

CHAIRPERSON  
MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

COUNTY SERVICES COMMITTEE  
DEBBIE De LEON, CHAIR  
DALE COPELGE  
VICTOR CELENTINO  
ANDY SCHOR  
DON VICKERS  
VINCE DRAGONETTI

## **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, AUGUST 16, 2011 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 [July 19, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Request to Waive the Hiring Freeze for a [Detective](#) Position
2. Drain Commissioner - Resolution Pledging Full Faith and Credit to [Deer Creek Drain](#) Drainage District 2011 Notes and/or Bonds
3. Circuit Court - Request to Waive the Hiring Freeze for Judge Baird's [Court Officer](#) / Research Clerk Position
4. Health Department - Request to Waive Hiring Freeze for a [Sanitarian I](#) Position
5. Facilities Department - Resolution Authorizing Entering into a Contract with [VidCom](#) Solutions for Installation of New Software for the Galaxy System Upgrade at the Veterans Memorial Courthouse and Grady Porter Building
6. Parks & Recreation Commission
  - a. Resolution Authorizing the Approval of Amendment #1 with the Department of Natural Resources to Improve the Fishing Dock at [Burchfield Park](#)
  - b. Resolution Authorizing the Establishment of Ingham County [Employee Discount](#) Activity User Fees
7. Veterans Affairs - Resolution to Authorize a [Re-Organization](#) in Ingham County Department of Veteran Affairs and a Waiver of the Hiring Freeze/Delay
8. Animal Control - Resolution to Authorize a Part-Time [Veterinary](#) Position for the Purpose of Addressing the Veterinary Care and Spay and Neuter of Shelter Animals at the Animal Control Department

9. Financial Services - Resolution to Authorize [Rehmann Robson](#) to Conduct an Audit of Ingham County for 2011, 2012 and 2013
  
10. Board of Commissioners
  - a. Resolution Designating September 26, 2011 “[Family Day](#) - A Day to Eat Dinner with your Children” in Ingham County
  - b. Resolution to [Amend Resolution #05-295](#) which Delegates Certain Authority to the Ingham County Parks and Recreation Commission
  - c. Resolution Opposing Efforts of the Michigan Legislature to Make Michigan a “[Right to Work](#)” State

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

July 19, 2011

Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti, and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Dr. Sienko, Chuck Gray, Rick Terrell, Mary Benedict-Terrill, Jim Hudgins, Chad Riehl, Maureen Winslow, Michelle Rutkowski, Scott LeRoy, Willis Bennett and others

The meeting was called to order by Chairperson De Leon at 6:30 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 21, 2011 Minutes and Closed Session Minutes

The June 21, 2011 Minutes and Closed Session Minutes were approved as submitted.

Additions to the Agenda

- 5b. Late - Resolution Authorizing A One Year Collective Bargaining Agreement with the Michigan Association of Police – Law Enforcement Unit.
- 7c. Late - Resolution Authorizing A Quit Claim Deed For Purposes of Releasing an Easement for Drainage Purposes.

Limited Public Comment

None.

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

- 1. Health Department
  - b. Resolution to Authorize Acceptance of the Child and Adolescent Health Center Awards from the Michigan Department of Community Health
- 2. Circuit Court Family Division - Suspension of Hiring Freeze for Juvenile Court Officers
- 4. Parks & Recreation Commission
  - b. Resolution Authorizing an Increase in the Parks Department Imprest (Petty) Cash Fund by Seven Hundred Fifty Dollars (\$750)
  - c. Resolution Authorizing a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Parks Department
  - d. Resolution Authorizing Payment to Planned Migration and Ed Novak for the Shipping of Rhinos from Sedgwick Zoo and Miami Zoo to Potter Park Zoo

- e. Resolution Authorizing a Budget Adjustment to the Lake Lansing Park-South Beach House Roofing Project
5. Human Resources
    - a. Resolution Certifying Representatives for the MERS Annual Meeting
    - b. Resolution Authorizing A One Year Collective Bargaining Agreement with the Michigan Association of Police – Law Enforcement unit.
  6. Controller’s Office/Building Authority
    - b. Resolution to Authorize a Contract for Legal Services with Cohl, Stoker & Toskey, P.C.
  7. Board of Commissioners
    - c. Resolution Authorizing A Quit Claim Deed For Purposes of Releasing an Easement for Drainage Purposes

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

1. Health Department
  - a. Recommendation to Start a Dentist at Step 5

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RECOMMENDATION TO START A DENTIST AT STEP 5.

Dr. Sienko explained the dental staff rotation. He further explained that it is extremely difficult to recruit dentists because the County’s wage scale is not competitive. Comm. Vickers stated his opinion of starting new employees at a Step 5 and suggested an audit of the step wages. Comm. Grebner stated an audit would be very expensive. Comm. Vickers suggested auditing the dental and medical wages at this time, and other positions as needed.

Comm. Copedge asked if a new graduate could be hired and asked how long they would stay. Dr. Sienko stated yes, and they stay about 1.5 years. Comm. Dragonetti asked what the difference in dollars is between a Step 4 and Step 5. Dr. Sienko stated between \$4,000 and \$5,000. There was a discussion regarding step wages.

Comm. De Leon asked if this position is part of the FQHC and receives a higher reimbursement rate. Dr. Sienko replied yes.

MOTION CARRIED with Comm. Vickers Voting “no”. Absent: Comm. Schor

3. Equalization - Deputy Equalization Director Position at Step 5

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE DEPUTY EQUALIZATION DIRECTOR POSITION AT STEP 5.

Comm. Grebner asked if the County is currently contracting with any units of government. Mr. Stover answered no.

MOTION CARRIED with Comm. Vickers voting “no”. Absent: Comm. Schor

4. Parks & Recreation Commission

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

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF LANSING AND THE COUNTY OF INGHAM FOR MAINTENANCE OF CERTAIN CITY PARKS.

(Comm. Schor arrived at 7:01 p.m.)

Ms. Lannoye stated she and Mr. Willis had met with the City of Lansing officials. She then updated the Committee regarding various concerns from the last County Services meeting. She provided the Committee with a memo from Mr. Jerry Ambrose, Executive Assistant/Chief of Staff, Office of Mayor Virg Bernero, regarding the City of Lansing UAW bargaining unit. The memo states that there will not be any layoffs to existing city employees in the bargaining unit. There was a discussion of how many hours and people it would take to complete the job plus the number of seasonal employees needed. Comm. Copedge asked if travel time had been considered in the bid. Mr. Bennett answered yes.

Ms. Lannoye explained the purchase of new equipment and the cost to the City of Lansing for early termination by either party. Comm. Dragonetti asked if the County could lease equipment from the City. Mr. Bennett explained that was not an option because the City is still using their equipment.

Comm. De Leon asked when the contract would take effect. Comm. Schor asked if this is a 1-year cycle. Mr. Bennett stated it would begin when the contract is signed and it is a 1-year cycle. Comm. Celentino and Comm. Schor expressed their concern of timing. Comm. Schor suggested a deadline for acceptance.

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION BY ADDING, “BE IT FURTHER RESOLVED, THAT THE OFFER WILL LAPSE IF THE CONTRACT IS NOT EXECUTED BY THE CITY OF LANSING BY NOVEMBER 1, 2011”.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comm. Dragonetti voting “no”.

- f. Resolution Authorizing a Budget Adjustment to the Hawk Island Park Tubing and Snowboard Hill Projects

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE HAWK ISLAND PARK TUBING AND SNOWBOARD HILL PROJECTS.

Mr. Bennett explained the original project was developed by a previous director. He further explained the initial budget for the tubing hill did not include funding for the soil, grooming equipment, lifts, track system or soil permits. Since then there has been an increase in equipment and permit costs and a change in the availability of free soil.

Mr. Bennett expressed his concern of the increase in costs stating that purchasing refurbished equipment, like new and warranted is an option, as well as, considering other potential savings and accepting donations. He also noted that he was working with the City to reduce the cost of the soil erosion permits. Comm. Vickers asked how much the soil permits are and how much is saved by purchasing refurbished equipment. Mr. Bennett answered approximately \$11,000 for the permits and approximately \$12,000 to \$13,000 in equipment savings.

There was a discussion regarding the Capital Improvement Budget, general appropriations and balances.

Comm. De Leon asked what would happen if this resolution is not approved. Mr. Bennett stated it could be a sledding hill. Comm. Copedge asked if there were any other anticipated costs. Mr. Bennett answered no.

MOTION CARRIED UNANIMOUSLY.

- g. Resolution Authorizing the Purchase of Snow Making Equipment for Hawk Island

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING THE PURCHASE OF SNOW MAKING EQUIPMENT FOR HAWK ISLAND.

MOTION CARRIED UNANIMOUSLY.

- h. Resolution Authorizing the Purchase of Snow Tubing and Snow Boarding Lifts for Hawk Island

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING THE PURCHASE OF SNOW TUBING AND SNOW BOARDING LIFTS FOR HAWK ISLAND.

MOTION CARRIED UNANIMOUSLY.

6. Controller's Office/Building Authority
  - a. Resolution Authorizing a Revised Project Design for the Consolidated 911 Dispatch Center

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING A REVISED PROJECT DESIGN FOR THE CONSOLIDATED 911 DISPATCH CENTER.

Comm. Schor expressed his concern of the potential \$400,000 increase and suggested approving \$200,000 with the second \$200,000 requiring the approval of the Board Chairperson and Controller. Ms. Lannoye stated the bids will be opened on Tuesday and the actual amount would be known before the regular Board meeting.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO AMEND THE FIRST BE IT FURTHER RESOLVED BY ADDING A COMMA AFTER THE \$5.6 MILLION, AND ADDING "WITH THE SECOND \$200,000 CONTINGENT UPON APPROVAL OF THE BOARD CHAIRPERSON AND THE COUNTY CONTROLLER."

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY.

7. Board of Commissioners
  - a. Resolution to Re-Establish the Position of Health Officer Within the Health Department

MOVED BY COMM. COPELAGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO RE-ESTABLISH THE POSITION OF HEALTH OFFICER WITHIN THE HEALTH DEPARTMENT.

Comm. Vickers asked if the County is looking for a manager or a physician. Dr. Sienko stated a Medical Health Officer can be either, but, if the County hires a manager they would also need to hire a 1 FTE physician. There was a discussion of the expenses associated with each.

The Commissioners asked Ms. Lannoye to provide a resolution with a pay scale for each classification or category (physician/non-physician).

MOTION CARRIED UNANIMOUSLY.

b. Equal Opportunity Committee Appointment

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. VICKERS, TO APPOINT SHAWN BEARD TO THE EQUAL OPPORTUNITY COMMITTEE.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO SUSPEND THE BOARD RULES TO ALLOW COMM. SCHOR TO VOTE ON THE MINUTES AND CONSENT AGENDA.

Comm. Schor voted yes to approve the minutes and the consent agenda.

Announcements

Comm. Copedge read a book to 4<sup>th</sup> grade, Freedom Readers at Willow Elementary School.

Public Comment

None.

The meeting adjourned at approximately 7:41 p.m.

Respectfully submitted,

Julie Buckmaster



# **AUGUST 16, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

## **HIRING FREEZE**

The Controller is recommending approval of the following hiring freeze requests:

1. Sheriff's Office - Request to waive the hiring freeze for a Detective position
3. Circuit Court - Request to waive the hiring freeze for Judge Baird's Court Officer/Research Clerk
4. Health Department - Request to waive the hiring freeze for a Sanitarian I position

## **ACTION ITEMS**

The Controller is recommending approval of the following action items:

2. Drain Commissioner—*Resolution Pledging the Full Faith and Credit to Deer Creek Drain Drainage District 2011 Notes and/or Bonds.*

The Drain Commissioner is requesting Board approval for a Note and/or Bond, not to exceed \$1 million that will finance the Deer Creek, Holt Road Branch Drain petition project. The project results from a petition submitted by the Ingham County Road Commission to alleviate road flooding. Please see Mr. Lindemann's memorandum for additional information.

5. Facilities Department—*Resolution Authorizing Entering Into a Contract with VidCom Solutions for Installation of New Software for the Galaxy System Upgrade at the Veterans Memorial Courthouse and Grady Porter Building.*

The resolution would authorize the purchase of a software upgrade for the security systems located at the Grady Porter Building and the Veterans Memorial Courthouse. The purchase order would be issued to the current vendor VidCom Solutions in an amount not to exceed \$28,933. The Facilities Department worked with Purchasing and determined that other security systems were cost prohibitive. Funds are available within the 2011 Capital Improvements Project line item.

- 6(a). Parks & Recreation Commission—*Resolution Authorizing the Approval of Amendment #1 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park.*

The Board authorized a DNR grant to fund improvements to the fishing dock in 2009. The resolution would extend the completion deadline from June 30, 2011 to December 31, 2011.

- 6(b). Parks and Recreation Commission—*Resolution Authorizing the Establishment of Ingham County Employee Discount Activity user Fees.*

The County's Wellness Committee has asked to partner with the Parks Department in an effort to promote county employee physical activity. The resolution authorizes a \$1 dollar discount off the standard rate for Ingham county employees. Available activities would include rowboat rentals, pedal boat rentals, canoeing and kayaking, disc golf, cross country skiing, snow tube rental and snowboarding hill. The employee discount would not apply to vehicle entrance fees and will only apply to the employee, not family.

7. Veteran Affairs—*Resolution to Authorize a Re-Organization in Ingham County Department of Veteran Affairs and a Waiver of the Hiring Freeze/Delay.*

The Deputy Director will be retiring effective September 30, 2011. This resolution would eliminate the Deputy Director Position and replace it with a Veteran Benefits Counselor effective October 1, 2011. The reorganization would result in a savings of \$9,651 in 2012 and will be included in the Controller's budget recommendation.

8. Animal Control—*Resolution to Authorize a Part-Time Veterinary Position for the Purpose of Addressing the Veterinary Care and Spay and Neuter of Shelter Animals at the Animal Control Department.*

Animal control has historically contracted for veterinary services at the shelter. They have had difficulty finding interested contractors. The current veterinarian accepted the bid on a short term basis and would like to opt out but has agreed to stay until a replacement is found. The resolution would authorize the establishment of a part time veterinary position at the MCF 08 grade effective September 1, 2011. Funds are available within the Animal Control budget.

9. Financial Services Department—*Resolution to Authorize Rehmann Robson to Conduct an Audit of Ingham County for 2011, 2012, and 2013.*

The resolution would extend the contract with our existing audit firm for another three years at the same cost as 2010 (\$71,375). Please refer to Jill Rhode's memorandum for additional information.

## **OTHER ACTION ITEMS**

10(a). Board of Commissioners—*Resolution Designating September 26, 2011 "Family Day—A Day to Eat Dinner with Your Children in Ingham County"*

10(b). Board of Commissioners—*Resolution to Amend #05-295 which Delegates Certain Authority to the Ingham County Parks and Recreation Commission.*

The resolution would transfer day to day supervisory responsibilities over the Parks Director to the Controller/Administrator.

10(c). Board of Commissioners—*Resolution Opposing Efforts of the Michigan Legislature to Make Michigan a "Right to Work State".*

July 29, 2011

Ingham County Board of Commissioners  
County Services Committee  
Chairperson Debbie DeLeon

Dear Chairperson DeLeon:

The Ingham County Sheriff's Office is requesting a waiver of the 2011 hiring freeze and hiring delay for an open Detective position.

The Ingham County Sheriff's Office, received a medical retirement letter, effective July 29, 2011 from a Detective. This position was funded for the 2011 Sheriff's budget.

I am requesting a waiver of this committee on the 2011 hiring freeze and hiring delay so we can immediately fill this position through promotion with a Deputy who was demoted when a 2011 Detective position was eliminated from the budget and backfill the deputy position that will become vacant pursuant to the promotion above.

Sincerely,

Sheriff Gene L. Wriggelsworth  
Ingham County Sheriff

Cc: Commissioner Andy Schor  
Commissioner Victor Celentino  
Commissioner Dale Copedge  
Commissioner Vince Dragonetti  
Commissioner Don Vickers  
Controller Mary Lannoye  
Deputy Controller John Neilsen

**Memo to County Services Committee and Finance Committees**

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Deer Creek, Holt Road Branch Drain Petition Project

August 4, 2011

I am requesting that the Board of Commissioners grant full faith and credit of the County for the Note that will finance the Deer Creek, Holt Road Branch Drain petition project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. The municipality with benefit at-large for this Project is the Township of Wheatfield. The County of Ingham will receive an at-large assessment for benefit to county roads. There are 31 properties within the Special Assessment District for this project.

The project results from a petition submitted by the Ingham County Road Commission to alleviate road flooding. More recently my office has received frequent complaints from farmers in the area about flooding of farm fields. The Project includes installation of over 2,500 feet of pipe, and construction of a relief outlet into Deer Creek. The work will be done pursuant to a DEQ permit to insure protection of regulated wetlands in the area.

While I will not have a cost for the Project until the bids are opened and the total computation of cost is prepared, my consulting engineers and financial advisors are comfortable with the amount of \$1,000,000 as a "not-to-exceed" figure. Project construction is expected to commence in September, 2011 and to be completed by May, 2012.

The Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

I plan on attending your Committee meetings on August 16<sup>th</sup> and August 17<sup>th</sup>, and the Board meeting on August 23<sup>rd</sup> to answer questions. Thank you for consideration of my request.

It is an honor and privilege to serve the citizens of Ingham County.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION PLEDGING FULL FAITH AND CREDIT  
TO DEER CREEK DRAIN DRAINAGE DISTRICT 2011 NOTES AND/OR BONDS**

**RESOLUTION # \_\_\_\_\_**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on August 23, 2011, at 6:30 p.m. local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Deer Creek, Holt Road Branch Drain Petition Project (the "Project") which is being undertaken by the Deer Creek Drain Drainage District (the "Drainage District") in the Deer Creek, Holt Road Branch Drain Special Assessment District (the "Special Assessment District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's Note, Notes (the "Notes") or Bonds (the "Bonds") in an amount not-to-exceed \$1,000,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds or Notes will be payable from assessments to be made upon benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of Ingham County (the "County") for the prompt payment of the principal of and interest on the Notes pursuant to Section 434 of the Act; and

WHEREAS, the Board may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276; and

WHEREAS, the pledge of the full faith and credit of the County to the Notes or Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Notes and/or the Bonds in an amount not to exceed \$1,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes and/or Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes and/or Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Notes and/or Bonds, and to execute any documents or certificates necessary to complete the issuance of the Notes and/or Bonds, including, but not limited to, any applications including applications to the Michigan Department of Treasury, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

**FINANCE:**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

STATE OF MICHIGAN )

) SS

COUNTY OF INGHAM )

I, Mike Bryanton, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on August 23, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 23<sup>rd</sup> day of August, 2011.

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Mike Bryanton  
County Clerk, Ingham County

**MEMORANDUM**

**TO:** County Services Committee

**FROM:** David Easterday, Circuit Court Administrator

**RE:** Request To Waive The Hiring Freeze For Judge Baird's Court Officer / Research Clerk Position

**DATE:** July 26, 2011

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Judge Baird's Court Officer / Research Clerk has submitted her letter of resignation stating that she will be leaving her position on July 29, 2011. The position is also known as the Law Clerk.

Judge Baird relies heavily of the support of the Court Officer and without someone in the position she would have a difficult time fulfilling her duties as an Ingham County Judge.

Each Circuit Court Judge has three staff members for their office. They include a Judicial Assistant, Court Reporter and Court Officer. Not having all three staff members would create a severe hardship on the ability to do the work in the Judicial Office. The biggest concern is that the Court Officer is the only staff member of the office who possesses accreditation to assist the Judge in the analysis of law. One specific case in which this has been extremely helpful is a current case assigned to Judge Baird, Duncan et al v the State of Michigan and Jennifer Granholm. This case would ultimately impact the entire State of Michigan's indigent defense system and, therefore, it is imperative that Judge Baird is able to properly research and then execute a thorough opinion, while not neglecting her other ongoing cases.

The Court Officer helps the Judge and her staff on a daily basis by assisting in the legal review of orders, motions and personal protection orders by communicating legal concerns and direction not only to the Judge but also to attorneys and individuals in pro per. She helps in the preparation of daily cases, acts as back-up to the Judicial Assistant, retrieves documents and filings from an already overwhelmed clerk's office and helps analyze and execute new statutes and court rules. On a larger scale the Court Officer is the first in line to create order and security for the Judge, her staff, jurors and the general public. This position is the only staff member deputized by the Ingham County Sheriff's Department and has the ability to arrest and escort prisoners in the absence of Sheriff's Department deputies. Additionally, the Court Officer has the distinct responsibility for jurors on the Judge's behalf. She must escort the jurors to and from the courtroom and juror room and act as liaison between the jury and the Judge.

The Circuit Court utilizes Court Officers each week to assist the Personal Protection Order Judge when those hearings are held. Once again the Court Officer is the only person with a legal background able to assist that judge in the interpretation and execution of the proper laws and procedures that go along with PPOs. The loss of Judge Baird's Court Officer would create a hardship on the other Judges as their Court Officers would need to fill in on extra days, not allowing them to complete the duties of their assigned Judges.

Judge Baird is willing to wait eight weeks for the hiring delay. We would like to request that the position be exempted from the hiring freeze and that she be able to hire someone the first part of October. Both she and I understand the current financial status of Ingham County and its budget crisis, but she needs this position filled in order to honor her responsibility as an elected official of Ingham County. A Court Officer is imperative so that she is able to complete her duty to provide justice and fairness to the people of the 30<sup>th</sup> Circuit Court.

Thank you for your consideration.



**MEMORANDUM**

To: County Services Committee

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

Date: August 11, 2011

Subject: Request for Waiver of the Hiring Freeze

Due to a recent retirement of a Sanitarian II, the Bureau of Environmental Health (BEH) has a vacant Sanitarian position (#601327). We request to post this position immediately.

The recently retired employee worked in the Demand Program section of the BEH; this section, and the employee in the above position, is responsible for Plan Reviews of engineered sewage treatment systems for residential, commercial and small subdivisions. The Michigan Public Health Code defines onsite sewage management as a mandated basic health service and a satisfactory program is a requirement for local public health accreditation.

Additionally, the BEH is experiencing serious staffing shortfalls because of two extended medical leaves, a manager's pending retirement, the retirement of the Sanitarian II mentioned above and the resignation of another full time staff member.

We request approval to fill this position. It is our intent to post this position internally, providing an opportunity for staff at the Environmental Specialist level to apply. Thank you.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 5, 2011

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH VIDCOM SOLUTIONS FOR INSTALLATION OF NEW SOFTWARE FOR THE GALAXY SYSTEM UPGRADE AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

The resolution before you authorizes awarding a contract to VidCom Solutions to provide installation of new software for the Galaxy System Upgrade at the Veterans Memorial Courthouse as well as the Grady Porter Building.

VidCom Solutions is the recommendation of the Facilities and Purchasing Departments to perform the services. We are confident that they will provide us with the quality service we need to complete this project successfully.

The software and hardware will be installed by VidCom Solutions, an experienced and licensed vendor based in Lansing (Clinton County), VidCom is an authorized installer of the Galaxy System with the only other two authorized installers being located in the Grand Rapids area; and

Funding for this project has been approved in the 2011 CIP Line Item 664-23399-979000-1FC05. We would purchase the new security system utilizing the General Services Administration Contract number GS-07F-0092M.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH VIDCOM SOLUTIONS FOR INSTALLATION OF NEW SOFTWARE FOR THE GALAXY SYSTEM UPGRADE AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the current software used for the Galaxy System at the Veterans Memorial Courthouse (VMC) and Grady Porter Building (GPB) is in need of upgrading, the Galaxy System is the primary system for security and access control at the Veterans Memorial Courthouse and Grady Porter Building, unlocking doors and preventing unauthorized access; and

WHEREAS, the current software is approximately 12 years old and is out dated resulting in a slow response time, replacement parts are no longer available; and

WHEREAS, corporate level software for the 120 card readers, 2 elevator control modules, data based programming, 16 cpu replacements and integrated badging at the VMC/GPB will be updated during this project; and

WHEREAS, upon this upgrade, the Facilities Department will be able to view the security system for multiple work stations and not just the Grady Porter Building as well as benefit from the enhanced security options; and

WHEREAS, the Facilities Department has determined that other security systems evaluated were to be cost prohibited; and

WHEREAS, the funds for this upgrade were approved in the 2011 CIP line item 664-23399-979000-1FC05 for Galaxy System Upgrade, we would purchase the new security system utilizing the General Services Administration Contract number GS-07F-0092M.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in the amount of \$28,392.50 for the purchase of the upgraded security system from VidCom Solutions, 15559 South US-27 NE, Lansing, Michigan, 48906, for Galaxy System upgrade at the Veterans Memorial Courthouse and Grady Porter Building.

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

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** July 27, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing Approval of Amendment #1 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park

This resolution approves Amendment #1 of the Agreement with the Department of Natural Resources extending the Burchfield Fishing Dock project period completion deadline from June 30, 2011 to December 31, 2011 be approved.

Board of Commissioner Resolution #09-295 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund improvements to the fishing dock at Burchfield Park.

The Ingham County Parks & Recreation Commission desires to complete the project as proposed in order to continue to provide recreational opportunities to the residents of Ingham County. The Parks Department petitioned the Department of Natural Resources for an extension due to weather delays affecting staff's ability to remove existing deteriorated boardwalk and begin replacing it with new boardwalk and attached fish habitat extensions. The Department of Natural Resources granted the Parks Department extension request on July 11, 2011.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE APPROVAL OF AMENDMENT #1  
WITH THE DEPARTMENT OF NATURAL RESOURCES TO IMPROVE  
THE FISHING DOCK AT BURCHFIELD PARK**

WHEREAS, Board of Commissioner Resolution #09-295 authorized the acceptance of a Michigan Natural Resources Trust Fund grant to fund improvements to the fishing dock at Burchfield Park; and

WHEREAS, the Parks Department petitioned the Department of Natural Resources for an extension due to weather delays affecting staff's ability to remove existing deteriorated boardwalk and begin replacing it with new boardwalk and attached fish habitat extensions; and

WHEREAS, the Department of Natural Resources granted the Parks Department extension request on July 11, 2011; and

WHEREAS, the Ingham County Parks & Recreation Commission desires to complete the project as proposed in order to continue to provide recreational opportunities to the residents of Ingham County.

THEREFORE BE IT RESOLVED, that Amendment #1 of the Agreement with the Department of Natural Resources extending the project period completion deadline from June 30, 2011 to December 31, 2011 be approved.

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

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** August 1, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing the Establishment of Ingham County Employee Discount Activity User Fees

Since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee's goal has been to promote overall good health practices for Ingham County Employees. Towards that end, the Wellness Committee has asked to partner with the Parks Department in an effort to promote county employee physical activity.

This resolution authorizes the following activities be made available to Ingham County Employees at a discounted rate of \$1.00 off the standard rate for each activity:

**Rowboat Rental at Hawk Island and Lake Lansing Park-South**

- Lake Lansing Park-South & Hawk Island Rate - \$4 for the 1<sup>st</sup> hour, \$4 for the 2<sup>nd</sup> hour, \$2 for each hour after that to a maximum of \$20

**Pedal Boat Rental at Hawk Island, Lake Lansing Park-South, and Burchfield Park**

- Rental rate at all parks – Weekdays \$4.50/half hour; Weekends & Holidays \$5.50/half hour; Seniors (60+) \$1/half hour

**Canoeing and Kayaking at Burchfield Park**

- Eaton Rapids Trip \$15; Bunker Road Trip \$12; McNamara Landing Trip \$10
- In Park Rental - \$4 for the 1<sup>st</sup> hour, \$4 for the 2<sup>nd</sup> hour, \$2 for each hour after that, to a maximum of \$12

**Disc Golf at Burchfield Park**

- \$4 for a daily pass for those 13 and older
- \$40 for an annual pass

**Cross Country Skiing at Burchfield Park and Lake Lansing Park-North**

- Burchfield Park Moonlight Ski – Adults \$6
- Burchfield Park & Lake Lansing Park-North Ski Rental – Adults \$7 for the 1<sup>st</sup> hour, \$3 for the 2<sup>nd</sup> hour, \$1 for the 3<sup>rd</sup> hour, to a maximum of \$11

**Snow Tube Rental at Hawk Island and Burchfield Park**

- Burchfield Park - \$1 for 2 hours
- Hawk Island – Adult Day Pass \$7

**Snowboarding Hill at Hawk Island**

- Rates yet to be set

An employee would simply show their paystub or County ID to receive the discount. This employee discount will not apply to vehicle entrance fees and will only apply to the employee, not their family. Some of the rates shown above are being reviewed for a small increase in 2012.

In an effort to coordinate the rollout of the “Wellness Challenge” in September with the announcement of this employee benefit this resolution will run concurrent with the August Parks & Recreation Commission. The Parks Planning Committee has discussed this concept at a previous meeting and was in favor of the proposal. It is the Wellness Committee’s hope that this employee discount will motivate employees to get up and get outside!

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF  
INGHAM COUNTY EMPLOYEE DISCOUNT ACTIVITY USER FEES**

WHEREAS, since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee's goal has been to promote overall good health practices for Ingham County Employees; and

WHEREAS, the Wellness Committee has asked to partner with the Parks Department in an effort to promote county employee physical activity; and

WHEREAS, the Ingham County Parks & Recreation Commission supported this proposal at their August 2011 Commission meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following activities be made available to Ingham County Employees at a discounted rate of \$1.00 off the standard rate for each activity:

- Rowboat Rental at Hawk Island and Lake Lansing
- Pedal Boat Rental at Hawk Island, Lake Lansing Park-South, and Burchfield Park
- Canoeing and Kayaking at Burchfield Park
- Disc Golf at Burchfield Park
- Cross Country Skiing at Burchfield Park and Lake Lansing Park-North
- Snow Tubes at Burchfield Park
- Snow Tube Hill at Hawk Island
- Snow Boarding Hill at Hawk Island

BE IT FURTHER RESOLVED, this employee discount does not apply to vehicle entrance fees.

BE IT FURTHER RESOLVED, this employee discount applies only to the employee.



**Agenda Item 7**

**TO:** Human Services Committee  
 County Services Committee  
 Finance Committee

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

**DATE:** July 11, 2011

**RE:** Authorization for a Reorganization and Request of a Waiver of the Hiring Freeze/Delay

The position of Deputy Director (MCF 07, Position # 682002), Ingham County Department of Veteran Affairs will become vacant as a result of a retirement on September 30, 2011. This reorganization is proposed as a part of the 2012 budget process, and if approved will result in a savings of \$9,651, and will be included in the Controller’s recommendation.

	Title	Deputy Director	Veteran Benefits Counselor
Line Item	Desc	MCF07 Step 5	MCF05 Step 5
704000	Salary	\$54,190	\$46,467
720000	Longevity	\$1,800	\$1,800
	<b>Total Wages</b>	<b>\$55,990</b>	<b>\$48,267</b>
715000	FICA & med	\$4,283	\$3,692
716020	Hlth & Surcharge	\$14,205	\$14,205
716000	Dental	\$805	\$805
716200	Vision	\$114	\$114
717000	Life Insurance	\$126	\$126
717000	Disability	\$106	\$92
718000	Retirement	\$8,007	\$6,902
722000	Workers Comp	\$45	\$39
915050	Liability	\$977	\$842
722600	CARES	\$33	\$33
716040	Health Ins Trust	\$560	\$483
	<b>Total</b>	<b>\$85,251</b>	<b>\$75,600</b>
	<b>Savings</b>		<b>\$9,651</b>

Attached is the job description for Veteran Benefits Counselor position. Supervisory responsibilities performed by the Deputy Director will be absorbed by the Director and other non supervisory tasks will be distributed among other staff members.

This will allow the department to continue to have three counselors (two veteran benefits counselors and Director) providing services to our veterans. I am requesting authorization for fill the Veteran Benefits

Counselor position immediately after September 30, 2011 to avoid a 33% drop in the Department's ability to provide services to our clients.

Delays in services would include the following:

- *Intake, assessment, and referral of combat veterans seeking services for post traumatic stress disorder. This not only includes veterans from Afghanistan and Iraq but also Vietnam and Korea. Many veterans have difficulties working up the courage to seek treatment and it is this department's responsibility to encourage and respond promptly to these requests. We do not want to become another part of the bureaucracy that more often than not has a "take a number and stand in line attitude". Often times when a combat veteran is put off in their initial request to seek help they end up back "outside the wire" for a prolonged period of time. Often this results in encounters with local law enforcement, the judicial system and others. Currently at any one time there are approximately fifty veterans in 54B District Court in the Veteran Court Program. A significant number of these are combat veterans with untreated post traumatic stress disorder.*
- *Intake and processing of applications for emergency financial assistance. This Department has two programs that assist war era veterans and their dependents in meeting their basic needs in times of emergency. This would include requests for food, housing, and utilities. Since this Department has been receiving funding under PA 214 we have identified 75% of our clientele as indigent. 100% of veterans/surviving spouses requesting emergency assistance through these two programs are identified as indigent.*
- *Intake and processing of applications for pension and death pension claims. These are two programs that are income based and affect not only what would be considered "low income" clientele but also those that perhaps have "reasonable income" but have significant costs for nursing home care, assisted living care, adult foster care, in home attendant care etc. This would include our WWII veterans and their spouses, Korean War veterans and their spouses, and an ever increasing number of Vietnam Veterans and their spouses. These two programs help assist with the costs that are associated with ones inability to provide for their activities of daily living.*
- *Intake and processing of disability compensation claims (military related disabilities), burial benefits, loan guaranty benefits, transportation services, outreach activities and others.*

The budget office has been consulted on this request for reorganization and waiver of the hiring freeze/delay and there are no negative financial implications for these actions.

**Ingham County  
Veterans Benefits Counselor/Veterans Affairs**

General Summary

Under the supervision of the Director, interviews, counsels, and assists veterans and/or their dependents in obtaining assistance to which they are entitled.

Essential Functions

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

1. Interviews, counsels, and completes forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.
2. Determines eligibility for county burial benefits. Determines eligibility for foundation fee.
3. Prepares appeals regarding denied claims.
4. Assists veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.
5. Evaluates and determines validity of claim by reviewing legislation, regulations and precedents, and by studying veteran's medical reports and service history.
6. Assists veterans who are addicted to drugs and/or alcohol in obtaining proper assistance.
7. Assists veterans who have psychological problems in scheduling appointments for appropriate help.
8. Conduct intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers Relief Fund.
9. Issue purchase orders to insure that emergencies are met by the Michigan Veterans Trust Fund and the Soldiers Relief Fund.
10. When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments.
11. Performs related duties as required.

Other functions

None listed.

Employment Qualifications

**Education:** Two years of college level course work in psychology, social work counseling, or related area of social services required.

**Experience:** One year of related experience in office administrative capacity including with the public. Proficient in MS Word and Excel.

**Other Requirements:**

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

**Physical Requirements:** This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to the following requirements: With or without accommodations, this employee must be capable of conducting and administering client services to veterans and their families. Work requires the ability to verbally communicate via the telephone and in person. Visually inspects and read legislation, journals, computer screens, files, and documents. Must be able to operate all office equipment such as; copiers, computers, fax, and telephone.

**Working Conditions:**

Works in office conditions.  
Exposure to individuals with various emotional/mental problems.  
Exposure to communicable diseases.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN INGHAM COUNTY  
DEPARTMENT OF VETERAN AFFAIRS AND A WAIVER OF THE  
HIRING FREEZE/DELAY**

WHEREAS, the position of Deputy Director will become vacant effective September 30, 2011, as a result of a retirement; and

WHEREAS, the Deputy Director's position will be eliminated and replaced with a Veteran Benefits Counselor's position as a result of the 2012 budget process; and

WHEREAS, any delay in hiring a Veteran Benefits Counselor would result in a substantial backlog in providing services to Ingham County veterans and their families; and

WHEREAS, the Veteran Affairs Director has indicated that no additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, that the position of Deputy Director MCF 07, position #682002 is eliminated effective September 30, 2011.

BE IT FURTHER RESOLVED, that a Veteran Benefits Counselor MCF 05 position be established effective October 1, 2011.

BE IT FURTHER RESOLVED, that the hiring freeze/delay implemented by Ingham County Resolution #10-301 is waived for the purposes of hiring a Veteran Benefits Counselor MCF 05 effective October 1, 2011.

To: Mary Lannoye, Controller  
From: Jamie McAloon-Lampman, Director  
CC: Board of Commissioners  
Date: August 11, 2011  
Re: Proposal to Hire a Part-time Veterinarian

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**Proposal to Hire a Part-time Veterinarian**

Ingham County Animal Control has historically contracted for veterinary services at the shelter to examine and treat sick and injured animals and prescribe medications. The annual renewal of the contract has always been tenuous as few, if any, applicants apply. We had persuaded a local veterinarian to apply until a more permanent vendor could be contracted; however, that permanent vendor has eluded us. Each time the position is up for renewal it struggles to attract candidates based on the wage amount, hours and contract requirements.

The current vendor (veterinarian) accepted the bid on a short term basis simply to help the shelter out. However, due to his busy practice he has expressed his desire to opt out but will continue until a replacement is found. However, he is proposing a higher rate of pay. His contract expired June 1, 2011. His proposal is double the current contract. I do not recommend extending the contract for another year.

**ICAC PROPOSAL:**

Hire a part-time veterinarian (instead of contracting) for 20 hours per week (which is an 8 hour increase) in a supervisor (management) position. Include in the job description spaying and neutering of animals and other medical procedures to be required as part of the service conducted at the shelter at no additional cost (ICAC's surgery suite will be completed by September 2011). ICAC will have the equipment and facilities to conduct such treatments.

**This proposal will accomplish several objectives:**

- It will fill the veterinarian position on a more permanent and stable basis and provide for additional supervision and training of animal care staff by a veterinarian
- It will increase the quality of care and provide much needed veterinary care of the high volume of sick injured and abused animals brought into the county's animal shelter.
- It will result in long term savings on funds and resources currently spent on injured animal care, surgical, spay/neuter and veterinary costs.

The current veterinary contract for 12 hours per week, \$10,823 annually. This amount has not increased since 2008 and does not include spay/neuter surgeries or veterinary visits and treatments at local veterinary clinics. Those expenses are paid separately.

The spay/neuter services average \$36,000 annually and office exams and treatments at local veterinarians average \$5000-8000. In addition, it does not include the costs of staff and department resources used to transport the animals to these clinics.

*The contract proposed by the current vendor is for 12 hours per week of service with **no spay/neuter or any other type of surgeries included.***

*Vendor's proposal for annual service at \$50 per hour, \$21,600.*

**ICAC Proposed Part-time Veterinary Position**

20 hours per week (includes part-time benefits). The vendor would conduct on average of 20 s/n surgeries each week or 960 animals annually. Savings would be realized as 90 percent of the animals would be spayed/neutered at the shelter greatly reducing staff and department resources used to transport animals to area clinics for exams and surgical treatments which cost the department a minimum of \$50 per office call plus the costs of the treatments.

**Funding Source:**

***This would not require any additional funds from the General Fund.***

**General Fund**

Shelter Veterinary Contract     \$10,823  
*(\$10,823 allocated for 2011 and 2012)*

Spay/Neuter Services Fund     \$30,000  
*(\$33,000 is budgeted for 2011 and \$30,000 for 2012)*

Veterinary Office/Exam Fund     \$5,700  
*(\$5700 is currently allocated for 2011 and 2012)*

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**Total Costs                    Step 1 \$39,760 to Step 5 \$45,976**

**I propose the position to begin at Step 1 for the remainder of 2011 and into 2012. There are sufficient funds remaining in these accounts to fund this position starting September 1, 2011.**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PART-TIME VETERINARY POSITION FOR THE PURPOSE OF ADDRESSING THE VETERINARY CARE AND SPAY AND NEUTER OF SHELTER ANIMALS AT THE ANIMAL CONTROL DEPARTMENT**

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to ensuring a safe environment along with clean and healthy facilities for animals, it requires adequate and necessary veterinary care and spay/neuter services to meet those needs; and

WHEREAS, each year, more-than 3,500 animals require shelter at ICAC and over 2,200 of those animals are either injured or seriously ill and require immediate veterinary attention and or over 1,500 require spay/neuter surgery; and

WHEREAS, as a result of limited resources and budget cut backs, ICAC is seeking to replace the part-time veterinary contracted position to become a part-time employee of the department to save funding and resources; and

WHEREAS, Ingham County Animal Control has for the last two postings failed to attract veterinary candidates interested in the previous part-time contracted position; and

WHEREAS, the Ingham County Animal Control Department is seeking a more permanent solution to the veterinary position by creating a part-time position that would provide increased hours of care along with in-house surgeries; and

WHEREAS, as a result the department would conduct spay/neuter surgeries in the shelter's in-house surgery suite thus resulting in a savings to the department for surgery costs, veterinary visits and department resources; and

WHEREAS, the result would be improved care of the animals and reduced costs related care of ill and inured as well as surgeries including spay and neuter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves creation of a part-time shelter Veterinarian position - MCF 08, 0.5 FTE (\$39,760 - \$45,976) effective September 1, 2011 to be funded by existing budgeted funds allocated for the purpose of veterinary services contract and spay and neuter services.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the Ingham County Animal Control Departments Budget and Position Allocation list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners waives the current hiring freeze and hiring delay for this position.



**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: County Services and Finance Committees  
FROM: Jill Rhode, Director of Financial Services  
RE: Auditor Selection  
DATE: May 20, 2011

The last year of our current contract with Rehmann Robson for audit services is 2010. We have been using Rehmann Robson service since 1994. In 2006, we bid for audit services and changed firms. We selected a smaller firm and were universally unhappy with the service we received. This was before my employment with the County, but I have reviewed the 2006 financial statements and agree that it was a substandard product. This was confirmed by the large number of comments we received from GFOA regarding the 12/31/06 CAFR.

After this experience, it was decided to return to Rehmann Robson for the remaining four years of the contract. They have conducted these audits and we have been pleased with the service we have received.

Governmental auditing is a “niche” market for CPAs and Rehmann is active and well respected in the area. The County is a complex organization due to the large number of funds and the number of component units which need to be combined into our financial report (Road Commission, Housing Commission, Drain Commission, Land Bank, Brownfield, and Medical Care Facility.) In addition, the large number and amount of federal grants increases the complexity regarding our audit. The County’s Single Audit report and the resulting compliance testing is of utmost importance since it insures we are in a position to continue to apply for and receive funding. We need a firm familiar with all areas of federal programs.

We do not currently have a “cozy” relation with our audit team. While we like them and appreciate their assistance, we often disagree on issues but can always come to a mutual understanding.

I have discussed the continuation of the current contract with the partner in charge of our engagement and he has agreed to continue for the next three years for the same cost as the 2010 service. I recommend we engage Rehmann to conduct the audit for 2011, 2012 and 2013.

If we choose to bid this service, we will have two options. The first is to engage a smaller firm which I believe the 2006 experience shows will not work. The second is to engage a larger firm which will cost substantially more money. This is what we discovered when we bid in 2006 and the situation has not changed.

Generally accepted accounting principles will require a major change to the manner Fund Balance and Special Revenue Funds are reported on our 2011 financial statements. I believe we need someone who understands our operations to assist us in implementing this change. In addition, we have several management comments during the 2010 audit which will be corrected in 2011. I think it is in our best interest to continue with the current auditors who understand these issues and will appreciate the changes we are making to improve our operations.

I have been questioned about the long term relationship with the Auditors and how can we be certain that they are doing everything correctly. Auditing firms are required to have a periodic "peer review" conducted. This is basically an audit of the auditors. Rehmann goes through this process and has always received favorable results.

Again, I recommend we continue the audit engagement with Rehmann for the next three years. If you have any questions or wish to discuss, please let me know.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE REHMANN ROBSON TO CONDUCT AN AUDIT OF  
INGHAM COUNTY FOR 2011, 2012 AND 2013**

WHEREAS, Ingham County currently uses Rehmann Robson Certified Public Accountants to conduct its annual audit; and

WHEREAS, Rehmann Robson has agreed to conduct this audit for the years ended December 31, 2011, 2012 and 2013 at the same cost as 2010 which totals \$71,375; and

WHEREAS, the Financial Service Director and the County Controller recommend that the County continue with Rehmann Robson.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with Rehmann Robson to conduct the audit of Ingham County, the Ingham County Drain Commission and the Single Audit for the years ended December 31, 2011, 2012 and 2013.

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

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING SEPTEMBER 26, 2011 “FAMILY DAY – A DAY TO EAT DINNER WITH YOUR CHILDREN” IN INGHAM COUNTY**

WHEREAS, the use of illegal drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America's children; and

WHEREAS, surveys conducted by The National Center on Addiction and Substance Abuse (CASA) at Columbia University have consistently found that the more often children and teenagers eat dinner with their families the less likely they are to smoke, drink and use illegal drugs; and

WHEREAS, teenagers who virtually never eat dinner with their families are 72 percent more likely than the average teenager to use illegal drugs, alcohol and cigarettes; and

WHEREAS, teenagers who almost always eat dinner with their families are 31 percent less likely than the average teenager to use illegal drugs, alcohol and cigarettes; and

WHEREAS, the correlation between family dinners and reduced risk for teen substance abuse are well documented; and

WHEREAS, parental influence is known to be one of the most crucial factors in determining the likelihood of substance abuse by teenagers; and

WHEREAS, family dinners have long constituted a substantial pillar of family life in America.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates September 26, 2011 as “Family Day – a Day to Eat Dinner with Your Children” in Ingham County.

BE IT FURTHER RESOLVED, that the Board urges all citizens to recognize and participate in its observance.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #05-295 WHICH DELEGATES CERTAIN  
AUTHORITY TO THE INGHAM COUNTY PARKS AND RECREATION COMMISSION**

WHEREAS, Resolution #05-93 Established the Ingham County Parks and Recreation Commission under Public Act 261 of 1965; and

WHEREAS, Resolution #05-295 delegated certain authority to the Ingham County Parks and Recreation Commission, one of which is to appoint a Parks Director, and authorize such employees as necessary to assist the Parks and Recreation Commission in the maintenance and operation of the Parks system, subject to budgetary limitations. Such persons shall be County employees and supervised by the Parks and Recreation Commission; and.

WHEREAS, for reasons of efficiency and effectiveness, the Parks and Recreation Commission desires to transfer day to day supervisory responsibilities over the Parks Director to the Controller/Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends resolution #05-295 as follows:

4. The Parks and Recreation Commission shall appoint a Parks Director, and authorize such employees as necessary to assist the Parks and Recreation Commission in the maintenance and operation of the Parks system, subject to budgetary limitations. Such persons shall be County employees and supervised by the Parks and Recreation Commission excepting, however, the Parks Director shall report to the County Controller/Administrator who shall have day to day supervisory authority over the Parks Director.

Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #05-093 "RESOLUTION ESTABLISHING  
THE INGHAM COUNTY PARKS AND RECREATION COMMISSION UNDER  
PUBLIC ACT 261 OF 1965"**

**RESOLUTION #05-295**

WHEREAS, the Ingham County Board of Commissioners are the elected representatives that are directly responsible to the people that elected them; and

WHEREAS, county fee increases are generally approved by the Board of Commissioners; and

WHEREAS, the Parks and Recreation Commission is appointed by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that Resolution #05-093 is amended as provided below:

BE IT FURTHER RESOLVED, that the following authority is delegated to the Ingham County Parks and Recreation Commission:

(1) The Parks and Recreation Commission shall adopt and provide for the enforcement of rules and regulations covering the use of County Park facilities, and the conduct of persons thereon, subject to approval by the Board of Commissioners; and

(2) The Parks and Recreation Commission, or its designated representatives, may approve and sign agreements for the rental of County Park facilities, such as pavilions, ball fields, etc., without further approval of the Board of Commissioners, provided the form of such agreements are approved by the County Attorney, and such agreements do not involve consideration exceeding \$5,000; and

(3) The Parks and Recreation Commission may set and periodically adjust user fees and rental fees pertaining to the use of County Park facilities and equipment, except for vehicle entrance fees, without further approval of the Board of Commissioners, provided that the form of such fees shall be approved by the County Attorney as to form; and provided however, that the Board of Commissioners shall be given written advance notification of such proposed action, and that the Board of Commissioners, within 60 days of such notification, shall not have rejected such proposed action by official resolution of the Board; and

(4) The Parks and Recreation Commission shall appoint a Parks Director, and authorize such employees as necessary to assist the Parks and Recreation Commission in the maintenance and operation of the Parks system, subject to budgetary limitations. Such persons shall be County employees and supervised by the Parks and Recreation Commission.

**ADOPTED - NOVEMBER 8, 2005**  
**Agenda Item No. 13**

**RESOLUTION #05-295**

BE IT FURTHER RESOLVED, that the changes will take effect as of September 20, 2005 and all fee adjustments following that must be approved by the Board of Commissioners.

**COUNTY SERVICES: Yeas:** Celentino, Copedge, De Leon, Schor, Severino, Vickers  
**Nays:** None      **Absent:** None      **Approved 11/1/05**

**FINANCE: Yeas:** Dedden, Swope, Hertel, Schor, Thomas, Dougan  
**Nays:** None      **Absent:** None      **Approved 11/2/05**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OPPOSING EFFORTS OF THE MICHIGAN LEGISLATURE TO  
MAKE MICHIGAN A “RIGHT TO WORK” STATE**

WHEREAS, the State Legislature is considering legislation that would alter collective bargaining rights in Michigan by allowing so-called “Right to Work” zones; and

WHEREAS, Michigan workers already have the right to choose whether to affiliate with a union through democratic elections; and

WHEREAS, the National Labor Relations Act already allows workers for unionized employers to opt out of paying for union activities that are not directly related to their wages and working conditions; and

WHEREAS, workers in so-called “Right to Work” states earn, on average, over \$5,000 per year less than workers in states that allow full collective bargaining rights; and

WHEREAS, so-called “Right to Work” laws allow some workers to unfairly benefit from the fruits of collective bargaining without having to pay for it; and

WHEREAS, so-called “Right to Work” legislation is a thinly veiled attempt to undermine the ability of labor unions to strongly represent their members; and

WHEREAS, the right to collectively bargain is essential to promote a strong middle class and ensure safe and fair workplaces.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners opposes efforts of the Michigan Legislature to make Michigan a “Right to Work” State, or to allow “Right to Work Zones” within the State.

BE IT FURTHER RESOLVED, that the County Clerk forward copies of this resolution to the Ingham County State Legislative Delegation and the Michigan Association of Counties.