

CHAIRPERSON  
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VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
STEVE DOUGAN

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
TODD TENNIS  
REBECCA BAHAR-COOK  
ANDY SCHOR  
DIANNE HOLMAN  
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, JULY 21, 2010 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 [June 16, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Approve an Extended Police Services Agreement with the Village of [Webberville](#) Covering the Period of July 1, 2010 through June 30, 2011
  - b. Resolution to Enter into an Interlocal Agreement with the City of Lansing to Accept an Allocation for the 2010 Local [JAG Grant](#)
2. Circuit Court - Resolution to Enter into an Agreement with Credit Bureau Collection Services, Inc. ([CBCS](#)) for Collection of Delinquent Debt Held by the Circuit Court
3. Circuit Court – Family Division
  - a. Resolution to Authorize Expanded Funding for the [Ingham Academy](#)
  - b. Resolution to Authorize Funds for Additional Transportation and Equipment Needs at the Ingham County [Family Center](#)
4. Ingham County Department of Human Services - Resolution Authorizing a Contingency Appropriation to the Department of [Human Services](#)
5. Health Department
  - a. Resolution to Authorize a Letter of Understanding with the [Ingham Intermediate School District](#) for Early On Services
  - b. Resolution Urging the Michigan House and Senate to Send Governor Jennifer Granholm an Appropriations Bill Restoring the Medicaid Adult [Dental Benefit](#) and Urging the Governor to Sign the Bill
  - c. Resolution to Authorize a Contract for Services with the [Expectant Parents Organization](#)
  - d. Resolution to Authorize a Contract with [Public Sector Consultants](#) to Conduct a Community Needs Assessment
  - e. Resolution to Authorize Renovation of the [Adult Health Center](#)
  - f. Resolution to Authorize Amendments to Two Lease Agreements with [Sparrow Health System](#)
  - g. Resolution to Enter Into a Letter of Agreement with the [Michigan Primary Care Association](#) to Complete Emergency Preparedness Surveys for Community Health Centers

6. Ingham County Farmland and Open Space Preservation Board
  - a. Resolution Approving the Farmland and Open Space Preservation (FOSP) Board's Recommendation to Submit an Application to the Federal Farm and Ranch Lands [Protection Program](#) (FRPP)
  - b. Resolution Accepting \$462,308 and Approving a Cooperative Agreement Between the United States of America and Ingham County for the Implementation of the Farm and Ranch Lands [Protection Program](#)
  
7. Ingham County Parks & Recreation Commission
  - a. Resolution Authorizing a Budget Adjustment to the 2010 Potter Park Zoo Capital Improvement [Rhino Project](#) and Entering into a Contract with Granger Construction Company
  - b. Resolution Authorizing the Approval of Amendment #1 to the Michigan Natural Resources Trust Fund Project Agreement for the Expansion of [Lake Lansing Park-North](#)
  - c. Resolution Authorizing the Approval of Amendment #2 with the Department of Natural Resources to Develop a Snow Tubing Hill at [Hawk Island Park](#)
  - d. Resolution Authorizing a Fund Transfer to Complete the Ventilation Renovation in the Potter Park Zoo Bird and Reptile Building and Entering Into a Contract with [Myers Plumbing & Heating, Inc.](#)
  
8. Human Resources
  - a. Resolution Certifying Representatives for the [MERS](#) Annual Meeting
  - b. Resolution Approving a Collective Bargaining Agreement with the [ICEA](#) Assistant Prosecuting Attorneys
  - c. Resolution Approving a Letter of Understanding with the [FOP](#) Animal Control Officers, License Enforcement Officers, and Animal Shelter Operators
  - d. Resolution Approving a Letter of Understanding with the [ICEA](#) Park Rangers
  
9. Controller/Administrator's Office
  - a. Resolution Amending the [2010 Budget](#): Financial Reserve Status/Recommended Transfers
  - b. Resolution to Submit to the Electorate a Special Millage Question for Ingham County Potter Park Zoo and Potter Park [Millage](#) Renewal

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  
June 16, 2010  
Minutes

Members Present: Mark Grebner, Todd Tennis, Andy Schor, Dianne Holman, Steve Dougan and Board Chairperson Debbie De Leon

Members Absent: Rebecca Bahar-Cook

Others Present: Teri Morton, Jill Rhode, Rich McNulty, Mike Hughes, Dean Sienko, Harry Moxley, Jim Hudgins, Vince Dragonetti and Others

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 2, 2010 Minutes

The June 2, 2010 Minutes were approved as submitted.

Additions to the Agenda

3. Substitute - Resolution to Authorize a Five-Year Lease Agreement for the Willow Health Center

Limited Public Comment

None.

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

1. Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Authorizing Entering into Subcontracts for Community Corrections Programs for FY 2010-2011
2. Friend of the Court
  - a. Resolution Authorizing Termination of a Contract Between Maximus and the Ingham County Friend of the Court
  - b. Resolution Authorizing Contracts with MGT of America, Inc. for the Preparation of the Friend of the Court Annual Title IV-D Cooperative Reimbursement Program (CRP) Application and Other Services
3. Health Department - Resolution to Authorize a Five-Year Lease Agreement for the Willow Health Center

5. Facilities Department

- a. Resolution Authorizing Entering into a Contract with Professional Roofing Services Inc. to Replace the Roof on the Bird and Reptile House at the Potter Park Zoo
- b. Resolution Authorizing Entering into a Contract with Delta Electrical Contractors of Lansing, Inc. to Install a New Emergency Notification System for the Fairgrounds

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

MOVED BY COMM. DOUGAN, SUPPORTED BY TENNIS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

6. Financial Services Department

- a. Resolution to Correct Existing MERS Plan for Zoo Employees Transferred from the City of Lansing
- b. Municipal Employees' Retirement System of Michigan Resolution for Adopting Municipal Employees' Retirement System of Michigan Defined Benefit Programs (Other than DB Component of Hybrid Program) Teamsters Local 580 (Former Lansing Zoo Employees/Non-Director)
- c. Municipal Employees' Retirement System of Michigan Resolution for Adopting Municipal Employees' Retirement System of Michigan Defined Benefit Programs (Other than DB Component of Hybrid Program) United Auto Workers 2256 Zoo (Former City of Lansing)

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO CORRECT EXISTING MERS PLAN FOR ZOO EMPLOYEES TRANSFERRED FROM THE CITY OF LANSING, MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS (OTHER THAN DB COMPONENT OF HYBRID PROGRAM) TEAMSTERS LOCAL 580 (FORMER LANSING ZOO EMPLOYEES/NON-DIRECTOR) AND MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS (OTHER THAN DB COMPONENT OF HYBRID PROGRAM) UNITED AUTO WORKERS 2256 ZOO (FORMER CITY OF LANSING).

Mr. McNulty informed the Committee that the resolutions must be adopted as a group. He noted the second and third resolutions effectuate the changes in the first resolution.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO AMEND THE 5<sup>TH</sup> WHEREAS PARAGRAPH TO REPLACE (MR. BRADY) WITH (ZOO MANAGER). THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Commissioner Tennis inquired about the collective bargaining process regarding this issue. Mr. McNulty stated the unions acknowledged a mistake was made and agreed to fix it.

MOTION ON THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

7. Management Information Services Department - Resolution to Approve the Purchase Subscription Services from the AT&T Yellow Pages
8. Controller/Administrator's Office - Resolution to Submit to the Electorate a Special Millage Question for Ingham County Potter Zoo and Potter Park Millage Renewal and Restoration

Chairperson Grebner updated the Committee with information from the County Services Committee meeting for items 7 and 8.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DOUGAN, TO TABLE AGENDA ITEMS 7 AND 8.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

4. Human Services Committee - Resolution Approving Criteria for Ranking 2011 Applications for Community Agency Funding

MOVED BY COMM. TENNIS, SUPPORTED BY SCHOR, TO APPROVE THE RESOLUTION APPROVING CRITERIA FOR RANKING 2011 APPLICATIONS FOR COMMUNITY AGENCY FUNDING.

Commissioner Tennis explained that the language defining basic needs has been modified to narrow the definition to critical needs, such as food, clothing, shelter, and utilities. The Committee discussed the criteria for ranking 2011 applications for community agency funding.

Commissioner Schor directed staff to include the 2011 Community Agency Ranking Criteria with the material that is distributed to the agencies.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

9. Board Referrals
  - a. Notice of Public Hearing from the Lansing Economic Development Corporation Regarding Brownfield Plan #48 Holmes Street School Redevelopment Project for Property Located at 1030 Holmes Street, Lansing, MI
  - b. Notice of Public Hearing from the Lansing Economic Development Corporation Regarding the Establishment of An Obsolete Property Rehabilitation District for Property Located at 2822 N. Martin Luther King Jr. Blvd, Lansing MI
  - c. Ingham County 2009 Comprehensive Annual Financial Report (*Distributed at the Board of Commissioners' Meeting*)

The Board Referrals were received and placed on file.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:20 p.m.

Respectfully submitted,

Carole Bush-Welch

RESOLUTION STAFF REVIEW

DATE June 19, 2010

Agenda Item Title: Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2010 through June 30, 2011

Submitted by: Controller/Administrator's Office / Sheriff's Office

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

Summary of Proposed Action: This resolution will authorize extending the Village of Webberville Police Services contract for an additional one year at cost. The renewal will continue coverage at 80 hours per week.

Financial Implications: The contract is effective July 1, 2010 through June 30, 2011, at a cost of \$233,872.

\$56.22 per hour \* 80 hours per week = \$4,497.54 \* 52 weeks = \$233,872

Other Implications: The Webberville Village Council has approved this agreement.

Staff Recommendation: MAL \_\_\_\_ JLN X TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN EXTENDED POLICE SERVICES AGREEMENT  
WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF  
JULY 1, 2010 THROUGH JUNE 30, 2011**

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville are interested in extending the current agreement for law enforcement services; and

WHEREAS, the Village of Webberville, Sheriff's Office and Controller/Administrator's Office have negotiated a draft agreement which covers a one year period, beginning July 1, 2010 and ending June 30, 2011; and

WHEREAS, the Village of Webberville has contracted with Ingham County for Police Services through the Sheriff's Office since 1994; and

WHEREAS, the Village of Webberville wishes to continue their contract 80 hours of guaranteed service per week for the upcoming fiscal year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a one year extension of the contract with the Village of Webberville for the period covering July 1, 2010 through June 30, 2011 for the sum of \$233,872.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments in the Ingham Sheriff's Office 2010 Budget.



RESOLUTION STAFF REVIEW

DATE June 26, 2010

Agenda Item Title: Resolution to Enter into an Interlocal Agreement with the City of Lansing to Accept an Allocation for the 2010 Local JAG Grant

Submitted by: Sheriff's Office

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

Summary of Proposed Action: The United States Department of Justice 2010 Local JAG Grant allocation to the City of Lansing is \$156,836.

The Ingham County Sheriff's Office portion (\$13,985) will be used for technology upgrades and new movable shelving for the Quartermaster Unit.

Financial Implications: This grant has no matching requirements. The fiduciary of this grant is the City of Lansing.

Total Allocation - \$156,836.00

County portion is - \$13,985.00

Other Implications: None.

Staff Recommendation: MAL \_\_\_ JLN X TL \_\_\_ TM\_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.

GMS APPLICATION NUMBER 2010-H8291-MI-DJ

Appendix A

ANNUAL JAG 2010 - ENHANCEMENTS TO  
INGHAM COUNTY SYSTEM OF JUSTICE

Programs	Jurisdiction	Program Budget
Ballistic blanket	COL	\$9,000
Bicycles / equipment	COL	\$4,000
Camera - CSI	COL	\$2,000
Cameras - 130 for patrol	COL	\$13,000
Cameras at range	COL	\$4,000
City Hall basement access server	COL	\$12,000
Dive Team - cascade system (to fill tanks)	COL	\$5,000
Dive Team - OTS wireless communication system	COL	\$5,000
Dive Team - Pontoon Boat	COL	\$20,000
Hydraulic Lift for TRV	COL	\$2,500
K9 - bite sleeves	COL	\$1,500
LED lighting - motorcycles	COL	\$1,700
Legal Advisor computer	COL	\$1,000
PSU tracking system	COL	\$3,000
Range / START laptops	COL	\$4,000
Source determination software	COL	\$7,500
Thermal Imagers for command car (2)	COL	\$20,000
Training Simulator	COL	\$27,651
Bar Code Scanner / supplies	ICSD	\$1,000
Computer Cabinets (10)	ICSD	\$9,985
Evidence storage boxes (250)	ICSD	\$2,000
Evidence table	ICSD	\$1,000
		\$156,836

Jurisdiction		Request
Ingham County Sheriff Department	ICSD	\$13,985
City of Lansing	COL	\$142,851
		\$156,836

The 2010 Annual JAG award is particularly well timed for each municipality in this application.

For City of Lansing, the JAG will primarily fund 1) a much needed pontoon boat necessary to increase the effectiveness of law enforcement during major city events, 2) an important training tool which simulates high risk situations and, 3) useful thermal imaging devices which will increase our ability to minimize illicit drug manufacturing.

For Ingham County (ICSD), JAG funds will advance the system of law enforcement by purchasing advanced equipment to increase the integrity of evidence important to the judicial process.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING  
TO ACCEPT AN ALLOCATION FOR THE 2010 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department, and the Ingham County Sheriff's Office was allocated \$156,836.00 from the 2010 Local JAG Grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$13,985.00; and

WHEREAS, part of the application process to receive this funding from the 2010 Local JAG Grant, the Ingham County must enter into an Interlocal Agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on technology upgrades and movable shelving for the Sheriff's Office Quartermaster Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Interlocal Agreement between Ingham County and the City of Lansing for the 2010 Local JAG Grant from the Department of Justice for the time period of October 1, 2009 through September 30, 2010.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$13,985.00 as the allocated portion of the 2010 Local JAG Grant and authorizes the Ingham County Sheriff's Office to purchase technology upgrades and movable shelving for the Sheriff's Office Quartermaster Unit.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2010 Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson, County Clerk, and Sheriff 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 July 8, 2010

Agenda Item Title: Resolution to Enter into an Agreement with Credit Bureau Collection Services, Inc. (CBCS) for Collection of Delinquent Debt Held by the Circuit Court

Submitted by: Circuit Court

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

Summary of Proposed Action: This resolution would accept the recommendations of the Circuit Court Collections Oversight Committee (COC) and authorize entering into a contract with Credit Bureau Collection Service, Inc. (CBCS) for collection of delinquent debt services for an initial Pilot Project period of twelve (12) months beginning on the date the contract is signed.

This pilot project involves contracting with a collection agency experienced in government and court collection services to collect past-due debt for the 30<sup>th</sup> Circuit Court for a pilot period of 1-year. The debt may include fines, costs, and other assessments.

Financial Implications: During the pilot period, the fee will be cost neutral for the Court. To achieve a cost neutral fee structure, the Agency will be limited to a fee of 20% of non-mandated costs, fines and assessments (attorney fees and court costs.) The Court can assess a late fee of 20% of non-mandated assessments. This amount is determined by the Court in compliance with applicable court rules and statutes and will be provided to the Agency on a case-by-case basis.

If the contract is renewed, the fee structure applicable during the pilot project term may be renegotiated from a Court cost neutral fee to a higher fixed percentage fee. Any such increase in the fee structure will be presented to the Board of Commissioners for approval.

Other Implications: An Evaluation Committee comprised of the COC Delinquent Debt Evaluation Committee reviewed the three proposals, interviewed two respondents and after careful consideration and evaluation, the committee recommends entering into a contract with the Credit Bureau Collection Services, Inc. (CBCS).

Staff Recommendation: MAL \_\_\_\_ JLN\_ X\_\_ TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

TO: Judiciary and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: June 3, 2010

SUBJECT: Proposal Summary – Delinquent Court Collection Services

Project Description:

This project involves contracting with a collection agency experienced in government and court collection services to collect past-due debt for the 30<sup>th</sup> Circuit Court for a pilot period of 1-year. The debt may include fines, costs, and other assessments.

During the pilot period, the fee will be cost neutral for the Court. To achieve a cost neutral fee structure, the Agency will be limited to a fee of 20% of non-mandated costs, fines and assessments (attorney fees and court costs.) The Court can assess a late fee of 20% of non-mandated assessments. This amount is determined by the Court in compliance with applicable court rules and statutes and will be provided to the Agency on a case-by-case basis.

If the contract is renewed, the fee structure applicable during the pilot project term may be renegotiated from a Court cost neutral fee to a higher fixed percentage fee. Any such increase in the fee structure will be presented to the Board for approval.

Proposal Summary:

Vendors contacted: 12            Local: 4  
 Vendors responding: 3        Local: 0

<b>Company Name</b>	<b>Fee Structure</b>	<b>Local</b>
Credit Bureau Collection Services, Inc. (CBCS)	19% for primary placement; 20% on dollars requiring legal action	N – Dewitt
Municipal Services Bureau	20%	N – Austin, TX
LJ Ross and Associates	20%	N – Ann Arbor

Some of the vendors contacted who did not respond to this solicitation cited that they could not offer the Court a rate structure that would be cost-neutral for the first year.

Recommendation:

The Collections Oversight Evaluation Committee recommends a 1-year pilot contract be awarded to Credit Bureau Collection Services, Inc. (CBCS). This recommendation is based on the following:

- CBCS is a Michigan based company;
- Attends Michigan Court training and seminars;
- Can transmit reports and payments daily;
- Owns their own consumer credit information system (Innovis);
- Will provide tax intercept services;
- Software programs will work well with Courtview;
- Has employees trained with a knowledge of court services;
- Has over 60 years of experience;
- Has a wide range of foreign language capabilities; and,
- Fee structure is at 19% which is under the Court's recommended pricing of 20%.

Advertisement:

The RFP was advertised in the Lansing State Journal, the Chronicle and posted on the Purchasing Department Web Page.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH CREDIT BUREAU COLLECTION SERVICES, INC. (CBCS) FOR COLLECTION OF DELINQUENT DEBT HELD BY THE CIRCUIT COURT**

WHEREAS, the Circuit Court Collections Oversight Committee (COC) has been identifying areas of improvement in collection of fines, costs, and other assessments ordered by the Court; and

WHEREAS, the collection of delinquent debt has been identified as an area of improvement; and

WHEREAS, the members of the COC agreed that collection of delinquent debt would most efficiently be accomplished by securing the services of a delinquent debt agency; and

WHEREAS, the COC submitted a Request for Proposal (RFP) for a one-year pilot county cost neutral delinquent debt solution for the Circuit Court to 12 vendors; and

WHEREAS, responses were received from three (3) vendors, of which two (2) vendors were invited to offer presentations to the COC Delinquent Debt Evaluation Committee; and

WHEREAS, the COC Delinquent Debt Evaluation Committee and membership of the COC, recommends that a contract be negotiated with the vendor Credit Bureau Collection Services, Inc. (CBCS) for the following reasons: Michigan based company, attends Michigan court conferences, can transmit reports and payments daily, owns their own consumer credit information system (Innovis), provides tax intercept services, software program will work with current case management system, employees trained with a knowledge of court services, 60 years of experience, and wide range of foreign language capabilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the recommendations of the Circuit Court Collections Oversight Committee (COC) and authorizes entering into a contract with Credit Bureau Collection Services, Inc. for collection of delinquent debt services as set forth in the attached Scope of Services for an initial Pilot Project period of twelve (12) months beginning on the date the contract is signed

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

## SCOPE OF SERVICES

### Project Description:

This project involves contracting with a collection agency experienced in government and court collection services to collect past-due debt for the 30<sup>th</sup> Circuit Court for a pilot period of 1-year. The debt may include fines, costs, and other assessments.

During the pilot period, the fee will be cost neutral for the Court. To achieve a cost neutral fee structure, the Agency will be limited to a fee of 20% of non-mandated costs, fines and assessments (attorney fees and court costs.) The Court can assess a late fee of 20% of non-mandated assessments. This amount is determined by the Court in compliance with applicable court rules and statutes and will be provided to the Agency on a case-by-case basis.

If the contract is renewed, the fee structure applicable during the pilot project term may be renegotiated from a Court cost neutral fee to a higher fixed percentage fee. Any such increase in the fee structure will be presented to the Board for approval.

- CBCS is a Michigan based company;
- Attends Michigan Court training and seminars;
- Can transmit reports and payments daily;
- Owns their own consumer credit information system (Innovis);
- Will provide tax intercept services;
- Software programs will work well with Courtview;
- Has employees trained with a knowledge of court services;
- Has over 60 years of experience;
- Has a wide range of foreign language capabilities; and,
- Fee structure is at 19% which is under the Court's recommended pricing of 20%.



RESOLUTION STAFF REVIEW

DATE July 4, 2010

Agenda Item Title: Resolution to Authorize Expanded Funding for the Ingham Academy

Submitted by: Circuit Court/Family Division

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

**Summary of Proposed Action:**

This Resolution authorizes a contract expansion with Ingham Intermediate School District and Highfields, Inc. for the last month of the current Child Care Fund Fiscal Year and beginning of the 2010/11 School year (September 2010) to provide expanded services for the Ingham Academy High School Program.

Ingham Intermediate School District (IISD) provides academic services for youth at the Ingham Academy and this would expand that contract. The IISD will serve up to 10 additional court adjudicated high school youth during the 2010/2011 school year. In addition, the Resolution authorizes a contract expansion with Highfields, Inc. who will provide behavioral support and transportation for Ingham Academy and this would now expand the contract to cover the 10 additional youth assigned to the high school program.

Because the School Year covers two fiscal years, this resolution would start the expanded Program out of existing budgeted funds for the balance of September 2010, and the Court will submit their 2011 budget to include the expansion of an additional 10 high school students (one additional classroom) at the Ingham Academy for the balance of the school year (October 1, 2010 through September 30, 2011).

**Financial Implications:**

Ingham Intermediate School District, at a cost of \$10,012.00  
 Highfields, Inc., at a cost of \$4,434.00

The funds will come from the existing 2009/10 Child Care Fund Budget in the amount of \$14,446 from 29266227818000 (Day Treatment Program contractual services).

**Other Implications:** If the Board of Commissioners approves this expansion of programming, it will somewhat commit the Board of Commissioners to fund the rest of the school year for this expanded High School program. Because the entire JJM allocation is now being used for operational costs, it will be incumbent on the Court to live within the current JJM revenue stream and matching Child Care funds to operate this program during the 2010 – 2011 Budget.

**Staff Recommendation:** MAL\_\_ JLN\_\_X\_\_ TL\_\_ TM\_\_ JC\_\_

With the recognition that the current fiscal outlook of the County makes it very difficult to start new programs or expand current programs, staff recommends approval of the resolution as indicated in the above Other Implications section with the understanding that this expanded high school program is funded through the current and future JJM revenue stream and matching Child Care Funds.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE EXPANDED FUNDING FOR THE INGHAM ACADEMY**

WHEREAS, the voters of Ingham County passed a Juvenile Justice Millage generating funds for the expansion of Ingham County's Juvenile Justice Programs; and

WHEREAS, the Ingham County Action Plan for Juvenile Continuum of Care Report prepared by Chinn Planning, Inc., specified as one of the recommendations, the creation of a Day Treatment/Evening Reporting Program; and

WHEREAS, the Ingham County Board of Commissioners have purchased the facility located at 1601 W. Holmes Rd., Lansing, for the purpose of housing the Ingham Academy for court youth; and

WHEREAS, there is a need to expand the high school by adding a classroom to allow for ten additional juveniles to enroll in the Ingham Academy; and

WHEREAS, the proposed 2011 budget submitted by the Juvenile Division includes costs associated with an additional classroom; and

WHEREAS, the Ingham Academy is included in the Child Care Fund Budget which has a fiscal year beginning October 1 and therefore, in order for this expansion to begin at the onset of the 2010/2011 school year, the September, 2010 funding is requested; and

WHEREAS, the Ingham Academy will serve up to 10 additional court adjudicated youth eligible to receive high school credit during the 2010/2011 school year, with academic services provided by the Ingham Intermediate School District, at a cost of \$10,012.00 for the month of September, 2010; and

WHEREAS, Highfields, Inc. will provide behavioral support and transportation for the 10 additional youth at a cost of \$4,434.00 for the month of September, 2010; and

WHEREAS, there is a projected surplus in the Ingham Academy's line item for the 2011 Budget which will cover these above stated costs.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners hereby authorizes a contract amendment to expand services with the Ingham Intermediate School District through the end of September 2010, in the amount of \$10,012.00 to provide services for an additional classroom for 10 high school students at the Ingham Academy.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners authorizes a contract amendment to expand services with Highfields, Inc. through the end of September 2010, in the amount of \$4,434.00 to provide services and transportation for the additional classroom for the 10 high school students at the Ingham Academy.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make the necessary budget amendments within the 2009/10 Child Care Fund Budget in the amount of \$14,446 from line item 29266227818000 (Day Treatment Program contractual services).

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 July 12, 2010

Agenda Item Title: Resolution to Authorize Funds for Additional Transportation and Equipment Needs at the Ingham County Family Center

Submitted by: Family Division of Circuit Court

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

Summary of Proposed Action: This resolution would authorize the purchase of new equipment in order to expand the Family Division’s Ingham Academy Day Treatment Program. The expansion will serve up to 10 additional court adjudicated youth eligible to receive high school credit during the 2010/2011 school year.

Financial Implications: The funds will come from the fund balance of the Juvenile Justice Millage Fund (JJM) (Estimated 2010 Year End Fund Balance: \$4,165,312).

- Minivan at a cost not to exceed \$25,000
- 3 computers and 1 printer not to exceed \$3,000
- Television \$750

Total costs not to exceed \$28,750.

Other Implications: The Family Division has a fleet of six vehicles to transport juveniles to and from Ingham Academy as well as the Pride Program. Highfields Inc. operates these vehicles and transports the juveniles to both programs as part of their contract which specifies that they provide insurance coverage on our vehicles. The other equipment is to meet the standards of the other classrooms. The classroom itself and all other necessary equipment is already available for this expansion.

Staff Recommendation: MAL \_\_\_\_, JLN X, TL \_\_\_\_, TM \_\_\_\_, JC \_\_\_\_,

Staff recommends this resolution for approval as a companion resolution to the other agenda item as both would need to be approved to provide the services.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDS FOR ADDITIONAL TRANSPORTATION  
AND EQUIPMENT NEEDS AT THE INGHAM COUNTY  
FAMILY CENTER**

WHEREAS, the Juvenile Division is making a request to add an additional classroom at the Ingham Academy for the 2010/2011 school year; and

WHEREAS, a new classroom creates a need for additional resources and equipment; and

WHEREAS, a minivan needs to be purchased to accommodate the transportation of the additional juveniles attending the day treatment program at a cost not to exceed \$25,000; and

WHEREAS, in order to be furnished with the same technological equipment as the other classrooms, 3 computers and 1 printer need be purchased at a cost not to exceed \$3,000.00; and

WHEREAS, a television similar to the ones in the other classrooms at a total cost not to exceed \$750.00 is needed to be used for educational purposes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following purchases from the Juvenile Justice Millage funds:

- One minivan at a cost not to exceed \$25,000;
- Three computers and one printer at a total cost not to exceed \$3,000.00;
- One television at a total cost not to exceed \$750.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budgetary transfers from the Juvenile Justice Millage funds not to exceed \$28,750 for the 2010 Family Division Budget.

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

RESOLUTION STAFF REVIEW

DATE July 12, 2010

Agenda Item Title: Resolution Authorizing a Contingency Appropriation to the Department of Human Services

Submitted by: Ingham County Department of Human Services

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

Summary of Proposed Action:

This resolution authorizes an appropriation from Ingham County’s 2010 Contingency Fund to the Ingham County Department of Human Services budget to address:

- 1) Shortfalls in the DHS Residential Care line item caused by the many children that are coming into care in Ingham County that appear to have extreme behavioral problems that can not be addressed in a normal foster home setting. Also contributing to the problem is a lack of foster care homes, necessitating placements in shelter care.
- 2) The remainder of Ingham County’s obligation as a result of an audit of the State of Michigan’s Foster Care Title IV-E payment system. The audit revealed ineligible payments for Ingham County DHS of \$241,226.41. This ineligible payment amount was sent to Ingham County to be recouped from this fiscal years Child Care Fund Budget. The County has previously paid \$164,532.90 from a Child Care Fund surplus from FY 2009.

Financial Implications:

Changes to DHS 2010 budget:

Contingency appropriation for DHS Residential Care:	\$80,000.00
Contingency appropriation for Title IV-E audit:	<u>\$76,693.51</u>
<b>TOTAL INGHAM COUNTY REQUEST:</b>	<b>\$156,693.51</b>

Approximately \$400,000 remains in the Contingency Fund for 2010.

Other Implications:

None.

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

Staff recommends approval of the resolution.



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
INGHAM



ISMAEL AHMED  
DIRECTOR

6-25-10

Mary Lannoye  
Ingham County Controller  
County Courthouse  
P.O. Box 319  
Mason, Mi. 48854

Dear Mary Lannoye:

I am sending this letter to inform the Controller's Office that Ingham County DHS must request additional funding from Ingham County's general fund to supplement the Ingham County DHS Child Care Fund budget. In giving the following explanation, it must be understood that Ingham County DHS has diligently tried to stay within our spending allowances. However, due to the extreme economic conditions all agency budget requests from last year had to be cut.

The agency shortfalls are in residential care, (which includes shelter care) and in Independent Living expenses. The only explanation that I can give is that many children that are coming into care in Ingham County appear to have extreme behavioral problems that can not be addressed in a normal foster home setting. Also, due to the lack of foster homes, shelter care had to be utilized more than what was intended. In projecting the cost for the last four months of this fiscal year, using an average from the previous eight months, we estimate that in those two areas, we will need approximately \$315,716.77 to complete this fiscal year. The residential projection is \$303,675.59 and the Independent Living projection is \$12,041.18.

To help relieve this deficit, we project a surplus of \$197,336.46 in the family foster care line item of our Child Care Budget, of which, we are requesting a shifting of funds from that line item to the residential line item of \$152,000, and \$20,000 into the Independent Living line item. Therefore after shifting these funds, DHS will need an additional \$151,675.59 to complete FY 2010. I am requesting an additional \$160,000 for Ingham County's DHS Child Care fund, of which Ingham County would be responsible for \$80,000.

Additional funding is also being requested, as a result of an audit of the State of Michigan's foster care Title IVE payment system. The period under review was April of 2009 to September of 2009 for all foster care cases that received Title IVE payments during that period. The audit revealed ineligible payments for Ingham County DHS of \$241,226.41. This ineligible payment amount was sent to Ingham County to be recouped from this fiscal years Child Care Fund budget. The county has graciously paid \$164,532.90 from a Child Care fund surplus from FY 2009. At this time I am requesting additional funds of \$76,693.51, which is the remainder of the initial recoupment amount.

The break down for the requested funding is as follows:

Three line item shifts from the present 2010 Child Care Fund budget.

Move \$172,000 from the Family Foster Care line item;  
Place \$152,000 in the Residential Foster Care line item and  
\$20,000 into the Independent Living line item.

I am requesting an additional \$160,000 to be added to the Residential Foster Care line item, of which the State of Michigan would share this cost.

An additional \$76,693.51 is being requested to cover the recoupment amount from the Title IVE audit.

Total requested from Ingham County \$156,693.51.

Sincerely,

Randy Rauch  
Ingham County  
Child Welfare Director

Cc:  
D. Schneider  
L. Wing



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTINGENCY APPROPRIATION  
TO THE DEPARTMENT OF HUMAN SERVICES**

WHEREAS, the Ingham County Department of Human Services (DHS) has identified a significant increase in projected expenses from a substantial increase in Residential Foster Care costs for the 2010 Child Care Fund budget; and

WHEREAS, the DHS is requesting the Ingham County Board of Commissioners to increase their 2010 budget appropriation accordingly; and

WHEREAS, additional funding is also being requested as a result of an audit of the State of Michigan's Foster Care Title IV-E payment system; and

WHEREAS, the audit revealed ineligible payments for Ingham County DHS of \$241,226.41; and

WHEREAS, Ingham County has previously paid \$164,532.90 from a Child Care Fund surplus in FY 2009, and DHS is now requesting the remaining additional funds of \$76,693.51.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHS 2010 Child Care Fund Budget appropriation by \$160,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to transfer \$80,000 from the 2010 Contingency Fund and to amend the 2010 DHS Budget by increasing it in total by \$160,000 to include a match from the State of Michigan, in the amount of \$80,000 in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to transfer an additional \$76,693.51 from the 2010 Contingency Fund to cover the remainder of the recoupment from the Title IV-E audit.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE July 8, 2010

Agenda Item Title: Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for Early On Services

Submitted by: Health Department

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

**Summary of Proposed Action:**

This resolution authorizes a letter of understanding with Ingham Intermediate School District for Early On Services.

The Public Health Nursing division has partnered with the Ingham ISD to provide Early On services to high risk infants and children since 1993. The Public Health Nursing staff offer a unique skill set to evaluate the child's medical issues along with knowledge of normal growth and development. Evaluations are done, anticipatory guidance is given, and families are referred to community resources to assist them in caring for their child. Early On children are served in their "natural environment", which is usually their home, and activities to stimulate their development are incorporated into daily routines.

**Financial Implications:**

Ingham Intermediate School District will provide Ingham County \$108,868 in Early On funds for the time period of July 1, 2010 through June 30, 2011 to compensate the Public Health Nursing Division for 1.25 FTE staff costs.

**Other Implications:**

The Ingham Intermediate School District is the local administrator for the Early On program in Ingham County. Early On is a program serving infants and children from birth to age 3 years, who have medical diagnoses that put them at risk for developmental delays. Children may also be referred to the program for suspected developmental delays.

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

Staff recommends approval of the resolution.

**M E M O R A N D U M**

**TO:** Human Services Committee  
Finance Committee

**FROM:** Dean G. Sienko, MD, MS, Health Officer

**RE:** Resolution to Authorize a Letter of Understanding with Ingham Intermediate School District for Early On Services

**DATE:** July 8, 2010

The Ingham Intermediate School District is the local administrator for the Early On program in Ingham County. Early On is a program serving infants and children from birth to age 3 years, who have medical diagnoses that put them at risk for developmental delays. Children may also be referred to the program for suspected developmental delays.

The Public Health Nursing division has partnered with the Ingham ISD to provide Early On services to high risk infants and children since 1993. The Public Health Nursing staff offer a unique skill set to evaluate the child's medical issues along with knowledge of normal growth and development. Evaluations are done, anticipatory guidance is given, and families are referred to community resources to assist them in caring for their child. Early On children are served in their "natural environment", which is usually their home, and activities to stimulate their development are incorporated into daily routines.

The Ingham Intermediate School District has requested a continuation of this partnership, and has submitted a Letter of Understanding, which offers Ingham County \$108,868 in Early On funds to compensate the Public Health Nursing Division for 1.25 FTE staff costs.

I recommend that Board of Commissioners authorize the Letter of Understanding with the Ingham Intermediate School District.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING WITH THE INGHAM INTERMEDIATE SCHOOL DISTRICT FOR EARLY ON SERVICES**

WHEREAS, the Ingham Intermediate School District is the local administrator of Michigan's Early On Program, a program to identify and serve high risk infants and children from birth through three years of age; and

WHEREAS, the Health Department's Public Health Nursing division serves as an important resource to identify health and developmental concerns in high risk infants and children; and

WHEREAS, the Ingham Intermediate School district partners with the Public Health Nursing division to provide services to high risk infants and children referred for Early On services; and

WHEREAS, the Ingham County Board of Commissioners has authorized an Early On Memorandum of Understanding each year since 1993, most recently enacted by resolution #09-229; and

WHEREAS, the Intermediate School District proposes to execute a new Letter of Understanding for Public Health Nursing Early On service coordination services for FY 2010/11; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the Ingham Intermediate School District to accept the funds and provide the supportive services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Intermediate School District to provide up to \$108,868 in Early On funds to reimburse Ingham County for Public Health Nursing services to high risk infants and children.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2010 through June 30, 2011.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and to sign any documents that might be required by the Intermediate School District, after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE July 7, 2010

Agenda Item Title: Resolution Urging the Michigan House and Senate to Send Governor Jennifer Granholm an Appropriations Bill Restoring the Medicaid Adult Dental Benefit and Urging the Governor to Sign the Bill

Submitted by: Health Department

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

Summary of Proposed Action:  
This resolution asks the Michigan House and Senate to send Governor Jennifer Granholm an appropriations bill that restores Medicaid funding for preventive and restorative oral health care services and urges the Governor to sign the bill.

Financial Implications:  
The Health Department has included \$225,000 in their budget reduction scenario for FY 2011 under the assumption that this benefit will be restored.

Other Implications:  
None.

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

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Dean Sienko, M.D. Health Officer

DATE: July 7, 2010

RE: Resolution Urging the Michigan House and Senate to Send  
Governor Jennifer Granholm an Appropriations Bill that Restores  
The Medicaid Adult Dental Benefit and Urging the Governor to Sign the Bill

Per your request I have attached a proposed resolution asking the Michigan House and Senate to send Governor Jennifer Granholm an appropriations bill that restores Medicaid funding for preventive and restorative oral health care services and urging the Governor to sign the bill.

Expanding access to oral health care has been part of our shared vision for this community for some time. I am grateful to you for considering advocating on behalf of low income and vulnerable people who lack access to oral health care.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION URGING THE MICHIGAN HOUSE AND SENATE  
TO SEND GOVERNOR JENNIFER GRANHOLM AN APPROPRIATIONS BILL RESTORING THE  
MEDICAID ADULT DENTAL BENEFIT  
AND URGING THE GOVERNOR TO SIGN THE BILL**

WHEREAS, in 2009 Governor Jennifer Granholm issued an executive order eliminating funding for the Medicaid Adult Dental Program, and the Michigan legislature did not restore the funding in the 2010 budget; and

WHEREAS, 600,000 adult residents of Michigan have lost their preventive and restorative dental benefits as a result of this program's elimination; and

WHEREAS, lack of access to oral health care has inflicted pain and suffering on Michigan and Ingham County residents; and

WHEREAS, in states that cut dental benefits in the past, experience shows the loss actually costs Medicaid more in the long run as patients are forced to go to emergency rooms and intensive care for relief from oral infections; and

WHEREAS, a study by Health Management Associates showed that when the State cut oral health benefits in 2003, oral health-related visits to the emergency room increased 11 percent; and

WHEREAS, with just \$5 million in state funds, the Medicaid Adult Dental Program secured more than \$21 million in federal funds, enabling Michigan to provide a critical health benefit in a fiscally responsible fashion; and

WHEREAS, both the Michigan House and Senate have passed proposed fiscal year 2011 budgets that restore the Medicaid Adult Dental Benefit and these proposals are now before a conference committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners urges the Michigan House and Senate to send Governor Jennifer Granholm an Appropriations Bill that Restores the Medicaid Adult Dental Benefit.

BE IT FURTHER RESOLVED, that the Board of Commissioners urges the Governor to sign a Michigan Department of Community Health fiscal year 2011 budget that includes full funding of the Medicaid Adult Dental Program.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to Governor Jennifer Granholm, the Ingham County state legislative delegation, Representative Andy Dillon, the Speaker of the House, Senate Majority Leader Mike Bishop, and the Michigan Association of Counties for their consideration and action.

RESOLUTION STAFF REVIEW

DATE July 9, 2010

Agenda Item Title: Resolution to Authorize a Contract for Services with the Expectant Parents Organization

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes a contract with the Expectant Parents Organization (EPO). The EPO has contractually provided education and training on childbirth, pregnancy, and the care of newborns to pregnant women served by the Health Department for years. This recommendation continues this relationship and will require that the EPO conduct Child Birth Education Sessions in the second waiting room of the Department's Cedar Community Health Center Women's Health Services operations.

Financial Implications:

Ingham County will compensate the EPO no more than \$11,536 for these services over the time period of August 1, 2010 through July 31, 2011. Funds for this contract are budgeted in the Women's Health Clinic Budget.

The Health Department does bill Medicaid's Maternal and Infant Health Program for sessions provided to Medicaid beneficiaries.

Other Implications:

None.

Staff Recommendation: ML\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_X\_\_

Staff recommends approval of the resolution.



**MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: July 15, 2010

Subject: Proposal to Contract with the Expectant Parents Organization

This is a recommendation to authorize a contract with the Expectant Parents Organization (EPO), a Michigan non-profit organization located at 271 Woodland Pass, Suite 214 East Lansing, Michigan 48823.

The EPO has contractually provided education and training on childbirth, pregnancy, and the care of newborns to pregnant women served by the Health Department for years. This recommendation continues this relationship and will require that the EPO conduct Child Birth Education Sessions in the second waiting room of the Department's Cedar Community Health Center Women's Health Services operations. These sessions will be conducted on Mondays and Wednesdays from 9:00 am to 11:00 am and on Wednesdays from 2:00 pm to 4:00 pm and will engage our prenatal patients on pregnancy, labor and delivery, infant care and postpartum topics as required by the Michigan Medicaid's Maternal and Infant Health Program. The Health Department does bill Medicaid's Maternal and Infant Health Program for sessions provided to Medicaid beneficiaries.

I recommend that the Board adopt the attached resolution and authorize a one year agreement with the Expectant Parents Organization not to exceed \$11,536.

Attachment

c: Debra Brinson, Deputy Health Officer, w/attachment  
John Jacobs, CPA, Chief Financial Officer, w/attachment  
Barbara Mastin, MA, Chief Operating Officer, w/attachment  
Kathy Way, MSW, Women's Health Coordinator, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR SERVICES WITH THE EXPECTANT PARENTS ORGANIZATION**

WHEREAS, the Ingham County Health Department provides services to pregnant women and has contracted with the Expectant Parents Organization (EPO) for many years to provide education and training on childbirth, pregnancy, and the care of newborns to pregnant women served by the Department; and

WHEREAS, the Health Officer is recommending that a contract be authorized for a one year period; and

WHEREAS, the Health Officer has advised that this is an anticipated and budgeted service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for services with the Expectant Parents Organization, a Michigan not-for-profit corporation, located at 271 Woodland Pass, Suite 214 East Lansing, Michigan 48823, to provide education and training on childbirth, pregnancy, and the care of newborns to pregnant women served by the Department.

BE IT FURTHER RESOLVED, that the period of the agreement shall be August 1, 2010 through July 31, 2011.

BE IT FURTHER RESOLVED, that Ingham County shall compensate the EPO no more than \$11,536 for these services.

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

**RESOLUTION STAFF REVIEW**

**DATE** July 7, 2010

**Agenda Item Title:** Resolution to Authorize an Contract with Public Sector Consultants to Conduct a Community Needs Assessment

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution authorizes Public Sector Consultants to conduct and write a community needs assessment for Ingham County's Community Health Centers in anticipation of imminent new funding opportunities.

Because Ingham County's network of Community Health Centers became full Federally Qualified Health Centers last year (no longer "look-alikes") we have a number of new funding opportunities from the Health Resources Services Administration (HRSA) before us. With these funding opportunities come some additional requirements. Going forward, applications for funding must be accompanied by community needs assessments that justify the requests and form the basis for Health Center's strategic plans.

**Financial Implications:**

The amount of the contract will not exceed \$25,000 for the time period of August 1, 2010 to January 1, 2011, this contract will be managed within the contractual services lines item of the Health Department as other professional services are under budget.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Dean Sienko, M.D. Health Officer

DATE: July 7, 2010

RE: Resolution to Authorize a Contract with Public Sector Consultants  
To Conduct a Needs Assessment

This resolution would authorize Public Sector Consultants to conduct and write a community needs assessment for Ingham County's Community Health Centers in anticipation of imminent new funding opportunities.

For many years the Health Department has had a collaborative agreement with Capital Area United Way under which it convenes the Community Indicators Project and arranges for research services in support of the project. As part of this effort, Public Sector Consultants has a sub contract to conduct the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey) which is central to the Community Indicators Project.

The BRF&SC Survey measures a number of health and quality of life indices including chronic disease risk factors, cigarette and alcohol use, obesity and physical activity, neighborhood safety, safe walking routes, insurance status, and access to health and dental care among other things. Because these data are collected the Health Department and our community partners are able to measure and report on health status and advocate effectively for needed improvements. It bears mentioning that many of the data elements are related to the Commissioner's strategic objectives and areas of emphasis.

Because our network of Community Health Centers became full Federally Qualified Health Centers last year (no longer "look-alikes") we have a number of new funding opportunities from the Health Resources Services Administration (HRSA) before us. With these funding opportunities come some additional requirements. Going forward, applications for funding must be accompanied by community needs assessments that justify the requests and form the basis for Health Center's strategic plans.

I do not find these requirements to be burdensome; and I believe a well-done community needs assessment will go far toward making future funding applications successful. In addition, it is essential for us to engage in strategic planning activities that align our services with the community's most pressing needs.

I offer the attached resolution and believe it should be passed.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN CONTRACT WITH  
PUBLIC SECTOR CONSULTANTS  
TO CONDUCT A COMMUNITY NEEDS ASSESSMENT**

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, 07-154, 08-239, 09-197 and 10-023 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement sub contracts have been awarded to Public Sector Consultants to conduct an ongoing Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey); and

WHEREAS, the BRF&SC Survey measures a number of health and quality of life indices including chronic disease risk factors, cigarette and alcohol use, obesity and physical activity, neighborhood safety, safe walking routes, insurance status, and access to health and dental care, all of which are related to the Commissioners' strategic objectives and areas of emphasis; and

WHEREAS, the Ingham County Health Department's Federally Qualified Health Centers are required under funding from the Health Resources and Services Administration (HRSA) to conduct an updated community needs assessment; and

WHEREAS, additional federal funding for Federally Qualified Health Centers will become available for competitive grant applications over the next three (3) months which will require an updated community needs assessment; and

WHEREAS, because it conducts the BRF&SC Survey, Public Sector Consultants has unique access to data required for the community needs assessment and proven expertise in survey data analysis.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners authorizes a contract with Public Sector Consultants to conduct and write a community needs assessment for the Health Centers.

**BE IT FURTHER RESOLVED**, that the period of the contract is from August 1, 2010 to January 1, 2011.

**BE IT FURTHER RESOLVED**, that the amount of the contract is not to exceed \$25,000.

**BE IT FURTHER RESOLVED**, that the Board Chairperson and County Clerk are authorized to sign the agreement after review as to form by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE** July 9, 2010

**Agenda Item Title:** Resolution to Authorize Renovation of the Adult Health Center

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution authorizes renovations in the Adult Health Center. The proposed renovations would allow for the reallocation of existing space in Adult Health. It does not add additional space, but would allow the existing space to accommodate the current patient/provider flow and create a more HIPAA compliant operation. The proposed renovations involve minimal construction, and the office interiors are removable and reusable. These renovations are those minimally needed to relieve immediate space concerns in the Adult Health Center. Adult Health Center operations would need an additional five exam rooms and three offices to accommodate the true clinical need and bring all Adult Health operations into one service area; however, this would be quite costly, and the current method of operation will suffice until a permanent solution is identified.

This renovation will move the clinical team to a central work space (Areas #4 and #5) allowing for greater privacy when making referrals, case conferencing or calling in medication refills. In doing so, it will free up a designated waiting area for lab patients (Area # 3) so they no longer have to wait in the hallway outside of confidential counseling offices. Also included is a proposed discharge station (Area #2) as there is a shortage of exam rooms and this will allow clinical staff to provide education or discharge instructions to a patient in a confidential space while freeing up the exam room to be prepped for the next patient. These renovations will also improve the front office area (Area #1) by creating two phone stations as the number of calls coming into the Health Center has increased, as well. The front office will also be adding an additional check in and a checkout window to speed up these processes.

**Financial Implications:**

The renovations will be funded by a federal grant from the Health Resources and Services Administration and will require no general fund support. The total cost will not exceed \$25,000.

**Other Implications:**

None.

**Staff Recommendation:** ML\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_X\_\_

Staff recommends approval of the resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee  
County Services Committee

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

DATE: July 15, 2010

RE: Recommendation to Renovate Space in the Adult Health Center

In October 2007, the addition of the Ryan White services and providers caused an immediate shortage of space in the Adult Health Center. To accommodate these services and providers, an Adult Health provider, Health Center Nurse, Clinic Assistant, and Community Health Representative II were relocated to the Child Health Center to provide services to adult patients. Since that time, the number of patients seen continues to grow, as does services and staff; i.e., behavioral health, smoking cessation, and HIV prevention staff. As you can see in the attached graph, the number of patients seen in Adult Health has increased by almost 50% over the past 4 years with no subsequent increase in space to provide services.

The proposed renovations would allow for the reallocation of existing space in Adult Health. It does not add additional space, but would allow the existing space to accommodate the current patient/provider flow and create a more HIPAA compliant operation. The proposed renovations involve minimal construction, and the office interiors are removable and reusable. These renovations are those minimally needed to relieve immediate space concerns in the Adult Health Center. Adult Health Center operations would need an additional five exam rooms and three offices to accommodate the true clinical need and bring all Adult Health operations into one service area, however, this would be quite costly, and the current method of operation will suffice until a permanent solution is identified. Included are some of the census numbers that clearly demonstrate the growth in patient flow in this service area of the Health Center.

The cost outlined here will move the clinical team to a central work space (Areas #4 and #5) allowing for greater privacy when making referrals, case conferencing or calling in medication refills. In doing so, it will free up a designated waiting area for lab patients (Area # 3) so they no longer have to wait in the hallway outside of confidential counseling offices. Also included is a proposed discharge station (Area #2) as there is a shortage of exam rooms and this will allow clinical staff to provide education or discharge instructions to a patient in a confidential space while freeing up the exam room to be prepped for the next patient. These renovations will also improve the front office area (Area #1) by creating two phone stations as the number of calls coming into the Health Center has increased, as well. The front office will also be adding an additional check in and a checkout window to speed up these processes. The renovations will be funded by a federal grant from the Health Resources and Services Administration and will require no general fund support.

I recommend that the Board adopt the attached resolution and authorize the renovation of the Adult Health Center.

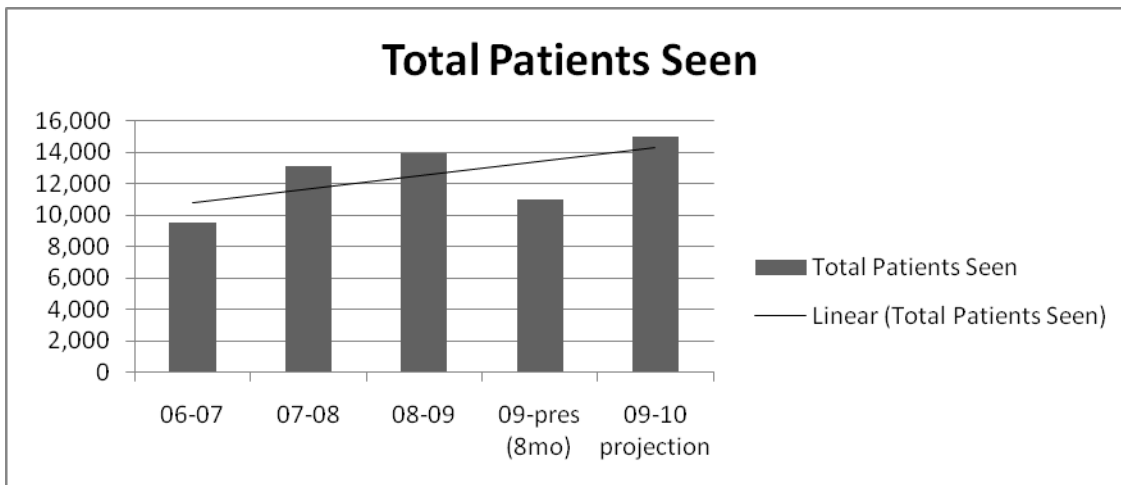
Attachment

c: Debra Brinson, Deputy Health Officer, w/attachment  
John Jacobs, CPA, Chief Financial Officer, w/attachment  
Barbara Mastin, MA, Chief Operating Officer, w/attachment



## Adult Health User Census

	Total Patients Seen		Total seen in current Adult Health space	Adult Health patients seen in Child Health
06-07	9,530		9,530	0
07-08	13,145		10,159	2,986
08-09	13,924		11,117	2,807
09-pres (8mo)	11,000		8,848	2,152
09-10 projection	15,300		12,500	2,800



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RENOVATION OF THE ADULT HEALTH CENTER**

WHEREAS, the Adult Health Center patient volume has increased almost 50% over the past four (4) years; and

WHEREAS, the current layout and use of space is inefficient and presents a barrier to provide efficient care to patients; and

WHEREAS, the Health Department has proposed to renovate the space to make better use of the space while providing care in a more efficient and HIPAA compliant manner; and

WHEREAS, the renovations will be funded by a federal grant from the Health Resources and Services Administration and will require no General Fund support; and

WHEREAS, the Health Officer recommends the space be renovated to use the existing space more efficiently.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the renovation of the Adult Health Center as listed in the attachment to this resolution.

BE IT FURTHER RESOLVED, the cost of the renovation will not exceed \$25,000.

## Renovations in Adult Health Services

Area	Description	Cost	Total
Front Office (#1a)	Front Counter –create 3 reception areas to increase ability to check in patients more efficiently	\$2,130 (DBI) \$70 construction	\$2,200
Front Office (#1b)	Check Out Window – to allow patients to schedule follow-up appointments more efficiently	\$350 Window \$650 construction	\$1,000
Front Office (#1c)	Phone Space – to create a space for an additional phone line/person to improve access via telephone to accommodate higher phone volume	\$1,500 (2-phone, 2- data lines) \$50 construction	\$1,550
Interview Area (#2)	Patient Discharge/Education Area - to free up an exam room quicker and move patients through more efficiently	\$1,200 (DBI) \$50 construction	\$1,250
Lab Waiting Area (#3)	HIPAA and fire marshal compliant area for patients to wait for lab services	\$300 construction – move door, remove cupboards	\$300
Provider Work Area (#4)	Confidential work space area for providers to do charting, look up medical information etc.	\$3,900 (DBI) \$2,100 (3-phone, 3- data lines) \$1,700 construction	\$7,700
Nurse Work Area (#5)	Confidential work area for referrals, charting and other patient follow up	\$2,500 (DBI) \$3,500 (5 phone, 5- data lines) \$100 construction	\$6,100
Sanitize Station (#6)	Area for autoclave and sanitization materials	\$200 – construction half wall	\$200
<b>TOTAL</b>			<b>\$20,300</b>

**RESOLUTION STAFF REVIEW**

**DATE** July 9, 2010

**Agenda Item Title:** Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution authorizes amendments to the leases for Suite 308, 1322 E. Michigan Avenue in Lansing; and Suite 500, 1100 W. Saginaw in Lansing. Currently, the Health Department operates the Sparrow and St. Lawrence Health Centers in these properties owned by Edward W. Sparrow Hospital Association d/b/a Sparrow Hospital. The leases for these locations will expire in August, 2010. The new terms of the leases will be September 1, 2010 through August 31, 2013.

**Financial Implications:**

Representatives of Sparrow Hospital have agreed to a rate decrease to \$19 per square foot for both properties for the first year with a 3% increase per year thereafter.

	<u>Current</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total % inc./dec.</u>
1322 E. Michigan Ave.	\$20.29	\$19	\$19.57	\$20.16	-0.64%
1100 W. Saginaw	\$19.70	\$19	\$19.57	\$20.16	2.34%

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Dean Sienko, MD

Date: July 15, 2010

Subject: Authorization to renew lease agreements with Sparrow Health System

This is a recommendation to authorize amendments to the leases for Suite 308, 1322 E. Michigan Avenue in Lansing; and Suite 500, 1100 W. Saginaw in Lansing. Currently, the Health Department operates the Sparrow and St. Lawrence Health Centers in these properties owned by Edward W. Sparrow Hospital Association d/b/a Sparrow Hospital. The leases for these locations will expire in August, 2010.

The current rental rate at the 1322 E. Michigan Avenue property is \$20.29 and the rental rate at the 1100 W. Saginaw property is \$19.70. Representatives of Sparrow Hospital have agreed to a rate decrease to \$19 per square foot for both properties for the first year with a 3% increase per year thereafter. The new terms of the leases will be September 1, 2010 through August 31, 2013.

I recommend that the Board adopt the attached resolution and authorize the amendments to these leases.

### Attachment

c: Debra Brinson, Deputy Health Officer, w/attachment  
John Jacobs, CPA, Chief Financial Officer, w/attachment  
Barbara Mastin, MA, Chief Operating Officer, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS  
WITH SPARROW HEALTH SYSTEM**

WHEREAS, the Health Department operates the Sparrow and St. Lawrence Health Centers in property owned by Sparrow Hospital located at Suite 308, 1322 E. Michigan Avenue in Lansing and Suite 500, 1100 W. Saginaw in Lansing; and

WHEREAS, the current rental rate at the 1322 E. Michigan Avenue property is \$20.29 and the rental rate at the 1100 W. Saginaw property is \$19.70; and

WHEREAS, Sparrow Hospital has agreed to a rate decrease to \$19 per square foot for both properties for the first year with a 3% increase per year thereafter; and

WHEREAS, the terms of the leases will be September 1, 2010 through August 31, 2013; and

WHEREAS, the Health Officer recommends approval of the amendments to the leases.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the amendments to the leases, for the Sparrow and St. Lawrence Health Centers in property owned by Sparrow Hospital located at Suite 308, 1322 E. Michigan Avenue in Lansing and Suite 500, 1100 W. Saginaw in Lansing.

BE IT FURTHER RESOLVED, the new rate of the leases will be \$19 per square foot for the first year with a 3% increase each year thereafter.

BE IT FURTHER RESOLVED, the terms of the lease agreements will be September 1, 2010 through August 31, 2013.

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

RESOLUTION STAFF REVIEW

DATE July 9, 2010

Agenda Item Title: Resolution to Enter Into a Letter of Agreement with the Michigan Primary Care Association to Complete Emergency Preparedness Surveys for Community Health Centers

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes a letter of agreement with the Michigan Primary Care Association, to complete emergency preparedness surveys for Community Health Centers (CHCs).

The Michigan Primary Care Association received a federal grant to assess the ability of Community Health Centers to play a role in responding to public health emergencies and engaged in a process to assess agency, regional and statewide preparedness. As a member of the Michigan Primary Care Association, the Ingham County Health Department Community Health Centers were asked to complete comprehensive preparedness surveys for each of our Community Health Center locations.

Financial Implications:

In exchange for participating in the project, the Michigan Primary Care Association has agreed to pay the Health Department \$2,000 per Community Health Center location for a total of \$12,000 to purchase supplies or equipment that would assist our Community Health Centers to better respond to a public health emergency.

Other Implications:

None.

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

Staff recommends approval of the resolution.

**MEMORANDUM**

To: Human Services Committee  
Finance Committee

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

Date: July 15, 2010

Subject: Recommendation to enter into a letter of agreement with the Michigan Primary Care Association to Complete Emergency Preparedness Surveys for Community Health Centers

This is a recommendation to enter into a letter of agreement with the Michigan Primary Care Association, 7215 Westshire Drive, Lansing, MI 48917, to complete emergency preparedness surveys for Community Health Centers (CHCs).

The Michigan Primary Care Association received a federal grant to assess the ability of Community Health Centers to play a role in responding to public health emergencies and engaged in a process to assess agency, regional and statewide preparedness. As a member of the Michigan Primary Care Association, the Ingham County Health Department Community Health Centers were asked to complete comprehensive preparedness surveys for each of our Community Health Center locations. In exchange for participating in the project, the Michigan Primary Care Association has agreed to pay the Health Department \$2000 per Community Health Center location for a total of \$12,000 to purchase supplies or equipment that would assist our Community Health Centers to better respond to a public health emergency.

I recommend that the Board adopt the attached resolution and authorize the letter of agreement with the Michigan Primary Care Association and accept the \$12,000 to purchase supplies or equipment that would assist our Community Health Centers to better respond to a public health emergency.

Attachment

c: Debra Brinson, Deputy Health Officer, w/attachment  
John Jacobs, CPA, Chief Financial Officer, w/attachment  
Barbara Mastin, MA, Chief Operating Officer, w/attachment



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A LETTER OF AGREEMENT WITH THE MICHIGAN PRIMARY CARE ASSOCIATION TO COMPLETE EMERGENCY PREPAREDNESS SURVEYS FOR COMMUNITY HEALTH CENTERS**

WHEREAS, the Ingham County Health Department operates a Federally Qualified Health Center in six locations; and

WHEREAS, the Ingham County Health Department is a member of the Michigan Primary Care Association; and

WHEREAS, the Michigan Primary Care Association received a federal grant to assess the ability of Community Health Centers to play a role in responding to public health emergencies and engaged in a process to assess agency, regional and statewide preparedness; and

WHEREAS, the Ingham County Health Department Community Health Centers were asked to complete comprehensive preparedness surveys for each of our Community Health Center locations; and

WHEREAS, in exchange for participating in the project, the Michigan Primary Care Association agreed to pay the Health Department \$2,000 per Community Health Center location for a total of \$12,000 to purchase supplies or equipment that will assist our Community Health Centers to better respond to a public health emergency; and

WHEREAS, the Health Officer is recommending that the Board of Commissioners authorize a letter of agreement with the Michigan Primary Care Association and accept the \$12,000 for the purchase of supplies or equipment that will assist our Community Health Centers to better respond to a public health emergency.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a letter of agreement with the Michigan Primary Care Association located at 7215 Westshire Drive, Lansing, MI 48917.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will accept \$12,000 for the purchase of supplies or equipment that will assist our Community Health Centers to better respond to a public health emergency.

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

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

**RESOLUTION STAFF REVIEW**

**DATE:** June 6, 2010

**Agenda Item Title:** Resolution Approving the Farmland and Open Space Preservation (FOSP) Board's Recommendation to Submit an Application to the Federal Farm and Ranch Lands Protection Program (FRPP)

**Submitted by:** Ingham County Farmland and Open Space Preservation Board

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

**Summary of Proposed Action:**

This resolution approves the Farmland and Open Space Preservation Board to submit applications for the remaining six farms from the top ten ranked farms for matching funds to FRPP. This resolution further authorizes the FOSP Board to proceed with negotiating a value to be paid to landowners for their development rights. Approving this resolution will allow the FOSP to potentially match the top ten farms almost dollar for dollar.

**Financial Implications:**

There will be future costs associated with proceeding with negotiations on the remaining five farms including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2010 Budget. The FRPP Program has received an additional 2.1 million dollars from the Great Lakes Restoration Initiative Fund to assist the purchase of conservation easements on agricultural land. These funds are only available to a handful of communities within the State, including the Upper Grand River Watershed which encompasses all of Ingham County.

**Other Implications:**

None.

**Staff Recommendation:** MAL X JLN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_

Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION (FOSP) BOARD'S RECOMMENDATION TO SUBMIT AN APPLICATION TO THE FEDERAL FARM AND RANCH LANDS PROTECTION PROGRAM (FRPP)**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, in the course of implementing the Ingham County Purchase of Development Rights Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Purchase of Development Rights Ordinance requires that the Ranking of Applications be approved by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board now has funding in place to further implement the Purchase of Development Rights Ordinance for 2010; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2009 cycle and wishes to proceed with negotiations on the remaining five ranked farms; and

WHEREAS, the Ingham County Board of Commissioners approved the 2009 ranking and priority list on October 13, 2009, Resolution #09-328.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Farmland and Open Space Preservation Board submitting an application for matching dollars to the Federal Farm and Ranch Lands Protection Program for the remaining five of the top ten ranked farms.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to proceed with negotiations on the remaining five of the top ten ranked farms.

**RESOLUTION STAFF REVIEW**

**DATE** July 7, 2010

**Agenda Item Title:** Resolution Accepting \$462,308 and Approving a Cooperative Agreement Between the United States of America and Ingham County for the Implementation of the Farm and Ranch Lands Protection Program

**Submitted by:** Ingham County Farmland and Open Space Preservation Board

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

**Summary of Proposed Action:**

This resolution approves the Cooperative Agreement between the Federal Farm and Ranch Lands Protection Program and Ingham County to purchase conservation easements on the Webb, Clark and Haynes Farms. The Ingham County Board of Commissioners approved Permanent Conservation Easement Deed Option Agreements between Ingham County and Wesley and Janet Clark; Lee and Michael Webb; and Gary and Sandra Haynes through Resolution #09-357, October 27, 2009.

**Financial Implications:**

The total amount of Federal funding awarded to Ingham County is \$462,308. Below is the list of pending conservation easement offers on which the obligations of FY 2010 funds are based:

Landowner's Name and Address	Acres	Estimated Conservation Easement Value	Estimated Federal Contribution to the Estimated Conservation Easement Value (no greater than 50% of the Estimated Value)
Wesley and Janet Clark 5846 Curtice Road Mason, Michigan 48854-9734 and Jeffery Clark 4656 West Columbia Road Mason, Michigan 48854-9587	110.06	\$143,078.00	\$55,800.00
Gary and Sandra Haynes 1620 South Edgar Road Mason, Michigan 48854-9727	377.7	\$533,000.00	\$207,870.00
Lee and Michael Webb 5351 West Columbia Road Mason, Michigan 48854-9512	289.56	\$405,384.00	\$198,638.00

**Other Implications:**

Due to landowner donations and The Federal Farm and Ranch Land Protection Program match, Ingham County will only pay about 36% of the total easement value. Cooperative Agreement #73-5D21-10-43 has been submitted to the County Attorney for review and approval. Final approval by the County Board of Commissioners for closing the easements will be necessary, after all closing requirements have been satisfied.

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

Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING \$462,308 AND APPROVING A COOPERATIVE AGREEMENT  
BETWEEN THE UNITED STATES OF AMERICA AND INGHAM COUNTY FOR THE  
IMPLEMENTATION OF THE FARM AND RANCH LANDS PROTECTION PROGRAM**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2009 cycle and submitted the Clark, Webb and Haynes Farms to the Federal Farm and Ranch Lands Protection Program for consideration of matching funds; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the Ingham County Agricultural Preservation Board to make reasonable offers to purchase development rights on farms based on state certified appraisals; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board entered into Permanent Conservation Easement Deed Option Agreements in November 2009 approved by the Ingham County Board of Commissioners through Resolution #09-357 on October 27, 2009; and

WHEREAS, the Ingham County Agricultural Preservation Board has funding in place to execute the Permanent Conservation Easement Deed Option Agreements on the Clark, Webb and Haynes Farms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a Cooperative Agreement for \$462,308.00 between the United States of America (The United States), acting by and through the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) on behalf of the Commodity Credit Corporation (CCC), and Ingham County for the implementation of the Farm and Ranch Lands Protection Program (FRPP) through the purchase of conservation easements on the Webb, Clark and Haynes Farms..

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the Cooperative Agreement after review and approval by County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE:** July 7, 2010

**Agenda Item Title:** Resolution Authorizing a Budget Adjustment to the 2010 Potter Park Zoo Capital Improvement Rhino Project

**Submitted by:** Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:** The Association of Zoos and Aquariums, through its Species Survival Plan, has recognized the excellent work done with Black Rhinoceros at Potter Park Zoo and has recommended that Potter Park Zoo receive two Black Rhinos. The following fund transfer is being requested in order to facilitate improvements deemed necessary to receive the new rhinos.

In the 2008 and 2009 Potter Park Zoo Budget the Board of Commissioners approved \$830,000 for the expansion and renovation of the Rhino Exhibit. The Potter Park Zoo Society has pledged \$200,000 to the Rhino Exhibit, for a total project budget of \$1,030,000. Ehresman Associates, the project architect, presented staff with preliminary engineering plans with estimated construction costs of 1.3 to 1.8 million dollars. Staff reviewed the plans and made adjustments to the exhibit that would enable Potter Park Zoo to complete the project for 1.3 million dollars. The Board of Commissioners Resolution #10-047 authorized an additional \$312,000 for the Rhino Exhibit bringing the total project budget to \$1,342,000.

A request for proposals for the construction of the Rhino Exhibit was issued by the Ingham County Purchasing Department, with bids reviewed by staff, and Granger Construction submitting the low bid of \$1,200,700. The Facilities Director with input from Ehresman Associates, determined shotcrete exterior building finishing, utility relocation, consultant fees, and a contingency fund are necessary to complete the project.

The new total project budget is \$1,522,134, which includes the base bid from Granger Construction of \$1,200,700, alternates 1A, 2A & 2B shotcrete exterior building finishing of \$25,800, utility relocation - Board of Water & Light at \$30,000 and Consumer's Energy at \$2,500, consultant fees of \$50,000, previously paid consultant fees of \$108,634 (all consultant fees were previously approved by Resolution #09-154), and contingency funds of \$104,500, resulting in the need for a transfer of funds.

This resolution will run concurrently with the July 26, 2010 Parks Commission meeting.

**Financial Implications:** Staff has reviewed the 2010 approved Capital Improvement Budget and Potter Park Zoo Millage Fund Balance, and has made the recommendation to transfer \$180,134 from the following various line items within the 2010 approved Potter Park Zoo Capital Improvement Budget, which is funded by the Potter Park Zoo Millage, to the Potter Park Zoo Rhino Project line item 258-69900-977000-0714Z:

- \$94,034 / 258-69900-977000-0901Z – Interactive Exhibit
- \$58,000 / 258-69900-977000-1001Z – Meerkat Exhibit
- \$ 2,500 / 258-69200-978000-31000 – Web Cam
- \$ 3,700 / 258-69900-977000-0721Z – Web Cam
- \$10,000 / 258-69900-977000-1008Z – Garden Program
- \$ 4,900 / 258-69200-978000-31000 -- Balances from 2010 CIP Equipment Purchases
- \$ 7,000 / 258-69900-977000-1012Z – Roof Replacement Shelter # 3

These budget adjustments reflect a projected 2010 Potter Park Zoo Millage fund balance of \$546,968.

This resolution also authorizes entering into a contract with Granger Construction Company of Lansing, Michigan for the construction of the Potter Park Zoo Rhino Exhibit Expansion in an amount not to exceed \$1,331,050. Payment of \$30,000 to the Board and Water and Light and \$2,500 to Consumers Energy for utility relocation is also authorized.

**Other Implications:** None.

**Staff Recommendation:** MAL X JLN     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.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: July 8, 2010  
 SUBJECT: Bid Summary – Rhinoceros Exhibit Expansion Project

Project Description:

This project involves contracting with an experienced and qualified general contractor for the purpose of making improvements to the Rhinoceros Exhibit at Potter Park Zoo.

The scope of work includes, but is not limited to, constructing a formed concrete and concrete masonry unit building addition to the existing holding building with new roof structure, roofing, and aluminum windows; complete remodeling of the existing holding building including electrical and mechanical systems, aluminum roofing, aluminum windows, skylights, chute/scale, animal barriers and gates; site improvements to the existing exhibit yard include site grading, site drainage, rock formations feeding and watering stations, animal and vehicle access gates; creation of additional exhibit yard and off-exhibit yard from existing green space including site grading, site drainage, concrete barrier wall, wood post barriers, wood fencing, rock formations feeding and watering stations, animal and vehicle access gates; and, creation of service yard from existing path and viewing area including wood fencing, vehicle access gates, sidewalks.

The work of this contract will be performed pursuant to the requirements of the Ingham County Project Labor Agreement Policy, the first for Ingham County. The awarded general contractor will negotiate in good faith on behalf of the County a Project Labor Agreement with one or more labor organizations.

Bid Summary:

Vendors contacted: 14 Local: 7  
 Vendors responding: 4 Local: 4

12 general contractors were at the mandatory Pre-bid Meeting.

Company Name	Base Cost	Alternate Cost*	Total	Local
Granger Construction	\$1,200,750	\$25,800	\$1,226,550	Y - Lansing
Wieland – Davco	\$1,333,000	\$27,300	\$1,360,300	Y - Lansing
Laux Construction	\$1,383,900	\$30,000	\$1,413,900	Y - Dansville
Moore Trosper	\$1,449,000	\$30,300	\$1,479,300	Y - Holt

\*Alternate costs include the installation of additional insulation, Shotcrete simulated rock color and texture, and wood siding to the Holding Building.



Some of the other firms contacted who did not respond to this solicitation cited:

- No time in schedule to attend pre-bid meeting due to other projects and commitments.
- Due to the presence of the Local Purchasing Preference Policy, the firm did not feel it could be price competitive as it is located in Ottawa County.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Granger Construction, Inc. in an amount not to exceed \$1,331,050 to make improvements to the Rhinoceros Exhibit at Potter Park Zoo. The cost includes \$104,500 in contingency as recommended by our consultant for unforeseen issues that may arise during the project. Granger, a qualified and experienced local firm, submitted the lowest responsive and responsible bid.

Advertisement:

The bid was advertised in the Lansing State Journal, the New Citizens Press, various construction plan houses, and posted on the Purchasing Department Web Page.

Other:

Contractor is required to comply with the County's Prevailing Wage and Project Labor Agreement policies.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE POTTER PARK ZOO 2010  
CAPITAL IMPROVEMENT RHINO PROJECT AND ENTERING INTO A CONTRACT  
WITH GRANGER CONSTRUCTION COMPANY**

WHEREAS, the Association of Zoos and Aquariums, through its Species Survival Plan, has recognized the excellent work done with Black Rhinoceros at Potter Park Zoo and has recommended that Potter Park Zoo receive two Black Rhinos and the improvements, additions, and enhancements to the Rhino exhibit will improve Rhino husbandry and the visitor experience; and

WHEREAS, in the 2008 and 2009 Potter Park Zoo Budget the Board of Commissioners approved \$830,000 for the expansion and renovation of the Rhino Exhibit; and

WHEREAS, the Potter Park Zoo Society has pledged \$200,000 to the Rhino Exhibit, for a total project budget of \$1,030,000; and

WHEREAS, Ehresman Associates presented staff with preliminary engineering plans with estimated construction costs of 1.3 to 1.8 million dollars; and

WHEREAS, staff reviewed the plans and made adjustments to the exhibit that would enable Potter Park Zoo to complete the project for 1.3 million dollars; and

WHEREAS, in Board of Commissioners Resolution #10-047, an additional \$312,000 was approved for the Rhino Exhibit bringing the total project budget to \$1,342,000; and

WHEREAS, a request for proposals for the construction of the Rhino Exhibit was issued by the Ingham County Purchasing Department, with bids reviewed by staff, and Granger Construction submitted the low bid of \$1,200,700; and

WHEREAS, the Facilities Director with input from the project consultant, Ehresman Associates, determined shotcrete exterior building finishing, utility relocation, consultant fees, and a contingency fund are necessary to complete the project; and

WHEREAS, the new total project budget is \$1,522,134, which includes the base bid from Granger Construction of \$1,200,700, alternates 1A, 2A & 2B Shotcrete exterior building finishing at \$25,800, utility relocation – Board of Water and Light at \$30,000 and Consumers Energy at \$2,500, consultant fees of \$50,000, previously paid consultant fees of \$108,634 (all consultant fees were previously approved by Resolution #09-154), and contingency funds of \$104,500, resulting in the need for a transfer of funds; and

WHEREAS, staff has reviewed the 2010 approved Capital Improvement Budget and Potter Park Zoo Millage Fund Balance, and has made the recommendation to transfer \$180,134 within the 2010 approved Capital Improvement Budget; and

WHEREAS, these budget adjustments reflect a projected 2010 Potter Park Zoo Millage fund balance of \$546,968.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following transfers from the Potter Park Zoo 2010 approved Capital Improvement Budget line items, funded by the Potter Park Zoo Millage, to the Potter Park Zoo Rhino Project line item 258-69900-977000-0714Z for a total of \$180,134:

- \$94,034 / 258-69900-977000-0901Z – Interactive Exhibit
- \$58,000 / 258-69900-977000-1001Z – Meerkat Exhibit
- \$ 2,500 / 258-69200-978000-31000 – Web Cam
- \$ 3,700 / 258-69900-977000-0721Z – Web Cam
- \$10,000 / 258-69900-977000-1008Z – Garden Program
- \$ 4,900 / 258-69200-978000-31000 -- Balances from 2010 CIP Equipment Purchases
- \$ 7,000 / 258-69900-977000-1012Z – Roof Replacement Shelter # 3

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Granger Construction Company of Lansing, Michigan for the construction of the Potter Park Zoo Rhino Exhibit Expansion in an amount not to exceed \$1,331,050.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes payment to the Board of Water and Light in an amount not to exceed \$30,000 and to Consumers Energy in an amount not to exceed \$2,500.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds within the Potter Park Zoo Budget.

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

RESOLUTION STAFF REVIEW

DATE: July 7, 2010

Agenda Item Title: Resolution Authorizing the Approval of Amendment #1 to the Michigan Natural Resources Trust Fund Project Agreement for the Expansion of Lake Lansing Park-North

Submitted by: Ingham County Parks & Recreation Commission

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

Summary of Proposed Action:

Board of Commissioners Resolution #09-296 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund the expansion of Lake Lansing Park-North. The Department of Natural Resources approved the appraised value of the property and the landowner has agreed to the determined sale price. In order to allow the landowner time to determine how best to reinvest the funds, the Parks Department petitioned the Department of Natural Resources for a 90 day extension. The Department of Natural Resources granted the extension request on June 28, 2010.

This resolution will run concurrent with the July 26, 2010 Parks & Recreation Commission meeting.

Financial Implications:

None.

Other Implications: None.

Staff Recommendation: MAL X JLN \_\_\_\_ 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 AUTHORIZING THE APPROVAL OF AMENDMENT #1  
TO THE MICHIGAN NATURAL RESOURCES TRUST FUND PROJECT AGREEMENT FOR THE  
EXPANSION OF LAKE LANSING PARK-NORTH**

WHEREAS, Board of Commissioners Resolution #09-296 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund the expansion of Lake Lansing Park-North; and

WHEREAS, the Department of Natural Resources approved the appraised value of the property and the landowner has agreed to the determined sale price; and

WHEREAS, the Parks Department petitioned the Department of Natural Resources for a 90 day extension to allow the landowner time to determine how best to reinvest the funds; and

WHEREAS, the Department of Natural Resources granted the Parks Department the 90 day extension request on June 28, 2010.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Amendment #1 of the agreement with the Department of Natural Resources extending the project period completion deadline from June 30, 2010 to September 30, 2010 be approved.

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

**RESOLUTION STAFF REVIEW**

**DATE:** July 7, 2010

**Agenda Item Title:** Resolution Authorizing the Approval of Amendment #2 with the Department of Natural Resources to Develop a Snow Tubing Hill at Hawk Island Park

**Submitted by:** Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

The Board of Commissioners Resolution #08-063 authorized the acceptance of a Land and Water Conservation Fund grant to fund a snow tubing hill at Hawk Island Park. The Parks Department staff petitioned the Department of Natural Resources for an extension due to delays in staff's ability to acquire the soil from the City of Lansing's Combined Sewer Overflow projects to build the snow tubing hill. The Department of Natural Resources granted the Parks Department's extension request on June 25, 2010.

The Parks & Recreation Commission supported this amendment with the passage of Parks Resolution #23-10 at their June 28, 2010 meeting.

**Financial Implications:**

None.

**Other Implications:**

None.

**Staff Recommendation:** MAL X JLN \_\_ 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 AUTHORIZING THE APPROVAL OF AMENDMENT #2  
WITH THE DEPARTMENT OF NATURAL RESOURCES TO DEVELOP  
A SNOW TUBING HILL AT HAWK ISLAND PARK**

WHEREAS, the Board of Commissioners Resolution #08-063 authorized the acceptance of a Land and Water Conservation Fund grant to fund a snow tubing hill at Hawk Island Park; and

WHEREAS, the Parks Department petitioned the Department of Natural Resources for an extension due to delays in staff's ability to acquire the soil from the City of Lansing's Combined Sewer Overflow projects to build the snow tubing hill; and

WHEREAS, the Department of Natural Resources granted the Parks Department an extension request on June 25, 2010; and

WHEREAS, the Ingham County Parks & Recreation Commission desires to complete the project as proposed in order to continue to provide recreational opportunities to the residents of Ingham County and supported this amendment with the passage of Parks Resolution #23-10 at their June 28, 2010 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Amendment #2 of the agreement with the Department of Natural Resources extending the project period completion deadline from July 31, 2010 to January 31, 2011 be approved.

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

RESOLUTION STAFF REVIEW

DATE: July 12, 2010

**Agenda Item Title:** Resolution Authorizing a Fund Transfer to Complete the Ventilation Renovation in the Potter Park Zoo Bird and Reptile Building and Entering Into a Contract with Myers Plumbing & Heating, Inc.

**Submitted by:** Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

The Potter Park Zoo Bird and Reptile Building was a Works Progress Administration Project dating back to 1929 and is of historical value to the Zoo community. Poor ventilation in the animal areas of the building has contributed to illness among the animals that reside in the building.

The Zoo Board supported this resolution with the passage of a resolution at their July 6, 2010 meeting. The resolution will run concurrent with the July 26, 2010 Parks & Recreation Commission meeting.

**Financial Implications:**

The Facilities Department issued a request for proposals to complete the improvements to the ventilation system for a total cost of \$63,770 which included a \$3,500 contingency amount and contracted with Clark, Trombly, and Randers to develop engineering plans for the building ventilation system improvements.

\$10,000 was approved in the 2010 Capital Improvement Budget for the Bird and Reptile House Ventilation project. The Bird and Reptile Building Roofing project was budgeted in the 2010 Capital Improvement Budget for \$110,000 and the actual cost is projected to be \$45,750 resulting in a savings of \$64,250.

The \$59,170 transfer from the Bird and Reptile Building Roofing Project line item (258-69900-97700-1011Z) to the Bird and Reptile Building Heating Modifications Project line item (258-69900-977000-1013Z) along with the \$10,000 originally approved in the 2010 Capital Improvement Budget for the project will enable the project to go forward at a cost not to exceed \$63,770. Both line items are funded by the Potter Park Zoo Millage.

This resolution also authorizes entering into a contract with Myers Plumbing & Heating, Inc., in an amount not to exceed \$63,770 to supply and install a new ventilation system in the Bird and Reptile House at the Potter Park Zoo.

**Other Implications:** None.

**Staff Recommendation:** MAL\_X\_ JLN \_\_\_ 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.



**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: July 8, 2010  
 SUBJECT: Bid Summary – Ventilation System for the Bird & Reptile House

Project Description:

This project is for the installation of a new ventilation system for the Bird and Reptile House at Potter Park Zoo.

The scope of work includes, but is not limited to, furnishing and installing one new gas-fired make-up air unit including roof mounting, gas piping, ductwork, diffusers, controls and power connection; furnishing and installing new exhaust fans including ductwork, controls and power connection; and, start-up, testing and balancing of the new system.

Bid Summary:

Vendors contacted: 25                      Local: 16  
 Vendors responding: 4                      Local: 2

8 vendors were at the mandatory Pre-bid Meeting.

Company Name	Cost	Local
Myers Plumbing & Heating	\$60,270	N – Lansing (Clinton Co.)
Shaw Winkler	\$67,200	Y – East Lansing
T. H. Eifert	\$70,350	Y – Lansing
Bel Mechanical*	\$32,940	N – Dewitt

\*Bel Mechanical’s bid was rejected as no Bid Bond was submitted, which was a requirement of the solicitation.

Some of the other firms contacted who did not respond to this solicitation cited:

- No time in schedule to attend pre-bid meeting due to other projects and commitments.
- Can not provide performance and payments bonds as required in the solicitation.

Recommendation:

Award a contract to Myers Plumbing & Heating, Inc. in an amount not to exceed \$63,770 to supply and to install a new ventilation system in the Bird and Reptile House at Potter Park Zoo. (The cost includes \$3,500 in contingency as recommended by our consultant for unforeseen issues that may arise during the project.) Myers who submitted the lowest responsive and responsible bid is a qualified and experienced contractor who has worked extensively for the County.

Advertisement:

The bid was advertised in the Lansing State Journal, the Chronicle, various construction plan houses, and posted on the Purchasing Department Web Page.

Other:

Contractor is required to comply with the County's Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A FUND TRANSFER TO COMPLETE THE VENTILATION RENOVATION IN THE POTTER PARK ZOO BIRD AND REPTILE BUILDING AND ENTERING INTO A CONTRACT WITH MYERS PLUMBING & HEATING, INC.**

WHEREAS, the Bird and Reptile Building at the Potter Park Zoo was a Works Progress Administration Project dating back to 1929 and is of historical value to the Zoo community; and

WHEREAS, poor ventilation in the animal areas of the Bird and Reptile Building has contributed to illness among the animals that reside in the Bird and Reptile Building; and

WHEREAS, the Facilities Department issued a request for proposals to complete the improvements to the ventilation system at a total cost of \$63,770 which included a \$3,500 contingency amount, and contracted with Clark, Trombley, and Randers to develop engineering plans for the Bird and Reptile Building; and

WHEREAS, \$10,000 was approved in the 2010 Capital Improvement Budget for the Bird and Reptile House Ventilation project; and

WHEREAS, the Bird and Reptile Building Roofing project was budgeted in the 2010 Capital Improvement Budget for \$110,000 and the actual cost is projected to be \$45,750 resulting in a savings of \$64,250; and

WHEREAS, the Potter Park Zoo Board and the Parks & Recreation Commission supported this project with the passage of resolutions at their July meetings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a fund transfer of \$59,170 from the Bird and Reptile Building Roofing Project line item 258-69900-97700-1011Z (funded by the Potter Park Zoo Millage) to the Bird and Reptile Building Heating Modifications Project line item 258-69900-977000-1013Z.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Myers Plumbing & Heating, Inc. in an amount not to exceed \$63,770 to supply and install a new ventilation system in the Bird and Reptile House at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfer of funds within the Potter Park Zoo Budget.

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

RESOLUTION STAFF REVIEW:

DATE: June 24, 2010

**Agenda Item Title:** Resolution Certifying Representatives for the MERS Annual Meeting

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

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

**Summary of Proposed Action:** In accordance with provisions of Act 427, P.A. 1984 (the Municipal Employees' Retirement Act), the Municipal Employees' Retirement System Board conducts an annual meeting for the purpose of selecting nominees to serve on the board and the transaction of other business as the board deems necessary. An election is held to determine the Employee Delegate by secret ballot, and the Board requests the governing body to appoint an Officer Delegate. The 2010 MERS Annual Meeting will be held at the Radisson Plaza Hotel in Kalamazoo, MI during the time period of September 15 - September 17, 2010.

**Financial Implications:** Registration is \$185.00 per person (\$370.00 for Officer Delegate and Employee Delegate). Registration includes all scheduled meetings and meals. Travel and accommodations are paid by the County.

<u>Item</u>	<u>Cost</u>	<u>Description</u>
Registration	\$185.00	
Hotel	\$258.00	Group rate \$129.00/ night x 2 nights
Parking	\$30.00	\$10/ day x 3 days
Mileage	\$85.00	\$.50/ mile x 170 Round Trip
	<b><u>\$558.00</u></b>	Sub Total Per Person
		x 2 Persons
	<b>\$1,116.00</b>	<b>Total Cost</b>

**Other Implications:** The associated costs are charged against Human Resources' Line Item #101 22600 863000 (Travel - MERS Conference) and is limited to a maximum for both delegates of \$1,116.00.

**Staff Recommendation:** MAL\_\_ JLN\_\_ TL X TM\_\_ JC\_\_  
Staff recommends the approval of this Resolution.



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## *Officer (Alternate) and Employee (Alternate) Delegate Information*

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*[see reverse for Certification Form]*

To be a municipality's (or court's) voting delegate (or alternate) representative to MERS Annual Meeting, you must be a member of MERS.

***MERS Member:*** A MERS member is an individual who is enrolled in MERS Defined Benefit (DB) Plan (including Hybrid) or Defined Contribution (DC) Plan.

As provided in Section 45(2) of the MERS Plan Document, the governing body for each municipality (or the chief judge for a court) shall certify the names of two (2) delegates to the Annual Meeting. One delegate shall be a member who is an officer of the municipality appointed by the governing body of the municipality. The other delegate shall be a member who is not an officer of the municipality, elected by the member officer/employees of the municipality. The election shall be conducted in a manner that affords each member officer/employee an opportunity to vote.

***Officer Delegate (or Alternate):*** The officer delegate shall be an officer member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

***Employee Delegate (or Alternate):*** The employee delegate shall be an employee member, who is not responsible for management decisions, receives direction from management, and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

***Delegate Certification:*** This form states that the officer delegate (alternate) appointments are true and correct, and the secret ballot election results for employee delegate (alternate) are true and correct. An official at the municipality must sign the certification.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL MEETING**

WHEREAS, the Municipal Employees' Retirement System will hold the 64th Annual Meeting at the Radisson Plaza Hotel in Kalamazoo, MI during the time period of September 15 - September 17, 2010; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate to a maximum of \$1,116 including expenses paid according to the County's mileage policy.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate:                    Mr. Tony Lindsey

Employee Delegate:                Ms. Jill Bauer

RESOLUTION STAFF REVIEW

DATE July 7, 2010

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the ICEA Assistant Prosecuting Attorneys

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

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

Summary of Proposed Action:

1. **Agreement Term:** 2 ½ Years [7/1/2009 - 12/31/2011]
2. **Salaries:** 7-1-2009: 2%;  
7-1-2010: 1%;  
7-1-2011: ½ %.
  - Pay for on-call assignments is increased by the same salary percentages. *[Article 10]*
  - The differentials for Unit Chiefs and Deputy Chief Assistant Prosecuting Attorney assignments are increased by \$50 per year.
  - The differentials for Unit Chiefs and Deputy Chief Assistant Prosecuting Attorney assignments are now calculated from the employees' current applicable step on the step schedule, rather than from the top APA step.
  - No retro-pay for salaries, differentials for Unit Chiefs and Deputy Chief assignments, and on-call assignments to employees who terminated between 7-1-2009 and the tentative agreement date, being 4-20-2010.
3. **Hospitalization - Medical Coverage [Article 15], Retirement [Article 23], and Dental Insurance [Article 24]:** The Health Coalition changes as approved are incorporated into the Agreement.
4. **Hospitalization - Medical Coverage [Article 15], Sick Leave & Funeral Leave [Article 20]:** The prior Letters of Agreement establishing certain benefits for Other Qualified Adults, as defined in Board Resolution #08-042, are incorporated into the Agreement.
5. **Holidays and Vacation [Articles 17 and 18]:** The prior Letters of Agreement adjusting New Year's Eve and Christmas Eve, dropping Columbus Day holidays; and adjusting the Vacation Bonus hours are incorporated into the Agreement.
6. **Vacation and Sick Leave [Article 18 and Article 20, Section 1]:** Both Articles have been revised so paid accumulations are only earned when an employee receives

compensation on the active payroll (i.e. prorated to not receive when on unpaid status). The current practice provides full accumulation if an employee receives any pay in a pay period. This change will be effective upon approval of the Agreement.

7. **Job Openings and Temporary Assignment** [Article 11]: The number of authorized Unit Chief positions that receive the additional differential pay has been reduced from up to nine (9) Unit Chiefs to up to eight (8) Unit Chiefs.
8. **Funeral Leave** [Article 20]: Add step-parent and step-child at two work days as in the ICEA Professional Agreements.
9. **Life Insurance** [Article 16]: Clarify language to provide for reductions after age 65 based upon the policy's provisions.
10. **Disability Plan Disability Plan** [Article 21]: Revise language to provide that the County, in its discretion, may not have a specific probationary period.]
11. **Furlough Days**: An agreement was reached for 2010 furlough days generally consistent with those in the other County units, with the following modifications:
  - Instead of paying for the furlough time through 1 hour per week, the furlough time will be deducted from the employees' retro checks. (If a particular employee's retro check does not cover the time, such as in the case of a new hire, deductions from each payroll will be used as with other staff.)
  - If employees cannot take the furlough time off in 2010 based upon the Prosecutor's Office staffing needs, they may be taken off during the first quarter of 2011.

### **Non- Economic**

1. "Administrative Services/Personnel Committee" has been changed to "County Services Committee" throughout the Agreement.
2. **Employer Rights and Grievance Procedure** [Articles 2 and 12]: These Articles were modified to clarify that consideration of extending severance pay will only be considered for employees that meet the contract 10 year service requirement, and will be considered at Step 4 of the grievance procedure in a closed session by the County Services Committee.
3. **Union Security and Check Off** [Article 6]: This Article was changed as to the Union's setting the representation fees.



4. **Disability Plan** [Article 21]: A provision was added to assure eligible disabled employees submit claims consistent with the insurance carrier's requirements if they are to be covered.
5. **Hours of Work** [Article 10]: Clarification of travel time for general elections as in the ICEA Professional Agreements.
6. **Employee Assistance Program**: This Agreement was revised to eliminate a specific dollar amount and provider for the employee assistance program.

**Financial Implications:** Cost included in the budget.

**Other Implications:** None.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH  
THE ICEA ASSISTANT PROSECUTING ATTORNEYS**

WHEREAS, an agreement has been reached between representatives of Ingham County and the ICEA Assistant Prosecuting Attorneys during the period of July 1, 2009 through December 31, 2011; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract with Ingham County and the ICEA Assistant Prosecuting Attorneys.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County.

BE IT FURTHER RESOLVED, further retro-pay, if applicable, shall not be paid until the contract is signed by both parties.

RESOLUTION STAFF REVIEW

DATE July 7, 2010

Agenda Item Title: Resolution Approving a Letter of Understanding with the FOP Animal Control Officers, License Enforcement Officers, and Animal Shelter Operators

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

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

Summary of Proposed Action:

**AMENDMENT AGREEMENT  
BETWEEN  
INGHAM COUNTY (Employer)  
AND  
FRATERNAL ORDER OF POLICE CAPITOL CITY LODGE NO. 141 (Union)  
FOR THE ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT  
OFFICERS AND ANIMAL SHELTER OPERATORS**

**WHEREAS**, the Employer and Union are parties to a collective bargaining agreement with a term running from January 1,2009, through December 31,2011, and

**WHEREAS**, the Union has proposed to bargain the issue of wage re-openers for 2010 and 2011; and

**WHEREAS**, the parties wish to agree to the terms of the wage scale for an additional two years subject to the changes detailed below until December 31, 2011; and

**NOW, THEREFORE, IT IS HEREBY AGREED** as follows:

1. **Wages.** Effective January 1, 2010, the 2009 wage scale shall be increased by 1%. Effective January 1, 2011, the wage scale shall be increased by 1 %. See attached Appendix A.
2. **Health Care.** The parties have previously executed the 2009 Health Care Letter of Understanding, which shall be applicable until a successor Letter of Understanding is executed consistent with the recommendation of the Health Care Coalition.
3. **Furlough Days.** The parties have previously executed the 2010 Furlough Days Letter of Understanding. The parties understand that in order for the Employer to implement the 1% wage increase in 2011 the Union may be requested to participate in a budget reduction measure such as a furlough days agreement on the same terms as all other bargaining units.
4. **Duration.** The remaining provisions of the 2009-2011 Agreement shall be continued with full force and effect through December 31, 2011.

COUNTY OF INGHAM

**FRATERNAL ORDER OF POLICE  
CAPITOL CITY LODGE NO. 141**

\_\_\_\_\_  
Debbie De Leon, Chairperson                      Date  
Ingham County Board of Commissioners

\_\_\_\_\_  
Tom Krug, President                                      Date

\_\_\_\_\_  
Jamie McAloon-Lampman, Director      Date  
Ingham County Animal Control

\_\_\_\_\_  
Gary Ireland      Date

**APPROVED AS TO FORM  
FOR INGHAM COUNTY**

**COHL, STOKER & TOSKEY, P.C**

By: \_\_\_\_\_  
Bonnie G. Toskey

**ANIMAL SHELTER OPERATOR**

<b>Steps/Years</b>	<b>Effective 1/1/09</b>	<b>Effective 1/1/10</b>	<b>Effective 1/1/11</b>
Step 1 – Start	\$33,246	\$33,578	\$33,914
Step 2 - 1 Year	\$34,854	\$35,203	\$35,555
Step 3 - 2 Years	\$36,483	\$36,848	\$37,216
Step 4 - 3 Years	\$37,601	\$37,977	\$38,357
Step 5 - 4 Years	\$39,888	\$40,287	\$40,690
Step 6 - 5 Years	\$41,301	\$41,714	\$42,131

**ANIMAL CONTROL/LICENSE ENFORCEMENT OFFICER**

<b>Steps/Years</b>	<b>Effective 1/1/09</b>	<b>Effective 1/1/10</b>	<b>Effective 1/1/11</b>
Step 1 – Start	\$33,246	\$33,578	\$33,914
Step 2 - 1 Year	\$34,909	\$35,258	\$35,611
Step 3 - 2 Years	\$36,652	\$37,020	\$37,390
Step 4 - 3 Years	\$38,486	\$38,871	\$39,260
Step 5 - 4 Years	\$40,410	\$40,814	\$41,222
Step 6 - 5 Years	\$43,533	\$43,968	\$44,408

**FIELD SUPERVISORY OFFICER**

<b>Steps/Years</b>	<b>Effective 1/1/09</b>	<b>Effective 1/1/10</b>
Step 1 – Start	\$45,707	\$46,164
Step 2 - 1 Year	\$47,339	\$47,812
Step 3 - 2 Years	\$48,972	\$49,462
Step 4 - 3 Years	\$50,604	\$51,110
Step 5 - 4 Years	\$52,238	\$52,760

**Financial Implications:**      Cost included in the budget.

**Other Implications:**      None.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH THE FOP ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, AND ANIMAL SHELTER OPERATORS**

WHEREAS, an agreement has been reached between representatives of Ingham County and the FOP Animal Control Officers, License Enforcement Officers, Animal Shelter Operators during the period of January 1, 2009 through December 31, 2011; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding with Ingham County and the FOP Animal Control Officers, License Enforcement Officers, Animal Shelter Operators.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the Animal Control Director are authorized to sign the Letter of Understanding on behalf of the County.

BE IT FURTHER RESOLVED, further retro-pay, if applicable, shall not be paid until the Letter of Understanding is signed by both parties.

RESOLUTION STAFF REVIEW

DATE July 7, 2010

Agenda Item Title: Resolution Approving a Letter of Understanding with the ICEA Park Rangers

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

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

Summary of Proposed Action:

**AMENDMENT AGREEMENT  
BETWEEN  
INGHAM COUNTY (Employer)  
AND  
INGHAM COUNTY EMPLOYEES ASSOCIATION (Union)  
INGHAM COUNTY PARKS DEPARTMENT EMPLOYEES**

**WHEREAS**, the Employer and Union are parties to a collective bargaining agreement with a term running from January 1, 2008, through December 31, 2009, and

**WHEREAS**, the parties wish to extend the terms of that 2008-2009 Agreement for an additional two years subject to the changes detailed below until December 31, 2011; and

**NOW, THEREFORE, IT IS HEREBY AGREED as follows:**

1. **Wages.** Effective January 1, 2010, the 2009 wage scale shall be increased by 1%. Effective January 1, 2011, the wage scale shall be increased by 1 %. See attached Appendix A.
2. **Health Care.** The parties have previously executed the 2009 Health Care Letter of Understanding, which shall be applicable until a successor Letter of Understanding is executed consistent with the recommendation of the Health Care Coalition.
3. **Furlough Days.** The parties have previously executed the 2010 Furlough Days Letter of Understanding. The parties understand that in order for the Employer to implement the 1 % wage increase in 2011 the Union may be requested to participate in a budget reduction measure such as a furlough days agreement on the same terms as all other bargaining units.
4. **Duration.** The remaining provisions of the 2008-2009 Agreement shall be continued with full force and effect through December 31, 2011.

COUNTY OF INGHAM

INGHAM COUNTY EMPLOYEES ASSOCIATION

\_\_\_\_\_  
Debbie De Leon, Chairperson      Date  
Ingham County Board of Commissioners

\_\_\_\_\_  
John Elias, President      Date

\_\_\_\_\_  
Willis Bennett, Director      Date  
Ingham County Parks

**APPROVED AS TO FORM  
FOR INGHAM COUNTY  
COHL, STOKER & TOSKEY, P.C**

By: \_\_\_\_\_  
Bonnie G. Toskey

**ICEA PARKS  
2010 -2011 AMENDMENT AGREEMENT SALARY TABLE**

**2010 RATES - ANNUAL (effective 1.1.10)**

<b>STEP</b>	<b>Service</b>	<b>ASST MGR</b>	<b>ASST MGR II</b>	<b>PARK RGR II</b>	<b>PARK RGRI</b>
1	Entrance	39,155	38,605	36,594	32,818
2	6 Months	42,477	40,441	38,335	34,361
3	1.5 Years	45,795	42,227	40,025	35,775
4	2.5 Years	49,144	44,051	41,753	37,191
5	3.5 Years	52,461	45,879	43,486	38,641
6	4.5 Years	54,037	47,255	44,790	39,801

**2011 RATES - ANNUAL (effective 1.1.11)**

<b>STEP</b>	<b>Service</b>	<b>ASST MGR</b>	<b>ASST MGR II</b>	<b>PARK RGR II</b>	<b>PARK RGRI</b>
1	Entrance	39,547	38,991	36,960	33,146
2	6 Months	42,902	40,845	38,718	34,705
3	1.5 Years	46,253	42,649	40,425	36,133
4	2.5 Years	49,635	44,492	42,171	37,563
5	3.5 Years	52,986	46,338	43,921	39,027
6	4.5 Years	54,577	47,728	45,238	40,199

**Financial Implications:** Cost included in the budget.

**Other Implications:** None.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A LETTER OF UNDERSTANDING  
WITH THE ICEA PARK RANGERS**

WHEREAS, an agreement has been reached between representatives of Ingham County and the ICEA Park Rangers during the period of January 1, 2010 through December 31, 2011; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding with Ingham County and the ICEA Park Rangers.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the Parks and Recreations Director are authorized to sign the Letter of Understanding on behalf of the County.

BE IT FURTHER RESOLVED, further retro-pay, if applicable, shall not be paid until the Letter of Understanding is signed by both parties.



July 13, 2010

TO: Finance Committee  
FROM: Mary Lannoye, Controller/Administrator  
RE: Financial Reserve Status/Recommended Transfers

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain financial reserves appropriate to providing for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund (GF), the Budget Stabilization Fund (BSF), and the Public Improvement Fund.

**RESERVE STATUS AS OF 12/30/09**

The reserves in the BSF, GF, and Public Improvement Fund as of 12/30/09 total \$23.7 million. This equates to 11.6% of the \$204 million in total budgeted expenditures for 2010. In total, financial reserves are within policy. As of 12/30/09 the GF has \$7.9 million more than the policy's minimum target; the Public Improvement Fund is \$600,000 more than the policy minimum; and the BSF is \$182,391 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the BSF as of 12/30/09 is \$10.56 million, or 13.2% of the current year GF Budget. It is slightly more than the desired minimum of 13%. The maximum allowable amount is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at 14.0%, although at the end of 2008 it was at 13.4%.
- The unreserved undesignated balance in the GF as of 12/30/09 is \$11.8 million, or 15.2% of the previous year's total GF expenditures. The desired minimum is 5%, or \$3.9 million. Last year's balance at the time of the analysis was \$12.1 million, or 15%. Overall, GF revenues exceeded expenditures by approximately \$800,000 in 2009. The relative decrease in unreserved fund balance from last year is primarily due to an increase in amounts reserved within the GF balance. Increases in reserves were for items including future retiree health insurance, property tax appeals, the planned use of fund balance in 2010, and capital projects.
- The balance in the Public Improvement Fund as of 12/30/09 is \$1,357,473. It is \$598,892 above the minimum desired level of \$758,581, which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

**BACKGROUND**

Earlier this year, the Board of Commissioners recognized an anticipated reduction of \$3 million in property tax and interest revenue. Resolution 10-050 decreased the 2010 budget by \$1.7 million to partially address these revenue reductions. Due to the 2009 year end actual expenditures coming in better than initially estimated, it was not necessary to identify the remaining \$1.3 million in budget reductions. However, in order to balance the

2010 budget, an increase of \$1.3 million in budgeted use of fund balance needs to be recognized. This would bring the planned use of fund balance for 2010 to \$2,288,018 (i.e. the increase of \$1.3 million plus \$988,018 included in the adopted budget). The \$988,018 was reserved against fund balance at the end of 2009 so if the actual revenues and expenditures come in at the budgeted levels the projected GF unreserved balance at the end of 2010 would be \$10.5 million.

As you are all well aware the shortfall in the 2011 GF budget is projected at \$6-7 million. The shortfall estimate assumes the continuation of \$988,018 in planned use of fund balance included in the 2010 adopted budget. It is important for Ingham County to maintain a significant unreserved balance in the GF in order to sustain our bond rating, to address ongoing revenue uncertainties, to allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls, and to address any necessary capital needs.

Another reason for Ingham County to maintain a relatively high fund balance in the GF is to address cash flow issues. Since taxes are now collected in July (six months after the start of the fiscal year), the county will soon run into the situation where tax anticipation notes will be needed in order to continue operation until taxes are collected. The greater the cash balance in the GF, the fewer funds will need to be borrowed each year.

It is also desirable to maintain the BSF at least at its current level of funding because of the uncertain future of county revenue sources including state revenue sharing.

## **RECOMMENDATIONS**

- I am not recommending a transfer from the GF to the BSF to increase the balance to the historical level of 14% of the GF budget. The main reason for not recommending the transfer is that the GF budget will in all likelihood continue its overall decline over the next few years, thereby lowering the dollar amount necessary to maintain the minimum target of 13%, or the historical target of 14%.
- I am recommending no additional transfer to the Public Improvement Fund, as the fund balance is well in excess of the minimum target.
- I am recommending an increase of \$1.3 million in budgeted use of fund balance to offset the aforementioned revenue declines in the 2010 budget.

## **STATUS OF GF BALANCE GOING FORWARD**

These actions will reduce the \$11.8 million in GF undesignated reserves to \$10.5 million at the end of 2010. Based on past history, the \$10.5 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. The \$10.5 million represents 13.5% of the previous year's (2009) GF expenditures.

Due to the large number and dollar amount of tax tribunal appeals filed in 2009, \$500,000 was set aside in this process last year for this potential liability. Upon closing the books for 2009, \$200,000 was added to this amount, for a total of \$700,000.

Three million dollars of the designated fund balance remains in the GF for unfunded retiree health insurance liabilities. An additional \$200,000 was added to this amount upon closing the books for 2009. This is in addition to the 1.0% of payroll that is currently being deposited into the Public Employee Health Care fund created by Resolution 08-082.

Attached is a resolution authorizing the transfer and budget adjustments as recommended. Please contact me if you have any questions.

**INGHAM COUNTY FINANCIAL RESERVES COMPARED TO RESERVE POLICY  
(Resolution #02-017)**

<b>SUMMARY OF FINANCIAL RESERVES</b>	<b>As of 12/30/09</b>	<b>Proposed 12/30/10</b>	<b>Decrease</b>
Year End Balance General Fund (GF)*	11,772,842	10,472,842	(1,300,000)
Year End Balance Budget Stabilization	10,562,365	10,562,365	-
Year End Balance Public Improvement	1,357,473	1,002,273	(355,200)
<b>Totals</b>	<b>23,692,680</b>	<b>22,037,480</b>	<b>(1,655,200)</b>

<b>GENERAL FUND</b>	
12/30/09 Unreserved Balance	11,772,842
12/30/09 Minimum Target (5% of 2009 GF expenses)	3,879,667
12/30/09 Unreserved Balance as a % of 2009 Expenses	15.17%
12/30/09 Surplus in Relation to Minimum Target	7,893,175
12/30/10 Proposed Unreserved Fund Balance	10,472,842
12/30/10 Minimum Target (5% of 2009 GF expenses)	3,879,667
2010 Proposed Unreserved Balance as % of 2009 Expenses	13.50%
Surplus in Relation to Minimum Target	6,593,175

<b>BUDGET STABILIZATION FUND</b>	
12/30/09 Balance	10,562,365
Minimum Target (13% of 2010 Adopted GF Budget)	10,379,974
Maximum Target (15% of 2010 Adopted GF Budget)	11,976,894
Surplus in Relation to Minimum Target	182,391
Amount Below Maximum Target	(1,414,529)
Target %	13.23%
12/30/10 Proposed Balance	10,562,365
Surplus in Relation to Minimum Target	182,391
Amount Below Maximum Target	(1,414,529)
Target %	13.23%

<b>PUBLIC IMPROVEMENT FUND</b>	
12/30/09 Balance	1,357,473
Minimum Target (1/10 mill of the property tax levy)	758,581
2009 Surplus in Relation to Minimum Target	598,892
12/30/10 Proposed Balance	1,002,273
Minimum Target (1/10 mill of the property tax levy)	758,581
2010 Surplus in Relation to Minimum Target	243,692

\*Balance as of 12/30/09 reflects \$988,018 reserve for FY10 Adopted Budget's planned use of fund balance.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES**

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budget, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE 2010 BUDGET**

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller, based on 2009 year end balances, and a report with recommendations has been given to the Finance Committee; and

WHEREAS, the Controller has recommended that certain transfers be made, that funds continue to be reserved in order to recognize the unfunded liability associated with retiree health care and for potential tax tribunal appeal liabilities; and

WHEREAS, the Finance Committee is recommending that certain transfers be made, that funds continue to be reserved in order to recognize the unfunded liability associated with retiree health care and for potential tax tribunal appeal liabilities.

THEREFORE BE IT FURTHER RESOLVED, that \$3.2 million of the General Fund balance remain designated for unfunded retiree health insurance liabilities.

BE IT FURTHER RESOLVED, that \$700,000 of the General Fund balance remain designated for potential tax tribunal liabilities.

BE IT FURTHER RESOLVED, that budgeted use of fund balance in the General Fund be increased \$1.3 million to offset anticipated revenue reductions.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments and transfers.

**RESOLUTION STAFF REVIEW**

**DATE** July 12, 2010

**Agenda Item Title:** Resolution to Submit to the Electorate a Special Millage Question for Ingham County Potter Park Zoo and Potter Park Millage Renewal

**Submitted by:** Controller/Administrator's Office

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

**Summary of Proposed Action:**

This resolution will authorize the Ingham County Potter Park Zoo and Potter Park Millage Renewal Question be placed on the ballot for the November 2, 2010 General Election. The current authorized millage of 0.4100 of one mill adopted in 2006 expires December 31, 2010.

**Financial Implications:**

Funding for the operations, maintenance, and improvements would be renewed at up to 0.41 mill, \$0.41 per thousand dollars of state taxable valuation, for a period of five (5) years (2011-2015).

If approved and levied in full, this millage will raise in the first calendar year of the levy an estimated additional \$2,905,181 for operations, maintenance, and improvements for Potter Park Zoo and Potter Park.

**Other Implications:**

The Ingham County Parks & Recreation Commission has recommended that the Board of Commissioners put the Potter Park Zoo and Potter Park Millage renewal up for the 2010 election (see the attached communication).

At the June 15, 2010 County Services meeting, the Committee requested legal advice on several questions. The first question surrounded the use of the terms "Restoration" and "restore" in the title of the ballot proposal and in the first sentence. Our legal counsel Dave Stoker has indicated these words may be removed. The second question involved whether or not the County was required to include the last sentence in the ballot question that authorizes the disbursement of a portion of the millage for DDAs. In short, the language must be included but we may substitute the word "capture" for "disburse". A copy of a 2008 opinion letter that was sent to Matthew Myers on this point will be available at the meeting.

**Staff Recommendation:** MAL X JLN \_\_ TL \_\_ TM \_\_ JC \_\_

Staff recommends approval of the resolution.

**Agenda Item 9b**

DATE: January 26, 2010

TO: County Services Committee

FROM: Parks and Recreation Commission

RE: Resolution Recommending the Board of Commissioners Submit to the Electorate a Potter Park Zoo and Potter Park Millage Authorization Renewal Question

At the November 3, 2009 meeting of the Potter Park Zoo Board a resolution was unanimously adopted recommending the Parks & Recreation Commission recommend the Potter Park Zoo and Potter Park Millage renewal be placed on the ballot in 2010.

This concept was supported by the Parks & Recreation Commission by the passage of the attached resolution at their December 21, 2009 meeting.

Please feel free to contact the Parks Director, Willis Bennett, should additional information be needed.

Encl: Parks & Recreation Commission Resolution #39-09

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 21, 2009  
RESOLUTION #39-09

## RESOLUTION RECOMMENDING THE BOARD OF COMMISSIONERS SUBMIT TO THE ELECTORATE A POTTER PARK ZOO AND POTTER PARK MILLAGE AUTHORIZATION RENEWAL QUESTION

**WHEREAS**, the Potter Park Zoo and Potter Park in Lansing is a regional attraction that draws most of its visitors from outside the City of Lansing, including a large number of Ingham County residents; and

**WHEREAS**, on April 11, 2006 the City of Lansing's Administration submitted a written request to the Ingham County Board of Commissioners for long-term funding for the operational and capital needs of the Potter Park Zoo and Potter Park, specifically requesting that the Board of Commissioners authorize a special property tax millage to be placed on the November 2006 ballot to support the operation of the Potter Park Zoo and Potter Park; and

**WHEREAS**, on July 25, 2006 the Board of Commissioners adopted a Resolution of Intent (Resolution #06-181) to enter into a conditional agreement with the City of Lansing for the lease and operation of the Potter Park Zoo and Potter Park with specified terms and conditions; and

**WHEREAS**, on August 7, 2006 the Lansing City Council adopted a Resolution of Intent to enter into a conditional agreement with Ingham County for the lease and operation of the Potter Park Zoo and Potter Park consistent with specified parameters; and

**WHEREAS**, on August 22, 2006 the Board of Commissioners adopted a resolution to submit to the electorate a Potter Park Zoo and Potter Park millage authorization question (Resolution #06-218); and

**WHEREAS**, the agreement for the lease and the operation of the Potter Park Zoo and Potter Park (Resolution #07-058) was conditioned upon voter approval of a five year county-wide property tax millage for Zoo funding and continued millage funding for the Zoo; and

**WHEREAS**, at its November 3, 2009 meeting the Potter Park Zoo Board unanimously recommended the Parks & Recreation Commission recommend that the Potter Park Zoo and Potter Park Millage renewal be put up for the 2010 election.

**BE IT THEREFORE RESOLVED**, that the Ingham County Parks & Recreation Commission recommends the Board of Commissioners put the Potter Park Zoo and Potter Park Millage renewal up for the 2010 election.

**Moved by** Ms. Weil and **Supported by** Commissioner Davis that Resolution #39-09 be approved.  
**Yes-9; No-0. MOTION CARRIED.**



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION  
FOR INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK  
MILLAGE RENEWAL**

WHEREAS, the Potter Park Zoo and Potter Park in Lansing is a regional attraction that draws a large number of visitors to the region, including a large number of Ingham County residents; and

WHEREAS, the Board of Commissioners believes continued operation of the Potter Park Zoo and Potter Park in Lansing would be a substantial benefit to Ingham County residents; and

WHEREAS, the Board of Commissioners entered an agreement with the City of Lansing for the lease and the operation of the Potter Park Zoo and Potter Park, conditioned upon voter approval of a county-wide property tax millage for Zoo funding and continued millage funding for the Zoo; and

WHEREAS, the Board of Commissioners seek to have the voters of Ingham County determine whether or not they desire to continue to raise funds for the purpose of supporting funding for the operational and capital needs of the Potter Park Zoo and Potter Park; and

WHEREAS, the current authorized Millages of 0.4100 of one mill adopted in 2006, expires December 31, 2010; and

WHEREAS, the current Millage is needed to continue to provide for this program.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the general election to be held on November 2, 2010.

**INGHAM COUNTY  
POTTER PARK ZOO AND POTTER PARK  
MILLAGE RENEWAL QUESTION**

For the sole purpose of renewing for the continued operation of the Potter Park Zoo and Potter Park, including funding for operations, maintenance, and improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be renewed at up to 0.41 mill, \$0.41 per thousand dollars of state taxable valuation, for a period of five (5) years (2011-2015) inclusive?

If approved and levied in full, this millage will raise in the first calendar year of the levy an estimated \$2,905,181 for operations, maintenance, and improvements for Potter Park Zoo and Potter Park. If approved and levied, a portion of the millage may also be captured, in accordance with State law, to the Downtown Development Authorities of the Cities of East Lansing, Lansing, Leslie, Mason, Williamston, the Villages of Dansville, Stockbridge, and Webberville and the Townships of Delhi, Lansing, Meridian, and Vevay; the Tax Increment Finance Authorities of the Cities of Lansing and Williamston; the Local Development Finance Authorities of the Cities of East Lansing, Leslie and Mason; and the Brownfield Redevelopment Authorities of the County of Ingham, the Cities of East Lansing and Lansing, and the Townships of Delhi and Meridian; and the Ingham County Land Bank.

**YES**  
**NO**



BE IT FURTHER RESOLVED, that this amended question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to the November 2, 2010, ballot and to be prepared and distributed in the manner required by law.