

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
DIANNE HOLMAN
DALE COPEEDGE
MARK GREBNER
DONALD VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 19, 2009 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN TIME AND CONFERENCE ROOM

Agenda

Call to Order

Approval of the [May 5, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Agricultural Preservation Board – Resolution Approving [Legal Services](#) Contract for the Ingham County Agricultural Preservation Board
2. Ingham County Parks & Recreation Commission
 - a. Resolution Recommending the Approval of [Visitor Incentive Programs](#) at the Potter Park Zoo
 - b. Resolution Recommending Ingham County Enter into a Contract with the Ehresman Associates Architectural Firm for the Construction of the Potter Park Zoo [Rhino Yard Expansion](#) Including Additional Renovations to the Rhino Holding Building
 - c. Resolution Recommending Ingham County Enter into a Contract with Jones and Jones Architects for the Completion of the [Potter Park Zoo Master Plan](#)
3. Health Department and MSU Extension Office - Resolution to Authorize the Acceptance of a Support Grant from the Corporation for National and Community Services for Additional Funding for the [VISTA Coordinator](#)
4. Facilities Department
 - a. Resolution Authorizing a Contract to Wigen, Tinkell, Meyer & Associates for [Masonry Restorations](#) at the Grady Porter Building/Veterans Memorial Courthouse
 - b. Facilities Line Item Transfer Request – Purchase of [Radios](#)
5. Human Resources Department
 - a. Correspondence from Attorney [Jeffrey Donahue](#)
 - b. Resolution to Amend Resolution #09-008 Extending an Agreement with the [Accident Fund](#) for Administration of Self-Funded Workers' Compensation Claims

6. Management Information Systems Department - Resolution to Approve the Purchase to Convert Ingham County's MUNIS Financial System Database from Informix to [Microsoft SQL](#)
7. Purchasing Department – Discussion: Draft - Resolution Authorizing the Ingham County [Project Labor Agreement](#) Policy
8. Controller/Administrator's Office - Resolution to Transfer the [Jury Administration](#) Duties from the Ingham County Management Information Systems Department to the Thirtieth Judicial Circuit Court and to Appoint the Circuit Court Administrator as the Ingham County Jury Administrator
9. County Services Committee
 - a. Resolution Honoring [Robert Van Kirk](#)
 - b. Resolution Honoring [Alexandria Genia](#)
 - c. Resolution Honoring [Kareem Janoudi](#)
 - d. Resolution Honoring [Rami Janoudi](#)
 - e. Resolution Honoring [Nicholas Stevenson](#)

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

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

COUNTY SERVICES COMMITTEE

May 5, 2009

Minutes

Members Present: Chairperson Celentino Celentino, Carol Koenig, Dianne Holman, Dale Copedge, Mark Grebner, Donald Vickers and Board Chairperson Debbie DeLeon

Members Absent: None

Others Present: Matthew Myers, Mike Hughes, Rick Terrill, Tom Shewchuk, Becky Bennett, George Vernon, Tony Lindsey, Sally Auer, Dave Stoker, Ms. McAloon-Lampman McAloon-Lampman, Jim Hudgins, Curtis Hertel, Eric Schertzing and others

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

Approval of the April 21, 2009 Minutes

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. COPEdge, TO APPROVE THE APRIL 21 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

Additions to the Agenda

7a. Substitute informational page

7a. Additional Information

Limited Public Comment: None

(Comm. Koenig arrived at 6:05 p.m.)

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

2. Register of Deeds – Request to Start Employee at Step 4
3. Treasurer's Office
 - a. Modification of Overnight Travel
 - b. Resolution to Provide United Way 221 with Funding for Tax Foreclosure Prevention Efforts
 - c. Resolution to Provide Legal Services of South Central Michigan with Funding for Tax and Mortgage Foreclosure Prevention

- d. Resolution to Provide Greater Lansing Housing Coalition (GLHC) with Additional Funding for Mortgage Foreclosure Prevention
 - e. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
5. Parks Department – Information – Overnight Travel to Vet Tech Workshop
6. Facilities Department
- a. Resolution Awarding a Contract to Pavement Management Services, Inc. to Provide Consulting for Pavement Installation Services at the Ingham County Fairground
 - b. Resolution Authorizing a Contract with Laux Construction, LLC to Provide Restoration Services at Human Services Building
 - c. Resolution Authorizing the Replacement of the Chiller at the Ingham County Human Services Building to be Performed by Myers Plumbing & Heating, Inc.
 - d. Resolution Authorizing the Replacement of the Chiller at the Ingham county Youth Center to be Performed by Myers Plumbing & Heating, Inc.
7. Human Resources Department
- a. Resolution Approving a Collective Agreement with the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Ingham County Unit Local 2256 for the Technical, Office, Para-Professional and Service Employees
 - b. Resolution Approving a Collective Bargaining Agreement with the Michigan Association of Police
- 9b. Controller’s Office - Notification of Overnight Travel – Annual Spring MACAO Conferences
10. County Services Committee
- a. Resolution in Support of the State of Michigan to Fulfill Its Obligation and Promises and Fully and Unconditionally Restore State Revenue Sharing for All Michigan’s 83 Counties
 - b. Resolution Honoring David Henley

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Copedge

1. Interviews
 - a. Women's Commission

The Committee interviewed Emily Dievendorf-Davis for a position on the Women's Commission.

(Comm. Grebner arrived at 6:12 p.m.)

MOVED BY COMM. VICKER, SUPPORTED BY COMM. GREBNER, TO RECOMMEND THE APPOINTMENT OF EMILY DIEVENDORF-DAVIS TO THE WOMEN'S COMMISSION. MOTION CARRIED UNANIMOUSLY.

- b. Equal Opportunity Committee

The Committee interviewed Marshea Brown for a position on the Equal Opportunity Committee.

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. VICKERS, TO RECOMMEND THE APPOINTMENT OF MARSHEA BROWN TO THE EQUAL OPPORTUNITY COMMITTEE. MOTION CARRIED UNANIMOUSLY.

4. Animal Control Department – Request for Recommendation to Waive Hiring Freeze on Vacant Shelter Operator Position

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. VICKERS, TO SUSPEND THE BOARD RULES TO ALLOW COMM. GREBNER TO VOTE ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

Comm. Grebner voted YES on the Consent Agenda motions.

Ms. McAloon-Lampman stated this position has been vacant since April 2, 2009. This position is essential to meeting the fundamental needs of the Department. Ms. McAloon-Lampman further stated this position has not been slated to be cut in the 2009 budget and she would not recommend this position to be eliminated next year.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE REQUEST FOR RECOMMENDATION TO WAIVE HIRING FREEZE ON VACANT SHELTER OPERATION POSITION.

Comm. Vickers asked if the previous employee left this position. Ms. McAloon-Lampman said the employee was still on probation when he/she was let go. Comm. Vickers then asked if there is one shift or two shifts in this Department. Ms. McAloon-Lampman said there are two shifts. Comm. Vickers asked if this position is filled, will the overtime costs be reduced. Ms. McAloon-Lampman stated this position will drastically reduce overtime costs.

Comm. Grebner explained there are other ways to reduce costs without eliminating positions. Services can be reduced and office expenses such as postage can also be reduced. If a Department is operating efficiently, we should approve the requests to waive the hiring freeze policy.

Comm. Copedge asked if it is necessary for this position to be full time. Ms. McAloon-Lampman said it is absolutely necessary due to the high volume of animals the Department handles on a daily basis.

MOTION CARRIED UNANIMOUSLY.

8. MIS Department – Discussion: Collaboration Efforts and Stimulus Money Opportunities to Advance Connectivity with other Counties and Intermediate School Districts

Mr. Shewchuk, MIS Director, provided a power point presentation that detailed the MIS Department's collaboration efforts and stimulus money opportunities to advance connectivity with other Counties and Intermediate School Districts.

Mr. Shewchuk said the Ingham County Family Center is connected to the County's network. He then said the Center's camera views can be seen on the County's network. The Center has 12 cameras inside and outside of the facility for security purposes. Mr. Shewchuk said there soon will be 80 more cameras at County facilities.

Mr. Shewchuk addressed the issue of stimulus funds. To receive stimulus funds, the Department has to collaborate with other departments, agencies, counties and school districts. The County currently supports and maintains the Tri-County Office on Aging's network and the Computer Aided Dispatch and Records Management System for all law enforcement agencies within Ingham County, with the exception of the City of Lansing.

Mr. Shewchuk stated he has been meeting with agencies such as the Ingham Intermediate School District, the City of Lansing, the City of East Lansing, Livingston County and Michigan Primary Care to discuss the possibilities of sharing computer systems and services. MIS already possesses many of these computer systems within its Data Center. These systems could be made available to other agencies.

The Ingham Intermediate School District has expressed an interest in relocating their new Student Record Management Software in our Data Center and utilizing our new Cisco IP Phone application. Livingston County and Arialink want to connect to Ingham County with a high-speed fiber connection. This connection would allow for information to be shared between county agencies such as the Register of Deeds. It would also provide a back up site for our future 911 phone system. Mr. Shewchuk explained that his Department will charge a small maintenance fee to keep the applications operating through the year.

Mr. Shewchuk further explained by connecting with Livingston County, we will have a back up system for our systems.

The Board of Commissioners approved an imaging system for the Prosecuting Attorney's Office. East Lansing wants to shift to this system also. Mr. Shewchuk explained Ingham County could share its paperless/imaging system with the City of East Lansing.

The MIS Department will collaborate with the Region 1 Cyber Security system to prepare and respond when the County's systems are under attack. MIS wants to protect its telephone and computer systems from being compromised. Mr. Shewchuk stated he will talk about initiatives to protect the County's systems.

Board Chairperson DeLeon asked about the Region 1 boundaries. Mr. Shewchuk said Region 1 includes eight or nine counties in this area. Region 1 is dedicated to public safety. Mr. Myers stated Region 1 also relates to homeland security.

Mr. Shewchuk stated the County already collaborates with all law enforcement agencies within the County. All the agencies have the same records management system. He then stated all of the agencies, with the exception of the City of Lansing are on the County's CAD system. Once the 911 Centers are consolidated he will try to integrate the City of Lansing.

The Capital Area District Library needs redundancy/failover in case of a network failure. It also needs to share video conferencing systems and the IP telephone system.

Mr. Shewchuk stated MIS can share the following services: back up, email, paperless imaging, video conferencing, public safety connectivity and desktop faxing. All these systems can expand to be used by other entities. The key to success is to start small.

Mr. Shewchuk addressed the issue of internal collaborations. The Health Department and various other departments are now sharing data as opposed to using individual systems. This saves time and money. MIS will start to gather information from the Circuit Court and the Probate Court. The County currently has nine video-conferencing units. Four courtrooms have this technology. Mr. Shewchuk stated the goal is to connect to all of Ingham County's departments as well as the MDOC. Connecting with the MDOC will eliminate the transporting of inmates and reduce travel expenses. The Ingham County Family Center and the VMC/Grady Porter Building have video surveillance technology.

Mr. Shewchuk said the County should collaborate so that all agencies have the same systems. MIS will collaborate with IT staffs and share knowledge and possibly reduce costs. This collaboration will provide increased efficiency, reduce labor and will give the County more purchasing and leveraging power.

Comm. Copedge asked what would happen with the County's records and files if the network fails. Mr. Shewchuk stated the next generation back up system will make it easier to retrieve this data. The data would also be available through another connected agency. Mr. VanderSchaaf explained if the County has a catastrophic failure, it can use other systems to have mirror images. This is a goal of the MIS Department. Mr. Shewchuk stated the concept is to use the same systems, programs and hardware. The tricky part of this will be to separate the information so the network is not compromised.

Mr. Shewchuk stated collaboration makes sense in good times and in bad times.

He then addressed the issue of the stimulus funds. Approximately \$220 to \$250 million in broadband funds are available through the federal government. The State of Michigan will apply for these funds and they will then be broken down into regional funds. MIS/Ingham County will apply for the regional funds. The funding criterion includes four principles for shared infrastructure, shared services, reduction in costs and increased service capacity.

Collaboration will allow services to be provided to the following agencies: K-12 schools, libraries, public safety agencies, other local governmental agencies, hospitals and un-served and underserved entities. Collaboration is needed with these entities to receive the regional funds. We are currently doing all these things.

Mr. Shewchuk said the State's goal is to connect each County seat to the State through an information super highway. Our strategy is to make sure we design a system to meet the current needs and to be able to expand to meet future needs, to reduce costs and to increase efficiency.

Mr. Shewchuk reviewed the business process re-engineering information. The MIS Department will have a delivery methodology, it will merge department business needs with IT and it will have the greatest opportunity to reduce short term and long term costs in the County. This will result in \$45,000 in additional revenue, \$231,227 for technology savings through virtualization; and approximately \$103,000 in personnel costs.

Mr. Shewchuk said he wants the County to lead the connectivity to provide services for other counties. This aligns with the goals of the Board of Commissioners.

Comm. Holman asked about the superhighway. Mr. Shewchuk stated the superhighway is the State's network to connect to each County seat in the State.

The Committee held a general discussion regarding this information. Comm. Grebner clarified that he heard Mr. Shewchuk say the MIS Department will apply for stimulus funds; the County will start to be an IT telephony provider to other agencies who will pay for this service; and MIS is also thinking about a few other services to bundle administrative costs. He then stated MIS is in an entrepreneurial expansive mode.

Mr. Shewchuk said the MIS Department is a not for profit department. The Department wants to move forward because it makes sense. People have to receive these services from someone. The agencies will administer the services and the County will provide them with the ability to do so.

Comm. Grebner said the County has gone through phases over time. It has provided IT services to various agencies at different times. The County has been in the business of providing services to other agencies. It sounds like the County will get back into this business.

Mr. Myers said the County will have the ability to support many other organizations that won't have the money to purchase their own systems. This is why the IISD came to Ingham County for assistance. Mr. Myers further stated this is economy driven. It won't be far down the road when Counties will be connected to each other.

Comm. Holman said the County needs to discuss when the County is collaborating with other units and when it is doing so for profit. Mr. Shewchuk said he spent 25 years in the for profit industry. It was not fun. What he presented is the right thing to do but it has nothing to do with profit. Connecting with other agencies will create more work for his Department. Mr. Shewchuk further stated he is serving the public and it is not for profit.

Comm. Grebner said it makes sense to connect with other agencies and counties. This will bring money into the County to cover other costs within the MIS Department.

Mr. Shewchuk said the current way we do business will change. MIS needs the support of the Board of Commissioners to achieve its vision and goals.

Chairperson Celentino thanked Mr. Shewchuk for the presentation.

(Comm. Koenig left the meeting at some point during this discussion.)

9. Controller's Office

a. Discussion: Resolution Updating Various Fees for County Services

Mr. Myers stated this item is for discussion only tonight. His Office is still waiting for more information from various departments before the recommendations are completed. Once he has all the necessary information, he will submit the Resolution to the liaison committees for approval.

Comm. Vickers asked about the \$0 increase items. Mr. Myers stated the items with \$0 increases are the items he is waiting for additional information. Comm. Vickers stated a Human Services Committee Commissioner brought up the issue of the tattoo business licensing fee. Mr. Myers explained that part of the reason for the recommendation is due to the Maximus Study. The Commissioners can change the fees if that is their desire.

Comm. Vickers stated if the County is charging \$500 for drain and perk tests in the out County areas, it should also charge 100% of the cost of tattoo licensing. Comm. Grebner explained that unlicensed tattoo parlors cannot afford to pay the licensing fee. These businesses go underground and still provide their services. The County has to determine if there is a benefit to protect the public from the spread of disease. A higher license fee would only discourage lawful tattooing.

Announcements

Chairperson Celentino informed the Committee that its May 19 and June 2 meetings will begin at 6:00 p.m.

Comm. Copedge informed the Committee that he will be late to those meetings because he has other meetings to attend on those dates.

Chairperson Celentino stated the May 19, 2009 meeting agenda will include the PLA discussion. This meeting may be held in Conference Room A. Comm. Grebner said staff can make that determination.

Comm. Copedge informed the Committee that today is his 24th wedding anniversary. The Committee congratulated Comm. Copedge and his wife for this accomplishment.

Public Comment

Ms. Auer, UAW, thanked the Committee for approving the Collective Bargaining Agreement in agenda item 7a. She also thanked the people in the room who assisted the UAW to move forward during a stumbling block during this process. The UAW did the best it could for the employees and the County. Of the 218 UAW members, 190 voted in favor of the agreement and 28 voted against the Agreement. The employees understand the financial condition of the County and they are willing to help where they can.

Ms. Hamilton, Delhi Township resident, addressed the Committee regarding the Project Labor Agreement. She indicated this Agreement would have a negative affect on women and minorities who do not belong to organized labor groups. She then stated the County's employment rate is currently higher than the State's unemployment rate. The PLA will increase the County's rate further.

Ms. Hamilton further stated there is no demonstration that there is a difference between the quality of union and non-union projects. She also said the Board of Commissioners represents all the people of the County. She asked the County to not turn its back on non-union workers.

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE May 11, 2009

Agenda Item Title: Resolution Approving Legal Services Contract for the Ingham County Agricultural Preservation Board

Submitted by: Ingham County Agricultural Preservation Board

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes a Legal Services Contract between the County on behalf of the Agricultural Preservation Board and the law firm of Cohl, Stoker, Toskey & McGlinchey, P. C.

The legal services required by the Agricultural Preservation Board are in addition to the legal services currently obtained by the County from the County Attorney. The Agricultural Preservation Board will utilize the services of the County Attorney to review documents related to closings, option and purchase agreements, and easement language, as well as providing service for enforcement issues, and general legal advice.

Financial Implications:

The proposed rate is \$165 per hour with the funds to come from the Agricultural Preservation Millage Fund. No General Funds will be used. The Agricultural Preservation Board will reimburse Cohl, Stoker, Toskey & McGlinchey, P. C. on a monthly basis. The contract can be terminated by either party upon 60 days prior written notice.

Other Implications:

At their April 15, 2009 meeting, the Ingham County Agricultural Preservation Board voted to recommend that the Board of Commissioners approve this contractual arrangement.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING LEGAL SERVICES CONTRACT FOR
THE INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD**

WHEREAS, in 2004, Ingham County adopted a Farmland Purchase of Development Rights Ordinance, and established the Ingham County Agricultural Preservation Board (“the Ag Board”); and

WHEREAS, in 2008, the citizens of Ingham County approved a Farmland and Open Space Preservation Millage; and

WHEREAS, the County is in a financial position to acquire development rights in order to preserve farmland and open spaces by using millage funds; and

WHEREAS, the Ag Board requires legal services to accomplish its duties under the Ordinance, including the preparation of conservation easements; and

WHEREAS, the legal services required by the Ag Board are in addition to the legal services currently obtained by the County from the County Attorney, and may be paid for with millage funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entry into the attached Legal Services Contract between the County on behalf of the Agricultural Preservation Board and the law firm of Cohl, Stoker, Toskey & McGlinchey, P.C.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the Chairperson of the County Agricultural Preservation Board are authorized to sign the Legal Services Contract on behalf of the County.

LEGAL SERVICES CONTRACT

THIS CONTRACT is made and entered this ___ day of _____, 2009, by and between INGHAM COUNTY, of P.O. Box 319, Mason, Michigan 48854 (hereafter, "the County"), on behalf of the INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD, of 121 E. Maple St., Suite 104, Mason, Michigan 48854 (hereafter, "the Ag Board"), and COHL, STOKER, TOSKEY & McGLINCHEY, P.C., of 601 N. Capitol Ave., Lansing, Michigan 48933.

WHEREAS, the County desires to enter into a contract to retain the law firm of COHL, STOKER, TOSKEY & McGLINCHEY, P.C., as civil counsel for the Ag Board; and

WHEREAS, COHL, STOKER, TOSKEY & McGLINCHEY, P.C., desires to perform legal services for the Ag Board.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, IT IS AGREED by and between the parties as follows:

1. Beginning on the day and year first above written, the sum of \$165 per hour shall be paid to COHL, STOKER, TOSKEY & McGLINCHEY, P.C., for the following legal services provided to the Ag Board:

- a) answer requests for legal opinions, in writing and orally;
- b) attend all meetings of the Ag Board as requested;
- c) draft contracts, deeds, easements, and other legal documents;
- d) perform necessary legal research;
- e) represent the Ag Board's interests in civil litigation;
- f) other legal services as requested by the Ag Board.

2. The County shall reimburse COHL, STOKER, TOSKEY & McGLINCHEY, P.C., for all costs, such as postage, filing fees, deposition fees, photocopies, mileage, and long distance telephone charges.

3. The fees for services and reimbursable costs shall be paid by the County on a monthly basis pursuant to invoices submitted for those services and costs.

4. This Contract shall continue upon the same terms and conditions, unless terminated by either party upon sixty (60) days prior written notice.

5. It is expressly understood and agreed that COHL, STOKER, TOSKEY & McGLINCHEY, P.C., is an independent contractor. The personnel employed by COHL, STOKER, TOSKEY & McGLINCHEY, P.C., shall in no way be deemed to be and shall not hold themselves out as employees of Ingham County or the Ag Board, and shall not be entitled to any fringe benefits of Ingham County or the Ag Board, such as, but not limited to, health and accident insurance, life insurance, longevity, paid sick or vacation leave. COHL, STOKER, TOSKEY & McGLINCHEY, P.C., shall be responsible for paying the wages of its personnel and for the withholding and payment of all income and social security taxes to the proper federal, state and local governments. COHL, STOKER, TOSKEY & McGLINCHEY, P.C., shall also be responsible for providing its personnel with workers' compensation and unemployment compensation coverage, as required by law.

6. COHL, STOKER, TOSKEY & McGLINCHEY, P.C., as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this subsection shall be regarded as a material breach of this Contract, and in the event COHL, STOKER, TOSKEY & McGLINCHEY, P.C., is found not to be in compliance, the County may terminate this Contract effective as of the date of delivery of written notification to COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

INGHAM COUNTY

Dated: _____, 2009 By: _____

Debbie De Leon
Chairperson, Board of Commissioners

INGHAM COUNTY AGRICULTURAL
PRESERVATION BOARD

Dated: _____, 2009 By: _____

Paul Kindel, Chairperson
Board of Directors

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

Dated: _____, 2009 By: _____

Peter A. Cohl, President

RESOLUTION STAFF REVIEW

DATE: May 7, 2009

Agenda Item Title: Resolution Recommending the Approval of Visitor Incentive Programs at the Potter Park Zoo

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

This resolution approves three visitor incentive programs at Potter Park Zoo.

Financial Implications:

There are no direct costs with the McDonalds' promotion. McDonalds will print coupons for distribution in their restaurants. It is anticipated that additional visitations resulting in added revenue will occur. The promotion will be statewide.

The Zoo Birthday Club will be managed by existing admissions staff at the Zoo. Costs incurred will include printing bookmarks and postcards. These costs can be accommodated through the approved 2009 printing budget. It is anticipated that additional revenues will occur based on parents visiting with children.

Valvoline Oil Promotion – the costs of printing coupons is absorbed by AZA, the Association of Zoo's and Aquariums. There are no direct costs associated with the program. The minimal reduction of 10% of the cost of one admission is \$.40 for a resident and \$1.00 for a non-resident adult. Due to increased visitations, additional revenue is expected to cover these costs.

Other Implications: None.

Staff Recommendation: MJM X JN ____ TL ____ TM ____ JC ____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE APPROVAL OF VISITOR INCENTIVE PROGRAMS AT THE POTTER PARK ZOO

WHEREAS, citizens of Ingham County have invested several million dollars in improvements to Potter Park Zoo; and

WHEREAS, increasing visitation at the Zoo is believed to be a key element to the renewal millage in 2010; and

WHEREAS, positive visitor experiences will play a key role in the success of the 2010 millage renewal; and

WHEREAS, the Potter Park Zoo staff wishes to develop incentive programs internally and with outside partners to increase visitation at Potter Park Zoo; and

WHEREAS, recently the Potter Park Zoo staff has been contacted by McDonalds Corporation wishing to build a partnership with the Zoo; and

WHEREAS, building relationships with other Michigan businesses and organizations is good for Michigan and the City of Lansing; and

WHEREAS, any proposed incentive programs would be reviewed by the Zoo Financial Coordinator and Zoo Director prior to recommending them to the Parks Director; and

WHEREAS, Potter Park Zoo staff would like to begin with the incentives noted below:

McDonalds Corporation	Buy one admission – get one free	Coupons distributed statewide
Zoo Birthday Club	Birthday child 0-16 years is admitted free once with a coupon the month of their birthday.	Marketed through distribution of bookmarks to school groups visiting the zoo and through the Zoo website.
Valvoline Oil Promotion	Buy one admission – get one free at the admission booth – then AZA reimburses the Zoo, the cost of the free entry less 10%	Valvoline and its parent company Ashland, Inc. have made significant strides to address environmental issues and are developing a national partnership with the AZA to educate consumers about steps everyone can take to protect streamside wildlife habitat.

WHEREAS, Potter Park Zoo staff will provide statistical feedback regarding all incentive programs to the Potter Park Zoo Board, Ingham County Parks & Recreation Commission and the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends the Ingham County Board of Commissioners approve the above referenced visitor incentive programs at the Potter Park Zoo.

RESOLUTION STAFF REVIEW

DATE: May 7, 2009

Agenda Item Title: Resolution Recommending Ingham County Enter into a Contract with the Ehresman Associates Architectural Firm for the Construction of the Potter Park Zoo Rhino Yard Expansion Including Additional Renovations to the Rhino Holding Building

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

This resolution approves entering into a contract with Ehresman Associates Architectural Firm for the expansion of the rhino yard and renovations to the building.

Financial Implications:

Funding for the project includes \$430,000 carried over from the 2008 CIP budget, \$200,000 committed by the Potter Park Zoological Society and \$400,000 that is included in the 2010 CIP Budget request.

Other Implications: None.

Staff Recommendation: MJM X JN __ TL __ TM __ JC __

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: May 7, 2009

SUBJECT: Proposal Summary – Architectural & Engineering (A/E) Services for Improvements to the Rhinoceros Exhibit at Potter Park Zoo

Project:

This project consist of seeking a qualified and experienced Architectural & Engineering (A/E) firm to provide designing, engineering, and project administration services for improvements to the Rhinoceros Exhibit at Potter Park Zoo.

Proposal Summary:

Proposers Contacted: 22 Local: 2
 Proposers Responding: 4 Local: 0

The following firms submitted a proposal:

<u>Firm</u>	<u>Figure 1</u>	<u>Figure 2</u>	<u>Figure 3</u>	<u>Local</u>
Ehresman Associates	7.50%	\$14,700	\$9,500	N-Troy, MI
Wigen, Tincknell Meyer	7.85%	\$6,500	\$16,250	N-Saginaw, MI
Wilson, Darnell, Mann	16.59%	\$7,950	1% of const.	N-Wichita, KS
MESA Landscape	17.44 - 23.24%	\$14,560	\$28,500	N-L. Rock, AK

Figure 1 – Architectural and Engineering services expressed as a percentage of construction costs.

Figure 2 – Estimated reimbursable costs

Figure 3 – Leadership in Energy and Environmental Design (LEED) Certification fee

Note:

A Request for Qualifications (RFQ) process inviting A/E firms to forward information regarding their experience and qualifications with zoo projects was first initiated to identify the most qualified vendors. A RFP was then issued to the top four firms listed above.

Recommendation:

Accept the proposal from Ehresman Associates, Inc. and enter into an architectural and engineering contract for the project not to exceed 7.5 % of the total construction costs, including \$14,700.00 in reimbursable costs, and \$9,500 for LEED Certification.

Advertisement:

Vendors were notified through the Purchasing Department web site, New Citizens Press, Lansing State Journal, and El Central.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING INGHAM COUNTY ENTER INTO A CONTRACT WITH THE EHRESMAN ASSOCIATES ARCHITECTURAL FIRM FOR THE CONSTRUCTION OF THE POTTER PARK ZOO RHINO YARD EXPANSION INCLUDING ADDITIONAL RENOVATIONS TO THE RHINO HOLDING BUILDING

WHEREAS, the Potter Park Zoo staff has identified a need to modify and expand the outdoor rhino yard and building for the better management of rhinos in captivity; and

WHEREAS, the Potter Park Zoo renovated the existing rhino exhibit in 1990 and the exhibit no longer fits the standards of managing rhinos today; and

WHEREAS, the inside of the building is in need of modifications to manage, condition, and train rhinos for medical treatment, daily husbandry operations, and conditioning; and

WHEREAS, the renovation would enhance visitor expectations and support of the most significant animal exhibit in the Zoo; and

WHEREAS, the United States Department of Agriculture (USDA) and the Association of Zoos and Aquariums (AZA) would look favorably on the Potter Park Zoo for taking the lead on this endeavor; and

WHEREAS, the Zoo Board passed Resolution #03-07 recommending approval to proceed with hiring an architect for the schematic design to modify the outdoor rhino exhibit and building; and

WHEREAS, the Ingham County Purchasing Department initiated the Request for Qualifications (RFQ) process inviting architectural and engineering firms to forward information regarding their experience and qualifications with zoo projects to identify the most qualified vendors and a Request for Proposals (RFP) was then issued to the top four firms; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities and Parks Departments, and all Departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by Ehresman Associates of Troy, Michigan be accepted; and

WHEREAS, the funding for the project includes \$430,000 carried over from the 2008 CIP budget, \$200,000 committed by the Potter Park Zoological Society and \$400,000 in the 2010 CIP Budget request.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into an architectural and engineering contract for the project not to exceed 7.5% of the total construction costs, including \$14,700.00 in reimbursable costs, and \$9,500 for LEED Certification with Ehresman Associates of Troy, Michigan for the construction of the Potter Park Zoo Rhino Yard Expansion Project including additional renovations to the rhino holding building.

BE IT FURTHER RESOLVED, that the Ingham County 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.

RESOLUTION STAFF REVIEW

DATE: May 7, 2009

Agenda Item Title: Resolution Recommending Ingham County Enter into a Contract with Jones and Jones Architects for the Completion of the Potter Park Zoo Master Plan

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

This resolution approves entering into a contract with the architecture firm of Jones and Jones to complete the Potter Park Zoo Master Plan. Jones and Jones was selected as the vendor for this project as their firm has 30 years of experience in the development of Zoo Master Plans; and they have developed more than 30 Zoo Master Plans including the Detroit Zoo and the John Ball Zoo. Within the zoo industry, Jones and Jones would be considered one of the top three national companies that provide Zoo Master Plan services.

Financial Implications:

Funds in the amount of \$72,500 are provided through a carry forward of funding approved in the 2008 Budget. \$19,950 will be transferred from the contingency line item, 258-69200-969220 within the approved 2009 Zoo Budget. Total cost of the contract is \$92,450.

Other Implications: None.

Staff Recommendation: MJM X JN __ TL __ TM __ JC __

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

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Purchasing Director
 DATE: May 7, 2009
 SUBJECT: Proposal Summary – Master Plan for Potter Park Zoo

Project:

This project consists of seeking a qualified and experienced individual or firm to complete the development of a Master Plan for Potter Park Zoo.

Proposal Summary:

Proposers Contacted: 43 Local: 4
 Proposers Responding: 10 Local: 0

The following firms submitted a proposal:

<u>Firm</u>	<u>Cost/Fee</u>	<u>Expenses</u>	<u>Total</u>	<u>Local</u>
Ehresman	\$60,544	\$3,700	\$64,244	N – Troy, MI
The Jco, LLC	\$55,320	\$10,000	\$65,320	N – St. Louis, MO
Bassett Associates	\$80,000	\$5,250	\$85,250	N – Lima, OH
Jones & Jones Architects	\$79,860	\$12,590	\$92,450	N – Seattle, WA
Torre Design	\$88,500	\$11,500	\$100,000	N – New Orleans, LA
Johnson Architecture	\$114,000	N/A	\$114,000	N – Knoxville, TN
CLR	\$105,160	\$17,450	\$122,610	N – Philadelphia, PA
Portco Group	\$127,400	\$16,000	\$143,400	N – Seattle, WA
MESA	\$126,980	\$18,520	\$145,500	N – Little Rock, AK
PJA	\$160,345	\$45,525	\$205,870	N – Seattle, WA

Recommendation:

Accept the proposal from Jones and Jones Architects and Landscape Architects, Ltd. and enter into a contract for a not to exceed total cost of \$92,450.

Advertisement:

Vendors were notified through the Purchasing Department web site, New Citizens Press and the Lansing State Journal.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 18, 2009

RESOLUTION # -09

RESOLUTION RECOMMENDING INGHAM COUNTY ENTER INTO A CONTRACT WITH JONES AND JONES ARCHITECTS FOR THE COMPLETION OF THE POTTER PARK ZOO MASTER PLAN

WHEREAS, the Potter Park Zoo Board has identified a need to update the Zoo Master Plan to provide direction for Zoo operations and improvements; and

WHEREAS, the existing Master Plan was completed in 1995 and no longer addresses the needs of the Zoo; and

WHEREAS, Potter Park Zoo, Potter Park Zoo Society, Ingham County Facilities and Ingham County Parks staff have collected the necessary data for the Master Plan and require a professional firm to complete the Master Plan; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified individuals and companies pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department, Parks and Recreation Commission and Potter Parks Zoo Board and all were in agreement that Jones and Jones Architects met all specifications and requirements; and

WHEREAS, the Potter Park Zoo Board recommends to the Ingham County Parks & Recreation Commission to accept the bid from Jones and Jones Architects; and

WHEREAS, the funding for the project is provided by \$72,500 in funds carried over from the 2008 consulting budget line item 258-69200-802000-31200; and

WHEREAS, the balance of funds required, \$19,950, will be transferred within the 2009 budget from the contingency line item 258-69200-969220.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with Jones and Jones Architects with the project not exceeding \$92,450 with November 2009 as the completion date for the Potter Park Zoo Master Plan.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOMMENDING INGHAM COUNTY ENTER INTO A CONTRACT
WITH JONES AND JONES ARCHITECTS FOR THE COMPLETION OF THE
POTTER PARK ZOO MASTER PLAN**

WHEREAS, the Potter Park Zoo Board has identified a need to update the Zoo Master Plan to provide direction for Zoo operations and improvements; and

WHEREAS, the existing Master Plan was completed in 1995, and no longer addresses the needs of the Zoo; and

WHEREAS, the Potter Park Zoo, Potter Park Zoo Society, Ingham County Facilities and Ingham County Parks staff have collected the necessary data for the Master Plan and require a professional firm to complete the Master Plan; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified individuals and companies pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department, Parks & Recreation Commission and the Potter Parks Zoo Board, and all were in agreement that Jones and Jones Architects met all specifications and requirements; and

WHEREAS, the Potter Park Zoo Board recommends to the Ingham County Parks & Recreation Commission to accept the bid from Jones and Jones Architects; and

WHEREAS, the funding for the project is provided by \$72,500 in funds carried over from the 2008 consulting budget line item 258-69200-802000-31200; and

WHEREAS, the balance of funds required, \$19,950 will be transferred within the 2009 Budget from the contingency line item 258-69200-969220.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with Jones and Jones Architects with the project not exceeding \$92,450, with November 2009 as the completion date for the Potter Park Zoo Master Plan.

BE IT FURTHER RESOLVED, that 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.

RESOLUTION STAFF REVIEW

DATE May 7, 2009

Agenda Item Title: Resolution to Authorize the Acceptance of a Support Grant from the Corporation for National and Community Services for Additional Funding for the VISTA Coordinator

Submitted by: Health Department and MSU Extension Office

Committees: LE____, JD____, HS_ X_, CS_ X_, Finance_ X_

Summary of Proposed Action:

This resolution accepts a support grant from the Corporation for National and Community Services to be used to enhance the wage of the VISTA Coordinator to reflect a 33% increase in VISTA placements.

The project is coordinated by a temporary employee in the MSU Extension Office. The coordinator works closely with the host organization to develop work plans for the VISTA, assists them in recruiting, screening, selecting and hiring the VISTA. The employee provides training opportunities for the VISTAs as well as troubleshooting and resource development. The coordinator’s wage has been \$21.59 since 2007. As a temporary employee, there are no health benefits, paid vacations or sick time. The wage, FICA and Worker’s Compensation costs are covered by a grant from the Corporation for National and Community Services (CNCS) of \$25,000 and \$27,897 of Community Development funds in the MSU Extension budget.

Financial Implications:

This \$14,000 support grant is to be used specifically to increase the wage of the project coordinator. The intention is to increase the coordinator’s wage to reflect the increased workload due to the expanded number of placements in the Lansing project. It cannot be used to reduce the County’s current contribution to wages. The time period of this award is April 1, 2009 through September 30, 2010. This award, spread over eighteen months, results in an hourly increase of \$4.49 per hour.

The acceptance of this grant does not obligate Ingham County to continue to fund the VISTA project beyond the existing contract ending date of December 31, 2009, nor to continue the increased wage beyond the end date of the supplemental grant of September 30, 2010. If the current VISTA Memorandum of Agreement is not renewed, the remaining balance of the support grant would be returned to the Corporation.

Other Implications: None.

Staff Recommendation: MJM___ JN ___ TL ___ TM___ JC_ X_

Staff recommends approval of the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONTINUATION OF A MEMORANDUM OF AGREEMENT AND GRANT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES

RESOLUTION #08-321

WHEREAS, the Ingham County Board of Commissioners has identified a priority to support the neighborhood network centers and uses the budgets of the Health Department and the Ingham County MSU Extension Office as the principal vehicles of support; and

WHEREAS, Resolution #06-333 authorized a Memorandum of Agreement with the Corporation for National and Community Services (CNCS) for the purpose of providing Ingham County with up to thirteen (13) America Corps*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems; and

WHEREAS, Resolution #06-333 authorized that the Memorandum of Agreement for the period December 10, 2006 through December 8, 2007; and

WHEREAS, Resolution #07-307 authorized that the Memorandum of Agreement for the period October 1, 2007 through September 30, 2008; and

WHEREAS, the Health Officer and the Ingham County MSU Extension Director have recommended that the Board of Commissioners authorize the continuation of the Memorandum of Agreement with the CNCS and accept a \$25,000 grant.

THEREFORE BE IT RESOLVED, that a continuation of the Memorandum of Agreement and Grant from the corporation for national and community services be authorized, for the period October 1, 2008 through September 30, 2009, with the Health Department acting as fiduciary on behalf of the Power of We Consortium.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Grant from the CNCS of \$25,000 for the period October 1, 2008 through September 30, 2009, for the purpose of supporting a coordinator of VISTA volunteers assigned to Ingham County sites.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$25,000 from the Health Fund to the 2008 Budget of Ingham County MSU Extension to cover the employment costs of the VISTA Project Coordinator.

ADOPTED - NOVEMBER 25, 2008
Agenda Item No. 25

RESOLUTION #08-321

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the 2009 Health Department and Ingham County MSU Extension Budgets to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Memorandum of Understanding and any documents associated with the grant after review by the County Attorney.

HUMAN SERVICES: Yeas: Schor, Bahar-Cook, Hertel, Soule, Severino, Dougan
Nays: None **Absent:** None **Approved 11/17/08**

COUNTY SERVICES: Yeas: Nolan, De Leon, Copedge, Grebner, Severino
Nays: None **Absent:** Soule **Approved 11/18/08**

FINANCE: Yeas: Grebner, Hertel, Celentino, Schor, Dougan
Nays: None **Absent:** Weatherwax-Grant **Approved 11/19/08**

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Dean Sienko, M.D., Health Officer
Randy Bell, Ingham MSU Extension

DATE: May 7, 2009

Since October 2006, the Power of We Consortium, with the Health Department as the Grantee, has operated a very successful Volunteers in Service to America (VISTA) project in Lansing. There are presently 13 organizations with a VISTA placement. These are: Eastside Community Action Center, Franklin Street Community Housing Corporation, Gateway Community Services, Haven House, Lansing Teen Challenge, North Neighborhood Center, NorthWest Initiative, Old Town Commercial Association, Reach Studio Art Center, Refugee Development Center, South Lansing Community Development Association, South Side Community Coalition and The Garden Project. Additionally, our project is in line for an increase of up to six additional placements in 2009.

The project is coordinated by a temporary employee in MSU Extension. The coordinator works closely with the host organization to develop work plans for the VISTA, assists them in recruiting, screening, selecting and hiring the VISTA. She provides training opportunities for the VISTAs as well as troubleshooting and resource development. The coordinator's wage has been \$21.59 since 2007. As a temporary employee, there are no health benefits, paid vacations or sick time. The wage, FICA and Worker's Compensation costs are covered by a grant from the Corporation for National and Community Services (CNCS) of \$25,000 and \$27,897 of Community Development funds in the MSU Extension budget.

Recently, we were notified by CNCS that we have been awarded a \$14,000 support grant to be used *specifically to increase the wage of the project coordinator*. In discussions with Detroit Office Director, Evan Albert, I learned that their intention is to increase the coordinator's wage to reflect the increased workload due to the expanded number of placements in the Lansing project. It cannot be used to reduce the County's current contribution to wages. The time period of this award is April 1, 2009 through September 30, 2010. This award, spread over eighteen months, results in an hourly increase of \$4.49 per hour.

We recognize that this generous offer from CNCS presents a bit of a dilemma. It is a substantial wage increase during a time when others' wages are not substantially increasing. At the same time, it recognizes the increasing demands on the coordinator since the program will be expanding by up to 30%. Additionally, there has been no increase in the coordinator's wage since the position was established in 2006.

We are not obligating the County to the increased wage beyond September 30, 2010, nor are we asking for a commitment beyond the 2009 budget year. The employee will be counseled that the wage would return to its original level after September 30, 2010 unless the CNCS awards additional funding to sustain the higher wage.

The VISTA project helps the Board of Commissioners accomplish three of its long term objectives. VISTAs provide expanded capacity to community-based organizations that are:

- Fostering economic well being
- Assisting in meeting basic needs
- Fostering appropriate youth development

Also, four neighborhood network centers, of which you support their efforts, are VISTA placement sites.

We recommend that you approve the Agreement between the Ingham County Health Department and the Corporation for National and Community Service to accept the support grant for the VISTA Coordinator.

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF A SUPPORT GRANT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES FOR ADDITIONAL FUNDING FOR THE VISTA COORDINATOR

WHEREAS, the Ingham County Board of Commissioners has identified a priority to support the neighborhood network centers and uses the budgets of the Health Department and the Ingham County MSU Extension Office as the principal vehicles of support; and

WHEREAS, Resolution #06-333 authorized a Memorandum of Agreement with the Corporation for National and Community Services (CNCS) for the purpose of providing Ingham County with up to thirteen (13) America Corps*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems; and

WHEREAS, VISTAs provide expanded capacity to community-based organizations that are engaged in work that helps meet Ingham County's long-term goals of fostering economic well being, assisting in meeting basic needs and fostering appropriate youth development; and

WHEREAS, Resolution #06-333 authorized that the Memorandum of Agreement for the period December 10, 2006 through December 8, 2007; and

WHEREAS, Resolution #07-307 authorized that the Memorandum of Agreement for the period October 1, 2007 through September 30, 2008; and

WHEREAS, Resolution #08-321 authorized that the Memorandum of Agreement for the period October 1, 2008 through September 30, 2009; and

WHEREAS, the CNCS has awarded the Ingham County Health Department a support grant in the amount of \$14,000 to be used to "enhance the wage of the VISTA Coordinator to reflect a 33% increase in VISTA placements"; and

WHEREAS, the Health Officer and the Ingham County MSU Extension Director have recommended that the Board of Commissioners accept the \$14,000 support grant.

THEREFORE BE IT RESOLVED, that the \$14,000 support grant is accepted for the period April 1, 2009 through September 30, 2010 with the Health Department acting as fiduciary on behalf of the Power of We Consortium.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of a support grant from the CNCS of \$14,000 for the period April 1, 2009 through September 30, 2010, for the purpose of increasing the wage of the VISTA Coordinator by \$4.49 per hour, retroactive to April 1, 2009.

BE IT FURTHER RESOLVED, the acceptance of this grant does not obligate Ingham County to continue to fund the VISTA project beyond the existing contract ending date of December 31, 2009, nor to continue the increased wage beyond the end date of the supplemental grant of September 30, 2010.

BE IT FURTHER RESOLVED, if the current VISTA Memorandum of Agreement is not renewed, the remaining balance of the support grant would be returned to the Corporation.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$14,000 from the Health Fund to the 2009 Budget of the Ingham County MSU Extension Office to cover the employment costs of the VISTA Project Coordinator.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the 2009 Health Department and the Ingham County MSU Extension Office Budgets to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Memorandum of Understanding and any documents associated with the grant after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE May 7, 2009

Agenda Item Title: Resolution Authorizing a Contract to Wigen, Tincknell, Meyer & Associates for Masonry Restorations at the Grady Porter Building/Veterans Memorial Courthouse

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes awarding a contract to Wigen, Tincknell, Meyer & Associates (WTM) for the purpose of preparing documents defining the scope of work and specifications as to the methods and materials to repair and restore the exterior of the Grady Porter Building & Veterans Memorial Courthouse.

WTM, who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing and Facilities Departments.

Financial Implications:

The contract amount is not to exceed \$10,800 and funding for this project is included in the Facilities Department budget.

Other Implications: None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2009

SUBJECT: GPB/VMC-2009 Exterior Masonry Restoration Consultant

The resolution before you authorizes awarding a contract to Wigen Tincknell & Meyer Associates (WTM) for the purpose of preparing documents defining the scope of work and specifications as to the methods and materials to repair and restore the exterior of the Grady Porter Building & Veterans Memorial Courthouse.

WTM, who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing and Facilities Departments. We are confident that WTM will provide us with the quality service we need to bid this project successfully.

Funding for the project is available in the 245-26710-931000-9FC08, Project: Tuck Point, Caulk and Clean, line item number .

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Purchasing Director
DATE: May 13, 2009
SUBJECT: Proposal Summary – Masonry Restorations

Project:

This project consist of seeking a qualified and experienced firm to provide design specifications, engineering, and project administration services for improvements to the Grady Porter Building and the Veterans Memorial Courthouse.

Proposal Summary:

Proposers Contacted: 3 Local: 1
Proposers Responding: 3 Local: 1

The following firms submitted a proposal:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Wigen, Tincknell, Meyer and Associates	\$10,800	N – Saginaw
Structure Tec Kalamazoo	\$13,100	N –
Hobbs & Black	\$19,680	Y – Lansing

Recommendation:

Enter into a contract with Wigen, Tincknell, Meyer & Associates at a cost not to exceed \$10,800.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT TO WIGEN, TINCKNELL, MEYER &
ASSOCIATES FOR MASONRY RESTORATIONS AT THE GRADY PORTER
BUILDING/VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the Ingham County Grady Porter Building/Veterans Memorial Courthouse is in need of exterior masonry restoration; and

WHEREAS, the Director of Facilities deems it necessary to use Wigen, Tincknell, Meyer & Associates, for architectural services to provide cost estimates, specifications and oversee the entire project from start to finish; and

WHEREAS, the funds for this project are available within 2009 CIP 245-26710 931000-9FC08, Tuck Pointing for the Grady Porter Building/Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department recommends the approval of the contact for the amount of \$10,800.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Wigen, Tincknell, Meyer & Associates, 100 South Jefferson Avenue, Suite 601, Saginaw, Michigan, for architectural services to prepare bid documents and specifications for masonry restoration of the Grady Porter Building/Veterans Memorial Courthouse for an amount not to exceed \$10,800.00.

BE IT FURTHER RESOLVED, that the Ingham County 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.

MEMORANDUM

May 8, 2009

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Facilities Line Item Transfer Request – Purchase of Radios

Please see attached line item transfer request for your approval. The Facilities Department would like to transfer \$9,216 from the surpluses in two capital projects (\$1,216 from the Animal Control floor tile project and \$8,000 from the Jail glass inventory project) in order to replace most of its department cell phones with radios. The Facilities Director believes that this will improve communications for the department and will produce a cost savings in the long term. The return on investment date is projected to be ten months. Please see attached documentation for additional information.

Because of the dollar amount (more than \$5,000 and less than \$25,000), this transfer request requires approval by the County Services and Finance Committees. Your approval of this transfer request is recommended.

cc: Rick Terrill

LINE ITEM TRANSFER REQUEST

Department		Facilities		Date		April 23, 2009	
Contact		Rick Terrill					
Reason for Transfer (explain fully)		See attached.					
	From	Amount		To	Amount		
Acct	24590119-9310000-7AC02 (floor tile animal control)	1,216.00	Acct	10123303-981000 (radio communications equipment)	9,216.00		
Acct	24531199-931000-4FAC1 (jail glass inventory)	8,000	Acct				
Acct			Acct				
Acct			Acct				
Acct			Acct				
Acct			Acct				
	Total	\$9,216.00		Total	\$9,216.00		
BUDGET OFFICE VERIFICATION BELOW THIS LINE *****							
Transfer Action Required		5					
Description		Equipment Transfers over \$5,000 but less than \$25,000					
Budget Office		TM		Date		4/23/09	
Input Done				Date			
Controller				Date			
Liaison Comm				Date			
Finance Committee				Date			
Resolution #				Date			

**Facilities Communications
Plan**

Currently the Facilities Dept. uses cell phones for communication with staff. Our proposal is to purchase radios for staff that would be set up on the Lansing BWL radio network. The radios would be assigned a channel specifically for our use. They would come equipped with multiple channels which would allow us to communicate with staff assigned to the Zoo who are currently using the Parks channel.

One of these radios was tested for distance and clarity and other than the expected lapses in coverage at the Jail and the lower levels of the Hilliard Building was found to work quite well even to the south side of Mason. In fact, the radio worked better than cell phones in the lower levels of the GPB/VMC

Current Plan

30 phones at an annual cost of \$11,820

**Proposed
Plan**

Purchase 16 radios @ \$576 per unit (see note # 1 below for distribution- \$9216.00

Cut the phones from 30 to 8 (3 for manager use, 4 on call, 1 night custodians)

	Radios*	Use Fee**	Phones	Annual Cost	Annual Savings
2009	\$0	\$556.00	\$8,100.00	\$8,656.00	\$3,164.00
2010	\$0	\$1,328.64	\$4,161.36	\$5,490.00	\$6,330.00
2012	\$0	\$1,328.64	\$4,161.36	\$5,490.00	\$6,330.00

*ROI for radios would be approx. 10 months

**\$6.92 monthly use fee per radio as of 3/20/09

Note # 1:

16 radios would be assigned as follows:

Mason-8

Hilliard... 4 (Skriba, Ferguson, Bauer/office use, Terrill)

Jail...4 (Hughes, Kurtzhals, 2 for other staff use)

Lansing-8

HSB..5 (Pathfinder, Sigman, Seibold, Pham, Larkins)

VMC/GPB..2

Academy..1



White, Schneider, Young & Chiodini, PC
Attorneys at Law

Karen Bush Schneider
William F. Young
James J. Chiodini
Shirlee M. Bobryk
Jeffrey S. Donahue
Michael M. Shoudy

Timothy J. Diugos
James T. Feeny
Dena M. Lampinen
Thomas K. Byerley

Of Counsel:
James A. White
Kathleen Corkin Boyle
Deborah G. Adams

April 30, 2009

Mr. Victor Celentino, Chairperson
County Services Committee
Ingham County Board of Commissioners
Ingham County Courthouse
P.O. Box 319
Mason, MI 48854

RECEIVED
MAY 1 - 2009
INGHAM COUNTY
CONTROLLER'S OFFICE

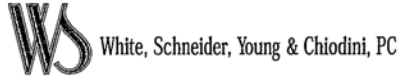
Re: Eric Matwiejczyk

Dear Mr. Celentino:

As you are aware, on Tuesday, April 21, 2009, Ingham County Employees Association (ICEA) Assistant Prosecuting Attorney Unit President Guy Sweet, former APA Eric Matwiejczyk, and I attended the County Services Committee meeting. We spoke during public comment to request that the County Services Committee grant Mr. Matwiejczyk an additional four months of severance.

We appeared during public comment because we had previously requested to be placed on the agenda, but were informed in writing by the County's attorney that we would not be placed on the agenda because Mr. Matwiejczyk did not technically meet the requirements under the collective bargaining agreement for requesting additional severance. Under the contract, an employee must have ten or more years of employment in order to request an additional three months of severance.

Regardless of the technical requirements of the contract, we believe Mr. Matwiejczyk should receive an additional four months of severance (he has received eight months.) We articulated our concerns and reasoning at the Committee meeting. In brief, Stuart Dunnings supported the notion of Mr. Matwiejczyk obtaining 12 months of severance. Mr. Matwiejczyk's appointment was withdrawn for political reasons prior to the election. Mr. Matwiejczyk certainly faces a hardship because of the withdrawal of his appointment. He continues to be unemployed and his wife delivered twins in the fall. Finally, we are aware that recently the Commissioners granted additional severance to a member of management who was let go from employment.



Mr. Victor Celentino, Chairperson
April 30, 2009
Page 2

Mr. Dunnings has stated to Mr. Matwiejczyk and Mr. Sweet that if he was cleared by the Attorney Grievance Commission, he would be welcomed back to the office. The Attorney Grievance Commission did not proceed on any allegations against Mr. Matwiejczyk. However, despite our request, Mr. Dunnings has not returned Mr. Matwiejczyk to employment. In fact, Mr. Dunnings has not replied at all to our request.

Therefore, we would respectfully request that this issue be placed as an agenda item for the upcoming County Service Committee meeting. We would appreciate knowing in advance whether this will be made an agenda item so we can appear to answer any of the Committee's questions.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

WHITE, SCHNEIDER, YOUNG
& CHIODINI, P.C.

Jeffrey S. Donahue
Direct Dial Number: 517/347-7225
E-Mail: jdonahue@wsbyc.com

kag

BY HAND DELIVERY

cc David G. Stoker, Esq.
Tony Lindsey
Dr. Matthew J. Myers ✓
Eric Matwiejczyk
Guy L. Sweet, Esq.

Brief Fact Sheet

“...continuation of salary, health, dental and life insurance for each year of service in excess of three (3) years ...” Article 2 Section 2, E-4, Page 7, ICEA Assistant Prosecuting Attorney Agreement.

August 20, 2008 – Matwiejczyk, Eric – Appointment withdrawn by the Prosecutor.

...continued to receive full salary, health, dental and life insurance as required by contract.....

November 07, 2008 – Matwiejczyk, Eric – Executed Release and Waiver Severance Agreement.

...continued to receive full salary, health, dental and life insurance as required by Release and Waiver Agreement.....

April 17, 2009 – Matwiejczyk, Eric – Severance Agreement Expired / Terminated.

“... discontinuation of salary, health, dental and life insurance.

E-4. In addition to sub-section E-3, **if an Assistant Prosecuting Attorney that has completed four (4) or more years of continuous service is not re-appointed or has his/her appointment withdrawn by the Prosecutor**, and his/her termination from employment is for other than death, retirement, or voluntary resignation and the employee executes a waiver of any and all claims against the Employers, in a form approved by the Employer, **the employee will be provided one month's continuation of salary, health, dental and life insurance for each year of service in excess of three (3) years to a maximum of nine (9) months of severance compensation.** Payments will be made on a bi-weekly basis, subject to normal withholding of taxes. In addition, such salary and fringe benefit continuation is subject to and contingent upon the employee not being employed elsewhere in a professional position nor receiving unemployment compensation during that time. This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the Administrative Services/Personnel Committee up to an additional three (3) months for those employed ten (10) or more years. The decision to grant or deny an extension of benefits is within the sole discretion of the Administrative Services/Personnel Committee.

[Emphasis Supplied] Article 2, ICEA ASSISTANT PROSECUTING ATTORNEY COLLECTIVE BARGAINING AGREEMENT July 1, 2005 through June 30, 2009

With a hire date of January 1, 2000 and a separation date of August 20, 2008; Mr. Matwiejczyk does **not** satisfy the **ten (10) year minimum** for additional compensation consideration.

County legal has also opined that there is no authority to make a philanthropic gift of taxpayer funds.

RESOLUTION STAFF REVIEW

DATE May 01, 2009

Agenda Item Title: Resolution to Amend Resolution #09-008 Extending an Agreement with the Accident Fund for Administration of Self-Funded Workers' Compensation Claims

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

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

Approval of this Resolution amends Resolution #09-008 clarifying the Ingham County Agreement with the Accident Fund for administration of self-funded workers' disability compensation claims. It clarifies the compensation and fee arrangements.

2009 budgeted amounts:

Excess insurance premium - \$60,000;

Attorney cost paid to the Accident Fund - \$14,979;

Administrative cost - \$29,913 (this represents 82% with the Medical Care Facility (MCF) paying 18%).

Financial Implications: The 2009 costs were included in the 2009 Budget.

Other Implications: None.

Staff Recommendation: MM __ JN __ TL X TM __ JC __

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION EXTENDING AN AGREEMENT WITH THE ACCIDENT FUND
FOR ADMINISTRATION OF THE SELF-FUNDED
WORKERS' COMPENSATION PROGRAM

RESOLUTION #09-008

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

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

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

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

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

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

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

COUNTY SERVICES: Yeas: Celentino, Koenig, Holman, Copedge, Grebner, Vickers

Nays: None Absent: None Approved 1/20/09

FINANCE: Yeas: Grebner, Bahar-Cook, Tennis, Davis, Dougan

Nays: None Absent: Nolan Approved 1/21/09

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #09-008 EXTENDING AN AGREEMENT
WITH THE ACCIDENT FUND FOR ADMINISTRATION OF SELF-FUNDED
WORKERS' COMPENSATION CLAIMS**

WHEREAS, Ingham County has self-funded its Workers' Compensation obligation since April 1, 1979, and wishes to continue that status; and

WHEREAS, the Accident Fund has provided Third Party Administration Services and Excess Insurance Coverage since 1998; and

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

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

WHEREAS, in Resolution #09-008 the Ingham County Board of Commissioners authorized a two year extension of the Workers Compensation Administration Services Agreement with the Accident Fund; and

WHEREAS, the annual cap on administrative fees to be paid the Accident Fund per claim has decreased since the adoption of Resolution #09-008, and there shall be hourly fees in addition to the administrative fees for Loss Prevention Services and Investigative Services that were not authorized in Resolution #09-008.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby amends Resolution #09-008 and authorizes a two-year extension to the Agreement with the Accident Fund Company, commencing on January 1, 2009, to administer workers' compensation claims in 2009, at an annual rate of \$2,500.00 per claim, and in 2010 at an annual rate of \$3,000 per claim to be billed and paid quarterly at an annual aggregate cost not to exceed \$45,000.00.

BE IT FURTHER RESOLVED, that Ingham County will reimburse the Accident Fund Company for the actual cost of:

1. Loss Prevention Services at the rate of \$125.00 per hour, and
2. Investigative Services at the rate of \$75.00 per hour, and
3. Workers' Compensation Excess Insurance with specific limits of \$5,000,000.00, with a \$300,000.00 retention per occurrence.

BE IT FURTHER RESOLVED, that Ingham County shall pay the Accident Fund 25% of the savings derived from its use of the Preferred Provider Network after application of the Michigan Health Care Services Rules and Michigan Workers' Compensation Fee Schedule.

BE IT FURTHER RESOLVED, that for Ingham County's use of the Pharmacy Program, Accident Fund shall apply a dispensing fee per prescription to each claim and Ingham County shall pay Accident Fund 25% of the savings derived from the ingredient costs of prescriptions filled.

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

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

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE May 8, 2009

Agenda Item Title: Resolution to Approve the Purchase to Convert Ingham County's MUNIS Financial System Database from Informix to Microsoft SQL

Submitted by: MIS Department

Committees: LE____, JD____, HS____, CS_ X_, Finance_ X__

Summary of Proposed Action:

This resolution authorizes the conversion of Ingham County's MUNIS Financial System Database from Informix to Microsoft SQL.

This conversion will coincide with an upgrade to MUNIS 7.3, and SQL is the County standard database platform, utilized by a majority of MUNIS customers and will allow for easier administration and development in the future.

The Financial Information System for Ingham County Steering Committee (FISIC) and MIS recommend this upgrade.

Financial Implications:

The County will pay MUNIS in the amount of \$14,637 for the migration of the Informix database to SQL, with funds to be paid from the Equipment Maintenance Fund.

Ingham County will save \$6,000 in annual maintenance fees by migrating to SQL.

Other Implications:

None.

Staff Recommendation: MJM_ X_ JN_ ___ TL_ ___ TM_ ___ JC_ ___

Staff recommends approval of the resolution.

Agenda Item 6

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE TO CONVERT INGHAM COUNTY'S MUNIS FINANCIAL SYSTEM DATABASE FROM INFORMIX TO MICROSOFT SQL

WHEREAS, the County's MUNIS Financial System currently utilizes an Informix database; and

WHEREAS, Ingham County is upgrading to MUNIS version 7.3 and would like to convert the County's current data to an SQL database; and

WHEREAS, SQL is the County standard database platform, is utilized by a majority of MUNIS customers, and will allow for easier administration and development in the future; and

WHEREAS, Ingham County will save \$6,000 in annual maintenance fees by migrating to SQL; and

WHEREAS, the Financial Information System for Ingham County Steering Committee (FISIC) and MIS has recommended the upgrade from Informix to SQL in the amount of \$14,637.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes MUNIS to migrate our Informix database to SQL for \$14,637, to be paid from the Equipment Maintenance Fund (636-95800-932020).

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.

DRAFT

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE
INGHAM COUNTY PROJECT LABOR AGREEMENT POLICY**

WHEREAS, the Ingham County Board Of Commissioners (the "Board") is vested with statutory authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Board considers necessary and proper, pursuant to MCL 46.11; and

WHEREAS, the Board is committed to ensuring that County construction projects are completed (1) at the lowest reasonable cost, and (2) with the highest degree of quality and without the disruption of labor disputes such as strikes, lockouts or slowdowns; and

WHEREAS, the goals stated above represent a compelling interest of State and local government; and

WHEREAS, applicable law authorizes local units to utilize Project Labor Agreements, which are legally enforceable guarantees that projects will be carried out in an orderly and timely manner without strikes, lockouts or slowdowns, while also providing for peaceful, orderly and mutually binding procedures for resolving labor issues; and

WHEREAS, the Board concludes that Project Labor Agreements for "Suitable County Construction Projects" represents an effective means of advancing the interests of efficiency, quality and timeliness of Suitable County Construction Projects; and

WHEREAS, the Board is desirous of requiring the negotiation and execution of Project Labor Agreements for certain suitable future county construction projects, and of requiring same as part of the specifications in public bidding to the extent permitted by law; and

WHEREAS, the Board is also desirous of adopting this requirement as an official policy of the County of Ingham.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham authorizes the attached Ingham County Project Labor Agreement Policy be adopted.

BE IT FURTHER RESOLVED, that, within 12 months, Staff shall review and report to the Board the County's experience with project labor agreements as to the impact, if any, on the County's Local Preference Policy and the relative utilization of qualified local contractors.

INGHAM COUNTY PROJECT LABOR AGREEMENT POLICY

Section 1. DEFINITIONS.

- (a) "Suitable County Construction Projects", as used in this Policy, means a County construction project for a new building or buildings, or other real property improvement or renovation project, where the projected direct labor costs to the County (exclusive of equipment, materials, overhead, profit, insurance, bonding, etc.) exceeds \$100,000.00.
- (b) "Labor Organization", as used in this Policy, means a labor organization as defined in 29 U.S.C. 152(5).
- (c) "Project Labor Agreement", as used in this Policy, means a pre-hire collective bargaining agreement with one or more Labor Organizations that establishes the terms and conditions of employment for a specific construction project and is an agreement described in 29 U.S.C. 158(f).
- (d) "Emergency Construction", as used in this Policy, means a construction, maintenance, and/or demolition project resulting from an emergency situation, such as, but not limited to, damage or destruction resulting from fire, flood, or explosion, which compels immediate action involving construction, so that waiting negotiate a Project Labor Agreement would jeopardize, for example, the safety, security or viability of a building or increase the later cost of construction, maintenance, demolition, restoration or replacement.
- (e) "Board", as used in this Policy, means the Ingham County Board of Commissioners.
- (f) "Staff", as used in this Policy, shall mean the Ingham County Controller or his/her designee.

Section 2: WHEN REQUIRED.

- (a) Utilization Of A Project Labor Agreement Without Board Action: Except for circumstances set forth in Section 3 of this Policy, and if and only if the prerequisites set forth in Section 4 of this Policy have been fully and timely satisfied, the County of Ingham will require utilization of Project Labor Agreements for Suitable County Construction Projects, unless the Board determines by majority vote and within its sole discretion, that a Project Labor Agreement is not necessary for a specific project to advance the interests of efficiency, quality and timeliness of an otherwise suitable County construction project.

(b) Utilization of a Project Labor Agreement Requiring Board Action: An affirmative vote of the majority of the Board shall be required to require utilization of a Project Labor Agreement for a specific county construction project if any of the following exist:

- (i) The specific project does not meet, in the sole opinion of the County, the requirements of a Suitable County Construction Project; *or if Staff has provided a written recommendation to the Board advising that, in the opinion of Staff, a Project Labor Agreement not be utilized on an otherwise Suitable County Construction Project;*
- (ii) The construction project is within the parameters of the circumstances set forth in Section 3 of this Policy; or
- (iii) If the pre-requisites set forth in Section 4 of this Policy have not been fully or timely satisfied.

A decision to utilize a Project Labor Agreement under such circumstances would be based upon one or more of the following factors:

- (i) Cost savings (for example, from reduced costs for extra shifts or shifts starting at atypical hours for offices that must be kept open during the day);
 - (ii) Reduced risk of delay in completion of a time-sensitive project;
 - (iii) Enhanced access to skilled trades whose work is needed to complete a project (taking into consideration other major construction projects in the area); or
 - (iv) Improved efficiency in project management on large, complex, multi-year projects.
- (c) Where a Project Labor Agreement is required by this Policy, or by action of the Board, any bidder refusing to agree to abide by the conditions of the Project Labor Agreement or refusing to negotiate a Project Labor Agreement shall not be regarded as a responsible bidder. However, the Board may, in its sole discretion, waive this requirement on a specific project *or portion(s) of a project*, as to one or more contractors or subcontractors where the Board concludes that requiring a contractor or subcontractor to execute the Project Labor Agreement would be contrary to the interests of efficiency, quality and timeliness of the specific construction project.

- (d) In the event a Project Labor Agreement is required by this Policy, or in the event that the Board affirmatively determines that a Project Labor Agreement will meet the requirements of and serve the objectives of advancing the interests of efficiency, quality and timeliness of a specific project, the County may either (1) directly negotiate in good faith a Project Labor Agreement with one or more Labor Organizations, or (2) condition the award of a contract to a construction manager/general contractor upon a requirement that the construction manager/general contractor negotiate in good faith a Project Labor Agreement with one or more Labor Organizations.

Section 3: WHEN NOT REQUIRED.

Requiring utilization of a Project Labor Agreement is not required, under the terms of this Policy – absent affirmative action by the Board as set forth above – under the following circumstances:

- (a) The project does not, in the opinion of Staff, constitute a Suitable County Construction Project; *or where Staff provides a written recommendation to the Board advising that, in the opinion of Staff, a Project Labor Agreement not be utilized on an otherwise Suitable County Construction Project or a portion of a project;*
- (b) Where the Project is to address Emergency Construction;
- (c) Where the County or Construction Manager/General Contractor and Labor Organization are unable to agree upon, and ratify, a suitable Project Labor Agreement at least thirty (30) days prior to the projected mailing date of the bid packages;
- (d) Where the County elects to rebid a construction project, or portion of a construction project, in its discretion (including, but not limited to, circumstances in which the bid did not result in a sufficient number of bona fide bids, or where the bid costs exceed the projected cost of the project or portion of the project);
- (e) Under any other circumstances determined within the sole discretion of the Board.

Section 4: PRE-REQUISITES TO REQUIRING A PROJECT LABOR AGREEMENT—TERMS AND TIMING OF THE AGREEMENT.

Unless this requirement is waived by the Board, a Project Labor Agreement will only be required where – at least thirty (30) days prior to the projected mailing date of the bid packages – the County or Contractor and all Labor Organizations designated by the County has having jurisdiction over all or part of the project enter into, and ratify, an

acceptable Project Labor Agreement. Each Project Labor Agreement shall, at a minimum, provide for the following:

- (a) The Project Labor Agreement shall bind all or designated contractors and subcontractors on the construction project through the inclusion of appropriate specifications in all relevant solicitation provisions and contract documents;
- (b) The Project Labor Agreement shall allow all contractors and subcontractors to compete for contracts and subcontracts without regard to whether they are otherwise parties to collective bargaining agreements;
- (c) The Project Labor Agreement shall provide for the wages for work performed on the project at a rate not greater than the local prevailing union wage for similar work and shall comply with the requirements of the Ingham County Prevailing Wage Policy. In addition, the Project Labor Agreement shall require that apprentices be registered in an approved Bureau of Apprenticeship & Training Program sanctioned by the U.S. Department of Labor.
- (d) The Project Labor Agreement shall specifically provide for the amount of dues payable to the Labor Organization which would be paid by employees of non-union contractors/subcontractors who are required to join the Labor Organization as result of the contractors'/subcontractors' agreement to be bound by the Project Labor Agreement for the duration of the project. Such dues shall not exceed the dues paid by existing Labor Organization members for representing their interests before the employer ("financial core members"). (Optional: In addition, the Project Labor Agreement shall (may) provide that the Labor Organization shall waive initiation fees paid by employees of non-union contractors/subcontractors who are required to join the Labor Organization as result of the contractors'/subcontractors' agreement be bound by the Project Labor Agreement for the duration of the project.)
- (e) The Project Labor Agreement will not require any contractor/subcontractor who is not currently a party to collective bargaining agreement with a Labor Organization having jurisdiction over the project to make payments to any Union trust fund or health, pension, welfare or benefit fund where the contractor/subcontractor makes similar benefits directly available to its employees. (Optional: However, the Project Labor Agreement may require -- where the total cost of the contractor/subcontractor provided health/pension, retirement/ welfare or benefit package is more than 15% less than that provided to Union employees -- that the employer shall be required to pay such difference directly to the employee as part of his paycheck for wages earned on the project.) In addition, the Project Labor

Agreement shall require that the Labor Organization waive, hold harmless and agree to indemnify any contractor/subcontractor who is not currently a party to collective bargaining agreement with a Labor Organization having jurisdiction over the project which makes contributions to Union trust fund or health, pension, welfare or benefit funds from any assessment of withdrawal liability from such Funds

- (f) The Project Labor Agreement shall provide that where a contractor is not a party to a current collective bargaining agreement with the Labor Organization having jurisdiction over the project/affected work that the contractor may utilize its own workforce to perform work on the project. Only if the contractor does not have sufficient qualified employees shall the contractor be required to utilize the Labor Organization referral system.
- (g) The Project Labor Agreement shall contain guarantees against strikes, lockouts, and similar job disruptions;
- (h) The Project Labor Agreement shall include a management rights provision including hiring, promotion, transfer, discipline or discharge of employees and a right to reject any job applicant referred to by the Labor Organization.
- (i) The Project Labor Agreement shall set forth effective, prompt, and mutually binding procedures for resolving labor and jurisdictional disputes arising during the project labor agreement;
- (j) The Project Labor Agreement shall provide other mechanisms for labor-management cooperation on matters of mutual interest and concern, including productivity, quality of work, safety, and health; and
- (k) The Project Labor Agreement shall fully conform to all statutes, regulations, County policies and Executive Orders.

Section 5: CAVEATS.

- (a) This Policy does not require the County to use a project labor agreement on any construction project, nor does it preclude the use of a project labor agreement in circumstances not covered by this Policy, including projects receiving Federal financial assistance. This Policy is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the County, its elected officials, officers, employees, or agents, or any other person.

- (b) If any provision of this Policy, or the application of such provision to any person or circumstance, is held to be invalid, the remainder of this Policy and the application of the provisions of such to any person or circumstance shall not be affected thereby.
- (c) This Policy shall be implemented consistent with applicable law and subject to the availability of appropriations.

RESOLUTION STAFF REVIEW

DATE May 05, 2009

Agenda Item Title: Resolution to Transfer the Jury Administration Duties from the Ingham County Management Information Systems Department to the Thirtieth Judicial Circuit Court and to Appoint the Circuit Court Administrator as the Ingham County Jury Administrator

Submitted by: Controller/Administrator's Office

Committees: LE ____, JD X ____, HS ____, CS X ____, Finance X __

Summary of Proposed Action: This Resolution will transfer the duties of Jury Administration from the MIS Department to the Circuit Court. It will also appoint the Circuit Court Administrator as the Ingham County Jury Administrator.

Financial Implications: Because the duties of Jury Administration were ½ of a full time position in MIS, two ½ time positions will be hired. One of the positions will be transferred to the Circuit Court and the other ½ time position will remain with MIS. It is anticipated that the efficiency of the transfer will result in a savings to the County. There will be no increase in cost to the County for FTEs.

Other Implications: The Jury Administration duties will be physically transferred to the Veterans Memorial Courthouse (VMC) and will provide greater efficiency for the Courts.

Staff Recommendation: MJM X JN X TL ____ TM ____ JC ____
Staff recommends approval of the resolution.

Agenda Item 8

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER THE JURY ADMINISTRATION DUTIES FROM THE INGHAM COUNTY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT TO THE THIRTIETH JUDICIAL CIRCUIT COURT AND TO APPOINT THE CIRCUIT COURT ADMINISTRATOR AS THE INGHAM COUNTY JURY ADMINISTRATOR

WHEREAS, the Board of Commissioners has the authority, under MCL 600.1303, to appoint assistants to the County Jury Board; and

WHEREAS, the Jury Administration has been assigned to the County Management Information Systems Department (MIS) and one of the primary staff members involved in this function has recently retired; and

WHEREAS, the County Controller/Administrator has recommended reassigning these responsibilities to the Thirtieth Judicial Circuit Court, as a more efficient method of fulfilling these functions; and

WHEREAS, Chief Circuit Court Judge William Collette is agreeable to assuming these responsibilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints the Circuit Court Administrator as the Ingham County Jury Administrator, with all the duties and responsibilities inherent in that position, effective as of the date of this Resolution.

BE IT FURTHER RESOLVED, that the Circuit Court Administrator, and those Deputy Clerks who may be designated, are authorized to assist the County Jury Board and administer the County Jury System as may be required by law.

BE IT FURTHER RESOLVED, that a .5 FTE position shall be transferred to the Circuit Court from the MIS Department to provide staffing for these additional responsibilities in the Circuit Court, and the Controller/Administrator is hereby authorized to transfer the budget allocated to the Jury Board from the MIS Department to the Circuit Court.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ROBERT VAN KIRK

WHEREAS, one of the priorities of the Ingham County Board of Commissioners has been the encouragement and participation of youth in the activities of County government; and

WHEREAS, the Youth Commission was created to increase youth knowledge and participation in local government; encourage youth to take ownership of their communities through service; and build many relationships between Ingham County youth and adults that will lead to improved youth-related policy and programs; and

WHEREAS, Robert Van Kirk began serving on the Youth Commission in November of 2001; and

WHEREAS, as one of the original members, Robert played a vital role in the success of the Youth Commission today; and

WHEREAS, during his years on the Youth Commission, Robert was a leader, serving as President, Vice-President and Reporter, he served as Chairperson of the Youth Race and Diversity Conference Committee, and participated in Youth Legislative Day and the 4-H Capitol Experience; and

WHEREAS, in 2007, Robert who as President of the LGBT Community Coalition of Michigan coordinated the first-ever statewide prom for LGBT youth, in 2008 he graduated from Holt High School.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Robert Van Kirk for the dedicated service, leadership and commitment he has demonstrated while serving on the Ingham County Youth Commission.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the many contributions he has made to the County of Ingham and its citizens and extends its best wishes to Robert for continued success in all his future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ALEXANDRIA GENIA

WHEREAS, one of the priorities of the Ingham County Board of Commissioners has been the encouragement and participation of youth in the activities of County government; and

WHEREAS, the Youth Commission was created to increase youth knowledge and participation in local government; encourage youth to take ownership of their communities through service; and build many relationships between Ingham County youth and adults that will lead to improved youth-related policy and programs; and

WHEREAS, Alexandria Genia began serving on the Youth Commission in October of 2004; and

WHEREAS, Alexandria played a vital role in the success of the Youth Commission today; and

WHEREAS, during her years on the Youth Commission, Alexandria was a leader, serving as President and Vice-President, she served as a member of the Youth Race and Diversity Conference Committee, as co-chair for the Community Coalition for Youth's Media and Awareness Committee, and as a participant in Youth Legislative Day.

WHEREAS, in 2008 Alexandria graduated from Mason High School and began attending classes at the University of Michigan in the fall.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Alexandria Genia for the dedicated service, leadership and commitment she has demonstrated while serving on the Ingham County Youth Commission.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the many contributions she has made to the County of Ingham and its citizens and extends its best wishes to Alexandria for continued success in all her future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KAREEM JANOUDI

WHEREAS, one of the priorities of the Ingham County Board of Commissioners has been the encouragement and participation of youth in the activities of County government; and

WHEREAS, the Youth Commission was created to increase youth knowledge and participation in local government; encourage youth to take ownership of their communities through service; and build many relationships between Ingham County youth and adults that will lead to improved youth-related policy and programs; and

WHEREAS, Kareem Janoudi began serving on the Youth Commission in February of 2002; and

WHEREAS, as one of the Commission's original members Kareem played a vital role in the success of the Youth Commission today; and

WHEREAS, as a member and webmaster, Kareem was instrumental in the development and maintenance of the Youth Commission's webpage; and

WHEREAS, Kareem graduated from Okemos High School and is attending Michigan State University on a full ride scholarship, he is also the recipient of the 4th annual Dennis Archer Scholarship which is awarded based on a 500 word-essay competition among Michigan students who are involved in a youth board or commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Kareem Janoudi for the dedicated service and commitment he has demonstrated while serving on the Ingham County Youth Commission.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the many contributions he has made to the County of Ingham and its citizens and extends its best wishes to Kareem for continued success in all his future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RAMI JANOUDI

WHEREAS, one of the priorities of the Ingham County Board of Commissioners has been the encouragement and participation of youth in the activities of County government; and

WHEREAS, the Youth Commission was created to increase youth knowledge and participation in local government; encourage youth to take ownership of their communities through service; and build many relationships between Ingham County youth and adults that will lead to improved youth-related policy and programs; and

WHEREAS, Rami Janoudi began serving on the Youth Commission in June of 2004; and

WHEREAS, Rami played a vital role in the success of the Youth Commission today; and

WHEREAS, during his years on the Youth Commission, Rami was a leader, serving as President and Vice-President, and as the webmaster responsible for the development and maintenance of the Youth Commission's webpage; and

WHEREAS, Rami will be graduating from Okemos High School and has received a scholarship from the University of Michigan, where he will be attending classes in the fall.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Rami Janoudi for the dedicated service, leadership and commitment he has demonstrated while serving on the Ingham County Youth Commission.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the many contributions he has made to the County of Ingham and its citizens and extends its best wishes to Rami for continued success in all his future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING NICHOLAS STEVENSON

WHEREAS, Nicholas Stevenson attends Okemos High School Basic Classroom and enjoys participating on the Williamston High School swim team; and

WHEREAS, Nicholas is active in his church and is a first degree knight with the Knights of Columbus; and

WHEREAS, in 2002, he joined Troup #63 and has a leadership history which includes experience as assistant patrol leader and instructor; and

WHEREAS, Nicholas is a member of the Order of the Arrow and also serves as the Troop's liaison to the Williamston Food Bank; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship, while earning 21 merit badges before reaching the age of 18 and must also complete a service project for the benefit of his community, school or religious institution; and

WHEREAS, Nicholas' service project entailed painting the youth room at St. Mary's Church in Williamston as well as steam cleaning the furniture and carpet; and

WHEREAS, with 49 merit badges, Nicholas has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Nicholas Stevenson for achieving the Eagle Scout rank and serving as a positive role model for the youth in our community.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.