

CHAIRPERSON
VICTOR G. CELENTINO

VICE-CHAIRPERSON
LISA DEDDEN

VICE-CHAIRPERSON PRO-TEM
MIKE SEVERINO

COUNTY SERVICES COMMITTEE
ANDY SCHOR, CHAIR
DEBBIE DE LEON
DIANNE HOLMAN
DALE COPELGE
MIKE SEVERINO
DON 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, JUNE 6, 2006 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [May 16, 2006 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Board/Commission Presentation
 - a. Fair Board Interview
 - b. Equal Opportunity Committee – [2005 Annual Report](#)
2. Economic Development Corporation
 - a. Resolution Approving a [Retention Program](#) Contract with Dru Mitchell for Business Retention Services
 - b. Resolution Approving a [Tax Sharing Agreement](#) with the Charter Township of Meridian Downtown Development District
3. Parks & Recreation Commission
 - a. Resolution Authorizing Entering Into [Easement Agreements](#) for the Heart of Michigan Trail
 - b. Resolution Authorizing an Application to the [Michigan Department of Natural Resources](#) for a Land and Water Conservation Fund Grant to Develop a Snow Tubing Hill at Hawk Island County Park
 - c. Resolution Establishing an Additional [Ingham County Parks Assistant Manager](#) Position
 - d. Resolution Modifying the Ordinance Establishing the [Ingham County Park Rules](#) and Regulations
4. Health Department - Resolution to Establish Positions to Implement the [Point of Sale Regulation](#)
5. Purchasing Department - Resolution Authorizing [Fire Alarm Improvements](#) at the Ingham County Jail
6. Controller's Office – Resolution Updating Various Fees for [County Services](#)
7. Board Referrals - Letter with Attachments from [Charles Willems](#) Regarding the County's Compliance with the Land Division Act

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

May 16, 2006

Minutes

Members Present: Andy Schor, Debbie DeLeon, Dianne Holman, Dale Copedge, Mike Severino and Don Vickers

Members Absent: None

Others Present: Jared Cypher, Harold Hailey, Rodney Taylor, Sally Auer, Janeil Valentine and Paula Simon

The meeting was called to order by Chairperson Schor at 7:05 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 2, 2006 Minutes

MOVED BY COMM. DELEON, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE MAY 2 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

Comm. Severino expressed his concern about revising other people's statements in the minutes. The Committee held a brief discussion of this concern.

Limited Public Comment: None

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

2. Drain Commissioner – Resolution Pledging Full Faith and Credit for the Briarwood Drain Drainage District 2006 Drainage District Bonds
5. Human Resources Department
 - a. Resolution Approving the UAW-TOPS Collective Bargaining Agreement
 - b. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees' Association for the Professional Employees
 - c. Resolution Approving a Collective Bargaining Agreement with the Thirtieth Judicial Circuit Court and 55th Judicial District Court and Ingham County Employees' Association for the Professional Court Employees

Ms. Auer, Chief Steward and Bargaining Chair, addressed the Committee regarding item 5a. Employees ratified the agreement on April 10, 2006 with a 200 to 47 vote. She then expressed her appreciation to Mr. Hailey and Mr. Stoker for their diligence and hard work during the bargaining process. The employees have a good contract.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. DELEON, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

1. Advisory Board Presentation – Fair Board Interviews

Chairperson Schor stated the Fair Board's membership has expanded by two positions. Several of the applicants have already been interviewed. Chairperson Schor encouraged the applicants to stay interested in County government if they are not recommended for appointment for the current vacancies.

The Committee interviewed the following individuals for a position on the Fair Board:

Lowell Martin	Derek Bajema
Paul Morris	Charlene Hyde
Don Sherwood	

3. Housing Commission – Substitute Resolution Authorizing the Ingham County Housing Commission to Enter into a Contract with the City of Eaton Rapids

Chairperson Schor stated this item was referred back to this Committee by the Board of Commissioners due to concerns expressed by the County Attorney. Mr. Cypher explained the statutory requirements were not included in the first Resolution. The Substitute Resolution satisfies those requirements without changing the intent of the Resolution.

Comm. DeLeon asked if the Health Department had a similar process regarding the Ingham Health Plan Board. Chairperson Schor stated Mr. Cypher will look into this matter. Comm. Vickers asked what will happen if the costs exceed \$43,900. Mr. Cypher explained that he believes Mr. Johnston has issued solid numbers. The County's costs will be fully refunded.

The Committee consented to a Friendly Amendment to the first sentence in section (b) of the BE IT FURTHER RESOLVED paragraph: The sum to be paid for the Housing Commission's administrative services shall be \$43,900.00, *or 100% of the costs incurred.*

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE SUBSTITUTE RESOLUTION AUTHORIZING THE INGHAM COUNTY HOUSING COMMISSION TO ENTER INTO A CONTRACT WITH THE CITY OF EATON RAPIDS AS AMENDED. MOTION CARRIED UNANIMOUSLY.

4. Purchasing Department – Substitute Resolution Entering into a Contract with AVI Systems for Upgrades and/or Purchases for Court Recording Equipment

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DELEON, TO APPROVE THE SUBSTITUTE RESOLUTION ENTERING INTO A CONTRACT WITH AVI SYSTEMS FOR UPGRADES AND/OR PURCHASES FOR COURT RECORDING EQUIPMENT.

Chairperson Schor asked if RFP's were issued in this matter. Ms. Valentine explained RFP's were issued and two proposals were received by the Purchasing Department. The product is nationally recognized and has been used by the Court for a few years. Mr. Taylor stated the Court has used this product for four years, and they are very satisfied with its performance. Ms. Valentine explained the financial implications of this item.

Chairperson Schor asked if any local vendors submitted proposals. Ms. Valentine stated her Department did not receive proposals from local or minority vendors. A mandatory pre-proposal conference was held. Vendors from the local area and minority vendors did not attend this conference. Comm. DeLeon suggested that staff include this type of information in future documents.

MOTION CARRIED UNANIMOUSLY.

9. Resolution Authorizing Contract with the Jasper Group for Maintenance on the Unisys Mainframe

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACT WITH THE JASPER GROUP FOR MAINTENANCE ON THE UNISYS MAINFRAME.

Mr. Taylor, MIS, stated the MIS Department has been making an effort to move away from the Unisys Mainframe (Mainframe). The primary reason for this is cost. In 2004 the Department began implementation of a server based finance and payroll system. This was completed in 2005. Since then, the Department has been trying to reduce costs for the maintenance of this legacy hardware.

Due to the age of the Mainframe, the Department has had a number of cost increases over the last few years. Currently, the Department is paying \$84,946.56 in hardware maintenance per year. An RFP was issued to solicit bids which would allow the Department to reduce its yearly maintenance costs. The low bidder was Jasper Group. Jasper Group will provide the same service for \$48,981, or a reduction of 42%.

The goal of the MIS Department is to decommission the Mainframe within two years. Once the legacy data is moved off the Mainframe and/or the departments no longer need access, this contract and the associated costs will be terminated.

Comm. DeLeon asked why the Resolution approves a three-year contract if the Department's goal is to decommission the Mainframe in two years. Mr. Taylor explained there may be problems during the decommissioning process which would necessitate an extension of the deadline. He then stated he would not be concerned if the Resolution is amended to two years.

The Committee consented to a Friendly Amendment to the THEREFORE BE IT RESOLVED paragraph to read as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a contract with the Jasper Group for maintenance on the Unisys mainframe in an amount not to exceed \$50,000 for one year and that the contract can be extended for *an additional one-year* period, with the total amount not to exceed \$100,000 for the *two year* period.

Comm. Copedge asked where the RFP's were posted. Mr. Taylor stated the RFP's were posted in the Lansing State Journal, on the County's website and on other national services. A County vendor who is registered on the County's website will automatically receive notice of an RFP.

MOTION CARRIED UNANIMOUSLY.

6. County Services Committee – Communication from the County Services Committee Regarding Review of Process for Making Appointments to Boards, Committees and Commissions

Chairperson Schor asked if this Committee has any specific questions to add to the current application. Comm. Vickers stated the Law Enforcement Committee forwarded ideas to this Committee for consideration. Mr. Cypher stated the Law Enforcement Committee suggested this Committee consider asking for referrals and resumes for high-profile, paid board and commission applicants.

Comm. Vickers expressed his concern of the financial implications of conducting back ground checks.

Comm. Holman stated the Judiciary Committee has not yet completed this discussion. Maybe when this Committee receives information from the liaison Committees, it will be more evident as to what needs to be done to improve the current process. She then stated an additional application page could contain questions specific to the different boards and commissions.

Comm. Copedge asked about the legality of asking questions such as if an applicant has a legal action pending against the County. Mr. Hailey stated that would be an appropriate question. Chairperson Schor stated an additional application page could contain questions regarding referrals, resumes, background checks and the disclosure of pending legal action against the County.

Comm. Severino stated his hope that an applicant would not be disqualified if he/she has a legal action pending against the County. Chairperson Schor explained the answer to that question would not be used to qualify or to disqualify an applicant. The legal action question could be specific to the board or commission an applicant is applying for.

7. Controller's Office

- a. Discussion Item – 20007 Update on Fees: Draft – Resolution Updating Various Fees for County Services

Mr. Cypher explained the Controller's Office has completed its annual review of the County's fees. Fee recommendations from the Controller's Office and the Departments are contained in the agenda information. He then distributed a revised version of the fee analysis for this Committee. The fee recommendations will be submitted to the liaison Committees for approval during the next round of meetings.

Chairperson Schor asked that this Committee be provided with the total revenue numbers. Mr. Cypher indicated he would provide this Committee with that information. Comm. DeLeon requested information also be provided regarding the number of new collected fees and how close the departments are to meeting the projections. Mr. Cypher stated he would look into those issues.

- b. Information Item – List of Groups/Organizations Using County Office Space

Chairperson Schor explained this issue was generated from the Housing Commission's recent space request. He asked if this Committee has any suggestions regarding this matter. He then asked if the County should establish a policy to assess space requests or if the current process is adequate. Comm. Severino expressed his preference to maintain the current process.

The Committee held a general discussion regarding this item. Comm. Holman suggested offices have signs indicating their relationship to the County. Comm. Vickers stated this is a good idea.

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. VICKERS, TO DIRECT STAFF TO HAVE SIGNS IDENTIFYING OFFICES IN INGHAM COUNTY FACILITIES. MOTION CARRIED UNANIMOUSLY.

Mr. Cypher stated there will be costs associated with having signs made for the offices. Chairperson Schor asked that staff submit that information to this Committee at its next meeting.

8. Board Referral – Letter from DeWitt Charter Township Regarding the City of East Lansing's Proposed Comprehensive Plan

The Letter was received and placed on file.

Announcements

Mr. Hailey informed the Committee that 11 of the 13 labor contracts have been settled or have tentative agreements. The MAP contract is in arbitration. The APA contract expired July 2005. This contract is headed for mediation and should be settled soon.

Public Comment: None

The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Debra Neff

INGHAM COUNTY EQUAL OPPORTUNITY COMMITTEE

2005 ANNUAL REPORT

The Ingham County Equal Opportunity Committee (EOC) recently celebrated the 32nd anniversary of its creation in December 2005. The EOC was created to fulfill the Ingham County Board of Commissioners' commitment to providing equal opportunity to all of its employees, without discrimination for race, color, religion, sex, sexual preference, national origin, disability, height, weight, marital status, age, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification. The EOC is happy to report that it continues to hold this high ideal of paramount importance, and takes this responsibility very seriously. The EOC is proud of the work it has accomplished in the last year, and will continue to strive to provide a valuable service to Ingham County government by being available to consider and respond to issues of employment practices and vendor purchases.

The following report states accomplishments and on-going efforts for the year 2005.

- **Minority Vendors** – Encouraging an increase in minority vendors for purchases made on behalf of Ingham County government continued to be an issue in 2005. The EOC has worked closely with the Ingham County Purchasing Department in an effort to maximize the appropriate use of minority vendors. This work included regular discussions with representatives of the Ingham County Purchasing Department, and discussions with Ingham County Department heads in regard to Department purchasing practices. The EOC would like to commend past Ingham County Controller Jerry Ambrose and Ingham County Purchasing Director Jim Hudgins and his staff for their hard work and diligence in promoting the use of minority vendors for Ingham County government.
- **Department Head Interviews** – The EOC continued its practice of inviting Ingham County government department heads to its meetings to discuss department practices in regard to hiring

and purchasing. During 2005 the EOC had discussions and contacts with the following Ingham County government departments:

- Drain Commission – The EOC personally met with a representative from the Ingham County Drain Commission (Sheldon Lewis). In addition, the EOC Chairperson personally spoke to the Ingham County Drain Commissioner (Patrick Lindemann), stressing the need for his appearance at an EOC meeting to discuss certain EOC concerns.
- Fair Office and Board – The EOC received and reviewed information concerning the hiring practices of the Fair Office and Board (provided by Kathy Doyle).
- Parks Department - The EOC received and reviewed information concerning the hiring practices of the Parks Department (provided by Parks Director Bob Moore).

The EOC remains committed to working with Ingham County department heads to promote a diverse workforce, and it is anticipated that department head interviews will continue during 2006.

- Complaints – The EOC did receive one complaint concerning Ingham County government employment practices during 2005. This complaint dealt with an employee who believed he was discriminated against based on the perception that another employee received preferential treatment by receiving training not afforded to the complainant. The EOC reviewed the matter in accordance with provisions set forth in the Ingham County Equal Opportunity Plan. Actions included interviewing the complainant, the complainant's supervisor, and the Human Resources Director. Based on this review it was determined that there was no basis for the complainant's discrimination claim.
- Cultural Calendar – The Ingham County Cultural Calendar, created in 2002 to assist Ingham County government Boards, Committees, and Departments to be sensitive to cultural holidays when scheduling meetings and activities, was reviewed, modified, and distributed for use during 2005.

- EOC and the Public – The EOC continued to take action to assist the Ingham County Human Resources Department in attracting a diverse group of applicants for employment with the County. This included involvement by the EOC in a number of ethnic/cultural events:

- Riverbank Traditional Native American Pow Wow (purchased a program ad promoting Ingham County government as an equal opportunity employer and its diverse workforce).
- Michigan Women’s Historical Center and Hall of Fame Annual Awards Ceremony and Dinner (purchased a program ad promoting Ingham County government as an equal opportunity employer and its diverse workforce).
- Ingham County Employees Diversity Luncheon (EOC member attended).
- African-American Parade and Family Picnic (purchased a program ad promoting Ingham County government as an equal opportunity employer and its diverse workforce).

In addition, the EOC provides a forum for members of the public to raise important issues that may affect them personally and Ingham County government as a whole. Over the past year such issues have included Black History Month, slave reparations, the Michigan Civil Rights Initiative, and the Greater Lansing Convention and Visitors Bureau. The EOC will continue to provide the opportunity for public comment on similar important topics related to its mission.

- Ingham County Human Resources Department Reporting – The EOC continued its practice of reviewing on a monthly, quarterly, and annual basis the statistical reports provided by the Ingham County Human Resources Department in regard to the ethnicity and gender of those individuals who have applied for employment with Ingham County government, as well as those that were referred, interviewed, and eventually hired for employment. This practice continues in an effort to insure that the Ingham County government workforce appropriately represents the demographics of Ingham County, and to identify and work for the removal of barriers to achieving diversity. In addition, each member of the EOC is provided with all Ingham County job postings for review. In addition, the EOC continues to concentrate on identifying ways to promote diversity in Ingham County government upper management positions.

The EOC is proud to report that as of the year-end 2005, Ingham County government is the most diverse that it has ever been, with a minority employee base of 20.21%, an increase of 1.57% over 2004. In fact, over the last 16 years Ingham County has increased its minority employment percentage of the total workforce from 10.87% in 1987 to the 2005 year-end percentage of 20.21%. In addition, Ingham County government also has a female employee base of 62.80%, virtually identical to last year.

The EOC would like to congratulate Ingham County department heads and elected officials who have continued their efforts to hire and maintain a diverse workforce. The EOC would also like to congratulate the Ingham County Human Resources Department for its efforts in recruiting a diverse applicant pool.

- EOC Members – During 2005 the EOC (through the County Services Committee) lost three members, with one being replaced, leaving two vacancies to be filled.
- Challenges – Over the past year the EOC has continued to discuss current topics dealing with employment practices, benefits, and community efforts that may impact Ingham County's ability to achieve its stated goals for an equal and diverse workforce. Two particular items that have been discussed and will continue to be monitored are:
 1. Anti-Affirmative Action Ballot Initiative – although this effort to place a restriction on public entities to consider race or gender to make hiring or admission decisions on the ballot had previously failed, it is the understanding of the EOC that this effort will continue. The EOC will continue to monitor this issue and report on any impact it may have on the Ingham County government employment practices.
 2. Ingham County Board Resolution #04-216 dealing with Domestic Partner Benefits – the issue of providing employment benefits for same-sex domestic partners of certain Ingham County government employees has been brought to the forefront with the passage of a certain ballot initiative. As this issue is currently being reviewed by the Michigan court systems, the EOC will

continue to monitor the issue and report on any impact the ballot initiative and/or court decisions will have on Ingham County government employment practices.

3. Diversity in Ingham County government upper management – the EOC continues to investigate methods that could provide tangible results in increasing the diversity of upper management in Ingham County government departments.
 4. Creating an Interview Tracking Process – the EOC continues its efforts to provide the Ingham County Human Resources Department with realistic suggestions about how to insure all referred candidates for an open position with Ingham County government are interviewed by the appropriate department head. The EOC has a concern that although the Ingham County Human Resources Department strives to provide a diverse pool of candidates for all positions, not all members of the referred pool receive the consideration of an interview.
- EOC Officers – current officers of the EOC are:
 - Chairperson – Ernest H. Wallick
 - Vice-Chairperson – Jenita Moore
 - Secretary/Treasurer – Erica Robinson
 - Recognition – The EOC would like to recognize and publicly thank the following people:
 - Past members – Cynthia Paul, Greg Bird, and Mychael Palmer have all provided valuable service to the EOC and Ingham County, and their efforts are greatly appreciated.
 - Past Chairperson – The EOC would like to thank Arthur Walker for his service as its immediate past Chairperson. Mr. Walker's efforts in leading the EOC are greatly appreciated.
 - Board of Commissioners Liaison – the EOC is grateful to Ingham County Commissioner Dale Copedge for his efforts as the EOC Board of Commissioners liaison.
 - Ingham County Human Resources Department – the EOC continues to have an excellent relationship with the Ingham County Human Resources Department, particularly Harold Hailey and Brian Klebba, who provide the EOC with reliable and relevant statistics concerning the hiring practices of the numerous Ingham County departments, as well as provide information in

regard to Ingham County employment practices. Harold and Brian also provide professional insight as the EOC examines the various issues related to the employment practices of Ingham County government. The EOC commends both Harold and Brian for their efforts, and is extremely grateful for their help during the past year.

- Support – the EOC would also like to commend and thank Shelly Rivers for her exceptional work in the past year for her administrative support. The work of the EOC would not have been accomplished without Shelly’s dedication, professionalism, and quality work product. The members of the EOC always knew that they could depend on Shelly for whatever needed to be done, and the members would like to publicly recognize and thank Shelly for her efforts. The EOC would also like to wish Shelly good luck in her future endeavors, as she has completed her service to the EOC.

In that regard, the EOC would like to welcome Tamara Swihart as its administrative support person, and look forward to working with her in the coming year.

RESOLUTION STAFF REVIEW

DATE May 24, 2006

Agenda Item Title: Resolution Approving a Retention Program Contract with Dru Mitchell for Business Retention Services

Submitted by: Ingham County Economic Development Corporation

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

Summary of Proposed Action: This resolution authorizes a contract for the continuation of the existing retention program authorized by resolution #05-341.

This resolution is necessary because the City of Lansing EDC notified the County that it has ended its contractual agreement to provide these services to the County. This proposed contract would cover the same services at the same rate through the end of the current year. It would effectively replace the contract which was held with the City of Lansing EDC.

Financial Implications: The total reimbursement under this contract will not exceed \$23,595 from June 1, 2006 to December 31, 2006.

The sum of \$29,376 was budgeted for the 2006 fiscal year for this purpose, and \$5,781 has already been spent. The new contract will be for the remainder of the previously budgeted funds.

Other Implications: None.

Staff Recommendation: JN __ HH __ TM __ JC X
Staff recommends approval of this resolution.

Ingham County
Economic Development Corporation

Mission: To increase the economic vitality and quality of life countywide by planning and coordinating development efforts, providing expert services, and partnering with economic development agencies and other entities.

MEMORANDUM

To: County Services Committee
Finance Committee

From: Ingham County Economic Development Corporation
Susan Pigg, Economic Development Agent

RE: Continuation of the Economic Development Business Retention Program

Date: May 23, 2005

At their regular public meeting on May 11, 2006, the Ingham County EDC Board voted to recommend that the County Commissioners support the continuation of its ongoing Business Retention Program. This would be done by approving a contract directly with Ms. Dru Mitchell, the business resource specialist who has served the County in this capacity since 1999. The City of Lansing EDC notified the County that it has ended its contract agreement to provide these services to the County. This proposed contract would cover the same services at the same rate through the end of the current year. It would effectively replace the contract which was held with the City of Lansing EDC.

History: The Business Retention Program goal is to regularly visit Ingham County employers to assist them in maintaining and expanding their businesses. In 1999, the County Commissioners approved contracting with the City of Lansing Economic Development Corporation to share the services of a business resource specialist, Ms. Dru Mitchell. Since 1999, the County has annually renewed that contract with the Lansing EDC. Per the contract, the Lansing EDC employed Ms. Mitchell and the County paid the City EDC for half of Ms. Mitchell's services.

Per the contract, Ms. Mitchell provided a maximum of 16 retention calls per month (192 per year) on businesses located within Ingham County but not within the limits of the City of Lansing. The visits were billed to the County at \$153 per visit and follow-up activities as directed by the County were billed at \$40/hour. The total calls and hours billed for "out-county" visits were not to exceed \$2,448.00 for any month or \$29,376 per year. Ms. Mitchell had a similar agreement with the Lansing EDC for visits within the city.

In the first week of May, the new Lansing EDC director, Mr. Trezise, notified the County EDC that at the end of April, he ended the contract for services with Ms. Mitchell and with the Ingham EDC as he reorganizes his agency.

The County EDC continues to see an important value in this program and would like to continue it, as it has been for the County, at least until the end of this year. The contract proposed would only complete the existing program for the County, expending no more than was designated in this budget year for the retention program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE RENEWAL OF THE RETENTION PROGRAM CONTRACT
WITH THE CITY OF LANSING FOR BUSINESS RETENTION SERVICES**

RESOLUTION #05-341

WHEREAS, the business retention calling program contract between the City of Lansing (the City) Economic Development Corporation and the Ingham County Economic Development Corporation (Ingham County EDC) has proven beneficial to both parties in establishing and maintaining contact with the Ingham County employers and business community; and

WHEREAS, the Ingham County Board of Commissioners has authorized renewals of the retention program beginning in 1999 and continuing through 2005 by resolutions; and

WHEREAS, the City of Lansing has requested minor amendments to the contract language to specify and clarify reporting and business visits planning, improving reports by adding summary data requirements, and requires pre-approval of calls; and

WHEREAS, the City and the Ingham County EDC have agreed that the maximum expenditure for 2006 by Ingham County EDC, from its budget, shall not exceed \$29,376 for services including payments per a business visit and \$40 per hour for work involved in resolving issues or problems identified through the retention calling program to a maximum of no more than \$29,376 in 2006.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of the existing retention program contract between the City of Lansing and Ingham County for business retention services.

BE IT FURTHER RESOLVED, that the Economic Development Corporation agrees to continue the business retention program with the minor changes requested by the Lansing EDC.

BE IT FURTHER RESOLVED, that the total reimbursement under this contract will not exceed \$29,376 for the contract time from January 1, 2006 to December 31, 2006.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a new 2006 contract to accomplish this purpose.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make the necessary budget adjustments as required by this resolution, and the Board Chair is authorized to sign the contract amendment upon review of the County Attorney as to form.

COUNTY SERVICES: Yeas: Celentino, Copedge, Schor, Vickers
Nays: None **Absent:** DeLeon, Severino **Approved 12/6/05**
FINANCE: Yeas: Dedden, Swope, Hertel, Schor, Thomas, Dougan
Nays: None **Absent:** None **Approved 12/7/05**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A RETENTION PROGRAM CONTRACT WITH DRU MITCHELL
FOR BUSINESS RETENTION SERVICES**

WHEREAS, the business retention calling program has proven beneficial to the Ingham County Economic Development Corporation in establishing and maintaining contact with Ingham County employers and business community; and

WHEREAS, the Ingham County Board of Commissioners has authorized renewals of a contract with the City of Lansing Economic Development Corporation for this program beginning in 1999 and continuing through 2006 by resolutions; and

WHEREAS, the City of Lansing has notified Ingham County that they have ended their contract for business retention visits with Ms. Dru Mitchell, Business Resource Specialist and also ended their contract with the Ingham County EDC to provide business visits; and

WHEREAS, at their May 12, 2006 regular public meeting, the Ingham County EDC voted to recommend continuation of the County Business Retention Program and agrees that the maximum expenditure for 2006, from its budget, shall not exceed \$29,376 for services including payments per a pre-approved business visit and \$40 per hour for pre-approved work in resolving issues identified through a retention visit and has only expended \$5,781.00 by May 1, 2006.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners and the Economic Development Corporation agrees to continue the business retention program with a contract for business retention visits and services with Ms. Dru Mitchell, a business resource specialist until December 31, 2006.

BE IT FURTHER RESOLVED, that the total reimbursement under this contract will not exceed \$23,595 for the contract time from June 1, 2006 to December 31, 2006.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a new 2006 contract to accomplish this purpose.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make the necessary budget adjustments as required by this resolution, and the Board Chairperson is authorized to sign the contract amendment upon review by the County Attorney as to form.

RESOLUTION STAFF REVIEW

DATE May 25, 2006

Agenda Item Title: Resolution Approving a Tax Sharing Agreement with the Charter Township of Meridian Downtown Development District

Submitted by: Ingham County Economic Development Corporation

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

Summary of Proposed Action: This resolution authorizes a tax sharing agreement with the Township of Meridian and its DDA as presented in Resolution #05-240.

Financial Implications: The County agrees to the capture of its property taxes from the expanded portion of the District in the amount of \$251,181 over the next 20 years; provided however, that the captured funds are to be used solely for the financing and construction of the projects as specified.

Other Implications: The tax sharing agreement has been drafted in conformance with the County policy on tax sharing agreement pursuant to Resolution #05-094.

Staff Recommendation: JN __ HH __ TM __ JC X
Staff recommends approval of this resolution.

MEMORANDUM

To: County Services and Finance Committees

From: Ingham County Economic Development Corporation
Susan M. C. Pigg, Economic Development Educator

RE: Ingham EDC Recommends Meridian Township DDA Proposal for a Tax Sharing Agreement

Date: May 24, 2006

In early 2006, Meridian Township completed the required process and public notice to create a new Downtown Development District around the area commonly known as 'old Okemos'. Under the capacity of state law regarding new creation of tax capture districts, and based upon Ingham County's policy regarding tax sharing (Resolution #05-094), the Commissioners voted to exempt the capture of incremental County property tax revenue within that district (Resolution #05-240). Per that resolution, the County may enter into agreements with the Meridian Township to share a portion of the captured assessed value of the new DDA district if the agreement developed conforms to the policies set forth in Resolution #05-094.

At their May 11, 2006 regular public meeting, the Ingham County Economic Development Corporation reviewed and discussed a tax sharing proposal provided by the Meridian Township DDA. The Ingham EDC found that the proposal met the requirements of the County policy and recommends approval of the agreement by the County Commissioners.

The tax sharing agreement proposes that the Meridian DDA would capture the incremental portion of the County property taxes only for the initial development and tax increment financing plan. Using an assumed increase in taxable value of 4% in the DDA district, the maximum total capture of the County taxes for the area would be a maximum of \$251,181 over a twenty (20) year period ending in 2026.

Per the requirements of the County policy on tax sharing agreements (Resolution #05-094), the proposal outlines specific public infrastructure projects including street lighting, landscape and greenbelt improvements in public areas, utilities burials, streetscape enhancements, water and sanitary sewer improvements, and parking improvements that are directly related to economic growth within that DDA district. It is limited to a specific maximum dollar amount. The agreement also specifies that any excess collections must be returned to the County Treasurer annually and the DDA plan allows the capture and expenditure of its property tax revenues for the same period of time. In the event that tax revenue is generated faster than anticipated, the additional revenues may be used to decrease or call any bonds or other debt obligations related to the projects approved by the tax sharing agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A TAX SHARING AGREEMENT WITH THE CHARTER TOWNSHIP OF MERIDIAN DOWNTOWN DEVELOPMENT DISTRICT

WHEREAS, through Resolution #05-240 the Ingham County Board of Commissioners has determined that it will not permit the capture of its property taxes within the newly created DDA District of the Charter Township of Meridian until such time as a tax sharing agreement that meets the conditions of Resolution #05-094 is approved by the Board of Commissioners; and

WHEREAS, the Economic Development Corporation has received and reviewed a proposed tax sharing agreement from the Charter Township of Meridian and its Downtown Development Authority; and

WHEREAS, through adoption of Resolution #95-094, the Board of Commissioners has adopted a policy which provides that, to the extent provided by law, Ingham County will not permit the capture of its property tax revenues unless a tax sharing agreement has been approved; and

WHEREAS, the Economic Development Corporation finds that the proposed agreement meets the County Commissioners policy requirements outlined in resolution #05-094 and recommends approval of the proposed Tax Sharing Agreement with the Meridian Township DDA.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a tax sharing agreement with the Charter Township of Meridian and its DDA which will allow the capture of county property taxes from the Downtown Development District created in 2006 based on the following conditions:

- The proposal outlines specific public infrastructure projects including street lighting, landscape and greenbelt improvements in public areas, utilities burials, streetscape enhancements, water and sanitary sewer improvements, and parking improvements that are directly related to economic growth within that DDA district.
- The proposal is limited to a specific maximum dollar amount of \$251,181 over a twenty year period, from 2006 through 2026, and the Township allows for the capture and expenditure of its own taxes in that district for the same time.
- Any excess collections must be returned to the County Treasurer annually and the Meridian Township DDA must provide the County with annual reports on the expenditures of tax capture on the specific projects outlined in the proposal.

BE IT FUTHER RESOLVED, that Resolution #05-240, insofar as it provides for Ingham County to opt out of the capture of its property taxes in the DDA District of the Township of Meridian, is hereby rescinded if an agreement as noted above is executed between the parties.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign said agreement upon the recommendation of the County Controller and approval of the contract as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the County Clerk is directed to send a copy of this resolution to the Charter Township of Meridian and to the Meridian Downtown Development Authority.

RESOLUTION STAFF REVIEW

DATE May 25, 2006

Agenda Item Title: Resolution Authorizing Entering into Easement Agreements for the Heart of Michigan Trail

Submitted by: Parks & Recreation Commission

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

Summary of Proposed Action: This resolution authorizes entering into easement agreements for the Heart of Michigan Trail without the Board of Commissioners approval for each parcel. The Heart of Michigan Trail would eventually connect Lake Lansing Park to the Michigan State University campus, Potter Park, Hawk Island County Park, the Hope Soccer Complex, terminating at Burchfield Park. The Board of Commissioners passed a resolution in 2003 authorizing entering into easement agreements for the Lake Lansing Trail. This resolution expands it to the entire Heart of Michigan Trail.

Financial Implications: The Ingham County Board of Commissioners has identified as a priority, the development of pathways connecting county park facilities through resolution #05-124, adopted May 10, 2005. Trail construction is contingent upon funding made available within the Parks Department Budget.

Other Implications: None.

Staff Recommendation: JN __ HH __ TM __ JC X
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO EASEMENT AGREEMENTS
FOR THE HEART OF MICHIGAN TRAIL**

WHEREAS, the Ingham County Parks Facility Master Plan, as adopted by the Ingham County Board of Commissioners, outlines several potential non-motorized pathway corridors; and

WHEREAS, the Ingham County Parks Commission has identified connectors between county park facilities as a priority; and

WHEREAS, the Ingham County Board of Commissioners has identified as a priority, the development of pathways connecting county park facilities through resolution #06-120, adopted May 9, 2006; and

WHEREAS, completion of the Heart of Michigan non-motorized pathway would connect Lake Lansing Park to Burchfield Park; and

WHEREAS, the eventual route of the Heart of Michigan Trail will be largely determined by the location of land owners willing to provide rights-of-way; and

WHEREAS, the Ingham County Parks Commission supports pursuing rights-of-way along the proposed Heart of Michigan Trail in order to proceed with the development of this trail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Parks Commission to accept donated rights-of-way, licenses, easements, and fee simple interests necessary for the development of the Heart of Michigan Trail without further approval from the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that the staff is directed to begin to pursue rights-of-way for the Heart of Michigan Trail.

BE IT FURTHER RESOLVED, that all documents be subject to the review and approval of the County Attorney.

RESOLUTION STAFF REVIEW

DATE May 25, 2006

Agenda Item Title: Resolution Authorizing an Application to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant to Develop a Snow Tubing Hill at Hawk Island County Park

Submitted by: Parks & Recreation Commission

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

Summary of Proposed Action: This resolution would authorize the application to the Department of Natural Resources for a Land and Water Conservation Fund grant in the amount of \$75,000 to assist in the development of a snow tubing hill at Hawk Island County Park. Negotiations are underway to allow deposition of fill from Lansing’s combined sewer overflow project at Hawk Island to create the hill at no cost to the County. The grant and the \$75,000 County match would purchase the lift system, snow making equipment, lighting, and snow tubes for the facility.

Financial Implications: The grant application requires a commitment that the funds be appropriated upon award of the grant. The local match is part of the Park & Recreation Commission’s 2007 Budget Request.

The total project cost is listed below:

Ingham County Proposed Appropriation	\$ 75,000
Land and Water Conservation Fund Grant	<u>\$ 75,000</u>
TOTAL PROJECT COST	<u>\$150,000</u>

Other Implications: None.

Staff Recommendation: JN __ HH __ TM __ JC X
Staff recommends approval of this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR A LAND AND WATER CONSERVATION FUND GRANT TO DEVELOP A SNOW TUBING HILL AT HAWK ISLAND COUNTY PARK

WHEREAS, the Ingham County Parks Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, the development of Hawk Island County Park was listed as a top priority; and

WHEREAS, the location of Hawk Island County Park is ideal for the development of a snow tubing hill due to the proximity of the park to the majority of the population of Ingham County; and

WHEREAS, the Ingham County Parks & Recreation Commission has recommended that the Ingham County Board of Commissioners authorize an application to be submitted to the Michigan Department of Natural Resources requesting a grant from the Land and Water Conservation Fund in the amount of \$75,000 to assist in the development of a snow tubing hill, complete with equipment and utilities, at Hawk Island County Park with a total cost of \$150,000 as detailed below:

Ingham County Proposed 2007 Appropriation	\$ 75,000
Land and Water Conservation Fund Grant	<u>\$ 75,000</u>
TOTAL PROJECT COST	<u>\$150,000</u>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant application to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant in the amount of \$75,000, subject to review and approval by the Ingham County Parks & Recreation Commission.

BE IT FURTHER RESOLVED that page 66 and the "Capital Improvement Schedule" of the Ingham County Park Facility Master Plan be modified to reflect the addition of the tubing hill project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits the local match of \$75,000, to be available in 2007 contingent upon the grant being approved.

RESOLUTION STAFF REVIEW

DATE: May 26, 2006

Agenda Item Title: Resolution Establishing an Additional Ingham County Parks Assistant Manager Position

Submitted by: Bob Moore, Parks Director

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

Summary of Proposed Action: This resolution will authorize the elimination of the vacant Maintenance Supervisor position and replace it with an Assistant Manager position. The Assistant Manager position is in the ICEA bargaining unit.

Financial Implications: This will result in a long-term savings of \$13,500 per year.

Other Implications: The Parks Board is considering further reorganizations in the near future.

Staff Recommendation: JN __ HH X TM __ JC __
Approval of this recommendation is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AN ADDITIONAL INGHAM COUNTY PARKS ASSISTANT
MANAGER POSITION**

WHEREAS, the position of Maintenance Supervisor for the Ingham County Parks & Recreation Department will become vacant on June 2, 2006 due to the retirement of Mr. Doug Koons; and

WHEREAS, the position of Maintenance Supervisor has become obsolete with the elimination of the Parks Department construction crew; and

WHEREAS, the Ingham County Parks and Recreation Commission is recommending the elimination of the Maintenance Supervisor position and its replacement with an Assistant Manager position; and

WHEREAS, this resolution would result in a net annual decrease in personnel costs of approximately \$13,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the elimination of the Maintenance Supervisor position and replaces it with an Assistant Manager position.

BE IT FURTHER RESOLVED, that the Parks Department position list be modified to reflect an increase from two to three Assistant Manager positions.

RESOLUTION STAFF REVIEW

DATE May 25, 2006

Agenda Item Title: Resolution Modifying the Ordinance Establishing the Ingham County Park Rules and Regulations

Submitted by: Parks & Recreation Commission

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

Summary of Proposed Action: Earlier this year the Board of Commissioners passed a resolution adopting an ordinance and establishing penalties for parking violations in county parking lots. That resolution requested that the Ingham County Parks and Recreation Commission consider adopting rules and regulations consistent with the newly adopted ordinance. This resolution will accomplish that.

Financial Implications: Very minimal. There are currently very few citations issued for parking offenses within the county park system.

Other Implications: None.

Staff Recommendation: JN __ HH __ TM __ JC X
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MODIFYING THE ORDINANCE ESTABLISHING
THE INGHAM COUNTY PARK RULES AND REGULATIONS**

WHEREAS, on April 11, 2006 the Ingham County Board of Commissioners passed Resolution #06-091 adopting an ordinance and establishing penalties for parking violations in county parking lots; and

WHEREAS, in Resolution #06-091 the Board of Commissioners strongly urges the Ingham County Parks and Recreation Commission to consider adopting rules and regulations establishing parking fines that are consistent with those fines set forth in that resolution; and

WHEREAS, the County Attorney has recommended language changes to the Ordinance Establishing the Park Rules and Regulations consistent with Board of Commissioner Resolution #06-091; and

WHEREAS, the Ingham County Parks & Recreation Commission recommends that the Ingham County Board of Commissioners approve the modifications listed below to the Ordinance establishing the Park Rules and Regulations (adopted June 27, 1998):

[Add a definition of "Civil Infraction" to Section 2 after "Citation" and before "County"]

Section 2. Definitions

"Civil Infraction" means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.

[Add a new subsection 11.A.(3) regarding disabled parking]

(3) Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.

[Amend the first sentence of Section 15.A. to state that parking violations are an exception to the general rule that violations of the Ordinance are municipal civil infractions]

Section 15. Violations and Penalties

A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction.

[Add a second sentence to subsection 15.B regarding parking violations as civil infractions]

- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Sec. 11.A regarding parking violations shall be responsible for a civil infraction.

[Add a new subsection 18.E. for parking violation penalties]

18. Establishment of Schedule of Civil Fines.

- E. Civil infractions for violations of Sec. 11.A. regarding parking are punishable by a fine of \$50 plus costs for a first offense, \$100 plus costs for a second offense, and \$250 plus costs for a third offense, except that violations of Sec. 11.A.(3) shall be punishable by a fine of \$250 plus costs for a first or subsequent offense.

THEREFORE BE IT RESOLVED, that the Ordinance adopting the existing Ingham County Park Rules and Regulations (adopted June 27, 1998) be modified as recommended by the Ingham County Parks & Recreation Commission

BE IT FURTHER RESOLVED, that the modified Ordinance shall take effect when signed by the Board Chairperson, certified by the County Clerk.

RESOLUTION STAFF REVIEW

DATE: May 23, 2006

Agenda Item Title: Resolution to Establish Positions to Implement the Point of Sale Regulation

Submitted by: Health Department

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

Summary of Proposed Action: This resolution will establish the two additional staff positions (Sanitarian II and a new Community Health Rep II) effective July 2006, which are required to implement the Point of Sale Program previously approved by the Board of Commissioners.

Financial Implications: The Board of Commissioners previously established a \$150 application fee for the Point of Sale Program. The Department estimates that between 800 and 1,000 applications will be taken each year, which should generate between \$120,000 and \$150,000 to support the costs of the two positions.

The long term cost of two positions recommended is about \$130,000 annually, at the top of the scale.

Other Implications: None.

Staff Recommendation: JN __* HH ____ TM ____ JC ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
 County Services Committee
 Finance Committee

From: Bruce Bragg

Date: June 1, 2006

Subject: Adjust Environmental Health Staffing – Point of Sale Program

This is a recommendation to establish two positions in the Bureau of Environmental Health to support the implementation of the Point of Sale Regulation. This will be accomplished by adjusting the Environmental Health staffing allocation established by Resolution #05-115.

The Board of Commissioners has approved the Point of Sale Regulation which will be effective in June, 2006. We anticipate that most of the inspection of on-site sewage and water supply systems will be conducted by private, certified inspectors. However, the Department must oversee the program, certify the inspectors, record the inspection reports, assure quality within the program, assure that home owners make any required improvements and are notified of the status of their sewage and water systems.

The Board of Commissioners established a \$150 application fee for the Point of Sale Program. The Department estimates that between 800 and 1,000 applications will be taken each year, so the Program should generate between \$120,000 and \$150,000. The long term cost of two positions (using the Grebner method) recommended is about \$130,000.

The comparison of existing and recommended staffing follows:

Classification	Resolution 05-115	Recommended
Director	1	1
Programs Supervisor	2	2
Sanitarian I	7	7
Sanitarian II	5	6
Sanitarian III	2	2
E.H. Specialist	6	6
Community Health Rep III	1	1
Community Health Rep II	0	1
Health Program Assistant	1.5	1.5
Total	25.5	27.5

The assignment of a Sanitarian II to oversee the Point of Sale Program will be made from the existing group of Sanitarians II. We currently have nine Sanitarians II and only six (with the adoption of the attached resolution) Sanitarian II positions.

I recommend that the Board adopt the attached resolution and establish the two additional staff positions required to implement the Point of Sale Program.

Attachment

c: Dean Sienko w/attachment
Jim Wilson w/attachment
Jaeson Welter w/attachment
Tom Larkins w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH POSITIONS TO IMPLEMENT THE POINT OF SALE REGULATION

WHEREAS, the Board of Commissioners established the staffing for the Bureau of Environmental Health in Resolution #05-115; and

WHEREAS, the Board of Commissioners has promulgated a Point of Sale Regulation intended to evaluate on-site sewage and water supply systems at the time of property sale; and

WHEREAS, the administration of the Point of Sale Program will require the establishment of two positions in the Bureau of Environmental Health; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners adjust the staffing within the Bureau of Environmental Health in order to implement the Point of Sale Program; and

WHEREAS, the Health Officer has advised that the fees established to administer the Point of Sale Program are adequate to support the cost of the two new positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adjusts the staffing within the Bureau of Environmental Health by adding two positions to help implement the Point of Sale Program.

BE IT FURTHER RESOLVED, that the allocation of positions within the Bureau of Environmental Health, established in Resolution #05-115, shall be modified as recommended below:

Classification	Resolution #05-115	Recommended
Director	1	1
Programs Supervisor	2	2
Sanitarian I	7	7
Sanitarian II	5	6
Sanitarian III	2	2
E.H. Specialist	6	6
Community Health Rep III	1	1
Community Health Rep II	0	1
Health Program Assistant	1.5	1.5
Total	25.5	27.5

BE IT FURTHER RESOLVED, that the changes shall be effective July 1, 2006.

RESOLUTION STAFF REVIEW

DATE May 25, 2006

Agenda Item Title: Resolution Authorizing Fire Alarm Improvements at the Ingham County Jail

Submitted by: Ingham County Facilities Department

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

Summary of Proposed Action: This resolution authorizes fire alarm improvements for the Ingham County Correctional Facility.

Financial Implications: Funds for this project are included in the 2006 Capital Budget. This resolution authorizes awarding the contract to Simplex Grinnell in an amount not to exceed \$121,665.

Other Implications: It is the recommendation of the Ingham County Facilities Department, in concurrence with the Purchasing Department, to award a contract to Simplex Grinnell who submitted the lowest responsive and responsible proposal. Please see the provided attachment for more detail.

Staff Recommendation: JN __ HH __ TM __ JC X
Staff recommends approval of this resolution.

Recommendation to Enter Into a Contract
With Simplex Grinnell

Project:

Fire alarm improvements for the Ingham County Correctional Facility.

Proposal Summary:

Proposers Contacted: 11 Local: 4 Female: 0 Minority: 0 Disabled: 0
Proposers Responding: 4 Local: 0 Female: 0 Minority: 0 Disabled: 0

The following firms submitted proposals:

<u>Firm</u>	<u>Amount</u>	<u>Location</u>
Simplex Grinnell	\$121,665	Farmington, MI
Central Fire	\$190,215	Mount Pleasant, MI
Safety Systems	\$204,427	Jackson, MI
Vanguard Fire & Security	\$270,000	Grand Rapids, MI

Recommendation:

It is the recommendation of the Ingham County Facilities Department in concurrence with the Purchasing Department to award a contract to Simplex Grinnell, who submitted the lowest responsive and responsible proposal.

Source of Funding:

Project approved in the 2006 CIP Budget. Account # – 24531199 976000.

Other:

The RFP was advertised in the LSJ, The Chronicle, and posted on the Purchasing Department's Web Page. Contractor is required to pay prevailing wages.

Contact Person(s):

Rick Terrill Facilities Director 676-7373	Jim Hudgins Purchasing Director 676-7222
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MEMORANDUM

TO: County Services and Finance Committees

FROM: Mike Hughes/Facilities Manager

DATE: May 24, 2006

RE: Resolution requesting authorization for fire alarm system improvements at the Ingham County Jail.

The Purchasing Department solicited proposals for improvements to the fire alarm system at the Ingham County Jail. Funds for this project have been approved within the 2006 CIP Budget. After reviewing the proposals, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Simplex Grinnell LP who submitted the lowest responsive proposal for a total cost of \$121,665.00.

Thank you for your consideration in this matter.

RT/cc

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING FIRE ALARM IMPROVEMENTS
AT THE INGHAM COUNTY JAIL**

WHEREAS, the Purchasing Department solicited proposals for fire alarm improvements at the Ingham County Jail; and

WHEREAS, the funds for this project are approved within the appropriate CIP 06 Budget/Upgrade Fire Alarm System; and

WHEREAS, after the review of these proposals it is the recommendation of both the Purchasing and Facilities Departments to award this contract to Simplex Grinnell, LP who submitted the lowest responsive proposal in the amount of \$121,665.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Simplex Grinnell, LP, 24755 Halsted Road, Farmington Hills, Michigan 48335-5138 to perform improvements to the fire alarm system at the Ingham County Jail in an amount not to exceed \$121,665.00.

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 26, 2006

Agenda Item Title: Resolution Updating Various Fees for County Services

Submitted by: Controller's Office

Committees: LE __*, JD __*, HS __*, CS __*, Finance __*

Summary of Proposed Action: This resolution will authorize the adjustment of various fees for county services to be effective January 1, 2007. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee, except for the Commercial Soil Erosion and the Freedom of Information Act (FOIA) requests, was presented to all committees at the previous round of meetings. The Drain Commissioner is in the process of implementing a more comprehensive program that will comply with new Federal II guidelines and Part 91 as amended. Therefore, new fees will be submitted to the Board for review later, along with the cost and fees related to Commercial Soil Erosion. The fees for FOIA requests have also been added onto the attached schedule. These fees have not been adjusted since 1998, and the current cost is based on information received from our Print Shop. As stated in the attached memo from the Health Department and in this Resolution, many of the Health Department fees have been determined using the Board authorized methodology per Resolution #05-166 and are no longer necessary to establish per the fee schedule. In the last round of meetings, some additional information was requested:

- (1) An explanation of the current cost of Dog Kennel inspections for licensing (attached).
- (2) An analysis of actual total cost of services provided vs. the total fee revenue (attached).
- (3) A comparison of the budgeted fee revenue vs. the actual fee revenue. In 2005, fee revenue was budgeted at \$3.358 million. The 2005 actual collection was \$3.487 million.

Financial Implications: If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$163,016. Any additional revenue will be recognized in the 2007 Controller Recommended Budget.

Other Implications: As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the County to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Staff Recommendation: JN ___ HH ___ TM X JC _____
Staff recommends approval of the resolution.

MEMORANDUM

To: Budget Office

From: Bruce Bragg

Date: May 26, 2006

Subject: Health Department Fee Schedules and Policies

In addition to the fee schedules attached, fees within major Health Department services are set according to the following policies:

From Resolution No. 05-166

- the Health Department shall establish a charge for vaccines based on the cost of the immunizing agent rounded to the nearest whole dollar
- the Health Department shall establish a charge for family planning supplies based on the cost of supplies rounded to the nearest whole dollar
- the fees charged by the Ingham Community Health Centers (Ingham County Health Department) for medical services shall be 135% of the Medicare Fee Screen as published by the Center for Medicaid and Medicare Services (<http://www.cms.hhs.gov>) by procedural code (HCPCS) and specific to locality (Rest of Michigan).
- the fees charged by the Ingham County Health Department for dental services shall be 115% of the Delta Prudent Purchaser Agreement Fee Schedule for General Practitioner.
- the attached FQHC Schedule of Discounts for medical and dental services shall remain in effect for 2007.
- the attached Title X Schedule of Discounts for family planning services shall remain in effect for 2007.

From Resolution No. 05-242

- it is the intent of the Ingham County Board of Commissioners not to subsidize public health services to residents of other counties, except as provided for in this resolution.
- it is the intent of the Ingham County Board of Commissioners not to subsidize vaccine and vaccine administration services provided to adults, except as provided for in this resolution.
- In situations related to disease transmission, including disease outbreaks, the Health Department shall attempt to provide vaccines and vaccine administration services to address the needs of the at-risk population.
- In situations of disease outbreaks, the Health Department shall administer vaccines to persons who live, work or study in Ingham County based on the criteria established in the discount schedule adopted in Resolution No. 05-166.
- The Health Officer may identify a broader group of persons eligible for discounted services, in situations of disease outbreaks when he/she determines it necessary to protect the broader Ingham County community; any action by the Health Officer under this clause must be communicated immediately to the Board of Commissioners.

These policies should be included in the resolution that adopts the 2007 Health Department's fee schedules.

From: Jamie McAloon
To: McLaughlin, Elizabeth
Date: 5/23/06 1:51PM
Subject: estimate of our costs

Beth,

The animal control officer will make a minimum of three visits to each kennel during the licensing process as follows:

1.

Initial inspection (10 dogs or less) requires an average of two (hrs) to perform. Over ten dogs will require an additional hour or more depending on the number of animals.

2.

On the average at least one follow-up visit is needed to confirm improvements or modifications have been made prior to approving (averages one hour).

3.

Once approved a third visit is scheduled at random during the year to assure standards are maintained. (average one hour)

There are additional administrative costs:

photos to develop/ print, clerical duties related to finishing report prior to submitted to the deputy director for approval. Often phone calls are required, etc...

COSTS

Labor =4 hours of ACO X \$19. = \$ 76.

1 hour Administrative time X \$25 = \$ 25

Costs=Photocopying/printing mailing =\$5-10

Cost to license a kennel

10 dogs or less= \$ 108.

Over 10 dogs = \$ 118 +

These costs reflect the average kennels not the ones that can require three times as many hours and admin time.

Cost Vs. Actual Revenue
County Services Committee

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Clerk	Certified Copy - 1st Copy (1)	\$15.36	100.0%	\$15.36	10,500	\$15.00	\$161,326	\$157,500	(\$3,826)
Clerk	Certified Copy - Add'l Copies (1)	\$8.09	100.0%	\$8.09	24,500	8.00	\$198,212	\$196,000	(\$2,212)
Drain Comm.	Preliminary Comm. Site Plan Review	\$1,154.56	75.0%	\$865.92	140	590.00	\$161,639	\$82,600	(\$79,039)
Drain Comm.	Preliminary Plat Review	\$1,483.43	75.0%	\$1,112.57	8	590.00	\$11,867	\$4,720	(\$7,147)
Drain Comm.	Plat and Commercial Drainage Review			1,686.93					\$0
	First acre	\$598.70	100.0%	\$598.70	140	590.00	\$83,818	\$82,600	(\$1,218)
	Additional acre	\$63.02	100.0%	\$63.02	40	70.00	\$2,521	\$2,800	\$279
	Re-submission Admin fee	new			14	200.00	new	\$2,800	\$0
	Renewal					1/2 of orig fee			
Drain Comm.	Plat Drain Administration Fee	\$6,222.17	75.0%	\$4,666.63	35	1,800.00	\$217,776	\$63,000	(\$154,776)
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$438.32	100.0%	\$438.32	40	430.00	\$17,533	\$17,200	(\$333)
Drain Comm.	Drain Crossing Permit - (Residential) (3), (5)	\$115.54	100.0%	\$115.54	0	115.00	\$0	\$0	\$0
Drain Comm.	Tap in Permit - Residential	\$123.33	75.0%	\$92.50	130	90.00	\$16,033	\$11,700	(\$4,333)
Drain Comm.	Tap-in Permit - Commercial	\$481.44	75.0%	\$361.08	25	350.00	\$12,036	\$8,750	(\$3,286)
Drain Comm.	Soil Erosion Permit - Commercial (4)				184	*	*	*	*
	First acre (4)	\$658.79	100.0%	\$658.79	0	*	*	*	*
	Additional acre (4)	\$46.12	100.0%	\$46.12	0	*	*	*	*
	Renewal (4)				0	*	*	*	*
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$231.08	100.0%	\$231.08	1,500	230.00	\$346,614	\$345,000	(\$1,614)
Drain Comm.	9 month duration (3)	\$296.88	75.0%	\$222.66	0	200.00	\$0	\$0	\$0
Drain Comm.	6 month duration (3)	\$240.71	75.0%	\$180.53	0	170.00	\$0	\$0	\$0
Drain Comm.	Renewal					1/2 of orig fee	\$0	\$0	\$0
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection (2)	\$350.12	75.0%	\$262.59	46	260.00	\$16,105	\$11,960	(\$4,145)
Drain Comm.	Renewal					1/2 of orig fee	\$0	\$0	\$0
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$56.17	75.0%	\$42.12	170	40.00	\$9,548	\$6,800	(\$2,748)
Drain Comm.	Violation and Cease&Desist Order (5)	\$262.59	100.0%	\$262.59	0	260.00	\$0	\$0	\$0
Drain Comm.	Title Search - Drain Assessments	\$4.77	100.0%	\$4.77	4,000	4.00	\$19,076	\$16,000	(\$3,076)
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$10.13	100.0%	\$10.13	3,000	10.00	\$30,404	\$30,000	(\$404)
Equalization	Digitally Produced Paper Maps- Parcel Layer						\$0	\$0	\$0

**Cost Vs. Actual Revenue
County Services Committee**

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Equalization	8.5" x 11" (6)	\$5.01	100.0%	\$5.01		5.00	\$0	\$0	\$0
Equalization	11" x 17" (6)	\$10.02	100.0%	\$10.02		10.00	\$0	\$0	\$0
Equalization	17" x 22" (6)	\$15.03	100.0%	\$15.03		15.00	\$0	\$0	\$0
Equalization	22" x 34" (6)	\$20.05	100.0%	\$20.05		20.00	\$0	\$0	\$0
Equalization	28" x 40" (6)	\$25.06	100.0%	\$25.06		25.00	\$0	\$0	\$0
Equalization	34" x 44" (6)	\$30.07	100.0%	\$30.07		30.00	\$0	\$0	\$0
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer						\$0	\$0	\$0
Equalization	8.5" x 11" (6)	\$10.02	100.0%	\$10.02		10.00	\$0	\$0	\$0
Equalization	11" x 17" (6)	\$20.05	100.0%	\$20.05		20.00	\$0	\$0	\$0
Equalization	17" x 22" (6)	\$30.07	100.0%	\$30.07		30.00	\$0	\$0	\$0
Equalization	22" x 34" (6)	\$40.09	100.0%	\$40.09		40.00	\$0	\$0	\$0
Equalization	28" x 40" (6)	\$50.12	100.0%	\$50.12		50.00	\$0	\$0	\$0
Equalization	34" x 44" (6)	\$60.14	100.0%	\$60.14		60.00	\$0	\$0	\$0
Plat Board	Plat Administration Fee	\$100.67	100.0%	\$100.67	10	100.00	\$1,007	\$1,000	(\$7)
Treasurer	NSF Checks	\$28.63	100.0%	\$28.63	20	25.00	\$573	\$500	(\$73)
TOTALS							\$1,306,087	\$1,040,930	(\$267,957)

- (1) Per MCL 333.2891, local clerks cannot charge more than the State fees of \$26 for the first copy and \$12 for the second.
- (2) The Drain Commission has determined that the actual cost is much higher than the Maximus, since this not only includes 1-2 hours for review and issuance, but also 3-4 hours for inspection over the six-month permit period, similar to the staff time for a residential soil erosion permit. Therefore, it should have the same fee.
- (3) These 2006 Fees were omitted in Resolution 05-145 and were set later by Resolution 05-336 on December 13, 2005.
- (4) Fees related to Commercial Soil Erosion will be sent under separate cover. The Drain Commissioner is in the process of implementing a more comprehensive program that will comply with new Federal Phase II guidelines and Part 91 as amended.
- (5) This fee was added to the schedule last year and therefore, there is not yet a history of units from which to forecast.
- (6) These fees were established per Resolution 05-241 and there is not yet a history of units from which to forecast.

**Cost Vs. Actual Revenue
Judiciary Committee**

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
All Courts	Work Release *	\$23.50	100.0%	23.50	5,250	\$23.00	\$123,372	\$120,750	(\$2,622)
District Court	Civil	80.81	50.0%	40.40	5,210	Varies	\$421,003	Varies	Varies
District Court	Community Service	9.25	100.0%	9.25	600	\$0.00	\$5,552	Varies	Varies
District Court	Felonies	130.30	0.0%	0.00	684	\$0.00	\$89,125	Varies	Varies
District Court	Pre-Sentence Reports	156.68	100.0%	156.68	480	\$0.00	\$75,207	Varies	Varies
District Court	Preliminary Breath Test (PBT)	4.62	100.0%	4.62	1,750	\$0.00	\$8,085	Varies	Varies
District Court	Probation Oversight	82.51	100.0%	82.51	5,220	\$35.00	\$430,699	Varies	Varies
						/Month	\$0		\$0
District Court	Traffic/Criminal	45.91	100.0%	45.91	25,615	Varies	\$1,176,043	Varies	Varies
District Court	Traffic	183.50	50.0%	91.75	1,775	Varies	\$325,711	Varies	Varies
Circuit Court	Copies (1st 5 pages, each page)**	2.82	25.0%	0.71	2,000	1.00	\$5,644	\$2,000	(\$3,644)
Circuit Court	Additional Copies (over 10 pages)**	28.22	3.0%	0.85	above	0.50			
Circuit Court	Criminal Histories	8.22	100.0%	8.22	2,000	8.00	\$16,436	\$16,000	(\$436)
Circuit Court	Felony Case Costs	550.88	100.0%	550.88	684	550.00	\$376,804	\$376,200	(\$604)
Circuit Court	Show Cause - Probation	347.35	100.0%	347.35	377	70.00	\$130,952	\$26,390	(\$104,562)
Family Division	Delinquency Costs	350.89	100.0%	350.89	1,725	140.00	\$605,281	\$241,500	(\$363,781)
Family Division	In-Home Detention	34.30	0.0%	0.00	7,000	0.00	\$240,131	\$0	(\$240,131)
Family Division	Intensive Probation	811.30	0.0%	0.00	970	0.00	\$786,959	\$0	(\$786,959)
Family Division	Regular Probation	134.41	0.0%	0.00	5,292	0.00	\$711,274	\$0	(\$711,274)
Family Division	Tether	118.05	2.0%	8.00	2,625	8.00	\$309,892	\$21,000	(\$288,892)
Family Division	Traffic	192.24	50.0%	96.12	1,775	65.00	\$341,226	\$115,375	(\$225,851)
Family Division	Traffic - Fail to Appear	91.96	25.0%	22.99	355	20.00	\$32,646	\$7,100	(\$25,546)
FOC	FOC Bench Warrants	282.59	100.0%	282.59	1,200	180.00	\$339,113	\$216,000	(\$123,113)
TOTALS							\$6,551,156	\$1,142,315	(\$2,877,418)

* - Courts ordering work release are encouraged to recognize that the cost of administering work release at the jail has been calculated at \$23.00 per day

** As recommended by Maximus and the Board of Commissioners, the Circuit Court planned to set copy costs at \$5.00 for the first ten pages and \$0.50 for each additional page. The Circuit Court submitted an Administrative Order to the State Court Administrative Office (SCAO) to set the fees at those SCAO ruled the fees to be excessive. The Circuit Court and the SCAO came to an agreement regarding the copy fees as stated in the above table.

Cost Vs. Actual Revenue
Law Enforcement Committee

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Animal Control	Enforcement/Dog License Fees		25.0%		22,441				
	Altered	\$50.91	25.0%	\$12.73	16,831	12.00	\$856,871	\$201,969	(\$654,902)
	Delinquent	\$169.70	25.0%	\$42.43	2,244	25.00	\$380,832	\$94,252	(\$286,580)
	Unaltered	\$84.85	25.0%	\$21.21	5,610	21.00	\$476,040	\$117,815	(\$358,224)
Animal Control	Boarding Fee per day (4)	\$21.21	25.0%	\$5.30	3,667	10.00	\$77,781	\$36,667	(\$41,114)
Animal Control	Adoption Fee	\$0.00	75.0%		1,870				
	Dogs (under six years of age) (1)	85.72	75.0%	64.29	655	60.00	\$56,103	\$39,270	(\$16,833)
	Dogs (six years or older) (1)	21.43	75.0%	16.07	94	15.00	\$2,004	\$1,403	(\$601)
	Puppies (age-four months or less) (1)	128.58	75.0%	96.43	187	95.00	\$24,044	\$17,765	(\$6,279)
	Cats (under six years of age) (1)	71.43	75.0%	53.57	655	50.00	\$46,752	\$32,725	(\$14,027)
	Cats (six years or older) (1)	28.57	75.0%	21.43	94	20.00	\$2,672	\$1,870	(\$802)
	Kittens (age-four months or less) (1)	57.15	75.0%	42.86	187	40.00	\$10,686	\$7,480	(\$3,206)
Animal Control	Animal Redemption - 1st offense	35.35	75.0%	26.52	682	26.00	\$24,120	\$17,738	(\$6,382)
	2nd offense	42.43	75.0%	31.82	177	31.00	\$7,518	\$5,493	(\$2,025)
	3rd offense	84.85	75.0%	63.64	27	63.00	\$2,255	\$1,675	(\$581)
	after 3rd offense	169.70	75.0%	127.28	0	125.00	\$0	\$0	\$0
Animal Control	Euthanasia Fee	47.73	100.0%	47.73	200	45.00	\$9,546	\$9,000	(\$546)
Animal Control	Ten Dog Kennel Inspection Fee	44.55	100.0%	44.55	10	70.00	\$445	\$700	\$255
Animal Control	Over Ten Dog Kennel Inspection Fee	50.91	100.0%	50.91	5	90.00	\$255	\$450	\$195
Animal Control	Owner Surrender	30.76	75.0%	23.07	850	15.00	\$26,145	\$12,750	(\$13,395)
Pros Atty	Diversion - Initial Interview	58.41	50.0%	29.21	450	25.00	\$26,285	\$11,250	(\$15,035)
Pros Atty	Diversion - Service Fee		50.0%		274		\$0	\$0	\$0
	Misdemeanor Offender	763.18	50.0%	381.59		380.00	\$0	\$0	\$0
	Felony Offender	1,373.72	50.0%	686.86		680.00	\$0	\$0	\$0
Pros Atty	Costs-eligible convictions - Guilty Plea	120.74	75.0%	90.56	988	75.00	\$119,293	\$74,100	(\$45,193)
Pros Atty	Costs for eligible convictions - Trial	1,932.10	10.0%	193.21	11	115.00	\$21,253	\$1,265	(\$19,988)
Jail	Day Rate (3)	50.69	100.0%	50.69	600	35.00	\$30,416	\$21,000	(\$9,416)
Sheriff	Accident/Incident Report	4.90	100.0%	*	2,392	*	*	*	*
Sheriff	Fingerprinting	11.21	100.0%	11.21	1,236	15.00	\$13,855	\$18,540	\$4,685
Sheriff	OWI arrest resulting in conviction (2)	238.03	100.0%	238.03	303	varies	varies	varies	varies
Sheriff	Costs for eligible arrests - command (2)	62.19	100.0%	62.19	varies	varies	varies	varies	varies
				per hour					
Sheriff	Costs for eligible arrests - deputy (2)	54.01	100.0%	54.01	varies	varies	varies	varies	varies
TOTALS							\$2,215,169	\$725,176	(\$1,489,993)

* - \$4.00 per page for first two pages, \$1.00 per additional page after the first two pages.

(1) These fees were set by Resolution 05-033

(2) These fees were set by Resolution 03-161.

(3) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30 per day, to \$60 per day, as currently set forth in MCL 801.83.

(4) The Boarding Fee was not part of the Maximus study, but the average around the state is \$7-\$15 per day. This fee is set slightly less than the median amount.

Cost Vs. Actual Revenue
Human Services Committee

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Coop. Ext.	Soil Box Analysis (9)	\$15.61	80.0%	12.49	300	12.00	\$4,683	\$3,600	(\$1,083)
Comm. Health	Diabetes Educ Ind., per 15 mins(4)	345.92	100.0%			20.00			
Comm. Health	Smoking Cessation, Ind, per 15 mins					20.00			
Comm. Health	GC Prob Tech (3), (6)	14.74	100.0%	14.74	1,000	COST	\$14,737	COST	COST
Comm. Health	Conting Ed. Fee Diseased Control/Imm. (4)	10.64	100.0%	10.64	354	10.00	\$3,768	\$3,540	(\$228)
Comm. Health	INS Vaccination Verif Form I-693 (11)	26.61	100.0%	26.61	300	26.00	\$7,983	\$7,800	(\$183)
Comm. Health	Immuniz Record Copying Fee (4)	3.19	100.0%	3.19	750	3.00	\$2,395	\$2,250	(\$145)
Comm. Health	MSS Tran. Bus/Man (5)	22.56	100.0%	22.56	50	22.56	\$1,128	\$1,128	(\$0)
Comm. Health	MSS - Trans Taxi (5)	22.68	100.0%	22.68	50	22.68	\$1,134	\$1,134	(\$0)
Comm. Health	MSS Trans. Volunteer (5)	0.24	100.0%	0.24	5	0.24	\$1	\$1	(\$0)
Comm. Health	ISS Trans. Bus/Man (5)	22.56	100.0%	22.56	50	22.56	\$1,128	\$1,128	(\$0)
Comm. Health	ISS - Trans Taxi (5)	22.68	100.0%	22.68	50	22.68	\$1,134	\$1,134	(\$0)
Comm. Health	ISS Trans. Volunteer (5)	0.24	100.0%	0.24	5	0.24	\$1	\$1	(\$0)
Comm. Health	Compreh Envir Investigation (5)	212.88	100.0%	212.88	11	212.00	\$2,342	\$2,332	(\$10)
Comm. Health	Assessment of Home (5)	90.47	100.0%	90.47	5	90.00	\$452	\$450	(\$2)
Imm. Clinic	Immigration Physical Exams (11)	140.73	100.0%	140.73	10	140.00	\$1,407	\$1,400	(\$7)
Imm. Clinic	Internat'l Travel Consult	43.83	75.0%	32.87		32.00	\$0	\$0	\$0
Med Examiner	Influenza (Including Admin)	34.24	75.0%	25.68	12,147	25.00	\$415,933	\$303,675	(\$112,258)
Med Examiner	Cremation Permits	17.07	100.0%	17.07		17.00	\$0	\$0	\$0
Med Examiner	Autopsy Report Copies (family)	11.38	100.0%	11.38	140	11.00	\$1,593	\$1,540	(\$53)
Med Examiner	Autopsy Report Copies (others)	28.45	100.0%	28.45	56	28.00	\$1,593	\$1,568	(\$25)
Env. Health	Fixed Food Svc Estab-Nonprofit	1,077.92	25.0%	269.48	43	175.00	\$46,350	\$7,525	(\$38,825)
Env. Health	Fixed Food Svc Estab - Profit		50.0%		686				
Env. Health	Initial License incl. 2 hours Plan Rev	1,984.65	50.0%	992.32	480	992.00	\$953,027	\$476,358	(\$476,669)
Env. Health	Initial Restricted License	986.16	50.0%	493.08	103	493.00	\$101,476	\$50,730	(\$50,746)

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Env. Health	Initial License (Mobile)	698.53	50.0%	349.26	69	349.00	\$47,919	\$23,941	(\$23,978)
Env. Health	Multiple facility renewal license	308.17	50.0%	154.09	34	154.00	\$10,570	\$5,282	(\$5,288)
Env. Health	Renewal License				245				
Env. Health	At least \$750,000 (1)	1,643.60	50.0%	821.80	172	821.00	\$281,877	\$140,802	(\$141,076)
Env. Health	At least \$500,000, less than \$750,000 (1)	1,345.70	50.0%	672.85	37	672.00	\$49,454	\$24,696	(\$24,758)
Env. Health	At least \$250,000, less than \$500,000 (1)	1,037.52	50.0%	518.76	25	518.00	\$25,419	\$12,691	(\$12,728)
Env. Health	Less than \$250,000 (1)	739.62	50.0%	369.81	12	369.00	\$9,060	\$4,520	(\$4,540)
Env. Health	Seasonal Renewal License, FSE				49				
Env. Health	Seasonal Gross sales exc. \$750,000	986.16	50.0%	493.08	29	496.00	\$28,993	\$14,582	(\$14,411)
Env. Health	Seasonl at least \$500,000, less \$750,000	807.42	50.0%	403.71	7	403.00	\$5,935	\$2,962	(\$2,972)
Env. Health	Seasonl at least \$250,000, less \$500,000	622.51	50.0%	311.26	5	311.00	\$3,050	\$1,524	(\$1,526)
Env. Health	Seasonal less than \$250,000	443.77	50.0%	221.89	2	221.00	\$1,087	\$541	(\$546)
Env. Health	Non-profit	154.09	50.0%	77.04	5	77.00	\$755	\$377	(\$378)
Env. Health	Change of Ownership of FSE	587.59	50.0%	293.79		293.00	\$0	\$0	\$0
Env. Health	Fixed FSE - Initial License, Nonprofit	1,077.92	50.0%	538.96	5	205.00	\$5,390	\$1,025	(\$4,365)
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	341.05	50.0%	170.52		170.00			
Env. Health	FSE - Schools/Indigent		50.0%		128	0.00			
Env. Health	late renewal - additional	205.45	50.0%	102.72	28	102.00	\$5,753	\$2,856	(\$2,897)
Env. Health	Public Pool Inspection	170.52	100.0%	170.52	178	170.00	\$30,353	\$30,260	(\$93)
Env. Health	Each add'l pool at same location	85.26	100.0%	85.26		85.00			
Env. Health	Pool Reinspection (after violation)	85.26	100.0%	85.26		85.00			
Env. Health	Child&Adult Care Fac Ins-Full	166.41	100.0%	166.41		166.00			
Env. Health	Child&Adult Care Fac Ins.-W&S	104.78	100.0%	104.78		104.00			
Env. Health	Child & Adult Care Plan Review	308.17	100.0%	308.17		308.00			
Env. Health	Initial STFU license Incl. Plan Review	534.17	50.0%	267.08	47	267.00	\$25,106	\$12,549	(\$12,557)
Env. Health	STFU in season inspection (7)	184.90	50.0%	92.45		90.00			
Env. Health	STFU Renewal	193.12	50.0%	96.56		96.00			
Env. Health	Tattooing Business License (1)	682.09	50.0%	341.05	12	341.00	\$8,185	\$4,092	(\$4,093)
Env. Health	Tattooing Lic-late renewal-additional	205.45	50.0%	102.72		102.00			
Env. Health	Temp. Food Svc Establmt- Fee-Exempt		50.0%		305				
Env. Health	Temp FSE - Non-Profit (2)	215.96	50.0%	107.98	62	82.00	\$13,389	\$5,084	(\$8,305)
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	328.72	50.0%	164.36		164.00			
Env. Health	Temp FSE- Preparation Type (2)	343.72	50.0%	171.86		172.00			
Env. Health	Temp FSE-Ops Began Before Licg (double)	684.26	50.0%	342.13		344.00			

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	110.94	50.0%	55.47		55.00			
Env. Health	Vending	0.00	50.0%	0.00					
Env. Health	1-3 Licensable Mach. in Same Loc.	124.05	50.0%	62.03	41	62.00	\$5,086	\$2,542	(\$2,544)
Env. Health	4-6 Licensable Mach. in Same Loc.	165.14	50.0%	82.57		82.00			
Env. Health	7-10 Licensable Mach. in Same Loc.	217.76	50.0%	108.88	40	108.00	\$8,710	\$4,320	(\$4,390)
Env. Health	Larger Location (First 10 machines)	215.72	50.0%	107.86		108.00			
Env. Health	Larger Loc (Add'l Machine > 10)	10.92	50.0%	5.46		5.00			
Env. Health	Sewage Only (new)	436.58	100.0%	436.58	250	436.00	\$109,145	\$109,000	(\$145)
Env. Health	Well Only (new)	436.58	100.0%	436.58	300	436.00	\$130,974	\$130,800	(\$174)
Env. Health	Vacant Land Evaluation (8)	420.43	100.0%	420.43	145	420.00	\$60,962	\$60,900	(\$62)
Env. Health	On-Site Sewage syst Plan Revw (8)	416.04	100.0%	416.04	240	416.00	\$99,849	\$99,840	(\$9)
Env. Health	Repair - Well	154.09	100.0%	154.09		154.00			
Env. Health	Altern On-site Sewage Syst Plan Revw (4)	319.31	100.0%	319.31	100	319.00	\$31,931	\$31,900	(\$31)
Env. Health	Appeals Board Fee	30.82	100.0%	30.82		30.00			
Env. Health	Hourly Rate Over Standard Service	85.26	100.0%	85.26		85.00			
Env. Health	Subdivision Evaluation of Preliminary Plat	170.52	100.0%	170.52		170.00			
Env. Health	Bathing Area Operational Permit	170.52	100.0%	170.52		170.00			
Env. Health	Reinstmt of bathing area permit	85.26	100.0%	85.26		85.00			
Env. Health	Sanitary Surv for Prop. Bathing Beach	341.05	100.0%	341.05		341.00			
Env. Health	Loan Evaluation-Residential Premises	231.13	100.0%	231.13		231.00			
Env. Health	Munic Requ Eval. of Well/Septic	85.26	100.0%	85.26		85.00			
Env. Health	Reinstatemt of Susp FSE	435.55	100.0%	435.55		435.00			
Env. Health	Surcharge-Fail submit plans/chg own	435.55	100.0%	435.55		435.00			
Env. Health	Surcharge-Fail of applic - vending	143.81	100.0%	143.81		143.00			
Env. Health	Critical Follow-up Inspection fee	103.75	100.0%	103.75		103.00			
Env. Health	Reinstmt of Susp Tattooing License (10)					160.00			
Env. Health	Point of Sale- application processing fee (10)					150.00			
Env. Health	Point of Sale- on site evaluation well & septic(10)					300.00			
Env. Health	Point of Sale- Waste Treatment by ICHD (not including pumping fees) (10)					175.00			
Env. Health	Point of Sale- Waste Treatment by ICHD (not including pumping fees) (10)					125.00			

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
Env. Health	Point of Sale- follow up/hr.- septic only (10)					85.00	\$0	\$0	\$0
Env. Health	Point of Sale- follow up/hr.- well only (10)					85.00			
Env. Health	Point of Sale- Annual Inspector renewal fee (10)					100.00			
Health Ed.	License- Tobacco Sales- 3yr.- Retailer (10)					155.00			
Health Ed.	License- Tobacco Sales- 3yr.- Vend. Mach. (10)					15.00			
OYC	Consultation Request (per hr.) (10)	51.36	100.0%	51.36		51.00			
OYC	Agency Training Request- Base, 1.5 hr. (10)	154.09	100.0%	154.09		155.00			
OYC	Agency Training Request- Base, 2.5 hr.(10)	256.81	100.0%	256.81		257.00			
OYC	Agency Train. Request- Base, 1.5 hr, each add. (10)	10.27	100.0%	10.27		11.00			
OYC	Agency Train. Request- Base, 2.5 hr, each add.(10)	15.41	100.0%	15.41		16.00			
OYC	OYC-Advertised Train.- 1.5 hr./per person (min. 15 attending) (10)	20.54	100.0%	20.54		21.00			
OYC	OYC-Advertised Train.- 2.5 hr./per person (min. 15 attending) (10)	25.68	100.0%	25.68		26.00			
OYC	OYC-Advertised Train.- 5.0 hrs./per person (min. 15 attending). (10)	51.36	100.0%	51.36		52.00			
Vet. Affairs	County User Fee	16.04	100.0%	16.04	1,832	16.04	\$29,394	\$29,385	(\$9)
							2,590,617	1,623,767	(\$952,113)

(1) 2004 Fee set by R03-190.

(2) 2004 Fee set by R03-209.

(3) 2004 Fee set by R02-305.

(4) 2004 Fee set by R03-190. New fee - no cost calculated by Maximus. Analysis assumes 2004 fee is charged at appropriate cost with a target cost recovery of 100%.

(5) 2004 Fee set by R03-114. New fee - no cost calculated by Maximus. Analysis assumes 20

Location of Service	Fee Description	2007 Cost	Target Percent	2007 Calc. Fee	Units	2007 Fee	Total Cost	Total Revenue	Difference
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cost recovery of 100%.

(6) This fee is only to reimburse the Health Department for the cost of the test (the Health Depa

Current Charge is \$13.50

(7) Due to a change in regulation, the state sets the fee.

(8) Fee set by R01-231.

(9) Target Percentage reduced by R04-149

(10) This fee was added to the schedule this year and there is not yet a history of units

(11) Fee set by R05-242.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be covered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, this process begins with the calculation of a cost increase factor, which is equal to the previous three year average increase in the General Fund adopted budget for the appropriate departments; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate, based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2007 with the exception of the Health Department, where new rates will be effective October 1, 2006.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through Resolutions #05-166 and #05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Location of Service	Fee Description	2006 Fee	2007 Fee	Target Percent
Controller	FOIA Request Copies	\$0.05	\$0.07	100.0%
Controller	FOIA Request Envelopes	\$0.02	\$0.03	100.0%
Drain Comm.	Preliminary Comm. Site Plan Review	\$570.00	590.00	75.0%
Drain Comm.	Preliminary Plat Review	\$570.00	590.00	75.0%
Drain Comm.	Plat&Comm Drainage Review - First acre	\$570.00	590.00	100.0%
Drain Comm.	Plat&Comm Drainage Review - Addtl acre	\$60.00	70.00	100.0%
Drain Comm.	Plat&Comm Drainage-Re-submission fee	\$0.00	200.00	100.0%
Drain Comm.	Plat Drain Administration Fee	\$1,725.00	1,800.00	75.0%
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$410.00	430.00	100.0%
Drain Comm.	Drain Crossing Permit- (Residential)	\$110.00	115.00	100.0%
Drain Comm.	Tap in Permit - Residential	\$85.00	90.00	75.0%
Drain Comm.	Tap-in Permit - Commercial	\$325.00	350.00	75.0%
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$220.00	230.00	75.0%
Drain Comm.	Soil Erosion Permit-Residential- 9 mo.	\$195.00	200.00	75.0%
Drain Comm.	Soil Erosion Permit-Residential- 6 mo.	\$160.00	170.00	75.0%
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$250.00	260.00	75.0%
Drain Comm.	Violation and Cease&Desist Order	\$250.00	260.00	100.0%
Animal Control	Enforcement/Dog License-Delinquent	24.00 40.00	25.00 42.00	25.0%
Animal Control	Enforcement/Dog License-Unaltered	20.00	21.00	25.0%
Animal Control	Boarding Fee per day	5.00	10.00	25.0%
Animal Control	Adoption -Puppies(age-four months or less)	90.00	95.00	75.0%
Animal Control	Animal Redemption - 1st offense	25.00	26.00	75.0%
Animal Control	Animal Redemption - 2nd offense	30.00	31.00	75.0%
Animal Control	Animal Redemption - 3rd offense	60.00	63.00	75.0%
Animal Control	Animal Redemption - after 3rd offense	120.00	125.00	75.0%
Animal Control	Ten Dog Kennel Inspection Fee	42.00	70.00	100.0%
Animal Control	Over Ten Dog Kennel Inspection Fee	48.00	90.00	100.0%
Pros Atty	Diversion - Svc Fee - Misdemeanor Offender	375.00	380.00	50.0%
Pros Atty	Diversion - Svc Fee - Felony Offender	675.00	680.00	50.0%
Pros Atty	Costs-eligible convictions - Guilty Plea	70.00	75.00	75.0%
Pros Atty	Costs for eligible convictions - Trial	110.00	115.00	10.0%
Jail	Day Rate	30.00	35.00	100.0%
Comm. Health	INS Vaccination Verif Form I-693	25.00	26.00	100.0%
Comm. Health	MSS Tran. Bus/Van	21.97 (max)	22.56 (max)	100.0%
Comm. Health	MSS - Trans Taxi	22.08 (max)	22.68 (max)	100.0%
Comm. Health	ISS Trans. Bus/Van	21.97 (max)	22.56 (max)	100.0%
Comm. Health	ISS - Trans Taxi	22.08 (max)	22.68 (max)	100.0%
Comm. Health	Compreh Envir Investigation	205.00	212.00	100.0%
Comm. Health	Assessment of Home	85.00	90.00	100.0%
Comm. Health	Immigration Physical Exams	137.00	140.00	100.0%
Med Examiner	Cremation Permits	15.00	17.00	100.0%
Med Examiner	Autopsy Report Copies (family)	10.00	11.00	100.0%
Med Examiner	Autopsy Report Copies (others)	25.00	28.00	100.0%
Env. Health	Fixed Food Svc Estab-Nonprofit	150.00	175.00	25.0%
Env. Health	Fixed Food Svc Estab-Initl Lic incl. Plan Rev	966.00	992.00	50.0%
Env. Health	Fixed Food Svc Est-Initial Restricted Lic	480.00	493.00	50.0%
Env. Health	Fixed Food Svc Est-Initial License (Mobile)	340.00	349.00	50.0%
Env. Health	Multiple facility renewal license	150.00	154.00	50.0%
Env. Health	Renewal License-At least \$750,000	800.00	821.00	50.0%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Location of Service	Fee Description	2006 Fee	2007 Fee	Target Percent
Env. Health	Renewal License-At least \$500,000,less than \$750,000	655.00	672.00	50.0%
Env. Health	Renewal License-At least \$250,000,less than \$500,000	505.00	518.00	50.0%
Env. Health	Renewal License-Less than \$250,000	360.00	369.00	50.0%
Env. Health	Seasonal Renewal Lic FSE -Gross sales exc. \$750,000	480.00	496.00	50.0%
Env. Health	Seasonal Renewal Lic at least \$500,000,less \$750,000	393.00	403.00	50.0%
Env. Health	Seasonal Renewal Lic at least \$250,000,less \$500,000	303.00	311.00	50.0%
Env. Health	Seasonal Renewal Lic less than \$250,000	216.00	221.00	50.0%
Env. Health	Seasonal Renewal License - Non-profit	75.00	77.00	50.0%
Env. Health	Change of Ownership of FSE	286.00	293.00	50.0%
Env. Health	Fixed FSE - Initial License, Nonprofit	200.00	205.00	50.0%
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	166.00	170.00	50.0%
Env. Health	FSE-Schools/Indigent-late renewal - add'l	100.00	102.00	50.0%
Env. Health	Public Pool Inspection	166.00	170.00	100.0%
Env. Health	Each add'l pool at same location	83.00	85.00	100.0%
Env. Health	Pool Reinspection (after violation)	83.00	85.00	100.0%
Env. Health	Child&Adult Care Fac Ins-Full	162.00	166.00	100.0%
Env. Health	Child&Adult Care Fac Ins.-W&S	102.00	104.00	100.0%
Env. Health	Child & Adult Care Plan Review	300.00	308.00	100.0%
Env. Health	Initial STFU license Incl. Plan Review	260.00	267.00	50.0%
Env. Health	STFU Renewal	94.00	96.00	50.0%
Env. Health	Tattooing Business License	332.00	341.00	50.0%
Env. Health	Tattooing Lic-late renewal-additional	100.00	102.00	50.0%
Env. Health	Temp FSE - Non-Profit	80.00	82.00	50.0%
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	160.00	164.00	50.0%
Env. Health	Temp FSE- Preparation Type	166.00	172.00	50.0%
Env. Health	Temp FSE-Ops Began Before Licg (double)	332.00	344.00	50.0%
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	54.00	55.00	50.0%
Env. Health	Vending: 1-3 Licensable Mach. in Same Loc.	60.00	62.00	50.0%
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	80.00	82.00	50.0%
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	105.00	108.00	50.0%
Env. Health	Vending: Larger Location (First 10 machines)	105.00	108.00	50.0%
Env. Health	Sewage Only (new)	425.00	436.00	100.0%
Env. Health	Well Only (new)	425.00	436.00	100.0%
Env. Health	Vacant Land Evaluation	405.00	420.00	100.0%
Env. Health	On-Site Sewage syst Plan Review	405.00	416.00	100.0%
Env. Health	Repair - Well	150.00	154.00	100.0%
Env. Health	Altern On-site Sewage Syst Plan Revw	310.00	319.00	100.0%
Env. Health	Hourly Rate Over Standard Service	83.00	85.00	100.0%
Env. Health	Subdivision Evaluation of Preliminary Plat	166.00	170.00	100.0%
Env. Health	Bathing Area Operational Permit	166.00	170.00	100.0%
Env. Health	Reinstmt of bathing area permit	83.00	85.00	100.0%
Env. Health	Sanitary Surv for Prop. Bathg Beach	332.00	341.00	100.0%
Env. Health	Loan Evaluation-Residential Premises	225.00	231.00	100.0%
Env. Health	Munic Requ Eval. of Well/Septic	83.00	85.00	100.0%
Env. Health	Reinstatemt of Susp FSE	424.00	435.00	100.0%
Env. Health	Surchrge-Fail submit plans/chg own	424.00	435.00	100.0%
Env. Health	Surcharge-Fail of applic - vending	140.00	143.00	100.0%
Env. Health	Critical Follow-up Inspection fee	101.00	103.00	100.0%
Env. Health	Reinstmt of Susp Tattooing License	n/a	160.00	100.0%
Env. Health	Point of Sale- application processing fee	n/a	150.00	100.0%
Env. Health	Point of Sale- on site evaluation well & septic	n/a	300.00	100.0%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Location of Service	Fee Description	2006 Fee	2007 Fee	Target Percent
Env. Health	Point of Sale- Waste Treatment by ICHD (not including pumping fees)	n/a	175.00	\$0
Env. Health	Point of Sale- Waste Treatment by ICHD (not including pumping fees)	n/a	125.00	\$0
Env. Health	Point of Sale- follow up/hr.- septic only	n/a	85.00	\$0
Env. Health	Point of Sale- follow up/hr.- well only	n/a	85.00	\$0
Env. Health	Point of Sale- Annual Inspector renewal fee	n/a	100.00	\$0
Health Ed.	License- Tobacco Sales- 3yr.- Retailer	n/a	155.00	\$0
Health Ed.	License- Tobacco Sales- 3yr.- Vend. Mach.	n/a	15.00	\$0
OYC	Consultation Request (per hr.)	50.00	51.00	100.0%
OYC	Agency Training Request- Base, 1.5 hr.	150.00	155.00	100.0%
OYC	Agency Training Request- Base, 2.5 hr.	250.00	257.00	100.0%
OYC	Agency Train. Request- Base, 1.5 hr, each add.	10.00	11.00	100.0%
OYC	Agency Train. Request- Base, 2.5 hr, each add.	15.00	16.00	100.0%
OYC	OYC-Advertised Train.- 1.5 hr./per person (min. 15 attending)	15.00	21.00	100.0%
OYC	OYC-Advertised Train.- 2.5 hr./per person (min. 15 attending)	15.00	26.00	100.0%
OYC	OYC-Advertised Train.- 5.0 hrs./per person (min. 15 attending).	15.00	52.00	100.0%
Vet. Affairs	County User Fee	15.89	16.04	100.0%

ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED

Location of Service	Fee Description	2006 Fee	2007 Fee	Target Percent
All Courts	Work Release	20.00 (min)	23.00 (min)	100.0%
Circuit Court	Felony Case Costs	525.00	550.00	100.0%
Circuit Court	Show Cause - Probation	65.00	70.00	100.0%
Family Division	Delinquency Costs	130.00	140.00	100.0%
Family Division	Traffic	60.00	65.00	50.0%

TO: INGHAM COUNTY BOARD OF COMMISSIONERS

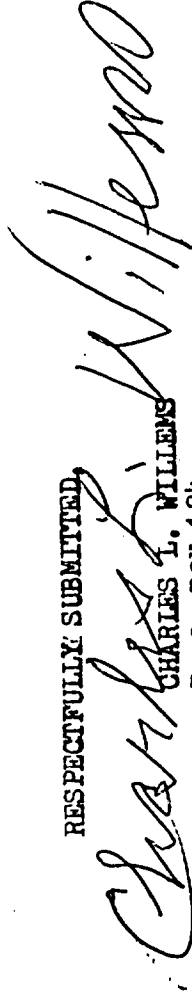
FROM: CHARLES L. WILLEMS

DATE: MAY 23, 2006

SUBJECT: COMPLIANCE WITH LAND DIVISION ACT

1. MY UNDERSTANDING IS THAT YOU DEAL WITH PLATTED AREAS.
2. MY FURTHER UNDERSTANDING IS THAT THE ATTORNEY GENERAL EXPECTS COMPLIANCE WITH THE LAND DIVISION ACT PROVISIONS.
3. I AM ATTACHING A COPY OF THE AMICUS CURIAE BRIEF SUBMITTED BY THE ATTORNEY GENERAL IN A CURRENT CASE.

RESPECTFULLY SUBMITTED,



CHARLES L. WILLEMS
P. O. BOX 184
HASLETT, MI 48840-0184

ATTCH

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QUESTION PRESENTED FOR REVIEW

- I. **Does a platted right-of-way revert under common law to adjacent lot owners upon the abandonment of the right-of-way by a county road commission when the Land Division Act states that title to rights-of-ways abandoned by local governments vest in adjoining lot owners only by an order of a court?**

STATEMENT OF PROCEEDINGS AND FACTS

Michigan Department of Labor and Economic Growth accepts Plaintiff's Statement of Proceedings and Facts.

INTRODUCTION

Plaintiff Willems asked the trial court to order removal of encroachments within rights-of-ways in his subdivision. The rights-of-ways had been previously abandoned by the Ingham County Road Commission. A counter-complaint by certain Defendants asserted that title to the rights-of-way had vested in them upon the Commission's abandonment. Despite Plaintiff's arguments that title to platted rights-of-way may only vest in adjoining lot owners as a result of a plat vacation action brought in a circuit court, the trial court declared and the Court of Appeals affirmed that the Defendants/Counter-Plaintiffs owned the abandoned street and alley by application of common law.

Despite clear precedent, sufficient confusion exists on the legal effect of local government abandonment of rights-of-ways in plats to warrant this Court's review. Some lot owners, road commissions, and municipalities believe, incorrectly, that upon abandonment, platted rights-of-ways become private property that automatically reverts to adjacent land. This flies in the face of specific provisions of the Land Division Act (LDA)¹ that call for an adjudication of the interests of the owners of other lots within the plat, all of whom possess rights to use the rights-of-way and other dedicated land regardless of whether local units of government assert jurisdiction over them.

By not requiring parties to proceed under the LDA as it requires, relief was granted without joining necessary state and local units of government, without applying the standards for relief under the LDA, and without requiring an amendment to the plat.

¹ Land Division Act, 1967 PA 288, MCL 560.101 *et seq.*

Most troubling to Amicus Curiae is the lack of notice to state agencies that have particular interest in these matters. When valuable lake access is involved, the Department of Natural Resources has been an active participant in plat vacation actions. The Department of Transportation participates where state highway right-of-way is in close proximity and could be affected by the plat vacation. The Department of Labor and Economic Growth, successor to the State Treasurer by Executive Orders of the Governor, vigilantly assures that if a vacation or revision of a plat is sought, the amendment of the plat will meet the many statutory requirements of the LDA, including the preparation and recording of an amended plat. The decisions of the lower courts allow state and local units of government to be by-passed.

ARGUMENT

I. **Unlike common law rights-of-ways, title to dedicated roads and alleys in plats do not revert to adjoining property owners upon governmental abandonment. The Land Division Act provides exclusive means of vacating and awarding title to a platted right-of-way. Because of non-compliance with the LDA, required parties were not joined, LDA requirements were ignored, and lot owners were deprived of their right to object.**

A. **Standard of Review**

Whether platted rights-of-ways revert to the owners of lands adjoining the right-of-way upon their abandonment by local units of government is a question of law. Questions of law are reviewed *de novo*.²

B. **Only through a plat vacation action under the Land Division Act may platted rights-of-ways be vacated and title vest in adjoining lot owners, free from the private rights of usage held by the other lot owners.**

Roads can be created in a variety of ways in Michigan, but the method of creation also dictates the method of termination.³ Since 1838, a highway-by-user statute has existed in various forms.⁴ A public road created by user is an implied dedication.⁵ Upon termination of a user road by local units of government through the process provided in MCL 224.18, the road ceases to exist and it reverts under common law to the owners of land adjoining the road.⁶

At issue in this case are rights-of-ways created by the recording of a plat that depicts the roads and alleys. This method is a statutory dedication as the authority to plat land is derived from legislation.⁷ If the rights-of-ways are dedicated for public use by the proprietor of the plat, the local units of government may assume jurisdiction over them in trust for the benefit of the

² *Danse Corp v Madison Heights*, 466 Mich 175, 177-178; 644 NW2d 721 (2002).

³ Cameron, *Michigan Real Property* (2d ed), Vol 2, Chapter 25, Roads and Highways, pp 1157-1171.

⁴ *Kentwood v Sommerdyke Estate*, 458 Mich 642, 650; 581 NW2d 670 (1978).

⁵ *Id.*, p 652.

⁶ *Dalton v Muskegon Co Rd Comm*, 223 Mich App 53, 57; 565 NW2d 692 (1997), citing *Valoppi v Detroit Engineering & Machine Co*, 339 Mich 674; 64 NW2d 884 (1954).

⁷ *Hooker v Grosse Pointe*, 328 Mich 621, 630; 44 NW2d 134 (1950).

public, or decline acceptance of the dedication, in which case the roads are considered by statute to be private for the use of the lot owners.⁸ To the extent there is any ownership of the rights-of-way upon their acceptance by local governments, it is limited to a "nominal interest," an interest that may only be terminated and not conveyed.⁹

Like a highway-by-user, a platted public road or alley may be abandoned or jurisdiction relinquished by local units of government under MCL 224.18. But because of provisions that are set forth in the Land Division Act,¹⁰ the land does not automatically revert to the adjoining lot owners upon termination of local government interest in the right-of-way. Rather, gaining title to a platted right-of-way requires a change in the plat. Conversion of dedicated land to private property results in owners of the lots adjoining the right-of-way acquiring title to land beyond the boundaries of their lots.¹¹ This constitutes a "replat" as defined by MCL 560.102(u):

(u) "Replat" means the process of changing, or the map or plat which changes, the boundaries of a recorded subdivision plat or part thereof. The legal dividing of an outlot within a recorded subdivision plat without changing the exterior boundaries of the outlot is not a replat.

To replat requires a lawsuit or the consent to the changes by all lot owners in a subdivision.¹² MCL 560.104 states, in part:

A replat of all or any part of a recorded subdivision plat may not be approved or recorded unless proper court action has been taken to vacate the original plat or the specific part thereof, with the following exceptions:

(a) When all the owners of lots which are to be part of the replat agree in writing thereto and record the agreement with the register of deeds, and proof that notice to the abutting property owners has been given by certified mail and the governing body of the municipality in which the land included in the recorded plat is situated, has adopted a resolution or other legislative enactment

⁸ *Kirchen v Remenga*, 291 Mich 94, 103-104; 288 NW 344 (1939); MCL 560.261.

⁹ *Kalkaska v Shell Oil Co*, 433 Mich 348, 356-357; 446 NW2d 91 (1989).

¹⁰ MCL 560.101 *et seq.*

¹¹ *Valoppi*, 339 Mich at 678.

¹² *Brookshire v Oneida Twp*, 225 Mich App 196, 201; 570 NW2d 294 (1997).

vacating all areas dedicated to public use within the proposed replat.

The principal sections of the LDA governing plat vacation actions are at MCL 560.221-.229. They provide that a circuit court may vacate, correct, or revise a recorded plat upon a complaint being filed and joinder of required parties, including state agencies and local units of government. Special rules exist for vacating and awarding title to dedicated areas in a plat, including dedicated streets and alleys, as set forth in MCL 560.227a:

(1) Title to any part of the plat vacated by the court's judgment, other than a street or alley, shall vest in the rightful proprietor of that part. *Title to a street or alley the full width of which is vacated by the court's judgment shall vest in the rightful proprietors of the lots, within the subdivision covered by the plat, abutting the street or alley.* Title to a public highway or portion of a public highway that borders on, is adjacent to, or ends at a lake or the general course of a stream may vest in the state subject to section 226. [Emphasis added.]

(2) If the lots abutting the vacated street or alley on both sides belong to the same proprietor, title to the vacated street or alley shall vest in that proprietor. If the lots on opposite sides of the vacated street or alley belong to different proprietors, title up to the center line of the vacated street or alley shall vest in the respective proprietors of the abutting lots on each side.

(3) If only part of the width of a street or alley, not extending beyond the center line, is vacated, title to the vacated part of the street or alley shall vest in the proprietor of the lots abutting the same.

(4) When title to any part of a vacated street or alley vests in an abutting proprietor, any future legal description of the abutting lot or lots shall include that part of the vacated street or alley.

This Court held in *Martin v Beldean*¹³ that the vacation of all or part of dedicated land in a plat may only occur through proceedings brought under the LDA. Upon vacation of a street or alley by a court, the land reverts to the adjoining lot owners, thereby expanding the boundaries of their lots.¹⁴

¹³ *Martin v Beldean*, 469 Mich 541, 542-543; 677 NW2d 312 (2004).

¹⁴ *Valoppi*, 339 Mich at 678; MCL 560.227a(4).

The trial court and Court of Appeals erred by ignoring *Martin* and not recognizing that the case they relied on, *Dalton v Muskegon Co Rd Comm*,¹⁵ involved a road outside of a plat. The road in that case - McMillan Road - "bisected a parcel of land."¹⁶ A "parcel" is generally unplatted land, while the equivalent within a subdivision is a "lot."¹⁷ There is nothing in *Dalton* indicating that the road was within a plat. In reliance on *Dalton*, the trial court and Court of Appeals held that a party need not comply with the LDA to obtain title to a platted right-of-way without fully appreciating the difference between a highway-by-user and a road shown in a plat. They failed to consider the many holdings that recognize the existence of private rights of lot owners to use the dedicated roads, alleys, squares, parks and other common areas.¹⁸ Those rights don't exist with a common law road. Those private rights may be lost by a court proceeding after determining that no reasonable objections exist to the vacation or by the consent of all lot owners allowing changes to a plat under MCL 560.104,¹⁹ but nothing in MCL 224.18 supports the notion that a mere legislative resolution of a local unit of government will suffice.

Perhaps the reference in MCL 224.18(8) regarding a deed of conveyance may have led the Court of Appeals to believe that the road and alley could be conveyed by the Commission. But according to *Kalkaska* and the many cases relied upon by the *Kalkaska* Court, the Ingham County Road Commission possessed only a non-transferable, nominal fee that could not be conveyed. The road and alley in this case could only be relinquished or abandoned, and the latter is exactly what the Commission did. Conceivably, a road commission could acquire fee simple title in property for road purposes which it could later convey by quit claim deed. But the

¹⁵ *Dalton*, note 4.

¹⁶ *Dalton*, 223 Mich App at 54.

¹⁷ MCL 560.102(g), (m).

¹⁸ *Kirchen*, 291 Mich at 103-104; *In re Englehardt*, 368 Mich 399, 403; 118 NW2d 242 (1962).

¹⁹ *In re Gondek*, 69 Mich App 73, 76-77; 244 NW2d 361 (1976); *VanderMeer v Ottawa Co*, 12 Mich App 494, 497; 163 NW2d 227 (1968).

platted rights-of-ways here were only held in trust for the public,²⁰ and upon the determination that they were of no benefit to the general public, any interest of the Commission was terminated. However, the private rights of lot owners to use dedicated land in the plat remained.

The trial court erred in concluding that title to the abandoned road and alley vested in the abutting lot owners. There is no question that this decision constituted a change of the plat. It nullified the dedication of the land to at least the use of all lot owners, if not to the public in general. It expanded the boundaries of the lots adjoining the street and alley. This is quite similar to the attempt in *Martin v Beldean* to have a dedication nullified and declared void, which this Court held to be an attempt to have a plat altered. It is also similar to the attempt in *Hall v Hanson*²¹ to obtain title to a platted road by bringing an action to quiet title, rather than by a plat vacation action.

Had this case been brought as a plat vacation action, the State Treasurer would have been joined.²² The Department of Labor and Economic Growth (DLEG) succeeded the Treasurer by a series of Executive Orders and administers the Land Division Act, including approval of plats and amended plats.²³ DLEG would have objected to the vacation of the alley because it would deprive lots 24, 25, and 26 of their only platted access contrary to the LDA.²⁴ A primary objective of the LDA is to assure access to lots. The preamble states, in part:

AN ACT to regulate the division of land; to promote the public health, safety, and general welfare; to further the orderly layout and use of land; to require that the land be suitable for building sites and public improvements and that there be adequate drainage of the land; to *provide for proper ingress and egress to lots and parcels...* [Emphasis supplied.]

²⁰ *Kalkaska*, 433 Mich at 357-358; MCL 560.253(2).

²¹ *Hall v Hanson*, 255 Mich App 271; 664 NW2d 796 (2003).

²² MCL 560.224a(1)(c).

²³ MCL 560.101 *et seq*, pursuant to Executive Reorganization Orders 1980-1, MCL 16.732; 1996-2, MCL 445.2001 and 2003-1, MCL 445.2011.

²⁴ To view the plat, go to http://www.dleg.state.mi.us/platmaps/sr_subs.asp.

MCL 560.186(1)(e) requires each lot to have assured access, shown on the plat, unless there is a local ordinance allowing access by easement:

(1) Except as otherwise provided in this section, as a condition of approval of the final plat, all lots and outlots subdivided as defined in section 102 shall comply with all of the following:

e) Each lot and outlot shown on a plat shall have direct access to a street or road or assured permanent access is provided for in accordance with a local subdivision control ordinance or a zoning ordinance with subdivision control provisions.

While MCL 560.186 refers to a "final plat," the requirements for final plats apply to the amended plats that are ordered if the court allows it altered or revised.²⁵ By not requiring the Counter-Plaintiffs to proceed under the LDA, MCL 560.186(1)(e) was violated.

The Court of Appeals decision should be reversed. The case should be remanded to the trial court to consider the Plaintiff's claims. Defendants will then be afforded the opportunity to bring a counter-claim under the LDA.

²⁵ MCL 560.229.

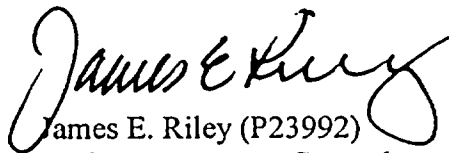
CONCLUSION AND RELIEF SOUGHT

Both lower courts erred in not requiring the Counter-Plaintiffs to bring their claim under the Land Division Act. Parties required to be joined, including state and local governmental agencies, were not joined, and the proper statutory criteria for the granting of relief was not applied. As a result, the awarding of title to the lot owners technically land-locked certain lots at the end of the alley. These decisions are not only contrary to clear precedent of both this Court and the Court of Appeals but have the potential to impact the interests of the State, local units of government and the public. Accordingly, the Application for Leave to Appeal should be granted.

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