

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

COUNTY SERVICES COMMITTEE
DEBBIE De LEON, CHAIR
DALE COPEEDGE
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, SEPTEMBER 20, 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 [August 30, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Economic Development - Resolution Setting a Final [Public Hearing](#) for Community Development Block Grant MSC 207024 EDIG Jackson National Life/Lansing Board of Water and Light Infrastructure Project
2. Housing Commission - Resolution Authorizing Transfer from General Fund Reserve for Contingency to Cover Community Development Block Grant ([CDBG](#)) Deficit for Fiscal Year Ending September 30, 2011 in the Amount of \$40,000
3. Facilities
 - a. Resolution Authorizing a Contract with [Graham Construction](#) Corporation for County Wide Sidewalk and Parking Lot Repairs
 - b. Resolution to Rescind Resolution #08-061 and Re-Establish a Policy and Guidelines for Use of County Facilities and Solicitation on [County Property](#)
4. Financial Services - Resolution to Accept the Recommendation of the Ingham County [Health Care Coalition](#) for Employee Benefits for 2012 and Authorizing Letters of Agreement with Bargaining Units
5. Parks Department
 - a. Resolution Authorizing a Budget Adjustment to Complete the Shift Door Replacement – [Feline House](#) Project and Entering into a Contract with Laux Construction
 - b. Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain [City Parks](#)
 - c. Resolution Authorizing the Establishment of User Fees for Disc Golf Disc Rental and Replacement at [Burchfield Park](#)

- d. Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Cover the [Lake Lansing Park-North Acquisition Project Shortage](#)
 - e. Resolution Authorizing Discounted Soldan Dog Park Entrance Fee for Owners of [Service Animals](#)
 - f. Resolution Authorizing an Amendment of the 2011 [Potter Park Capital Improvement Budget](#)
 - g. Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement [Rhino Project](#)
 - h. Request for a Hiring Freeze Waiver - [Zoo Director](#) Position at Potter Park
6. Controller/Administrator - Request to Hire the [Human Resources Director](#) at Step 5
7. Board of Commissioners - Resolution Honoring [Pastor Aaron Milton](#) and Elect Lady, Evangelist Virgie Milton

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.

COUNTY SERVICES COMMITTEE

August 30, 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, John Neilsen, Jared Cypher, Teri Morton, Doug Stover, Jill Rhode, Rick Terrill, Michelle Rutkowski, Chuck Gray, Steve Dougan, Willis Bennett, Jim Hudgins, Tom Shewchuk, Mark Ferguson, Curtis Hertel, Pat Lindemann, Mary Sabaj, and others

The meeting was called to order by Chairperson De Leon at 6:02 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 16, 2011 Minutes

The August 16, 2011 Minutes were amended as follows:

Page 2, Item 2, Paragraph 2.

Mr. Lindemann stated the resolution allows for the flexibility to issue notes and/or bonds. ~~However, the financial advisors have discouraged issuing notes because it is not reasonable with the not to exceed price of \$500,000. Mr. Lindemann explained the difference between notes and bonds are the different terms to maturity. Notes are issued in less than 10 year terms, and conversely bonds are long term investments.~~ He stated that the notes and/or bonds would ~~could~~ be issued to ~~elevate~~ alleviate the burden of the taxpayers.

Page 3.

Change the meeting date from August 3, 2011 to August 23, 2011, as follows:

Comm. Vickers asked to be notified when the meetings will be held for those affected. Mr. Lindemann stated the meetings will be held on August 23, 2011 between 9:00 a.m. and 5:00 p.m. at the Drain Office. If someone is unable to make the August 23, 2011 meeting they may call the Drain Office to schedule a meeting. Mr. Lindemann stated he will also email the notice to Comm. Vickers.

Page 1, Additions to the Agenda 10 d.

Add "was requested by Comm. De Leon", as follows:

10d. Late - Resolution Honoring Ashley Harding **was requested by Comm. De Leon**

Additions to the Agenda

3. Late – Human Resources Update - Mary Lannoye, Controller

Limited Public Comment

Chuck Gray, Chairman UAW TOPS, asked the Committee before making any final decisions to re-evaluate the positions that will change or be eliminated in the budget process since the majority are UAW positions.

Chairperson De Leon thanked the Controller and the staff for their work on the budget.

Chairperson De Leon asked the Department Heads who are accepting of their 2012 Controller's Recommended Budget to please stand and state their approval. The following were present and accepted the recommended budget:

1. Budget Hearings
 - a. Tri-County Regional Planning, Sue Pigg
 - b. Treasurer, Eric Schertzing
 - c. Register of Deeds, Curtis Hertel
 - d. Purchasing, James Hudgins
 - f. MIS, Tom Shewchuk
 - g. Human Resources, Mary Lannoye
 - i. Financial Services, Jill Rhode
 - k. Fair, Carol Carlson
 - l. Facilities, Rick Terrill
 - m. Equalization, Doug Stover
 - n. Economic Development, Sandy Gower
 - r. Controller/Administrator, Mary Lannoye
 - s. Board of Commissioners, Becky Bennett
 - t. Advisory Boards, Becky Bennett
 1. Women's Commission
 2. Historical Commission
 3. Equal Opportunity Committee

Ms. Lannoye stated that although not present the following departments were either millage based or accepting of their budget:

- h. Hotel/Motel
- j. Farmland and Open Space Preservation Millage
- p. County Clerk
- q. County Attorney

MOVED BY COMM. COPELAGE, SUPPORTED BY COMM. VICKERS, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE FOLLOWING DEPARTMENTS:

1. Budget Hearings
 - a. Tri-County Regional Planning
 - b. Treasurer
 - c. Register of Deeds

- d. Purchasing
- f. MIS
- g. Human Resources
- h. Hotel/Motel
- i. Financial Services
- j. Farmland and Open Space Preservation Millage
- k. Fair
- l. Facilities
- m. Equalization
- n. Economic Development
- p. County Clerk – There was a brief discussion of election oversight and possible savings.
- q. County Attorney
- r. Controller/Administrator
- s. Board of Commissioners
- t. Advisory Boards
 - 1. Women’s Commission
 - 2. Historical Commission
 - 3. Equal Opportunity Committee

MOTION CARRIED UNANIMOUSLY.

- 1. Budget Hearings
 - o. Drain Commissioner

Mr. Lindemann, Drain Commissioner, stated that the Department is supportive of the Controller’s recommended budget.

Comm. Dougan asked what the County assessment is for the Wheatfield Township drain project. Mr. Lindemann stated it is estimated at \$19,000 per year plus interest. He noted the interest is in compliance with the County Drain Code. Mr. Lindemann stated his Department will borrow the money for 20 years. Comm. Dougan asked if the assessment is typically paid as a lump sum or are payments made. Mr. Lindemann explained the Controller makes the decision how the assessment is paid.

Comm. Dougan asked if enough funds were allocated in the budget for the project. Mr. Lindemann stated that was his belief. However, the 2012 assessments are estimates at this time and actual assessments will not take place until next summer. Mr. Lindemann emphasized he could not answer the question accurately based on estimates. He explained that estimates have been used for years in the projection process. He noted that the Kalamink Drain has already been accounted for, and this is the only project that will be over and above the \$19,000 for the 2012 year. Mr. Lindemann also advised the Committee it is still unknown what the at-large assessment for maintenance cost will be. He noted it is estimated to be higher than the past 10-year average but lower than last year. Comm. Dougan thanked Mr. Lindemann and his staff for their hard work.

Comm. Vickers asked if the North Onondaga Drain would be assessed next year. Mr. Lindemann explained it was a complicated project and is likely to be considered in 2013.

Mr. Lindemann detailed recent events of record rainfall and flooding. He stated that the County Drain Commission is working with the Road Commission and the City of Lansing to correct flooding issues. Comm. Copedge asked if there are non-public drains that empty into the County Drains. Mr. Lindemann explained there are approximately 100 drains that are considered orphan drains, and the County is in the process of acquiring those drains.

Chairperson De Leon stated that the Small Business Administration (SBA) is taking applications for low interest loans for Lansing flood victims until Friday, September 1, 2011.

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE DRAIN COMMISSIONER.

MOTION CARRIED UNANIMOUSLY.

1. Budget Hearings
 - e. Parks

Mr. Bennett, Parks Director, stated the only concern is the administrative charges. Ms. Lannoye explained the increasing administrative charges from the Parks Department to the Zoo are part of the Parks Department reduction plan and a general fund savings. Ms. Lannoye further explained the amount was determined by a percentage of time Mr. Bennett and his administrative staff spends working on the Zoo. She noted the Zoo Board is not happy about the charges and specifically Commissioners Bahar-Cook and Nolan. Comm. Schor stated both Commissioners had approached him that they were not pleased as well.

Comm. Copedge asked how the percentage was determined. Mr. Bennett began by stating when the Zoo was added to his workload there were no positions added to his staff, as well as, the Zoo budget and staff is twice that of the Parks Department. He explained there are more projects going on at the Zoo than the Parks Department, and it is necessary to attend more meetings. He further explained that the work for the Zoo is being performed by 3 positions, 1) a financial coordinator 2) part-time accounts receivable and 3) the Director (himself). Chairperson De Leon stated that the Zoo Budget is almost twice that of the Parks Budget. She noted when this began it was unclear how much time it would take the Director and staff to accomplish the necessary tasks.

Comm. Celentino asked why the Zoo Board is unhappy. Comm. Schor stated it was relayed to him that the Zoo Board does not believe the Parks Department spends that much time on the work at the Zoo.

Comm. Schor asked for clarification of the budget request and the Controller's recommendation. Ms. Morton stated that the recommendation is taking the current situation into consideration of a charge back. Ms. Lannoye stated that the Zoo Board is concerned that the millage money is on the decline, and they are also focused on hiring a curator.

MOVED BY COMM. COPELLO, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR PARKS.

MOTION CARRIED UNANIMOUSLY.

2. Final Ranking

No items were placed on the "Z" list.

3. Human Resources Update - Mary Lannoye, Controller

Ms. Lannoye stated that fifty applications were received, five applicants were interviewed, and two of the five applicants are being considered and references are being checked. There was a discussion of wages, benefits, experience and qualifications of the applicants. The Commissioners discussed the need and cost of a competitive wage study.

Ms. Lannoye stated because of the meeting timeline there may be a request for a special meeting.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:51 p.m.

Respectfully submitted,

Julie Buckmaster

**SEPTEMBER 20, 2011 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

HIRING FREEZE REQUEST

The Controller recommends approval of the following hiring freeze request:

5 (h). Parks Department—Potter Park Zoo Director

ACTION ITEMS

The Controller is recommending approval of the following action items:

1. Economic Development—*Resolution Setting a Final Public Hearing for Community Development Block Grant MSC 207024 EDIG Jackson National Life/Lansing Board of Water and Light Infrastructure Project*

The resolution would schedule a public hearing for Tuesday, October 11, 2011 in order to formally close out this 2008 CDBG project for the Jackson National Life Project.

2. Housing Commission—*Resolution Authorizing the Transfer from the County's Contingency Fund to Cover a CDBG Deficit for Fiscal Year Ending September 30, 2011 in the amount of \$40,000.*

Absent this contingency fund transfer, the Housing Commission would close in a deficit for the current fiscal year. The deficit was primarily due to the delay of a major CDBG project. The delay results in the loss of administrative support dollars for the Housing Commission.

3(a). Facilities—*Resolution Authorizing a Contract with Graham Construction Corporation for County Sidewalk and Parking Lot Repairs.*

The resolution authorizes awarding a contract to Graham Construction Corporation for the purpose of replacing and/or repairing concrete, due to deterioration over time, for the following Ingham County locations: Veterans Memorial Courthouse (VMC) and Grady Porter Building (GPB) as well as the Human Services Building (HSB) and Ingham County Family Center (ICFC). Funds are available in the CIP budget. Graham was the low bidder.

3(b). Facilities—*Resolution to Rescind Resolution #08-061 and Re-Establish a Policy and Guidelines for Use of County Facilities and Solicitation on County Property.*

The resolution before you is a means to re-establish a policy and guidelines for use of County facilities and solicitation on County property. The main purpose of the revised policy is to clarify our position on solicitation (i.e. petition and signature gatherers).

4. Financial Services—*Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Health Insurance and Authorizing Letters of Agreement with Bargaining Units.*

Attached is a resolution authorizing the County's health insurance plan/benefits for 2012. The overall PHP cost increase for 2011 is 5.3% and the Health Care Coalition is not recommending any changes to the plan design or the insurance provider (PHP). The County Administration is recommending increasing the Countywide 2012 "benchmark" by 2% as required in the labor agreements. This benchmark is established by labor agreement and is used to determine the cost allocation between the employees and the County.

These changes need to be included in letters of understanding with each employee labor group and changed for the Managerial and Confidential employees. The labor groups are in the process of approving the agreements.

I may revise the resolution and bring a substitute to the meeting, which would bring the County into compliance with the recently passed Senate Bill 7. As of this date the Governor has not yet signed the bill, which would establish dollar and/or percentage caps for public employer provided health insurance.

5(a). Parks Department—*Resolution Authorizing a Budget Adjustment to Complete the Shift Door Replacement—Feline House Project and Entering into a Contract with Laux Construction.*

The Board previously authorized this project as a \$65,000 CIP. The resolution increases the project cost up to \$123,000. The additional \$58,000 will be transferred from a 2010 CIP, the Big Barn Tuck-Point project. The Facilities Department has determined that the Big Barn Project can be postponed for a few years. Laux Construction was the low bid and is a local vendor.

5(b). Parks Department—*Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain City Parks.*

The contract with the City previously approved by this Board has been signed. This resolution would change the list of parks to be maintained. It would also clarify that the start date is October 1, 2011.

5(c). Parks Department—*Resolution Authorizing the Establishment of User Fees for Disc Golf Rental and Disc Replacement Fees at Burchfield Park.*

The resolution establishes two new rental fees related to disc golf. The fees include \$1 per round for equipment rental and a \$10 rental fee for damaged, lost, or stolen equipment.

5(d). Parks Department—*Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget Funding and Request for Funds to Cover the Lake Lansing Park-North Acquisition Project Shortage.*

Due to a staff error, the DNR Trust Fund Grant that was to have supported the Lake Lansing Park North Acquisition Project is \$164,813 short of what was anticipated. This resolution would transfer general fund match dollars from two previously approved Parks Projects that have stalled primarily related to difficulties in obtaining property easements. Please note that both of these previously approved projects involved DNR Trust Fund Grants. This would be the first time the county has turned DNR Trust Fund dollars back to the State of Michigan. It is unclear what if any problems this may cause with future applications.

5(e). Parks Department—*Resolution Authorizing Discounted Soldan Dog Park Entrance Fees for Owners of Service Animals.*

The current user fee for the dog park is \$30 for a 12 month pass, this resolution would authorize a discounted annual fee of \$15 for service animal owners.

5(f). Parks Department—*Resolution Authorizing an Amendment of the 2011 Potter Park Capital Improvement Budget.*

This resolution would remove the Seed Eater Winter Holding Facility, the Outdoor Bird Holding Project and the Red Panda renovation project from the CIP list. The \$145,000 in savings would be returned to the Zoo fund balance.

5(g). Parks Department—*Resolution Authorizing a Budget Adjustment to the Potter Park Zoo 2011 Capital Improvement Rhino Project.*

The resolution authorizes a \$27,630 increase in the total project cost from \$1,522,134 to \$1,549,769. The main reason for the overrun was the unforeseen costs associated with the separation of sanitary and storm sewers to meet requirements of the City of Lansing's Combined Sewer Overflow Control Program. The Sewer Overflow also caused a project delay which resulted in Granger Construction incurring extra costs. Another contributing factor was that the A&E firm prepared preliminary design work for portions of the construction project that were never implemented due to lack of funding. The resolution also increases the contractual amounts for Granger Construction (Project Manager) and Ehresman Associates (A&E firm).

6. Controller/Administrator—*Request to Hire the Human Resources Director at Step 5.*

The Controller has served as the Acting HR Director since mid-April. The main purpose of my double duty was so that I could personally gain an understanding of the type of person the County needs to hire. I personally screened every application and resume. I set up an interview panel that consisted of Allan Spyke, Jill Rhode, and David Easterday. We interviewed five candidates and narrowed our search. After interviewing the final 2 candidates I strongly believe that Travis Parsons should be our next Human Resources Director. Mr. Parsons has over 25 years of managerial experience and 12 years in public sector HR positions. His public sector HR experience includes 9 years with Ottawa County and the last 3 years with the City of Tallahassee. Mr. Parsons has agreed to accept the position but only at a step 5 or \$82,015. This is a \$16,400 reduction from his current salary. I would also like to point out that step 1 of our HR pay grade is the same salary level that Mr. Parsons received as the number 2 person in the Ottawa County HR Department 4 years ago.

OTHER ACTION ITEMS

7. Board of Commissioners - *Resolution Honoring Pastor Aaron Milton and Elect Lady, Evangelist Virgie Milton*

MEMORANDUM

TO: County Services Committee

FROM: Sandra Gower, Economic Development Director

DATE: September 7, 2011

SUBJECT: Resolution to Schedule a Public Hearing for the Close-out of the Community Development Block Grant for the Jackson National Life Project

The resolution before you is to schedule a public hearing for Tuesday, October 11, 2011 as the close-out of the Community Development Block Grant (CDBG) for the Jackson National Life Project.

This grant was awarded to the County in December 2008. The grant paid for a portion of the cost for the Lansing Board of Water and Light to upgrade the electric infrastructure for the Jackson National Life building at Okemos and I-96. Final release of funds was received from the State in February 2011.

The final requirement to close-out this grant is to hold a Public Hearing to allow input from the public on the project.

I recommend approval of this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SETTING A FINAL PUBLIC HEARING FOR COMMUNITY
DEVELOPMENT BLOCK GRANT MSC 207024 EDIG
JACKSON NATIONAL LIFE/LANSING BOARD OF WATER AND LIGHT
INFRASTRUCTURE PROJECT**

WHEREAS, the Ingham County Board of Commissioners on September 23, 2008 adopted Resolution #08-256 to apply for a Community Development Block Grant from the Michigan Economic Development Corporation for the infrastructure project for Jackson National Life/Lansing Board of Water and Light; and

WHEREAS, on December 11, 2008 the Community Development Block Grant was awarded by the Michigan Economic Development Corporation and accepted by County of Ingham; and

WHEREAS, on April 16, 2009 an agreement was executed between the County of Ingham and the Lansing Board of Water and Light to extend and improve public utilities to the area that includes Jackson National Life Insurance Company facilities at 1 Corporate Way, Lansing, Michigan; and

WHEREAS, the project is now complete and per the requirements of the grant agreement a public hearing must be held to hear any interested parties on the outcomes of the grant.

THEREFORE BE IT RESOLVED, a public hearing shall be set for October 11, 2011, before the Board of Commissioners at 6:30 p.m. in the Board of Commissioners' Room, Ingham County Courthouse, Mason, Michigan to hear any interested persons on the closeout of the Community Development Block Grant.

BE IT FURTHER RESOLVED, that notice of the public hearing shall be published in a newspaper of general circulation in the County as required by the Grant Agreement before the date set for the public hearing.

INGHAM COUNTY HOUSING COMMISSION

RESOLUTION TO REQUEST TRANSFER FROM THE INGHAM COUNTY GENERAL FUND TO COVER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DEFICIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2011 IN THE AMOUNT OF \$40,000

RESOLUTION #2011-CDBG-03

WHEREAS, the Ingham County Housing Commission administers numerous CDBG grants for Ingham County to provide housing assistance for low income residents, in addition to acting as Third Party Administrator for the Cities of Leslie, Eaton Rapids, and Grand Ledge for their CDBG Rental Rehabilitation programs; and

WHEREAS, Management of the Ingham County Housing Commission has determined a projected Fund Balance deficit for the year ending September 30, 2011 of \$40,000; and

WHEREAS, it is against State of Michigan regulations for any County Fund to report a year end deficit, and in the event one is reported requires a formal deficit elimination plan and additional oversight when issuing debt.

THEREFORE BE IT RESOLVED, that the Ingham County Housing Commission Board of Commissioners requests Ingham County to transfer \$40,000 from the 2011 General Fund Reserve for Contingency to provide additional funding to the CDBG Fund for fiscal year ending September 30, 2011.

YEAS

NAYS

ABSENT

**Deb Voss
Darling Garcia
Rick Kibbey**

Keven Kiefer

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TRANSFER FROM GENERAL FUND RESERVE FOR CONTINGENCY TO COVER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DEFICIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2011 IN THE AMOUNT OF \$40,000

WHEREAS, the Ingham County Housing Commission administers numerous CDBG Grants for Ingham County to provide housing assistance for low income residents, in addition to acting as Third Party Administrators for the Cities of Leslie, Eaton Rapids, and Grand Ledge for their CDBG Rental Rehabilitation programs; and

WHEREAS, the Ingham County Housing Commission have projected a CDBG Fund Balance deficit in the amount of \$40,000 for their fiscal year ending September 30, 2011; and

WHEREAS, it is against State of Michigan regulations for any County Fund to report a year end deficit, and in the event one is reported requires a formal deficit elimination plan and additional oversight when issuing debt; and

WHEREAS, the Ingham County Housing Commission has recommended that the transfer be approved to cover said deficit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer in the amount of \$40,000 from the 2011 General Fund Reserve for Contingency to the Ingham County Housing Commission CDBG Fund.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 31, 2011

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH GRAHAM CONSTRUCTION CORPORATION TO FURNISH CONCRETE SERVICES FOR COUNTY WIDE SIDEWALK AND PARKING LOT REPAIRS**

The resolution before you authorizes awarding a contract to Graham Construction Corporation for the purpose replacing and/or repairing concrete, due to deterioration over time, for the following Ingham County locations: Veterans Memorial Courthouse (VMC) and Grady Porter Building (GPB) as well as the Human Services Building (HSB) and Ingham County Family Center (ICFC).

Funding for the project is available within the following CIP line items:

VMC/GPB 245-90117-931000 1FC06
HSB 631-23304-931000 0FC06
ICFC 264-66400-931000 0FC10

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: July 29, 2011
 SUBJECT: Concrete Services Bid Summary

Project Description:

The purpose of this solicitation is to obtain pricing from qualified and experienced contractors for furnishing all labor, materials, permits, bonds, insurance and equipment to properly perform concrete replacements and repairs at various Ingham County facilities.

Work may include replacing or repairing curbs, stairs, sidewalks, sidewalks along curbs, and doorways. Actual quantities will be determined at a later date. Estimated value of this contract is \$42,444.

Bid Summary:

This project was bid twice.

Vendors contacted: 25 Local: 7

Vendors responding: 2 Local: 0

Company	5" Sidewalk	5" Sidewalk by curb	Doorway	Curb	6" Sidewalk	Local
Graham Construction	\$9.54/sf	\$10.20/sf	\$12.45/sf	\$25.85/lf	\$11.05/sf	N –Saginaw
Lacaria Concrete	\$11.50/sf	\$12.50/sf	\$15.00/sf	\$50.00/lf	\$13.50/sf	N – Detroit

Local Vendors Not Responding:

Able Concrete (Lansing) – Maxed out on bonding limit.

Bornor Restoration (Lansing) – Doesn't do flatwork.

Eastlund Concrete (Holt) – Can't seem to make money doing sidewalks.

JH Concrete (Mason) – Didn't get solicitation as company computer was being repaired.

Recommendation:

The Evaluation Committee recommends awarding a contract to Graham Construction Corporation, who submitted the lowest responsive and responsible bid, for the unit prices quoted in its bid for a total not to exceed amount of \$42,444.

Graham is bonded, licensed and insured, and has ample references and experience performing the type of work required for this contract.

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

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH GRAHAM CONSTRUCTION CORPORATION FOR COUNTY WIDE SIDEWALK AND PARKING LOT REPAIRS

WHEREAS, some areas of sidewalk as well as parking lots around the county are in need of replacement due to deterioration over time; and

WHEREAS, services would include removal and replacement of concrete at the Veterans Memorial Courthouse and the Grady Porter Building for a not to exceed cost of \$15,000.00 and funds are available within CIP Line Item 245-90117-931000 1FC06; and

WHEREAS, services would include parking lot repairs at the Human Services Building for a not to exceed cost of \$15,000.00 and funds are available within CIP Line Item 631-23304-931000 0FC06; and

WHEREAS, services would include parking lot repairs at the Ingham County Family Center for a not to exceed cost of \$12,444.00 and funds are available within CIP Line Item 264-66400-931000 0FC10; and

WHEREAS, funds were budgeted in 2010 for the Ingham County Family Center in the amount of \$130,000.00 with \$70,534.00 remaining at the end of 2010; and

WHEREAS, it is the recommendation of the Facilities and Purchasing Departments to use Graham Construction Corporation who submitted the lowest bid.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Graham Construction Corporation, 3399 Fashion Square Blvd. Saginaw, MI 48603, to replace and/or repair some areas of concrete around several Ingham County locations for a not to exceed cost of \$42,444.00.

BE IT FURTHER RESOLVED, that \$12,444.00 be reappropriated from 2010 to 2011 for the Ingham County Family Center portion.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 17, 2011

SUBJECT: **RESOLUTION TO RESCIND RESOLUTION #08-061 AND RE-ESTABLISH A POLICY AND GUIDELINES FOR USE OF COUNTY FACILITIES AND SOLICITATION ON COUNTY PROPERTY**

The resolution before you is a means to re-establish a policy and guidelines for use of County facilities and solicitation on County property.

This is to include citizens, employees and groups who request the use of County facilities, rooms and properties for various meetings and activities. As of now, reservations for the meeting/assembly must be secured by a non refundable fee deposit in the amount of fifty dollars (\$50) per day of use.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESCIND RESOLUTION #08-061 AND RE-ESTABLISH A POLICY
AND GUIDELINES FOR USE OF COUNTY FACILITIES AND SOLICITATION ON
COUNTY PROPERTY**

WHEREAS, citizens, employees and groups request the use of County facilities, rooms and properties for various meetings and activities; and

WHEREAS, Resolution #08-061 established a policy and guidelines for use of County facilities for citizens and groups; and

WHEREAS, the policies and guidelines have been updated to limit the use of County facilities, rooms and/or properties to meetings and activities deemed appropriate under the policy and guidelines; and

WHEREAS, reservation for the meeting/assembly has been secured by a non refundable fee deposit in an amount of fifty dollars (\$50) per day of use; and

WHEREAS, County facilities, rooms and properties shall not be used by citizens or employees for unlawful purposes, and shall not be used by citizens, employees or groups for the purpose of financial gain; and

WHEREAS, at times private vendors and/or salespersons will enter County facilities attempting to sell their products to County employees and citizens; and

WHEREAS, it is necessary to prohibit private vendors and salespersons from soliciting for financial gain in County facilities and on County property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of County facilities by citizens, employees and groups for lawful meetings and assemblies, provided that they adhere to the modified written guidelines which are attached and incorporated herein.

BE IT FURTHER RESOLVED, that the Facilities Department shall screen requests for use of County facilities, rooms and properties, and provide approval for such, by utilization of guidelines that have been approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, all constitutionally protected speech will be permitted by Ingham County, within reasonable time, place and manner, no solicitations shall be allowed within any County building or adjacent to any building entrance, solicitations shall not interfere or conflict with the normal business of employees or visitors to Ingham County parks and facilities or the free flow of vehicular and pedestrian traffic.

BE IT FURTHER RESOLVED, Ingham County may designate areas for solicitation at its facilities, properties, and parks, no signs may be erected on County property.

BE IT FURTHER RESOLVED, that the citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

BE IT FURTHER RESOLVED, that the soliciting of private vendors and/or salespersons for personal financial gain is prohibited in County Facilities and/or on County property unless approved by a County department.

BE IT FURTHER RESOLVED, that Resolution #08-061, Resolution to Establish a Policy and Guidelines for Use of County Facilities by Citizens and Citizens Groups, is hereby rescinded.

GUIDELINES FOR USE OF COUNTY FACILITIES BY CITIZENS, EMPLOYEES AND GROUPS

The purpose of these guidelines is to outline the procedures that need to be taken by a citizen, employee or group, to utilize County facilities and/or property during times when they are not used and are readily available for the purpose of meetings and assemblies. The County of Ingham has adopted a policy to permit use of these facilities, rooms and/or properties, for purposes other than financial gain. It is also the desire of the County that the facilities and/or property are not damaged in any way and that they are left in a neat and tidy condition. Use of facilities in County Parks is governed by separate procedures.

Procedures

1. Obtain a copy of the resolution and these guidelines which authorize citizens, employees and groups to use County facilities, rooms and/or properties.
2. To apply for a reservation of a County facility, room and/or property contact the Facilities Department at (517) 676-7312.
3. Read, review and fill out the form and return to the attention of the Facilities Department. Instructions for deposits or other matters will be noted on the form.
4. Persons not having official business with Ingham County may utilize County facilities for the purpose of meetings or other assemblies in accordance with the following provisions:
 - a) the meeting/assembly is open to the general public;
 - b) the meeting/assembly is for legal purposes;
 - c) the meeting/assembly is supervised by a responsible adult;
 - d) the meeting/assembly has been approved by the Facilities Department;
 - e) reservation for the meeting/assembly has been secured by a NON REFUNDABLE fee deposit in an amount of fifty dollars (\$50) per day of use;
 - f) the liability for any damages to the County facility will be for the entire amount of damages, regardless of the deposit amount; and
 - g) the meeting/assembly is in accordance with any other requirements which may be identified by the Facilities Department.
5. Deposits will be used as a guarantee against damages and as a guarantee that the room will be left in a clean and tidy condition, and also returned to the state in which it was found.
6. An additional non-returnable fee may be charged if that meeting is held at a time which will require that the building be opened by a member of the Facilities Department and, as a result, the Facilities Department incurs costs of overtime and security. Such fees shall not be required if the citizen group is sponsored or supported by an official County department or agency and a representative of which will open the building, remain with the group, and close the building at the termination of the meeting.

7. Animals of any type may not be brought into County buildings, nor tied on the premises of any County facility at the time, without the express written permission of the Facilities Director unless provided by law.
8. Citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

All checks should be made payable to Ingham County

SOLICITATION

All constitutionally protected speech will be permitted by Ingham County, within reasonable time, place, and manner. No solicitations shall be allowed within any County building or adjacent to any building entrance. Solicitations shall not interfere or conflict with the normal business of employees or visitors to Ingham County parks and facilities, or the free flow of vehicular and pedestrian traffic. Ingham County may designate areas for solicitation at its facilities, properties, and parks. No signs may be erected on County property.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION #81-174 AND RE-ESTABLISH A POLICY AND GUIDELINES FOR USE OF COUNTY FACILITIES AND PROPERTY AND TO PROHIBIT SOLICITATION ON COUNTY PROPERTY

RESOLUTION #08-061

WHEREAS, citizens, employees and groups request the use of County facilities, rooms and properties for various meetings and activities; and

WHEREAS, Resolution #81-174 established a policy and guidelines for use of County facilities for citizens and groups; and

WHEREAS, the policies and guidelines need to be updated to limit the use of County facilities, rooms and/or properties to meetings and activities deemed appropriate under the policy and guidelines; and

WHEREAS, County facilities, rooms and properties shall not be used by citizens or employees for unlawful purposes, and shall not be used by citizens, employees or groups for the purpose of financial gain; and

WHEREAS, at times private vendors and/or salespersons will enter County facilities attempting to sell their products to County employees and citizens; and

WHEREAS, it is necessary to prohibit private vendors and salespersons from soliciting for financial gain in County facilities and on County property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of County facilities by citizens, employees and groups for lawful meetings and assemblies, provided that they adhere to the modified written guidelines which are attached and incorporated herein.

BE IT FURTHER RESOLVED, that the Facilities Department shall screen requests for use of County facilities, rooms and properties, and provide approval for such, by utilization of guidelines that have been approved by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

BE IT FURTHER RESOLVED, that the soliciting of private vendors and/or salespersons for personal financial gain is prohibited in County Facilities and/or on County property unless approved by a County department.

BE IT FURTHER RESOLVED, that Resolution #81-174, Resolution to Establish a Policy and Guidelines for Use of County Facilities by Citizens and Citizens Groups, is hereby rescinded.

COUNTY SERVICES: Yeas: Nolan, De Leon, Copedge, Soule, Grebner, Severino
Nays: None **Absent:** None **Approved 3/4/08**

GUIDELINES FOR USE OF COUNTY FACILITIES BY CITIZENS, EMPLOYEES AND GROUPS

The purpose of these guidelines is to outline the procedures that need to be taken by a citizen, employee or group, to utilize County facilities and/or property during times when they are not used and are readily available for the purpose of meetings and assemblies. The County of Ingham has adopted a policy to permit use of these facilities, rooms and/or properties, for purposes other than financial gain. It is also the desire of the County that the facilities and/or property are not damaged in any way and that they are left in a neat and tidy condition.

Procedures

1. Obtain a copy of the resolution and these guidelines which authorize citizens, employees and groups to use County facilities, rooms and/or properties.
2. To apply for a reservation of a County facility, room and/or property contact the Facilities Department at (517) 676-7312.
3. Read, review and fill out the form and return to the attention of the Facilities Department. Instructions for deposits or other matters will be noted on the form.
4. Persons not having official business with Ingham County may utilize County facilities for the purpose of meetings or other assemblies in accordance with the following provisions:
 - a) the meeting/assembly is open to the general public;
 - b) the meeting/assembly is for legal purposes;
 - c) the meeting/assembly is supervised by a responsible adult;
 - d) the meeting/assembly has been approved by the Facilities Department;
 - e) reservation for the meeting/assembly has been secured by a deposit in an amount of up to fifty dollars (\$50);
 - f) the liability for any damages to the County facility will be for the entire amount of damages, regardless of the deposit amount; and
 - g) the meeting/assembly is in accordance with any other requirements which may be identified by the Facilities Department.
5. Deposits will be used as a guarantee against damages and as a guarantee that the room will be left in a clean and tidy condition, and also returned to the state in which it was found.
6. An additional non-returnable fee may be charged if that meeting is held at a time which will require that the building be opened by a member of the Facilities Department and, as a result, the Facilities Department incurs costs of overtime and security. Such fees shall not be required if the citizen group is sponsored or supported by an official County department or agency and a representative of which will open the building, remain with the group, and close the building at the termination of the meeting.

7. Animals of any type may not be brought into County buildings, nor tied on the premises of any County facility at the time, without the express written permission of the Facilities Director unless provided by law.
8. Citizens, employees or groups not granted approval to use County facilities, rooms or properties may appeal the decision of the Facilities Department to the County Services Committee.

All checks should be made payable to Ingham County

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

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

TO: Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: September 1 2011

RE: 2012 Health Insurance Letters of Understanding

Attached is a resolution authorizing the changes in the County's health insurance plan/benefits for 2012. The overall PHP cost increase for 2011 is 5.3% and the Health Care Coalition is not recommending any changes to the plan design or the insurance provider (PHP).

The County Administration is recommending increasing the Countywide 2012 "benchmark" by 2% as required in the UAW labor agreement. This benchmark is established by labor agreement and is used to determine the cost allocation between the employees and the County.

These changes need to be included in letters of understanding with each employee labor group and changed for the Managerial and Confidential employees. The labor groups are in the process of approving the agreements.

If you have any questions or wish to discuss, please let me know.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2012 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS

WHEREAS, the Ingham County Health Care Coalition investigated various plan designs and options for the County's health care plan for 2012; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend making any benefit or health insurance provider changes for 2012; and

WHEREAS, the benchmark used to determine the employee's contribution rate is recommended to be increased 2% from the amount used in 2011 in accordance with historical practice and our bargaining agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2012 health insurance options.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended health insurance benefits to the Managerial and Confidential Employees effective January 1, 2012.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised Health Insurance Plan.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the appropriate documents after review 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: September 8, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Budget Adjustment to Complete the Potter Park Zoo Shift Door Replacement-Feline House Project and Entering into a Contract with Laux Construction

Potter Park Zoo keeper staff must shift the big cats from one area to another to perform general cleaning, care and training. To perform these functions staff currently uses an outdated, manual, cable and pulley shift door system from the 1980s. The existing doors frequently require costly repairs due to failure and are a safety issue for the keeper staff and animals.

The Board of Commissioners passed Resolution #64-11 authorizing the addition of the Feline House Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvement for a total of \$65,000.

A Request for Proposal to replace the shift doors was issued by the Purchasing Department, with bids reviewed by staff, and the low bid from Laux Construction of Dansville in the amount of \$114,525 was accepted. An additional \$58,000 is needed to complete the Feline Shift Door project. In order to fund the additional monies needed for the project the Facilities Department has determined the Big Barn Tuck-Point project could be postponed to future years and \$58,000 of the \$90,000 budgeted for the project could be used to complete the Feline Shift Door Replacement Project.

This resolution approves a new total project budget for the Potter Park Zoo Feline Shift Door Replacement in the amount of \$123,000, which includes the base bid from Laux Construction for \$114,525, Clark Trombley Randers engineering fees of \$3,200, and contingency funds of \$5,275.

In addition, the resolution authorizes \$58,000 from the Big Barn Tuck-Point project approved in the 2010 Capital Improvement be transferred to the Shift Door Replacement – Feline House project. The balance of \$32,000 remaining in the Big Barn Tuck-point project will be returned to the Zoo fund balance, thereby canceling the Big Barn Tuck-Point 2010 capital improvement project.

This resolution also authorizes entering into a contract for the replacement of the Feline House Shift Doors in an amount not to exceed \$114,525 with Laux Construction of Dansville, Michigan.

The Zoo Board supported this budget adjustment and contract with Laux Construction with the passage of a resolution at their September meeting. The resolution will run concurrent with the Parks & Recreation Commission's September meeting.

MEMORANDUM

To: County Services and Finance Committees
 From: Jim Hudgins, Director of Purchasing
 Date: September 8, 2011
 Subject: Bid Summary for Shift Door Replacements

Project Description:

Sealed bids were sought from experienced and qualified firms for the purpose of replacing shift doors in the Feline & Primate House at Potter Park Zoo.

The specialized work consists of removing 16 plate metal guillotine style doors and frames, 3 plate metal swing style doors and all associated cabling, pulley systems and drive devices; and installing 16 new high density polymer guillotine style doors and stainless steel frames, 3 high density polymer swing-style doors and galvanized steel support system and associated pneumatic cylinders, air lines and control valves.

Bid Summary:

Vendors contacted: 24 Local: 8
 Vendors responding: 2 Local: 2

Company	Base Bid	Bid Bond	Local
Laux Construction, LLC	\$114,525	Yes	Yes, Dansville
Moore Trospen Construction Co.	\$189,000	Yes	Yes, Holt

This project was rebid as only one responsive bid was received the first time.

Other vendors not bidding:

1. Speed Tech Equipment – Attended pre-bid, but thought project was too complex.
2. Henry Wood Comp – Bid through Moore Trospen.
3. Grand Rapids Machine & Repair – No response.
4. Dimick Machine Repair – Scope of work not in area of expertise.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction in an amount not to exceed \$114,525, who submitted the lowest responsive and responsible bid. Laux, a local Ingham County vendor, is bonded and insured, and has worked for the County on previous projects.

Advertisement:

The Invitation to Bid was advertised in the Lansing State Journal, The Chronicle, numerous construction plan houses, and posted on the Purchasing Department Web Page.

Prevailing Wage:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO COMPLETE THE SHIFT DOOR REPLACEMENT – FELINE HOUSE PROJECT AND ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION

WHEREAS, in February of 2011, the Ingham County Facilities Department recommended the Feline House Shift Door Replacement project be added as a priority item to the 2011 Capital Improvement Budget in the amount of \$65,000 and the Board of Commissioners passed Resolution #64-11 authorizing the addition of the Feline House Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvements; and

WHEREAS, a Request for Proposal for the replacement of the Feline House shift doors was issued by the Ingham County Purchasing Department with low bid from Laux Construction for \$114,525 approved by the Purchasing Department; and

WHEREAS, an additional \$58,000 is needed to complete the Feline Shift Door project; and

WHEREAS, the Facilities Department determined the Big Barn Tuck-Point project could be postponed to future years and \$58,000 of the \$90,000 budgeted for the project could be used to complete the Feline Shift Door Replacement Project.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a new total project budget for the Feline Shift Door Replacement in the amount of \$123,000, which includes the base bid from Laux Construction for \$114,525, Clark Trombley Randers engineering fees of \$3,200, and contingency funds of \$5,275.

BE IT FUTHER RESOLVED, the Board of Commissioners authorizes \$58,000 from the Big Barn Tuck-point project approved in the 2010 Capital Improvement be transferred to the Shift Door Replacement – Feline House project.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the balance of \$32,000 remaining in the Big Barn Tuck-Point project be returned to the Zoo fund balance, thereby canceling the Big Barn Tuck-Point project.

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

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes entering into a contract for the replacement of the Feline House Shift Doors in an amount not to exceed \$114,525 with Laux Construction of Dansville, Michigan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with the Resolution after approval 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: September 8, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing an Amendment to the Agreement Between the City of Lansing and Ingham County for Maintenance of Certain City Parks

The Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail. The City of Lansing has accepted the proposal and their 2011-12 adopted budget assumes that they will contract with the County for these maintenance services.

This resolution authorizes an amendment to the agreement between the City of Lansing and Ingham County for maintenance of certain city parks. Staff from the City of Lansing and Ingham County Parks have determined that Parcel B be removed from the approved list of parks, Reola, Kimberly and Sunset Parks be added, and Wentworth Park and the Gardens at Cooley be removed from the River Trail list of parks. This change does not affect the original number of parks to be maintained.

In addition, the City of Lansing Attorney's office has requested the following clarification language be added to the approved agreement and the Ingham County Parks Department staff concurs with suggested language.

- Section 4 ~ Scope of Work ~ Item F
The County will report any maintenance issues outside of the scope of work to the City.
- Section 8 ~ Snow Removal
The County will, **at a minimum**, comply with...
- Section 9 ~ Payment
 - Add to the end of paragraph #1: The County is responsible for choosing, purchasing and maintaining the equipment.
 - Add to the end of paragraph #2 4th line: ...depreciation schedule unique to each piece of equipment, **based upon straight life depreciation schedule.**
 - Add to the end of paragraph #2: ...new equipment **and the amount of which the equipment is depreciated during that period.**
- Section 21 ~ County Employees
At no time are County employees, officers, officials or agents to be considered employees of the City of Lansing. No employer-employee relationship is intended or created herein.

This contract will now commence on October 1, 2011 and end September 30, 2012, and shall be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term. For the first year of the contract the County shall be compensated in the amount of \$236,000, which includes reimbursement for direct costs and administrative overhead costs. The compensation amount after the first year shall be subject to mutual agreement during the renewal process. The amendment to the contract will specify the agreement may be cancelled by either party upon thirty (30) days written notice.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail; and

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

WHEREAS, the City of Lansing Attorney's office has requested clarification language be added to the approved agreement and the Ingham County Parks Department staff concurs with suggested language; and

WHEREAS, staff from the City of Lansing and Ingham County Parks have determined that Parcel B be removed from the approved list of parks, Reola, Kimberly and Sunset Parks be added, and Wentworth Park and the Gardens at Cooley be removed from the River Trail list of parks, which creates no change in the number of parks to be maintained.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the requested amendments to the agreement.

BE IT FURTHER RESOLVED, that the contract shall commence on October 1, 2011 and end September 30, 2012, and shall be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term.

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

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

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

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

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 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing the Establishment of User Fees for Disc Golf Disc Rental and Replacement at Burchfield Park

The Ingham County Parks Department has constructed a world class disc golf course at Burchfield Park utilizing funds from the approved Capital Improvement Budget of the Parks Department enterprise fund. The facility opened in June of 2011 and is a revenue generating endeavor where disc golf user fees are used to offset operational costs. Staff has determined that providing rental discs for public use will help to promote use of the disc golf course and allow for additional visitor activities while at Burchfield Park.

This resolution authorizes disc golf equipment rental fees for the use of a set of discs at Burchfield Park at \$1.00 per round and a disc replacement fee of \$10.00 per disc for damaged, lost, or stolen equipment, effective September 28, 2011.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF USER FEES FOR
DISC GOLF DISC RENTAL AND REPLACEMENT AT BURCHFIELD PARK**

WHEREAS, the Ingham County Parks Department has constructed a world class disc golf course at Burchfield Park; and

WHEREAS, staff has recommended providing rental discs for the public; and

WHEREAS, providing use of discs to the public will help to promote use of the disc golf course and allow for additional visitor activities while at Burchfield Park.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes equipment rental fees for the use of a set of discs at Burchfield Park at \$1.00 per round, effective September 28, 2011.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a disc replacement fee of \$10.00 per disc for damaged, lost, or stolen equipment, effective September 28, 2011.

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 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Return to the General Fund of Previously Approved Trail Budget funding and Request for funds to Cover the Lake Lansing Park-North Acquisition Project Shortage

This resolution authorizes the transfer of \$164,813.45 to line item 450-75250-973900-5700 to cover a shortage in the Lake Lansing Park-North Acquisition project. In addition, the resolution authorizes the return of \$165,614.55 in previously approved trail funds to the general fund.

In the 2006 Parks Department Capital Improvement Budget, the Board of Commissioners approved \$158,500 to provide matching funds for a Michigan Natural Resources Trust Fund Grant application for a portion of the Heart of Michigan Trail known as the Lake Lansing to Park Lake road segment. In the 2007 Parks Department Capital Improvement Budget the Board of Commissioners approved \$180,000 of funding for the Heart of Michigan Trail Right of Way Acquisition Design & Engineering.

The Board of Commissioners approved a project agreement in 2007 (Resolution #07-276) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to develop the Lake Lansing Trail non-motorized pathway between Lake Lansing and Park Lake Road with matching funds in the amount of \$158,500. This resolution also identified the total project cost of \$982,496 for the Lake Lansing to Park Lake Road trail, including the County matching funds of \$158,500, \$119,000 Meridian Township matching funds, a \$346,696 Michigan Natural Resources Trust Fund grant and a \$358,300 Michigan Department of Transportation grant.

The inability to attain easements for the construction of the trail has prohibited continuance of sections of the trail project and portions of the previously approved matching funding have been returned to the County (Resolutions #11-158 & #11-159).

In 2009 the Board of Commissioners approved an agreement (Resolution #09-296) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North with Ingham County matching funds in the amount of \$25,000. Due to an error by staff in interpreting the information provided by the Michigan Department of Natural Resources regarding reimbursement for the purchase of the property at Lake Lansing Park-North \$164,813.45 in additional funding is now necessary to complete the reimbursement to the County.

The \$157,575 balance of the previously approved matching funds for the Lake Lansing to Park Lake Road trail project are no longer needed for the project and it has been determined the \$172,853 balance of the previously approved Heart of Michigan Trail Right of Way Acquisition Design & Engineering funds are no longer needed. The Parks & Recreation Commission has been advised of the potential risks associated with withdrawing from a Michigan Department of Natural Resources Trust Fund Grant agreement.

Additionally, this resolution authorizes Parks staff to begin the process of canceling the project agreement with the Michigan Department of Natural Resources Trust Fund for grant #TF06-020 and consult with the County Attorney on how to proceed with easements that have been gained for the above Lake Lansing Trail project.

The Parks & Recreation Commission supported this budget adjustment with the passage of a resolution at their August 2011 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A RETURN TO THE GENERAL FUND OF PREVIOUSLY APPROVED TRAIL BUDGET FUNDING AND REQUEST FOR FUNDS TO COVER THE LAKE LANSING PARK-NORTH ACQUISITION PROJECT SHORTAGE

WHEREAS, in the 2006 Parks Department Capital Improvement Budget, the Board of Commissioners approved \$158,500 to provide matching funds for a Michigan Natural Resources Trust Fund Grant application for a portion of the Heart of Michigan Trail known as the Lake Lansing to Park Lake road segment; and

WHEREAS, in the 2007 Parks Department Capital Improvement Budget the Board of Commissioners approved \$180,000 of funding for the Heart of Michigan Trail Right of Way Acquisition Design & Engineering; and

WHEREAS, in 2007, the Board of Commissioners approved a project agreement (Resolution #07-276) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to develop the Lake Lansing Trail non-motorized pathway between Lake Lansing and Park Lake Road with matching funds in the amount of \$158,500; and

WHEREAS, in 2007, the Board of Commissioners approved a project agreement (Resolution #07-276) identifying the total project cost of \$982,496 for the Lake Lansing to Park Lake Road trail, including the County matching funds of \$158,500, \$119,000 Meridian Township matching funds, a \$346,696 Michigan Natural Resources Trust Fund grant and a \$358,300 Michigan Department of Transportation grant; and

WHEREAS, in 2009, the Board of Commissioners approved an agreement (Resolution #09-296) with the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park-North with Ingham County matching funds in the amount of \$25,000; and

WHEREAS, the inability to attain easements for the construction of the trail prohibited continuance of sections of the trail project and portions of the previously approved matching funding have been returned to the County; and

WHEREAS, due to an error by staff in interpreting the information provided by the Michigan Department of Natural Resources regarding reimbursement for the purchase of the property at Lake Lansing Park-North \$164,813.45 in additional funding is now necessary to complete the reimbursement to the County; and

WHEREAS, the \$157,575 balance of the previously approved matching funds for the Lake Lansing to Park Lake Road trail project are no longer needed for the project; and

WHEREAS, the \$172,853 balance of the previously approved Heart of Michigan Trail Right of Way Acquisition Design & Engineering funds are no longer needed; and

WHEREAS, the Parks & Recreation Commission has been advised of the potential risks associated with withdrawing from a Michigan Department of Natural Resources Trust Fund Grant agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes \$164,813.45 be transferred from the Parks Capital Improvement Budget to line item 450-75250-973900-5700 to cover the Lake Lansing Park-North Acquisition project shortage.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the return of \$165,614.55 to the general fund.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes Parks staff to begin the process of canceling the project agreement with the Michigan Department of Natural Resources Trust Fund for grant #TF06-020 and consult with the County Attorney on how to proceed with easements that have been gained for the above Lake Lansing Trail project.

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

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Discounted Soldan Dog Park Entrance Fees for Owners of Service Animals

The Soldan Dog Park, a City of Lansing Dog Park, is located within the City of Lansing's Scott Woods Park, with entrances through both Scott Woods Park and Hawk Island County Park. The Ingham County Parks Department, under agreement with the City of Lansing, is responsible for setting fees for the electronic gate system at Soldan Dog Park.

The current user fee for the Soldan Dog Park is \$30 for a twelve month pass, and \$15 for Student/Senior (60+) and Veteran's twelve month pass. Many users of the Soldan Dog Park that rely upon service animals also face a financial hardship when paying the user fee for the Dog Park. The Soldan Dog Park Task Force has recommended offering a discounted entrance fee to owners of service animals for the Soldan Dog Park.

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

This resolution authorizes a discounted Soldan Dog Park service animal owner annual pass fee of \$15.00, effective September 28, 2011.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING DISCOUNTED SOLDAN DOG PARK ENTRANCE FEE
FOR OWNERS OF SERVICE ANIMALS**

WHEREAS, the Soldan Dog Park, a City of Lansing Dog Park, is located within the City of Lansing's Scott Woods Park, with entrances through both Scott Woods Park and Hawk Island County Park; and

WHEREAS, the Ingham County Parks Department, under agreement with the City of Lansing, is responsible for setting fees for the electronic gate system at Soldan Dog Park; and

WHEREAS, the current user fee for the Soldan Dog Park is \$30 for a twelve month pass, and \$15 for Student/Senior (60+) and Veteran's twelve month pass; and

WHEREAS, many users of the Soldan Dog Park that rely upon service animals also face a financial hardship when paying the user fee for the Dog Park; and

WHEREAS, the Soldan Dog Park Task Force has recommended offering a discounted entrance fee to owners of service animals for the Soldan Dog Park.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a discounted Soldan Dog Park service animal owner annual pass fee of \$15.00, effective September 28, 2011.

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 25, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Amendment of the 2011 Potter Park Capital Improvement Budget

This resolution authorizes the following projects be removed from the Potter Park Zoo approved 2011 Capital Improvement Project list:

- the Seed Eater Winter Holding Building
- the Outdoor Bird Holding Project
- the Red Panda Renovation Project

Additionally, this resolution authorizes the \$125,000 approved for the Seed Eater Winter Holding facility, \$10,000 for the Outdoor Bird Holding project, and \$10,000 for the Red Panda renovation project be transferred to the Potter Park Zoo Millage Fund Balance.

In the approved 2011 Potter Park Zoo Capital Improvement Budget \$125,000 was budgeted to construct a holding facility for the birds in the Wings from Down Under exhibit. After preliminary plans were developed for the Seed Eater Winter Holding Building and cost estimates received it was determined it would be more cost effective to continue to rent birds for the exhibit and not construct a permanent holding facility.

In the approved 2009 Capital Improvement Budget \$10,000 was budgeted for an Outdoor Bird Holding Project that is no longer needed. Additionally, in the approved 2010 Capital Improvement Budget \$10,000 was budgeted for the renovation of the Red Panda Exhibit which is no longer deemed necessary.

It is the recommendation of Zoo staff to cancel these three projects and return the approved funds to the Potter Park Zoo Millage Fund Balance.

This budget amendment was supported by the Zoo Board and the Parks and Recreation Commission with the passage of a resolution at their August 2011 meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT OF THE
2011 POTTER PARK CAPITAL IMPROVEMENT BUDGET**

WHEREAS, in the approved 2011 Potter Park Zoo Capital Improvement Budget \$125,000 was budgeted to construct a holding facility for the birds in the Wings from Down Under exhibit; and

WHEREAS, after preliminary plans were developed for the Seed Eater Winter Holding Building and cost estimates received it was determined it would be more cost effective to continue to rent birds for the exhibit and not construct a permanent holding facility; and

WHEREAS, in the approved 2009 Capital Improvement Budget \$10,000 was budgeted for an Outdoor Bird Holding Project that is no longer needed; and

WHEREAS, in the approved 2010 Capital Improvement Budget \$10,000 was budgeted for a Renovation of the Red Panda Exhibit which is no longer deemed necessary; and

WHEREAS, it is the recommendation of Zoo staff to cancel these three projects and return the approved funds to the Potter Park Zoo Millage Fund Balance; and

WHEREAS, this amendment was supported by the Zoo Board and the Parks and Recreation Commission with the passage of a resolution at their August 2011 meetings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Seed Eater Winter Holding Building, the Outdoor Bird Holding, and Red Panda Renovation projects be removed from the Potter Park Zoo approved 2011 Capital Improvement Project list.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the \$125,000 approved for the Seed Eater Winter Holding facility, \$10,000 for the Outdoor Bird Holding project, and \$10,000 for the Red Panda Renovation be transferred to the Potter Park Zoo Millage Fund Balance.

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

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 30, 2011
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Budget Adjustment to the Potter Park Zoo
2011 Capital Improvement Rhino Project

In 2009 planning began for the construction of a new Black Rhinoceros exhibit at the Potter Park Zoo and Board of Commissioners Resolution #10-219 approved a total project cost of \$1,522,134. It has been determined there is a project cost over run which will not exceed \$11,130 due to unforeseen costs associated with the separation of sanitary and storm sewers to meet requirements of the Combined Sewer Overflow Control Program being implemented by the City of Lansing. These unforeseen costs resulted in expenditures that contributed to the \$11,130 cost overrun. The Sewer Overflow Control Program also caused a project delay, resulting in a Delay of Project Fee of \$16,505 due to Granger Construction.

This resolution authorizes a transfer of \$20,000 from the Potter Park Zoo 2011 approved budget contingency line item 258-69200-969220 and \$7,635 from the maintenance supply line item 258-69200-740000-30000, funded by the Potter Park Zoo Millage, to the Potter Park Zoo Rhino Project line item 258-69900-977000-0714Z to complete the Black Rhino exhibit.

In addition, this resolution authorizes an increase in the total project costs from \$1,522,134 to \$1,549,769 and an increase in the Granger Construction contract in a total amount not to exceed \$1,335,826 along with an increase in the contract with Ehresman Associates in a total amount not to exceed \$154,000.

This resolution was supported by the Zoo Board and the Parks & Recreation Commission with the passage of a resolution at their August meetings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A BUDGET ADJUSTMENT TO THE POTTER PARK ZOO
2011 CAPITAL IMPROVEMENT RHINO PROJECT**

WHEREAS, in 2009 planning began for the construction of a new Black Rhinoceros exhibit at the Potter Park Zoo; and

WHEREAS, Board of Commissioners Resolution #10-219 approved a total project cost of \$1,522,134; and

WHEREAS, there is a project cost over run which will not exceed \$11,130; and

WHEREAS, unforeseen costs associated with the separation of sanitary and storm sewers to meet requirements of the Combined Sewer Overflow Control Program being implemented by the City of Lansing resulted in expenditures that contributed to the \$11,130 cost overrun; and

WHEREAS, the Sewer Overflow Control Program also caused a project delay, resulting in a Delay of Project Fee of \$16,505 due to Granger Construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a transfer of \$20,000 from the Potter Park Zoo 2011 approved budget contingency line item 258-69200-969220 and \$7,635 from the maintenance supply line item 258-69200-740000-30000, funded by the Potter Park Zoo Millage, to the Potter Park Zoo Rhino Project line item 258-69900-977000-0714Z to complete the Black Rhino exhibit.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the total project costs from \$1,522,134 to \$1,549,769.

BE IT FURTHER RESOLVED, that the Board authorizes an increase in the Granger Construction contract in a total amount not to exceed \$1,335,826 and an increase in the contract with Ehresman Associates in a total amount not to exceed \$154,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the necessary contract amendments, subject to approval as to form by the County Attorney.

MEMO

Date: September 1, 2011
To: County Services Committee
From: Willis Bennett
Re: Hiring freeze waiver request

This is to request a hiring freeze waiver for the Zoo Director position at Potter Park. The current Director is retiring in January of 2012. With the upcoming AZA (Aquarium & Zoological Association) accreditation in 2012, it is imperative that we have a Director in place to assist with the process.

Zoo staff is working with the Zoo Board and Human Resources to update the job description and are prepared to move forwards with advertising and interviewing for the position.

TO: County Services Committee
FROM: Mary A. Lannoye
DATE: September 15, 2011
SUBJECT: Request to Hire the Human Resources Director at Step 5

Pursuant to section B6 of the Managerial and Confidential Employee Personnel Manual (MCF), I am hereby requesting approval to start the new Human Resources (HR) Director at Step 5 of the grade MCF 12 pay scale. I have made an employment offer to Travis Parsons, contingent upon approval of the County Services Committee.

In addition to my Controller duties, I have served as the Acting HR Director since mid-April. The main purpose of my double duty was so that I could gain an exact understanding of the type of person the County needs to hire. I personally screened every application and resume. I set up an interview panel that consisted of Allan Spyke, Jill Rhode, and David Easterday. We interviewed five candidates and narrowed our search. After interviewing the final two candidates I strongly believe that Travis Parsons should be our new HR Director.

Mr. Parsons has over 25 years of managerial experience and 12 years in public sector HR positions. His public sector HR experience includes 9 years with Ottawa County and the last 3 years with the City of Tallahassee. Mr. Parsons has agreed to accept the position but only if we offered him step 5 (\$82,015). Please note that this is a \$16,000 pay cut from his current salary. Please also note that if he were to start at step 1 of the our pay grade, the salary would actually be five hundred dollars less than the salary he earned when he occupied the number 2 HR position in Ottawa County 4 years ago.

I have fielded several questions about the appropriate pay grade of the HR position. Summarized below is the most recent history of the position's pay grade.

- 1999 RYE Study—HR Director was upgraded to MCF 15
- 2007—Upon retirement of HR Director and the appointment of Tony Lindsey— downgraded to MCF 12
- 2008—Employee Benefits functions transferred to HR—Director upgraded to MCF 13
- 2009—Employee Benefits functions transferred to Financial Services—Director redlined and position downgraded to MCF 12

To put into perspective the pay grade, please note the classification of the following MCF positions within the Controller's Office:

Position	Grade	Range
Deputy Controller	15	\$85,145-102,200
MIS Director	B	\$94,286-113,172
Director Financial Services	14	\$78,756-94,530
Director Budget	13	\$73,099-87,739
Director Facilities	12	\$68,331-82,015
Director Purchasing	11	\$63,641-76,389
Economic Development	10	\$58,928-70,732

Other comparables include Equalization Director MCF 14, Parks Director MCF 14, Fair Director MCF 12, and Animal Control Director MCF 11.

The MCF Plan requires the approval of the County Services Committee to start any new hires above step 1. Almost all of the collective bargaining agreements allow more flexibility, such as the ability to start a new hire at step 2 with the approval of the HR Director. Internal promotions move to the step within the pay grade that provides at least a 5% pay increase.

During these tough budget times, it is imperative that we have a strong Human Resources Department. Mr. Parsons' experience makes him the ideal choice to assist us during this unprecedented period. I believe Mr. Parsons' experience justifies placing him at step 5. I am requesting your support so that we can fill the position as soon as possible.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING PASTOR AARON MILTON AND
ELECT LADY, EVANGELIST VIRGIE MILTON**

WHEREAS, Chaplin Aaron Milton was hired at the Fisher Body Car Plant where he faithfully served as a dedicated employee for over 35 years and continued his education endeavors; and

WHEREAS, in 1983, he founded and organized the Jesus of Nazareth Church of God in Christ, where he serves as Pastor, he was responsible for the establishment of the first African American Pastor in Holt, and in 1989 was appointed General Motor's first full-time paid UAW Chaplain; and

WHEREAS, Elect Lady, Evangelist Virgie Milton is the Assistant Pastor of Jesus of Nazareth COGIC, District Missionary of Central District, under the leadership of her husband Administrative Assistant Superintendent Aaron Milton, she has served in the ministry over forty years; and

WHEREAS, she has traveled from State to State preaching the gospel, she is a founding member of the SW MI 4th Ecclesiastical Jurisdiction, where she serves as the President of the State workers; President of the State YWCC; Advisory and Executive cabinet member to the State Supervisor Mother Mary Jane Walton, and was appointed by Bishop Fred Lewis as a member of his Finance Committee; and

WHEREAS, Pastor Milton is known for his sweet, kind personality and his willingness to put others before himself, he continues to serve as a Volunteer Chaplain at the Ingham County Sheriff's Office, Lansing Police Department/Lansing Keep the Peace and Stop the Silence Partner, Lansing Pastor's Council, Community Pastor, serves at the hospital and renders volunteered services at non-denominational ministries, Superintendent of the Central District and the Administrative Assistant of the 4th Ecclesiastical Jurisdiction Southwest, where he serves directly under the Bishop; and

WHEREAS, the Jesus of Nazareth Church of God in Christ, Central District of the Fourth Ecclesiastical Jurisdiction will be honoring Administrative Assistant Aaron Milton and District Missionary Virgie Milton, for their heroic volunteerism for over forty years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Pastor Aaron Milton and Elect Lady Virgie Milton for their unselfishness, dedication and the countless hours they have devoted to serving the community and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation and wishes them continued success in the years to come.