

CHAIRPERSON  
MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

FINANCE COMMITTEE  
ANDY SCHOR, CHAIR  
PENELOPE TSEBNOGLOU  
DEB NOLAN  
REBECCA BAHAR-COOK  
BRIAN McGRAIN  
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 20, 2011 AT 5:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 22, 2011](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Enter Into an Agreement with the [City of Lansing](#) to Accept the 2011 Local Jag Grant from the Department of Justice
  - b. Resolution to Amend the [Delhi Township](#) Police Services Contract by Adding a School Resource Officer
2. Community Corrections Advisory Board - Resolution Authorizing Entering Into a Contract with the City of Lansing for an Allocation of Funds to [Ingham County/City of Lansing Community Corrections](#) for the City 2011-2012 Fiscal Year
3. District Court - Resolution to Approve the Purchase of the Design and Implementation of Cisco Phones and Contact Center Express for the Ingham County [District Court](#) from Netarx, Inc.
4. Circuit Court - Resolution to Renew Agreement with Credit Bureau Collection Services, Inc. (CBCS) for Collection of [Delinquent Debt Held](#) by the Circuit Court
5. Department of Human Services - Resolution Authorizing a Line Item Shift in the Department of Human Services [Child Care Fund Budget](#)
6. Veterans Affairs
  - a. Resolution Accepting a Monetary Donation from [Mack Phelps](#) for Emergency Assistance for Ingham County Veterans and Their Families
  - b. Resolution Accepting a Monetary Donation from [Regency Beauty Salon](#) for Emergency Assistance for Ingham County Veterans and Their Families
7. Parks & Recreation Commission
  - a. Resolution Authorizing an Agreement Between the City of Lansing and the County of Ingham for Maintenance of [Certain City Parks](#)
  - b. Resolution Authorizing an Increase in the Parks Department [Imprest \(Petty\) Cash Fund](#) by Seven Hundred Fifty Dollars (\$750)
  - c. Resolution Authorizing a [Michigan Community Service Commission](#) AmeriCorps Grant Position Placement for the Parks Department

- d. Resolution Authorizing Payment to Planned Migration and [Ed Novak](#) for the Shipping of Rhinos from Sedgwick Zoo and Miami Zoo to Potter Park Zoo
  - e. Resolution Authorizing a Budget Adjustment to the [Lake Lansing Park-South Beach House Roofing Project](#)
  - f. Resolution Authorizing a Budget Adjustment to the [Hawk Island Park Tubing](#) and [Snowboard Hill Projects](#)
  - g. Resolution Authorizing the Purchase of [Snow Making Equipment](#) for Hawk Island
  - h. Resolution Authorizing the Purchase of [Snow Tubing and Snow Boarding Lifts](#) for Hawk Island
8. Health Department
- a. Resolution to Authorize a Contract Amendment with the Michigan Department of Human Services to Provide Administrative Support for Development of the Strong [Families/Safe Children Program](#)
  - b. Resolution to Authorize an Amendment to the Lease Agreement with [Sparrow Health System](#)
  - c. Resolution to Extend the Contract with [Temple Smith](#) to Support the Social Justice Project
  - d. Resolution to Extend Contracts with [One Love Global, Inc.](#), and the School Health Community Alliance of Michigan to Support the Health Equity Youth Academy
  - e. Resolution to Authorize Acceptance of the [Child and Adolescent Health Center Awards](#) from the Michigan Department of Community Health
9. Human Resources - Resolution Certifying Representatives for the [MERS Annual Meeting](#)
10. Board of Commissioners - Resolution to Re-Establish the Position of [Health Officer](#) Within the Health Department
11. Financial Services - Presentation of the Comprehensive Annual Financial Report (*Please Bring Report Previously Distributed at the Board of Commissioners' Meeting*)
12. Controller/Administrator's Office
- a. Resolution Authorizing a Revised Project Design for the [Consolidated 911 Dispatch Center](#)
  - b. Resolution to Authorize a Contract for [Legal Services](#) with Cohl, Stoker & Toskey, P.C.
  - c. Resolution to Authorize Financial Adjustments for 2011 (*Materials to be Distributed Under Separate Cover*)
  - d. Discussion of Fund Balances

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
June 22, 2011  
Minutes

Members Present: Andy Schor, Penelope Tsernoglou, Deb Nolan, Rebecca Bahar-Cook, Brian McGrain, Steve Dougan, and Board Chairperson Grebner

Members Absent: None

Others Present: Teri Morton, Willis Bennett, Maureen Winslow, Eric Schertzing, Jim Hudgins, and others

The meeting was called to order by Chairperson Schor at 5:33 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 8, 2011 Minutes

The June 8, 2011 Minutes were approved as submitted.

Additions to the Agenda

- 8b. Pulled - Resolution Authorizing an Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks
- 9. Pulled - Resolution to Authorize Rehmann Robson to Conduct an Audit of Ingham County for 2011, 2012 and 2013
- 11. Late - Resolution Authorizing Register of Deeds to Enter Into a Contract for Legal Services with the Home Defense League to Recover Lost Transfer Tax.

Limited Public Comment

None.

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

- 2. 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 2011-2012
- 3. Circuit Court - Resolution to Accept a State Court Administrative Office Video Equipment Grant for the Circuit Court
- 6. Health Department
  - a. Resolution to Authorize an Agreement for Childbirth Education and Training with the Expectant Parents Organization

- b. Resolution to Authorize an Amendment to the Lease Agreement with Sparrow Health System
- 7. Fair Board - Resolution to Rebuild the Two South End Horse Show Arenas at the Ingham County Fairgrounds
- 8. Parks Department
  - a. Resolution Authorizing a Contract with Sc Environmental Services for the Demolition of the Rocky Mountain Big Horn Sheep Exhibit
- 10. Controller/Administrator's Office - Resolution Authorizing the 2012 Community Agency Funding Process and Approving Criteria for Ranking Applications for Community Agency Funding

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

- 1. Treasurer's Office - Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY.

(Comm. Grebner arrived at 5:40 p.m.)

Mr. Schertzing explained this is a resolution brought before the Commissioners each year and that Ingham County is a foreclosing unit. This is a resolution allowing for some properties to go into the Land Bank for disposition whether it is demolition, rehab and resale or facilitate some other economic development enterprise. He stated that Comm. Nolan who is on the Land Bank Board has been diligent in raising capacity issues. He noted that each year the Land Bank Board has been working on moving the properties through more quickly, and taken on properties more strategically. He also noted that the budget had doubled since last year.

There was a discussion of the properties location, type (ex. residential, commercial or industrial), and condition plus possible future acquisitions.

Mr. Schertzing noted that he had provided a snapshot of all the parcels in the County inventory to the Controller as requested by Comms. Vickers and Grebner.

MOTION CARRIED UNANIMOUSLY.

4. Circuit Court Family Division

- a. Resolution to Amend the Family Division of the Circuit Court's Ingham Academy Program Contracts and to Purchase Additional Technological Resources at the Ingham Academy

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AMEND THE FAMILY DIVISION OF THE CIRCUIT COURT'S INGHAM ACADEMY PROGRAM CONTRACTS AND TO PURCHASE ADDITIONAL TECHNOLOGICAL RESOURCES AT THE INGHAM ACADEMY.

Ms. Winslow explained that both the resolutions (4a & 4b) represent a merger of the Ingham Academy and the Peckham Crossroads day treatment programs. She further explained that Ingham Academy youth will now have the benefit of the vocational services from the Crossroads Program, and the Crossroads Program youth will be provided the educational component of the Ingham Academy. Ms. Winslow stated by merging the two programs it will save general fund money.

Ms. Winslow stated that it would be necessary to enhance the educational and technological tools at the Ingham Academy. She also noted that the next resolution (4b) is asking for the purchase of furniture because of the additional students and a van to transport the students between the programs.

Comm. Nolan asked if Juvenile Justice Millage money is needed for the merged programs. Ms. Winslow stated to her understanding the operational dollars have been spent and that is why money has been moved around. She explained that the Impact Program's budget has been under spent and those available funds will be transferred to the Juvenile Justice Millage dollars. Ms. Winslow provided the Committee with a hand out "Ingham Academy/Peckham Crossroads Merge", 2011 Expenses and 2012 Expenses by fund.

Comm. Nolan expressed her concern of Item #5 in this Agenda, specifically the \$100,000, possibly being in jeopardy of reduction. She stated that it is extremely important to her that the money goes to at-risk youth that are not adjudicated. Ms. Winslow stated that the money is just being shifted between funds and they will not be asking for new money.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Authorize the Purchase of Furniture and a MiniVan for the Ingham Academy

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE THE PURCHASE OF FURNITURE AND A MINIVAN FOR THE INGHAM ACADEMY.

It was noted that the van will be used to transport the students between Ingham Academy and the Peckham Crossroads day treatment programs.

MOTION CARRIED UNANIMOUSLY.

5. Judiciary Committee - Resolution to Adopt the 2012 Juvenile Justice Community Agency Process Calendar

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO ADOPT THE 2012 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR.

Comm. Nolan provided a brief history of the Juvenile Justice Millage, and stated that she would like more money spent on at-risk youth who have not yet been adjudicated. Comm. McGrain stated that he is open to finding more funding resources up front to keep juveniles out of the system. Comm. Bahar-Cook stated her intent of the Judiciary Committee examining the make-up of Ingham Academy Board, the definition of at-risk youth and policy.

Comm. McGrain asked if the three agencies receiving funding will be the same in 2012. Comm. Bahar-Cook stated that it is too early to know if it will change. The decisions are made when applications are received and reviewed.

Comm. Tsernoglou asked if the applicants' budget is reviewed. Comm. Schor stated the process was similar to the Community Agency process.

MOTION CARRIED UNANIMOUSLY.

11. Late – Resolution Authorizing Register of Deeds to Enter Into a Contract for Legal Services with the Home Defense League to Recover Lost Transfer Tax.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSION OF THE LEGAL OPINION.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE: YEAS: COMMISSIONERS SCHOR, TSERNOGLOU, NOLAN, AND BAHAR-COOK. NAYS: COMMISSIONERS McGRAIN AND DOUGAN.

The Committee returned to regular session.

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING REGISTER OF DEEDS TO ENTER INTO A CONTRACT FOR LEGAL SERVICES WITH THE HOME DEFENSE LEAGUE TO RECOVER LOST TRANSFER TAX.

Comm. Dougan asked how much is collectible. Comm. Grebner stated that there were two components, one is the County and the other is the State. Comm. Dougan asked if the percentage paid to the attorney was based on only what Ingham County would receive. Comm. Grebner stated he assumes that the State is not party to the suit, and the Attorney General would act on behalf of the State. Comm. Dougan suggested a step compensation plan for the attorney representing the County. Comm. Nolan agreed with a step compensation plan. Comm. Dougan asked how many years back this suit will go.

Comm. Schor will talk with Mr. Hertel about a step compensation plan for the attorney, how many years back it goes and does the 15% include any other party or is it for the County only.

MOTION CARRIED UNANIMOUSLY.

#### Announcements

Ms. Morton stated at the next Finance Committee Meeting the Controller, Financial Services Director, and the Auditor will provide presentations plus talk about the 2012 budget plan.

Comm. Dougan read an email from Jackson National Life who at this time does not have interest in providing a retirement plan. Comm. Dougan explained different types of retirement options.

Comm. Nolan informed the Committee that the Land Bank released a new program to the media today called the Property Rehab and Ownership Program. She explained that it is an effort to sell properties "as is" and giving owners the opportunity to bring them back up to code. Comm. McGrain stated the program is targeted to home owners. Comm. Nolan expressed her concern to move properties off Land Bank rolls.

Comm. McGrain stated that the Land Bank has had discussions regarding the possible sale of commercial properties.

#### Public Comment

None.

The meeting adjourned at approximately 6:37 p.m.

Respectfully submitted,

Julie Buckmaster

## **JULY 20, 2011 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

The Controller's Office is recommending approval of the following resolutions:

*1a. Sheriff's Office - Resolution to Enter Into an Agreement with the City of Lansing to Accept the 2011 Local Jag Grant from the Department of Justice*

This resolution will authorize Ingham County to enter into an Interlocal agreement between Ingham County and the City of Lansing to accept the \$10,871.00 allocated portion of the 2011 Local JAG grant. These funds would be used for computer upgrades for patrol vehicle laptops for the new 911 Center and vision cad. (See attached memo from Major Joel Maatman.)

*1b. Sheriff's Office - Resolution to Amend the Delhi Township Police Services Contract by Adding a School Resource Officer*

This resolution will authorize amending the current Police Service Contract for the Charter Township of Delhi effective August 1, 2011 through December 31, 2014, by increasing the contract by the costs of an additional Deputy for the duration of the contract. This contract position to be titled "School Resource Officer" will be funded by the Charter Township of Delhi and the Holt Public Schools. The primary duties of the School Resource Officer will be an assignment at the Holt Public Schools for school related activities.

*2. Community Correction Advisory Board (CCAB) - Resolution Authorizing Entering Into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2011-2012 Fiscal Year*

This resolution will authorize the annual renewal of a contract with the City of Lansing for \$12,500, to be used to support CCAB administrative costs and collaborative efforts with the 54-A District Court and Probation Office. (See attached memo from Mary Sabaj, CCAB Manager.)

*3. District Court - Resolution to Approve the Purchase of the Design and Implementation of Cisco Phones and Contact Center Express for the Ingham County District Court from Netarx, Inc.*

This resolution authorizes entering into a contract with Netarx, Inc. for the design, implementation, and Cisco Contact Center Express licensing for a new Cisco IP-based phone system.

The total cost of this implementation is not to exceed \$39,703.00, and the funds are available within the Telephone Communications Fund.

This is a part of the long-term plan of the County to transition its phone systems over to Cisco IP-based phone system. (See attached memo from MIS Director, Tom Shewchuk.)

*4. Circuit Court - Resolution to Renew Agreement with Credit Bureau Collection Services, Inc. (CBCS) for Collection of Delinquent Debt Held by the Circuit Court*

This resolution authorizes renewing a contract with the Credit Bureau Collection Service, Inc. (CBCS) for collection of delinquent debt services. The Board of Commissioners originally approved this no cost contract as a one-year pilot program to collect past-due debt for the Court. The Court is recommending renewal of the contract for another year with an increase from 20% to 25% as the fixed percentage fee of non-mandated costs



assessed on General Trial Division cases. This would include costs, fines and assessments (attorney fees and court costs). (See attached memo from Deputy Court Administrator, Rhonda K. Swayze.)

*5. Department of Human Services - Resolution Authorizing a Line Item Shift in the Department of Human Services Child Care Fund Budget*

Ingham County DHS is requesting a line item shift in funding between two line items in the FY 2011 County Child Care Fund budget. This resolution authorizes the appropriate county officials to sign the line item transfer forms. This is a transfer of funds between two line items, and there is no change to the overall Child Care Fund allocation for FY 2011.

*6a. Veterans Affairs - Resolution Accepting a Monetary Donation from Mack Phelps for Emergency Assistance for Ingham County Veterans and their Families*

This resolution accepts a donation of \$50.00 to Ingham County for use for Emergency Assistance to indigent veterans and their families.

*6b. Veterans Affairs - Resolution Accepting a Monetary Donation from Regency Beauty Salon for Emergency Assistance for Ingham County Veterans and Their Families*

This resolution accepts a donation of \$239.62 to Ingham County for use for Emergency Assistance to indigent veterans and their families.

*7a. Parks and Recreation - Resolution Authorizing an Agreement Between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks*

This resolution was tabled at the last County services meeting. Since that time Willis Bennett and Mary Lannoye have met with representatives of the City and mutually agreed to revise the draft agreement to address the Committee's concerns. Please see the Controller's memorandum which summarizes the changes from the previous contract draft.

*7b. Parks and Recreation - Resolution Authorizing an Increase in the Parks Department Imprest (Petty) Cash Fund by \$750*

The resolution would increase the total amount of the fund to \$3,850. These funds are used to provide change funds to park managers and seasonal staff in the various revenue areas of the parks.

*7c. Parks and Recreation - Resolution Authorizing a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Parks Department*

The resolution authorizes a retroactive placement agreement with AmeriCorps for the time period January 3, 2011 through July 1, 2011. The grant totals \$8,688 and requires a county contribution equal to one-third or \$2,896. Americorps volunteer assigned to the Parks Department was assigned the tasks of expanding volunteer programs, and supporting trail maintenance, planning, and management of natural areas.

*7d. Parks & Recreation - Resolution Authorizing Payment to Planned Migration and Ed Novak for the Shipping of Rhinos from Sedgwick Zoo and Miami Zoo to Potter Park Zoo*

This resolution retroactively authorizes payments for shipping the rhinos. The resolution also authorizes the transfer of funds from the Zoo maintenance account to the contractual services line item.

*7e. Parks & Recreation - Resolution Authorizing a Budget Adjustment to the Lake Lansing Park-South Beach House Roofing Project*

This resolution would transfer \$7,384 from the Park's 2011 Capital Improvement budget to the maintenance account. The transfer would increase the projected costs of replacing the roof of the Lake Lansing Beach House to \$14,782, including \$1,344 in contingency. The increase was necessary due to the unexpected deterioration of the roof's existing foundation.

*7f. Parks & Recreation - Resolution Authorizing a Budget Adjustment to the Hawk Island Park Tubing and Snowboard Hill Projects*

The resolution transfers an additional \$62,548 from the balances of nine different capital improvement projects and the Parks 2011 supply account. This would increase the projected costs of the projects from \$199,000 to \$261,548. The Parks Department request assumes that the Board would also approve their \$28,000 request as part of the 2012 budget to purchase a track system; bringing total projects cost up to \$289,548.

*7g. Parks & Recreation - Resolution Authorizing the Purchase of Snow Making Equipment for Hawk Island*

The resolution authorizes the purchase of snow making equipment from SMI of Midland in an amount not to exceed \$41,445, and the purchase of a pump for the snow making equipment from Ratnick of Victor, New York in an amount not to exceed \$42,050. Bids were solicited and evaluated by the Purchasing Department.

*7h. Parks & Recreation - Resolution Authorizing the Purchase of Snow Tubing and Snow Board Lifts for Hawk Island*

The resolution authorizes the purchase of lifts from Geise Engineering of Northumberland, Pennsylvania in an amount not to exceed \$52,395. Bids were solicited and evaluated by the Purchasing Department.

*8a. Health Department - Resolution to Authorize a Contract Amendment with the Michigan Department of Human Services to Provide Administrative Support for Development of the Strong Families/Safe Children Program*

This resolution authorizes a contract amendment that will decrease Strong Families/Safe Children funding from DHS to the Health Department during FY 2011-12 from \$6,000 to \$1,980, a reduction of \$4,020, reducing the total contract amount over the three years of the agreement from \$18,000 to \$13,980.

*8b. Health Department - Resolution to Authorize an Amendment to the Lease Agreement with Sparrow Health System*

This amendment will renew the lease agreement for the Well Child Health Center for three additional years commencing June 13, 2011 and terminating June 12, 2014. Sparrow Health System agreed to reduce the lease rate to \$16.50 per rentable square foot per year. The lease rate was \$17.17 per rentable square foot per year and increased by 2% each year. The new rate will begin at \$16.50 per rentable square foot and will increase by 2% per year for the three year lease term. The rates contained in this resolution are the same as for the previous lease authorized by resolution 08-130.

*8c. Health Department - Resolution to Extend the Contract with Temple Smith to Support the Social Justice Project*

This resolution extends the contract with Temple Smith to support the Social Justice Project through November 30, 2011, utilizing \$6,000 of grant funds from the W.K. Kellogg Foundation.

*8d. Health Department - Resolution to Extend Contracts with One Love Global, Inc., and the School Health Community Alliance of Michigan to Support the Health Equity Youth Academy*

This resolution utilizes \$32,000 of W.K. Kellogg Foundation grant funds to extend the subcontract with One Love Global, Inc. (\$24,000), through March 31, 2012, and extend the subcontract with the School Health Community Alliance of Michigan (\$8,000) through October 31, 2011. Both contracts support the Health Equity Youth Academy. Detailed descriptions of the scope of services are included in the memorandum accompanying the resolution.

*8e. Health Department - Resolution to Authorize Acceptance of the Child and Adolescent Health Center Awards from the Michigan Department of Community Health*

This resolution authorizes acceptance of the Child & Adolescent Health Center awards from the Michigan Department of Community Health. These awards will provide a total of \$3.4 million over five years. One hundred thousand dollars per year will support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year will support the continued operations at Otto Community Health Center; \$225,000 will support the continued operations at Willow Health Center, and \$175,000 will start a new school-based health center and fund its operations at a Lansing School District High School.

This Resolution creates seven new positions, which are essential to the operations of these Health Centers:

1. Community Health Representative II (UAW D) – 1.0 FTE
2. Health Center Nurse (MNA 1) – 1.0 FTE
3. Clinic Assistant I (UAW D) – 1.0 FTE
4. Nurse Practitioner (MNA 6) – 1.0 FTE
5. Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
6. Health Educator II (ICEA PRO 9) – 0.5 FTE
7. Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

The Community Health Representative II, Nurse Practitioner and Lead Senior Accountant positions are grant funded. It is expected that the remaining four positions will be funded through fees and revenue generated by Medicaid and other third party billing sources.

As a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff.

*9. Human Resources - Resolution Certifying Representatives for the MERS Annual Meeting*

The resolution certifies the county's representatives to the annual MERS meeting to be held in Traverse City from September 27-29, 2011. The governing body of each member municipality must certify an employee delegate (Sally Auer) who has been elected by other employees, and appoint an officer delegate of the governing body (Human Resources Director).

*12a. Controller's Office - Resolution Authorizing a Revised Project Design for the Consolidated 911 Dispatch Center*

The resolution would increase the estimated total project costs from \$5.2 million to \$5.6 million. The increase is necessary because the initial construction bids came in \$960,000 over budget. The resolution also asks the

Board to approve a revised project design that significantly reduces the project's costs without compromising the integrity of the facility. Please refer to the attached memo for further details.

*12b. Controller's Office - Resolution to Renew the Contract for County Attorney Services*

The contract with our attorney Cohl, Stoker and Toskey, P.C. expires on December 31, 2011. The resolution would renew the contract effective January 1, 2012 and continue the contract thereafter unless terminated pursuant to the 90 day cancellation clause. Base compensation shall continue to be paid at the current rate of \$33,729.17 per month or \$404,750 per year, unless otherwise mutually agreed to be modified. The only change in compensation would be an increase in reimbursable costs from \$5000 to \$10,000.

*12c. Controller's Office - Resolution to Authorize Financial Adjustments for 2011*

Materials to be distributed under separate cover.

**OTHER ACTION ITEMS**

*10. Board of Commissioners - Resolution to Re-establish the Position of Health Officer Within the Health Department*

This resolution is necessary due to the retirement of Dr. Sienko.

**PRESENTATIONS/DISCUSSION ITEMS**

*11. Financial Services - Presentation of the Comprehensive Annual Financial Report (Please Bring Report Previously Distributed at the Board of Commissioners' Meeting)*

*12d. Controller's Office – Discussion of Fund Balances*

**MEMORANDUM**

**TO:** Law Enforcement and Finance Committees

**FROM:** Major Joel Maatman

**DATE:** June 24, 2011

**RE:** 2011 Local JAG Grant

This is resolution requesting the Ingham County Sheriff's Office, be allowed to accept a \$10,871.00 from the 2011 Local JAG Grant.

Funds received from this grant will be used for technology upgrades for the Sheriff's Office.

There are NO financial implications for accepting this donation for the county.

Thank you.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE CITY OF LANSING TO ACCEPT  
THE 2011 LOCAL JAG GRANT FROM THE DEPARTMENT OF JUSTICE**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$128,947.00 from the 2011 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 \$10,871.00; and

WHEREAS, part of the application process to receive this funding from the 2011 Local JAG grant, Ingham County must enter into a 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.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County to enter into a Interlocal agreement between Ingham County and the City of Lansing to accept the \$10,871.00 allocated portion of the 2011 Local JAG grant.

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 2011 budget.

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

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE DELHI TOWNSHIP POLICE SERVICES CONTRACT  
BY ADDING A SCHOOL RESOURCE OFFICER**

WHEREAS, the Charter Township of Delhi and the Holt Public Schools have collaborated to fund a Deputy Sheriff; and

WHEREAS, both entities have agreed this Deputy Sheriff will be titled School Resource Officer; and

WHEREAS, the primary duties of the School Resource Officer will be at the Holt Public Schools and School related activities; and

WHEREAS, the Deputy Sheriff/School Resource Officer will begin their assignment on August 1, 2011; and

WHEREAS, the Ingham County Sheriff's Office and Budget office have determined the cost to be \$108,648 for 2011/12 school year, \$110,869 for the 2012/13 school year; and \$113,520 for the 2013/14 school year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves amending the current Police Service Contract for the Charter Township of Delhi effective August 1, 2011 through December 31, 2014 by increasing the contract by \$108,648 for the 2011/12 school year, \$110,869 for the 2012/13 school year, and \$113,520 for the 2013/14 school year.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners approves adding one contract Deputy Sheriff Position to the Sheriff's Office roster for the duration of this contract subject to the availability of contract funds.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs the Controller/Administrator and Budget Office to make the necessary adjustments to the Ingham Sheriff's Office Budgets and Position Allocation list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson, the 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.

**Agenda Item 2**

TO: Law Enforcement and Finance Committees  
FROM: Mary Sabaj  
Community Corrections Manager  
DATE: July 6, 2011  
RE: Contract with the City of Lansing for FY 2011-2012

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This Resolution approved entering a contract with the City of Lansing for \$12,500 to be used to support CCAB administrative costs and collaborative efforts with the 54-A District Court and Probation Office.

The contract allocates the funds as follows:

CCAB Manager Personnel Costs	\$ 5,740
CCAB Operating Expenses:	\$ 6,760
Staff Consultant Contract	\$5,740
Public Education & Training	\$1,020
<b>Total</b>	<b>\$12,500</b>

Collaborative Efforts with the 54-A District Court and Probation Office include the following:

Work with 54-A Probation, MidSouth, treatment providers, and jail personnel, to facilitate and coordinate substance abuse assessments and the transfer of 54-A District Court sentenced inmates from the jail to residential treatment programs.

Include 54-A District Court and Probation personnel in 100% of all Jail Utilization Coordinating Committee (JUCC) meetings and/or other related meetings and activities.

Obtain FY2011-2012 State of Michigan Department of Corrections – Office of Community Corrections funding for community-based sanctions and services to be used in reduction of or in lieu of jail time.

Provide jail resource utilization information to increase awareness regarding utilization by responding to specific data requests from 54-A District Court Judges and Probation in cases where the data is available and by distributing the following data reports on an ongoing basis to 54-A District Court and Probation personnel.

Co-sponsor “Women Achieving Success” (WAS) education and training workshops for women probationers and parolees in collaboration with the Circuit Court, 54-A and 55<sup>th</sup> District Courts for the purpose of providing information and resources for taking control of their lives and maintaining successful and productive lives in the community.

Provide an in-jail education opportunity for inmates to begin the process of change by gaining an understanding of basic cognitive change skills.



Introduced by Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF LANSING  
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING COMMUNITY  
CORRECTIONS FOR THE CITY 2011-2012 FISCAL YEAR**

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, an annual submission of an application that identifies planned priorities and strategies to be implemented for the upcoming State fiscal year (FY 2011- 2012) was approved by the Ingham County Board of Commissioners and is pending approval by the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$12,500 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$12,500 for the time period of July 1, 2011 through June 30, 2012.

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

### Agenda Item 3

To: Board of Commissioners  
From: Tom Shewchuk  
CC: Michael Dillon, District Court Administrator  
Date: July 6, 2011  
Re: Resolution authorizing the purchase of the design and implementation of Cisco Phones for the District Court from Netarx, Inc.

---

Dear Commissioners,

Ingham County has been transitioning from our current Avaya phone system to a Cisco IP-based phone system. The District Court has been experiencing issues with their Avaya phones and instead of incurring costs for a system that will be eliminated we are proposing to migrate to our new Cisco phone system. The new Cisco phone system will provide District Court with the ability to more efficiently automate their operation and provide advance reporting and recording capabilities that they currently do not possess.

Through past RFP's Netarx, Inc. has installed our entire network infrastructure, our initial Cisco IP-Telephony environment, and our Cisco Contact Center Express. It only makes sense that Netarx implement this solution for Ingham County based on their quality of work and knowledge of our environment. I also want to disclose that Netarx, Inc. before being sold was part of Analysts International, my former employer.

The total cost of this implementation will not exceed \$39,703.00. Thank you in advance for your consideration.

Sincerely,

Tom

Introduced by Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF THE DESIGN AND IMPLEMENTATION OF CISCO PHONES AND CONTACT CENTER EXPRESS FOR THE INGHAM COUNTY DISTRICT COURT FROM NETARX, INC.**

WHEREAS, the Ingham County District Court is in need of replacing their current Avaya phones; and

WHEREAS, Ingham County is transitioning from an Avaya phone system to a Cisco IP-based phone system; and

WHEREAS, a migration from the Avaya configuration to the Cisco platform is required due to the call queuing requirements and future needs of the District Court; and

WHEREAS, the MIS department in conjunction with Purchasing and District Court is seeking approval for the design, implementation, and Cisco Contact Center Express licensing required to complete this project at a total cost not to exceed \$39,703.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of a design, implementation, and Cisco Contact Center Express licensing from Netarx, Inc., in the amount not to exceed \$39,703.00 to be paid from Telephone Communications Fund (675-26600921050).

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

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

# MEMORANDUM

To: Judiciary and Finance Committees

From: Rhonda K. Swayze

Date: June 27, 2011

Re: Resolution to Renew Agreements with CBCS, Inc.

The 30<sup>th</sup> Circuit Court contracted with CBCS, Inc., a collection agency experienced in government and court collection services, to collect past-due debt for the Court for a pilot period of 1-year. The pilot period term will expire on September 19, 2011.

During the pilot period, the fee structure has been cost neutral for the Court. This has been achieved by limiting CBCS, Inc. to a fee of 20% of non-mandated costs, fines and assessments (attorney fees and court costs). The 20% fee is equivalent to the statutorily provided late fee the Court can assess.

RFP #21-10 allows for a renegotiated higher fixed percentage fee if the Agreement is renewed. CBCS, Inc. has been successful in collecting delinquent debts for the General Trial Division of the Circuit Court and the Court wishes to continue its relationship with CBCS. Therefore, the Court is proposing that the Agreement with CBCS, Inc. be renewed at a fixed percentage fee of 25% of non-mandated costs assessed on General Trial Division cases for an additional 12 month term.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the County of Ingham entered 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 September 19, 2010; and

WHEREAS, the Term of Agreement is set to expire on September 19, 2011; and

WHEREAS, CBCS has been successful in collecting delinquent debt for the General Trial Division of the Circuit Court; and

WHEREAS, the Circuit Court has determined that CBCS is performing satisfactorily and therefore wishes to continue utilizing the services of CBCS beyond September 19, 2011; and

WHEREAS, Sections 1.1 and 4.1 of the Request for Proposal (RFP) #21-10 outlines a court cost neutral fee structure for the pilot project period and a renegotiated higher fixed percentage fee if the Agreement is renewed; and

WHEREAS, the Circuit Court proposes to increase the current fee of 20% of non-mandated costs to 25% of non-mandated costs assessed on General Trial Division cases (non-mandated costs being attorney fees and court costs); and

WHEREAS, this proposed increase in the fee structure has been accounted for in the Circuit Court – General Trial Division’s 2012 budget under Contractual Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the request of the Circuit Court to renew the Agreement held with CBCS for an additional 12-month term at a fix percentage fee structure of 25% of non-mandated costs on General Trial Division cases from September 20, 2011 – September 20, 2012.

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.

June 20, 2011

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 is requesting a line item shift in funding between two line items in our present County Child Care Fund budget. Ingham County DHS has experienced a significant increase in our institutional care expenses this fiscal year. However, Ingham County DHS is also anticipating a surplus in our Family Foster Care line item.

I would like to request moving \$225,000 from the Family Foster Care line item, into the Institutional Care line item. At this time, there is a balance in the Foster Care line item of \$991,438.71 with an estimate of approximate expenditures of \$300,000 to \$350,000 for the remainder of this fiscal year, leaving a surplus of approximately \$641,438.71.

In the Institutional Care line item, there is presently a balance of \$263,479.34. We are projecting expenditures of approximately \$420,000 for the remainder of this fiscal year. This would leave a short fall of approximately \$156,521 in this fiscal year. I am proposing that the \$225,000 shift of funding would accommodate this shortfall and assist in any unforeseen expenses created from late billing from the different institutions.

The breakdown of this request:

Move \$225,000 from the Family Foster Care line item.  
Add \$225,000 to the Institutional Care line item.

Ingham County DHS strives to meet the current expectations of the Controller's Office and manage within our approved budget. Ingham County DHS does expect to complete this fiscal year with hopefully a small surplus.

Sincerely,

Randy Rauch  
Ingham County  
Child Welfare Director

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A LINE ITEM SHIFT IN THE DEPARTMENT OF  
HUMAN SERVICES CHILD CARE FUND BUDGET**

WHEREAS, Ingham County DHS has experienced a significant increase in Institutional Care expenses this fiscal year; and

WHEREAS, Ingham County DHS is also anticipating a surplus in the Family Foster Care line item; and

WHEREAS, request moving \$225,000 from the Family Foster Care line item, into the Institutional Care line item to cover the anticipated shortfall; and

WHEREAS, this line item shift does not increase the overall Child Care Fund budget for FY 2011.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the appropriate county officials to sign any necessary line item transfer forms.

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

**TO:** Resolution Group

**FROM:** Randy A. Marwede, Director, Ingham County Dept of Veteran Affairs

**DATE:** July 5, 2011

**RE:** Resolution Accepting Donation from Mack Phelps

Mr. Phelps is a service disabled WWII veteran and a client of Ingham County Department of Veteran Affairs. With the assistance of counselors from this Department, Mr. Phelps recently received an increased award from the US Department of Veterans Affairs. He was so overwhelmed by this award that he stopped by the office and proceeded to hand our receptionist \$50 informing her to give this to his counselor. The receptionist informed Mr. Phelps that this was against county policy but he was adamant in his desire to show his thanks. He was then informed that if he would like to donate this money it would go towards assisting indigent local veterans. He agreed and again thanked the office for their assistance with his claim.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING A MONETARY DONATION FROM MACK PHELPS FOR  
EMERGENCY ASSISTANCE FOR INGHAM COUNTY VETERANS AND THEIR FAMILIES**

WHEREAS, Mack Phelps, a service disabled U.S. Army WW II veteran, has offered to donate \$50.00 to Ingham County for use for Emergency Assistance to indigent veterans and their families; and

WHEREAS, Ingham County Resolution #10-130 dated April 27, 2010, acknowledges that one of the goals of Ingham County Government is to assist Ingham County residents in meeting basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs administers the Veterans Relief Fund, which assists indigent veterans and their families to meet their basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs provides emergency food assistance through the Veterans Relief Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of \$50.00 as offered by Mack Phelps.

BE IT FURTHER RESOLVED, that this donation will be used to provide emergency financial assistance in the form of food to indigent veterans and their families.

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

**TO:** Resolution Group

**FROM:** Randy A. Marwede, Director, Ingham County Dept of Veteran Affairs

**DATE:** July 5, 2011

**RE:** Resolution Accepting Donation from Regency Beauty Salon

This is a request to accept a donation from Regency Beauty Salon in the amount of \$293.62. The owner of this business contacted me explaining that their employees like to do something each month to help make the community a better place to live. These employees donate something each week and at the end of the month they determine where this fund should be applied. For the month of June 2011 they wanted to do something for local veterans requested information on any local programs. I gave them a briefing on the Ingham County Veteran Relief Fund and explained that 100% of any donation would go directly towards assisting indigent Ingham County veterans.

Introduced by the Human Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING A MONETARY DONATION FROM REGENCY BEAUTY SALON FOR EMERGENCY ASSISTANCE FOR INGHAM COUNTY VETERANS AND THEIR FAMILIES**

WHEREAS, Regency Beauty Salon has offered to donate \$293.62 to Ingham County for use for Emergency Assistance to indigent veterans and their families; and

WHEREAS, Ingham County Resolution #10-130 dated April 27, 2010, acknowledges that one of the goals of Ingham County Government is to assist Ingham County residents in meeting basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs administers the Veterans Relief Fund which assists indigent veterans and their families to meet their basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs provides emergency food assistance through the Veterans Relief Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of \$293.62 as offered by Regency Beauty Salon.

BE IT FURTHER RESOLVED, that this donation will be used to provide emergency financial assistance in the form of food to indigent veterans and their families.

## Agenda Item 7a

Date: July 13, 2011

To: County Services and Finance Committees

From: Mary A. Lannoye, County Controller/Administrator

Subject: Agreement between the City of Lansing and the County of Ingham for Maintenance of Certain City Parks

A resolution authorizing an agreement between the City and the County was tabled at the last County Services meeting. Since that time Willis Bennett and I have met with City officials and have agreed to the following changes to the draft agreement:

- Under Section 3, deleted the reference to Sunday mowing only being permitted upon approval by the City.
- Deleted the subsection under Scope of Work that would have required the County to be maintain “Signs installed by the County”. We all agreed there would be no such signs to maintain.
- Amended the Scope of Work section to clarify that the County would only be responsible for routine graffiti removal, not to exceed one hour of work per incident.
- Deleted the reference under Hours of Operation regarding the County only mowing between Monday through Saturday. Left in the sentence that mowing operation shall only be performed between the hours of 7 AM and 5 PM.
- Clarified that the City shall provide the County with maps of each park that specifies the areas to be maintained (Boundaries).
- Amended the payment section so that payments and reports would take place on a quarterly basis and not monthly.
- Under that same section added the following language “the County’s reimbursement for services provided is based on the purchase of \$144,000 in new equipment which will be paid for based on a depreciation schedule unique to each piece of equipment. In the event this agreement is not renewed on an annual basis going forward, the City shall purchase the equipment based on the undepreciated value at that point in time. The County shall provide the City with updated depreciation schedules upon purchase of any new equipment”.
- Removed the section that stated “any police agency having jurisdiction over City Parks may patrol the premises at any time”.
- And finally the contract will begin on whatever date the agreement is fully executed.

If you require additional information or have any questions please let me know. I will bring copies of the revised draft agreement to the Committee meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF LANSING AND THE COUNTY OF INGHAM FOR MAINTENANCE OF CERTAIN CITY PARKS**

WHEREAS, the City of Lansing has approached the Ingham County Parks Department about the possibility of providing certain maintenance services for 25 city parks that are 5 acres or less and all parks along the River Trail; and

WHEREAS, the Ingham County Parks Department provided the City of Lansing with a proposal; and

WHEREAS, the City of Lansing has accepted the proposal and their 2011-12 adopted budget assumes that they will contract with the County for these maintenance services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail.

BE IT FURTHER RESOLVED, that the contract shall be in effect for one-year and will begin on whatever date the agreement is fully executed.

BE IT FURTHER RESOLVED, the contract shall be subject to renewal for additional one-year terms that are renewed in writing and executed prior to the expiration of the current term.

BE IT FURTHER RESOLVED, that for the first year of the contract the County shall be compensated in the amount of \$236,000, which includes reimbursement for direct costs and administrative overhead costs.

BE IT FURTHER RESOLVED, that the compensation amount after the first year shall be subject to mutual agreement during the renewal process.

BE IT FURTHER RESOLVED, that the contract shall specify that the agreement may be cancelled by either party upon thirty (30) days written notice.

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

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

## Agenda Item 7a

-----Original Message-----

From: Jerry Ambrose [\[mailto:jambrose@lansingmi.gov\]](mailto:jambrose@lansingmi.gov)

Sent: Wednesday, July 13, 2011 2:51 PM

To: Lannoye, Mary

Cc: Brett Kaschinske

Subject: UAW meeting regarding proposed contract with County

Mary-

Be advised that, pursuant to our collective bargaining agreement, we met this morning with the leadership of our UAW bargaining unit to discuss the pending agreement between the City and the County. As you recall, this arrangement was proposed by Mayor Bernero in his FY12 budget, which was subsequently approved by the Lansing City Council. We see this as an extension of an excellent cooperative relationship with the County.

We discussed the potential ramifications in such an agreement on our workforce. We agreed that such an agreement would not result in the layoff of any existing City employees in the bargaining unit, and agreed to express that in the contract between the City and County. We also agreed to review with the leadership of the bargaining unit the effectiveness of the contract. This review will occur in November.

I trust this addresses the County's concerns. Thanks for your assistance in this effort and please contact me if you have any questions.

Jerry Ambrose  
Executive Assistant/Chief of Staff  
Office of Mayor Virg Bernero  
124 W. Michigan Ave.  
9th Floor  
Lansing, MI 48933-1694  
(517) 483-4146

**AGREEMENT**  
**BETWEEN THE CITY OF LANSING**  
**AND THE**  
**COUNTY OF INGHAM**  
**FOR MAINTENANCE OF CITY PARKS**

**THIS AGREEMENT** (hereinafter, the “Agreement”), made this \_\_\_\_ day of \_\_\_\_, 2011, by and between the **CITY OF LANSING**, a Michigan municipal corporation, 124 West Michigan Avenue, Lansing, Michigan 48933 (hereinafter, “City”), and the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, acting on behalf of the **INGHAM COUNTY PARKS DEPARTMENT**, 121 East Maple Street, Suite 102, Mason, Michigan 48854 (hereinafter, “County”) as follows:

The **CITY OF LANSING** and the **COUNTY OF INGHAM** hereby agree to the following terms and conditions:

**1. TERM**

The term of this Agreement shall commence on the date of its execution and end one (1) year from the date of execution of this Agreement and shall be subject to renewal for additional terms, each additional term not to exceed one (1) year. Any such renewal shall be in writing executed prior to expiration of the current term by the duly authorized representative of each party.

**2. CITY PARKS COVERED BY THIS AGREEMENT**

**A. Parks that are 5 acres or less:**

Barb Dean	Bassett	Bluebell
Everett	Glen Eden	Hillsdale
Holly	Horsebrook	Jones Lake
Kay North	Marscot	H. Moore
Osborne	Regent	Reutter
Seventh	Stabler	Tammany
Walsh	Waldo	Caesar Donora
Greencroft	Parcel B	Hull Court
Wilson		

**B. Parks along the River Trail:**

Dietrich	Edmore	Dodge
Burchard-East	Burchard-West,	Wentworth
Cherry Hill	Kalamazoo Plaza	Cooley
Scott Center	Crego	Trager
Elm	River Point	Maguire

C. **Lansing River Trail:**

Ingham County will provide mowing and litter control along the Lansing River Trail from Dietrich Park (northern most park) to Maguire Park at the southern end of the trail.

**3. MAINTENANCE SCHEDULE**

At the beginning of the mowing season, Ingham County Parks will submit for the City's approval a basic maintenance schedule. The City shall, if necessary, make changes to the maintenance schedule to conform to the City's needs.

The 2011 mowing season will start on the date this agreement is fully executed and continue through October 31, 2011. For those parks 5 acres or less, mowing shall be performed on a 12 calendar day rotation. For those parks along the Lansing River Trail, mowing shall be performed on a weekly basis. If inclement weather prevents the County from performing any of its responsibilities on schedule, it shall recalibrate its equipment and double cut each area, if needed, during the following week.

**4. SCOPE OF WORK**

All work shall be performed in a professional, courteous, workmanlike manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as meeting all OSHA and MIOSHA Safety Standards.

A. Mowing:

All mowing shall be performed in such a manner that grass clippings left on the turf will readily decay. Mowing height shall be 2-1/4 to 2-1/2 inches for general turf areas. Mower adjustment is to be made and measured on a flat surface.

The County may at times be required to pick up grass clippings at the request of the City. The pick up of grass clippings will be needed if the clippings are determined to creating a poor appearance or damaging the grass.

Mowing of the indicated parks shall include all lawn areas contained within City property. Park boundaries and mowing boundaries shall be clarified when necessary.

B. Trimming

The County shall trim vegetation from around all obstacles (fences, signs, posts, curbs, sidewalks, etc.) within the designated mowing area in order to present a neat and attractive appearance. This grass shall be trimmed to the same height as the other open areas of lawn. The trimming shall be as close to an obstacle as possible.



### C. Litter and Trash Removal

The County shall be responsible for the removal of all litter and debris on the lawn of the all indicated City Parks and along the Lansing River Trail. The litter control operation shall be completed prior to the mowing operation.

Trash barrels in the parks and along the Lansing River Trail will be emptied on a daily basis. Waste bag replacement is required for each receptacle.

- D. Other services shall include:
- a. Removal of branches and leaves on trails;
  - b. Graffiti removal. The County will be responsible for routine graffiti removal, not to exceed one hour per incident. The County shall immediately notify the City of any significant graffiti problems.
- E. It shall be the County's obligation to ensure that turf areas, shrubs, trees, equipment, etc., be protected from damage caused by the use of mowers and weed whips. Any injury or damage shall be given remedial or corrective treatment approved by the City. The City shall be notified immediately of damage incurred.

### **5. HOURS OF OPERATION.**

All scheduled mowing operations shall only be performed between the hours of 7:00 AM and 5:00 PM.

### **6. BOUNDARIES.**

Prior to final approval of this agreement, the City of Lansing shall provide the County maps which identify the specific areas in each park the County will be responsible to mow and remove snow.

### **7. SPRING CLEAN-UP**

Prior to the first mowing of the spring, each park will receive a thorough clean up which includes the removal of all litter, leaves and tree branches.

### **8. SNOW REMOVAL**

The County will comply with the existing Snow Removal Ordinance regarding sidewalks, a copy of which will be provided by the City..

## **9. PAYMENT**

In consideration of the above services rendered, the City agrees to pay the County a sum not to exceed Two Hundred Thousand and 00/100 (\$236,000.00) Dollars. Payments will be made on a quarterly basis and within thirty (30) days of receipt invoice of services rendered by Ingham County Parks for that month. The County's reimbursement for services provided is based on the purchase of \$144,000 in new equipment which will be paid for based on a depreciation schedule unique to each piece of equipment. In the event this agreement is not renewed on an annual basis going forward, the city shall purchased the equipment based on the undepreciated value at that point in time. The County shall provide the City with updated depreciation schedules upon purchase of any new equipment.

## **10. REPORTS**

The County will submit to the City a quarterly report detailing the mowing frequency of each park, litter control activity and other maintenance activity that has occurred. This report is expected to be attached to the monthly invoice for payment.

## **11. INSURANCE AND LIABILITY.**

- A. The County, during the duration of this Agreement, shall maintain liability insurance in the form of a self insurance program through the Michigan Municipal Risk Management Authority (MMRMA), which covers such liability as County may incur during maintenance and operation of the parks listed and Lansing River Trail.
- B. The City shall be responsible for maintaining its own insurance covering liability it may incur arising from the activities of its officers, employees and agents or from its ownership of the parks listed and Lansing River Trail.
- C. The City shall obtain and maintain adequate insurance covering damage to the parks listed and Lansing River Trail caused by fire, acts of God including but not limited to wind or flooding or by vandalism.
- D. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the County in the performance of this Agreement shall be the responsibility of the County, and not the responsibility of the City, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of the County, any subcontractor, anyone directly or indirectly employed by the County, or any appointed or elected officer, employee, or agent of County provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the County or its officers, employees, or agents by statute or court decisions.

- E. All liability to third parties, loss or damage as a result of claims, demands, costs or judgments arising out of activities to be carried out by the City in the performance of this Agreement shall be the responsibility of the City, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any City, or any elected or appointed officer, employee or agent of City, provided that nothing herein shall be construed as a waiver of any governmental immunity by the City or its officers, employees, or agents as provided by statute or court decisions.
- F. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the City in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the City in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, the City or their officers, employees, or agents, respectively, as provided by statute or court decisions.

## **12. TERMINATION OF AGREEMENT.**

The parties understand that the listed parks and Lansing River Trail are owned by the City as dedicated parkland. The City and County retain the right, at its respective sole and unreviewable discretion, to cancel this Agreement upon thirty (30) days written notice to the other.

## **13. NONDISCRIMINATION.**

The County agrees that it will not exclude anyone from participation in any of its events or deny anyone the benefits of its use or otherwise subject anyone to discrimination because of the person's race, religion, sex, sexual orientation, gender identity, age, color, national origin, disability, height, weight, or marital status.

## **14. APPLICABLE LAW/COMPLIANCE WITH THE LAW.**

This Agreement shall be construed under and in accordance with the laws of the State of Michigan and all obligations of the parties created hereunder are to be performed in Ingham County, State of Michigan. County agrees to comply with all federal, state and local laws. County will comply with the terms of any grant to which the Premises is subject.

## **15. COMPLETE AGREEMENT.**

This Agreement constitutes the sole and only agreement of the parties, and supersedes any prior understanding or written or oral agreement between the parties respecting the within subject matter.

## **16. AMENDMENTS.**

No amendment, modification or alteration of the terms contained in this Agreement shall be binding unless the same are in writing, dated subsequent to the dates hereof, and duly executed by the authorized representatives of the parties to this Agreement.

**17. WAIVERS.**

No waiver by the parties of any default or breach of any term, condition or covenant of this Agreement shall be deemed to be a waiver of any other breach of the same or any other term, conditions or covenant.

**18. NOTICE OF DAMAGE OR LOSS TO PREMISES.**

County shall give immediate notice to the City of any fire, theft, damage, or accident on the Premises of which it becomes aware.

**19. ASSIGNMENTS.**

This Agreement may not be assigned by either the City or County to a third party without the prior written mutual consent of both parties executed by their authorized representatives.

**20. BINDING EFFECT OF AGREEMENT.**

This Agreement shall be binding upon, and the benefits shall inure to, the successors, representatives, and assigns of the parties.

**21. TIME BEING OF THE ESSENCE.**

Time is of the essence in all the provisions of this Agreement.

**22. CONSTRUCTION.**

This Agreement shall be construed to have been drafted by both parties to this Agreement.

**23. DISREGARDING SECTION TITLES.**

The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**24. INVALID PROVISIONS.**

If any section, clause or provision of this Agreement is rendered invalid, or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that section, clause or provision shall be null and void and to be considered deleted, and the remainder of this Agreement shall not be affected thereby. Where the deletion of the unenforceable or invalid section, clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid or unenforceable.

## **25. NOTICES.**

All notices under this Agreement shall be in writing and be sent by certified mail addressed to the respective party at the address indicated below or at such other address as the parties shall designate in writing. A change in address may be effected by a certified letter sent by either party to the other.

### **If to City:**

Director of Lansing Parks and Recreation  
124W. Michigan Ave.  
City Hall, 8<sup>th</sup> Floor  
Lansing, MI 48933

With copy to

Lansing City Attorney  
124W. Michigan Ave.  
City Hall, 5<sup>th</sup> Floor  
Lansing, MI 48933

### **If to County:**

Director of Ingham County Parks Department  
121 E. Maple St., Suite 102  
Mason, MI 48854

With a copy to:

Bob Townsend  
Cohl, Stoker, Toskey & McGlinchey, P. C.  
601 N. Capitol Ave.  
Lansing, MI 48933

and

Ingham County Controller  
Ingham County Controller's Office  
Ingham County Courthouse  
Mason, MI 48854

**26. CERTIFICATION OF AUTHORITY TO SIGN THIS AGREEMENT.**

The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

**IN WITNESS WHEREOF**, the authorized representatives of the parties have signed and executed this Agreement to be effective as of the date executed.

**COUNTY OF INGHAM**

\_\_\_\_\_  
Mark Grebner  
Chairperson  
Ingham County Board of Commissioners

\_\_\_\_\_  
Mike Bryanton  
Ingham County Clerk

Approved as to form only  
For County of Ingham  
Cohl, Stoker, Toskey & McGlinchey, P.C.

\_\_\_\_\_  
Robert D. Townsend  
County Attorney

**CITY OF LANSING**

\_\_\_\_\_  
Virg Bernero  
Mayor

I hereby certify that funds are available  
In account No, \_\_\_\_\_

\_\_\_\_\_  
City Controller

Approved as to form only  
For City of Lansing

\_\_\_\_\_  
Brigham C. Smith  
City Attorney

**Agenda Item 7b**

**DATE:** July 6, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing an Increase in the Parks Department Imprest (Petty) cash fund by Seven Hundred Fifty Dollars (\$750)

This resolution authorizes the increase of the Parks Department petty cash fund by \$750 for a total of \$3,850 of petty cash.

The Parks Department currently maintains a petty cash account of \$3,100. Those funds are used to provide change funds to park managers and seasonal staff to use as change in the various revenue areas of the parks.

In recent years, to meet business needs, it has been necessary to increase the change fund amounts being given. Over the course of the past two years the number of seasonal staff has declined in the parks and each employee needs to have a change fund to offer staffing flexibility.

Staff has determined that an increase of \$750, increasing the total amount of the fund to \$3,850, would meet current business needs. The Parks & Recreation Commission supported this request with the passage of a resolution at their June meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN INCREASE IN THE PARKS DEPARTMENT  
IMPREST (PETTY) CASH FUND BY SEVEN HUNDRED FIFTY DOLLARS (\$750)**

WHEREAS, the Parks Department currently maintains a petty cash account of \$3,100; and

WHEREAS, those funds are used to provide change funds to park managers and seasonal staff to use as change in the various revenue areas of the parks; and

WHEREAS, in recent years to meet business needs it has been necessary to increase the change fund amounts being given to each individual; and

WHEREAS, the number of seasonal staff has declined in the parks and each employee needs to have a change fund to offer staffing flexibility; and

WHEREAS, staff has determined that an increase of \$750 increasing the total amount of the fund to \$3,850 will meet business needs; and

WHEREAS, the Parks & Recreation Commission supported this request with the passage of a resolution at their June meeting.

**BE IT THEREFORE RESOLVED**, that the Board of Commissioners authorizes the increase of the petty cash fund for the Parks Department by \$750 for a total of \$3,850 of petty cash.



**DATE:** July 6, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing a Michigan Community Service Commission  
AmeriCorps Grant Position Placement for the Parks Department

This resolution authorizes entering into a placement agreement, on behalf of the Parks Department as “Host Site,” with AmeriCorps to oversee the AmeriCorps volunteer for 900 hours from January 3, 2011 through July 1, 2011 one third, \$2,896, to be paid from funds in the approved 2011 Parks budget, seasonal wage line item 208-75500-705000-51000 and the balance paid from a Power of We Grant.

The County contribution of \$2,896 provides a one third match to AmeriCorps funding to equal a total grant of \$8,688.

The Power of We Consortium successfully competed for a grant from the Michigan Community Service Commission (MCSC) for a Michigan’s AmeriCorps project that will place ten full time AmeriCorps members within organizations throughout the greater Lansing area to improve resident’s physical activity and nutrition. The ten AmeriCorps members will promote the use of non-motorized transportation on trails, greenways, and city streets, and increase the use of community gardens and farmers’ markets in previous food deserts.

On October 6, 2009, the Power of We Consortium notified the Ingham County Parks Department that they were selected as a host site for an AmeriCorps volunteer. The AmeriCorps volunteer would expand the Parks Department’s volunteer programs and support trail maintenance, planning, and management of natural areas in Ingham County Parks.

The Parks & Recreation Commission supported this resolution at their June meeting with the passage of a resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A MICHIGAN COMMUNITY SERVICE COMMISSION  
AMERICORPS GRANT POSITION PLACEMENT FOR THE PARKS DEPARTMENT**

WHEREAS, the Power of We Consortium successfully competed for a grant from the Michigan Community Service Commission (MCSC) for a Michigan's AmeriCorps project that will place ten full time AmeriCorps members within organizations throughout the Greater Lansing area to improve resident's physical activity and nutrition; and

WHEREAS, the ten AmeriCorps members will promote the use of non-motorized transportation on trails, greenways, and city streets, and increase the use of community gardens and farmers' markets in previous food deserts; and

WHEREAS, on October 6, 2009, the Power of We Consortium notified the Ingham County Parks Department that they were selected as a host site for an AmeriCorps volunteer; and

WHEREAS, the AmeriCorps volunteer would expand the Parks Department's volunteer programs and support trail maintenance, planning, and management of natural areas in Ingham County Parks; and

WHEREAS, the County contribution of \$2,896 provides a one-third match to AmeriCorps funding to equal a total grant of \$8,688; and

WHEREAS, the Parks & Recreation Commission supported this resolution at their June meeting with the passage of a resolution.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a placement agreement, on behalf of the Parks Department as "Host Site," with AmeriCorps to oversee the AmeriCorps volunteer for 900 hours from January 3, 2011 through July 1, 2011 one-third, \$2,896, to be paid from funds in the approved 2011 parks budget, seasonal wage line item 208-75500-705000-51000 and the balance paid from a Power of We Grant.

BE IT FURTHER RESOLVED, the Chairperson of the Board of Commissioners 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.

## Agenda Item 7d

**DATE:** February 16, 2011

**TO:** County Services and Finance Committees

**FROM:** Willis Bennett, Director

**RE:** Resolution Authorizing Payment to Planned Migration and Ed Novak for the Shipping of Rhinos from Sedgwick Zoo and Miami Zoo to Potter Park Zoo

The Potter Park Zoo staff recently had two black rhinos shipped to the zoo. Two invoices have been received. One for \$6,310 from Planned Migration for shipping of a male rhino from the Sedgwick Zoo in Kansas and one for \$7,000 from Ed Novak for the shipping of a female rhino from the Miami Zoo. Two quotes were received for this shipping and the quotes with lowest cost were selected.

This resolution authorizes the transfer of \$13,310 from the 2011 approved Zoo budget line item Potter Park maintenance 258-69300-740000-34000 funded by the Potter Park Zoo Millage to Potter Park Zoo contractual services 258-69200-818000-31000.

Additionally, this resolution authorizes the payment of \$6,310 to Planned Migration for the shipping of one rhino from the Sedgwick Zoo in Kansas to the Potter Park Zoo and the payment of \$7,000 to Ed Novak for the shipment of one rhino from the Miami Zoo to the Potter Park Zoo.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PAYMENT TO PLANNED MIGRATION AND ED NOVAK FOR THE SHIPPING OF RHINOS FROM SEDGWICK ZOO AND MIAMI ZOO TO POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo staff recently had two black rhinos shipped to the zoo; and

WHEREAS, an invoice has been received for \$6,310 from Planned Migration for shipping of the male rhino from Sedgwick Zoo; and

WHEREAS, an invoice has also been received for \$7,000 from Ed Novak for the shipping of the female rhino from Miami Zoo; and

WHEREAS, two quotes were received for this shipping and the quotes with lowest cost were selected; and

WHEREAS, the Zoo Board and Parks & Recreation Commission supported this resolution with the passage of resolutions at their June meetings.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the transfer of \$13,310 from the 2011 approved Zoo budget line item Potter Park maintenance 258-69300-740000-34000 funded by the Potter Park Zoo Millage to Potter Park Zoo contractual services 258-69200-818000-31000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of \$6,310 to Planned Migration for the shipping of one rhino from the Sedgwick Zoo to Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of \$7,000 to Ed Novak for the shipment of one rhino from the Miami Zoo to Potter Park Zoo.

**DATE: July 6, 2011**  
**TO: County Services and Finance Committees**  
**FROM: Willis Bennett, Director**  
**RE: Resolution Authorizing a Budget Adjustment to the Lake Lansing Park-South Beach House Roofing Project**

This resolution authorizes the transfer \$7,384 from the Ingham County Parks 2011 approved Capital Improvement Budget line item 245-75299-931000, the Burchfield Park roof projects, to line item 245-75299-931000, the Lake Lansing Beach House project.

In 2010 the Board of Commissioners approved \$3,100 in the Parks Department Capital Improvement budget for the Lake Lansing Park-South Boat Launch Building Roof and the Beach House Roof. The beach house roof was designated as the first priority of the two roofs.

In 2010 bids were received for the beach house and a purchase order was issued to Save a Shake in the amount of \$4,875. The accepted bid included a disclaimer for the cost of additional plywood materials to replace rotted roof sections.

In 2010 \$3,698 was transferred from the Lake Lansing beach and volleyball sand replacement projects and \$600 was transferred from Lake Lansing Park-North road maintenance project to line item 245-75299-931000 to cover the cost of both roofs, bringing the project budget to \$7,398.

Because of timing issues, the beach house roof was delayed until 2011. As Save a Shake began the tear down of the beach house roof unusual construction consisting of milled 3 ½" x 6" tongue and groove wood was found and no plywood was present as a roof foundation. In addition, the milled tongue and groove lumber was decaying in places. Save a Shake then provided the County with new pricing for the project bringing the total project cost for the beach house roof to \$13,438 for replacement of decayed roof decking, milling and labor. \$1,344 is being requested for contingency bringing the Beach House project total to \$14,782; and

In light of this situation, the Park Manager has determined he will complete the Boat Launch roof project from the previously approved 2011 operating budget.

The Parks & Recreation Commission supported this budget adjustment with the passage of a resolution at their June meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO  
THE LAKE LANSING PARK-SOUTH BEACH HOUSE ROOFING PROJECT**

WHEREAS, the Board of Commissioners approved \$3,100 in the 2010 Parks Department Capital Improvement budget for the Lake Lansing Park South Boat Launch Building Roof and the Beach House Roof; and

WHEREAS, the beach house roof was the first priority of the two roofs; and

WHEREAS, in 2010, bids were received for the beach house and a purchase order was issued to Save a Shake for \$4,875; and

WHEREAS, the accepted bid included a disclaimer for the cost of additional plywood materials to replace rotted roof sections; and

WHEREAS, in 2010, \$3,698 was transferred from the Lake Lansing beach and volleyball sand replacement projects and \$600 was transferred from Lake Lansing Park North road maintenance project to line item 245-75299-931000 to cover the cost of both roofs, bringing the project budget to \$7,398; and

WHEREAS, because of timing issues, the beach house roof was delayed until 2011; and

WHEREAS, in 2011, as the service provider, Save a Shake began the tear down of the beach house roof and unusual construction consisting of milled 3 ½" x 6" tongue and groove wood was found and no plywood as a roof foundation; and

WHEREAS, the milled tongue and groove lumber was decaying in places; and

WHEREAS, the selected vendor Save a Shake provided us with new pricing for the project bringing the total project cost for the beach house roof to \$13,438 for replacement of decayed roof decking, milling and labor; and

WHEREAS, the Park Manager will complete the Boat Launch roof project from the previously approved 2011 operating budget; and

WHEREAS, the Park Manager is requesting that \$1,344 be approved for contingency bringing the Beach House project total to \$14,782; and

WHEREAS, the Parks & Recreation Commission supported this budget adjustment with the passage of a resolution at their June meeting.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the transfer \$7,384 from the Ingham County Parks 2011 approved Capital Improvement Budget line item 245-75299-931000, the Burchfield Park roof projects, to line item 245-75299-931000, the Lake Lansing Beach House project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfer of funds.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** July 6, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing a Budget Adjustment to the Hawk Island Park Tubing and Snowboard Hill Projects

This resolution authorizes the following transfers from the Ingham County Parks 2011 approved Capital Improvement Budget and general appropriation, to the Hawk Island Park Tubing and Snowboard Hill Project line item 450-75600-978000-71000 for total transfers of \$62,548 and a total project cost up to \$289,548:

- \$11,000 / 2011 CIP – Pedal Boats, 508-75970-734000
- \$12,000 / 2011 CIP – LLS Boat Launch Dock Replacement, 508-75200-976000
- \$ 2,254 / 2011 CIP – Balance Hawk Island Water Wheel, 245-75299-931000
- \$ 2,254 / 2011 CIP – Balance Lake Lansing Water Wheel, 245-75299-931000
- \$ 4,918 / 2011 CIP – Balance Burchfield Roof Replacements, Beach House, Ranger Room, Tractor Shed, 245-75299-931000
- \$ 7,418 / 2011 CIP – Balance Woodsong Shelter Roof, 508-75200-931000
- \$ 4,000 / 2011 CIP – Road Gravel Lake Lansing, 205-75500-743000-51000
- \$ 4,000 / 2011 CIP – Road Gravel Burchfield, 208-75300-743000-61000
- \$10,000 / 2011 CIP – Parks Master Plan, 208-75200-818000-86000
- \$ 4,704 / 2011 Appropriation – Other Supplies, 208-75200-743000-86000

In 2006 the Ingham County Board of Commissioners passed resolution #06-149 authorizing an application and committing the local match of \$75,000 to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant in the amount of \$150,000 to develop a Snow Tubing Hill at Hawk Island Park. In 2008 the Ingham County Board of Commissioners authorized the acceptance of the grant with the passage of resolution #08-063.

\$14,000 was approved for tubing hill grooming equipment in the 2009 Parks Department Capital Improvement budget. These funds brought the total budget for the Snow Tubing Hill Project to \$164,000.

In 2011 the Ingham County Board of Commissioners passed resolution #11-159 approving \$35,000 for a Snowboard Hill to be added to the Snow Tubing Hill project bringing the total project budget to \$199,000. The initial budget for the Snow Tubing Hill project did not include funding for soil, grooming equipment, lifts, track system, or a City of Lansing Soil and Sedimentation Permit.

The \$28,000 cost of a track system has been requested in the 2012 Parks Department Capital Improvement request.

The Purchasing Department recently solicited and received bids for new lifts and one used lift that was available. The total budget for the project will be \$289,548 with the purchase of two new lifts or \$277,153 if one new lift and one used lift are purchased.

The Parks & Recreation Commission supported these budget adjustments with the passage of a resolution at their June meeting.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE HAWK ISLAND PARK TUBING AND SNOWBOARD HILL PROJECTS**

WHEREAS, in 2006, the Ingham County Board of Commissioners passed resolution #06-149 authorizing an application and committing the local match of \$75,000 to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant in the amount of \$150,000 to develop a Snow Tubing Hill at Hawk Island Park; and

WHEREAS, in 2008, the Ingham County Board of Commissioners authorized the acceptance of the grant with the passage of resolution #08-063; and

WHEREAS, \$14,000 was approved for tubing hill grooming equipment in the 2009 Parks Department Capital Improvement budget; and

WHEREAS, these funds brought the total budget for the Snow Tubing Hill Project to \$164,000; and

WHEREAS, in 2011, the Ingham County Board of Commissioners passed resolution #11-159 approving \$35,000 for a Snowboard Hill to be added to the Snow Tubing Hill project bringing the total project budget to \$199,000; and

WHEREAS, the initial budget for the Snow Tubing Hill project did not include funding for soil, grooming equipment, lifts, track system, or a City of Lansing Soil and Sedimentation Permit; and

WHEREAS, the \$28,000 cost of a track system has been requested in the 2012 Parks Department Capital Improvement request; and

WHEREAS, the Purchasing Department solicited bids for lifts and received bids for new lifts and one used lift that was available; and

WHEREAS, the total budget for the project will be \$289,548 with the purchase of two new lifts or \$277,153 if one new lift and one used lift are purchased; and

WHEREAS, the Parks & Recreation Commission supported these budget adjustments with the passage of a resolution at their June meeting.

THEREFORE BE IT RESOLVED, that The Board of Commissioners authorizes the following transfers from the Ingham County Parks 2011 approved Capital Improvement Budget and general appropriation, to the Hawk Island Park Tubing and Snowboard Hill Project line item 450-75600-978000-71000 for total transfers of \$62,548 and a total project cost up to \$261,548:

- \$11,000 / 2011 CIP – Pedal Boats, 508-75970-734000
- \$12,000 / 2011 CIP – LLS Boat Launch Dock Replacement, 508-75200-976000
- \$ 2,254 / 2011 CIP – Balance Hawk Island Water Wheel, 245-75299-931000
- \$ 2,254 / 2011 CIP – Balance Lake Lansing Water Wheel, 245-75299-931000

- \$ 4,918 / 2011 CIP – Balance Burchfield Roof Replacements, Beach House, Ranger Room, Tractor Shed, 245-75299-931000
- \$ 7,418 / 2011 CIP – Balance Woodsong Shelter Roof, 508-75200-931000
- \$ 4,000 / 2011 CIP – Road Gravel Lake Lansing, 205-75500-743000-51000
- \$ 4,000 / 2011 CIP – Road Gravel Burchfield, 208-75300-743000-61000
- \$10,000 / 2011 CIP – Parks Master Plan, 208-75200-818000-86000
- \$ 4,704 / 2011 Appropriation – Other Supplies, 208-75200-743000-86000

BE IT FURTHER RESOLVED, that the \$28,000 request for a track system is a pending request in the 2012 Capital Improvement Budget and is therefore not yet included in the total project budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfer of funds.

**DATE: July 6, 2011**  
**TO: County Services and Finance Committees**  
**FROM: Willis Bennett, Director**  
**RE: Resolution Authorizing the Purchase of Snow Making Equipment for Hawk Island Park**

This resolution authorizes the purchase of snow making equipment for both the Snow Tubing Hill and the Snow Boarding Hill at Hawk Island. Board of Commissioner Resolution #08-063 authorized the acceptance of Land and Water Conservation Fund grant to fund a Snow Tubing Hill with snow making equipment at Hawk Island Park. Board of Commissioner Resolution #11-159 approved the development of a Snow Boarding Facility adjacent to the Snow Tubing facility.

Staff has determined the snow making equipment for the snow tubing hill can also accommodate the anticipated snow making needs of the snow boarding hill.

Snow making equipment bids were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the snow making equipment from Snow Machines, Inc. of Midland, Michigan in the amount of \$41,445. The pump will be purchased from Ratnik of Victor, New York in the amount of \$42,050.

Funds are available within the Parks Department budget.

This resolution will run concurrent with the Parks & Recreation Commission.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: June 13, 2011  
 SUBJECT: Snowmaking Machine Proposal Summary

Project Description:

Proposals were sought for a snowmaking machine for the new snow tubing and snow boarding hill at Hawk Island County Park. The snowmaking machine is comprised of a pump and various type of equipment. Parks staff will install the snowmaking machine.

Proposal Summary:

Vendors contacted: 12 Local: 0  
 Vendors responding: 2 Local: 0

Company	Pump	Equipment <sup>1</sup>	Total Cost	Local
Snow Machines, Inc.	\$65,000	\$41,445	\$106,445	N – Midland
Ratnik Industries	\$42,050	\$50,409	\$90,609	N – Victor, NY

<sup>1</sup>Includes water hydrants, electric pedestals, cables, vales, piping, and hoses.

Recommendation:

The Evaluation Committee recommends awarding two contracts: one to Snow Making Inc. for the purchase of the snow making equipment; and one to Ratnik Industries for \$40,200 for the new snowmaking pump. The pump from Ratnik is compatible with the equipment from Snow Machines. The total for the pump and equipment is \$81,645.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
SNOW MAKING EQUIPMENT FOR HAWK ISLAND**

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

WHEREAS, Board of Commissioner Resolution #11-159 approved the development of a snow boarding facility adjacent to the snow tubing facility; and

WHEREAS, staff has determined the snow making equipment for the snow tubing hill can also accommodate the anticipated snow making needs of the snow boarding hill; and

WHEREAS, snow making equipment bids for were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the snow making equipment through SMI of Midland, Michigan at a cost of \$41,445 and the purchase of the pump through Ratnik of Victor, New York at a cost of \$42,050.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of snow making equipment from SMI of Midland, Michigan in an amount not to exceed \$41,445.

BE IT FURTHER RESOLVED, the Board of Commissions accepts the bid, and authorizes the purchase of a pump for the snow making equipment from Ratnick of Victor, New York in an amount not to exceed \$42,050.

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

**DATE: July 6, 2011**  
**TO: County Services and Finance Committees**  
**FROM: Willis Bennett, Director**  
**RE: Resolution Authorizing the Purchase of Snow Tubing and Snow Boarding Lifts for Hawk Island**

This resolution authorizes the purchase of lift equipment for both the Snow Tubing Hill and the Snow Boarding Hill at Hawk Island. Board of Commissioner Resolution #08-063 authorized the acceptance of Land and Water Conservation Fund grant to fund a Snow Tubing Hill with a snow tube lift at Hawk Island Park. Board of Commissioner Resolution #11-159 approved the development of a Snow Boarding Facility with a snow board lift adjacent to the Snow Tubing facility.

Lift equipment bids for both venues were solicited from experienced and qualified manufacturers and resellers of snow tubing lifts and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the lifts through Geise Engineering of Northumberland, Pennsylvania in the amount of \$52,395.

An option to provide an authorized and certified technician to assist with the initial on-site installation and training of staff was also requested in the RFP.

Funds are available within the Parks Department budget.

This resolution will run concurrent with the Parks & Recreation Commission.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: June 13, 2011
SUBJECT: Snow Tubing & Boarding Tow Lifts Proposal Summary

Project Description:

Proposals were sought from experienced and qualified manufacturers and resellers of snow tubing and boarding tow lifts for the purpose of providing two lifts at the new snow tubing and boarding hill at Hawk Island County Park. Parks staff will install the lifts.

Proposal Summary:

Vendors contacted: 6 Local: 0
Vendors responding: 2 Local: 0

Table with 5 columns: Company, Snow Tube Lift, Snowboard Lift (refurb.), Total Cost, Local. Rows include Geise Engineering, Inc. and H.S. Fabricators, Inc.

Notes:

Magic Carpet, Inc., who was sent an RFP and did not respond, does not produce the lift systems that were specified in the RFP; rather it has a conveyer belt type lift in the range of \$100,000.

This project was rebid as the first time only one (1) response was received. Due to the special nature of the product, HS Fabricators and Geise were the only vendors that responded and that were recommended by other municipalities and ski resorts.

Recommendation:

The Evaluation Committee recommends awarding a contract to Geise Engineering, Inc. for an amount not to exceed \$52,395 for the two lifts. Geise has been in business for 30 years, is recommended by other park departments and ski resorts, and can provide installation recommendations for this area.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
SNOW TUBING AND SNOW BOARDING LIFTS FOR HAWK ISLAND**

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

WHEREAS, Board of Commissioner Resolution #11-159 approved the development of a snow boarding facility with a snow board lift adjacent to the snow tubing facility; and

WHEREAS, lift equipment bids for both venues were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to purchase the lifts through Geise Engineering of Northumberland, Pennsylvania in the amount of \$52,395.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of snow tubing and snow boarding lifts from Geise Engineering of Northumberland, Pennsylvania in an amount not to exceed \$52,395.

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



## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: July 1, 2011

Subject: Authorization to Execute a Strong Families/Safe Children Contract Amendment

This is a recommendation to authorize an amendment to reduce the maximum dollar amount of the three year contract with the Michigan Department of Human Services (DHS) approved in resolution #09-395. Through this contract the DHS purchases the services of the Power of We Consortium Coordinator to support the development and implementation of the Strong Families/Safe Children grant in Ingham County.

Ingham County DHS Director Randy Rauch stated that the DHS was required to make budget cuts due to reductions in Strong Families/Safe Children funding. The contract amendment will specifically decrease funding to the Health Department during FY 2011-12 from \$6,000 to \$1,980, a reduction of \$4,020, reducing the total contract amount over the three years of the agreement from \$18,000 to \$13,980.

The Power of We Consortium Coordinator is a position in the Health Department that provides administrative staffing to the Power of We Consortium and also assists the DHS in implementing the Strong Families/Safe Children Program (SF/SC) in Ingham County.

A portion of the cost of the Power of We Consortium's coordinator position has always been supported by contributions from founding-member organizations of the Consortium, including DHS. The Strong Families/Safe Children contract is the vehicle the DHS uses to make its contribution to the coordinator position.

In anticipation of potential reductions to some founding-member organization budgets, the Power of We Consortium membership approved a 2010-11 comprehensive campaign to encourage both increased financial contributions from able founding-member organizations and new contributions from previously non-paying member organizations in support of Consortium infrastructure.

FY 2011 revenues of approximately \$64,000 have been realized to date through this successful campaign, an increase of approximately \$40,000 over FY 2010 revenues. This increased revenue represents a direct savings of \$40,000 to the GF for FY 2011. The Health Department has conservatively estimated FY 2012 total revenues for the Power of We Consortium at \$41,000, which represents a savings of approximately \$13,000 previously budgeted with GF dollars.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES TO PROVIDE ADMINISTRATIVE SUPPORT FOR DEVELOPMENT OF THE STRONG FAMILIES/SAFE CHILDREN PROGRAM**

WHEREAS, Ingham County employs the Coordinator of the Power of We Consortium; and

WHEREAS, the Department of Human Services (DHS) contracted with Ingham County for 2009-2012 to purchase services from the Power of We Consortium Coordinator to support the planning process for the Strong Families/Safe Children Program (#09-395); and

WHEREAS, due to budget cuts, the DHS proposes to decrease the maximum dollar amount of the Agreement by \$4,020 from \$18,000 to \$13,980 for the three year period October 1, 2009 to September 30, 2012, thus reducing the FY 2011-12 amount from \$6,000 to \$1,980; and

WHEREAS, the Health Officer was advised in late May of this pending reduction and made appropriate adjustments to the revenue projections of the Health Department's budget and recommends that the Board of Commissioners authorize the amended Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2009-2012 Agreement with the Michigan Department of Human Services.

BE IT FURTHER RESOLVED, that the DHS shall pay Ingham County a total of \$13,980 for the period of October 1, 2009 to September 30, 2012, on a fee for service basis.

BE IT FURTHER RESOLVED, that the County shall make available the services of the Power of We Consortium Coordinator to support the development of the Strong Families/Safe Children Program plan and assist the DHS in program implementation.

BE IT FURTHER RESOLVED, that the period of the Agreement shall be October 1, 2009 to September 30, 2012.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: July 7, 2011

RE: Resolution to Authorize an Amendment to the Agreement with Sparrow Health System for the Well Child Health Center Lease

This is a recommendation to authorize the request to amend the lease with Sparrow Health System for the Well Child Health Center at 901 E. Mt. Hope Avenue in Lansing, MI. Per Resolution 08-130, the Ingham County Health Department (Health Department) has an existing lease that expires June 12, 2011. This amendment will renew that lease for three additional years commencing June 13, 2011 and terminating June 12, 2014.

Sparrow Health System agreed to reduce the lease rate to \$16.50 per rentable square foot per year. The lease rate was \$17.17 per rentable square foot per year and increased by 2% each year. The new rate will begin at \$16.50 per rentable square foot and will increase by 2% per year for the three year lease term. At the Health Department's request, Sparrow also agreed to add language into the lease so that if the Health Department at any time ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of actions taken by Physicians Health Plan or the Ingham Health Plan, it may terminate the lease upon not less than 90 days prior written notice and if the Health Department ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of public vote by the Ingham County Board of Commissioners, it may terminate the lease upon not less than one hundred twenty days written notice.

The Ingham County Community Health Center Board has reviewed the operations of the County's Well Child Health Center and recommends that the Ingham County Board of Commissioners authorize a lease agreement that maintains pediatric medical services through the 901 E. Mount Hope Avenue, Lansing, Michigan delivery site.

The Health Officer also recommends that the Ingham County Board of Commissioners authorize a lease agreement for 4,115 square feet of clinical space located on the second floor of 901 E. Mount Hope, Lansing, Michigan with Sparrow Health System space through June 12, 2014.

c: Debra Brinson, w/attachment  
John Jacobs, w/attachment  
Barbara Mastin, w/attachment  
Jayson Welter, w/attachment  
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE LEASE  
AGREEMENT WITH SPARROW HEALTH SYSTEM**

WHEREAS, Ingham County leases 4,115 square feet of space in a Sparrow Health System building located at 901 E. Mount Hope Avenue, Lansing, Michigan; and

WHEREAS, this space currently houses the Health Department's Well Child Health Center operations; and

WHEREAS, the Health Department has a current lease agreement, per Resolution #08-130 and that current lease agreement expires June 12, 2011; and

WHEREAS, the Health Department has requested that this lease agreement be renewed for a three year period, until June 12, 2014; and

WHEREAS, Sparrow Health System is in agreement and has proposed a lease agreement with a per rentable square foot rate of \$16.50 per year, to be paid in advance, on the first day of each month during the term of the lease; and

WHEREAS, the rentable square foot rate will increase by 2% per year for the three year term; and

WHEREAS, the Health Department has requested and Sparrow Health System agreed to add language into the lease so that if the Health Department at any time ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of actions taken by Physicians Health Plan or the Ingham Health Plan, it may terminate the lease upon not less than 90 days prior written notice; and

WHEREAS, the Health Department has requested and Sparrow Health System agreed to add language into the lease agreement that if the Health Department ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of public vote by the Ingham County Board of Commissioners, it may terminate the lease upon not less than one hundred twenty days written notice; and

WHEREAS, the Ingham County Community Health Center Board has reviewed the operations of the County's Well Child Health Center and is recommending that the Ingham County Board of Commissioners authorize a lease agreement that maintains pediatric medical services through the 901 E. Mount Hope, Lansing, Michigan delivery site; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners authorize a lease agreement for 4,115 square feet of clinical space located on the second floor of 901 E. Mount Hope, Lansing, Michigan with Sparrow Health System space through June 12, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an Office Lease Agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope, Lansing, Michigan at the rate of \$16.50 per square foot for the first year and will increase by 2% per year for the three year term.

BE IT FURTHER RESOLVED, that the agreement for the lease shall be June 13, 2011 through June 12, 2014.

BE IT FURTHER RESOLVED, that the addition of language regarding the termination of the lease due to loss of funding by either certain health plans or by the Ingham County Board of Commissioners is approved.

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

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: July 7, 2011

RE: Resolution to Extend the Contract with Temple Smith

In Resolution #09-198, authorization was obtained to accept a grant from the W.K. Kellogg Foundation (WKKF) to further the goals of the Social Justice Project. Doak Bloss, Health Equity and Social Justice Coordinator, manages the WKKF grant for the Health Department. The resolution also authorized a subcontract agreement with Temple Smith to assist ICHD staff in formulating, researching, and writing articles on ICHD's dialogue-based initiative to transform public health practice within a social justice framework. This will expire on August 31, 2011.

In April 2011, we requested a no-cost extension of this grant. The W.K. Kellogg Foundation has approved this no-cost extension. The grant includes \$25,000 targeted to publication costs, which will primarily be used to fund printing of a manual on the use of dialogue as a vehicle for promoting health equity through public health practice. Of this amount, \$6,000 will be used to retain Temple Smith's services for an additional three months, to November 30, 2011, to assist in preparing articles and the manual for publication.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE CONTRACT WITH TEMPLE SMITH  
TO SUPPORT THE SOCIAL JUSTICE PROJECT**

WHEREAS, the Health Department has identified health equity, which is the elimination of the root causes of health disparity, as one of its core values; and

WHEREAS, in 2004, 2006, and 2009, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074, #06-015, and #09-198) to initiate and sustain a social justice initiative to advance health equity; and

WHEREAS, the Health Department has successfully engaged its workforce and members of the community in dialogue and workshops on health equity and social justice, resulting in recommendations for action to engage young people in these areas; and

WHEREAS, in 2009 the Health Department established a contract with Temple Smith, Ph.D., to assist in formulating, researching, and writing articles on ICHD's dialogue-based initiative to transform public health practice within a social justice framework, and Dr. Smith has successfully completed the scope of services for this contract, which will expire on August 31, 2011; and

WHEREAS, there are unexpended funds in the amount of \$25,000 in the 2009 Kellogg grant (Resolution #09-198) targeted to publication of these materials, a portion of which may be used to retain Dr. Smith's services in preparing materials for publication; and

WHEREAS, the W.K. Kellogg Foundation has authorized a no-cost extension of its 2009 grant with a new end-date of March 31, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of its subcontract with Temple Smith, Ph.D. through November 30, 2011, to assist in preparing written materials for publication, not to exceed \$6,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2011 Budget in order to implement this resolution.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: July 7, 2011

RE: Extension of Contracts Associated with Health Equity Youth Academy

In Resolution #09-198, authorization was obtained to accept a grant from the W.K. Kellogg Foundation to further the goals of the Social Justice Project. In that same resolution, subcontract agreements were authorized with One Love Global (OLG), Inc., and School-Health Community Alliance of Michigan (SCHA-MI). Both have fulfilled the scope of services described in their contracts, working closely to the ICHD Health Equity and Social Justice Coordinator, Doak Bloss, to train and facilitate a cadre of youth aged 12 – 17 as advocates for health equity. The existing contract with each organization expired on March 31, 2011,

In April 2011, ICHD requested a no-cost extension of this grant, specifying the use of remaining funds in the grant to continue to support the Health Equity Youth Academy and to plan for its continuation. The W.K. Kellogg Foundation has approved this no-cost extension.

We are requesting that the subcontract with OLG, Inc., be extended to March 31, 2012, and will include an additional \$24,000 to accomplish these additional services:

- Continued coordination of the youth project through completion of the planned “Got Health?” Expo event planned for October 2011, and follow-up activities involving youth interns.
- Provision of training in media, health communications, and advocacy to the youth interns.
- Engaging community organizations to participate in the Expo event.
- Engaging and reimbursing vendors for food, facility, and other costs associated with the Expo event.
- Sustainability planning for future youth internship program; this may include reporting writing, presentations, and grant proposal submissions.

We are requesting that the subcontract with SCHA-MI be extended to October 31, 2011, and will include an additional \$8,000 to accomplish these additional services:

- Continued consultation in media messaging with the youth interns through completion of the “Got Health?” Expo event planned for October 2011.
- Assistance in formulating and targeting health equity advocacy to key stakeholders and policymakers with an influence on systems that influence health.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND CONTRACTS WITH ONE LOVE GLOBAL, INC., AND THE  
SCHOOL HEALTH COMMUNITY ALLIANCE OF MICHIGAN  
TO SUPPORT THE HEALTH EQUITY YOUTH ACADEMY**

WHEREAS, the Health Department has identified health equity, which is the elimination of the root causes of health disparity, as one of its core values; and

WHEREAS, in 2004, 2006, AND 2009, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074, #06-015, and #09-198) to initiate and sustain a social justice initiative to advance health equity; and

WHEREAS, the Health Department has successfully engaged its workforce and members of the community in dialogue and workshops on health equity and social justice, resulting in recommendations for action to engage young people in these areas; and

WHEREAS, the Health Department has established contracts with two organizations, One Love Global, Inc., and the School Health Community Alliance of Michigan to recruit, train, facilitate, and coordinate a cadre of Ingham County Youth as members of the original Health Equity Youth Academy (subsequently renamed the Peace and Prosperity Youth Action Movement), and each organization has successfully completed the scope of services for its respective contract, said contracts having expired on March 31, 2011; and

WHEREAS, youth interns involved in this project have planned a "Got Health?" Youth Expo as the culminating event of their year of activity, to occur in October 2011; and

WHEREAS, there are unexpended funds in the amount of \$32,000 in the 2009 Kellogg grant (Resolution #09-198) targeted to support youth involvement in promoting health equity; and

WHEREAS, the W.K. Kellogg Foundation has authorized a no-cost extension of its 2009 grant with a new end-date of March 31, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension through March 31, 2012 of its subcontract with Angela Austin, CEO of One Love Global, Inc., an Ingham County-based firm with expertise in youth empowerment and mobilization, to continue coordination and training of youth interns, support the Youth Expo event, and plan for continuation of the project into subsequent years, subcontract extension amount not to exceed \$24,000.

BE IT FURTHER RESOLVED, that an extension through October 31, 2011 is authorized of the subcontract with the School-Community Health Alliance of Michigan (SCHA-MI), a statewide association of school/community health centers with expertise in youth engagement and policy development, to consult with youth interns on message development and advocacy, subcontract extension amount not to exceed \$8,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2011 Budget in order to implement this resolution.

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

## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: July 14, 2011

Subject: Recommendation to Authorize Acceptance of the Child and Adolescent Health Center awards from the Michigan Department of Community Health

In January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School. The ICHD CHCN also proposed the addition of a new school-based health center at a high school in the Lansing School District. The Michigan Department of Community Health awarded the ICHD CHCN the grant for the maximum award period of five years.

This is a recommendation to authorize acceptance of the Child & Adolescent Health Center awards from the Michigan Department of Community Health. These awards will provide a total of \$3.4 million over five years. One hundred thousand per year will support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year will support the continued operations at Otto Community Health Center; \$225,000 will support the continued operations at Willow Health Center, and \$175,000 will start a new school-based health center and fund its operations at a Lansing School District High School.

These awards will fund seven new positions, which are essential to the operations of these Health Centers:

1. Community Health Representative II (UAW D) – 1.0 FTE
2. Health Center Nurse (MNA 1) – 1.0 FTE
3. Clinic Assistant I (UAW D) – 1.0 FTE
4. Nurse Practitioner (MNA 6) – 1.0 FTE
5. Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
6. Health Educator II (ICEA PRO 9) – 0.5 FTE
7. Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

As a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center. In order to establish and maintain this required committee, the ICHD proposes to enter into an agreement with the School-Community Health Alliance of Michigan (SCHA-MI). SCHA-MI will provide support and assist in parent and youth engagement to the committee as required. The budgeted amount for this agreement will not exceed \$25,000.

In addition, the ICHD Community Health Center Board has reviewed, authorized (as your FQHC Co-applicant Board), and recommends the acceptance of the Child and Adolescent Health Center awards, which continue funding the aforementioned health centers.

I recommend that the Board of Commissioners adopt the attached resolution and authorize acceptance of the Michigan Department of Community Health Child and Adolescent Health Center awards to support the continued operations of ICHD CHCN's Child and Adolescent Health Centers.

- c: Debra Brinson, Deputy Health Officer, w/attachment
- John Jacobs, Chief Financial Officer, w/attachment
- Barbara Mastin, Chief Operating Officer, w/attachment
- Jan Kimble, Child & Adolescent Health Center Supervisor, w/ attachment
- Carolyn Redman, Project Specialist, w/ attachment
- Rich Estill, ICEA President
- Kathy Fitton, MNA President
- Chuck Gray, UAW President

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE  
CHILD AND ADOLESCENT HEALTH CENTER AWARDS FROM THE  
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, in January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School; and

WHEREAS, the ICHD CHCN also proposed the creation of a new school-based health center at a high school within the Lansing School District; and

WHEREAS, the Michigan Department of Community Health awarded the grants to the ICHD CHCN; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of Child and Adolescent Health Center awards, which continue funding the aforementioned health centers; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes and accepts these awards in the amounts of \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School. These awards will provide a total of almost \$3.4 million over five years to the Ingham County Health Department; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has indicated that the following positions must be established in order to effectively perform the requirements of these grant awards:

Community Health Representative II (UAW D) – 1.0 FTE  
Health Center Nurse (MNA 1) – 1.0 FTE  
Clinic Assistant I (UAW D) – 1.0 FTE  
Nurse Practitioner (MNA 6) – 1.0 FTE  
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE  
Health Educator II (ICEA PRO 9) – 0.5 FTE  
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

WHEREAS, as a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center; and

WHEREAS, the Health Office recommends that the Board of Commissioners authorize an agreement with the School-Community Health Alliance of Michigan to provide support and assist in parent and youth engagement to the committee as required; and

WHEREAS, the amount for this agreement will not exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School.

BE IT FURTHER RESOLVED, the grant agreements will be for the time period of October 1, 2011 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of the following positions:

Community Health Representative II (UAW D) – 1.0 FTE  
Health Center Nurse (MNA 1) – 1.0 FTE  
Clinic Assistant I (UAW D) – 1.0 FTE  
Nurse Practitioner (MNA 6) – 1.0 FTE  
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE  
Health Educator II (ICEA PRO 9) – 0.5 FTE  
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of an agreement with the School-Community Health Alliance of Michigan from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committee and that this agreement will not exceed \$25,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed, including a NextGen license for the Nurse Practitioner position.

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

## Agenda Item 9

July 11, 2011

To: County Services Committee

From: Mary A. Lannoye, County Controller/ Administrator

Subject: Resolution Certifying Representatives for the MERS Annual Meeting

The Municipal Employees Retirement System will hold their 65<sup>th</sup> Annual Meeting at the Grand Travers Resort in Acme, Michigan during the time period of September 27-September 29, 2011. The governing body (i.e. Board of Commissioners) of each member municipality must certify an employee delegate who has been elected by other employee members, and appoint an officer delegate of the governing body.

An election by secret ballot was held and Ms. Sally Auer was selected as the employee delegate. Ms. Jane Noice-Marwede was selected as the alternate delegate. I am recommending that the Board delegate the Human Resources Director as the County's officer delegate.

Travel and accommodations are paid by the County and include registration, hotel charges for 2 nights each, meals, and mileage. The total costs shall not exceed \$1500. The associated costs are charged against Human Resources Line item #101-22600-863000 (Travel—MERS Conference).

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 65th Annual Meeting at the Grand Traverse Resort in Grand Traverse, MI during the time period of September 27 - September 29, 2011; 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.

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

Officer Delegate: Human Resources Director

Employee Delegate: Sally Auer

Alternate Employee Delegate : Jane Noice-Marwede

BE IT FURTHER RESOLVED, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate pursuant to the County's travel policy up to a maximum of \$1500.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RE-ESTABLISH THE POSITION OF HEALTH OFFICER  
WITHIN THE HEALTH DEPARTMENT**

WHEREAS, Dean Sienko will be retiring from his position as Health Officer/Medical Director; and

WHEREAS, it is necessary for the Ingham County Health Department to have a Health Officer, to act as the administrative head of the Health Department, and to carry out the Health Department's delegated functions to protect the public health and prevent disease; and

WHEREAS, Resolution 07-079 eliminated the position of Health Officer and it is the desire of the Board of Commissioners to re-establish this position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby re-establishes the position of Health Officer, MCF 18 (\$105,267 - \$126,351).

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

**2011 Personnel Cost Projection**  
**Health Officer, MCF18**

	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>	<u>topped</u> <u>out</u>
Salary	\$105,267	\$110,183	\$115,330	\$120,716	\$126,351	\$126,351
Longevity	0	0	0	0	0	1,800
Wages	<u>\$105,267</u>	<u>\$110,183</u>	<u>\$115,330</u>	<u>\$120,716</u>	<u>\$126,351</u>	<u>\$128,151</u>
FICA	8,053	8,219	8,294	8,372	8,454	8,480
Health	14,263	14,263	14,263	14,263	14,263	14,263
Retiree Health	1,053	1,102	1,153	1,207	1,264	1,282
Dental	789	789	789	789	789	789
Vision	111	111	111	111	111	111
Life	126	126	126	126	126	126
Disability	200	209	219	229	240	243
Retirement	17,043	17,839	18,672	19,544	20,456	20,748
Workers Comp	84	88	92	97	101	103
CARES	33	33	33	33	33	33
Total	<u>\$147,022</u>	<u>\$152,962</u>	<u>\$159,082</u>	<u>\$165,487</u>	<u>\$172,188</u>	<u>\$174,329</u>

# INGHAM COUNTY JOB DESCRIPTION

## HEALTH OFFICER

### **General Summary:**

Michigan law creates the position of Health Officer as the administrator of the Health Department, charged with the responsibility of taking actions and making determinations necessary to protect the public health and prevent disease, and to carry out the legal function of the Health Department. The Health Officer is appointed by the Board of Commissioners, with concurrence of the Director of the Michigan Department of Community Health and is responsible to them.

The Health Officer must maintain effective relationships with state elected officials and their staffs, with the directors of several state departments and their staffs, with elected officials and their staffs in the several municipalities within Ingham County, and with the leaders in the business, labor and medical communities. These relationships are necessary in order to carry out the legal responsibilities of the Health Officer and the Board of Commissioners to protect and promote public health. These duties are implemented either by the direct provision of services by the Department, or through the influence of other agencies and individuals in the community.

### **Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

#### 1. Community Health Assessment and Policy Leadership

This function requires the leadership of the Health Officer in community wide policy development and often his/her direct participation in committees, task forces, and participation on other boards of directors (such as Capital Area Health Alliance, Ingham County Human Services Advisory Committee and Ingham Regional Medical Center Board of Trustees).

#### 2. Internal Management

Oversees the budget and program development and monitoring, contract processing and monitoring and personnel management processes in the Department. Assures that quality assessment and assurance tools are in place.

#### 3. Ingham County Administrative Relationships

The programs and services of the Health Department are ultimately overseen by the Board of Commissioners. The Health Officer keeps the committees of the Board of Commissioners informed of the activities of the Health Department. The Health Department's budgets and contracts must be reconciled, and consistent with the County's personnel, budgeting and financial management systems and processes. He/she maintains close collaboration with the Board of Commissioners' Office and particularly with the Controller and the several departments of the Controller's Office: budget, human resources, financial services, purchasing and properties and management information services.

#### 4. External Relationships

The Health Officer must influence the values, policies and actions of other agencies, organizations and individuals. He/she must maintain effective working relationships with community business and labor leaders, elected officials at the local, state and national level, leaders in the health care community, directors and staff of several state departments, and with funding organizations, such as foundations.

#### 5. Perform related duties as required.

**Other Functions:**

6. None listed.

**Employment Qualifications:**

**Education:** Master's degree in Public Health Administration or related field.

**Experience:** More than seven years of progressively more responsible or expansive experience is required.

**Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

**Working Conditions:**

Works in office conditions.

September, 1999

DATE: July 12, 2011

TO: Law Enforcement Committee  
County Services Committee  
Finance Committee

FROM: Mary Lannoye  
John Neilsen

SUBJECT: Resolution Authorizing a Revised Project Design for the Ingham County Consolidated 911 Dispatch Center

Commissioners:

As you are aware, the Board of Commissioners previously authorized the Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project through Resolution # 10-315.

The County's budget for the project included 911 funds in the amount of \$2.2 million and Recovery Zone Development Bond proceeds of \$3 million for a total project cost of \$5.2 million. This budget was based on estimates at the time and the Building Authority directed Tower Pinkster as the Architect/ Engineering (A/E) firm and Clark Construction Company as the Construction Manager to develop final plans for the facility based on the \$5.2 million budget.

The final design plans were presented to the Law Enforcement Committee on April 14, 2011 and a "Resolution to Approve Final Design Plans and Authorizing the Ingham County Building Authority to Proceed With Bid Documents for the Ingham County Consolidated 911 Dispatch Center" was approved by the Board on April 26, 2011.

The construction bid documents for the project were then developed and issued for a building design within that overall budget parameter. Those bids were received on June 8, 2011. Only one electrical bid was received and therefore was not opened. Four mechanical bids were received and opened. The bids were over budget by an estimated \$960,000. The mechanical and estimated electrical bids accounted for almost all of the overruns.

The Building Authority then directed Tower Pinkster and Clark Construction Company to engage in a value engineering process to revise the project design for the electrical and mechanical portion of the project. The goal was to reduce the deficit as much as possible without compromising the integrity of the facility. In addition, the costs for a new microwave system (\$224,403) are proposed to be removed from the construction budget and would instead be paid for out of the 911 Operating fund. These costs would then be approved by the Board of Commissioners under a separate resolution.

The value engineering process proposed a number of changes to the original design including HVAC controls, air filtration systems, CRAC Manufacture/pump controls, and some electrical component savings. Removing the microwave costs and implementing the value engineering changes lowers the projected cost overrun to approximately \$200,000. To be safe, we are recommending that the Board of Commissioners approve up to \$400,000 in additional funds to keep the project moving, and of course, the funds will not be spent unless they are needed.

Timing is an issue, as we need to get approval from the Board of Commissioners in July for the additional funds so we can be underway in mid August to avoid paying a premium for winter construction. The time lines for the remaining unknown costs associated with the project are scheduled as follows:

July 13, 2011 at 11:00 A.M. - 911 Tower bids are due to be opened.

July 20, 2011 at 11:00 A.M. - Dispatch furniture bids are due to be opened.

July 26, 2011 at 2:00 P.M. - Mechanical and electrical revised bids are due to be opened.

If the additional funds are approved and the bids are within the acceptable range the time line for construction to begin is August 15, 2011, to be completed on April 27, 2012.

Therefore, we recommend that the Board of Commissioners approve the recommendation of the Ingham County Building Authority to increase the project budget from \$5.2 million to \$5.6 million and authorizes the Building Authority to proceed with the revised project design for the Ingham County Consolidated 911 Dispatch Center.

Please contact us if you have any questions.

Introduced by the Law Enforcement, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A REVISED PROJECT DESIGN FOR THE  
CONSOLIDATED 911 DISPATCH CENTER**

WHEREAS, the Ingham County Board of Commissioners previously authorized the Ingham County Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project through Resolution #10-315 to construct a single emergency dispatch center serving all of Ingham County; and

WHEREAS, the Ingham County Board of Commissioners approved the projected cost of construction, plus fees, and furnishings, at a cost not to exceed \$5.2 million; and

WHEREAS, the Building Authority working with Tower Pinkster as the Architect/ Engineering (A/E) firm and Clark Construction Company as the Construction Manager developed final plans for the facility and issued construction bid documents for the project; and

WHEREAS, the Ingham County Board of Commissioners approved borrowing \$3,000,000 in Recovery Zone Development Bonds for the Ingham County 911 Center Project; and

WHEREAS, final design plans were presented to the Board of Commissioners for its approval prior to authorizing the architect to proceed to bid documents; and

WHEREAS, the bids were received and were over budget by an estimated \$960,000; and

WHEREAS, the Building Authority directed Tower Pinkster and Clark Construction Company to engage in a value engineering process to revise the project design for the electrical and mechanical portion of the project to reduce the deficit as much as possible without compromising the integrity of the facility; and

WHEREAS, that process has been completed and the project is still estimated to be over budget by approximately \$200,000; and

WHEREAS, the Building Authority is now recommending that the Ingham County Board of Commissioners approve the revised project design and increase the project budget by an amount not to exceed \$400,000.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners approves the recommendation of the Ingham County Building Authority and authorizes the Ingham County Consolidated 911 Dispatch Center Project to proceed with the revised project design.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners authorizes an additional appropriation of up to \$400,000 from the 911 Emergency Telephone Services Fund, thereby increasing the project budget from \$ 5.2 million to up to \$ 5.6 million.

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

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



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR LEGAL SERVICES  
WITH COHL, STOKER & TOSKEY, P.C.**

WHEREAS, the County's contract with Cohl, Stoker & Toskey, P.C. (hereafter referred to as the Contractor) for the provision of legal services expires December 31, 2011; and

WHEREAS, the County desires to continue its agreement with the Contractor to provide legal services for the County; and

WHEREAS, the County Controller/Administrator has negotiated a contract with the Contractor effective January 1, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an agreement with Cohl, Stoker & Toskey, P.C. for all legal services effective January 1, 2012 and continuing thereafter unless terminated pursuant to the 90 day cancellation clause.

BE IT FURTHER RESOLVED, that the compensation to be paid to the Contractor will remain at \$404,750 unless a change is mutually agreed to between the parties.

BE IT FURTHER RESOLVED, that the County shall reimburse Cohl, Stoker & Toskey, P.C. for actual litigation costs, such as filing and service of process fees (includes service by certified mail), costs associated with obtaining medical records for workers compensation cases, deposition and court reporter fees, and appellate court printing costs which they are required to pay to represent the County.

BE IT FURTHER RESOLVED, the County shall reimburse the Contractor for all other County incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$10,000.00 per year.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are hereby authorized to sign the contract.