

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFER

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
DEB NOLAN  
REBECCA BAHAR-COOK  
TODD TENNIS  
LAURA DAVIS  
STEVE DOUGAN

## 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, JANUARY 21, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [December 3, 2008](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Treasurer
  - a. Resolution Approving Entering into an Agreement with Kelley Cawthorne, PLLC and John Crongeyer, Esq. to Join in a [Class Action Lawsuit](#) Against On-Line Hotel Booking Companies
  - b. Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
2. Sheriff's Office
  - a. Resolution to Accept a \$1,800.00 Donation from the Tri-County Bicycle Association, DALMAC Fund Grant for the Purchase of Two New Police Bicycles for the Ingham County Sheriff's Office, [Delhi Division](#) Community Policing Officer Bike Patrol Program
  - b. Resolution to Enter into a Five (5) Year Lease Agreement with L-3 Mobile-Vision to Equip Twenty-Seven (27) [Ingham County Patrol Vehicles](#) with New Digital In-Car Camera
3. 55th District Court - Resolution Authorizing the County to Accept a Grant Award from the State Court Administrators Office/Office Highway Safety Planning (SCAO/OHSP) for the Ingham County [55th District Court](#) Sobriety Court Program
4. Ingham County Circuit Court Family Division - Resolution for the Ingham County [Circuit Court/Family Division](#) to Accept an Award of \$1,000 for the Family Dependency Treatment Program
5. Housing Commission - Resolution Accepting 2008 Community Development Block Grant Funding from the [Michigan State Housing Development Authority](#) in the Amount of \$256,100
6. Ingham County Parks & Recreation Commission - Resolution Authorizing a Contract Between Republics/[Allied Waste Services of Western Michigan](#) and Ingham County for Dumpster Service at All Ingham County Parks
7. Health Department
  - a. Resolution to Establish [Medical Records](#) Copying Fees for the Health Department

- b. Resolution to Amend Resolution #08-229 Authorizing an Agency Agreement with Michigan State University to Delegate Certain [Environmental Health Responsibilities](#)
  - c. Resolution to Adjust the Status of a Position in the [Health Department](#)
8. Facilities Department
- a. Resolution Authorizing Entering into a Lease Agreement with the Agricultural Preservation Board for Use of Office Space in the [Economic Development Office](#) at the Hilliard Building
  - b. Resolution Authorizing a Contract with [AT&T Wireless and ID Solutions](#) to Upgrade the Interior Analog Surveillance System to a Digital IP Based Security System at the Ingham County Veterans Memorial Courthouse and Grady Porter Building
  - c. Memorandum Regarding Emergency Repair – [Jail Hot Water Storage Tank](#)
  - d. Information – [2008 Capital Improvement Project Summary](#) (CIP) Report
9. Human Resources Department
- a. Resolution Approving Annual 2009 and 2010 Compensation for Non-Judicial [County-Wide Elected Officials](#)
  - b. Resolution Extending an Agreement with the Accident Fund for Administration of the [Self-Funded Workers' Compensation](#) Program
10. MIS Department - Resolution to Approve the Renewal of the [US Signal Annual Support Agreement](#)
11. Controller's Office
- a. Resolution Authorizing a Modification in the Rates Charged for Local and Long Distance Service for [Inmate Telephones](#)
  - b. Resolution to Amend the [2009 Fair Fund Budget](#)
12. Board Referrals
- a. Letter from Lansing City Clerk's Office Regarding Notice of Public Hearing for the Taxpayers of the City of Lansing - [Franklin Street](#) Community Nonprofit Housing Corporation
  - b. Letter from Lansing City Clerk's Office Regarding Notice of Public Hearing for the Taxpayers of the City of Lansing-[Greater Lansing Housing Coalition](#)
  - c. Notice of a Public Hearing from the City of Mason Regarding the Special Assessment Roll for the [Sidewalk Improvements](#) Special Assessment Project No. 2009-1

Announcements      **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**  
Public Comment      **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**  
Adjournment          **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. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org)

## FINANCE COMMITTEE

December 3, 2008

### Minutes

Members Present: Mark Grebner, Curtis Hertel, Tina Weatherwax-Grant, Andy Schor and Steve Dougan

Members Absent: Victor Celentino

Others Present: Teri Morton, Jill Rhode, Doug Stover, Rick Terrill, Janeil Valentine, Sara Deprez, Dr. Sienko, Paul Pratt and Paul Kindel

The meeting was called to order by Chairperson Grebner at 6:01 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the November 19, 2008 Minutes

The November 19, 2008 Minutes were approved as submitted.

#### Additions to the Agenda

1. Substitute Resolution
- 5g. Substitute Resolution
- 8b. Substitute Resolution
- 8d. Sheriff's Office – Resolution to Accept \$20,000 from the Ingham County Kennel Club for the Ingham County Sheriff's Office K-9 Unit

Limited Public Comment: None

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

1. Drain Commissioner – Resolution Pledging Full Faith and Credit for the Prompt Repayment of Principal and Interest on the Burgess and Branches Drain Note 2008
3. Equalization/Remonumentation Committee
  - a. Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County Grant Administrator for the 2009 Remonumentation Project
  - b. Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2009
4. Facilities Department/MIS/Family Division of Circuit Court – Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Security Cameras at the Ingham County Family Center for the Ingham Academy

5. Health Department
  - a. Resolution to Authorize Amendment #1 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - b. Resolution to Authorize a 2008-2009 Moving Our Community Toward Health Grant
  - c. Resolution to Authorize Acceptance of a Federal Assistance Award for an Abstinence Education Program
  - d. Resolution to Authorize a Teen Parent Program Agreement with the Michigan Department of Human Services
  - e. Resolution to Authorize Service Contracts with Licensed Dentists for 2009
  - f. Resolution to Authorize Acceptance of a Federal Assistance Award for Health Care Services for the Homeless
  - g. Resolution to Execute a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan
  
7. 911 Advisory Board/Controller's Office – Resolution Authorizing a Contract with M/A-COM, Inc. for the New MSU WKAR Tower Site Transition Project for the Public Safety Wireless Voice Communications System
  
8. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2008 Ingham County Budget and Authorizing the Controller/Administrator to Make Year End Budget Adjustments
  
  - d. Resolution to Accept \$2,000.00 from the Ingham County Kennel Club for the Ingham County Sheriff's Office K-9 Unit

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

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

2. Ingham County Agricultural Preservation Board
  - a. Resolution Authorizing a Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

MOVED BY COMM. WEATHERWAX-GRANT, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD.

Comm. Dougan asked for a clarification regarding the Agricultural Preservation Board's (AP Board) 2008 budget. Ms. Morton said the 2008 budget was \$38,000. Comm. Dougan said he would prefer to approve a lower number for the 2009 budget. The AP Board could come back to this Committee next year if it needs more funding.

Comm. Hertel said the AP Board has a new source of funding. It makes sense to approve their request tonight. The AP Board must believe this amount is necessary for 2009. Comm. Weatherwax-Grant said she fully support's this request.

Comm. Schor said he was surprised that the County's residents agreed that this is a priority. This Committee should support the staff in this matter.

Mr. Kindel stated Ms. Byers submits a monthly report to the AP Board for their approval. This report includes Ms. Byer's hours and the projects she has addressed during those hours.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

6. Ingham County Controller's Office/911 Steering Committee – Resolution Authorizing Funds to Select a Contract for the 911 Center Consolidation Site Selection

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING FUNDS TO SELECT A CONTRACT FOR THE 911 CENTER CONSOLIDATION SITE SELECTION.

Chairperson Grebner asked if the County is approaching the consolidation project correctly. He further said the plan makes him nervous. Mr. Terrill said he is charged to locate a site for the new consolidation facility. The then said this is a very aggressive time table. Chairperson Grebner said Mr. Terrill's responsibilities should be set on separate timelines. He would be assured if the consolidation's projects could be completed one at a time. Mr. Terrill said Plante & Moran developed the timeline. The timeline is just a recommendation from the steering committee.

Comm. Schor suggested the Law Enforcement Committee should obtain a timetable from Mr. Neilsen. The timeline should be realistic. Ms. Morton explained that an action plan was approved and did not include a detailed timeline. This plan may have only been submitted to the Law Enforcement Committee. Chairperson Grebner stated his concern that the County is committed to making this consolidation happen at one time. Comm. Schor said this matter can be addressed at the next Board meeting.

Chairperson Grebner further expressed his concern that the Board of Commissioners has determined that the labor contracts will be resolved in one day. It would be a mistake to set a date for reaching contracts with the labor units.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

8. Controller's Office
  - b. Resolution Authorizing an Agreement for Local and Long Distance Service for the Inmate and Public Pay Telephones

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE OPTION 1 - RESOLUTION AUTHORIZING AN AGREEMENT FOR LOCAL AND LONG DISTANCE SERVICE FOR THE INMATE AND PUBLIC PAY TELEPHONES.

Comm. Weatherwax-Grant said the 2009 budget shortfall is huge. She then asked if anyone thinks the Law Enforcement Committee will approve Option 1 or Option 2. Ms. Morton said the charges in Option 1 are similar to a previous contract for this service.

Chairperson Grebner asked staff to inform the Law Enforcement Committee that this Committee selected Option 1; however, the Law Enforcement Committee can exercise its right to choose Option 2.

MOTION CARRIED with Comm. Grebner voting NO. Absent: Comm. Celentino

- c. Resolution Amending the County's Cell Phone Usage and Reimbursement Policy

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. WEATHERWAX-GRANT, TO APPROVE THE RESOLUTION AMENDING THE COUNTY'S CELL PHONE USAGE AND REIMBURSEMENT POLICY.

Comm. Dougan said does not like this policy so he will vote "no" on this item.

Chairperson Grebner asked if the County is responsible for expenses if an employee abuses the policy. Ms. Rhode explained the abuse has to be reasonable and this matter has been discussed with the Department heads.

Comm. Schor said if an employee uses a County phone for personal calls, the employee should follow the policy. Ms. Rhode said the Financial Services Department receives the cell phone bills.

MOTION CARRIED with Comm. Dougan voting NO. Absent: Comm. Celentino

#### Announcements

Comm. Hertel said he has enjoyed serving on the Board of Commissioners. He then stated this is his last Committee meeting as a Commissioner.

Comm. Weatherwax-Grant said she has enjoyed working with Comm. Hertel. He has brought his passion to this job and she has learned a lot from him during the past several years. Comm. Hertel will make a great Register of Deeds.

Public Comment: None

The meeting adjourned at 6:33 p.m.

Respectfully submitted,

Debra Neff

**Agenda Item 1a**

**RESOLUTION STAFF REVIEW**

**DATE** January 7, 2009

**Agenda Item Title:** Resolution Approving Entering into an Agreement with Kelley Cawthorne, PLLC and John Crongeyer, Esq. to Join in a Class Action Lawsuit Against On-Line Hotel Booking Companies

**Submitted by:** Ingham County Treasurer

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

**Summary of Proposed Action:** This resolution authorizes the Treasurer to join a class action lawsuit against hotel room wholesalers. The County will join the lawsuit with other Counties, represented by Kelley Cawthorne, PLLC.

**Financial Implications:** The attorney fees will be of no cost to the County regardless of the outcome of the lawsuit. If successful, the County should experience a nominal increase in hotel tax revenue in the future.

**Other Implications:** If the lawsuit is successful, the County will assist to uphold the integrity of enforcement of our local ordinance.

**Staff Recommendation:** MM X JN \_\_\_\_ TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.



**Memorandum**

To: County Services and Finance Committees of the Ingham County Board of Commissioners

From: Eric Schertzing, Ingham County Treasurer

Re: Legal Representation Agreement/Hotel Tax Ordinance

Date: January 7, 2008

My office was asked to join a class action lawsuit against hotel room wholesalers. The issue is whether the wholesaler is paying the appropriate Hotel/Motel Tax pursuant to Ingham County Ordinance (Resolution No. 91-234). The allegation is that hotel room wholesalers purchase rooms at reduced rates and then the wholesaler offers the room to consumers via the internet at a higher rate. Currently, the hotel tax is assessed on the reduced rate the wholesaler paid, rather than the actual price the consumer paid. The lawsuit seeks a legal ruling that the tax should be imposed on the higher rate the consumer paid.

Former Attorney General Frank J. Kelley's law firm, Kelley Cawthorne PC, is representing a number of other Michigan counties in this class action litigation. In my opinion, Ingham County should join this class action. If the allegation is true, Ingham County should experience a nominal increase in hotel tax revenue in the future. More important, if the allegations are true, this lawsuit will strive to uphold the integrity of enforcement of our local ordinance. There is no financial commitment for attorney fees or costs whatsoever to Ingham County regardless of the outcome of the litigation.

**REPRESENTATION AGREEMENT**

Come now the law firms of Kelley Cawthorne, PLLC and John Crongeyer, Esq. (“Counsel”) and Ingham County, Michigan (“Client”) and agree as follows:

Client hereby engages and authorizes Counsel to exclusively represent it in regards to any claims Client may have against on-line hotel booking companies such as Hotels.com L.P., Expedia, Inc., Orbitz, Inc., etc. (hereinafter the “Class Action”) for taxes, including without limitation hotel excise taxes pursuant to State of Michigan Public Act 263 of 1974, MCL §141.861. *et seq.* (hereinafter collectively referred to as the “Hotel Tax Claims”) owed by said entities to the Client directly or through the State of Michigan as its collection agent. In conjunction with such representation, Client specifically authorizes Counsel to add Client as a named party to the Class Action.

Counsel and Client agree that all fees and expenses of Counsel incurred in this representation of Client shall be paid out of the proceeds, if any, obtained in the Class Action on behalf of Client and other Class members in the amounts and conditions as determined by the Court in the Class Action and that such will be the sole obligation of Client for their legal fees and expenses in regards to this representation. If a Class Action is not certified by the Court, then in no event shall counsel fees exceed one-

third of any proceeds. If there are no proceeds, the Client is not responsible for any legal fees and expenses related to this action.

So AGREED, this \_\_\_\_\_ day of December, 2008.

**COUNSEL**

**CLIENT**

By: \_\_\_\_\_  
Dennis O. Cawthorne  
Kelley Cawthorne, PLLC  
On behalf of all Counsel herein

By: \_\_\_\_\_  
Ingham County, Michigan

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING ENTERING INTO AN AGREEMENT WITH KELLEY  
CAWTHORNE, PLLC AND JOHN CRONGEYER, ESQ.  
TO JOIN IN A CLASS ACTION LAWSUIT AGAINST  
ON-LINE HOTEL BOOKING COMPANIES**

WHEREAS, on-line hotel booking companies purchase blocks of rooms at area hotels at a discounted rate and book the rooms on-line at a higher rate; and

WHEREAS, the on-line hotel booking companies pay the County hotel excise tax dollars at the discounted rate, rather than the rate actually charged for the rooms; and

WHEREAS, the Ingham County Treasurer requests that the County join with the law firms of Kelley Cawthorne, PLLC and John Crongeyer, Esq. in a proposed class action hotel lawsuit against on-line hotel booking companies to recoup some of these tax dollars; and

WHEREAS, if this is approved by the Board, the County would be entitled to make a claim for the difference in hotel excise tax dollars collected by the on-line hotel booking companies and the tax dollars actually paid to the County by these companies; and

WHEREAS, the County Attorney has reviewed the proposed litigation arrangement; and

WHEREAS, the County will incur no costs by participating in this class action lawsuit.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with Kelley Cawthorne, PLLC and John Crongeyer, Esq. to join with others in a Class Action lawsuit against on-line hotel booking companies for the purpose of making a claim for tax dollars, including without limitation hotel excise taxes pursuant to State of Michigan Public Act 263 of 1974, MCL 141.861, *et seq.*

BE IT FURTHER RESOLVED, that fees and expenses incurred by Kelley Cawthorne, PLLC and John Crongeyer, Esq. will be paid out of the proceeds, if any, obtained in the Class Action on behalf of Ingham County and other class members in the amounts and conditions as determined by the Court in the Class Action.

BE IT FURTHER RESOLVED, that if a Class Action is not certified by the County, in no event shall counsel fees exceed one-third of any proceeds and if there are no proceeds, the County is not responsible for any legal fees and expenses related to this action.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary agreements upon approval as to form by the County Attorney.

**Agenda Item 1b**

**RESOLUTION STAFF REVIEW**

**DATE** January 7, 2009

**Agenda Item Title:** Resolution to Set Policy for Certain Delinquent Tax Payments

**Submitted by:** Ingham County Treasurer

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

**Summary of Proposed Action:** This resolution renews current county policy for the collection of delinquent property taxes in conformance with Section 211.59(3) of the General Property Tax Act. This section of the Act allows the Board of Commissioners, by resolution, to waive delinquent property taxes and associated interest, fees, or penalties for statutorily defined eligible taxpayers under specified conditions. The proposed policy would be in effect for the years 2009 and 2010.

**Financial Implications:** The annual budgetary impact of the proposed policy is estimated to be several thousand dollars at a maximum.

**Other Implications:** None.

**Staff Recommendation:** MM X JN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS**

WHEREAS, the General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the Treasurer is presenting this resolution in continuance of prior policy of the County; and

WHEREAS, the minimal fiscal impact is currently budgeted; and

WHEREAS, at Section 211.59 (3) it specifically states that 'For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

- (a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.
- (b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- (c) The county property tax administration fee is waived; and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the County Treasurer is authorized to use the provisions of Section 211.59(3) for 2009 and 2010.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

RESOLUTION STAFF REVIEW

DATE: December 10, 2008

Agenda Item Title: Resolution to Accept a \$1,800.00 Donation from the Tri-County Bicycle Association, DALMAC Fund Grant for the Purchase of Two New Police Bicycles for the Ingham County Sheriff's Office, Delhi Division Community Policing Officer Bike Patrol Program

Submitted by: Sheriff's Office

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

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to accept a \$1,800.00 donation from the Tri-County Bicycle Association, DALMAC Fund Grant.

Financial Implications: This \$1,800 donation will be used to purchase and equip two bicycles for the Ingham County Sheriff's Office, Delhi Division Community Policing Officer Bike Patrol program.

Other Implications: None.

Staff Recommendation: MM \_\_\_ JN X TL \_\_\_ TM \_\_\_ JC \_\_\_  
Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT A \$1800.00 DONATION FROM THE TRI-COUNTY BICYCLE ASSOCIATION, DALMAC FUND GRANT TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE, DELHI DIVISION TO PURCHASE TWO NEW POLICE BICYCLES**

WHEREAS, the Ingham County Sheriff's Office Delhi Division utilizes police bicycles in their daily operation, weather conditions permitting, for their community policing program and business patrols; and

WHEREAS, the DALMAC Fund Committee and the Tri-County Bicycle Association Board of Directors have awarded \$1,800.00 to the Ingham County Sheriff's Office, Delhi Division for the purchase of two new police bicycles; and

WHEREAS, the Ingham County Sheriff's Office, Delhi Division will benefit from acceptance of this donation by allowing them to purchase two new police bicycles and associated equipment for use in the above program; and

WHEREAS, the Ingham County Sheriff's Office, Delhi Division will utilize this donation solely for the purchase of two new police bicycles and associated equipment for each bicycle; and

WHEREAS, acceptance of this donation will allow the Ingham County Sheriff's Office, Delhi Division to maintain community safety by continuing to implement bicycle patrols throughout Delhi Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of a \$1,800.00 donation from the DALMAC Fund Committee and the Tri-County Bicycle Association Board of Directors for the Ingham County Sheriff's Office, Delhi Division to purchase two new police bicycles.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Treasurer's Office to deposit the \$1,800.00 donation monies and the Controller's Office make the necessary budget adjustments in the Ingham County Sheriff's Office 2009 budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses their appreciation to the DALMAC Fund Committee and the Tri-County Bicycle Association Board of Directors for their generous donations and their support of the Ingham County Sheriff's Office, Delhi Division Community Policing Officers.



**RESOLUTION STAFF REVIEW**

**DATE** December 26, 2008

**Agenda Item Title:** Resolution to Enter into a Five (5) Year Lease Agreement with L-3 Mobile-Vision to Equip Twenty-Seven (27) Ingham County Patrol Vehicles with New Digital In-Car Cameras

**Submitted by:** Sheriff's Office

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

**Summary of Proposed Action:** Working with MIS, this resolution will authorize the Sheriff's Office to lease a 27 in-car (patrol) digital recording camera system over a five-year period. This system would replace the current analog (VHS) system of cameras, currently in six patrol vehicles which are at least four to eight years old.

The new digital system would keep pace with current law enforcement camera recording technology and allow the Sheriff's Office to double the length of time we could store recordings versus the current time with VHS tapes. The new system would also eliminate the potential issue with tampering of recorded tapes under the analog (VHS) system we presently operate under. The new digital system would also make storage and retrieval of important video recordings easier than our present analog (VHS) system. The new system entails more security features through automatic uploading of recorded digital information from each patrol vehicle without any interference or actions by deputies. The new system can be programmed to automatically operate during specific instances eliminating potential discretionary decisions by an operator.

The MIS Director has reviewed the lease proposal and the system, which is currently being used by the East Lansing Police Department, Mason Police Department, Meridian Police Department, Michigan State University Police Department and is currently being purchased by the Lansing Police Department. Mr. Shewchuck believes the best way to proceed with this program is to enter into the five-year lease program so all cars can be outfitted with the new system at one time versus buying several each year over the five-year period.

**Financial Implications:** The cost of the total solution for the straight-up purchase is \$185,196.

The five-year lease agreement requires annual payments of \$44,039.61 for five (5) years or a total cost of \$220,198.05. At the end of the lease, we can purchase all the equipment for \$1.

Therefore, we are paying a financing premium of \$32,000 over five years (\$6,400 a year) for this municipal lease and will receive all the equipment at once.

Currently, there is \$50,000 budgeted for both the 2008 and 2009 years for this project. The remaining funds (\$120,198.05) will have to be budgeted in future years for this purpose in Capital Improvements.

**Other Implications:** None.

**Staff Recommendation:** MM \_\_\_ JN X TL \_\_\_ TM \_\_\_ JC \_\_\_  
Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A FIVE (5) YEAR LEASE AGREEMENT WITH L-3 MOBILE-VISION TO EQUIP TWENTY-SEVEN (27) INGHAM COUNTY PATROL VEHICLES WITH NEW DIGITAL IN-CAR CAMERAS**

WHEREAS, the Ingham County Sheriff's Office intends, through a five (5) year Capital Improvement Plan, to replace old analog (VHS) patrol cameras with a new digital camera system, outfitting twenty-seven (27) field services patrol vehicles; and

WHEREAS, the Ingham County Sheriff's Office by replacing the current analog (VHS) system, with a digital in-car camera system, would benefit the citizens of Ingham County through an upgrade in technology which would better serve our community with the recording of police contacts on traffic stops, and other encounters when applicable; and

WHEREAS, by replacing the older analog (VHS) system currently used, with the new digital system, accountability of maintaining video records, retrieving video records, storage of video records and security of video records would be greatly enhanced; and

WHEREAS, the Ingham County Sheriff's Office would like to enter into a five (5) year lease program with L-3 Mobile-Vision, to equip all twenty-seven (27) field services patrol vehicles at one time through this lease; and

WHEREAS, the Ingham County Sheriff's Office currently has six (6) field service patrol vehicles with analog (VHS) camera systems which are four to eight years old; and

WHEREAS, the Ingham County Sheriff's Office has budgeted under Capital Improvements funding, a five (5) year plan to upgrade current in-car patrol vehicle cameras, as well as equip all twenty-seven (27) field services patrol vehicles with new, state of the art digital camera systems; and

WHEREAS, the Ingham County Sheriff's Office, working with MIS, have agreed that it would be cost-effective to outfit all twenty-seven (27) field services patrol vehicles at one time with this new state of the art, digital camera system versus buying several new systems over a five-year period; and

WHEREAS, the Ingham County Sheriff's Office, working with MIS, believe that by entering into a five (5) year lease agreement with L-3 Mobile-Vision, it could possibly save the county approximately \$40,000 dollars over the five-year period versus buying and outfitting a few patrol vehicles each year for five years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to enter into a five (5) year Lease agreement for the time period of February 2009 through January 2012, with L-3 Mobile-Vision, not to exceed \$220,200 to be fully funded over the five-year Capital Improvement Plan for this in-car patrol vehicle digital camera system.

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

RESOLUTION STAFF REVIEW

**DATE:** January 7, 2009

**Agenda Item:** Resolution Authorizing the County to Accept a Grant Award from the State Court Administrators Office/Office Highway Safety Planning (SCAO/OHSP) for the Ingham County 55th District Court Sobriety Court Program

**Submitted by:** 55th District Court

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

**Summary of Proposed Action:** This resolution would authorize the County to accept a second year continuation grant award from the State Court Administrators Office/Office Highway Safety Planning (SCAO/OHSP) for clerical support, part-time Probation Officer support, and other expenses to be utilized for the Ingham County 55th District Court Sobriety Court program.

**Financial Implications:** (See the attached budget summary.)  
The total grant budget is \$163,928, with the grant in the amount of \$65,000 and the County match requirements are for in-kind funds (\$98,928), with no local hard cash matching funds required for the 2008/09 fiscal year.

**Other Implications:** The Court would use this second year of grant funds to continue the funding of two grant positions; a Deputy Clerk District Court Grant employee as well as a District Court Probation Officer to support the Sobriety Court Probation Office. Other funds from the grant would be utilized for direct program expenses.

**Staff Recommendation:** MM \_\_ JN X TL \_\_ TM \_\_ JC \_\_  
Staff recommends approval of this resolution.

<b>Budget Summary</b>		<b>G</b>	<b>J</b>		<b>K</b>
<b>Budget Category</b>		<b>MDCGP Award SCAO</b>	<b>Contributions</b>		<b>Total Cost</b>
			<b>Cash</b>	<b>In Kind</b>	
<b>A</b>	<b>Personnel</b>	\$41,423	\$	\$70,750	112,173
<b>B</b>	<b>Fringe Benefits</b>	\$13,821	\$	\$28,178	\$41,999
<b>C</b>	<b>Contractual</b>	\$	\$	\$	\$
<b>D</b>	<b>Supplies/Operating</b>	\$8,406	\$	\$	\$8,406
<b>E</b>	<b>Travel</b>	\$1,350	\$	\$	\$1,350
<b>F</b>	<b>Total Project Cost</b> (by Funding Source)	\$65,000	\$	\$98,928	163,928

**Agenda Item 3**

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE COUNTY TO ACCEPT A GRANT AWARD FROM THE STATE COURT ADMINISTRATORS OFFICE/OFFICE HIGHWAY SAFETY PLANNING (SCAO/OHSP) FOR THE INGHAM COUNTY 55TH DISTRICT COURT SOBRIETY COURT PROGRAM**

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, on August 1, 2006, Sobriety Court had 34 active participants; by April 1, 2007, there were 70 participants; and by July 1, 2008 there were 95 participants; and

WHEREAS, the increased caseloads seriously threatens the level and quality of services; and

WHEREAS, the State Court Administrators Office has offered a second year of funding through a SCAO/OHSP grant for the 55th District Court Sobriety Court Program ("Sobriety Court").

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with SCAO/OHSP for this grant award to the Ingham County 55th District Court, Sobriety Court Program, for the time period of October 1, 2008 through September 31, 2009.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$163,928, to include SCAO/OHSP grant funds in the amount of \$65,000, and Ingham County in-kind matching funds of \$98,928, with no local hard cash matching funds required to continue a Deputy Clerk and District Court Probation Officer Grant positions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2008/2009 55th District Court Budget and Position Allocation List.

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.

**Agenda Item 4**

**RESOLUTION STAFF REVIEW**

**DATE:** January 8, 2009

**Agenda Item Title:** Resolution for the Ingham County Circuit Court/Family Division to Accept an Award of \$1,000 for the Family Dependency Treatment Program

**Submitted by:** Ingham County Circuit Court/Family Division

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

**Summary of Proposed Action:** This resolution would authorize the acceptance of \$1,000 from the Ingham County Bar Foundation to the Ingham County Circuit Court/Family Division for use by the Family Dependency Treatment Court Program.

**Financial Implications:** The grant award is \$1,000.

**Other Implications:** The funds will be used for incentives and rewards for clients who accomplish one or more of their goals, such as staying clean, staying in compliance with court orders, continued participation in their therapy, etc.

**Staff Recommendation:** MM \_\_ JN X TL \_\_ TM\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.



**Agenda Item 4**

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR THE INGHAM COUNTY CIRCUIT COURT/FAMILY DIVISION  
TO ACCEPT AN AWARD OF \$1,000 FOR THE FAMILY DEPENDENCY  
TREATMENT PROGRAM**

WHEREAS, the Ingham County Circuit Court/Family Division has implemented a Family Dependency Treatment Court; and

WHEREAS, the Ingham County Bar Foundation has awarded the Ingham County Circuit Court/Family Division \$1,000, as a result of a grant application submitted by the Court; and

WHEREAS, the \$1,000 will be spent on incentives and rewards for clients participating in the Family Dependency Treatment Court, as outlined in the grant application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of \$1,000, from the Ingham County Bar Foundation to the Ingham County Circuit Court/Family Division.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, Judges, and the staff of the Court express their appreciation to the Ingham County Bar Foundation for their support of the Family Dependency Treatment Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Treasurer's Office to deposit the \$1,000 donation and the Controller's Office to make the necessary budget adjustments in the Ingham County Circuit Court/Family Division's 2009 Budget.

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.

**Agenda Item 5**

**RESOLUTION STAFF REVIEW**

**DATE** January 7, 2009

**Agenda Item Title:** Resolution Accepting 2008 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$256,100

**Submitted by:** Housing Commission

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

**Summary of Proposed Action:** This resolution authorizes the Housing Commission to accept a Block Grant from the Michigan State Housing Development Authority to rehab six apartments for rent, to low to moderate income persons in Williamston.

**Financial Implications:** The grant award is \$256,100 and has no cost to Ingham County.

**Other Implications:** None.

**Staff Recommendation:** MM X JN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

INGHAM COUNTY HOUSING COMMISSION

**RESOLUTION ACCEPTING 2008 COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT  
AUTHORITY IN THE AMOUNT OF \$256,100**

**RESOLUTION #2009-01**

WHEREAS, the Michigan State Housing Development Authority has granted \$256,100 to Ingham County for the purpose of rental rehabilitation in the City of Williamston; and

WHEREAS, staff for the Ingham County Housing Commission has requested the acceptance of the grant and the authority to run the program for the County of Ingham; and

WHEREAS, the grant will rehabilitate 6 apartments for low to moderate income tenants in the City of Williamston.

THEREFORE BE IT RESOLVED, that the Ingham County Housing Commission Board of Commissioners accepts the grant from the Michigan State Housing Development Authority, on behalf of the County of Ingham to utilize the funds as designated in the grant agreement.

BE IT FURTHER RESOLVED, that the acceptance of the grant is contingent upon the approval of the Ingham County Board of Commissioners.

**Agenda Item 5**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING 2008 COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT  
AUTHORITY IN THE AMOUNT OF \$256,100**

WHEREAS, the Ingham County Housing Commission has applied for Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$256,100 for rental rehabilitation in the City of Williamston; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. 2009-01 has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Community Development Block Grant of \$256,100 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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.

RESOLUTION STAFF REVIEW

DATE January 9, 2009

Agenda Item Title: Resolution Authorizing a Contract Between Republics/Allied Waste Services of Western Michigan and Ingham County for Dumpster Service at All Ingham County Parks

Submitted by: Ingham County Parks & Recreation Commission

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

Summary of Proposed Action:

Award contract to provide dumpster service for all Ingham County Park locations including the Potter Park Zoo.

Financial Implications:

Funds are budgeted for 2009.

Other Implications: None.

Staff Recommendation: MM X JN \_\_\_ TL \_\_\_ TM \_\_\_ JC \_\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

# COUNTY OF INGHAM

## Purchasing Department

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121 East Maple Street  
Mason, Michigan 48854  
Telephone: 517-676-7307  
Fax: 517-676-7230  
[jvalentine@ingham.org](mailto:jvalentine@ingham.org)

### Recommendation to Enter Into Contract with Republic/Allied Services of Western Michigan.

Project: Dumpster Services for all Ingham County Parks

Proposal Summary:

Vendors Contacted: 4                      Local: 2  
Vendors Responding: 3                  Local: 2

Vendors notified by US Mail, advertisement in Lansing State Journal, The Chronicle, and posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Requested Local Preference</u>	<u>Annual Cost</u>
Granger Container Service, Inc.	Yes	\$22,383.00
Republic/Allied Waste Services of Western Michigan	No	\$16,533.00
Waste Management	Yes	\$29,917.00

Recommendation: It is the recommendation of the Parks Department in concurrence with the Purchasing Department to award a contract to Republic/Allied Waste Services of Western Michigan for dumpster service for all Parks.

Janeil Valentine  
Purchasing Department  
517-676-7307

**Agenda Item 6**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN REPUBLICS/ALLIED  
WASTE SERVICES OF WESTERN MICHIGAN AND INGHAM COUNTY FOR  
DUMPSTER SERVICE AT ALL INGHAM COUNTY PARKS**

WHEREAS, the current contract with Allied Waste Services of Western Michigan for dumpster service at all Ingham County Parks expired in December of 2008; and

WHEREAS, Allied Waste Services of Western Michigan merged with Republic Waste Services and Allied Waste Services became Republic/Allied Waste Services of Western Michigan; and

WHEREAS, the Purchasing Department secured sealed bids from three providers; and

WHEREAS, Republic/Allied Waste Services of Western Michigan was the low bid, and the Purchasing Department recommends the bid be accepted; and

WHEREAS, the Parks & Recreation Commission recommends that the Board of Commissioners authorize a contract between Ingham County and Republic/Allied Waste Services of Western Michigan for dumpster service at all Ingham County parks not to exceed the first year annual cost of \$16,533, with an annual option to renew the contract for three years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract be entered into with Republic/Allied of Western Michigan for dumpster service at all Ingham County parks.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County attorney.

RESOLUTION STAFF REVIEW

DATE January 9, 2009

**Agenda Item Title:** Resolution to Establish Medical Records Copying Fees for the Health Department

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution establishes medical records copying fees for the Health Department. This is necessary to clarify how and when fees for medical records copying are to be applied within the Health Department's Community Health Center Network.

The Health Insurance Portability and Accountability Act (HIPAA) grants patients the right to obtain copies of their medical records and states that copies are to be provided at a "reasonable cost." Following HIPAA, the State of Michigan passed a Medical Records Access Act (MRAA) in 2004 (MCL §333.26269). This Act regulates a patient's access to his or her medical records and specifies allowable fees a health care facility or provider can charge for copying medical records. Although the Health Department has been fully compliant with both HIPAA and the MRAA, the Health Department does need to establish medical records copying fees. To date, the Health Department has applied the Board of Commissioners' authorized fees for copying documents not requested under the Freedom of Information Act (Resolutions #90-250 and #98-109).

This resolution provides for the waiver of all copying fees when medical records are disclosed directly to a patient and a waiver for disclosure of records to another provider for continuity of care purposes.

**Financial Implications:**

This resolution establishes:

- 1) An initial fee of \$21.58 per request for a copy of the record;
- 2) \$1.08 per page for the first 20 pages;
- 3) \$0.53 per page for pages 21 through 50;
- 4) \$0.22 cents for pages 51 and over;
- 5) Fee for actual postage or shipping costs as incurred;
- 6) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA;
- 7) Waiver of all copying fees when medical records are disclosed directly to a patient;
- 8) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

It is expected that revenue from these copying fees will be minimal.

**Other Implications:**

None.

**Staff Recommendation:** MM \_\_ JN \_\_ TL \_\_ TM \_\_ JC X

Staff recommends approval of the resolution.



## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean G. Sienko, M.D., Health Officer

Date: January 15, 2009

Subject: Resolution to Establish Medical Records Copying Fees for the Health Department

This is a recommendation to Establish Medical Records Copying Fees for the Health Department.

The Health Insurance Portability and Accountability Act (HIPAA) grants patients the right to obtain copies of their medical records and states that copies are to be provided at a "reasonable cost." Following HIPAA, the State of Michigan passed a Medical Records Access Act (MRAA) in 2004 (MCL §333.26269). This Act regulates a patient's access to his or her medical records and specifies allowable fees a health care facility or provider can charge for copying medical records. The medical copying fees currently permissible by the MRAA are:

- An initial fee of \$21.58 per request for a copy of the record. This initial fee is applicable when the medical record is provided directly to a patient as defined by the MRAA.
- Paper copies:
  - \$1.08 per page for the first 20 pages
  - \$0.54 per page for pages 21 through 50
  - \$0.22 for pages 51 and over
- For mediums other than paper, the actual cost of copying
- Actual postage or shipping costs
- Actual costs incurred for records older than seven years

Additionally, the Act requires that a medically indigent individual must be provided one copy of his or her medical record at no charge.

Although the Health Department has been fully compliant with both HIPAA and the MRAA, the Health Department does need to establish medical records copying fees. To date, the Health Department has applied the Board of Commissioners' authorized fees for copying documents not requested under the Freedom of Information Act (Resolution 90-250 and 98-109). Although, this authorization does not permit the waiver of fees, the Health Department does provide courtesy copies of medical records to patients and to medical providers, with the latter provided to ensure continuity of care.

In order to ensure compliance with the MRAA and to provide clear policy guidance to Health Department staff, I recommend that Board of Commissioners establish the following medical records copying fees: 1) An initial fee of \$21.58 per request for a copy of the record; 2) \$1.08 per page for the first 20 pages; 3) \$0.53 per page for pages 21 through 50; 4) \$0.22 cents for pages

51 and over; 4) Fee for actual postage or shipping costs as incurred; 5) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA; 6) Waiver of all copying fees when medical records are disclosed directly to a patient; 7) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

This action by the Board of Commissioners will clarify how and when fees for medical records copying are to be applied within the Health Department's Community Health Center Network.

#### Attachment

c: Robin Turner, Chairperson, Ingham Community Health Center Board w/attachment  
Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment  
John Jacobs, CPA, Chief Financial Officer w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH MEDICAL RECORDS  
COPYING FEES FOR THE HEALTH DEPARTMENT**

WHEREAS, Ingham County operates a Community Health Center Network that provides outpatient ambulatory primary health care services to approximately 25,000 low-income and at-risk persons, with over 72,000 medical and dental encounters provided annually; and

WHEREAS, the Ingham County Health Department maintains medical records for each patient it serves within its Community Health Center Network; and

WHEREAS, there is a regular need to disclose medical records or summaries of these records to other health care providers, government offices, legal firms, and to individual patients; and

WHEREAS, the Health Department must comply with the Michigan Medical Records Access Act; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners establish the following medical records copying fees:

- 1) An initial fee of \$21.58 per request for a copy of the record;
- 2) \$1.08 per page for the first 20 pages;
- 3) \$0.53 per page for pages 21 through 50;
- 4) \$0.22 cents for pages 51 and over;
- 5) Fee for actual postage or shipping costs as incurred;
- 6) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA;
- 7) Waiver of all copying fees when medical records are disclosed directly to a patient;
- 8) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following medical records copying fees:

- 1) An initial fee of \$21.58 per request for a copy of the record;
- 2) \$1.08 per page for the first 20 pages;
- 3) \$0.53 per page for pages 21 through 50;
- 4) \$0.22 cents for pages 51 and over;
- 5) Fee for actual postage or shipping costs as incurred;
- 6) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA;
- 7) Waiver of all copying fees when medical records are disclosed directly to a patient;
- 8) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

BE IT FURTHER RESOLUTED, that the Controller/Administrator is authorized to make any necessary budget adjustments to the Health Department's budget.

RESOLUTION STAFF REVIEW

DATE January 9, 2009

Agenda Item Title: Resolution to Amend Resolution #08-229 Authorizing an Agency Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities

Submitted by: Health Department

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

**Summary of Proposed Action:**

This resolution amends Resolution #08-229, which authorized an agreement with Michigan State University appointing MSU as the (ICHD) Ingham County Health Department's agent, to conduct environmental health inspections and take certain actions reserved for the Ingham County Health Department under the public health law and the Ingham County Sanitary Code. After months of contract negotiations, MSU and the Health Department have reached an agreement upon a substantially reduced term for the Agency Agreement authorized in Resolution #08-229 as well as the amount of duties/responsibility to be delegated to MSU.

In the new Agency Agreement, MSU shall make recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in the Food Law of 2000, 96 PA 2000, as amended, Minimum Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity on the MSU East Lansing campus.

The new Agency Agreement will return to ICHD the responsibilities, as required by law, from local, State or Federal agencies thru regulatory or contractual agreements to collect fees, conduct health inspections or take legal actions as it pertains to managing programs for swimming pools, child care centers, and campgrounds which are owned, kept, operated or sponsored by MSU. These duties had been delegated to MSU in Resolution #08-229. The term of the new Agency Agreement shall be July 15, 2008 through December 31, 2009.

**Financial Implications:**

MSU will continue to accept from applicants all fees for food service establishment licenses, and will submit them to the Health Department within ten (10) business days of receipt.

**Other Implications:**

None.

**Staff Recommendation:** MM\_\_\_ JN\_\_\_ TL\_\_\_ TM\_\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committees

FROM: Dean G. Sienko, M.D., Health Officer

DATE: January 8, 2009

RE: Amendment to Resolution No. 08-229

In Resolution No. 08-229, the Ingham County Board of Commissioners authorized an Agency Agreement with Michigan State University (MSU) for a period covering July 15, 2008 through July 14, 2011 appointing MSU as the Ingham County Health Department's agent to conduct environmental health inspections and take certain actions reserved for the Ingham County Health Department under the public health law and the Ingham County Sanitary Code. After months of contract negotiations, MSU and the Health Department have reached an agreement upon a substantially reduced term for the Agency Agreement authorized in Resolution No. 08-229 as well as the amount of duties/ responsibility to be delegated to MSU. The mutually agreed upon changes to the Agency Agreement require amending Resolution No. 08-229 to replace the term and extent of the duties/responsibility delegated to MSU required in that Resolution.

In the new Agency Agreement, MSU shall make recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in the Food Law of 2000, 96 PA 2000, as amended, Minimum Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity on the MSU East Lansing campus.

The new Agency Agreement will return to ICHD the responsibilities as required by law from local, State or Federal agencies thru regulatory or contractual agreements to collect fees, conduct health inspections or take legal actions as it pertains to managing programs for swimming pools, child care centers, and campground which are owned, kept, operated or sponsored by MSU. These duties had been delegated to MSU in Resolution No. 08-229.

The term of the new Agency Agreement shall be July 15, 2008 through December 31, 2009. I recommend the Ingham County Board of Commissioners amend and replace Resolution No. 08-229 with this Resolution and authorize an Agency Agreement with MSU.

cc: John Jacobs w/attachment  
Laura Peterson w/attachment  
Jim Wilson w/attachment

**ADOPTED - SUBSTITUTE -AUGUST 26, 2008**  
**Agenda Item No. 28**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGENCY AGREEMENT WITH MICHIGAN  
STATE UNIVERSITY TO DELEGATE CERTAIN ENVIRONMENTAL HEALTH  
RESPONSIBILITIES**

**RESOLUTION #08-229**

WHEREAS, Ingham County has since the mid 1970's delegated certain responsibilities and authorities for inspection and licensing of food service establishments operating on the main Michigan State University (MSU) campus; and

WHEREAS, the Ingham County Health Department and Michigan State University are desirous of adhering to the provisions of the Food Law of 2000, as amended, and certain provisions of the Public Health Code pertaining to swimming pool, child care facility, and campground inspections; and

WHEREAS, Ingham County and MSU entered into an Agency Agreement as allowed by the Food Law, MCL 289.3105 and the Public Health Code, MCL 333.2435, for the period July 15, 2005 through July 14, 2008; and

WHEREAS, the terms of the Agency Agreement have been advantageous to both parties; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a new Agency Agreement with MSU for the period covering July 15, 2008 through June 14, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agency Agreement with MSU.

BE IT FURTHER RESOLVED, that the County, on behalf of the Department, hereby continues its appointment of MSU as its agent for the purpose of making recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in PA 2000, as amended, Minimum Program Requirements, as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing, which shall be limited to locations identified in the Agency Agreement.

BE IT FURTHER RESOLVED, that MSU shall continue to accept from applicants all fees for food service establishment licenses, swimming pool renewal permits, child care licensing permits and campground licenses and shall submit same with ten (10) business days of receipt.

**ADOPTED – SUBSTITUTE - AUGUST 26, 2008**  
**Agenda Item No. 28**

**RESOLUTION #08-229**

BE IT FURTHER RESOLVED, the term of the new Agency Agreement shall be July 15, 2008 through July 14, 2011.

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

**HUMAN SERVICES: Yeas:** Schor, Bahar-Cook, Hertel, Soule, Severino, Dougan  
**Nays:** None      **Absent:** None      **Approved 8/18/08**

**FINANCE: Yeas:** Grebner, Hertel, Weatherwax-Grant, Celentino, Schor, Dougan  
**Nays:** None      **Absent:** None      **Approved 8/20/08**



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #08-229 AUTHORIZING AN AGENCY AGREEMENT WITH MICHIGAN STATE UNIVERSITY TO DELEGATE CERTAIN ENVIRONMENTAL HEALTH RESPONSIBILITIES**

WHEREAS, the Ingham County Board of Commissioners in Resolution #08-229 authorized an Agency Agreement with Michigan State University (MSU) for a period covering July 15, 2008 through July 14, 2011, appointing MSU as the Ingham County Health Department's agent for the purpose of making recommendations on license applications and enforcement of the provisions set forth in the Food Law of 2000, 96 PA 2000 (MCL 289.3105), Michigan Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing; and

WHEREAS, Resolution #08-229 also authorized the Agency Agreement to have MSU continue to accept from applicants all fees for food service establishment licenses, swimming pool renewal permits, child care licensing permits and campground licenses; and

WHEREAS, after months of contract negotiations, MSU and the Health Department have reached an agreement upon a substantially reduced term for the Agency Agreement authorized in Resolution #08-229, as well as the amount of duties/authority to be delegated to MSU; and

WHEREAS, the negotiated changes to the Agency Agreement require amending Resolution #08-229, to replace the term and extent of the duties/authority delegated to MSU required in that Resolution with those which have been mutually agreed upon by the Health Department and MSU.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends and replaces Resolution #08-229 with this Resolution and authorizes an Agency Agreement with MSU.

BE IT FURTHER RESOLVED, that the County, on behalf of the Ingham County Health Department, hereby continues its appointment of MSU as its agent for the purpose of making recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in the Food Law of 2000, 96 PA 2000, as amended, Minimum Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing, which shall be limited to locations identified in the Agency Agreement.

BE IT FURTHER RESOLVED, that MSU shall continue to accept from applicants all fees for food service establishment licenses, and shall submit same within ten (10) business days of receipt.

BE IT FURTHER RESOLVED, the term of the new Agency Agreement shall be July 15, 2008 through December 31, 2009.

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

RESOLUTION STAFF REVIEW

DATE January 9, 2009

Agenda Item Title: Resolution to Adjust the Status of a Position in the Health Department

Submitted by: Health Department

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

**Summary of Proposed Action:**

This resolution would authorize the conversion of an Account Clerk – Position #601343 from three-quarter to full-time status. This request is made to accommodate the extra time the staff person is spending providing support to the tobacco vendor licensing program and the tobacco vendor citation program.

<u>UAW Pay Grade</u>	<u>Job Title</u>
<b>Redlined</b> 08 – Step 5 - \$26,718.75	Account Clerk - OYC

**Financial Implications:**

A new annual salary increase of \$8,519 plus \$1,823 increased fringe benefit costs and the removal from the Redline Classification designation. The new grade placement at UAW D - Step 5 is \$35,069 annual salary cost. The Budget and the Health Departments projects a total cost increase of \$10,342.

**Other Implications:**

Addressing Department staffing needs; elimination of a Redlined Position; UAW support requested and received.

**Staff Recommendation:** MM\_\_ JN\_\_ TL X TM\_\_ JC\_\_

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Dean G. Sienko

Date: January 8, 2009

Subject: Recommendation to Change the Status of a Position in the Health Department

One of the cost cutting measures the Health Department made in October was to eliminate a Community Health Representative II position in the Well Child Health Center and relocate the Health Program Assistant in Planning and Special Services, Health Promotions Program to the Well Child Health Center. Some of the duties and responsibilities have been re-assigned to others in Planning and Special Services however, the tobacco vendor licensing and compliance check operations have been allocated to the three quarter time Account Clerk in the Office for Young Children (Position # 601343).

This is a recommendation to change the status of the Account Clerk (Position # 601343) in the Office for Young Children from three quarter time to full-time. The recommendation is being made to support the additional duties and responsibilities the position has assumed. The added cost to the Health Department of \$10,342 (\$6,895 for the remainder of 2009) will be covered by a combination of \$5,342 in expected monetary civil penalties for violation of the tobacco regulation and \$5,000 in grant revenues from the American Legacy Foundation already budgeted for the tobacco program. Human Resources and the UAW are supportive of this change. I recommend that the Board of Commissioners adopt the attached resolution and authorize the change in status for Position # 601343, effective February 2, 2009.

### Attachment

c: Laura Peterson w/attachment  
John Jacobs w/attachment  
Barbara Monroe w/attachment

**Agenda Item 7c**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADJUST THE STATUS OF A POSITION IN THE  
HEALTH DEPARTMENT**

WHEREAS, one of the cost cutting measures the Health Department made in October 2008 was to eliminate a Community Health Representative II position in the Well Child Health Center and relocate a Health Program Assistant in Planning and Special Services to the Well Child Health Center; and

WHEREAS, some of the duties and responsibilities of the Health Program Assistant have been re-assigned to others in Planning and Special Services; and

WHEREAS, the tobacco vendor licensing and compliance check operations have been allocated to the three quarter time Account Clerk in OYC (Position # 601343); and

WHEREAS, the Deputy Health Officer responsible for OYC has advised the Health Officer that the status of the Account Clerk will need to increase from three-quarter time to full-time in order to support the increased duties and responsibilities; and

WHEREAS, the existing Account Clerk position (currently occupied by Sharon Verhoughstrate) is in support of the position being converted from three-quarter time to full-time; and

WHEREAS, the Health Officer has been advised that the added cost to the Health Department of \$10,342 (\$6,895 for the remainder of 2009) will be covered by a combination of \$5,342 in expected monetary civil penalties for violation of the tobacco regulation and \$5,000 in grant revenues from the American Legacy Foundation already budgeted for the tobacco program; and

WHEREAS, the Health Officer is recommending that the Position #601343 be converted from three-quarter time to full-time to accommodate the extra time needed to complete these new duties and responsibilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a change in status, from three-quarter time status to full-time, for Position #601343, effective February 2, 2009.

**Agenda Item 8a**

**RESOLUTION STAFF REVIEW**

**DATE** January 7, 2009

**Agenda Item Title:** Resolution Authorizing Entering into a Lease Agreement with the Agricultural Preservation Board for Use of Office Space in the Economic Development Office at the Hilliard Building

**Submitted by:** Facilities Department

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

**Summary of Proposed Action:** This resolution authorizes a five-year lease Agreement with the Agricultural Preservation Board for office space in the Hilliard Building.

**Financial Implications:** The Agricultural Preservation Board will pay Ingham County \$1,584.00 for 2009, with 3% increases for each additional year.

**Other Implications:** None.

**Staff Recommendation:** MM X JN \_\_\_\_ TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: January 7, 2009

SUBJECT: Resolution Authorizing Entering into a Lease with the Agricultural Preservation Board for Use of Office Space in the Economic Development Office at the Hilliard Building

The resolution before you authorizes entering into a lease agreement with the Agricultural Preservation Board for space in the Economic Development Office at the Hilliard Building. They will use this space for Stacy Byers (consultant) to work at when she is in the area.

They will be leasing 132 square feet in this office at a cost of \$12.00 per square foot for the first year. This cost will increase by 3% for a five year lease after the first year. They would like to move in on January 12, 2009.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A LEASE AGREEMENT WITH  
THE AGRICULTURAL PRESERVATION BOARD FOR USE OF OFFICE SPACE  
IN THE ECONOMIC DEVELOPMENT OFFICE AT THE HILLIARD BUILDING**

WHEREAS, the Agricultural Preservation Board has requested to lease space at the Ingham County Hilliard Building for the purpose of having a local location to perform their job functions; and

WHEREAS, the County has identified a 132 square feet of space that can be utilized for this purpose; and

WHEREAS, the lease rate for the square footage would be charged at a rate of \$12.00 per square foot and charged as follows:

<b><u>132 square feet</u></b>	<b><u>Lease Rate</u></b>	<b><u>Annual</u></b>	<b><u>Monthly Payment</u></b>
01/12/09-01/11/10	\$12.00 sq. ft.	\$1,584.00	\$132.00

\*Escalation of rent for subsequent years will be 3%, based on a five-year lease.

WHEREAS, the lease would begin on January 12, 2009, and continue with a 3% cost increase for five (5) consecutive years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease Agreement with the Agricultural Preservation Board, for leasing space in the amount of 132 square feet at the Ingham County Hilliard Building, 121 East Maple Street, Mason, Michigan, to be charged at the rate of \$12.00 per square foot, for a total cost of \$1,584.00 for the first year, with a 3% cost increase each year for a five-year lease.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.



RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Interior Analog Surveillance System to a Digital IP Based Security System at the Ingham County Veterans Memorial Courthouse and Grady Porter Building

Submitted by: Facilities Department

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

Summary of Proposed Action: This resolution authorizes a contract with AT&T and ID Solutions to upgrade the surveillance system at the VMC Building and the Grady Porter Building.

Financial Implications: The cost for the upgrade is \$80,000 and will be paid from Capital Improvement funds. There will be an annual savings as a result of the upgrade, minimizing the need for maintenance support from an outside vendor.

Other Implications: As with the other IP based security cameras now in use, these security upgrades will allow for the monitoring of the secured areas by a variety of individuals through their monitors at their work stations.

Staff Recommendation: MM X JN \_\_\_\_ TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 8, 2009

SUBJECT: Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Interior Analog Surveillance System to Digital IP Based Security System at the Ingham County Veterans Memorial Courthouse and Grady Porter Building

The resolution before you authorizes entering into a contract to upgrade the interior analog surveillance and monitoring system at the Veterans Memorial Courthouse and the Grady Porter Building.

The county would be using the State of Michigan Purchase Contract with AT&T and ID Solutions for a total cost of \$80,000.00.

The funding for this project is broken down as follows:

2007 CIP- \$40,000.00

2008 CIP- \$12,000.00

We would need to transfer funds to cover the remaining cost of \$28,000.00 from 2004 CIP line item 245-90117-931000-4FAC4, Parking Lot Improvements.

Thank you for you time and consideration.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH AT&T WIRELESS AND ID SOLUTIONS TO UPGRADE THE INTERIOR ANALOG SURVEILLANCE SYSTEM TO DIGITAL A IP BASED SECURITY SYSTEM AT THE INGHAM COUNTY VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, upgrades are needed for the interior analog surveillance and monitoring system at the Veterans Memorial Courthouse and the Grady Porter Building (VMC/GPB); and

WHEREAS, it is the recommendation of the MIS and Facilities Departments to use the State of Michigan Purchase Contract with AT&T and ID Solutions, for a cost of not to exceed \$80,000.00; and

WHEREAS, the funds were approved for this system in the 2007 CIP, in the amount of \$40,000.00 and in the 2008 CIP in the amount of \$12,000.00; the required additional funds should be transferred from the 2004 CIP line item 245-90117-931000-4FAC4-Parking Lot Improvements in the amount of \$28,000.00 to cover the total cost of \$80,000.00 for this upgrade.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes this upgrade for a not to exceed cost of \$80,000.00 at the VMC/GPB.

BE IT FURTHER RESOLVED, that funds for this system will come from the 2007 CIP, in the amount of \$40,000.00 and in the 2008 CIP in the amount of \$12,000.00; the required additional funds will be transferred from the 2004 CIP line item 245-90117-931000-4FAC4-Parking Lot Improvements in the amount of \$28,000.00 to cover the total cost of \$80,000.00 for this upgrade.

BE IT FURTHER RESOLVED, the Controller's Office is authorized to make the necessary budget adjustments and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

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

# County of Ingham

121 East Maple Street · P.O. Box 319 · Mason, Michigan 48854 · Fax: (517) 676-7230

## Facilities Department

**Rick Terrill**  
Director  
Phone: (517) 676-7312



**Managers**  
**Michael Hughes**  
Phone: (517) 676-8232  
**Michael Pathfinder**  
Phone: (517) 887-4484

## Memorandum

**To:** Board of Commissioners  
**From:** Rick Terrill, Facilities Director  
**Date:** 1/7/2009  
**Re:** Emergency Repair- Jail Hot Water Storage Tank

In the beginning of December, we replaced the boiler at the Ingham County Jail. During the process, we were made aware that the 900 gallon holding tank that supplies the hot water to the Jail had sprung a leak. At the time the leak was small and we were able to perform a temporary fix. Knowing that this tank would need to be replaced, an engineering firm was hired to draw up replacement specifications. Four mechanical contractors were contacted to submit a bid; Myers Plumbing, Eifert Plumbing, Shaw-Winkler and John E. Green. Myers was lowest bid and this project was to go on the agenda for the January 20, 2009 County Services meeting; however, we are not going to make it that long. Not only has the temporary repair failed but the original leak has gotten larger. It has now become an emergency repair. Myers has been notified of the situation and is working to have the replacements installed this week.

## 2008 CIP Project Summary Report

Facilities completed 14 Major CIP projects over \$25,000

Total budgeted amount = \$3,504,503 / Actual project costs = \$3,077,890

	Budget			
<b>Drain Building Repair</b>	<b>\$175,000</b>			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - National Restoration	\$15,000.00	\$84,600.00		\$84,600.00
Architectural Consultant - WTM			\$10,500	\$10,500
Structural Consultant - Bornor Restoration			\$2,000	\$2,000
Additional Roof Repairs	\$5,577			\$5,577
<b>Totals</b>	<b>\$5,577</b>	<b>\$84,600</b>	<b>\$12,500</b>	<b>\$102,677.00</b>
<b>Total Project Costs</b>				<b>\$102,677</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project was on time & within budget.				\$72,323

	<b>Budget</b>			
<b>55th District - RTU Replacement</b>	<b>\$50,000</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - Briggs Mechanical	\$0.00	\$30,963.00		\$30,963.00
Consultant - CTR			\$2,500	\$2,500
<b>Totals</b>		<b>\$30,963</b>	<b>\$2,500</b>	<b>\$33,463.00</b>
<b>Total Project Costs</b>				<b>\$33,463.00</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project was on time & within budget.				\$16,537

	<b>Budget</b>			
<b>Tuck Point, Seal, - HSB</b>	<b>\$138,370</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - Mark 1 Restoration	\$0.00	\$113,855.00		\$113,855.60
Consultant - Structure Tec			\$17,375	\$17,375
<b>Totals</b>		<b>\$113,855.00</b>	<b>\$17,375.00</b>	<b>\$131,230.60</b>
<b>Total Project Costs</b>				<b>\$131,230.60</b>
Project Manager - Mike Pathfinder				
<b>Notes:</b> Many delays and problems with contractor.				\$7,139

	Budget			
<b>Parking Lot Repair - HSB</b>	<b>\$210,000</b>			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Spartan Asphalt	\$16,631.50	\$193,368.50		\$198,991.34
Consultant - Pavement Management Services			\$10,409	\$10,409
<b>Totals</b>		<b>\$193,368.50</b>	<b>\$10,409.00</b>	<b>\$209,400.34</b>
<b>Total Project Costs</b>				<b>\$209,400.34</b>
Project manager - Rick Terrill				
<b>Notes:</b> Project done on time with little disruption to facility.				\$599.66

	Budget			
<b>Parking Lot Replacement - Zoo</b>	<b>\$780,000</b>			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Spartan Asphalt	\$105,067.00	\$674,933.00		\$629,501.86
Consultant - Pavement Management Services			\$32,241	\$32,241
<b>Totals</b>		<b>\$674,933.00</b>	<b>\$32,241.26</b>	<b>\$661,743.12</b>
<b>Total Project Costs</b>				<b>\$661,743.12</b>
Project Manager - Rick Terrill				
<b>Notes:</b> Project was done on time & within budget.				\$118,258.88

	Budget			
<b>Boiler Replacement - Hilliard</b>	<b>\$225,000</b>			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - William Mechanical	\$0.00	\$199,800.00		\$199,800.00
Consultant - Macmillan Assoc.			\$8,900	\$8,900
<b>Totals</b>		<b>\$199,800.00</b>	<b>\$8,900.00</b>	<b>\$208,700.00</b>
<b>Total Project Costs</b>				<b>\$208,700</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project done on time & within budget also staff training complete on new equipment.				\$16,300

	Budget			
<b>Big Barn Roof - Zoo</b>	<b>\$35,000</b>			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Smith-Graham Roofing	\$0.00	\$31,812.00		\$31,812.00
Consultant - WTM			\$3,750	\$3,750
Consultant Reimbursables			\$1,280.33	\$1,280.33
<b>Totals</b>		<b>\$31,812</b>	<b>\$5,030.33</b>	<b>\$36,842.33</b>
<b>Total Project Costs</b>				<b>\$36,842.33</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project came in over budget. Parks Director transferred funds to cover cost.				(\$1,842.33)



	<b>Budget</b>			
<b>Penguin Pool Repair - Zoo</b>	<b>\$50,000</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - Cusack Masonary	\$5,000.00	\$23,450.00		\$23,450.00
Change Order #1	\$1,883			\$1,883
Change Order #2	\$1,500			\$1,500
Consultant - WTM			\$5,500	\$5,500
<b>Totals</b>	<b>\$3,382.86</b>	<b>\$23,450</b>	<b>\$5,500</b>	<b>\$32,332.86</b>
<b>Total Project Costs</b>				<b>\$32,332.86</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project done on time & within budget.				\$17,667.14

	<b>Budget</b>			
<b>Eagle Exhibit - Zoo</b>	<b>\$160,000</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - Laux Construction	\$0.00	\$99,695.00		\$99,695.00
Consultant - Roger Donaldson			\$4,200	\$4,200
		<b>\$99,695.00</b>	<b>\$4,200.00</b>	<b>\$103,895.00</b>
<b>Total Project Costs</b>				<b>\$103,895</b>
Project Manager - Rick Terrill				
<b>Notes:</b> Project done on time & within budget.				\$56,101

	<b>Budget</b>			
<b>Zoo Pathways - Zoo</b>	<b>\$170,000</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - Belden Paving	\$15,276.00	\$64,724.00		\$62,917.00
Consultant - Pavement Management Services			\$6,000	\$6,000
<b>Totals</b>		<b>\$64,724.00</b>	<b>\$6,000.00</b>	<b>\$68,917.00</b>
<b>Total Project Costs</b>				<b>\$68,917.00</b>
Project Manager - Rick Terrill				
<b>Notes:</b> Changed scope of work which reduced costs.				\$101,083.00

	<b>Budget</b>			
<b>ICFC-Ingham Academy</b>	<b>\$889,049</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - Laux Construction	\$90,600.00	\$755,000.00		\$837,428.00
Consultant - WTM			\$43,449	\$43,449
<b>Totals</b>		<b>\$755,000.00</b>	<b>\$43,449.21</b>	<b>\$880,877.21</b>
<b>Total Project Costs</b>				<b>\$880,877.00</b>
Project Manager - Rick Terrill				
<b>Notes:</b> Project done on time & within budget. Thank goodness!				\$8,172.00

		Budget		
<b>Fair Grounds Electrical Upgrade</b>		<b>\$342,084</b>		
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Johnson Electric	\$25,000.00	\$234,065.00		\$238,948.00
Consultant - CTR			\$10,500	\$10,500
Consultant Reimbursables			\$3,500.00	\$3,500.00
Consumers Energy				\$83,018.50
<b>Totals</b>		<b>\$234,065.00</b>	<b>\$14,000.00</b>	<b>\$335,966.50</b>
<b>Total Project Costs</b>				<b>\$335,966.50</b>
Project Manager - Tom Edman				
<b>Notes:</b> Multitude of challenges with the Electrical Inspector. Project Complete.				\$6,118

		Budget		
<b>Mason Courthouse Exterior Painting</b>		<b>\$220,000</b>		
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor -	\$0.00	\$211,267.00		\$211,267.00
Consultant - WTM			\$3,578	\$3,578
<b>Totals</b>		<b>\$211,267.00</b>	<b>\$3,577.66</b>	<b>\$214,844.66</b>
<b>Total Project Costs</b>				<b>\$214,844.66</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project done on time & within budget.				\$5,155.34

	<b>Budget</b>			
<b>Post 4 Painting/Jail</b>	<b>\$60,000</b>			
<b>Contractor's</b>	<b>Contingency</b>	<b>Contract Amount</b>	<b>Consultant Fee</b>	<b>Actual Invoice</b>
Contractor - B&J Painting	\$0.00	\$37,000.00		\$37,000.00
Consultant - N/A				
<b>Totals</b>		<b>\$37,000</b>		
<b>Total Project Costs</b>				<b>\$ 37,000.00</b>
Project Manager - Mike Hughes				
<b>Notes:</b> Project done on time & within budget.				\$23,000.00

Thank you,

Rick Terrill  
 Ingham County Facilities Director

**Agenda Item 9a**

**RESOLUTION STAFF REVIEW**                      **DATE** January 07, 2009

**Agenda Item Title:** Resolution Approving Annual 2009 and 2010 Compensation for Non-Judicial County-Wide Elected Officials

**Submitted by:** T. A. Lindsey, Human Resources Director

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

**Summary of Proposed Action:**

The following Ingham County Elected Non-Judicial Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall receive a 2.0 percent increase for 2009 and 2.0 percent for 2010.

<b>Elected Official</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
County Clerk	\$85,150	\$86,853	\$88,590
Drain Commissioner	\$79,596	\$81,188	\$82,812
Prosecuting Attorney	\$122,624	\$125,076	\$127,578
Register of Deeds	\$79,596	\$81,188	\$82,812
Sheriff	\$114,846	\$117,143	\$119,486
Treasurer	\$91,741	\$93,576	\$95,448

**Financial Implications:** The costs for these modifications are in the 2009 Budget.

**Other Implications:** Percentage increases are consistent with those recommended by the Managerial/Confidential/Elected Officials Steering Committee and authorized by Resolution #08-220.

**Staff Recommendation:** MM \_\_ JN \_\_ TL X TM \_\_ JC \_\_  
Staff recommends approval of the resolution.

**Agenda Item 9a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING ANNUAL 2009 AND 2010 COMPENSATION FOR  
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, Resolution #08-220, authorized certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee made a compensation recommendation of 2.0 percent for 2009 and 2010 respectively for the Non-Judicial County-Wide Elected Officials.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2.0 percent increase for 2009 and 2.0 percent for 2010.

<b>Elected Official</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
County Clerk	\$85,150	\$86,853	\$88,590
Drain Commissioner	\$79,596	\$81,188	\$82,812
Prosecuting Attorney	\$122,624	\$125,076	\$127,578
Register of Deeds	\$79,596	\$81,188	\$82,812
Sheriff	\$114,846	\$117,143	\$119,486
Treasurer	\$91,741	\$93,576	\$95,448

**RESOLUTION STAFF REVIEW**

**DATE** January 7, 2009

**Agenda Item Title:** Resolution Extending Agreement with the Accident Fund for Administration of the Self-Funded Workers' Compensation Program

**Submitted by:** Robert J. Smith, SPHR and T. A. Lindsey, Human Resources Director

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

**Summary of Proposed Action:** This Resolution would extend the current agreement with the Accident Fund to provide administration of the self-funded Workers' Compensation Program for Ingham County and the Ingham County Medical Care Facility for a period of two years.

**Financial Implications:** Anticipated cost increases are an increase in excess insurance premiums from 0.0840% of payroll to 0.085427% of payroll. Excess insurance pays costs over \$300,000 for any one (1) claim. Ingham County had two (2) claims go into excess coverage in 2008.

The per claim charge was increased from \$130.00 to \$139.00 per medical only claim and from \$715.00 to \$735.00 per indemnity (lost wages) claim. From a total of 136 claims in 2008, five were indemnity claims. Due to the recent termination of the in-kind service agreement with Ingham Regional Medical Center, the Accident Fund is also requesting Ingham County increase the Loss Fund Reserve Account by \$20,000.00 to a total of \$70,000. This fund is used to make claim payments and is replenished monthly by Ingham County. Ingham County Medical Care Facility and Rehabilitation Hospital reimburses Ingham County for any claims cost related to their employees.

An annual administration charge of \$2,500.00 has been added. Complete details of charges and costs are attached.

**Other Implications:** The Accident Fund has provided excellent service to the County and the employees. They have been aggressive in working with on contested claims, coordinate their communications with providers, the County Attorney and the Insurance Administrator. They keep the employee informed of claim status (progress).

The Accident Fund has provided strong employer support in the form of an annual training session for administrators, Loss Prevention Trainers, and is available 20 hours per year with no incremental cost, as well as a library of training videos on safety and work place issues available for loan on a rotating basis.

The Accident Fund will continue the "*Life of Claim*" service for this renewal period. This is an exception to the norm as most of their new clients and renewals are being written as *Life of Contract*. The difference is a Life of Contract claim is processed for the base fee for the life of the contract plus 24 months. If the claim is still open, there is a \$300 per year, per open claim continuance fee as, long as the claim is open. A Life of Contract claim will be managed by the Accident Fund as long as the claim is active, even if the County and Accident Fund end their relationship at some future point in time.

**Staff Recommendation:** MM \_\_\_ JN \_\_\_ TL  X  TM \_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.



Renewal quote from the Accident Fund for the period January 1, 2009 through December 31, 2010  
**Excess Coverage**

	<b>Expiring Annual</b>	<b>One Year 1/1/2009-1/1/2010</b>	<b>Combined Totals Two Year 1/1/2009-1/1/2011</b>
Estimated Period Payroll	\$59,451,422	\$65,725,923	\$131,451,846
Specific Retention	\$300,000	\$300,000	\$300,000
Specific Limit	Statutory	Statutory	Statutory
Employers Liability Limit	\$500,000	\$500,000	\$500,000
Aggregate Limit	N/A	N/A	N/A
Aggregate Retention	N/A	N/A	N/A
Minimum Aggregate Retention	N/A	N/A	N/A
Rate Per \$100 Of Payroll	8.40%	8.5427%	8.5427%
Excess Premium	\$49,939	\$56,148	\$112,296
Minimum Excess Premium	\$44,945	\$50,533	\$101,066
	<b>PER CLAIM SERVICE FEES</b>		
Indemnity claim	\$715.00	\$735.00	\$735.00
Medical Only claim	\$130.00	\$139.00	\$139.00
*Annual Administration fee	\$0	\$2,500	\$3,000
<b>Annual Service Shall not exceed</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>
	<b>Additional Services Hourly Fees</b>		
Investigation	\$75	\$75	\$75
Legal	\$110	\$110	\$110
Loss Prevention	\$125	\$125	\$125

\*Service Fees include 20 hours of Loss Prevention services annually.

PPOM and Pharmacy charges will be 25% of medical savings below Michigan Fee Schedule.

Price provides service for up to 12 months after expiration date of contract. Beginning 12 months after expiration-renewal, there will be a \$300/per claim per year or partial year charge, for each open claim.

Takeover indemnity claims are priced at \$300 initially for each claim and an additional \$300 for each year or partial year they remain open. \$50 charge for each med only takeover claim. **Ingham County has one continuing indemnity claim.**

Quoted Fee is valid for 90 days from Quote date.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION EXTENDING AN AGREEMENT WITH THE ACCIDENT FUND FOR  
ADMINISTRATION OF THE SELF-FUNDED  
WORKERS' COMPENSATION PROGRAM**

WHEREAS, Ingham County has self-funded its Workers' Compensation Program since April 1, 1979, and wishes to continue the program which includes the Ingham County Medical Care Facility and Rehabilitation Hospital; and

WHEREAS, the Accident Fund has provided exceptional service in administering our Workers' Compensation program since 1998; and

WHEREAS, the Accident Fund has proposed a two-year extension of this Agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an additional two-year Agreement with the Accident Fund Company, commencing on January 1, 2009, to provide workers' compensation claims and engineering services at an annual cost not to exceed \$56,148.

BE IT FURTHER RESOLVED, that Ingham County will reimburse the Accident Fund Company for the actual cost of the workers' compensation excess insurance with specific limits of \$5,000,000, with a \$300,000 retention per occurrence.

BE IT FURTHER RESOLVED, that based on estimated payroll, the Medical Care Facility will continue to pay claims costs for their employees and the appropriate share of the annual claims handling and engineering fees.

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

**Agenda Item 10**

**RESOLUTION STAFF REVIEW**

**DATE** January 8, 2009

**Agenda Item Title:** Resolution to Approve the Renewal of the US Signal Annual Support Agreement

**Submitted by:** MIS Department

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

**Summary of Proposed Action:** This resolution will authorize a three-year agreement with US Signal to provide the Internet connections for the entire County network.

**Financial Implications:** The annual cost for this agreement is \$18,000.00 for a total three-year cost of \$54,000.00. The funds for the agreement will be paid from the Telephone Communications Fund.

**Other Implications:** The County has used this vendor for the past three years and has been satisfied with the service.

**Staff Recommendation:** MM X JN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE US SIGNAL ANNUAL SUPPORT AGREEMENT**

WHEREAS, Ingham County currently utilizes US Signal to provide the Internet connection for the entire County network and has utilized them for the past three (3) years; and

WHEREAS, this agreement will authorize thirty-six monthly payments of \$1,500 for a period of three-years, totaling an annual payment of \$18,000, and a total three-year amount of \$54,000; and

WHEREAS, this monthly payment has been planned for and budgeted, and will provide the needed bandwidth to support our Internet needs into the future.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a renewal of the US Signal Annual Support Agreement, for a total cost of \$54,000, paid from the Telephone Communications Fund (675-26600921050).

BE IT FURTHER RESOLVED, that the effective date of the Agreement will be begin upon the date the Agreement has been signed by all parties and the Agreement will be effective for three years.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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

RESOLUTION STAFF REVIEW

DATE: January 2, 2009

Agenda Item Title: Resolution Authorizing a Modification in the Rates Charged for Local and Long Distance Service for Inmate Telephones

Submitted by: Controller's Office

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

Summary of Proposed Action: The Board of Commissioners directed the County Controller/Administrator to seek a modification of the agreement with Evercom, at rates between the levels contained in the two proposals.

This resolution authorizes a modification in the rates charged for local and long distance service for the Inmate Telephones Contract with Evercom, a subsidiary of Securus Technologies, for the inmate phone system at the Ingham County Jail, from February 1, 2009 through January 31, 2011.

It does not address public pay phones on county properties.

Financial Implications:

The Board of Commissioners originally reviewed the following two proposals (\*Option 1 and 2) for the rates charged with the new Inmate Telephones Contract.

The rates charged would restore the rates that were in effect previous to the current contract under Option #1 of the Securus proposal (recommended by the Controller's Office and passed by the Law Enforcement Committee).

- Local calls will be billed at a surcharge of \$4.25 plus \$ .25 per minute;
- Intra-Late (i.e. regional) calls will be billed at a surcharge of \$4.25 plus \$ .30 per minute;
- Interstate calls will be billed at a surcharge of \$3.95 plus \$ .89 per minute;
- Intrastate calls will be billed at a surcharge of \$3.69 plus \$ .69 per minute.

54% commission - County share is \$333,931, based on annual revenue of \$618,392.

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The current rates are continued under Option #2 of the Securus proposal (passed by the Finance Committee and the full Board of Commissioners).

Local calls will be billed at a surcharge of \$2.75 plus \$ .15 per minute;  
Intra-Late (i.e. regional) calls will be billed at a surcharge of \$2.75 plus \$ .15 per minute;  
Intrastate calls will be billed at a surcharge of \$1.75 plus \$ .55 per minute;  
Interstate calls will be billed at a surcharge of \$1.75 plus \$ .75 per minute.

45 % commission - County share is \$171,316 based on annual revenue of \$380,704.

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The Modified Proposal as negotiated and now recommended by the County  
Controller/Administrator.

Local calls will be billed at a surcharge of \$3.50 plus \$ .20 per minute;  
Intra-Lata (i.e. regional) call will be billed at a surcharge of \$3.50 plus \$ .25 per minute;  
Intrastate calls will be billed at a surcharge of \$3.50 plus \$ .65 per minute;  
Interstate calls will be billed at a surcharge of \$3.50 plus \$ .82 per minute.

50 % commission - County share is \$254,000, based on annual revenue of \$508,000.

\$410,000 is anticipated in the County's 2009 budget.

Option #1 leaves us short of budgeted revenue by an estimated \$76,069 ( $\$410,000 - \$333,931 = \$76,069$ ).

Option #2 leaves us short of budgeted revenue by an estimated \$238,684 ( $\$410,000 - 171,316 = \$238,684$ ).

The Modified Proposal leaves us short of budgeted revenue by an estimated \$156,000 ( $\$410,000 - \$254,000 = \$156,000$ ).

\$156,000 is about 26% of the County 2009 Contingency Fund.

**Staff Recommendation:** MM\_\_\_ JN X TL \_\_\_ TM\_\_\_ JC \_\_\_

Because of the budgetary implications the Controller's Office recommends this Modified Proposal.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ENTERING INTO AN AGREEMENT FOR LOCAL AND LONG  
DISTANCE SERVICE FOR INMATE TELEPHONES**

**RESOLUTION #08-365**

WHEREAS, the Ingham County Purchasing Department sought proposals for the provision of approximately 100 inmate, 27 visitation, and 20 public pay phones through the issuance of RFP #18-05; and

WHEREAS, the stated objective of the County was to receive proposals which provided the lowest cost to the users of the phones while assuring the County of a continuation of its current revenue stream associated with the provision of these phones; and

WHEREAS, the County entered into a five-year agreement with Infinity Networks for new equipment, new visitation telephones, local and long distance service for all inmate and public telephones based on the terms and conditions as outlined in the Request for Proposals Packet #18-05 and Infinity Networks Inc., response dated August 16, 2005; and

WHEREAS, the current vendor has failed to perform satisfactorily which requires a new vendor to provide the service for new equipment, new visitation telephones, local and long distance service for all inmate telephones in Ingham County; and

WHEREAS, the Controller's Office, the Purchasing Department and the Sheriff's Office are recommending that the County authorize a two year agreement with Evercom a subsidiary of Securus Technologies; and

WHEREAS, the County considered two proposals by Evercom, which would result in different contributions to the general fund, and different changes borne by users of the inmate phone system; and

WHEREAS, the Board of Commissioners seeks to strike a balance between the effect on the County's budget and the imposition of a financial burden on the struggling families of inmates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a two-year agreement for the period of February 1, 2009 through January 31, 2011, with Evercom a subsidiary of Securus Technologies, for new equipment, new visitation equipment, local and long distance service for all inmate telephones. Unless otherwise agreed by Ingham County and Evercom, the following rates will be charged:

For inmate phones

Local calls will be billed at a surcharge of \$2.75 plus \$.15 per minute;  
Intra-Lata (i.e. regional) calls will be billed at a surcharge of \$2.75 plus \$.15 per minute;  
Intrastate calls will be billed at a surcharge of \$1.75 plus \$.55 per minute;  
Interstate calls will be billed at a surcharge of \$1.75 plus \$.75 per minute.

Evercom will provide Ingham County with a Prepaid Call Program;

Evercom will install its technology platform for recording and reporting purposes;

Evercom will pay Ingham County 54% commission based on an annual estimated revenue of \$618,392 during the duration of the contract.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to seek a modification of the agreement with Evercom, at rates between the levels contained in the two proposals.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign any contract documents consistent with this resolution subject to review and approval by the County Attorney.

**The Law Enforcement Committee approved a different version on 12/4/08.**

**FINANCE: Yeas:** Hertel, Weatherwax-Grant, Schor, Dougan

**Nays:** Grebner      **Absent:** Celentino      **Approved 12/3/08**



Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A MODIFICATION IN THE RATES CHARGED FOR LOCAL AND LONG DISTANCE SERVICE FOR INMATE TELEPHONES**

WHEREAS, the Controller's Office, the Purchasing Department and the Sheriff's Office recommended that the County authorize a two-year agreement with Evercom, a subsidiary of Securus Technologies, to replace the current inmate phone vendor; and

WHEREAS, the Ingham County Board of Commissioners authorized through Resolution #08-365, a two-year agreement for the period of February 1, 2009 through January 31, 2011, with Evercom, a subsidiary of Securus Technologies, for new equipment, new visitation equipment, local and long distance service for all inmate telephones; and

WHEREAS, the County considered two proposals by Evercom, which would result in different contributions to the General Fund, and different changes borne by users of the inmate phone system; and

WHEREAS, the Board of Commissioners stated their policy in this matter, "to strike a balance between the effect on the County's budget and the imposition of a financial burden on the struggling families of inmates"; and

WHEREAS, the Board of Commissioners directed the County Controller/Administrator to seek a modification of the agreement with Evercom, at rates between the levels contained in the two proposals; and

WHEREAS, the County Controller/Administrator has negotiated and is now proposing a modification of the agreement with Evercom.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the following recommendation from the County Controller/Administrator and authorizes the following modification of the rates for the inmate phone call charges during the two-year agreement for the period of February 1, 2009 through January 31, 2011, with Evercom, a subsidiary of Securus Technologies, for new equipment, new visitation equipment, local and long distance service for all inmate telephones. Unless otherwise agreed by Ingham County and Evercom, a subsidiary of Securus Technologies, the following rates will be charged:

For inmate phones

Local calls will be billed at a surcharge of \$3.50 plus \$ .20 per minute;

Intra-Lata (i.e. regional) call will be billed at a surcharge of \$3.50 plus \$ .25 per minute;

Intrastate calls will be billed at a surcharge of \$3.50 plus \$ .65 per minute;

Interstate calls will be billed at a surcharge of \$3.50 plus \$ .82 per minute.

Evercom will provide Ingham County with a Prepaid Call Program;

Evercom will install its technology platform for recording and reporting purposes;

Evercom will pay Ingham County 50% commission, based on an annual estimated revenue of \$508,000 during the duration of the contract.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes amendments to the 2009 Budget which consist of a net reduction of \$156,000 in revenues associated with Inmate Phone Revenue, with a corresponding transfer from the Contingency Fund.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign any contract documents consistent with this resolution subject to review and approval by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 8, 2009.

Agenda Item Title: Resolution to Amend the 2009 Fair Fund Budget

Submitted by: Controller's Office

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

**Summary of Proposed Action:** In 2008, the Fair Fund required a transfer from the General Fund in order to avoid a deficit fund situation. The primary problem was revenue that came in significantly lower than budgeted. Off-season rentals and activities decreased significantly in 2008. In order to avoid a similar problem in 2009, this resolution proposes the reduction of the budget so that expenses will be in alignment with newly projected revenues.

**Financial Implications:** The 2009 adopted Fair Budget of \$874,565 will be reduced by \$73,615, or 8.4%, to \$800,950. See the attached schedule for line item detail of budget adjustments.

**Other Implications:** The Fair Fund will be carefully monitored, and amended as necessary, throughout 2009 to avoid the need for a General Fund appropriation.

**Staff Recommendation:** MM\_\_\_ JN \_\_\_ TL \_\_\_ TM X JC \_\_\_  
Staff recommends approval of this resolution.

**2009 BUDGET ADJUSTMENTS - FAIR FUND**

56176013 FAIR OFF SEASON

			2009		2009
			ADOPTED	BUDGET	AMENDED
<u>REVENUE</u>			<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>
56176013	651010	GRANDSTAND	3,000	(3,000)	0
56176013	651050	STALL FEES	15,000	(1,000)	14,000
56176013	665000	INTEREST REVENUE	6,850	(4,850)	2,000
56176013	667020	CAMPER FEES	38,000	(1,000)	37,000
56176013	667030	FOOD CONCESSIONS	7,000	0	7,000
56176013	669000	RENTS	175,000	(28,000)	147,000
56176013	669010	COMMERCIAL SPACE RENTAL	4,000	0	4,000
56176013	669030	FAIR - WINTER STORAGE	51,000	(6,000)	45,000
56176013	669040	RENTS-COMMUNITY HALL	45,000	(5,000)	40,000
56176013	675400	SPONSORSHIPS	5,000	0	5,000
56176013	678200	REIMB SALARIES	1,000	0	1,000
56176013	683000	OTHER REIMBURSEMENTS	500	(500)	0
56176013	683500	REIMBURSEMENT - ELECTRIC	3,000	(1,000)	2,000
56176013	683510	REIMBURSEMENT - TELEPHONE	150	(150)	0
56176013	683520	REIMBURSMT-TRASH REMOVAL	250	0	250
56176013	683530	REIMBURSMT-JANIT SUPPLIES	500	0	500
56176013	688220	MISC REVENUES	3,000	0	3,000
56176013	698010	CARRY OVER SURPLUS USED	(11,385)	11,385	0
<b>TOTAL REVENUE</b>			<b>346,865</b>	<b>(39,115)</b>	<b>307,750</b>

PERSONNEL SERVICES

56176013	704000	SALARIES & WAGES - PERM	154,361	0	154,361
56176013	705000	SALARIES & WAGES-TEMP	10,000	(3,000)	7,000
56176013	706000	SALARIES & WAGES-OVERTIME	7,000	(2,000)	5,000
56176013	708000	MEETING FEES	6,000	0	6,000
56176013	714000	UNEMPLOYMENT	1,574	0	1,574
56176013	715000	FICA COUNTY SHARE	12,102	0	12,102
56176013	716020	PHP	5,491	0	5,491
56176013	716030	HEALTH INS EMPLOYEE REMB RETIREE HEALTH INS	3,813	0	3,813
56176013	716035	CHARGEBA	6,863	0	6,863
56176013	716040	RETIREE HEALTH INS TRUST C	1,582	0	1,582
56176013	716060	HEALTH INS POS	0	0	0
56176013	716100	DENTAL INSURANCE	2,499	0	2,499
56176013	716200	VISION INSURANCE	378	0	378
56176013	716300	DRUG REIMB COSTS	2,552	0	2,552
56176013	717000	EMPLOYEES LIFE INSURANCE	252	0	252
56176013	717100	DISABILITY INSURANCE	132	0	132
56176013	718000	CO RETIREMENT PROGRAM	17,805	0	17,805
56176013	722000	WORKERS COMP INS	9,559	0	9,559
56176013	722600	EMPLOYEE ASST PROG (CARES)	71	0	71

<b>TOTAL PERSONNEL SERVICES</b>	<b>242,034</b>	<b>(5,000)</b>	<b>237,034</b>
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	2009 ADOPTED <u>BUDGET</u>	BUDGET ADJ	2009 AMENDED <u>BUDGET</u>
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CONTROLLABLE EXPENSE

56176013	726010	SUPPLIES	10,000	(1,000)	9,000
56176013	747000	GAS-GREASE-OIL-ANTIFREEZE	6,000	1,500	7,500
56176013	776000	JANITORIAL SUPPLIES	4,000	(1,000)	3,000
56176013	805000	GRANDSTAND ATTRACTIONS	100	0	100
56176013	815000	MEMBR/SCRPS/SUBSCRIPTIONS	750	(450)	300
56176013	818000	CONTRACTUAL SERVICES	4,000	(500)	3,500
56176013	818080	CONTRACT-COMMUNITY BLDG	13,000	(2,500)	10,500
56176013	861000	TRAVEL EXPENSE-LOCAL	1,500	(1,000)	500
56176013	901000	ADVERTISING	400	0	400
56176013	921030	TRASH & MANURE REMOVAL	9,000	(5,450)	3,550
56176013	921050	TELEPHONE	5,000	(1,000)	4,000
56176013	931000	BUILDING REPAIR & MAINT	10,000	(2,000)	8,000
56176013	932000	EQUIPMENT REPAIR & MAIN	3,000	0	3,000
56176013	933000	VEHICLE REPAIR & MAINT	5,000	(2,500)	2,500
56176013	942000	EQUIPMENT RENTAL	250	0	250
56176013	957540	REIMBURSABLE DIRT REMOVAL	12,000	4,000	16,000
56176013	959000	INMATE LABOR	200	(100)	100
56176013	960000	EMP TRAINING & IMPROV	200	0	200

<b>TOTAL CONTROLLABLE EXPENSE</b>	<b>84,400</b>	<b>(12,000)</b>	<b>72,400</b>
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NON-CONTROLLABLE EXPENSE

56176013	911000	INSURANCE & BONDS	6,000	0	6,000
56176013	921000	UTILITIES	75,000	9,560	84,560
56176013	921070	COURIER SERVICE	1,105	0	1,105
56176013	943000	OFFICE EQUIP SVC CHG	5,852	(1,352)	4,500

<b>TOTAL NON-CONTROLLABLE EXPENSE</b>	<b>87,957</b>	<b>8,208</b>	<b>96,165</b>
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TRANSFERS OUT

56176013	999250	APPROP TRF OUT - F245	846	0	846
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<b>TOTAL TRANSFERS OUT</b>	<b>846</b>	<b>0</b>	<b>846</b>
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<b>TOTAL FAIR OFF SEASON EXPENSES</b>	<b>415,237</b>	<b>(8,792)</b>	<b>406,445</b>
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	2009 ADOPTED <u>BUDGET</u>	BUDGET ADJ	2009 AMENDED <u>BUDGET</u>
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56176014	FAIR WEEK		
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REVENUE

56176014	566020	PREMIUMS - STATE OF MI	40,000	0	40,000
56176014	570020	STATE MATCHING FUNDS	15,000	(10,000)	5,000
56176014	633010	ADVERTISING	5,000	0	5,000
56176014	642000	ADVERTISING-PREMIUM BOOKS	5,000	0	5,000
56176014	651010	GRANDSTAND	75,000	(10,000)	65,000
56176014	651020	ADVANCE ADMISSIONS	11,000	(1,000)	10,000
56176014	651030	FAIR WEEK ADMISSIONS	138,000	(2,000)	136,000
56176014	651040	ENTRY FEES	9,000	500	9,500
56176014	651100	4-H WRISTBANDS - ADMISSION	2,000	(500)	1,500
56176014	651200	SPECIAL FEATURE REVENUE	25,000	2,500	27,500
56176014	665000	INTEREST REVENUE	100	0	100
56176014	667010	CARNIVAL	75,000	0	75,000
56176014	667020	CAMPER FEES	20,000	(2,000)	18,000
56176014	667030	FOOD CONCESSIONS	35,000	(4,000)	31,000
56176014	667040	STALL FEES-OPEN CLASS	4,000	(500)	3,500
56176014	667050	STALL FEES-YOUTH CLASS	2,000	0	2,000
56176014	667060	GAME ROYALTIES	13,000	(2,000)	11,000
56176014	667070	CIRCLE OF LIFE REVENUE-FAI	1,500	(1,500)	0
56176014	669010	COMMERCIAL SPACE RENTAL	25,000	(2,000)	23,000
56176014	675400	SPONSORSHIPS	13,000	(2,000)	11,000
56176014	675410	SPONSORSHIPS - FREE SHOWS	8,000	0	8,000
56176014	683000	OTHER REIMBURSEMENTS	1,000	0	1,000
56176014	683500	REIMBURSEMENT - ELECTRIC	4,500	0	4,500
56176014	688220	MISC REVENUES	500	0	500
56176014	699080	TRUST & AGENCY TRF (F794)	100	0	100
<b>TOTAL REVENUE</b>			<b>527,700</b>	<b>(34,500)</b>	<b>493,200</b>

PERSONNEL SERVICES

56176014	704000	SALARIES & WAGES - PERM	66,155	0	66,155
56176014	705000	SALARIES & WAGES-TEMP	25,000	(4,000)	21,000
56176014	706000	SALARIES & WAGES-OVERTIME	10,000	(5,000)	5,000
56176014	708000	MEETING FEES	5,500	0	5,500
56176014	714000	UNEMPLOYMENT	675	0	675
56176014	715000	FICA COUNTY SHARE	5,185	0	5,185
56176014	716020	PHP	2,353	0	2,353
56176014	716030	HEALTH INS EMPLOYEE REMB RETIREE HEALTH INS	1,634	0	1,634
56176014	716035	CHARGEBA	2,942	0	2,942
56176014	716040	RETIREE HEALTH INS TRUST C	677	0	677
56176014	716100	DENTAL INSURANCE	1,071	0	1,071
56176014	716200	VISION INSURANCE	162	0	162
56176014	716300	DRUG REIMB COSTS	1,094	0	1,094
56176014	717000	EMPLOYEES LIFE INSURANCE	108	0	108
56176014	717100	DISABILITY INSURANCE	56	0	56
56176014	718000	CO RETIREMENT PROGRAM	7,631	0	7,631
			2009		2009
			ADOPTED	BUDGET	AMENDED
			<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>

56176014	722000	WORKERS COMP INS	4,098	0	4,098
56176014	722600	EMPLOYEE ASST PROG (CARES)	28	0	28
56176014	725000	COMP ABSCD ABSENCES	3,672	0	3,672

**TOTAL PERSONNEL SERVICES** **138,041** **(9,000)** **129,041**

CONTROLLABLE EXPENSE

56176014	726010	SUPPLIES	17,500	(2,500)	15,000
56176014	728010	RIBBONS AND TROPHIES	5,000	0	5,000
56176014	747000	GAS-GREASE-OIL-ANTIFREEZE	1,000	0	1,000
56176014	801010	JUDGES	11,000	0	11,000
56176014	801020	SECURITY	15,000	(6,000)	9,000
56176014	805000	GRANDSTAND ATTRACTIONS	60,000	0	60,000
56176014	805050	FREE SHOWS	25,000	(5,000)	20,000
56176014	815000	MEMBR/SCRPS/SUBSCRIPTIONS	750	0	750
56176014	818000	CONTRACTUAL SERVICES	500	0	500
56176014	842000	PREMIUM BOOK	4,500	(500)	4,000
56176014	861000	TRAVEL EXPENSE-LOCAL	268	(268)	0
56176014	861100	TRVL PROF DEVELOP INSTATE	7,000	(500)	6,500
56176014	861110	TRVL PROF DEVLV OUT STATE	6,000	(4,000)	2,000
56176014	901000	ADVERTISING	25,000	(5,000)	20,000
56176014	901010	PROMOTIONS - VOLUNTEERS	9,000	0	9,000
56176014	921030	TRASH & MANURE REMOVAL	7,300	(3,400)	3,900
56176014	921050	TELEPHONE	1,000	(500)	500
56176014	931000	BUILDING REPAIR & MAINT	15,000	(4,000)	11,000
56176014	932000	EQUIPMENT REPAIR & MAIN	3,000	(2,000)	1,000
56176014	942000	EQUIPMENT RENTAL	15,000	0	15,000
56176014	956040	FAIR - STILL EXHIBIT	1,000	(500)	500
56176014	956510	COMMUNITY TENT - FAIR	2,000	1,500	3,500
56176014	956520	FAIR-CIRCLE OF LIFE	2,000	(1,500)	500
56176014	957000	MISC:PENALTY/INTEREST	2,000	(2,000)	0
56176014	957540	REIMBURSABLE DIRT REMOVAL	1,500	(1,500)	0
56176014	959000	INMATE LABOR	1,000	(750)	250
56176014	962000	FAIR PREMIUMS	60,000	(5,000)	55,000
56176014	964000	REFUNDS	500	(500)	0

**TOTAL CONTROLLABLE EXPENSE** **298,818** **(43,918)** **254,900**

NON-CONTROLLABLE EXPENSE

56176014	911000	INSURANCE & BONDS	7,000	0	7,000
56176014	921000	UTILITIES	11,000	(11,000)	0
56176014	943000	OFFICE EQUIP SVC CHG	3,905	(905)	3,000

**TOTAL NON-CONTROLLABLE EXPENSE** **21,905** **(11,905)** **10,000**

2009  
ADOPTED      BUDGET      2009  
   AMENDED

<u>TRANSFERS OUT</u>	<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>
56176014 999250 APPROP TRF OUT - F245	564	0	564
<b>TOTAL TRANSFERS OUT</b>	<b>564</b>	<b>0</b>	<b>564</b>
<b>TOTAL FAIR WEEK EXPENSES</b>	<b>459,328</b>	<b>(64,823)</b>	<b>394,505</b>
<b>TOTAL REVENUES</b>	<b>874,565</b>	<b>(73,615)</b>	<b>800,950</b>
<b>TOTAL EXPENSES</b>	<b>874,565</b>	<b>(73,615)</b>	<b>800,950</b>



**Agenda Item 11b**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE 2009 FAIR FUND BUDGET**

WHEREAS, actual 2008 revenues for the Ingham County Fair came in significantly under budget, primarily due to a decrease in off-season rentals and activities; and

WHEREAS, this revenue trend is expected to continue in 2009, requiring the Fair to amend its 2009 revenue projections; and

WHEREAS, the Fair will also amend its expense budget to stay within the revised revenue projections.

THEREFORE BE IT RESOLVED, that the 2009 Fair Budget be amended as follows:

	Adopted Budget	Adjustments	Amended Budget
Total Revenue	\$874,565	(\$73,615)	\$800,950
Expenses			
Personnel Services	380,075	(14,000)	366,075
Controllable Expense	383,218	(55,918)	327,300
Non-Controllable	109,862	(3,697)	106,165
Transfers Out	1,410	0	1,410
Total Expenses	\$874,565	(\$73,615)	\$800,950

BE IT FURTHER RESOLVED, that the Fair Budget will be closely monitored throughout 2009 and amended as necessary.



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**Chris Swope**  
Lansing City Clerk

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11/25/2008

Ms. Becky Bennett  
Board Coordinator  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

City of Lansing  
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, December 8, 2008 at 7:00 p.m. in the City Council Chambers, 10<sup>th</sup> Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the establishment of Eligible Non-Profit Housing Exemption, pursuant to and in accordance with the provisions of Public Act 216 of 2006, MCL 211.7kk, for property located at:

607 W. Maple Street	33-01-01-09-306-004
615 W. Maple Street	33-01-01-09-306-005

Approval of this Exemption will provide the Franklin St. Community Nonprofit Housing Corporation an exemption of all property taxes for the property noted above. Further information regarding this issue may be obtained from Maria Irish, Assessor of the City of Lansing, 124 W. Michigan Avenue, 3<sup>rd</sup> Floor, Lansing, MI, 48933, (517) 483-4136.

CHRIS SWOPE, LANSING CITY CLERK

**RECEIVED**  
DEC 01 2008



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**Chris Swope**  
Lansing City Clerk

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11/25/2008

Ms. Becky Bennett  
Board Coordinator  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

City of Lansing  
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, December 8, 2008 at 7:00 p.m. in the City Council Chambers, 10<sup>th</sup> Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the establishment of Eligible Non-Profit Housing Exemption, pursuant to and in accordance with the provisions of Public Act 216 of 2006, MCL 211.7kk, for property located at:

Property address	PPN
517 Baker Street	33-01-01-21-427-067
545 Baker Street	33-01-01-21-427-096
547 Baker Street	33-01-01-21-427-100
809 Baker Street	33-01-01-22-306-101
847 Baker Street	33-01-01-22-307-151
2000 Olds Avenue	33-01-01-20-107-101
1413 Linval Street	33-01-01-21-428-075
1114 W. Kalamazoo Street	33-01-01-17-405-241

Approval of this Exemption will provide the Greater Lansing Housing Coalition an exemption of all property taxes for the property noted above. Further information regarding this issue may be obtained from Maria Irish, Assessor of the City of Lansing, 124 W. Michigan Avenue, 3<sup>rd</sup> Floor, Lansing, MI, 48933, (517) 483-4136.

CHRIS SWOPE, LANSING CITY CLERK

Lansing City Clerk's Office  
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
517-483-4131 · 517-377-0068 FAX  
[www.lansingmi.gov/clerk](http://www.lansingmi.gov/clerk) · [clerk@lansingmi.gov](mailto:clerk@lansingmi.gov)

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DEC 01 2008

NOTICE OF HEARING

DEC 04 2008

CITY OF MASON  
INGHAM COUNTY, MICHIGAN

INGHAM COUNTY  
CONTROLLER'S OFFICE

NOTICE OF PUBLIC HEARING ON THE  
SPECIAL ASSESSMENT ROLL FOR THE  
SIDEWALK IMPROVEMENTS  
SPECIAL ASSESSMENT PROJECT NO. 2009-1

TO THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, the owners of the land described below within the proposed Sidewalk Special Assessment District 2009-1, and any other interested persons:

**PLEASE TAKE NOTICE** that the City Council of the City of Mason, acting on its own initiative, proposes to make the following generally-described sidewalk improvements with respect to the proposed Sidewalk Improvement Special Assessment District-Project 2009-1:

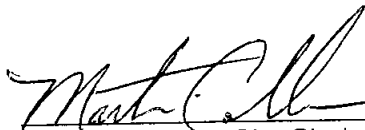
The installation of sidewalks and related improvements, and/or replacement of sidewalk in the public right-of-way of the following properties and along and adjacent to the following streets: 660 N Cedar, 700 Buhl, 628 Curtis, 630 Curtis, 706 Curtis, 705 Curtis, 701/703 Curtis, 605/621 Curtis, 225 Peachtree, 223 S Rogers, 401 E Maple, 307 S Rogers, 320 Steele, 315/315.5 E Ash, 423 E Ash, 439 E Ash, 314 E Ash, 424 E Ash, 430/432 E Ash, 535 Maine, 522 Maine, 528 Maine, 534 Maine, 120 Lawton, 124 Lawton, 200 Lawton, 210 Lawton, 216 Lawton, 111 Lawton, 117 Lawton, 123 Lawton, 129 Lawton, 209 Lawton, 215 Lawton, 303 Lawton, 309 Lawton, 315 Lawton, 321 Lawton, 402 Lawton, 406 Lawton, 627 E Ash, 703 E Ash;

**TAKE FURTHER NOTICE** that the City Council will meet on Monday, the 15th day of December, 2008, at 7:30, p.m., in the City Hall, 201 West Ash Street, Mason, Michigan 48854, for the purpose of hearing any objections to the proposed sidewalk improvement project and the proposed special assessment district therefore.

Appearance and protest at the hearing, in person or in writing, are required in order to appeal the action of the City Council in approving the proposed sidewalk improvement project, the special assessment district or the amount of the special assessment to the state tax tribunal. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment proceedings or may file his or her appearance and protest by letter and his or her personal appearance will not be required. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of a special assessment with the state tax tribunal within 30 days of the date the special assessment roll is confirmed by the City Council.

Further information regarding the street and sidewalk improvement special assessment project is available at the City Clerk's offices, City Hall, 201 West Ash Street, Mason, Michigan 48854.

Dated: October 20, 2008

  
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Martin Colburn, City Clerk  
City of Mason  
Ingham County, Michigan