

CHAIRPERSON  
DALE COPELGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE  
DIANNE HOLMAN, CHAIR  
ANDY SCHOR  
MARK GREBNER  
VICTOR CELENTINO  
DEBBIE DE LEON  
DON VICKERS

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 4, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 20, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
  - a. Fair Board
  - b. Historical Commission
2. Treasurer - Resolution to Transfer All Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
3. Purchasing - Resolution to Authorize a Contract with [Presort Services, Inc.](#)
4. Department of Transportation and Roads - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Department of Transportation and Roads
5. Health Department - Resolution to Authorize the Reclassification of a Community Health Representative III (Position #601177) to a Community [Health Representative IV](#)
6. Controller's Office
  - a. Resolution Approving Various [Contracts](#) for the 2013 Budget Year
  - b. Resolution Authorizing the Controller to Make Year End [Budget Adjustments](#) and to Amend the 2013 Parks Budget
7. Board of Commissioners - Resolution Honoring [Dr. Martin Luther King, Jr.](#)
8. Housing Commission/CDBG - Resolution to Transfer the Community Development [Block Grant](#) Program to the Treasurer's Office

9. Potter Park Zoo - Resolution Authorizing the Establishment of a **Curator** Position at the Potter Park Zoo
10. Human Resources
  - a. Resolution Approving Modifications to the 2013 Managerial and Confidential **Personnel Manual**
  - b. Resolution Authorizing Establishing **Uniform Transfer** Provision
11. 55<sup>th</sup> District Court - Resolution Approving a Reorganization (*Materials to be Distributed at a Later Date*)

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  
November 20, 2012  
Minutes

Members Present: Dianne Holman, Mark Grebner, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: Andy Schor

Others Present: Becky Bennett, Board Chairperson Copedge, Mary Lannoye, Travis Parsons, Paula Jackson, Renée Branch Canady, Debbie Edokpolo, Charles Goeke, Sandra Dargatz, Amy Ostrander, Michael Ashton, Willis Bennett, Jim Hudgins, Mike Pathfinder, Bill Conklin, Peter Atkins, Perry Comstock, Bonnie Gurzenda, George Orban, and others.

The meeting was called to order by Chairperson Holman at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 8, 2012 Minutes

The November 8, 2012 Minutes were approved as amended:

Page 3, Item 6, 4<sup>th</sup> Paragraph, 1<sup>st</sup> sentence change ‘will’ to ‘had not’ and ‘notify’ to ‘notified’:  
Comm. De Leon expressed her concern that the County ~~will~~ **had not** formally ~~notify~~ **notified** the City of Lansing of these contract changes.

Page 4, Item 7b, 2<sup>nd</sup> Paragraph, 1<sup>st</sup> sentence add ‘if’ after asked and change has to ‘would have’:  
Comm. De Leon asked **if** changing the fence ~~has~~ **would have** an effect on the Grant.

Additions to the Agenda

1. Pulled - Parks Commission – Interviews
1. Late – Youth Commission – Interviews
5. Substitute – Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to Better health Grant.
- 6b. Substitute - Resolution Approving the Model Open Space Permanent Conservation Easement Deed as the Mechanism to Enforce and Restrict Ingham County Open Space Properties
- 12c. Late – Resolution Honoring Ronald J. Weesies, Vevay Township Supervisor
- 12d. Late – Resolution Honoring Dale Ruttan, Vevay Township Trustee

Limited Public Comment

None.

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

4. Animal Control - Request Waive the Hiring Freeze and Delay on a Vacant Redemption/Clerk/Dispatcher Position and to Allow for Back Filling of the Position
  
6. Farmland and Open Space Preservation Board
  - a. Resolution Approving Proceeding to Close on the Open Space Conservation Easement Deed for the Kirk Melhaff and Wendy Villareal Property
  
8. Facilities
  - a. Resolution Authorizing an Amendment to Resolution #10-353 with GAV Associates to Provide Architectural & Engineering Services for Renovations to the Ingham County Family Center
  - b. Resolution Authorizing an Amendment to Resolution #12-150 with GAV Associates, Inc. to Write Up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center
  
- i. Management Information Services - Resolution to Authorize the Purchase of a Full Security Suite for the County IT Network from Sophos
  
- ii. Department of Transportation and Road
  - a. Resolution to Approve Proposed Ingham County Road and Bridge Projects for Submission to Tri-County Regional Planning Commission to be Considered for Inclusion in the 2014 – 2017 Tri-County Regional Transportation Improvement Plan
  - c. Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads
  
11. Parks Department
  - a. Resolution Authorizing a Contract with Oak Construction Corporation for Roof Replacement on the Lake Lansing Boat Launch Restroom
  - b. Resolution Entering into a Lease Agreement with the Michigan Department of Natural Resources for use of the Bunker Road Landing as a Canoe Launch
  
12. Board of Commissioners
  - c. Resolution Honoring Ronald J. Weesies, Vevay Township Supervisor
  - d. Resolution Honoring Dale Ruttan, Vevay Township Trustee

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

1. Youth Commission - Interviews

The Committee interviewed Peter Atkins for the Youth Commission Advisory Board. There are up to 18 vacancies.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DE LEON, TO APPOINT PETER ATKINS TO THE YOUTH COMMISSION ADVISORY BOARD.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

2. Historical Commission – Interviews

The Committee interviewed Perry Comstock, Bonnie Gurzenda and George Orban for the Historical Commission Advisory Board. Sandy Perry was absent from the interview. There is 1 vacancy.

Comm. Vickers questioned who appoints the applicants because the applicant summaries are sometimes different. Ms. Bennett explained that when the Advisory Boards were established so was the appointing authority. The Committee discussed Liaison Committee recommendations, appointment authority and state law. Comm. Grebner suggested a review of the appointing authority and making them uniform where possible.

3. Fair Board - Resolution Approving the Appointment of Sandra Dargatz as the Manager of the Ingham County Fair

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION APPROVING THE APPOINTMENT OF SANDRA DARGATZ AS THE MANAGER OF THE INGHAM COUNTY FAIR.

Mr. Goeke introduced Ms. Dargatz who is being considered for the appointment as the Ingham County Fair Manager. Comm. Holman disclosed that she was part of the interview process and is impressed with Ms. Dargatz's ideas and credentials.

Ms. Dargatz introduced herself and provided her background and experience. Comm. De Leon asked if she had experience marketing events. Ms. Dargatz answered yes and provided examples. Chairperson Holman asked if she had Fair experience. Ms. Dargatz described her participation with the Ingham County 4-H as a child. Comm. Vickers asked if she has experience with horses. Ms. Dargatz described her Grandparent's farm.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

5. Health Department - Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to Better Health Grant

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) TO IMPLEMENT THE MICHIGAN PATHWAYS TO BETTER HEALTH GRANT.

Dr. Branch Canady explained that this is a three-year Health Care Innovation grant funded by the US Department of Health and Human Services Centers for Medicaid and Medicare. The Michigan Public Health Institute in collaboration with the State receives the funding and the County contracts through them. She further explained the funds will be used to target adult Medicaid or Medicare beneficiaries who have chronic health conditions. The goal is to decrease costs by keeping individuals out of emergency rooms through primary care services.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

6. Farmland and Open Space Preservation Board

- b. Resolution Approving the Model Open Space Permanent Conservation Easement Deed as the Mechanism to Enforce and Restrict Ingham County Open Space Properties

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION APPROVING THE MODEL OPEN SPACE PERMANENT CONSERVATION EASEMENT DEED AS THE MECHANISM TO ENFORCE AND RESTRICT INGHAM COUNTY OPEN SPACE PROPERTIES.

The Committee discussed what is and what is not allowed in the model conservation easement, extracting limited hydrocarbons and eminent domain. Ms. Byers noted that the integrity of the easement restrictions is purposefully strict in order to preserve the land into the future. She cautioned that entering into a conservation easement agreement should not be taken lightly and great care is taken when explaining the restrictions on the deed. The Committee discussed natural resources.

Ms. Byers explained the difference between the farmland and open space easement and a permanent conservation easement.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

10. Department of Transportation and Road

- b. Resolution to Approve a Second Party Agreement with MDOT and a Third Party Agreement with the City of Lansing for the Ingham County Department of Transportation and Roads in Relation to a Federally Funded Safety Project at the Intersection of Willoughby Road & Cedar Street, City of Lansing and Willoughby Road & Aurelius Road, Delhi Township

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT WITH MDOT AND A THIRD PARTY AGREEMENT WITH THE CITY OF LANSING FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS IN RELATION TO A FEDERALLY FUNDED SAFETY PROJECT AT THE INTERSECTION OF WILLOUGHBY ROAD & CEDAR STREET, CITY OF LANSING AND WILLOUGHBY ROAD & AURELIUS ROAD, DELHI TOWNSHIP.

Mr. Conklin explained that the Department of Transportation and Roads was awarded a grant to install a new traffic signal which is under the city of Lansing's jurisdiction. He stated the projects must demonstrate a need for safety and pointed out the funding is explained in the memo.

Mr. Conklin described the collaboration with the Michigan Department of Transportation and the City of Lansing. He stated that the city of Lansing agreed to signal modernization and ADA compliance.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

- a. Resolution to Approve Proposed Ingham County Road and Bridge Projects for Submission to Tri-County Regional Planning Commission to be Considered for Inclusion in the 2014 – 2017 Tri-County Regional Transportation Improvement Plan

Discussion only - This is included in the Consent Agenda

Mr. Conklin described how federal funds are administered and the development of the Transportation Improvement Plan (TIP) is initiated by the Tri-County Regional Planning Commission (TCRPC). He explained that current road needs far outweigh available federal and state funding therefore the TCRPC typically submits several more projects than what is expected to be funded while Michigan Department of Transportation tries to maximize funding. Mr. Conklin described the required procedures and merit to secure funding. The Committee discussed the number of seats the County has on the TCRPC Board along with the cost. Chairperson Holman and Comm. McGrain suggested that a Commissioner from the County Services Committee occupy one of the seats on the TCRPC Board. Comm. De Leon questioned the Willow Road long range plan (LRP) because there is no explanation. Mr. Conklin explained that is a long range plan, estimating years 2018 or 2019, to convert the road to three lanes.

- d. Commissioner Training (Discussion Item Only)

Chairperson Holman stated that after conversations with Sue Pigg, TCRPC it was agreed that the Commissioners could attend a TCRPC orientation. She noted that Ms. Pigg was so fond of the idea she is considering inviting Eaton and Clinton County Commissioners as well. The plan is that the Commissioners can get a general understanding of roads then each County can independently further their education. Comm. De Leon recognized that MSU extension trains newly elected commissioners suggesting there may be another department that could provide roadway education. Mr. Conklin suggested attending the CRAM meeting in the spring plus CRAM always has brochures. Comm. Grebner suggested a special meeting at the Department of Transportation and Roads. The Committee discussed mandatory attendance and/or a special meeting.

The Committee agreed that having a special meeting at the Road Commission and attending a Tri-County orientation would be helpful. Mr. Conklin invited the Commissioners to tour the Road Commission stating if they make an appointment he would be happy to give the tour.

Mr. Conklin provided two handouts: Letter from Mr. Paul Hamilton, City of Lansing and Moore's River Drive/Mt Hope/Waverly/Old Lansing Non-Motorized Project. He stated that no action is required tonight; however, wanted the Commissioners to be aware of the project because it will be coming up in a couple of months. He pointed out the County and city boundaries and overviewed the funding and scope of work. Mr. Conklin advised the Committee that his response was that this information is putting the cart before the horse because it needs to be reviewed by TCRPC then go before the full Board to be approved or rejected. Comm. Celentino noted that previously Lansing Township did not approve of this plan. Mr. Conklin mentioned the Lansing Township Board is changing. The Committee briefly discussed the plans. Chairperson Holman thanked Mr. Conklin for the information.

Board Chairperson Copedge asked if Mr. Conklin responded to the individual who brought pictures and expressed his concerns at the Full Board meeting. Mr. Conklin answered yes, acknowledging there were some good ideas and he explained why other suggestions could not be done. Mr. Conklin stated he copied Ms. Bennett on the email responding to the individual so she could forward it to the Committee.

#### 7. Purchasing - Living Wage Policy (Discussion Item Only)

Chairperson Holman referenced St. Vincent's request to be exempt from the living wage policy and wanted to review the resolution and explore the Committee's opinion on exemptions for non-profits.

Comm. De Leon noted that the living wage policy has not been a problem for other non-profit agencies. She stated that one agency should not be treated special and should be held accountable just as everyone else is. She reminded the Committee that St. Vincent asked for a permanent exemption and labor was opposed to that. Additionally, they promised to work toward a goal and to her knowledge they have not made progress.

Comm. Celentino pointed out the policy states if there is a hardship to come before the Committee and that is what St. Vincent's did. They followed policy procedure and they have the right to do that. He noted that other non-profits may not have had or do not have a hardship. He suggested a progress follow-up. Comm. De Leon noted this has been going on for years. Comm. Celentino stated that they were making progress and at the last County Services meeting a two-year exemption was approved, in addition to, asking for a progress report.

Comm. Grebner stated that it would not make sense to change the resolution when this only applies to St. Vincent.

The Committee discussed the living wage, typical non-profit compensation, disproportionate compensation within a non-profit in order to comply with policy, in addition to, attracting and retaining employees. Comm. De Leon and Comm. Grebner questioned if St. Vincent wants to make progress because it will complicate their wage structure. Comm. Celentino suggested having a conversation with St. Vincent to see what progress has been made.

The Committee agreed not to make changes to the resolution.



12. Board of Commissioners

- a. Resolution Authorizing Commissioner Compensation for 2013 and 2014

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION FOR 2013 AND 2014.

Comm. Grebner stated his opposition to this resolution. He expressed his concern that although Commissioners do not accept the position for the money the compensation should be desirable to attract qualified individuals, reduce turnover and generate competition during the election. Comm. De Leon stated that may be correct; however, because the employees are being asked to take less she can not support an increase for the Commissioners. Comm. Grebner pointed out that the Commissioners' increases have lagged behind the employees.

MOTION CARRIED with Comm. Grebner Voting "no". Absent: Comm. Schor

- b. Resolution Amending the Board Rules

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AMENDING THE BOARD RULES.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO AMEND THE RESOLUTION SECTION II, CHAIRPERSON, ITEM B DUTIES, 5<sup>TH</sup> AND LAST SENTENCE ADD "VOTING" BEFORE MEMBER, AS FOLLOWS:

**B. DUTIES.** The Chairperson (and during his/her absence the Vice-Chairperson) shall preside at all meetings of the Board, and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the Chairperson shall appoint all standing and special Committees, subject to the approval by a majority of all members of the Board. The Chairperson shall arbitrate all jurisdictional disputes between Committees, subject to these rules and subject to appeal to the Board. The Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Chairperson shall not have the right to vote on any Committee except where he/she is expressly named a voting member of that Committee. The Vice-Chairperson Pro-Tem shall assume the duties of the Vice-Chairperson when the Vice-Chairperson is serving as the Chairperson. **The Vice-Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Vice-Chairperson shall not have the right to vote on any Committee except where he/she is expressly named a voting member of that Committee.**

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Schor

Comms. De Leon and Celentino expressed their concern of the length of the Law Enforcement and Judiciary meetings stating that are in favor of keeping the five Committees and therefore will be voting no. Board Chairperson Copedge stated that although he can not vote he is also in favor of keeping the five Committees. Chairperson Holman compared the Law & Courts to the County Services meeting stating she can see how it would work. Comm. Grebner suggested over the next two years consideration should be given to dividing the County Services meeting because it is lengthy.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comms. De Leon and Celentino Voting “no”. Absent: Comm. Schor

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 8:01 p.m.

Respectfully submitted,

Julie Buckmaster

## DECEMBER 4, 2012 COUNTY SERVICES MEETING STAFF REVIEW SUMMARY

### ACTION ITEMS

The Controller recommends approval of the following action items:

2. Treasurer - *Resolution to Transfer all Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority.*

This is the annual resolution to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority. Under Public Act 123 of 1999, MCL 211.78m (7), "If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property." The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

3. Purchasing - *Resolution to Authorize a Contract with Presort Services, Inc.*

The resolution authorizes a 3-year contract with an option to renew for 2 additional years. Proposals were received and Presort Services was the low bid and are a local vendor.

4. Department of Transportation and Roads - *Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads.*

The resolution approves 4 special permits.

5. Health Department - *Resolution to Authorize the Reclassification of a Community Health Representative III (Position #60177) to a Community Health Representative IV.*

This reclassification will allow for the coordination of activities for the Sealant Program between the schools and the Health Department's Community Health Centers. This position will coordinate the schedule for the Sealant Program; conduct billing, follow-up with billing, collect and process permission slips, and follow-up and document Sealant Program PA 161 activity to the State of Michigan. This reclassification has been discussed with Human Resources and the UAW TOPS union and both parties concur. As part of the 2012-13 Public Health Services Comprehensive Agreement with MDCH, the Health Department was awarded \$20,000 to provide expanded oral health services. These funds are not currently included in the 2013 Budget. Cost to implement this reclassification is approximately \$2,773. The Public Health Services Comprehensive Agreement for 2012-13 will cover these increased costs. This is a filled position and the reclassification will be effective December 17, 2012.

6(a). Controller's Office - *Resolution Approving the Various Contracts for the 2013 Budget Year.*

This resolution will approve the attached list of contracts for the 2013 budget year. The list consists only of contracts that are included in the 2013 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees. Please see the attached memorandum for further details.

6(b). Controller's Office - *Resolution Authorizing the Controller to Make Year End Budget Adjustments and the Amend the 2013 Parks Budget.*

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2012 Budget. One notable adjustment that will be necessary is an increase in the general fund appropriation to the Community Health Center Network Fund (511). This fund is currently projecting a deficit of approximately \$800,000. A sufficient surplus is projected in the Health Fund (221) to cover this shortfall. This resolution will authorize any necessary adjustments in general fund appropriation between the two funds.

8. Housing Commission/Community Development Block Grant (CDBG) - *Resolution to Transfer the Community Development Block Grant Program to the Treasurer's Office.*

The Housing Commission responsibilities have traditionally included management of Carriage Lane Apartments, Section 8 housing vouchers, and the County's CDBG program. Upon the retirement of the long-time Housing Commission Director, Bruce Johnston, the Commission recommended that CDBG functions be transferred to the County. This resolution formalizes that recommendation and establishes the CDBG Coordinator position in the Treasurer's Office. This would allow the CDBG to more closely coordinate their efforts with the Land Bank Authority.

9. Potter Park Zoo - *Resolution Authorizing the Establishment of a Curator Position at the Potter Park Zoo.*

Currently the Zoo's Veterinarian also serves as the curator. The AZA has strongly recommended that in order to maintain the Zoo's accreditation that these duties should be split into two positions. This resolution would establish the Curator position within the Teamsters 580 bargaining unit. Funds are available within the Zoo budget due to recent organization changes including the Zoo Society sharing in the cost of the Director.

10(a). Human Resources - *Resolution Authorizing Amendments to the 2013 Managerial & Confidential Compensation Plan (MCF) and Adopting MERS Resolutions Approving Adjustments in the Employee's Contribution to their Pension Plan.*

This resolution would amend the recently approved MCF plan by lowering the increase in the employee's contribution to their MERS defined benefit plan from 1.8% to 1.2%. The 1.2% would match the increase authorized in the recently approved MAP agreement. The resolution would also amend the plan to clarify the benefits of the Road Department's managerial employees. And finally, the resolution formally adopts the employee pension contribution changes with MERS. Please note there are three separate MERS resolutions each covering a separate Division (i.e. managers, confidential employees, and the Road Department managers)

10(b). Human Resources - *Resolution Authorizing Establishing Uniform Transfer Provision.*

The County recently established MERS Hybrid Pension plans for several divisions. The County currently operates under the MERS Standard Transfer Rule, which in essence means that any employee that is transferred or promoted into a different division is placed into the new division's pension plan. This could become problematic if a current employee is transferred or promoted into a division that has a Hybrid Pension Plan for new employees. The promoted employee would then have their DB pension frozen and from the point forward would be enrolled in the Hybrid Plan. In order to avoid this problem the County should adopt the Alternate Transfer Provision which would provide the opportunity for employees with a DB plan to retain the DB plan upon transfer or select the Hybrid Plan. Employees hired in and provided the Hybrid Pension plan would not have the ability to move into a DB plan due to transfer or promotion.

**OTHER ACTION ITEMS**

7. Board of Commissioners - *Resolution Honoring Dr. Martin Luther King, Jr.*

November 14, 2012

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the  
Ingham County Land Bank Fast Track Authority

---

Attached for your consideration is a proposed resolution to request Ingham County to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority.

Under Public Act 123 of 1999, MCL 211.78m (7), "If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property."

The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that this Resolution shall be renewed annually.

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

**MEMORANDUM**

To: County Services Committee  
Finance Committee

From: Jim Hudgins, Director of Purchasing

Date: November 19, 2012

Subject: Authorization to Contract for Services with Presort Services, Inc.

This is a recommendation for the Board of Commissioners to authorize a service contract with Presort Services, Inc. County departments and offices have a continuing need to purchase presort mail services. Presorting – the process of sorting mail by zip code prior to delivery to a post office – results in lower postage rates. Some departments have large quantities of mail and it is cost effective and efficient to contract for mail related services rather than purchase mailing equipment. Presort Services, Inc. will pick up mail daily at mutually agreed upon times, sort, bar code, print postage and guarantee delivery to the Post Office.

Proposals were sought and evaluated from the following vendors:

1. Presort Services, Inc., Lansing
2. Lake Michigan Mailers, Kalamazoo
3. Kent Communications, Inc., Grand Rapids
4. Aldinger, Lansing – does not provide presorting services or daily pickups
5. Pitney Bowes, (TSI) Lansing/Detroit – no response

Presort Services is a local registered vendor, has previously worked with the County, proposed the lowest cost solution, and is highly referenced. Furthermore, Presort will consolidate all the County's departments and offices into one account which will save on administrative, accounts payable and other related costs.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and authorize the service contract with Presort Services, Inc.



### Agenda Item 3

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

#### **RESOLUTION TO AUTHORIZE A CONTRACT WITH PRESORT SERVICES, INC.**

WHEREAS, metering and presorting mail is required by many County departments and it is more cost effective to use an outside resource to meter mail rather than invest in mailing equipment; and

WHEREAS, sometimes County departments and offices must mail large quantities of materials and it is cost effective and efficient to use a service to presort and mail these materials; and

WHEREAS, proposals were received and evaluated for presort mailing services and Presort Service of Lansing, a local vendor, was determined to offer the best value to the County; and

WHEREAS, the Director of Purchasing has recommended that the Board of Commissioners authorize a contract with Presort Services, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Presort Services, Inc., 5646 Commerce Drive, Lansing, Michigan, based on its proposal dated October 17, 2012, for mail related services which include pick up, sorting, bar coding and delivery to the Post Office.

BE IT FURTHER RESOLVED, that the agreement shall be for three years with an option to renew for two additional years.

BE IT FURTHER RESOLVED, that for the term of this agreement weighing and metering fees shall be \$.045/piece for letters; \$.08/piece for flats; \$.25/piece for parcels; and, \$.10/piece for certified mail. Postage shall be \$.424/piece and is subject to U.S. Postal Service changes.

BE IT FURTHER RESOLVED, that Presort will consolidate accounts into one master account for departments and offices.

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 TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission becomes the Ingham County Department of Transportation and Roads per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 19, 2012 as submitted.



## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: November 16, 2012

RE: Recommendation to Authorize the Reclassification of a Community Health Representative III Position in the Dental Clinics to a Community Health Representative IV

This is a recommendation to reclassify the Community Health Representative III (CHR III) position, UAW/E Position #601177 to a Community Health Representative IV (CHR IV), UAW/F. This reclassification will allow for the coordination of activities for the Sealant Program between the schools and the Health Department's Community Health Centers. This position will coordinate the schedule for the Sealant Program, conduct billing, follow-up with billing, collect and process permission slips, and follow-up and document Sealant Program PA 161 activity to the State of Michigan.

This reclassification has been discussed with Human Resources and the UAW TOPS union and both parties concur.

As part of the 2012-13 Public Health Services Comprehensive Agreement with MDCH, the Health Department was awarded \$20,000 to provide expanded oral health services. These funds are not currently included in the 2013 Budget. Cost to implement this reclassification is approximately \$2,773. The Public Health Services Comprehensive Agreement for 2012-13 will cover these increased costs.

I recommend that the Board of Commissioner approve the attached resolution and authorize the reclassification of Position #601177 from a Community Health Representative III to a Community Health Representative IV.

c: Debra Brinson, w/attachment  
Barb Mastin, w/attachment  
John Jacobs, w/attachment  
Jonathon MacGown, w/attachment  
Cheryl Gildner, w/attachment  
Travis Parsons, w/attachment  
Chuck Gray, w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE RECLASSIFICATION OF A COMMUNITY HEALTH REPRESENTATIVE III (POSITION #601177) TO A COMMUNITY HEALTH REPRESENTATIVE IV**

WHEREAS, as part of the 2012-13 Public Health Services Comprehensive Agreement authorized in Resolution #12-311, the Health Department was awarded \$20,000 to provide expanded oral health services; and

WHEREAS, these funds are not currently included in the Health Department's 2013 Budget; and

WHEREAS, the Health Department recommends the reclassification of Position #601177 from a Community Health Representative III (CHR III) position (UAW/E) to a Community Health Representative IV (CHR IV) UAW/F; and

WHEREAS, this reclassification will allow for the coordination of activities for the Sealant Program between the schools and the Health Department's Ingham Community Health Centers; and

WHEREAS, this position will coordinate the schedule for the Sealant Program, conduct billing, follow-up with billing, collect and process permission slips, and follow-up and document Sealant Program PA 161 activity to the State of Michigan; and

WHEREAS, the cost to reclassify Position #601177 from a CHR III to a CHR IV will be approximately \$2,773; and

WHEREAS, the 2012-13 Public Health Services Comprehensive Agreement will cover these increased costs; and

WHEREAS, this reclassification has been discussed and is supported by Human Resources and the UAW; and

WHEREAS, the Health Officer recommends that the Board of Commissioner authorize the reclassification of Position #601177 from a Community Health Representative III to a Community Health Representative IV.

THEREFORE BE IT RESOVED, that the Board of Commissioners authorizes the reclassification of Position #601177 from a Community Health Representative III UAW/E to a Community Health Representative IV UAW/F.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department's budget for 2013 in order to implement this resolution.

BE IT FURTHER RESOLVED, that the reclassification will become effective on the date that the Board of Commissioners approves the resolution.

DATE: November 19, 2012  
TO: Finance and Liaison Committees  
FROM: Mary A. Lannoye, Controller/Administrator  
RE: Resolution Approving Various Contracts for the 2013 Budget Year

---

Commissioners:

This resolution will approve the attached list of contracts for the 2013 budget year. The list consists only of contracts that are included in the 2013 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution 09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided two years ago to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts authorized by Board Resolution 12-369, expenditure contracts with a 2013 increase of 1% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2013 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners, and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts, and

WHEREAS, funding for these contracts has been included within the 2013 Adopted Budget, and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

## COUNTY SERVICES COMMITTEE

NOTE: PMA designates contract as a Preventative Maintenance Agreement.

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT (See NOTE)	BEGIN DATE	END DATE	2012 COST	2013 PROJECTED	Proj. Increase over 2012	% Increase over 2012	Funding Source
1	Clerk	Tyler Technologies	Licensing/Support Agreement for Eagle Clerk Software	Oct-12	Sep-13	\$22,468	\$19,402	-\$3,066	-14%	General Fund
2	Equalization	AVS	Appraisal Service	Jan-13	Dec-13	\$ 80,000	\$ 80,000	\$0	0%	General Fund
3	Fair	Moss Professional Cleaning	Cleaning Community Building & Offices	Jan-13	Dec-13	\$ 10,500	\$ 10,500	\$0	0%	General Fund
4	MIS	Airialink	1GB Fiber Connection to the Ingham Family Center	Oct-12	Sep-13	\$ 9,000	\$ 9,000	\$0	0%	General Fund
5	MIS	Lansing Fiber	Dark Fibre & equipment	Jan-13	Dec-13	\$ 10,000	\$ 10,000	\$0	0%	General Fund
6	MIS-LOFT	LEIN: MI State Police	LEIN User Access Fee	Jan-13	Dec-13	\$17,450	\$17,450	\$0	0%	LOFT Fund (1)
7	MIS-LOFT	Webtechs	PMA - Annual Maintenance	Jan-13	Dec-13	\$12,000	\$12,000	\$0	0%	LOFT Fund (1)
8	Potter Park Zoo	Ayles	Tree Trimming	Jan-13	Dec-13	\$20,000	\$20,000	\$0	0%	Zoo Millage
<b>TOTALS:</b>						\$181,418	\$178,352	-\$3,066	-1%	

## REVENUE CONTRACTS

	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2012 COST	2013 PROJECTED	Proj. Increase over 2012	% Increase over 2012
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	Jan-13	Dec-13	\$85,000	\$80,444	-\$4,556	-5%
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	Jan-13	Dec-13	\$40,028	\$40,028	\$0	0%
<b>TOTALS:</b>						\$125,028	\$120,472	-\$4,556	-4%

Notes on Funding Sources:

(1) The Law and Order Fund for Technology (LOFT)



MEMORANDUM

November 20, 2012

TO: County Services, Human Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2012 Budget. The General Fund budget will be adjusted to the amount of \$73,219,108 for the fourth quarter of 2012.

One notable adjustment that will be necessary is an increase in the general fund appropriation to the Community Health Center Network Fund (511). This fund is currently projecting a deficit of approximately \$800,000. A sufficient surplus is projected in the Health Fund (221) to cover this shortfall. This resolution will authorize any necessary adjustments in general fund appropriation between the two funds.

This resolution will also amend the 2013 Parks Department budget by identifying a specific position for elimination. The 2013 adopted budget includes one position to be eliminated from the Parks Department to be identified by December 31, 2012. This delay was recommended by the Controller to allow time for a thorough evaluation of the Parks Department's operation in order to recommend a position elimination that would have the least detrimental impact on the overall services provided by the department. The position number and job title will be provided at the County Service meeting on December 4.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$157,689. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$449,888.

Should you have any questions or require any additional information, please don't hesitate to contact me.

**2012 CONTINGENCY**

Adopted Contingency Amount	\$494,888
R11-363: Unallocated Community Agency Funding	14,125
R11-398: Emergency Allocation Nat'l Council on Alcoholism	(7,000)
R12-325: MIS Operations Manual	(44,324)
R12-328: 3 <sup>rd</sup> Quarter Adjustment (\$400K Jail Med/\$100K Excess Rev)	(300,000)
<b>Current Contingency Amount</b>	<b>\$157,689</b>

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END  
BUDGET ADJUSTMENTS AND TO AMEND THE 2013 PARKS BUDGET**

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

WHEREAS, the Community Health Center Network (CHCN) Fund (511) is projecting a deficit of approximately \$800,000, and the Health Fund (221) has a sufficient surplus to cover the CHCN Fund shortfall; and

WHEREAS, the 2013 Budget as adopted by Resolution 12-353 eliminated a position from the Parks Department budget, to be identified by December 31, 2012; and

WHEREAS, the Controller has evaluated the Parks Department's operation and is now recommending a specific position for elimination.

THEREFORE BE IT RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2012 Ingham County General Fund budget at \$73,219,108.

BE IT FURTHER RESOLVED, that the Controller is authorized to decrease the general fund appropriation to the Health Fund and increase the general fund appropriation to the Community Health Center Network Fund in order to avoid a deficit in the CHCN fund.

BE IT FURTHER RESOLVED, that Position Number xxxxxx, (-----) is removed from the Position Allocation List effective January 1, 2013.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.**

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 21st of January, 2013 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

Introduced by the County Services and Finance Committees of the:

**BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
TO THE TREASURER'S OFFICE**

WHEREAS, Housing Commission has responsibility to manage Carriage Lane Apartments, the Housing and Urban Development Section 8 voucher program, and the County's Community Development Block Grant (CDBG) program; and

WHEREAS, the Housing Commission has recently recommended that the CDBG program responsibilities be transferred to the County; and

WHEREAS, the CDBG program should be more closely coordinated with the Ingham County Land Bank under the supervision of the County Treasurer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of all duties and responsibilities of the CDBG program to the County Treasurer's office.

BE IT FURTHER RESOLVED, that the Board also establishes the CDBG Coordinator position (#701003), in the County Treasurer's Office, under the Managerial & Confidential Compensation Plan, with a pay grade of 6 (\$41,679-\$50,028.).

BE IT FURTHER RESOLVED, that there are sufficient funds in the 2013 CDBG budget to cover the costs and administration of this program, and the Controller is authorized to make any necessary budget adjustments to effectuate this change.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A CURATOR POSITION AT THE  
POTTER PARK ZOO**

WHEREAS, both the 2007 and 2012 AZA Reaccreditation Evaluation Committees voiced a staffing concern that combining the Zoo Veterinarian and Curator responsibilities into one position can no longer effectively meet the specific goals of each, namely proper animal health care and proper animal husbandry for conservation and education, respectively; and

WHEREAS, after much discussion about the need to address these concerns amidst an extended period of decreasing millage funds, the Zoo Board Chairman commissioned a Needs Assessment Committee to determine the future staffing structure at the Potter Park Zoo and report such recommendations to the Zoo Board; and

WHEREAS, the Needs Assessment Committee has developed a position description for a General Curator position; and

WHEREAS, the Potter Park Zoo Board supported this concept with the passage of a resolution at their June 2012 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes the General Curator position (#692024) for the Potter Park Zoo pursuant to the salary level established in the Teamsters Local 580 Contract of (\$54,351-\$73,299)

BE IT FURTHER RESOLVED, that funds are available within the Potter Park Zoo Budget and the Controller is authorized to make any necessary budget adjustments consistent with this resolution.

Introduced by the County Services Committee and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING MODIFICATIONS TO THE  
2013 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Ingham Board of Commissioners approved the recommendations of the Managerial/Confidential/Elected Officials Steering Committee, to the 2013 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, as part of the adopted changes it was the intent of the Ingham County Board of Commissioners that this manual be amended to equivalently match changes negotiated in collective bargaining agreements, including the recognition of the proposed 1.8% increase in the employee's pension contribution; and

WHEREAS, that effective June 1, 2012, employees of the Ingham County Road Commission ("Road Commission") transferred and become employees of Ingham County ("County") under the Department of Transportation and Roads; and

WHEREAS, the non-bargaining unit employees of the former Road Commission, now Department of Transportation and Roads, were added to the 2013 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, these non-bargaining unit employees of the former Road Commission, now Department of Transportation and Roads, were provided package benefits under the Personnel Policies and Procedures for Non-Bargaining Unit Employees by the Road Commission; and

WHEREAS, certain benefits (Appendix E) have been identified to be different than the benefits provided under the 2013 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations and changes, as proposed to the 2013 Managerial and Confidential Employee Personnel Manual as follows:

1. Change in employee contribution toward retirement: Employees hired prior to the effective date of this agreement shall contribute an additional 1.2% of gross wages to the employee retirement, increasing the total contribution for Managerial employees to 7.59% and Confidential employees to 6.56%.
2. New Appendix E - Ingham County Department of Transportation and Roads: Benefits for Existing Non-Bargaining Unit Employees

**Holidays:** The following holidays are recognized by the Employer:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving
Independence Day	Christmas Eve
	Christmas Day

3. New Appendix E - **Retirement:** Employees will be covered by the Municipal Employees' Retirement System's (MERS) B4 plan; V-8; the 55F waiver with twenty (20) years of service; and the FAC3 (Final Average Compensation). Department of Transportation and Road Non-Bargaining Unit Employees shall contribute 1.2% of gross wages, increasing the total contribution to 1.2%.
4. New Appendix E - **Retiree Health:** The Employer shall pay the premiums for health insurance coverage, excluding the portion attributable to the prescription drug rider, for employees, and their dependents, who retire and immediately draw a retirement benefit from the Municipal Employees Retirement System (MERS) including those who retire under the disability provisions of MERS. Retirees under the age of 65 shall be covered by the plan and benefit levels provided to active employees. Health insurance for retirees age 65 and older shall be supplemental to, coordinate benefits with, and be secondary payor to, Medicare.
5. New Appendix E - **Leave Time:** Existing non-bargaining unit employees shall be credited with sixteen (16) hours of leave time the first pay period of the calendar year in lieu of floating holidays and shall earn leave time according to the following schedule:

<u>Years of Continuous Service</u>	<u>Number of Leave Time Hours</u>
Hire date to fifth anniversary date	6.77 hours per pay period
Fifth to the thirteenth anniversary date	8.30 hours per pay period
Thirteenth anniversary date +	9.84 hours per pay period

6. New Appendix E - **Banked Sick Leave:** Payment of banked unused sick leave days upon death or retirement under the Municipal Employees Retirement System shall be paid on the last day he/she worked in accordance with the following schedule:

Up to twenty (20) years of service.....	75%
Completion of twenty (20) years of service	
And up to twenty-five (25) years of service.....	80%
Completion of twenty-five (25) of service and up.....	85%

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized on behalf of the County's retirement system to execute all documents and MERS Resolutions to effectuate and finalize these changes, subject to prior approval and form, by legal counsel.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2013 and shall expire on December 31, 2013.



## Agenda Item 10b

To: Mary Lannoye  
From: Travis Parsons  
Subject: Municipal Employees' Retirement System (MERS) - Uniform Transfer Provision  
Date: November 27, 2012

The County of Ingham recently established MERS Hybrid Pension Plans for several divisions of the County's retirement system.

The County of Ingham currently operates the County's retirement system under the MERS Standard Transfer Rule. Under the Standard Rule, all transfers and promotions to new divisions are covered under the active employee plan in the new division.

Under the Standard Transfer Rule, if there is a Hybrid Pension Plan in place for the division, effectively closing the Defined Benefit Plan to new entrants, then employees transferring into the division would experience a frozen accrued defined benefit as of the transfer date.

MERS has available an Alternate Transfer Provision which allows employees a choice to either be placed in the open plan (Hybrid) or the closed plan (Defined Benefit) if it is the same plan type as the plan from which the employee is transferred. The Alternate Transfer Provision would apply to all divisions of the County's retirement system.

By adopting the Alternate Transfer Provision, the County would provide the opportunity for employees with a Defined Benefit Plan to retain the Defined Benefit Plan upon transfer or select the Hybrid Plan. Employees hired in and provided the Hybrid Pension Plan would not have the ability to move into a Defined Benefit Plan due to transfer or promotion. The Alternate Transfer Provision applies only to transferred employees and rehired employees would continue to be enrolled into the active plan. This would effectively maintain the projected savings from new hires participating in the Hybrid Pension Plan.

This change would provide the flexibility to employees with a Defined Benefit Pension Plan to retain that plan when provided the opportunity for promotion.

Please let me know if you have any questions.

Introduced by the County Services Committee and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ESTABLISHING UNIFORM TRANSFER PROVISION**

WHEREAS, the Ingham County Board of Commissioners authorized the establishment of the Municipal Employees' Retirement System (MERS) Hybrid Pension Plans; and

WHEREAS, Ingham County currently has in place the MERS Standard Transfer Rule for employees who transfer or promote into pension divisions that have established Hybrid Pension Plans; and

WHEREAS, the MERS Standard Transfer Rule would not allow employees with a Defined Benefit Pension Plan to retain the Defined Benefit Pension upon promotion or transfer; and

WHEREAS, MERS offers an Alternate Transfer Provision that gives employees the choice to be placed in the open plan or the closed division, if it is the same plan type as the division from which the employee is transferred from, as long as there are active employees remaining in the closed plan type; and

WHEREAS, the MERS Alternate Transfer Provision would apply to all MERS divisions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached resolution establishing the MERS Uniform Transfer Provision, to provide transferred or promoted employees the choice at the time of their transfer to either be placed in: the divisions open plan, or the closed plan if it is the same plan type, provided there are employees remaining in the plan type.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized on behalf of the County's retirement system to sign and execute all documents to effectuate and finalize this change, subject to prior approval as to form, by legal counsel.

**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the County of Ingham  
 (Participating Municipality)  
3303 adopts the following benefits for: General Management - Division 10  
 (Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated \_\_\_\_\_

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
 (Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

- F50/25     F50/30     F(N)-Years and Out (Specify number of years) \_\_\_\_\_  
 F55/15     F55/20     F55/25     F55/30

Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate 7.59%  
 Effective Date 1/1/2013

**ADDITIONAL BENEFITS  
AFFECTING FUTURE RETIREES**

- FAC 3     FAC 5     V-6     V-8     V-10     RS - 50%  
 D-2     E-2     DROP+ with \_\_\_\_\_ %  
 Effective Date \_\_\_\_\_

**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

- E Standard     E-1  
 E - Other (Specify Factor \_\_\_\_\_ Adjustment Years \_\_\_\_\_)

Effective Date \_\_\_\_\_

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
 (Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY \_\_\_\_\_  
 Governing Body Date of Meeting

\_\_\_\_\_  
 Authorized Signature Title Date

**NOTE: Standard/Nonstandard Benefit Provisions**—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the County of Ingham  
 \_\_\_\_\_ (Participating Municipality)  
 3303 \_\_\_\_\_ adopts the following benefits for: Confidentials - Division 01  
 \_\_\_\_\_ (Reporting Unit No., MERS Division No. and Name)  
 \_\_\_\_\_ (Municipality No.)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated \_\_\_\_\_

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
 (Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

F50/25     F50/30     F(N)-Years and Out (Specify number of years) \_\_\_\_\_  
 F55/15     F55/20     F55/25     F55/30  
 Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate 6.56%  
 Effective Date 1/1/2013

**ADDITIONAL BENEFITS  
AFFECTING FUTURE RETIREES**

FAC 3     FAC 5     V-6     V-8     V-10     RS - 50%  
 D-2     E-2     DROP+ with \_\_\_\_\_ %  
 Effective Date \_\_\_\_\_

**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

E Standard     E-1  
 E - Other (Specify Factor \_\_\_\_\_ Adjustment Years \_\_\_\_\_)  
 Effective Date \_\_\_\_\_

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
 (Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY \_\_\_\_\_  
 \_\_\_\_\_ Governing Body \_\_\_\_\_ Date of Meeting  
 \_\_\_\_\_  
 Authorized Signature Title Date

**NOTE: Standard/Nonstandard Benefit Provisions**—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the County of Ingham  
(Participating Municipality)  
3303 adopts the following benefits for: Department Heads - Division 73  
(Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated \_\_\_\_\_

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
(Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

F50/25     F50/30     F(N)-Years and Out (Specify number of years) \_\_\_\_\_  
 F55/15     F55/20     F55/25     F55/30  
Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate 1.2%  
Effective Date 1/1/2013

**ADDITIONAL BENEFITS  
AFFECTING FUTURE RETIREES**

FAC 3     FAC 5     V-6     V-8     V-10     RS - 50%  
 D-2     E-2     DROP+ with \_\_\_\_\_ %  
Effective Date \_\_\_\_\_

**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

E Standard     E-1  
 E - Other (Specify Factor \_\_\_\_\_ Adjustment Years \_\_\_\_\_)  
Effective Date \_\_\_\_\_

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
(Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY \_\_\_\_\_  
Governing Body Date of Meeting

\_\_\_\_\_  
Authorized Signature Title Date

**NOTE: Standard/Nonstandard Benefit Provisions**—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the County of Ingham  
(Participating Municipality)  
3303 adopts the following benefits for: Non-Barg/Dept. Heads- Division 77  
(Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated \_\_\_\_\_

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
(Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

- F50/25     F50/30     F(N)-Years and Out (Specify number of years) \_\_\_\_\_
- F55/15     F55/20     F55/25     F55/30

Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate 1.2%  
Effective Date 1/1/2013

**ADDITIONAL BENEFITS  
AFFECTING FUTURE RETIREES**

- FAC 3     FAC 5     V-6     V-8     V-10     RS - 50%
- D-2     E-2     DROP+ with \_\_\_\_\_ %  
Effective Date \_\_\_\_\_

**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

- E Standard     E-1
- E - Other (Specify Factor \_\_\_\_\_ Adjustment Years \_\_\_\_\_)

Effective Date \_\_\_\_\_

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
(Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY \_\_\_\_\_  
Governing Body Date of Meeting

\_\_\_\_\_  
Authorized Signature Title Date

**NOTE: Standard/Nonstandard Benefit Provisions**—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.