complicated needs of adolescents. Services include: counseling, case management, peer education, employment assistance, prenatal care, reproductive health and primary care services.

For the last six years, under a contract with the Family Independence Agency, Willow Plaza Services has operated a set of services through a Teen Parenting Network. This program provides intensive home and community-based services for pregnant and parenting teens. It draws on a network of established Ingham County providers to address needs defined by an individualized assessment and service plan. The program utilizes the strengths of para-professionals (peer advocates) to work one-on-one with program participants under the constant supervision of the Teen Parent Specialist.

The Teen Parenting Network trains these college students. These peers relate well to teen parents in a supportive and non-threatening way.

The Teen Parent Program is an important component of the array of services available to teens through Willow Plaza Services. The Health Department has demonstrated that it can responsibly deliver the services. The program is included in the Department's 2004 budget.

The agreement with the Family Independence Agency expired December 31, 2000. Under Resolution #01-14, the agreement was extended through February 29, 2001. The FIA issued a Request for Proposals to extend these



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services for another three-year period. The Health Department responded with a proposal and was awarded a grant agreement.

Under Resolution #01-61 the agreement was authorized from a period of March 1, 2001 through September 30, 2001. Under Resolution #01-258 the agreement was extended from October 1, 2001 through September 30, 2002. The Agreement was extended under Resolution #02-257 from October 1, 2002 through September 30, 2003. This amendment will continue this agreement.

I recommend that the Board of Commissioners adopt the attached resolution to authorize an amendment to the Teen Parent Program Agreement from October 1, 2003 through September 30, 2004.

### Attachment

cc: Kathy Way w/attachment  
John Jacobs, w/attachment  
Bruce Miller w/attachment  
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE TEEN PARENT PROGRAM GRANT AGREEMENT WITH THE MICHIGAN FAMILY INDEPENDENCE AGENCY**

WHEREAS, Ingham County operates Willow Plaza Services, an adolescent health program organized to reduce unintended pregnancies, lower infant death rates, and reduce the incidence of sexually transmitted diseases among adolescents between the ages of 11 to 19 years; and

WHEREAS, Willow Plaza Services utilizes an array of services to accomplish its purposes, including: counseling, case management, peer education, employment assistance, prenatal care, reproductive health and primary care services; and

WHEREAS, for the last six years, the Health Department has successfully operated a Teen Parenting Program, through Willow Plaza Services, under contract with the Family Independence Agency; and

WHEREAS, the Teen Parent Program has become an important tool to achieve the stated purposes of Willow Plaza Services; and

WHEREAS, the Michigan Family Independence Agency has proposed an amendment to the Teen Parent Agreement with Ingham County for FY 2003-2004; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment with the Family Independence Agency and advises that the Teen Parent grant funds are included in the Health Department's FY 2004 budget request to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Teen Parent Agreement with the Michigan Family Independence Agency for the period October 1, 2003 through September 30, 2004.

BE IT FURTHER RESOLVED, that the State of Michigan shall provide Ingham County with up to \$132,738 to implement the FY 2003-2004 Teen Parent Program.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** September 2, 2003

**Agenda Item Title:** Resolution Authorizing Renewal of Agreement for Employee Disability Income Benefit Program

**Submitted by:** Robert J. Smith, SPHR  
Benefits and Insurance Administrator

**Committees:** LE\_\_\_ , JD.\_\_\_, CS\_\*, HS\_\_\_ , Finance\_\*

**Summary of Proposed Action:** Renew current agreement with Canada Life to provide Employee Disability Income Benefits at \$.12 per \$100 of covered payroll (\$0.03 (20%) decrease over previous period) from October 1, 2003 through September 30, 2004. The resolution also allows the continuance of the agreement if there are no rate increases without further board action.

**Financial Implications:** There should be an actual dollar decrease in premium cost over previous period since the current cost is \$.15 per \$100 of covered payroll.

**Other Implications:** Canada Life provides good service to employees who need the coverage and are responsive to staff and employees with questions.

**Staff Recommendation:** JA\_X JN \_\_\_ HH \_\_\_  
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING RENEWAL OF AGREEMENT FOR  
EMPLOYEE DISABILITY INCOME BENEFIT PROGRAM**

WHEREAS, Ingham County provides disability income insurance to employees; and

WHEREAS, the proposed rate of \$.12 per \$100 of covered payroll is at the far low end of previous market studies; and

WHEREAS, the proposed rate of \$.12 per \$100 of covered payroll is a decrease of \$.03 cents per \$100 of covered payroll or 20% lower than that which is currently being paid by the County.

THEREFORE BE IT RESOLVED, that the County enters into a renewal agreement with Canada Life for employee disability income coverage for a one-year period beginning on October 1, 2003 at a premium of \$.12 per \$100 of covered monthly payroll for both benefit levels which will result in an estimated annual premium of \$33,688 for Ingham County employees, an actual dollar decrease from the previous period.

BE IT FURTHER RESOLVED, that this agreement may be continued provided that the fee schedule does not increase.

BE IT FURTHER RESOLVED, that the Ingham County Road Commission, at their expense, is included as a subgroup in the disability income policy with Canada Life.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign appropriate documents after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE

September 9, 2003

Agenda Item Title: Resolution Approving Contracts with Dyntek and Hewlett Packard for the Purchase of Storage Area Network and Associated Professional Services for Installation

Submitted by: Rodney Taylor, MIS Director

Committees: LE. \_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS \_\_\*, Finance\_\_\*

Summary of Proposed Action: This resolution authorizes entering into contracts with Dyntek and Hewlett Packard for the purchase storage area network and associated professional services for installation at a cost not to exceed \$145,000.

Financial Implications: A portion of cost for this purchase will be paid from the MIS budget in the amount of \$73, 033.50. The remaining balance of \$71,966.50 will be taken from the Register of Deeds technology fund.

Other Implications: None

Staff Recommendation: JA X JN \_\_\_\_ HH \_\_\_\_

Staff recommends the approval of this resolution.

**MEMORANDUM**

**TO:** County Services Committee  
Finance Committee

**FROM:** Rodney H. Taylor, Director

**DATE:** August 1, 2003

**RE:** Storage Area Network

The server that currently holds the data for the Register of Deeds and Clerk's application needs to be replaced because it is getting close to the end of its useful life. We are currently adding over 4 GB a month in new data to this server, and we have determined we will run out of space in less than a year. We have two options. Replace the server with similar technology or use a newer technology that might give us many more benefits.

MIS is recommending that some of the Deeds technology funds money be used to purchase what is called a storage area network (SAN). A SAN uses a high speed networking technology called fiber channel to connect one or more servers to a large array of disk storage. This technology is becoming very popular and according to research company IDC, SAN's will account for 70% of all network storage by 2004.

There are many benefits of a SAN. First, it allows much better utilization of drive space. For example, the current Eagle server used by the Clerk and Register of Deeds images is over 80% full, while we have other servers that only use 20% of their available disk space. With a SAN we could better utilize the disk space on the over forty servers that the County has purchased. This would be much more cost effective for the County and allow us to respond quicker to situations where extra drive space is required.

Another benefit of a SAN is how data can be backed up. Now, when we do a full backup of the Eagle server it takes over 30 hours. A Storage Area Network removes the backing up and restoring of data from the primary network and thus reduces LAN congestion and decreases the backup window required. With a SAN we would be able to copy all of the data on a server to another location on the SAN very quickly. The server could then come back on line and an off line backup could be performed without effecting users.

The next benefit of a SAN is disaster preparation. By itself, a SAN is more reliable then typical server storage because of the technology used in its design. In addition, if we have a server failure we will be able to roll a new box in place and not have to recover the data (again this would take over 30 hours in the case of the Eagle application). Instead, you just attach the new server to the SAN and configure it access the data. This would greatly reduce the time in which it takes to recover.

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The last benefit is very similar to the first. With a SAN we can easily add additional disk drives to the system. Many of our current servers are at or near their current maximums. If we need additional space, we might have to replace the equipment, with a SAN you can just add in an additional hard drive. In fact, we will be able to add 36 more drives up to 5 TB (terabytes) of space.

The funds for this project would be coming from budgeted line items in both the MIS budget and the Register of Deeds technology fund. This would be for an amount not to exceed \$145,000. Register of Deeds and the Ingham County Purchasing departments have both approved the purchase of software, hardware and professional services from Dyntek and Hewlett Packard. This would be utilizing the Regional Educational Media Center Association of Michigan's Cooperative Purchasing Contract, which selects its vendors from an open competitive process.

I am requesting that the attached resolution be submitted to the Board for their approval. This resolution would authorize the Board Chair and the County Clerk to sign any necessary contract documents with Dyntek and Hewlett Packard as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING CONTRACTS WITH DYNTEK AND HEWLETT PACKARD FOR  
THE PURCHASE OF STORAGE AREA NETWORK AND ASSOCIATED PROFESSIONAL  
SERVICES FOR INSTALLATION**

WHEREAS, currently servers that hold County data do not utilize disk space in an efficient manner; and

WHEREAS, some servers have almost no storage space left, while others are completely empty; and

WHEREAS, a number of our applications take an excessive amount of time to do a complete backup because of the amount of data stored on the server; and

WHEREAS, MIS is recommending that a storage area network (SAN) be purchase that would address the above stated issues; and

WHEREAS, a SAN would improve the County's disaster preparation status.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a contract with DynTek and Hewlett Packard for the purchase of a Storage Area Network and all related software, hardware and professional services, at a cost not to exceed \$145,000.

BE IT FURTHER RESOLVED, that a portion of cost for this purchase will be paid from the MIS budget in the amount of \$73, 033.50, and the remaining balance of \$71,966.50 will be taken from the Register of Deeds technology fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair and the County Clerk to sign any necessary contract documents as to form by the County Attorney.



RESOLUTION STAFF REVIEW

DATE

September 1, 2003

Agenda Item Title: Resolution Authorizing Entering into an Agreement with Tom's Advanced Paving Company to Perform Approximately 48,000 sq. ft. of Asphalt Work at Six Different County Facilities

Submitted by: John W. Andresen/Facilities Director

Committees: LE. \_\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_\_, CS \_\_\_\_\*, Finance\_\_\*

Summary of Proposed Action: This resolution authorizes entering into a contract with Tom's Advance Paving Co. to perform approximately 48,000 sq. ft. of asphalt work at six different County facilities at a cost not to exceed \$41,990.00.

Financial Implications: The Purchasing Department solicited proposals for said services and after reviewing, Tom's Advanced Paving Company submitted the lowest responsive proposal at \$41,990.00 which also reflects prevailing wage. It is the recommendation of the Purchasing and Facilities Departments that a contract be awarded to Tom's Advanced Paving Company.

Other Implications: Funds for these parking lot repairs are budgeted within the appropriate CIP Distribution/Parking Lot Repairs.

Staff Recommendation: JA X JN \_\_\_\_ HH \_\_\_\_  
Staff recommends the approval of this resolution.

MEMORANDUM

**TO:** County Services and Finance Committees

**FROM:** John W. Andresen/Facilities Director

**DATE:** September 2, 2003

**RE:** Resolution Requesting Authorization to Enter into an Agreement for Approximately 48,000 sq. ft. of Asphalt Repairs at Six (6) Different County Facilities

Attached for your review is a resolution to approve an agreement with Tom's Advanced Paving Company for the following asphalt repairs;

1. Visitor' Lot Grady Porter Building - remove existing, replace and cap 16,625 sq. ft.
2. Drive at Sheriff' Office - repair and cap 5,175 sq. ft.
3. Lot at Sheriff' Office - repair and cap 40,500 sq. ft.
4. Lot at Animal Control Office - repair and cap 640 sq. ft.
5. Service Drive at Sheriff' Office - repair and cap 272 ft. sq.
6. Entrance Drive at 55<sup>th</sup> District Court - repair and cap 500 sq. ft.

The funds for these repairs are available within the appropriate CIP Distribution/Parking Lot Repair. The Purchasing Department solicited proposals for said services and after reviewing, Tom's Advanced Paving Company submitted the lowest responsive proposal at \$41,990.00.

It is the recommendation of the Purchasing and Facilities Departments that a contract be awarded to Tom's Advanced Paving Company.

Thank you.

JWA/cc

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH  
TOM'S ADVANCED PAVING COMPANY TO PERFORM APPROXIMATELY 48,000 SQ. FT. OF  
ASPHALT WORK AT SIX DIFFERENT COUNTY FACILITIES**

WHEREAS, the following is a list of County facilities who are in need of asphalt work including the scope of work to be performed:

1. Visitor' Lot at the Grady Porter Building - remove existing, replace and cap 16,625 sq. ft.
2. Drive at Sheriff' Office - repair and cap 5,175 sq. ft.
3. Lot at Sheriff' Office - repair and cap 40,500 sq. ft.
4. Lot at Animal Control - repair and cap 640 sq. ft.
5. Service Drive at Sheriff' Office - repair and cap 272 sq. ft.
6. Entrance Drive at 55<sup>th</sup> District Court - repair and cap 500 sq. ft.; and

WHEREAS, the funds for these parking lot repairs are budgeted for within the appropriate CIP Distribution/Parking Lot Repairs; and

WHEREAS, the Purchasing Department solicited proposals for said services and after reviewing submitted proposals Tom's Advanced Paving Company was the lowest responsive proposal; and

WHEREAS, it is the recommendation of the Purchasing and Facilities Departments that Tom's Advanced Paving Company be awarded the contract to perform the above listed asphalt repairs at all six (6) areas listed for a total cost of \$41,990.00 which also reflects prevailing wage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Tom's Advanced Paving Company, 7828 Lanac, Lansing, Michigan 48917 to perform approximately 48,000 sq. ft. of asphalt repairs at the above listed six (6) different County Facilities for a total cost not to exceed \$41,990.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE

September 11, 2003

Agenda Item Title: Resolution Authorizing Entering into a Contract with Pine Ridge Incorporated to Replace the Retaining Wall at the Ingham County Correctional Facility

Submitted by: John W. Andresen/Facilities Director

Committees: LE. \_\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_\_, CS \*\_ , Finance\*\_

Summary of Proposed Action: This resolution authorizes entering into a contract with Pine Ridge Incorporated to replace the retaining wall at the Ingham County Correctional Facilities for a cost not to exceed \$54,400.00.

Financial Implications: Proposals for this project were solicited by Clark Construction along with the Jail Renovation Project. It is the recommendation of Clark Construction, the Purchasing Director, and the Ingham County Facilities and Purchasing Departments that a contract be awarded to Pine Ridge Incorporated to replace the retaining wall at the Ingham County Correctional Facilities for a cost not to exceed \$54,400.00.

Other Implications: None

Staff Recommendation: JA X JN \_\_\_\_\_ HH \_\_\_\_\_  
Staff recommends the approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: John W. Andresen/Facilities Director

DATE: September 9, 2003

RE: Resolution Requesting Authorization to Enter into a Contract with Pine Ridge Incorporated for the Complete Replacement of the Retaining Wall at the Ingham County Correctional Facility

Attached for your review a resolution requesting that a contract be awarded to Pine Ridge Incorporated for replacement of the deteriorating retaining wall at the Ingham County Correctional Facility for a cost of \$54,400.00. The funds for this project are available in the Countywide Parking Lot Repair distribution. Clark Construction solicited proposals for this project. It is the recommendation of Clark Construction along with Ingham County Facilities and Purchasing Departments to award this contract to Pine Ridge Incorporated.

Thank you for your consideration in this matter.

JWA/cc

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PINE RIDGE  
INCORPORATED TO REPLACE THE RETAINING WALL AT THE INGHAM COUNTY  
CORRECTIONAL FACILITY**

WHEREAS, the retaining wall at the Ingham County Correctional Facility has deteriorated to the point that it is in need of complete replacement; and

WHEREAS, funds for this contract are available within the appropriate distribution, Countywide Parking Lot Repair; and

WHEREAS, proposals for this project were solicited by Clark Construction; and

WHEREAS, it is the recommendation of Clark Construction, and the Ingham County Facilities and Purchasing Departments that a contract be awarded to Pine Ridge Incorporated to replace the retaining wall at the Ingham County Correctional Facilities for a cost not to exceed \$54,400.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Pine Ridge Incorporated, 529 Fitchburg Road, Stockbridge, Michigan 49285 to replace the retaining wall at the Ingham County Correctional Facilities for a cost not to exceed \$54,400.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

**RESOLUTION STAFF REVIEW:**                      **DATE:** September 5, 2003

**Agenda Item Title:**                      Resolution Approving the Contract Extension and Salary Adjustment of the Nurse Practitioners and Clinic Nurses' Unit

**Submitted by:**                              Harold Hailey, Human Resources Director

**Committees:**                              LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

**Summary of Proposed Action:**        Extend the July 1, 2000 through June 30, 2004 collective bargaining agreement through December 31, 2004 and grant a 1.5% salary adjustment effective June 25, 2004.

**Financial Implications:** See Financial Impact of Nurses' Compensation Study attachment.

**Other Implications:** Contract will be settled for an additional one and one-half years.

**Staff Recommendation:** JA\_\_\_\_ JN\_\_\_\_ HH   X    
Staff recommends the approval of this Resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE CONTRACT EXTENSION AND SALARY ADJUSTMENT OF  
THE NURSE PRACTITIONERS AND CLINIC NURSES' UNIT**

WHEREAS, the July 1, 2000 through June 30, 2004 Agreement between the County of Ingham and the Ingham County Employees' Association Nurse Practitioners/Clinic Nurses' Unit provides for a job evaluation study to be done by O. William Rye & Company; and

WHEREAS, the contract states that the final recommendation from the consultants will be implemented by the County effective June 28, 2003; and

WHEREAS, the ICEA is agreeable to extending the collective bargaining agreement until December 31, 2004, with a 1.5% salary adjustment effective June 25, 2004.

THEREFORE BE IT RESOLVED, that the ICEA Nurse Practitioners/Clinic Nurses' collective bargaining agreement be extended through December 31, 2004.

BE IT FURTHER RESOLVED, that a 1.5% salary adjustment be provided effective June 25, 2004.



**FINANCIAL IMPACT OF NURSES' COMPENSATION STUDY  
June 28, 2003 through December 24, 2004**

PHN Unit

Current Cost - no increase	\$1,513,043
Budgeted Cost - 3% increase	\$1,558,434
Cost to Implement Study	\$1,586,129
Additional cost to implement study	\$27,695
Current Total Annual Maximum Salaries	\$1,018,508
Proposed Total Annual Maximum Salaries	\$1,086,628
Additional Annual Long Term Cost	\$68,120

NP/Clinic Nurses' Unit

Current Cost - no increase	\$3,111,623
Budgeted Cost - 3% increase	\$3,204,972
Cost to Implement Study	\$3,318,182
Additional cost to implement study	\$113,210
Current Total Annual Maximum Salaries	\$2,128,681
Proposed Total Annual Maximum Salaries	\$2,242,728
Additional Annual Long Term Cost	\$114,047

Total - Both Units

Current Cost - no increase	\$4,624,666
Budgeted Cost - 3% increase	\$4,763,406
Cost to Implement Study	\$4,904,311
Additional cost to implement study	\$140,905
Current Total Annual Maximum Salaries	\$3,147,189
Proposed Total Annual Maximum Salaries	\$3,329,356
Additional Annual Long Term Cost	\$182,167

**RESOLUTION STAFF REVIEW:**

**DATE:** September 5, 2003

**Agenda Item Title:** Resolution Approving the Contract Extension, Salary Adjustment and Job Study of the Public Health Nurses' Unit

**Submitted by:** Harold Hailey, Human Resources Director

**Committees:** LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS \_\_\*, Finance \_\_\*

**Summary of Proposed Action:** Approve the Job Study for the Public Health Nurses; Extend the July 1, 2000 through June 30, 2003 collective bargaining agreement through December 31, 2004; and, grant a 1.5% salary adjustment effective June 25, 2004.

**Financial Implications:** See Financial Impact of Nurses' Compensation Study attachment.

**Other Implications:** Job Study brings internal and external equity to Nurses' units.

**Staff Recommendation:** JA\_\_\_\_ JN\_\_\_\_ HH\_\_X\_\_  
Staff recommends the approval of this Resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE CONTRACT EXTENSION, SALARY ADJUSTMENT AND JOB STUDY OF THE PUBLIC HEALTH NURSES' UNIT**

WHEREAS, the July 1, 2000 through June 30, 2003 Agreement between the County of Ingham and the Ingham County Employees' Association Public Health Nurses' Unit provided for a job evaluation study to be done by O. William Rye & Company; and

WHEREAS, the contract states that any recommendation forthcoming from the study must be approved by the PHN Unit and the County Board of Commissioners prior to implementation; and

WHEREAS, the PHN Unit has elected to approve the Job Study and further agree to extend their collective bargaining agreement through December 31, 2004 with a 1.5% salary adjustment effective June 25, 2004.

THEREFORE BE IT RESOLVED, that the final job study recommendation from Mr. Rye for the ICEA Public Health Nurses be approved.

BE IT FURTHER RESOLVED, that the PHN collective bargaining agreement be extended through December 31, 2004.

BE IT FURTHER RESOLVED, that a 1.5% salary adjustment be provided effective June 25, 2004.

**FINANCIAL IMPACT OF NURSES' COMPENSATION STUDY  
June 28, 2003 through December 24, 2004**

PHN Unit

Current Cost - no increase	\$1,513,043
Budgeted Cost - 3% increase	\$1,558,434
Cost to Implement Study	\$1,586,129
Additional cost to implement study	\$27,695
Current Total Annual Maximum Salaries	\$1,018,508
Proposed Total Annual Maximum Salaries	\$1,086,628
Additional Annual Long Term Cost	\$68,120

NP/Clinic Nurses' Unit

Current Cost - no increase	\$3,111,623
Budgeted Cost - 3% increase	\$3,204,972
Cost to Implement Study	\$3,318,182
Additional cost to implement study	\$113,210
Current Total Annual Maximum Salaries	\$2,128,681
Proposed Total Annual Maximum Salaries	\$2,242,728
Additional Annual Long Term Cost	\$114,047

Total - Both Units

Current Cost - no increase	\$4,624,666
Budgeted Cost - 3% increase	\$4,763,406
Cost to Implement Study	\$4,904,311
Additional cost to implement study	\$140,905
Current Total Annual Maximum Salaries	\$3,147,189
Proposed Total Annual Maximum Salaries	\$3,329,356
Additional Annual Long Term Cost	\$182,167

RESOLUTION STAFF REVIEW

DATE: September 5, 2003

**Agenda Item Title:** Resolution Authorizing the Transfer of Funds for the Jail Renovation Project

**Submitted by:** Gerald Ambrose, Controller

**Committees:** LE  X , JD.  , CS  , HS  , Finance  X

**Summary of Proposed Action:** (see attached letter)

The resolution authorizes the transfer of the county funds remaining from Grady Porter Building Renovation Project (approximately \$136,000) to the Jail Renovation Project. The transfer is requested because the Jail Renovation bids were \$174,719 above the available funds of \$2,223,655. The Building Authority has reviewed the project scope and budget, and has determined that adjustments can be made within the project's scope to reduce the overage by approximately \$50,000. Attached is a letter from Wigen, Tincknell, Meyer & Associates which describes the overages.

**Financial Implications:**

There currently is approximately \$136,000 in county funds remaining from the furniture budget for the Grady Porter Building Renovation project. The project is completed, so these funds are available to be transferred to the Jail Renovation Project. The Building Authority Committee is recommending that a transfer of county funds be made from the Grady Porter Project to the Jail Renovation project. It does not recommend further reductions in the scope of the project.

**Other Implications:** None

**Staff Recommendation:** JA  X  JN   HH

The Building Authority, of which the Controller, County Treasurer, and County Attorney are members, recommends approval of the resolution.

Introduced by the Law Enforcement and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FOR THE JAIL RENOVATION PROJECT**

WHEREAS, bids have been received for the Jail Renovation Project; and

WHEREAS, the total of the bids is \$174,719 above available funds of \$2,223,655; and

WHEREAS, the Building Authority has determined that it can make adjustments within the project scope to reduce this overage by at least \$50,000; and

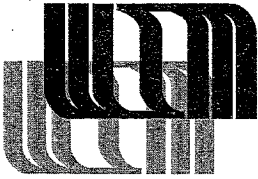
WHEREAS, the Building Authority does not recommend any further reductions in the scope of the project; and

WHEREAS, there are county funds remaining from the purchase of furniture for the Grady Porter Building Renovation Project totaling \$136,000; and

WHEREAS, the Building Authority is requesting additional funds to complete the project as designed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the transfer of the county funds remaining from the Grady Porter Building Renovation Project to the Jail Renovation Project, which is estimated to be \$136,000.

September 4, 2003



MR. GERALD W. AMBROSE, SECRETARY  
INGHAM COUNTY BUILDING AUTHORITY  
P.O. BOX 319  
MASON, MICHIGAN 48854

RE: Ingham County Jail Renovations

Dear Jerry,

Bids were received for the subject project on August 5, 2003. The compilation of low bids and projected cost of the total project as provided by Clark Construction Company is, unfortunately, higher than the approved budget for the project.

WIGEN  
TINCKNELL  
MEYER &  
ASSOCIATES  
.....  
ARCHITECTS &  
PLANNERS

The total project cost as projected by Clark is now set at \$2,217,490.00. That is \$253,655.00 (12.9%) higher than projected in April of this year.

I must point out that the exterior masonry repair project came in at \$180,532.00, including contingency and fees, which is substantially (30%) below the approved amount of \$259,468.00. The savings in the exterior project can help to offset the overage in the interior remodeling. However, it will not completely offset the higher bids on the interior remodeling.

We were advised that the funds available for both interior and exterior work total \$2,223,303.00. With that in mind, the following status is offered:

Interior Remodeling and Furnishings	\$2,217,490.00
Exterior Masonry Repairs	<u>180,532.00</u>
Total Project	\$2,398,022.00
Available Funds	<u>\$2,223,303.00</u>
In Excess of Approved Budget	\$ 174,719.00

Our combined total is 8% above the approved budget.

You have indicated that the bonding costs were \$30,000.00 less than expected and that those savings could be used to offset the excess. Thus, the difference would be reduced to \$144,719.00.

It is important for the Building Authority to know that the project totals include contingencies for unanticipated conditions associated with remodeling. The exterior project carries a contingency of \$20,000.00. The interior has a contingency of \$20,000.00 in the Carpentry and General Conditions contract and another \$112,969.00 in line item contingency. The total contingency fund available is \$152,969.00. Certainly, we hope that we will not need all of the contingency, however, with a remodel project, it is important to anticipate that there will be unforeseen conditions.

WIGEN  
TINCKNELL  
MEYER &  
ASSOCIATES  
.....  
ARCHITECTS &  
PLANNERS

We have reviewed the documents in an effort to find ways of reducing the cost. The documents contain nothing frivolous. The project is very basic. We have identified several items that could reduce the cost, however, we have not yet had opportunity to meet with Undersheriff Myers, Major Carpenter and Major Spike to discuss the changes that may be necessary to reduce the cost. They are not available until next week to meet with us.

If all of the savings we have identified were approved by the Sheriff's administrative team, we would not be able to reduce the project by \$145,000.00. We believe that we will be able to reduce the cost by perhaps, \$45,000.00 through minor revisions in the project.

The project budget report prepared by Clark contains numerous estimates which are not yet supported by actual costs. These line items include furnishings totaling \$171,450.00, general conditions \$60,000.00, permits \$5,000.00 and hazardous material removal \$40,000.00. There is a possibility of some savings in these categories.

In summary, I believe that we are short of necessary funds to complete the two projects by about \$100,000.00. As hard as we have tried over the past 30 days to get the project in budget, we have been unable to do so. This is as troubling to me as it is to you and the Building Authority.

The fact that we missed the budget by 12.9 is very difficult to explain. WTM prepared an estimate and Clark Construction did the same. We apparently both misjudged the cost of the project.

We have taken a look at the project looking for scope creep. There are a few areas where changes were requested after the preliminary plans and estimates were approved. These changes were primarily a re-thinking of security issues by the Sheriff's staff. We believe that they are necessary, however, they did add some cost to the project. Five security doors with electronic controls were added at an approximate cost of \$20,000.00 and a ventilation unit was added for a newly created evidence storage room. This added another \$3,400.00.

The two main areas of over-run were in the structural steel which was substantially higher than estimated and HVAC which was 21% higher than the estimate. We have identified some options to reduce the cost of the HVAC, however, we have not yet reviewed the options with the Sheriff's staff. There is no apparent way to reduce the cost of the structural steel package.



WIGEN  
TINCKNELL  
MEYER &  
ASSOCIATES  
.....  
ARCHITECTS &  
PLANNERS

Both Clark and WTM base their estimates on the best information and experience factors available. We certainly believed that we were providing a reasonable estimate of the cost of the project. Unfortunately, the contractors bidding the project saw it differently than we did. In reality, the only true number is the bid number. In this case, that number is higher than any of us expected.

In order to get this project underway, we would recommend to the Building Authority that the four contracts identified by Clark Construction Company as essential be awarded at this time. These contracts include:

06100	Concrete, Carpentry & General Trades	\$349,800.	Pine Ridge
15000	Mechanical, Plumbing/HVAC	\$421,200.	Kebler
15500	Fire Protection	\$ 30,500.	Jackson Automatic
16000	Electrical	<u>\$178,060.</u>	Quality Electric
	Total Costs	<u>\$979,560.</u>	

With the award of these contracts, the project can get underway while we continue to explore cost reduction options and bidding of furnishings.

We would further recommend that the Building Authority authorize you to approve the remaining contracts once all cost saving avenues have been explored and we have concurrence from the Sheriff's staff.

We believe that the maximum extent of exposure to over-run is \$100,000.00 based upon our anticipation that we can experience additional savings of \$45,000.00 in combination of the methods described above. The additional funds would have to come from reduced furniture purchase, additional funds authorized by the Board of Commissioners, or other sources.

Thank you for your consideration of the information contained herein. We apologize for the inconvenience caused by the estimated cost being too low. We hope that the gap can be substantially narrowed if not eliminated by the end of the project.

Sincerely,

WIGEN TINCKNELL MEYER & ASSOCIATES, INC.

  
JOHN T. MEYER, FAIA

JTM/kw

cc: Chad Riehl  
Undersheriff Matthew Myers

Ingham County Jail Renovations  
Budget Report

Clark Job #2365

9/3/2003

Section #	Bid Pack Description	Budget	Subcontractor Name	Original Contract	Post Bid Addendum	Proposed Contract Amount	Approved Change Orders	Revised Contract Amount	Amount Completed To Date	%	Anticipated Changes	Estimated GMP at Completion	Variance Over/Under Contingency
2200	Sitework:												
2700	Earthwork	10,000.00	Sandborn	21,250.00		21,250.00	0.00	21,250.00	0.00	0%	0.00	21,250.00	11,250.00
	Asphalt Paving	23,000.00	American Asphalt	11,600.00		11,600.00	0.00	11,600.00	0.00	0%	0.00	11,600.00	(11,400.00)
	<b>Site Subtotal</b>	<b>33,000.00</b>		<b>32,850.00</b>	<b>0.00</b>	<b>32,850.00</b>	<b>0.00</b>	<b>32,850.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>32,850.00</b>	<b>(150.00)</b>
4800	<b>Building Trades:</b>												
5100	Masonry	127,820.00	Schiffer	129,900.00		129,900.00	0.00	129,900.00	0.00	0%	0.00	129,900.00	2,080.00
5100	Structural and Misc. Steel	58,744.00	Windor	164,792.00		164,792.00	0.00	164,792.00	0.00	0%	0.00	164,792.00	106,048.00
6100	Concrete, Carpentry & General Trade	362,700.00	Pine Ridge	349,800.00		349,800.00	0.00	349,800.00	0.00	0%	0.00	349,800.00	(12,900.00)
7500	EPDM Roofing	0.00	Borner	24,333.00		24,333.00	0.00	24,333.00	0.00	0%	0.00	24,333.00	24,333.00
8500	Aluminum and Glazing	80,000.00	MBS	31,500.00		31,500.00	0.00	31,500.00	0.00	0%	0.00	31,500.00	(48,500.00)
9200	Metal Studs, Drywall	106,552.00	DSI Acoustical	61,900.00		61,900.00	0.00	61,900.00	0.00	0%	0.00	61,900.00	(44,652.00)
9300	Flooring	58,744.00	Lansing Tile	48,000.00		48,000.00	0.00	48,000.00	0.00	0%	0.00	48,000.00	(10,744.00)
9600	Epoxy Resinous Flooring	0.00	DC Byers	9,980.00		9,980.00	0.00	9,980.00	0.00	0%	0.00	9,980.00	9,980.00
9800	Painting	50,352.00	Valley Painting	25,675.00		25,675.00	0.00	25,675.00	0.00	0%	0.00	25,675.00	(24,677.00)
15000	Mechanical, Plumbing/HVAC	348,368.00	Kebler	421,200.00		421,200.00	0.00	421,200.00	0.00	0%	0.00	421,200.00	72,832.00
15500	Fire Protection	18,750.00	Jackson Auto	30,500.00		30,500.00	0.00	30,500.00	0.00	0%	0.00	30,500.00	11,750.00
16000	Electrical	141,272.00	Quality Elect.	178,060.00		178,060.00	0.00	178,060.00	0.00	0%	0.00	178,060.00	36,788.00
17000	Security Systems	100,704.00	Midstate Sec.	53,205.00		53,205.00	0.00	53,205.00	0.00	0%	0.00	53,205.00	(47,499.00)
	<b>Building Trades Subtotal</b>	<b>1,454,006.00</b>		<b>1,528,845.00</b>	<b>0.00</b>	<b>1,528,845.00</b>	<b>0.00</b>	<b>1,528,845.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>1,528,845.00</b>	<b>74,839.00</b>
	Hazardous Material Removal	50,000.00	Budget	50,000.00	(10,000.00)	40,000.00	0.00	40,000.00	0.00	0%	0.00	40,000.00	(10,000.00)
	Detention Bunks	49,500.00	Budget	49,500.00		49,500.00	0.00	49,500.00	0.00	0%	0.00	49,500.00	0.00
	Dentention Tables	25,200.00	Budget	25,200.00		25,200.00	0.00	25,200.00	0.00	0%	0.00	25,200.00	0.00
	Wardrobe Units	22,500.00	Budget	22,500.00		22,500.00	0.00	22,500.00	0.00	0%	0.00	22,500.00	0.00
	Training Center Furniture	42,600.00	Budget	42,600.00		42,600.00	0.00	42,600.00	0.00	0%	0.00	42,600.00	0.00
	EOL Furniture	31,650.00	Budget	31,650.00		31,650.00	0.00	31,650.00	0.00	0%	0.00	31,650.00	0.00
	<b>Subtotal</b>	<b>221,450.00</b>		<b>221,450.00</b>	<b>(10,000.00)</b>	<b>211,450.00</b>	<b>0.00</b>	<b>211,450.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>211,450.00</b>	<b>(10,000.00)</b>
1000	<b>Soft Costs:</b>												
1000	Supervision, Management, Fee	150,000.00	Clark	150,000.00		150,000.00	0.00	150,000.00	12,500.00	8%	0.00	150,000.00	0.00
1000	General Conditions	60,000.00	Clark	60,000.00		60,000.00	0.00	60,000.00	6,519.72	11%	0.00	60,000.00	0.00
1000	Permits	15,000.00	Clark	15,000.00	(10,000.00)	5,000.00	0.00	5,000.00	6,519.72	130%	0.00	5,000.00	(10,000.00)
1000	Architectural Fees	111,376.00	Owner	111,376.00		111,376.00	0.00	111,376.00	0.00	0%	0.00	111,376.00	0.00
1000	Architectural Reimbursables	8,000.00	Owner	8,000.00	(3,000.00)	5,000.00	0.00	5,000.00	0.00	0%	0.00	5,000.00	(3,000.00)
	<b>Soft Costs Subtotal</b>	<b>344,376.00</b>		<b>344,376.00</b>	<b>(13,000.00)</b>	<b>331,376.00</b>	<b>0.00</b>	<b>331,376.00</b>	<b>25,539.44</b>	<b>8%</b>	<b>0.00</b>	<b>331,376.00</b>	<b>(13,000.00)</b>
1000	Construction Contingency	164,668.00	Clark	0.00		0.00	0.00	0.00	0.00	0%	0.00	112,969.00	51,699.00
	<b>PROJECT TOTAL</b>	<b>2,217,490.00</b>		<b>2,127,521.00</b>	<b>(23,000.00)</b>	<b>2,104,521.00</b>	<b>0.00</b>	<b>2,104,521.00</b>	<b>25,539.44</b>	<b>0%</b>	<b>0.00</b>	<b>2,217,490.00</b>	<b>0.00</b>

Project Income: (89,969.00)

Bond Issuance 0

Interest Income 0

Total 0

Recomending for Building Authority Approval 9/4/03

Remove and replace retaining wall:	\$ 54,400	Pine Ridge
<u>Award The following bid packages:</u>		
6100 Concrete, Carpentry & General Trades	\$ 349,800	Pine Ridge
15000 Mechanical, Plumbing/HVAC	\$ 421,200	Kebler
15500 Fire Protection	\$ 30,500	Jackson Automatic
16000 Electrical	<u>\$ 178,060</u>	Quality Electric
Total costs	<u>\$ 979,560</u>	

Award these packages with the understanding that we are going to continue to review ways to value engineer costs out of these packages.



**CLARK**  
Construction Company

Ingham County Jail Renovations  
Bid Recommendations

<u>Bid Package</u>	<u>Budget</u>	<u>Recommended Bid</u>	<u>Contractor</u>
2200 Earthwork	\$ 10,000	\$ 21,250	Sandborn Construction
2700 Asphalt Paving	\$ 23,000	\$ 11,600	American Asphalt
Subtotal Sitework	\$ 33,000	\$ 32,850	
4800 Masonry	\$ 127,820	\$ 129,900	Schiffer Mason
5100 Structural and Misc. Steel	\$ 58,744	\$ 164,792	Windsor
6100 Concrete, Carpentry and General Trad	\$ 362,700	\$ 349,800	Pine Ridge Construction
7500 EPDM Roofing	\$ -	\$ 24,333	Borner Restoration
8500 Aluminum and Glazing	\$ 80,000	\$ 31,500	MBS
9200 Metal Studs, Drywall	\$ 106,552	\$ 61,900	DSI Acoustical
9300 Flooring	\$ 58,744	\$ 48,000	Lansing Tile
9600 Epoxy Resinous Flooring	\$ -	\$ 9,980	DC Byers
9900 Painting	\$ 50,352	\$ 25,675	Valley Painting
15000 Mechanical, Plumbing/HVAC	\$ 348,368	\$ 421,200	Kebler
15500 Fire Protection	\$ 18,750	\$ 30,500	Jackson Automatic
16000 Electrical	\$ 141,272	\$ 178,060	Quality Electric
17000 Security Systems	\$ 100,704	\$ 53,205	Midstate Security
Subtotal Building Trades	\$ 1,454,006	\$ 1,528,845	
Total Site and Building Costs	\$ 1,487,006	\$ 1,561,695	
(Under)/Over Budget		\$ 74,689	

Alternates:

	<u>Budget</u>	<u>Bid Amount</u>	
1 Provide 250 KW Generator	\$ 95,000	\$ 45,818	Quality Electric
2 Remove and replace retaining wall	\$ -	\$ 54,400	Pine Ridge

**JOSEPH K. COX**

*ATTORNEY AT LAW*  
203 W. Grand River Ave.  
P.O. Box 0239  
Webberville, MI 48892-0239  
(517) 521-3015, Fax: (517) 521-3710  
cox@cablespeed.com

August 27, 2003

Gerald W. Ambrose  
Office of the Ingham County Controller  
County Courthouse  
PO Box 319  
Mason, MI 48854

VIA FAX 517-676-7306  
& FIRST CLASS MAIL

Re: Letter dated August 25, 2003, Village of Webberville

Dear Mr. Ambrose:

Mr. John Hanieski shared your letter with the Village Council and the members of the Downtown Development Authority at the 8/25/2003 Public Hearing on Proposed Amendments to its Existing Economic Development and Tax Increment Plan. It was indeed unfortunate that this letter and/or your concerns could not have been addressed sooner.

I advised Mr. Hanieski in response to your letter and on behalf of the Webberville Downtown Development Authority and the Village that the county apparently misunderstood the nature of the amendments being proposed or did not have the benefit of a copy of the amendments. I am thus enclosing a copy of the proposed amendments to the plan.

Upon review of the amendments you should note that no where in the plan is the Downtown District or the Tax Increment Financing District proposed to be modified in any way. While the boundaries of the Downtown Development District consist of the boundaries of the Village, the boundaries of the Tax Increment Financing District involve only an area zoned and used principally for business. These boundaries have not been changed with one exception when a certain parcel of property was deleted from the district several years ago.

Since the plan does not envision the alteration of any Downtown District Boundaries or Tax Increment Financing District Boundaries the "opt out provisions" available to the County in MCLA 125.1653 do not apply and hence your policy as expressed in your resolution is not applicable.

The Village and the DDA have been aware of the County's' policy regarding capture of its taxes whenever District Boundaries are changed to incorporate new captured taxes, when it was originally adopted. As expressed in the Resolution its adoption was predicated upon an amendment to the DDA Act which allows you to "opt out" of capture of the County Taxes when a District Boundary is amended.

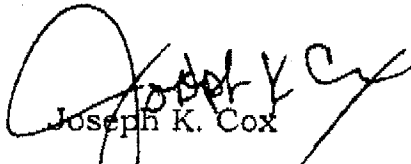
Opt out provisions are not available to taxing jurisdictions whose taxes are captured in a DDA District when existing plans within existing boundaries are amended to provide for the specific use of funds already being legally captured by the DDA.

While the DDA welcomes the county's input and its suggestions on the use of its captured taxes, it nevertheless believes that it is best suited to determine the use of such captured taxes within the Village following the established statutory scheme. The use of all of the taxes captured by the DDA in the Village has remained essentially unchanged since the DDA was originally established in 1984. The amendments to the plan in large part merely recite proposed uses which are more specific and which have been updated to reflect the projects which have been accomplished and projects which continue to warrant development.

I would be happy to discuss this matter with you in further detail should you so desire and I am sure the president of the Village and the DDA welcomes the county's input in the development matters taking place in the Village.

For those reasons there is no reason or legal basis for the Village and the DDA to be entering into a tax sharing agreement with the County under the circumstances you have proposed.

Regards,



Joseph K. Cox

JKC/dac

Enclosures

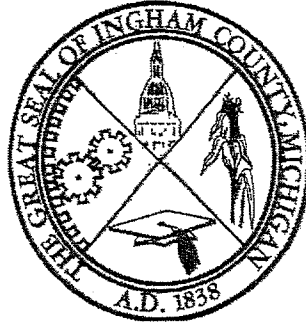
Cc: Randy Shafer, County Commissioner

**FILE COPY**

*OFFICE OF THE INGHAM COUNTY CONTROLLER*

Gerald W. Ambrose  
Controller

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Deputy Controller  
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Teri Younger  
Budget Director  
Phone (517) 676-7218  
FAX (517) 676-7337  
Email: [bdteri@ingham.org](mailto:bdteri@ingham.org)

August 25, 2003

Ms. Rosa Lee Jones, Village Clerk  
Village of Webberville  
P.O. Box 389  
Webberville, MI 48892

Dear Ms. Jones:

Thank you for the opportunity to comment on the amendments to the economic development plan and tax increment financing plan proposed by the Webberville Downtown Development Authority.

The County Board of Commissioners has expressed its support for economic development projects and will allow its property tax revenues to be captured under certain conditions. Those conditions are contained in a Resolution adopted August 22, 1995 entitled Resolution Establishing a Policy on Tax Sharing Agreements. A copy is included with this letter.

The Resolution states, "The County will not permit the capture of county property tax revenues in any new or amended development districts unless the Ingham County Board of Commissioners has approved a tax sharing agreement with the affected Downtown Development Authority... and the affected municipality."

There are seven conditions to be met:

1. The agreement must be only for specifically defined infrastructure projects directly related to economic growth within the district;
2. Specific infrastructure projects must be for specific items of work, limited to a specific dollar amount, to be completed within a specific time period;
3. The Village must allow the capture of its property tax revenues while the county's taxes are being captured;
4. Captured county revenues in excess of the amount needed for the project(s) must be returned annually;

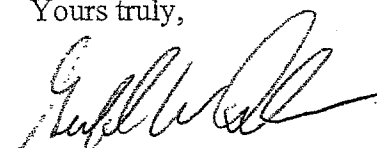
5. The tax sharing agreement shall provide for its expiration at the latter of ten years from its date or the final maturity of any bonds used to finance the project(s).
6. The agreement shall specify the maximum amount of captured county property tax revenues which may be collected;
7. If tax revenue is above expectations, the additional revenues shall be used to retire any obligations related to projects approved by the tax sharing agreement.

The elements of the proposed amendment to the economic development plan that specifically relate to supporting Webberville's economic growth through improved infrastructure investments are within the letter and the spirit of the County's policy. Road improvements, extension or upgrading of water, sewer, storm drainage and industrial park improvements are the kinds of investments the policy anticipates.

There are elements, however, that are problematical. The county policy does not envision the use of county tax revenues to support a facade improvement grant program nor a grant program for residential property developers. A reasonable allocation for planning and engineering in connection with acceptable infrastructure projects is allowed by the policy. But some of the administrative costs contained in the proposed revision to the economic development plan appear beyond the intent of the County Board of Commissioners. For these reasons the County objects to the capture of its property tax dollars as proposed in the plan amendments.

The Ingham County Economic Development Corporation is charged with the administration of this policy. It is reviewing the elements of the proposed amendment to the economic development plan and will submit recommendations related to a tax sharing agreement to the County Board of Commissioners through the appropriate committees. I suggest that the Executive Director of the county EDC discuss this with the members of the Downtown Development Authority in order to reach a mutually acceptable agreement.

Yours truly,



Gerald W. Ambrose  
Controller

GWA/njh

Enclosure



# Ingham County Board of Commissioners



## RESOLUTION

### RESOLUTION ESTABLISHING A POLICY ON TAX SHARING AGREEMENTS

Introduced by the Finance Committee

WHEREAS, state law now gives counties the option of deciding whether or not to allow the capture of county property tax revenues within new or expanded development districts under the Local Development Finance Authority act (LDFA) and the Downtown Development Authority Act (DDA); and.

WHEREAS, the Ingham County Board of Commissioners has considered the advantages and disadvantages of allowing such captures in the future.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following policy with respect to the capture of county property tax revenues within new or expanded development districts under the Local Development Finance Authority Act (LDFA) and the Downtown Development Authority Act (DDA):

- 1) The County will not permit the capture of county property tax revenues in any new or amended development districts unless the Ingham County Board of Commissioners has approved a tax sharing agreement with the affected Downtown Development Authority and/or Local Development Finance Authority and the affected municipality.
- 2) The County will only consider the approval of a tax sharing agreement which meets the following conditions:
  - a) The agreement must be only for specifically defined infrastructure projects which are directly related to economic growth within the district.
  - b) Specifically defined infrastructure projects must be for specific items of work, each of which is limited to a specific maximum dollar amount, to be completed within a specified time period.
  - c) The affected jurisdiction must allow the capture of its property tax revenues for the period of time for which County property revenues are captured.
  - d) Any captured county property tax revenues collected in excess of the amounts required for the projects defined within the agreement must be returned to the County on an annual basis.
  - e) The tax sharing agreement shall provide that it will terminate at the later of 10 years from its date or at the final maturity of any bonds, notes or other obligations payable from tax increment revenues subject to the agreement.
  - f) The agreement shall specify the maximum amount of captured county property tax revenues which may be collected.
  - g) If tax revenue is generated faster than anticipated due to growth within the district exceeding initial projections, the additional revenues may be used to defease or call any bonds or other debt obligations related to the projects approved by the tax sharing agreement in proportion with funds from other taxing jurisdictions.



- 3) The County Economic Development Corporation is designated as the county agency responsible for evaluating requests for the capture of county property tax revenues as to conformance with this policy, and shall recommend approval or disapproval of any such proposed agreement to the Board of Commissioners through its Administrative Services/Personnel Committee and its Finance Committee.
- 4) A copy of any approved agreement shall be given to the County Treasurer, who shall take the necessary steps to assure that any captured property tax revenues collected in excess of the amounts permitted by the agreement are returned to the County on an annual basis.
- 5) The Board of Commissioners may also consider other relevant issues, including the possible environmental impact of the projects envisioned with such proposed tax sharing agreements.

BE IT FURTHER RESOLVED, that upon receipt of a request for the capture of county property tax revenues, a resolution responding to the request as provided by this policy shall be placed on the appropriate committee agendas for consideration for final action by the Board of Commissioners within the 60 day statutory deadline.

BE IT FURTHER RESOLVED, that a copy of any request for the capture of county property tax revenues shall be forwarded to the County Economic Development Corporation.

BE IT FURTHER RESOLVED, that an initial rejection by the Board of Commissioners of such a request may be rescinded if and when a tax sharing agreement is reached which meets the conditions of this policy.

**FINANCE**

Yeas: Goulet, Grebner,  
 McDonald, Schafer,  
 Czarnecki

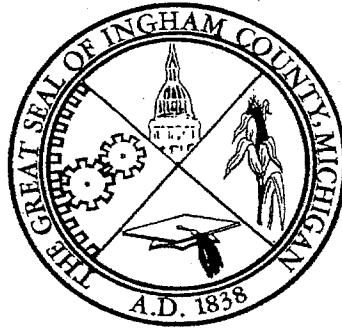
Nays: None

Absent: Gallagher  
 Approved 8/16/95

**OFFICE OF THE INGHAM COUNTY CONTROLLER**

**Gerald W. Ambrose**  
Controller

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**Teri Younger, Budget Director**  
Phone (517) 676-7218  
FAX (517) 676-7337  
Email: [tyounger@ingham.org](mailto:tyounger@ingham.org)

September 2, 2003

Mr. John G. Daher, Supervisor  
Mr. Steve Hayward, Director  
Planning & Development Dept.  
Lansing Charter Township  
3209 W. Michigan Avenue  
Lansing, MI 48917

RE: Proposed Voluntary Agreement Allowing for the Capture of \$7 million in County Property Taxes to Support the Development of Infrastructure in Lansing Township  
DDA's TIFA (Eastwood Towne Center)

Dear Mr. Daher and Mr. Hayward:

The Ingham County Board of Commissioners recently authorized staff to negotiate a voluntary agreement with Lansing Charter Township which would allow the capture of county property taxes to support some of the projects identified in the Township's Development and Tax Increment Financing Plan. This letter and draft resolution outlines a proposal which would allow the capture of \$7 million in county property tax revenues over the next 15 years.

The County's proposal to allow the capture of \$7 million over 15 years is a significant commitment by Ingham County in the continued commercial development in Lansing Charter Township. An average of \$350,000 annually in county revenues, which would otherwise be used to provide public safety, public health, recreation and other county services to all 279,320 residents of Ingham County, would be diverted for this purpose, starting with \$180,000 in December, 2003.

Current policy provides that Ingham County will support economic development initiatives by considering participation in specifically defined infrastructure projects, provided that such projects are defined in scope and in time, not exceeding 10 years or the date of the final maturity of bonds or other financial instruments financing the projects. It also anticipates that revenues from other taxing units will be captured.

The proposed agreement to allow the capture of \$7 million in county tax revenues is based on these considerations:

**FILE COPY**

- County capture to be in proportion to total capture - The county property tax levy, which would provide the base for the capture of county revenues, is 36.1% of the total levies subject to capture. Actual county levies subject to capture for December, 2003, will total 8.6011 mills, while the levies from Lansing Township, LCC, CATA, and CADA will total 15.2522 mills.
- County capture for basic infrastructure projects - Eight of the proposed projects, estimated to cost a total of \$19.2 million, are identifiable as basic infrastructure projects (i.e., sewer, road, drainage, and utility improvements). Based on a county capture in proportion to total capture, the county's share of infrastructure support is 36.1% of the \$19.2 million, or \$6,931,000.
- County capture completed within 15 years - According to the projections provided in the DDA plan, \$7 million in county revenues can be reasonably be expected to be captured within 15 years, provided average annual growth slightly exceeds 2.5%:

\$ 5.99 million capture projected over 15 years @ 1.0% average annual growth

\$ 6.82 million capture projected over 15 years @ 2.5% average annual growth

\$ 8.48 million capture projected over 15 years @ 5.0% average annual growth

Authority to negotiate any agreement was authorized by the Board of Commissioners even though there is stated concern that the benefit to the residents of Ingham County in exchange for this public investment is not at all certain. No evidence has been presented that further development of this new commercial area will significantly increase economic activity within the county or region instead of concentrating existing economic activity at the expense of other areas of the county. In addition, there is no evidence that the area of investment is an economically declining area as was envisioned in the statute creating the DDA statute.

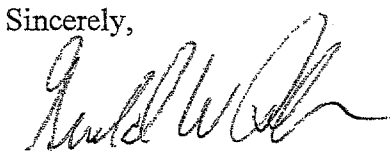
This proposal does not waive any legal rights the County may otherwise have if an agreement is not entered into and is submitted for settlement purposes only. Further, if a court determines that the Lansing Township DDA and/or Plan was not properly established, or is otherwise invalid, then the tax-sharing agreement between Ingham County and Lansing Township shall be rendered null and void.

I will be reporting to the Board of Commissioners through its County Services and Finance Committees, on the status of these negotiations at their September 16 and September 17 meetings.

I would appreciate a response prior to these times.

Thank you and please contact me if you would like to discuss this further.

Sincerely,



Gerald W. Ambrose  
Controller

GWA/njh

**DRAFT**

**RESOLUTION APPROVING A TAX SHARING AGREEMENT BETWEEN THE COUNTY OF INGHAM AND THE CHARTER TOWNSHIP OF LANSING**

WHEREAS, Lansing Charter Township has approved a Development and Tax Increment Financing Plan which could potentially capture as much as \$33 million in county property taxes over the next 30 years; and

WHEREAS, through adoption of Resolution #03-150, the Ingham County Board of Commissioners has objected to this potential capture as outlined in the adopted plan; and

WHEREAS, the Ingham County Board of Commissioners and the Lansing Charter Township Board of Trustees wish to resolve this disagreement and avoid litigation; and

WHEREAS, representatives of Ingham County and Lansing Charter Township have met in an attempt to negotiate a voluntary tax sharing agreement; and

WHEREAS, the representatives have arrived at an agreement which they are recommending to be the basis of a voluntary tax sharing agreement.

THEREFORE BE IT RESOLVED, that the \_\_\_\_\_ (Ingham County Board of Commissioners) (Lansing Charter Township Board of Trustees) approve a voluntary tax sharing agreement based on the following:

1. The Ingham County Board of Commissioners voluntarily approves the capture of a maximum of \$7 million in county property tax revenues over the next 15 years, to be used as county participation in the cost of the following infrastructure projects identified in the Lansing Charter Township Development and Tax Increment Financing Plan:

Project #	Description	Est. Cost
3	Complete Wood Road Sewer	\$300,000
4	Construct Road in rail ROW from wood Road to County Line	\$500,000
6	Redesign interchange at 127 & Lake Lansing Road	\$3,500,000
12	Improve Storm Drainage	\$4,000,000
13	Provide additional parking capacity	\$5,000,000
14	Construct Sidewalks	\$250,000
15	Install Street and Sidewalk lighting	\$600,000
21	Bury Overhead Electric lines	\$5,000,000
		\$19,150,000

2. The manner in which the captured funds are utilized toward these projects are at the discretion of the Lansing Charter Township DDA; provided however, that the captured funds are utilized only to accomplish the projects identified herein including all engineering, architectural, financing and related expenses; that the township will detail for the county the specific use of the funds; and that any residual funds will be returned to the county.
3. The agreement will expire at the time that \$7 million in county property taxes have been collected, or by December 31, 2018 at the latest.
4. The parties may mutually agree to modify the terms of this agreement by appropriate actions of the respective governing bodies.
5. The capture of property taxes will be at 80% of the values, and against all county levies, as provided for in the currently adopted plan.

BE IT FURTHER RESOLVED, that should a court determine that the Lansing Township DDA and/or Plan was not properly established, or is otherwise invalid, then the tax-sharing agreement is rendered null and void;

BE IT FURTHER RESOLVED, that the \_\_\_\_\_ (Ingham County Board of Commissioners) (Lansing Charter Township Board of Trustees) authorizes its legal counsel to draft a final agreement based on this resolution.

BE IT FURTHER RESOLVED, that the appropriate officials are authorized to sign the agreements as recommended by legal counsel.



STATE OF MICHIGAN
COUNTY OF NEWAYGO
BOARD OF COMMISSIONERS

At a regular session of the said Board, held in the City of White Cloud, in said County, on the 14th day of May 2003, the following Resolution was adopted:

Resolution #05-016-03
Resolution to Stress the Importance of Revenue Sharing
To Counties and Request that No Further Cuts Be Made

WHEREAS, the Newaygo County Board of Commissioners wishes to communicate to its Representatives and Governor of the State of Michigan the concerns of the possibility of reductions in revenue sharing; and

WHEREAS, the Newaygo County Board of Commissioners receives approximately \$900,000 of revenue sharing revenue and its reduction would cause significant financial problems for Newaygo County; and

WHEREAS, Newaygo County understands through communications with other counties that a reduction in revenue sharing would dramatically affect them in a negative manner; and

WHEREAS, Newaygo County has committed these dollars, since they have been a long term revenue source to many of our most important functions, including, but not limited to, Sheriff Road Patrol, Health Department match, Mental Health Department match, Child Care and Jail Services.

NOW, THEREFORE, BE IT RESOLVED, that the Newaygo County Board of Commissioners strongly opposes any additional cuts in revenue sharing and hopes that the State understands the major financial problems revenue sharing reductions would cause all counties in the State of Michigan.

BE IT FURTHER RESOLVED, that the Newaygo County Board of Commissioners requests that its Representative Mike Pumford and Senator Gerald VanWoerkom oppose any further reduction in revenue sharing.

BE IT FURTHER RESOLVED, that the copies be forwarded to the Michigan Association of Counties, all 82 other counties, Representative Mike Pumford, Senator Gerald VanWoerkom, and Governor Jennifer Granholm.

Motion by: Finance, Seconded by: Balberde, to adopt the foregoing Resolution.
The Ayes being: Balberde, DeKuiper, Derks, Fulton, Maike, Purcell, Willett
Nays: 0 Absent: 0

The Resolution was adopted.

Stanley DeKuiper
Stanley DeKuiper, Chairman
Newaygo County Board of Commissioners

STATE OF MICHIGAN )
)ss
COUNTY OF NEWAYGO )

I, Laurel J. Breuker, County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Newaygo County Board of Commissioners at a regular session held on the 14th day of May, 2003

Laurel J. Breuker
Laurel J. Breuker
Newaygo County Clerk

**VILLAGE OF WEBBERVILLE****NOTICE OF PUBLIC HEARING****ON AMENDMENTS TO THE ECONOMIC DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN PROPOSED BY THE WEBBERVILLE DOWNTOWN DEVELOPMENT AUTHORITY**

**TAKE NOTICE** that the Council of the Village of Webberville will hold a public hearing commencing at 7:00 p.m. in the Village Council Chambers, located at 115 South Main Street, Webberville, Michigan on Monday the 25<sup>th</sup> day of August, 2003 to consider the adoption of proposed amendments to the Economic Development Plan and the Tax Increment Financing Plan, "Plan", prepared by the Webberville Downtown Development Authority, "Authority".

The Plan amendments generally describe goals and objectives for projects to be considered located in or adjacent to Tax Increment Financing District Area No. 1 which is generally the area of the Village bordered by Stockbridge Road (M-52) to the west, Grand River Avenue (M-43) or the village limits on the north, the village limits to the south, and the north-south line continuing from the village limit line to the east. The Plan also described proposed methods of financing the projects and the plan duration.

Maps, plats, and a description of the proposed amendments to the Plan are available for public inspection at the office of the Village Clerk, 115 South Main Street, Webberville, Michigan on or after August 1, 2003. All aspects of the proposed amendments will be open for discussion at the public hearing.

All citizens, taxpayers and property owners of the Village of Webberville or officials from any taxing jurisdiction levying taxes in the development area have the right to attend the hearing and be heard in regard to the proposed amendments to the Plan. The Ingham County Board of Commissioners and the school boards of each school district and all other taxing jurisdictions, if any, in which any portion of the development area is located may present their recommendations at the public hearing.

The Village Council will consider the approval of the amendments to the Plan only after the public hearing has been completed.

The Village Council shall provide an opportunity for interested persons to be heard and shall receive and consider communications in writing with reference to the hearing. The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the proposed amendments.

**Prepared by:**

**Joseph K. Cox, Village Attorney**  
203 W. Grand River Ave., PO Box 239  
Webberville, MI 48892  
(517) 521-3015



Rosa Lee Jones, Village Clerk  
Village of Webberville, Michigan



**VILLAGE OF WEBBERVILLE**

115 S. Main St.  
Webberville, MI 48892

**Resolution # 2003-08**  
(Enacted July 21, 2003)

**A RESOLUTION ESTABLISHING A PUBLIC HEARING AND PROVIDING  
FOR NOTICE OF PROPOSED AMENDMENTS TO THE DOWNTOWN  
DEVELOPMENT AUTHORITY ECONOMIC DEVELOPMENT PLAN AND  
TAX INCREMENT FINANCING PLAN**

**RECITALS**

- A. The Village Council previously adopted Ordinance 92 creating the Webberville Downtown Development Authority (DDA) pursuant to and in compliance with Act 97 PA 1975 as amended:
- B. The Village Council previously approved an Economic Development Plan and a Tax Increment Financing Plan, as amended through this date; collectively called "The Plans" prepared by the Authority.
- C. The Authority has requested the Village Council amend the Plans all in accordance with the provisions of the act and:
- D. The Village Council wishes to set a date for a public hearing on Amendments to the Plans prepared by the Authority attached and incorporated by reference.

**RESOLVED**

- 1. A public hearing to determine that the amendments to the Plans as requested by the Authority, constitute a public purpose and to consider approving such amendments shall be held before the Village Council, 115 S. Main Street at 7:00 p.m., Monday, August 25, 2003. At such hearing the Village Council shall provide an opportunity for interested persons to be heard and shall receive and consider communications in writing with reference to the amendments. The hearing shall provide the fullest opportunity for the expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the proposed amendments to the Plans. The

Village Council shall make and preserve a record of the public hearing, including the date presented.

2. The Village Clerk is directed to publish, post and mail notice of the such hearing, such notice to be substantially in a form approved by the Village Attorney, in accordance with the Act including publication in a newspaper of general circulation in the Village twice before the hearing, once not less than 20 days before the hearing date. Notice of hearing shall also be mailed not less than 20 days before the hearing (a) to the property taxpayers of record in the existing downtown district and (b) to the governing body of each taxing jurisdiction levying taxes within the existing downtown district. Notice shall also be posted in 20 conspicuous and public places within the existing downtown district not less than 20 days before the hearing.
3. The Village Clerk is directed to forward three (3) certified copies of this resolution to the Secretary of the Authority.
4. The Village Clerk is directed to forward a certified copy of this resolution together with a copy of the resolution of the Authority recommending the amendments to the Plan and, not less than 20 days before hearing date, notice of the hearings to the Ingham County Board of Commissioners, to the school board of each school district in which any portion of the development area is located, and to the governing body of each other taxing jurisdiction levying taxes within the existing downtown district.
5. The members of the Ingham County Board of Commissioners and the schools boards and the governing bodies of each other taxing jurisdiction may present their recommendation at the public hearing.
6. This Resolution shall be effective immediate upon adoption.
7. The DDA shall pay all expenses associated with the preparation of this Resolution, the Amendments to the Plans and the required Notice of Hearing.


Adopted at a regular meeting of the Village Council held on the 21<sup>st</sup> day of July, 2003.

YEAS: Pierce, DuLac, Oliver, Leonard, Perkins

NAYS: -0-

ABSENT: Schad, Ryan

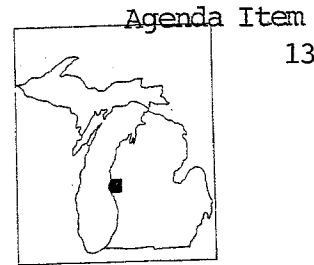
I certify that the above is a true and complete copy of Resolution No. 2003-08 adopted by the Village Council at a regular meeting held on the 21st day of July, 2003.

  
\_\_\_\_\_  
Rosa Lee Jones, Village Clerk

**Drafted by:**  
**Joseph K. Cox (P27178)**  
**Attorney at Law**  
**203 W. Grand River Ave.**  
**PO Box 239**  
**Webberville, MI 48892**  
**(517) 521-3015**



Oceana County  
**BOARD OF COMMISSIONERS**  
County Building  
P.O. Box 14  
Hart, Michigan 49420



RESOLUTION RE IMPORTANCE OF STATE REVENUE SHARING  
TO COUNTIES AND REQUEST THAT NO FURTHER REDUCTIONS BE MADE

Moved by Mr. Merten and seconded by Mr. Simon to adopt the following Resolution:

WHEREAS, the Oceana County Board of Commissioners wishes to communicate to its Legislators and Governor Jennifer Granholm its concerns about the possibility of significant reductions in State revenue sharing payments to counties under any proposed new revenue sharing funding distribution formula; and

WHEREAS, the County of Oceana received \$532,527 of revenue sharing revenue in FY 2002 and is expected to receive only \$457,169 in FY 2003 even after amending the revenue sharing budget down to \$486,000; and

WHEREAS, the Oceana County Board of Commissioners fully understands through communications with other counties and the Michigan Association of Counties (MAC) that further reductions in revenue sharing would dramatically affect them in a negative manner creating significant financial stress on Oceana County and all other counties; and

WHEREAS, the Oceana County Board of Commissioners has committed its revenue sharing dollars inasmuch as they have been a long term revenue source for the provision of many important functions to include, but not limited to: Sheriff Road Patrol, District Health Department #10 appropriations, West Michigan Community Mental Health System county match, Child Care, County Jail operations and Parks and Recreation Commission activities.

THEREFORE, BE IT RESOLVED: That the Oceana County Board of Commissioners strongly opposes any further cuts in revenue sharing payments to counties and the revenue sharing formula affecting counties and sincerely hopes that the Michigan Legislature understands the full impact of additional revenue sharing reductions on all the counties in the State of Michigan.

BE IT FURTHER RESOLVED: That certified copies of this Resolution be forwarded to Governor Granholm, Senator VanWoerkom, Representative Pumford, MAC and the 82 other counties.

Roll call vote: Merten, yes; Simon, yes; Malburg, yes; Byl, yes; Kolbe, absent; McGovern, absent; and, VanSickle, yes. Motion carried.

**CERTIFICATION:**

The undersigned, being the Clerk of Oceana County, does hereby certify that on the 14th day of August, 2003, the Oceana County Board of Commissioners did adopt the above Resolution at its Regular Meeting.

**RECEIVED**

AUG 19 2003

OCEANA COUNTY CLERK

