

CHAIRPERSON  
DALE COPEEDGE

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, FEBRUARY 21, 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 [February 7, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Fair Board - Interviews
2. Youth Commission - Interviews
3. Circuit Court - Resolution Authorizing Supplemental Reimbursement for [Judicial Assistants](#)
4. Health Department - Resolution to Authorize a Contract with [GAV Associates](#) to Write Up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center
5. Sheriff's Office
  - a. Waive Hiring Freeze and Delay for an Open [Deputy](#) (F.O.P.) Position
  - b. Waive Hiring Freeze and Delay for an Open [Lieutenants](#) (F.O.P.) Position
6. Financial Services - Resolution Authorizing and Clarifying [Pension Benefits](#) for Potter Park Zoo Employees
7. Parks Department - Resolution to Apply for a Michigan Department of Natural Resources [Recreation Passport Grant](#) for a Handicap Accessible Restroom at Burchfield Park
8. Board of Commissioners
  - a. Resolution Honoring [Darryl Diamond](#)
  - b. Resolution Honoring [Stan Jordan](#)

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  
February 7, 2012  
Minutes

Members Present: Dianne Holman, Andy Schor, Mark Grebner, Victor Celentino, Debbie De Leon, Don Vickers and Board Chairperson Copedge

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Rich Estill, Major Sam Davis, Chuck Gray, Vince Dragonetti, Steve Dougan, Jonathan Roth, Tom Shewchuk, Deb Brinson, James Dravenstatt, Norman Gear, Milton Scales, William Conklin, Stacey Craig, Tom Gamez, Steve Oswald, Chuck Goeke, Patrick Buchen, Ashley Shuster, Loretta Benjamin, Brett Campbell, Joe Clewley, Anita Szczepanski, Kathy Fitton, Milton Scales, Paul Risner, and others.

The meeting was called to order by Chairperson Holman at 6:03 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the January 31, 2012 Minutes and Closed Session Minutes

The January 31, 2012 Minutes and Closed Session Minutes were approved as submitted.

Chairperson Holman read the following motion and clarified the intent of the Committee is that other proposals will be reviewed.

**TO GIVE THE CONTROLLER THE AUTHORITY TO CONTINUE TO PROPOSE TO THE BARGAINING UNITS A HYBRID RETIREMENT PLAN FOR EMPLOYEES HIRED ON OR AFTER JANUARY 12, 2012 AND UNDERSTANDING THAT THE CONTRIBUTION RATES AND MULTIPLIER ARE SUBJECT TO COLLECTIVE BARGAINING.**

Additions to the Agenda

7. Late – Resolution to Authorize the Restoration of the Dental Director Position
8. Late – Resolution in Support of Sun Country Airlines Landing Rights at Reagan National Airport

Chairperson Holman changed the order of the agenda.

Limited Public Comment

Tom Gamez, ICRC and Delhi Township Citizen, responded to the House Bill allowing the County the freedom to remove the Road Commission Board. He stated that trust is missing at the Road Commission and he would the Commissioners to investigate the 2011 events, as well as, reinstate Mr. Jim Benjamin.

Steve Oswald, ICRC, stated that there has been chaos since the firing of Mr. Jim Benjamin and the Road Commission is an uncomfortable place to work.

Chuck Gray, UAW Chair, thanked the Committee for their clarification of the motion read by Chairperson Holman. He stated that another layer of bosses is not needed referring to the dental director position and would rather see a lead person.

Chuck Goeke, Secretary/Treasurer of the Ingham County Fair Board, thanked the Commissioners for looking at all the options and thinking outside the box when they hired the Fair Manager. He opposes the beverage tent based on the Fair Boards Code of Conduct and the consumption of alcohol in the presence of the 4H participants. He reviewed the Code of Conduct. He also expressed his concern of actual revenue, risk and loss of attendance.

Patrick Buchen, Ingham County Fair Manager, stated historically beverage tents have been on fairgrounds noting there is no research or scientific facts related to beverage tents and attendance. He hopes to increase beverage tent revenues.

Ashley Shuster, ICRC, asked the Commissioners to remove the Road Commission Board, reviewed past decisions and stated change can not be made by changing the Chairperson. She would like to see fairness, honesty, and knowledge.

Loretta Benjamin, LeRoy Township, stated that now that legislation has passed focus should be on accountability for past, present and future actions. She noted the citizens are fortunate this has been a mild winter.

Brett Campbell, suggested having meetings so everyone is on the same page and now with legislation something can be done. He mentioned he was concerned about those who have been fired.

Joe Clewley, MAP, stated he appreciated the Chairperson reading the motion and expressed his concern of the turned down economy, having the same case load with a smaller workforce and noting the risk is not going down. He explained that employees in this type of work look to the 25 years of service and defined benefits.

Rich Estill, ICEA, stated he appreciates the clarification of the motion and opening discussions. He stated he understands it is hard times.

Kathy Fitton and Anita Szczepanski, MNA both appreciate the clarification regarding the hybrid retirement plan and negotiating in good faith with the unions.

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

1. Housing Commission - Resolution Accepting 2011 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$300,000
2. Management Information Services (MIS)
  - b. Resolution to Approve the Purchase of Batteries, Capacitors, and Filters from Nationwide Power

5. Board of Commissioners
  - a. Resolution Honoring Chad Obenauf for his Service to the Ingham County Historical Commission
  - b. Resolution Honoring Scott Shattuck for his Service to the Ingham County Historical Commission
  
8. Resolution in Support of Sun Country Airlines Landing Rights at Reagan National Airport

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Management Information Services (MIS)
  - a. Resolution to Approve the Purchase of the DotNetNuke Pro License Subscription from the DotNetNuke Corporation.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION TO APPROVE THE PURCHASE OF THE DOTNETNUKE PRO LICENSE SUBSCRIPTION FROM THE DOTNETNUKE CORPORATION.

Comm. Schor asked Mr. Shewchuk for a brief update on the website concerns. Mr. Shewchuk explained that prior to the last meeting 7 issues had been resolved plus a meeting took place to address many issues. He explained there are still 6 outstanding issues that will be addressed with the new version of the software which has not been implemented because testing has not gone well.

Chairperson Holman asked what the process is for the webmaster to correct any issues that arise. Mr. Shewchuk answered call the help desk. Chairperson Holman expressed her concern on how long it takes to resolve problems. Mr. Shewchuk explained there are approximately 35 webmaster responsible for their site content and MIS primarily works on the back end system. He noted MIS will get them help but when it comes to their sites and their content there are many people maintaining that. He noted this website is more consistent than in the past because of a fixed template.

Comm. De Leon stated she is in favor of the consistency questioning if all 35 webmasters are equally trained. Mr. Shewchuk answered no because there are varying skill levels. He explained that there are a couple of ways to handle that. The first is to have internal staff that controls the website. The second is the model being used by having MIS maintain the back end system and the individual webmasters are responsible for the content. That means the webmaster has to take the time and effort to train themselves to get acclimated to the environment. Comm. De Leon asked how they train themselves. Mr. Shewchuk explained MIS has training but they have to ask for training and there are regular meetings. Comm. De Leon asked just because this is the way it

is being done is it the best way. Mr. Shewchuk stated he does not know how much time each department spends on maintaining their website and going in another direction would require cost and time research and resulting in needing additional staff. Comm. De Leon stated her primary concerns are consistency and keeping the sites current. Mr. Shewchuk stated that will be challenging with 35 webmasters who have a choice of using very basic or very sophisticated tools. He explained overall consistency issues are resolved by having the County's MIS fixed template which the webmasters cannot change and only the department's content accessible to the webmasters. He noted that the new tools are more sophisticated than the old tools.

Board Chairperson Copedge asked if there were guidelines of what can and cannot go on a page expressing concerns of links and viruses. Mr. Shewchuk again stated there are certain areas that the webmasters cannot make changes, furthermore, the webmasters have the flexibility and responsibility for maintaining their site; each department is responsible for their site. Board Chairperson Copedge asked if the software is being regulated. Mr. Shewchuk answered yes.

MOTION CARRIED UNANIMOUSLY.

4. Road Commission - Discussion

Comm. Schor overviewed that the bills passed in the House will now be sent to the Governor for his signature. Comm. Schor reviewed the process and timeline. Comm. Celentino asked if it is the original version. Comm. Schor stated there is a 3 year sunset clause. Comm. Vickers stated that after speaking with the Lt. Governor it is his understanding the bill will be signed by the Governor.

3. Fair - Resolution to Amend Resolution #10-181 Permanently Authorizing an Adult Refreshment Tent at the Ingham county fairgrounds

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #10-181 PERMANENTLY AUTHORIZING AN ADULT REFRESHMENT TENT AT THE INGHAM COUNTY FAIRGROUNDS.

Comm. Grebner stated that after passing the resolution two years ago he had not heard of any incidents because of the adult refreshment tent.

Comm. Schor questioned if the 4H leaders would not be allowed at the fair or would not be allowed at the adult refreshment tent. Mr. Goeke clarified would not be allowed at the adult refreshment tent stating they would no longer be a member if they were there. Comm. Schor stated that his constituents and the County residents he has spoke with compare this to other fairs and appreciate the beverage tent. Comm. Vickers asked the Fair Manager if the beverage tent would be moved. Mr. Buchen explained the tent would be moved further away from the mid-way making it more secure than where it was previously held.

Comm. Vickers commented that revenues were not close to what was projected or near what could help save the Fair, furthermore, the Ingham County Fair youth event is a not venue for an alcohol tent and for that reason he will vote no. Comm. Holman stated she did not feel the revenue was the only reason to have the tent but to add another activity. Comm. De Leon mentioned while attending the Fair she did not see the beverage tent or signs pointing to the tent plus noise was a non-issue.

MOTION CARRIED with Comms. Vickers and Celentino Voting “no”.

7. Resolution to Authorize the Restoration of the Dental Director Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION TO AUTHORIZE THE RESTORATION OF THE DENTAL DIRECTOR POSITION.

Dr. Branch Canady explained that this request came from the dental staff that is providing care in a complex clinical situation, not to enhance managers. She further explained that 80% of the time is providing care while 20% of the time is spent making dental decisions. This is using a vacant dental position and revenue will be generated, as well as, meeting the demand for care.

Comm. Celentino asked what would happen without restoring the position. Ms. Brinson explained that the clinic coordinator does not have a dental background. Dr. Branch Canady further added it is like asking someone who is not a nurse to make nursing decisions.

Comm. Vickers stated that although he generally is against hiring with any step increases in this situation people are receiving a service and agrees a boss is needed.

Comm. De Leon asked if there were 2 dental sites now. Ms. Brinson answered Healthy Smiles and the Adult Clinic. Comm. De Leon stated that she understands that someone with a dental background is needed.

Chairperson Holman asked for a clarification on the number of positions (FTE) provided in the handout. Ms. Brinson stated the numbers are just the dental program. Chairperson Holman asked how many positions the health coordinator oversees. Ms. Brinson estimated thirty.

MOTION CARRIED UNANIMOUSLY.

4. Road Commission - Discussion

The following were in attendance from the Ingham County Board of Road Commissioners: James Dravenstatt-Mocerri Chairperson; Norman Gear –Vice Chair; Milton Scales. William Conklin, Managing Director was also in attendance.

Chairperson Holman asked the Chair of the Road Commission and other members of the Board to update the Committee on the events at the Road Commission.

Comm. Grebner expressed his concern of where this discussion is going because the Board of Commissioners passed a resolution which states if the House Bills are signed into law by the Governor it is the intent of the Board of Commissioners to dissolve the Ingham County Board of Road Commissioners and create an Ingham County Department of Transportation Roads by adopting the necessary resolutions and implement a plan presented by the Controller. Comm. Celentino echoed Comm. Grebner and stated it was his understanding this is a discussion of what has been done up until today. Board Chairperson Copedge noted that when this meeting was set it was under the premise that it was unknown if or when the bill would be signed and the Commissioners wanted to hear what they were planning to do. Now that has changed.

Mr. Dravenstatt-Moceri explained that Mr. Conklin had been working with Mr. Parsons on conducting interviews for the Human Resources Director candidates. They interviewed two candidates on February 1, 2012 and on February 10<sup>th</sup> there will be two more interviews. Mr. Dravenstatt-Moceri stated regardless of what happened today their Board believe that the plan of having a Human Resources Director in place would provide a positive effect internally at the Road Commission.

Mr. Dravenstatt-Moceri complimented the Road Commission employees for doing an excellent job of maintaining the roads stating the problems are internal. He stated that the goal of the Ingham County Board of Road Commissioners is to make it a better place to work for all the employees. He stated in the first week he met with staff at three locations and let them know of his goals and commitment.

Mr. Dravenstatt-Moceri summarized the expectations the Board of Road Commissioners has for a new Road Commission Human Resources Director. Mr. Dravenstatt-Moceri noted that last week the Board of Road Commissioners approved the Managing Director's contract for 1 year expiring on January 15, 2013, and lastly their goal is to fill the Finance Director position and applications are being taken.

Mr. Gear, stated they are working not to undermine the system in place and working to keep the employees informed while working efficiently for the constituents of Ingham County.

Mr. Scales, stated he is in support of the Chair of the Board of Road Commissioners specifically moving forward with strengthening the role of the Managing Director, addressing policy issues and allowing employees to do their jobs. He stated that the current Board of Road Commissioners understands the Board of Commissioners expectations specifically that the Board is to be policy makers.

Comm. Vickers stated that he was upset with the lack of respect from the Board of Road Commissioners in response to then Board Chairperson Grebner's letter regarding hiring.

Comm. Grebner again stated that there is a resolution in place to dissolve the Ingham County Board of Road Commissioners and would like to hear from the Controller and Ingham County Human Resources Director how the Road Commission fits into the County's plan. He explained the Board of Road Commissioners are appointees and if they hire a Human Resources Director or Finance Director they could be immediately removed for insubordination.

Chairperson Holman stated she understands that the Board of Road Commissioners will be abolished; however, this conversation is for gathering information that may help with a smooth transition and provide the Commissioners with insight of what the Board has been doing recently.

Ms. Lannoye stated although there is currently not a formal plan in place she does know that there is no need for a Road Commission Human Services Director, Finance Director or Purchasing.

Mr. Dravenstatt-Moceri asked the Committee to allow the Board of Road Commissioners to remain for one year to try to put in place the new plans and if they have not succeeded they will come back before the Board of Commissioners and have another discussion. Comm. Grebner firmly stated the intent of the Board of Commissioners is to proceed with the resolution to dissolve the Ingham County Board of Road Commissioners once the bill is signed into law and the Board of Road Commissioners should respond under those conditions. He stressed this is not a suggestion.

The Committee asked the Controller to provide a plan of action and timeline to dissolve the Board of Road Commissioners to the Ingham County Department of Transportation Roads. Additionally, they asked for information on the transition of collective bargaining and the affect this will have with the Tri-County Planning.

The County Services Committee directed the Road Commission Board not to proceed with any legal binding decisions or anything that will be a financial burden to the County without consulting the Controller and Human Resources Director whether it is long term or small matters. Board Chairperson Copedge asked the Road Commission Board to cooperate during the transition. Mr. Scales stated they understood.

The Committee clarified that Mr. Conklin is to report to the Road Commission Board until the transition is finalized.

6. Board Referral - Resolution from Oscoda County in Support of CRAM's Position on HB 5125-5126

The Board Referral was received and placed on file.

#### Announcements

None.

#### Public Comment

Tom Gamez, ICRC, was pleased with the direction of the Committee and looks forward to working with the Human Resources Department. He would like the events of the past eight months reviewed and employees informed of the facts.



Todd Pentecost, Delhi Township Resident thanked the Committee for the dental director. He expressed his displeasure with the Road Commission Board and Commissioners.

Paul Risner, Stockbridge Township Supervisor, thanked Comm. Grebner for being blunt and expressed his concern Mr. Benjamin's news was not softened. He suggested the Commissioners get to know the Township Supervisors.

Chuck Gray, UAW, expressed that morale is bad and times are tight for employees too. He suggested the Commissioners listen to the employees.

Brett Campbell stated that overall employees care about their jobs and the residents.

The meeting adjourned at approximately 7:49 p.m.

Respectfully submitted,

Julie Buckmaster

## **FEBRUARY 21, 2012 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **HIRING FREEZE**

The Controller recommends approval of the following requests:

- 5(a). Sheriff's Office—Corrections Deputy
- 5(b). Sheriff's Office—Corrections Division Lieutenant

### **ACTION ITEM**

The Controller recommends approval of the following action items:

- 3. Circuit Court - *Resolution Authorizing Supplemental Reimbursement for Judicial Assistants.*

For a number of years the court has provided additional reimbursements for several Judicial Assistants (JA). The payments were made due to extra responsibilities of serving the Chief Judge and the Chief Judge Pro Tempore. The additional payments were formally authorized in Resolution #06-190. This resolution authorizes payments to the Judicial Assistants of the Chief Judge (\$500 every 6 months), the Chief Judge Pro Tempore (\$100 every six months) and the presiding Family Division Judge (\$250 every 6 months).

- 4. Health Department - *Resolution to Authorize a Contract with GAV Associates to Write up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center.*

This resolution authorizes a contract with the low bidder, GAV Associates, to write up the preliminary construction documents for the alterations and renovations at Willow Health Center. GAV Associates has other relevant experience working on projects of similar size and scope and has previous experience working with the County, most notably, the renovation of Ingham Academy. The amount of the contract will not exceed \$16,150 for the time period of March 1, 2012 through February 28, 2013. Funds for this renovation are available through the School Based Health Center Grant accepted by Resolution #11-315.

- 6. Financial Services - *Resolution Authorizing and Clarifying Pension Benefits for Potter Park Zoo Employees.*

This resolution would finalize the pension benefits, formulas, and contribution rates for two of the UAW Zoo Divisions. Please refer to the letter from Rich McNulty for additional information.

- 7. Parks Department - *Resolution to Apply for a Michigan Department of Natural Resources Recreation Passport Grant for a Handicap Accessible Restroom at Burchfield Park.*

The resolution authorizes a grant application to replace the existing portable restroom at Burchfield Park with a handicap accessible restroom facility. Total costs of the project are estimated at \$60,000, with \$15,000 in Ingham County matching funds and \$45,000 from the state grant. The county's local match of \$15,000 was approved in the Parks 2012 Capital Improvement Budget.

### **OTHER ACTION ITEMS**

- 8(a). Board of Commissioners - *Resolution Honoring Darryl Diamond*
- 8(b). Board of Commissioners - *Resolution Honoring Stan Jordan*

**MEMORANDUM**

TO: Ingham County Finance and Judiciary and County Services Committees

FROM: David Easterday  
Circuit Court Administrator

DATE: February 10, 2012

RE: Resolution Authorizing Supplemental Reimbursement for Judicial Assistants

The Circuit Court has provided additional reimbursement for many years for the Judicial Assistant (J.A.) for the Chief Judge, Chief Judge Pro Tempore and Presiding Judge. To formalize the payment Board Resolution # 06 – 190 was passed in 2006 authorizing the amounts of \$500 every six months for the J.A. for the Chief Judge, \$100 every six months for the J.A. for the Chief Judge pro Tempore and \$250 every six months for the J.A. for the Presiding Judge Family Division.

In 2006 Judge Collette was the Chief Judge and continued in that role through the end of 2011. As Chief Judge he chose to have a Chief Judge Pro Tempore and a Presiding Judge Family Division.

Judge Lawless was appointed as the Chief Judge for 2012. As Chief Judge she also will have a Chief Judge Pro Tempore but, because her expertise is in Family Law, has chosen to have a Presiding Judge General Trial Division. Because of the change the Resolution approved in 2006 is no longer applicable.

The proposed Resolution sent to you for review and consideration authorizes the additional reimbursement for the J.A. for the Chief Judge, Chief Judge Pro Tempore and a Presiding Judge for the Family Division and / or the General Trial Division. I believe the expanded definitions will better serve the Circuit Court for any future changes in Judicial leadership.

Your approval of the Resolution is requested.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE ADDITIONAL REIMBURSEMENT FOR THE JUDICIAL ASSISTANT  
FOR CHIEF CIRCUIT COURT JUDGE, CHIEF CIRCUIT COURT JUDGE PRO TEMPORE, AND  
PRESIDING FAMILY DIVISION JUDGE**

**RESOLUTION #06-190**

WHEREAS, for several years the Circuit Court has provided additional reimbursement for the Judicial Assistant (J.A.) for the Chief Judge and Chief Judge Pro Tempore; and

WHEREAS, these payments are paid due to extra job responsibilities of serving the Chief Judge or Chief Judge Pro Tempore; and

WHEREAS, the Judicial Assistant for the Presiding Judge Family Division also has some of the same job responsibilities and is seeking additional compensation.

THEREFORE BE IT RESOLVED, the Judicial Assistant for the Chief Judge receive \$500 every six months, the Judicial Assistant for the Chief Judge Pro Tempore receive \$100 every six months, and the Judicial Assistant for the presiding Judge Family Division receive \$250 every six months.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Plan be amended to reflect these amounts.

**COUNTY SERVICES: Yeas:** Schor, De Leon, Holman, Copedge, Vickers

**Nays:** None

**Absent:** Severino

**Approved 7/18/06**

**FINANCE: Yeas:** Hertel, Grebner, Weatherwax-Grant, Dougan

**Nays:** None

**Absent:** Dedden, Thomas

**Approved 7/19/06**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SUPPLEMENTAL REIMBURSEMENT FOR  
JUDICIAL ASSISTANTS**

WHEREAS, for several years the Circuit court has provided additional reimbursement for the Judicial Assistant (J.A.) for the Chief Judge, Chief Judge Pro Tempore and Presiding Judge; and

WHEREAS, these payments are paid due to extra job responsibilities of serving the Chief Judge, Chief Judge Pro Tempore or Presiding Judge; and

WHEREAS, the Circuit Court always has a Chief Judge and Chief Judge Pro Tempore; and

WHEREAS, the designation of a Presiding Judge Family Division and/or Presiding Judge General Trial Division is a decision left to the Chief Judge.

THEREFORE BE IT RESOLVED, the Judicial Assistant for the Chief Judge receive additional compensation of \$500 every six months, the Judicial Assistant for the Chief Judge Pro Tempore receive additional compensation of \$100 every six months, and the Judicial Assistant for the Presiding Judge Family Division and/or General Trial Division receive additional compensation of \$250 every six months.

BE IT FURTHER RESOLVED, that this additional compensation is effective January 1, 2012 and that Resolution #06-190 is hereby rescinded.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Plan be amended to reflect these amounts.

**MEMORANDUM**

**TO:** Human Services, County Service and Finance Committees

**FROM:** Jim Hudgins, Director, Purchasing Department

**DATE:** January 26, 2012

**SUBJECT:** Architectural and Engineering Services Proposal Summary for Renovations and Alterations to Willow Health Center

Project Description:

Proposals were sought from qualified and experienced architectural and engineering (A/E) firms for the purpose of entering into a contract to provide complete designing, engineering, construction administration services for modernizing, improving and reconfiguring interior arrangements of Willow Health Center (Center), in strict compliance with the Health Resources and Services Administration’s School Based Health Centers Capital Grant awarded to the Ingham County Health Department.

The Ingham County Health Department currently operates three child and adolescent health center programs as part of its Community Health Center Network: Otto Community Health Center, Sexton Health Center and Willow Health Center. These programs provide primary medical care to Ingham County’s child and adolescent population.

In July 2011, the U.S. Department of Health and Human Services, Health Resources and Services Administration announced a Notice of Grant Award in the amount of \$499,599 for the period of July 1, 2011 through June 30, 2013 to the Ingham County Health Department. The Notice of Grant Award approved the following projects: Alteration and Renovation of Willow Health Center, Alteration and Renovation of Otto Community Health Center and an Equipment Project. This project, however, deals only with Willow Health Center.

The County is currently under a five-year lease agreement through December 31, 2014 for the use of the 7,500 square feet building and 400 square feet of storage. The County has a signed letter dated January 5, 2011 from the owner of Willow Health Center consenting to the proposed alternation and renovation project.

Proposal Summary:

Vendors contacted: 17            Local: 6  
 Vendors responding: 3        Local: 1

<b>Company</b>	<b>Preliminary Design Cost</b>	<b>Construction Admin. Cost</b>	<b>Total Cost</b>	<b>Local</b>
GAV Associates	\$7,700	\$8,450	\$16,150	N – Flint
Century A&E	\$6,770	\$18,115	\$24,885	N – Grand Rapids
Hobbs & Black	\$10,990	\$22,470	\$33,460	Y – Lansing

A total of 7 vendors attended the mandatory Pre-proposal meeting.

Local vendors not responding:

- 1) C2AE – Busy working on other projects.
- 2) DLZ – Doesn't remember seeing the solicitation. Contact information on file was verified.
- 3) Keystone – Doesn't remember seeing the solicitation. Contact information on file was verified.

Recommendation:

The Evaluation Committee recommends awarding a contract to GAV in an amount not to exceed \$16,150. In addition to submitting the lowest bid, GAV is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County, most notably, the renovation of Ingham Academy.

Advertisement:

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

**MEMORANDUM**

To: Human Services Committee  
County Services Committee  
Finance Committee

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

Date: February 9, 2012

Subject: Request to Enter into Contract with GAV Associates to Write up Preliminary Construction Documents for the Alterations and Renovations Project at Willow Health Center

In Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of the School Based Health Center Capital Grant award in the amount of \$499,599 from the Department of Human Services, Health Resources and Services Administration to complete three projects: alter and renovate Willow Health Center, alter and renovate Otto Community Health Center and purchase equipment at each of the Health Department's Child and Adolescent Health Centers.

In order to complete the alteration and renovation project at Willow Health Center the Community Health Center Network of the Health Department worked with the Ingham County Purchasing Department to solicit proposals. Seventeen vendors were contacted directly and the RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department webpage. Seven vendors attended the mandatory pre-proposal meeting and three vendors responded.

Both the Health Department and the Purchasing Department evaluated the proposals and recommend awarding a contract to GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center. In addition to submitting the lowest bid of \$16,150, GAV Associates has other relevant experience working on projects of similar size and scope and has previous experience working with the County, most notably, the renovation of Ingham Academy.

The Health Department budgeted \$172,000 to complete the entire alterations and renovations at Willow Health Center. The Community Health Center Board of Directors has reviewed the proposals and recommends the contract with GAV Associates.

I recommend that the Board of Commissioners authorize a contract between the Health Department and GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center.

Attachment

c: Debra A. Brinson, w/ attachment  
John Jacobs, w/ attachment  
Barbara Watts Mastin, w/ attachment  
Carolyn Redman, w/ attachment



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GAV ASSOCIATES TO WRITE UP PRELIMINARY CONSTRUCTION DOCUMENTS FOR ALTERATIONS AND RENOVATIONS AT WILLOW HEALTH CENTER**

WHEREAS, in Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of the School Based Health Center Capital Grant award in the amount of \$499,599 from the Department of Human Services, Health Resources and Services Administration to complete three projects: alter and renovate Willow Health Center, alter and renovate Otto Community Health Center and purchase equipment at each of the Health Department's Child and Adolescent Health Centers; and

WHEREAS, in order to complete the alterations and renovations of Willow Health Center, the Ingham County Purchasing Department solicited proposals from qualified and experienced architectural and engineering firms pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department and the Health Department and both are in agreement that the lowest bidder meets all specifications and requirements; and

WHEREAS, the Health Department and the Purchasing Department recommend awarding a contract to GAV Associates to write up the preliminary construction documents for the alterations and renovations project at Willow Health Center in an amount not to exceed \$16,150; and

WHEREAS, the Health Department has budgeted \$172,000 for the alterations and renovations project at Willow Health Center; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners' Federally Qualified Health Center Co-applicant Board, recommends a contract with GAV Associates.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes entering into a contract with GAV Associates in an amount not to exceed \$16,150 to provide complete designing, engineering, and construction administration services for modernizing, improving and reconfiguring interior arrangements of Willow Health Center.

BE IT FURTHER RESOLVED, the period of this agreement shall be from March 1, 2012 through February 28, 2013.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

January 31, 2012

Ingham County Board of Commissioners  
County Services Committee  
Chairperson Diane Holman

Dear Chairperson Holman:

The Ingham County Sheriff's Office is requesting a waiver of the 2012 hiring freeze and hiring delay for an open Deputy (F.O.P.) position.

The Ingham County Sheriff's Office will have an open position on February 10, 2012 in our Corrections Division. This position was funded for the 2012 Sheriff's budget.

Currently, the Sheriff's Office has one Deputy on Military leave for one year and three other Deputies' on extended FMLA leave.

If this position is not filled, it will cause safety concerns for our Corrections Deputies as well as inmates, thus increasing liability for the county. Additionally, overtime will dramatically increase as present levels of deputies assigned to the Corrections Division to maintain a safe and secure jail can't handle additional open position.

Sincerely,

Sheriff Gene L. Wriggelsworth  
Ingham County Sheriff

Cc: Commissioner Andy Schor  
Commissioner Victor Celentino  
Commissioner Debbie DeLeon  
Commissioner Mark Grebner  
Commissioner Don Vickers  
Controller Mary Lannoye  
Deputy Controller John Neilsen

February 3, 2012

Ingham County Board of Commissioners  
County Services Committee  
Chairperson Diane Holman

Dear Chairperson Holman:

The Ingham County Sheriff's Office is requesting a waiver of the 2012 hiring freeze and hiring delay for an open Lieutenants (F.O.P.) position.

The Ingham County Sheriff's Office will have an open Lieutenants position due to retirement, in late March, 2012 in our Corrections Division. This position was funded for the 2012 Sheriff's budget.

I am requesting a waiver of this committee on the 2012 hiring freeze and hiring delay so we can fill this position through promotion as well as backfill positions that will become vacant pursuant to the promotion above.

Currently, the Sheriff's Office has one Deputy on Military leave for one year and three other Deputies' on extended FMLA leave.

If this position is not filled, it will cause safety concerns for our Corrections Deputies as well as inmates, thus increasing liability for the county. Additionally, overtime will dramatically increase as present levels of deputies assigned to the Corrections Division to maintain a safe and secure jail can't handle additional open position.

Sincerely,

Sheriff Gene L. Wriggelsworth  
Ingham County Sheriff

Cc: Commissioner Andy Schor  
Commissioner Victor Celentino  
Commissioner Debbie DeLeon  
Commissioner Mark Grebner  
Commissioner Don Vickers  
Controller Mary Lannoye  
Deputy Controller John Neilsen

January 18, 2012

Ingham County - County Services Committee Members  
County Courthouse  
P.O. Box 319  
Mason, Michigan 48854

Re: Modified MERS Resolutions For the Potter Park Zoo

Dear Commissioners:

The proposed modified MERS Resolutions for Potter Park Zoo Teamsters and United Automobile Workers unions currently before you are proposed, after meetings with the Unions and with MERS, to address certain errors which were made initially in setting up the benefits for the zoo employees which transferred from the City of Lansing ("Former City Employees") and to modify the provisions of the collective bargaining agreement agreed to between the County and Teamsters regarding the vesting period for two former employees in the Teamsters management unit which placed in a better MERS B-2 plan for future service credit.

In summary form, the facts are as follows:

1. While employed by the City, certain Teamsters employees were under a pension plan which provided for a 1.6 multiplier and an 8 year vesting. In addition, the Teamsters' employees were contributing to this pension plan.
2. New employees at the Zoo (i.e., not Former City Employees) were by agreement placed in the County's B-2 plan, at no cost to the employees, with a 10 year vesting. This plan actually was better than the City plan in that it had a higher multiplier and no employee contribution.
3. While two of the Teamsters Former City Employees should have been placed in, when they transferred to the County, a MERS plan equivalent to that which they had (i.e., 1.6 multiplier and 8 year vesting, employee contribution) instead all three Teamsters were put in the same plan as Jerry Brady which was a 2.8 multiplier and the rule of 65 for their past service with the City. While this was the correct plan for Mr. Brady, it was materially incorrect for the other two employees. In addition, the UAW Former City Employees were put in this same plan which was an increase from the benefits they received as City employees. This error appears, based upon our review, to be based upon an email from MERS which gave incorrect instructions to the then Human Resources Director as to the benefits and language to be placed in letter agreements with the Unions. We have been working with MERS to address this misplacement; however, MERS required letter agreements from the UAW and Teamsters agreeing to the reasons behind, and confirming the correct placement of, Former City Employees.
4. In an effort to have continuity and to not have the Former City Employees on a worse pension plan than that of new hires at the Zoo (and in address the misplacement of the two Teamsters employees), the County and Teamsters agreed at the bargaining table (and the Commissioners approved) to place the two Teamsters Former City Employees in the better B-2 Plan offered to new hires for future service credit only.
5. Long after the agreement was executed with the Teamsters, the Teamsters objected that the B-2 plan had a ten year vesting period (which is consistent with the B-2 Plan provided to new hires at the Zoo) rather than the eight year vesting for the less generous City 1.6 plan. The Teamsters thus requested that we adjust the vesting period and held off on signing the letter agreement fixing the previous errors (set forth in paragraph 3) while addressing this issue.

6. To attempt to address both issues -- i.e., the Teamsters demand for an eight year vesting period and the Teamsters not signing the letter agreement necessary by MERS to remedy the misplacement of Former City Employees, we met with MERS.

As a result of this meeting, meetings with the Teamsters, and discussions with the County Administrator, Human Resources and Ms. Rhode, we believe that the proposed MERS resolutions will address and remedy the open issues. Specifically, the Teamsters have signed a letter agreement setting forth the proper level of benefits which should have been afforded to Teamsters Former City Employees. However, the County would be agreeing to, for future service credit only, an eight year (rather than 10 year) vesting period for the two Teamsters Former City Employees who are being placed in a B-2 retirement plan for future service credit. In addition, the forms utilized now meet, upon what we have been informed, MERS' requirements to make such corrections and changes. As such, we recommend the passage of the MERS resolutions.

Very truly yours,

COHL, STOKER & TOSKEY, P.C.

Richard D McNulty

RDM/hsk

cc: Ingham County Board of Commissioners  
Mary Lannoye, County Controller  
Becky Bennett, Board Coordinator  
Travis Parsons, Human Resources Director  
Jill Rhode, Financial Services Director

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AND CLARIFYING PENSION BENEFITS FOR POTTER PARK ZOO EMPLOYEES**

WHEREAS, on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement (hereinafter, the “Agreement”) for the Lease and Operation of Potter Park and Potter Park Zoo which transferred operational responsibility of the Potter Park Zoo to the County as of July 1, 2007; and

WHEREAS, pursuant to the Agreement, it was envisioned that City employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees and would be placed in Municipal Employees’ Retirement System, of Michigan (MERS) plans equating to City of Lansing retirement pension benefits; and

WHEREAS, there are still some issues regarding the establishment of the benefits for Teamster and UAW employees who transferred from the City of Lansing; and

WHEREAS, the County Attorney and the Financial Services Department have discussed with MERS the changes that are needed to correct and clarify the issue and have prepared the attached MERS mandated resolution forms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes the attached resolutions correcting and clarifying the benefits for the Potter Park Zoo employees.

BE IT FURTHER RESOLVED that Jill Rhode, Director of Financial Services is authorized on behalf of the County’s retirement system to sign and execute all documents to effectuate and finalize this transaction, subject to prior approval as to form, by legal counsel.



**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The BOARD OF COMMISSIONERS of the COUNTY OF INGHAM  
(Governing body) (Participating entity)  
whose fiscal year is (month and day) JANUARY 1 to DECEMBER 31, desires to make  
available to its eligible employees (as defined below) benefits provided by the Municipal  
Employees' Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits  
available are those provided under the Plan Document of 1996.

**IT IS RESOLVED** that pursuant to the Initial Actuarial Valuation dated  
to be determined \_\_\_\_\_, by MERS' actuary, MERS benefits stated in Section 1 below  
are to be provided to the following employee division (e.g., general, police and fire, DFW, union,  
non-union): United Auto Workers (Former Lansing) (See Ex. A to Ex. 1)  
(Separate resolutions are required for each division)

**Please note:** If no Initial Valuation has been done by MERS' actuary on the specific benefit  
program (or combination of programs) selected below; or the Initial Valuation is more than  
one (1) year old at the time MERS' coverage becomes effective as provided under Section 4 of  
this Resolution; then, per Retirement Board requirements, this Resolution will not be  
implemented until a current actuarial valuation is done by MERS' actuary and necessary  
supporting contribution rates certified.

1. Benefit programs/formulae (e.g., B-2 / DROP- / F55 / V-8 / PAC: 3 / E-2) selected  
are:  
See Resolution 10-205 (Ex. 1), Resolution 10-203 (Ex. 2), Letter Agreement 8 CBA  
(Under this initial MERS retirement law 20, supporting collective bargaining agreement is required)
2. The required employee contribution is 1.7%. (May be any percentage in  
hundredths of a percent not to exceed ten (10) percent, unless higher rate is  
established by collective bargaining agreement accompanying this Resolution.)
- 3.1 Prior service credit with this municipality/court rendered previously by each covered  
employee in the division is subject to and shall be certified as provided under Section  
2C(3) of the MERS Plan Document and Restated Initial Actuarial Valuation and  
Supplemental Valuation Procedure<sup>(Form 03)</sup> (as approved by the Retirement Board),  
whose respective terms are incorporated by reference.

**Choose only one:**

- A.  All prior service from date of hire.
- B.  Portion of prior service (actual service up to \_\_\_\_\_ years); or \_\_\_\_\_%.
- C.  Prior service proportional to assets transferred.
- D.  No prior service (if D selected, go to Section 4).

- 3.2 The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.
- 3.3 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.
4. The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is July 1 \_\_\_\_\_, 2007.
5. For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_ Title: \_\_\_\_\_



**LETTER AGREEMENT  
BETWEEN  
INGHAM COUNTY (Employer)  
AND  
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL, WORKERS OF AMERICA  
INGHAM COUNTY UNIT, LOCAL 2256 (Union)**

**POTTER PARK ZOO UAW UNIT**

**WHEREAS,** on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement for the Lease and Operation of Potter Park and Potter Park Zoo (the "Agreement"). The Agreement provided and it was the intent of the Parties that Former City Employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees, would be placed in Municipal Employees' Retirement System, of Michigan (MERS) plans equating to City of Lansing retirement pension benefits.

**WHEREAS,** to effectuate this intent, the County and the Unions (UAW and Teamsters) entered into letters defining the benefit levels for Former City Employees while employed by the City. Thereafter, appropriate resolutions were passed by the County to establish with MERS three new divisions:

Division 94—Zoo Hires After 7/1/07 with the following benefits: MERS B-2, V-10, FAC 5 and no employee contribution.

Division 95—UAW Local 2256 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2.

Division 96—Teamsters Local 580 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2.

**WHEREAS,** the Parties discovered later that Division 95 did not accurately reflect the retirement plan for UAW employees while employed by the City.

**WHEREAS,** during the negotiations for the UAW Zoo unit collective bargaining agreement, the Parties clarified and agreed to the correct plan which accurately reflected the retirement plan for City UAW employees.

**WHEREAS,** Representatives of MERS stated that to correct these discrepancies, the affected Unions would need to provide a letter agreement explaining the discrepancies and agreeing to the changes/clarifications.

**NOW THEREFORE, IT IS AGREED THAT:**

The proper benefit levels, for Teamster's Local 580 Potter Park Zoo employee is accurately reflected in the Resolutions of the Ingham County Board of Commissioners dated \_\_\_\_\_ and a set forth in the collective bargaining agreement dated January 19, 2011, and the County and Union agree to the establishment and placement of such employees as set forth in the Resolutions.

1. 2.75% multiplier of the years of service credit up to a maximum of 35 years.
2. 1.5% multiplier of the years of service credit in excess of 35 years.
3. The maximum annual pension may not exceed 100% of the FAC.
4. Eligible at 50 years with 25 years of service credit or 58 years with 8 years of service credit.
5. FAC equals the highest two consecutive years out of the last 10 years of service prior to retirement.
6. 8 year vesting.
7. Employee contribution equals 1.7% of wages during this Contract term.
8. No mandatory retirement age.
9. Participation in the City of Lansing Retiree Health Care Plan.

**IT IS AGREED**

COUNTY OF INGHAM

TEAMSTERS LOCAL 580

\_\_\_\_\_  
Dale Copedge, Chairperson  
Ingham County Board of Commissioners

\_\_\_\_\_  
Art Luna, Labor Representative

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

APPROVED AS TO FORM:  
COHL, STOKER & TOSKEY, P.C.

\_\_\_\_\_  
Bonnie Toskey

## **RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS**

**WHEREAS**, on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement (hereinafter, the “Agreement”) for the Lease and Operation of Potter Park and Potter Park Zoo which transferred operational responsibility of the Potter Park Zoo to the County; and

**WHEREAS**, pursuant to the Agreement, it was envisioned that City employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees, would be placed in Municipal Employees' Retirement System, of Michigan (MERS) plans equating to City of Lansing retirement pension benefits;

**WHEREAS**, by agreement with the City of Lansing and the appropriate Unions, person hired at the Potter Park Zoo on or after July 1, 2007 who were not former City of Lansing Zoo employees were to be eligible for a MERS B-2, V-10, FAC 5 plan with no employee contribution; and

**WHEREAS**, pursuant to these agreements, Ingham County established with MERS three new divisions:

Division 94—Zoo Hires After 7/1/07 with the following benefits: MERS B-2, V-10, FAC 5 and no employee contribution.

Division 95—UAW Local 2256 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2 out of 10.

Division 96—Teamsters Local 580 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2 out of 10; and,

**WHEREAS**, unbeknownst to the County, the above-delineated benefit levels for Division 96 at the City of Lansing and were only applicable to a single former employee of the City of Lansing (Zoo Manager) and were not applicable to the remainder of the Division 96 employees. To like effect, the benefit levels for Division 95 were not accurate nor applicable to the members of Division 95. Rather, the actual benefit levels payable by the City of Lansing, and, thus by the County pursuant to the Agreement with City of Lansing, are those set forth on the attached Exhibits 1 and 2; and,

**WHEREAS**, upon discovering these discrepancies, the County undertook to clarify and bargain with the Unions representing those employees in Division 95 and Division 96 to rectify this matter and accurately reflect the benefit levels which the had Parties agreed to pursuant to the Agreement with the City of Lansing; and,

**WHEREAS**, as part of negotiations, the County and the Unions representing Division 95 and Division 96 have clarified and agreed to the proper pension benefit levels payable to the employees in these divisions (See, Exhibits 3 and 4); and,

**WHEREAS**, in addition, during the negotiations for the Teamster's Local 580 Potter Park Zoo collective bargaining agreement, the Parties have agreed – pursuant to the MERS Bridged Benefit Program – that two Division 96 employees would be placed into the MERS B-2, V-10, FAC 5 program with no employee contribution only as to service credit earned on or after January 1, 2010 (See, Exhibit 3); and,

**WHEREAS**, Teamsters Local 580 subsequently asserted that it was not agreeable to a vesting period of ten (10) years under the MERS B-2, V-10, FAC 5 program with no employee contribution only as to service credit earned on or after January 1, 2010 and, as such, the County and Teamsters Local 580 agreed to correct the vesting issue as set forth herein.

**NOW THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners hereby rescinds the benefits and resolution establishing such benefits with the MERS System as to two of the three employees in Division 96.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners hereby authorizes the attached Resolution (Exhibits 1) establishing corrected divisions for two employees formerly in Division 95 and 96.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners hereby authorizes the transfer of the funds designated for each transferred employee from the MERS Divisions 96 for credit towards the employee's retirement in the Municipal Employees Retirement System ("MERS") corrected divisions hereby established by Ingham County pursuant to the Agreement.

**BE IT FINALLY RESOLVED** that Ms. Jill Rhode is authorized on behalf of the County's retirement system to sign and execute all documents to effectuate and finalize this transaction, subject to prior approval as to form, by legal counsel.

Date: \_\_\_\_\_



**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The BOARD OF COMMISSIONERS of the COUNTY OF INGHAM,  
(Governing body) (Participating entity)  
whose fiscal year is (month and day) January 1 to December 31, desires to make  
available to its eligible employees (as defined below) benefits provided by the Municipal  
Employees' Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits  
available are those provided under the Plan Document of 1996.

**IT IS RESOLVED** that pursuant to the Initial Actuarial Valuation dated  
to be determined \_\_\_\_\_, by MERS' actuary, MERS benefits stated in Section 1 below  
are to be provided to the following employee division (e.g., general, police and fire, DPW, union,  
non-union): Teamsters Local 580 (Former City/Non-Director) (See Ex. A to Ex. 1)  
(Separate resolutions are required for each division)

**Please note:** If no Initial Valuation has been done by MERS' actuary on the specific benefit  
program (or combination of programs) selected below; or the Initial Valuation is more than  
one (1) year old at the time MERS' coverage becomes effective as provided under Section 4 of  
this Resolution; then, per Retirement Board requirements, this Resolution will not be  
implemented until a current actuarial valuation is done by MERS' actuary and necessary  
supporting contribution rates certified.

1. Benefit programs/formulae (e.g., R-2 / DROP+ / ESS / V-8 / FAC 2 / E-2) selected  
are:  
See attached Resolution (Ex. 1); and Letter Agreement \_\_\_\_\_  
(Under the standard MERS retirement benefits, supporting collective bargaining agreement to accompany this Resolution)
2. The required employee contribution is see resolution%. (May be any percentage in  
hundredths of a percent, not to exceed ten [10] percent, unless higher rate is  
established by collective bargaining agreement accompanying this Resolution.)
- 3.1 Prior service credit with this municipality/county rendered previously by each covered  
employee in the division is subject to and shall be credited as provided under Section  
2C(3) of the MERS Plan Document and Revised Initial Actuarial Valuation and  
Supplemental Valuation Procedure (form 06) (as approved by the Retirement Board),  
whose respective terms are incorporated by reference.

**Choose only one:**

- A.  All prior service from date of hire.
- B.  Portion of prior service (actual service up to \_\_\_\_\_ years); or \_\_\_\_\_%.
- C.  Prior service proportional to assets transferred.
- D.  No prior service (if D selected, go to Section 4).

- 3.2 The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.
- 3.3 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.
- 4. The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is July 1 \_\_\_\_\_, 2007.
- 5. For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN**

**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The Board of Commissioners of Ingham County whose fiscal year is January 1 to December 31, desires to make available to its eligible employees (as defined below) benefits provided by the Municipal Employees' Retirement System, of Michigan (MERS), as authorized by 1996 PA 220. Benefits available are those provided under the Plan Document of 1996 and the MERS Bridged Benefit Program.

**IT IS RESOLVED** that pursuant to the Actuarial Valuation dated to be determined, by MERS' actuary, MERS benefits stated in Section 1 below are to be provided to the following employee division: Teamsters Local 580 (Former Lansing Zoo Employees/Non-Director) (See, attached Exhibit A).

Please note: If no Initial Valuation has been done by MERS' actuary on the specific benefit program (or combination of programs) selected below; or the Initial Valuation is more than one (1) year old at the time MERS<sup>1</sup> coverage becomes effective as provided under Section 4 of this Resolution; then, per Retirement Board requirements, this Resolution will not be implemented until a current actuarial valuation is done by MERS' actuary and necessary supporting contribution rates certified.

1. Benefit programs/formulae selected are:

FOR SERVICE CREDIT ACCRUED PRIOR TO JANUARY 1, 2010 (including service credit earned while employees were employed by the City of Lansing):

Multiplier: 1.60

Vesting: Age 50 with 25 or more years of service or age 58 with 8 or more years of service.  
MERS vesting— eight (8) years.

FAC: Highest 2 consecutive years out of the last ten.

Misc: No mandatory retirement age;

Non-Duty Disability Retirement pursuant to MERS non-duty disability provisions;

Duty Disability Retirement pursuant to MERS duty disability provisions;

Duty Death Retirement pursuant to MERS duty death provisions;  
Non-Duty Death eligibility after eight years of service credits;

Annual Amount— Pursuant to MERS plan provisions.

The required employee contribution is 3.5 %.

Prior service credit shall be all prior service from date of hire through December 31, 2009.

B. FOR SERVICE CREDIT ACCRUED ON AND AFTER JANUARY 1, 2010.

Pursuant to the MERS Bridged Benefit Program, for service credit earned on or after January 1, 2010, employees will be B2, V8, FAC 5

The required employee contribution is -0- %.

Prior service credit shall be only for service credit earned on and after January 1, 2010.

2. The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.

2.1 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.

2.2 The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is July 1, 2007.

2.3 For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this \_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_

Title: \_\_\_\_\_



**EXHIBIT A:**

**Members:**

Teresa Masseur  
Tara Harrison

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** February 7, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution to Apply for a Michigan Department of Natural Resources  
Recreation Passport Grant for a Handicap Accessible Restroom  
At Burchfield Park

This resolution authorizes the submission of an application to the Michigan Department of Natural Resources requesting a Recreation Passport Grant to replace the existing portable restroom at Burchfield Park with a handicap accessible restroom facility with a total cost of \$45,000 as detailed below:

Ingham County Matching Funds	\$15,000
Michigan DNR Passport Grant	<u>\$45,000</u>
<b>TOTAL PROJECT COST</b>	<u><b>\$60,000</b></u>

In addition, the resolution asks the Board of Commissioners to commit the local match of \$15,000 as approved in the Parks 2012 Capital Improvement Budget contingent upon the Recreation Passport grant being approved.

The Ingham County Parks Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County. Burchfield Park received over 110,000 visits in 2011, serving visitors from many Ingham County communities. Customer surveys have determined a deficiency of restroom facilities at Burchfield Park and staff have recommended replacing an existing portable restroom with a handicap accessible restroom facility. The installation of this handicap accessible restroom facility will increase the aesthetic value, better serve those with disabilities, and improve the overall visitor experience.

The total project cost is expected to be \$60,000, with Michigan Department of Natural Resources Recreation Passport Grant funds of \$45,000 (75%) and Ingham County matching funds of \$15,000 (25%). If awarded, the project must begin within 1 year from the date the project agreement is issued and be completed within 3 years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
RECREATION PASSPORT GRANT FOR A HANDICAP ACCESSIBLE RESTROOM AT  
BURCHFIELD PARK**

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

WHEREAS, Burchfield Park received over 110,000 visits in 2011, serving visitors from many Ingham County communities; and

WHEREAS, customer surveys have determined a deficiency of restroom facilities at Burchfield Park; and

WHEREAS, staff has recommended replacing an existing portable restroom with a handicap accessible restroom facility; and

WHEREAS, installation of this handicap accessible restroom facility will increase the aesthetic value, better serve those with disabilities, and improve the overall visitor experience; and

WHEREAS, the total project cost is expected to be \$60,000, with Michigan Department of Natural Resources Recreation Passport Grant funds of \$45,000 (75%) and Ingham County matching funds of \$15,000 (25%); and

WHEREAS, if awarded the project must begin within 1 year from the date the project agreement is issued and be completed within 3 years.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an application to the Michigan Department of Natural Resources requesting a Recreation Passport Grant to replace the existing portable restroom at Burchfield Park with a handicap accessible restroom facility with a total cost of \$60,000 as detailed below:

Ingham County Matching Funds	\$15,000
Michigan DNR Passport Grant	<u>\$45,000</u>
<b>TOTAL PROJECT COST</b>	<b><u>\$60,000</u></b>

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners be asked to commit the local match of \$15,000 as approved in the Parks 2012 Capital Improvement Budget contingent upon the Recreation Passport grant being approved.

BE IT FURTHER RESOLVED, as required in the Ingham County Grants Approval Process the Controller's Office be provided a copy of the grant application once it has been completed and submitted.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign any grant applications consistent with this resolution.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DARRYL DIAMOND**

WHEREAS, Darryl Diamond served on the Ingham County Fair Board from February, 2004 through December, 2011; and

WHEREAS, Darryl served as Vice President and Secretary Treasurer of the Fair Board and as a member was very instrumental in the Grand Stand events and concerts; and

WHEREAS, in 2011, Darryl participated in an internship program through Ferris State University at the Ingham County Fair Office; and

WHEREAS, Darryl served as a model of decorum and integrity as an officer and member of the Ingham County Fair Board; and

WHEREAS, throughout his tenure on the Fair Board, Darryl was always willing to go above and beyond his duties as a Fair Board member; and

WHEREAS, the citizens of Ingham County and 4-H youth have greatly benefited from his devotion and dedication to the Ingham County Fair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Darryl Diamond for his many years of dedicated service and the countless hours he has devoted while serving as a member of the Ingham County Fair Board.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING STAN JORDAN**

WHEREAS, Stan Jordan served on the Ingham County Fair Board from January, 1996 through December, 2004 and again from May, 2008 through December 31, 2011; and

WHEREAS, as a board member, Stan was instrumental in working with the Horse Committee and in the implementation of policies; and

WHEREAS, previously Stan served as president and vice-president of the Fair Board, and oversaw the sound system, tractor pull and assisted with the coordination of camping on the fairgrounds; and

WHEREAS, Stan served as a model of decorum and integrity as an officer and member of the Ingham County Fair Board; and

WHEREAS, throughout his tenure on the Fair Board, Stan was always willing to go above and beyond his duties as a Fair Board member; and

WHEREAS, the citizens of Ingham County and 4-H youth have greatly benefited from Stan's devotion and dedication to the Ingham County Fair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Stan Jordan for his many years of dedicated service and the countless hours he has devoted while serving as a member of the Ingham County Fair Board.

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