THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 17, 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 June 19, 2012 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Treasurer
   a. Resolution to Authorize Transfer of Funds from Treasurer to Register of Deeds for the Purpose of Conducting Title Searches
   b. Resolution Approving Extension for One Year of Scheduled Sunset Position in the County Treasurer’s Office

2. Department of Transportation & Roads
   a. Resolution to Approve Local Match Sharing Agreement with Delhi Township for the Ingham County Department of Transportation and Roads
   b. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
   c. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Department of Transportation and Roads
   d. Resolution to Approve Local Road Agreement with Locke Township for the Ingham County Department of Transportation and Roads
   e. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads
   f. Resolution to Approve Local Road Agreement with Aurelius & Onondaga Townships for the Ingham County Department of Transportation and Roads
   g. Resolution to Approve Local Road Agreement with Onondaga Township for the Ingham County Department of Transportation and Roads
   h. Resolution - Ingham Township (To be Available at Meeting)
   i. Attorney Client Privilege - Permits (To be Distributed at Meeting)

3. Drain Commissioner
   a. Resolution Pledging Full Faith and Credit to Kinawa View Drain Drainage District 2012 Bonds
   b. Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds
4. **Sheriff’s Office** - Request to Waive the Hiring Freeze and Delay for an Open **Lieutenant Position**

5. **Register of Deeds** - Request for Exception to the Hiring Freeze for an **Index Clerk**

6. **Circuit Court**
   a. Request to Waive the Hiring Delay and Hiring Freeze for **Deputy Clerk II**
   b. Request to Waive the Hiring Freeze and Delay for Judge Collette’s Court Officer/Research Clerk Position

7. **Housing Commission** - Resolution to Authorize Grant Amendment to Resolution #09-263 - Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority for an Additional Amount of $272,750

8. **Farmland and Open Space Preservation Board** - Resolution Amending Resolution #12-190 to Accept $47,983.00 in **Additional Funds**

9. **Fair Board** – Request to Waive the 2012 Hiring Freeze and Hiring Delay for the Fair Manager Position

10. **Health Department**
   a. Recommendation to Start Public Health Nursing and Special Programs **Supervisor at Step 4**
   b. Request to Start **Deputy Health Officer at Step 3**
   c. Request to Start **Primary Care Physician at Step 3**
   d. Request for Approval for an Unpaid Leave of **Absence**
   e. Resolution to Authorize an Agreement with **Community Mental Health Authority of Clinton, Eaton and Ingham Counties** for the Provision of Co-Located Primary and Behavioral Health Services
   f. Resolution to Authorize an Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Accept the **Healthy Start Grant**
   g. Resolution to Authorize an Agreement with **Health Management Associates** to Provide Start Up Core Functions for the Michigan Consumers Health Core Co-Op

11. **Facilities**
   a. Resolution Awarding a Contract to **Soap Slingers Window Cleaning LLC** to Provide Window Cleaning Services to Various County Facilities
   b. Resolution Authorizing Entering into a Contract with **Myer’s Plumbing** and Heating Inc., for Installation of the Plumbing in the New Handicap Restroom at the Health Department
   c. Resolution Authorizing Entering into a Contract with **Perfitt Excavating, Inc.** for the Replacement of the Asphalt Circle Drive at the Mason Courthouse
12. **Parks**
   a. Resolution Authorizing the Acceptance of a $250.00 Risk Avoidance Program (RAP) Grant Award for a **Grill Guard** for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
   b. Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a **General Curator**

13. **Human Resources**
   a. Resolution Authorizing the Establishment of MERS **Hybrid Plans** for the Board of Commissioners and Elected Officials
   b. Resolution Certifying **Representatives** for the MERS Annual Meeting

14. **Board Referrals**
   a. Letter from **Silver & Van Essen, P.C.** Regarding the 425 Agreement Between Dewitt Charter Township and City of Lansing
   b. Letter from **Thrun Law Firm, P.C.** Regarding the 425 Agreement Between Dewitt Charter Township and City of Lansing
   c. Letter from **Silver & Van Essen, P.C.** Regarding the 425 Agreement Between Dewitt Charter Township and City of Lansing

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  
June 19, 2012  
Minutes

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

Members Absent: None

Others Present: Becky Bennett, Board Chairperson Copedge, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Mike Bryanton, Steve Walters, Maureen Winslow, Rich Estill, Chuck Gray, Jim Hudgins, Jill Rhode, David Easterday, Cathy Fitton, Richard McNulty, Deb Brinson, Renee Branch Canady, David Stoker, Bonnie Toskey, Erin Boertman, and others.

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

Approval of the June 5, 2012 Minutes
The June 5, 2012 Minutes were approved as submitted.

Additions to the Agenda
2. Substitute - Resolution Establishing a County Road Advisory Board for the Ingham County Department of Transportation and Roads

9a. Additional Information - Update: Meridian Township Property, “Park Purchase – Accounting for Transaction”

11b. Pulled - Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees

Limited Public Comment
Chuck Gray, UAW Chairman, stated he was in attendance if the Commissioners have any questions for him during their closed session. He also expressed his repeated concern that most often waivers are approved then suggested terminating the hiring freeze allowing each department to do what needs to be done. He thanked the Human Resources Department for the productive meeting last Thursday. He stated that it was the first time the Union felt there was an effort was made to listen to their input.

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

1. Treasurer
   a. Resolution to Renew Service Contracts for the Purpose of Conducting Title Searches
   b. Resolution to Renew Service Contracts for the Purpose of Conducting Personal Service Visits
c. Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property

3. Circuit Court - Request to Waive the Hiring Freeze and Delay for Judge Canady’s Court Officer/Research Clerk Position

4. Circuit Court/Family Division - Request to Waive the Hiring Freeze and Delay for Two Senior Juvenile Court Officer and One Juvenile Court Officer Positions

5. Health Department
   a. Request for a 90 Day Leave Without Pay
   b. Resolution to Provide On-Call Bonus Payments to Physician Assistants Employed in the Ingham County Health Department
   c. Resolution Amending Resolution #11-235, to Except Increased Awards to Support the Continued Operations of the Health Department’s Child and Adolescent Health Centers

6. Purchasing - Request to Waive the 6-Week Hiring Delay for the Purchasing Assistant Position

7. Farmland and Open Space Preservation Board
   a. Resolution Approving Proceeding to Close on Permanent Conservation Easement Deeds for the Tomlinson, Scripter and Baumer Properties
   b. Resolution Approving a Cooperative Agreement Between United States and Ingham County to Accept $324,450.00
   c. Resolution Approving the Ranking of the 2010 Open Space Application Cycle and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

(Comm. Grebner arrived at 6:06 pm)

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Department of Transportation & Roads - Resolution Establishing a County Road Advisory Board for the Ingham County Department of Transportation and Roads

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION ESTABLISHING A COUNTY ROAD ADVISORY BOARD FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS.
MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO AMEND THE RESOLUTION BY STRIKING THE 3RD WHEREAS, THEN CHANGING THE 4TH WHEREAS TO A “BE IT FURTHER RESOLVED NEXT ADDING “NO MORE THAN” FOLLOWING THE WORD “AFTER” AND AFTER THE LAST SENTENCE ADDING “THE ADVISORY BOARD WILL ALSO REPORT BACK TO THE BOARD OF COMMISSIONERS ANY NECESSARY RECOMMENDATIONS AND/OR CHANGES TO THEIR MEMBERSHIP OR STRUCTURE AFTER NO MORE THAN 2 YEARS”, AS FOLLOWS:

3RD WHEREAS:
WHEREAS, the Advisory Board will consist of 16 members, the Supervisor from each township and/or their designee; and

4TH WHEREAS
WHEREAS, after two years the Advisory Board will be evaluated to see if changes should be made to the committee.

Change to:

BE IT FURTHER RESOLVED, after no more than two years the Advisory Board will be evaluated to see if changes should be made to the committee. The Advisory Board will also report back to the Board of Commissioners any necessary recommendations and/or changes to their membership or structure after no more than 2 years.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comm. De Leon Voting “no”.

The Committee acknowledged that the Advisory Board will not be a voting body and the Ingham County Department of Transportation and Roads will make decisions that will be brought before the Board Commissioners.

8. Financial Services - Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES.

Chairperson Holman informed the Committee that the vendor agreed to continue with last year’s pricing. Comm. De Leon stated she was pleased with the decision to table and renegotiate.

MOTION CARRIED UNANIMOUSLY.
9. Controller’s Office
   a. Update: Meridian Township Property

Ms. Lannoye overviewed the additional information “Park Purchase – Accounting for Transaction”, as well as the DNR’s decision to reduce the grant award based on one of two appraisals. She noted that the Friends of Ingham County Parks paid the property taxes.

Comm. Schor expressed his concern that the Board of Commissioners did not authorize the additional funds used to complete the transaction. Ms. Lannoye explained that the Grant required the County to pay for the property in order to receive the reimbursement. The County paid for the property then submitted a request for reimbursement at which time the DNR reviewed the two appraisals sent in by the Parks Department and made the decision to reduce the grant amount based on the lower value of the two appraisals. Ms. Lannoye stated she was not aware of the second (lower) appraisal at the closing. She further explained that the money used to purchase the land was from the Park’s Capital fund.

Comm. Vickers questioned the difference in the appraisals. Mr. McNulty explained that he had a third appraiser review the two appraisals; whereby the review appraiser found errors in the first appraisal because the comparables used were not properly verified plus there were errors in land size. He gave the example of the Okemos School District comparable where land was sold to a non-profit agency rather than the highest offer. The second appraisal was more accurate. Mr. McNulty stated that the closing was completed in good faith that the full grant would be received.

Comm. Schor stated that he would like to review the resolutions for the land purchase then expressed his concern of how long this took to come to the Commissioners attention plus who authorized the additional funds. Board Chairperson Copedge also expressed his concern of who authorized the additional funds. Ms. Lannoye explained no one because of the reimbursement and the series of events; nonetheless, she would take responsibility because she had had brought a resolution to Committee last year but then pulled it because there was still not a solution to the problem.

Ms. Rhode explained the accounting procedures necessary to balance the books and that procedures relating to grants have been put in place so this does not happen again. She noted that the Health Department handles their own accounting of Grants.


Chairperson Holman reminded the Committee this is a County Park and more often than not the County purchases land for their Parks without the assistance of others such as Meridian Township and the Friends of Ingham County Parks. She also noted that Ingham County was the applicant because a governing body is required as the fiduciary.
Board Chairperson Copedge stated that if he had known the circumstance he would not have supported the purchase. Ms. Lannoye stated that if she had known about the second appraisal and that the grant would be reduced she would not have followed through with the transaction but that was not known at the time of closing.

The Committee agreed to pursue the DNR for the remainder of the Grant Funding.

Mr. McNulty will provide the Finance Committee with the resolution explaining how the money was authorized.

b. Update: Clerk’s Files

Mike Bryanton, Ingham County Clerk, stated the Clerk’s Office is moving forward with the software purchase in order to resume and re-establish digital records. He thanked Mr. Walters for continuing to work in a professional manner in the attempt to retrieve data and getting the Department back up and running. He thanked Ms. Rhode for her assistance with receipts.

Steve Walters, MIS Interim Director, informed the Committee that he is working with Tyler Technologies to install the old software that had been deleted. Also, the company that has been working since early June to retrieve the lost data continues with their efforts. He stated that he does not have an estimated time of completion for their determination; however, the County has paid a flat fee for this service.

Mr. Walters explained once Tyler Technologies establishes the software and restores the available records upgrades will be installed. He explained that once up and running scanned documents can be merged into the program. Mr. Walters stated that he has obtained an estimate for back scanning from the vendor who provides contract scanning services to the Friend of the Court and Financial Services. Chairperson Holman asked for an estimate of how many pages would need to be scanned. Mr. Bryanton estimated 150,000 pages. Mr. Bryanton explained that the vendor used by the Friend of the Court and Financial Services is certified to handle confidential information.

c. Update: MIS Department

Mr. Walters stated that the interview process has been slowed down because of the events in the Clerk’s Office requiring a significant amount of his time. He informed the Committee that there are many qualified applicants and the interview questions are prepared.

Board Chairperson Copedge asked if any of the applicants will need training. Mr. Walters stated that many of them can walk into the job and it will be a difficult decision to narrow down who will be interviewed.

Ms. Lannoye stated that the County plans on doing an assessment of the MIS Department; however, because of the technical nature of the Department she would like the assessment to be done very intentional and systematically. Comm. Grebner suggested hiring a retired MIS Director as an advisor and has technical experience similar to the County or a larger industry.
10. **Board of Commissioners** - Closed Session: Collective Bargaining (*No Materials*)

MOVED BY COMM. CELENTINO SUPPORTED BY COMM. DELEON, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE:
YEAS, COMMISSIONERS Holman, Schor, Grebner, Celentino, De Leon, and Vickers

The Committee returned to regular session.

11. **Human Resources**
   a. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS.

Comm. Schor stated he would like to have more time to review the information provided as well as settle the concerns he has associated with the Hybrid Plans.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DE LEON, TO TABLE THE RESOLUTION

MOTION, TO TABLE, FAILED with Comms. Vickers, Grebner and Holman Voting “no”.

Mr. Parsons pointed out decisions are required on the follow key points:

Reference Pages 1-9; Page 3 of 9, Section D-The DB Component, BENEFITS UNDER HYBRID PLAN (1.00%, 1.25%, OR 1.50%). Comm. Grebner suggested using 1.00% when coming back with a resolution. Comm. De Leon suggested leaving it blank.

Pages 1-4, Page 2 of 4, Section IV (see schedule). *The schedule is located on the back of page 4.*

Pages 1-4, Page 3 of 4, Section VI, VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE. Cliff Vesting: The HR Department suggested 2 years for the Board of Commissioners and 4 years for elected officials based on the term in office; however, it is the decision of the Board of Commissioners. Comm. Grebner suggested changing the Board of Commissioners to 4 years in order to have one division.

The majority of the Commissions agreed they would like time to review the information provided.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. GREBNER, TO TABLE THE RESOLUTION.
MOTION CARRIED with Comm. Vickers Voting “no”.

Mr. Parsons noted that there are other areas of the form that have been filled in with standard information or a decision was made. He gave the example that loans will not be given out on the DC portion of the benefit program.

Mr. Parsons informed the Committee that he handed out supplemental information “MUNICIPAL EMPLOYEES’ RETIREMENT SYSTEM OF MICHIGAN PLAN DOCUMENT” so they may better understand the plan.

The Attorney’s reminded the Committee that both verbal and written information provided during the Closed Session is confidential and should be treated as such.

Announcements
None.

Public Comment
None.

The meeting adjourned at approximately 9:54 p.m.

Respectfully submitted,

Julie Buckmaster
HIRING FREEZE WAIVER REQUESTS/NEW HIRE STEP PLACEMENTS ABOVE STEP ONE/LEAVES OF ABSENCE

The Controller recommends approval of items 4, 5, 6(a), 6(b), 9, 10(c) and 10(d) and takes no position on items 10(a) and 10(b). The hiring process was conducted by the Health Department and they will be available to discuss.

4. Sheriff’s Office—Corrections Lieutenant
5. Register of Deeds—Index Clerk
6(a). Circuit Court—Deputy Clerk II
6(b). Circuit Court—Judge Collette’s Court Officer/Research Clerk
9. Fair Board - Request to Waive the 2012 Hiring Freeze and Hiring Delay for the Fair Manager Position
10(a). Health Department—Request to start Public Health Nursing and Special Programs Supervisor at Step 4.
10(b). Health Department—Request to start Deputy Health Officer at Step 3
10(c). Health Department—Request to start Primary Care Physician at Step 3.
10(d). Health Department—Request for approval of a one-year unpaid leave of absence for a Community Health Representative IV in the Child Health Center.

ACTION ITEMS

The Controller recommends approval of the following action items:

1(a). Treasurer—Resolution to Authorize Transfer of Funds from Treasurer to Register of Deeds for the Purpose of Conducting Title Searches.

Attached for your consideration is a proposed resolution to authorize the transfer of funds from Treasurer to Register of Deeds for title search services related to the tax foreclosure process. The County Treasurer and the Register of Deeds have had a long standing arrangement whereby the Register of Deeds office performs some of the necessary title search services. The Register of Deeds is reimbursed through a transfer of fees pursuant to state statute.

1(b). Treasurer—Resolution Approving Extension for One Year of Scheduled Sunset Position in the County Treasurer’s Office.

The resolution would extend a property tax Coordinator position that was set to expire on December 31, 2012 for an additional year. The position is charged against the Delinquent Tax Revolving Fund.
2(a). Department of Transportation and Roads—Resolution to Approve Local Match Sharing Agreement with Delhi Township for the Ingham County Department of Transportation and Roads.

The resolution authorizes entering into a local match cost sharing agreement with Delhi Township for a federal aid funded road improvement project to be constructed in 2012 on Washington and Willoughby Roads from Holt Road to Miriam Street, east of Aurelius Road.

2(b)-2(h). Department of Transportation & Roads—6 Different Resolutions Authorizing Local Road Agreements.

Attached are resolutions that authorize entering into local road improvement projects (LRP) agreements with respective townships for the following 2012 proposed projects (see the respective resolutions for details on each project):

- Potter and Ewers Roads in Bunker Hill Township
- Plains Road on the borderline of Aurelius and Onondaga Townships
- Rossman Road in Onondaga Township
- Harris Road in Locke Township
- Jewitt Road in Vevay Township
- Baseline Road in Stockbridge Township
- Ingham Township

3(a). Drain Commissioner—Resolution Pledging Full Faith and Credit to Kinawa View Drainage District 2012 Bonds

This resolution would pledge the county’s full and faith and credit for a bond issue to pay for work performed on the aforementioned drainage district. The Drain office has not yet finalized the dollar amount but promises to do so by the Committee meeting. Please see attached memorandum for additional information.

3(b). Drain Commissioner—Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds.

This resolution would pledge the county’s full and faith and credit for a bond issue to pay for work performed on the aforementioned drainage district. The Drain office has not yet finalized the dollar amount but promises to do so by the Committee meeting. Please see attached memorandum for additional information.

7. Housing Commission—Resolution to Authorize an Amendment to Resolution #09-263-Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority for an additional amount of $272,750.

The County accepted $300,000 on behalf of the Ingham County Housing Commission from the Michigan State Housing Development Authority (MSHDA) on August 25, 2009. MSHDA has granted Ingham County an additional $272,750 for the acquisition and demolition of two (2) of the original foreclosed and abandoned properties and for the creation of two (2) new homes on these sites in the City of Mason for resale to residents of Ingham County. The grant has been extended thru September 30, 2012.
8. Farmland and Open Space Preservation Board—Resolution Amending Resolution #12-190 to accept $47,983 in Additional Funds.

This resolution accepts an additional $47,983 in federal money that will be used to purchase the easement for 2 additional properties included in the 2011 application cycle.

11(a). Facilities—Resolution Awarding a Contract to Soap Slingers Window Cleaning LLC to Provide Window Cleaning Services to Various County Facilities.

The resolution authorizes awarding a contract to Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities. After going through a competitive bidding process, Soap Slingers Window Cleaning LLC submitted the lowest responsive and responsible bid of $9,876.00 per year. The costs of the three (3) year contract cost will not to exceed $29,628.00, with an optional two (2) year renewal. The contract is recommended by both the Facilities and the Purchasing Departments. Funds for these services are available within the appropriate 931100 Maintenance Contractual accounts.

11(b). Facilities—Resolution Authorizing Entering into a Contract with Myer’s Plumbing and Heating, Inc. for Installation of the Plumbing in the New Handicap Restroom at the Health Department.

The resolution authorizes a contract with Myer’s Plumbing and Heating, Inc., for installation of the plumbing, in the new handicap restroom, at the Health Department, for an amount not to exceed $9,800.00. Myer’s Plumbing and Heating, Inc., submitted the lowest quote, and have the recommendation of the Facilities Department. The funds for this project are available in the approved CIP line Item 511-61501-976000-02240.

11(c). Facilities—Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Circle Drive at the Mason Courthouse.

The resolution a contract with Perfitt Excavating, Inc. for the replacement of the asphalt circle drive, at the Mason Courthouse, for an amount not to exceed $14,905.00. The drive has deteriorated to the extent that it is beyond repair, and needs to be replaced. Perfitt Excavating, Inc. submitted the lowest responsive and responsible bid and is a local company that comes highly recommended. They were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. The funds for this project are available in the approved CIP line Item 245-90212-931000-2FC13.

12(a). Parks—Resolution Authorizes the Acceptance of a $250 Risk Avoidance Program (RAP) Grant Award for a Frill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management authority (MMRMA).

The resolution authorizes a $250 grant award from MMRMA.

12(b). Parks—Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a General Curator.

Last year the Board approved a contract between the County and the Zoo Society for Interim Zoo Director Services. This resolution would amend that agreement to include a curator position. The Zoo Society would hire a Curator for the Zoo and share the costs with the County. More specifically the county would reimburse the Zoo for $3,125 per month. Funds are available within the operating budget of the Zoo.
13(a). Human Resources—Resolution authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials.

The resolution would establish a MERS Hybrid pension plan for newly elected officials effective January 1, 2013. This resolution was tabled at the last meeting after a discussion led by Travis Parsons regarding plan details.

13(b). Human Resources—Resolution Certifying Representatives for the MERS Annual Meeting.

This resolution authorizes delegates to the annual MERS conference.

OTHER ACTION ITEMS

The following resolutions were submitted after the agenda deadline, giving insufficient time for proper review. Therefore there is no recommendation at this time. However, staff will continue to work with the Health Department until the date of the meeting. If at that time, staff is not comfortable recommending the resolutions, we will request they be pulled from the agenda.

10(e). Health Department - Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Primary and Behavioral Health Co-Located Services.

This resolution authorizes an agreement with CMH to provide health care services to patients on-site at CMH. Please see the attached memorandum for further details.

10(f). Health Department - Resolution to Authorize an Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Accept the Healthy Start Grant.

This resolution accepts a Healthy Start grant to address disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges. This is a two-year award in the amount of $965,000. Please see the attached memorandum for further details.

10(g). Health Department - Resolution Authorizing an Agreement with Health Management Associates to Provide Start up Core Functions for the Michigan Consumers Health Care Co-Op.

This resolution authorizes a contract with Health Management Associations to assist in providing the start up core functions for the Michigan Consumers Health Care Co-Op. Please see the attached memorandum for further details.
Memorandum

ERIC SCHERTZING
Ingham County Treasurer

John C. Schlinker
Chief Deputy

Date: May 30, 2012
TO: Finance and County Services Liaison Committees
FROM: Eric Schertzing
RE: Transfer of funds to Register of Deeds for title search services

Attached for your consideration is a proposed resolution to authorize the transfer of funds from Treasurer to Register of Deeds for title search services related to the tax foreclosure process. In December 2004, the Ingham County Board of Commissioners, with the consent of the Ingham County Treasurer, elected to have the County Treasurer act as Foreclosing Governmental Unit (FGU) and assume responsibility of the delinquent property tax foreclosure process (Resolution #04-731).

Under Public Act 123 of 1999, the FGU may enter into contracts to perform title search services as required by the tax foreclosure process. The County Treasurer and the Register of deeds agree to have the Register of Deeds perform some of the necessary title search services. The Register of Deeds is reimbursed through a transfer of fees generated by Public Act 123 of 1999.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE TRANSFER OF FUNDS FROM TREASURER TO REGISTER OF DEEDS FOR THE PURPOSE OF CONDUCTING TITLE SEARCHES

WHEREAS, under Public Act 123 of 1999, the Ingham County Board of Commissioners approved Resolution #04-371, designating the Treasurer as the foreclosing governmental unit (FGU); and

WHEREAS, Public Act 123 of 1999 provides that the FGU may enter into contracts to perform title search services necessary to the collection of delinquent taxes. [MCL 211.78i (1)]; and

WHEREAS, title search services are contracted to external entities at considerable cost; and

WHEREAS, title search services can be accomplished at a reduced cost by use of an employee in the Register of Deeds office at a salary rate of $13 per hour; and

WHEREAS, funds are available in the Treasurer’s office from fees generated by Public Act 123, of 1999; and

WHEREAS, the Treasurer is receptive to the transfer of funds and continuing a cooperative working relationship with Register of Deeds to provide efficient title search services; and

WHEREAS, no general fund money is required to implement this Resolution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the transfer of $13,838 from 520-25500-804-000 (title search contractor) to 52025500 705000, 715000, 722000, 915050 (temporary salaries and fringes).

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Controller/Administrator to make the appropriate budget adjustments.
Attached for your consideration is a proposed resolution to authorize the continuation of a scheduled sunset Tax Foreclosure Coordinator position. In 2009, the Board of Commissioners approved an additional Tax Foreclosure Coordinator position effective January 1, 2010 and expiring December 31, 2012 (Resolution #09-416). The Treasurer has determined that the services of the position for an additional year only are required because of the continued volume of work in the office related to property tax foreclosures. The volume of work is slowly decreasing and the position may not need renewal beyond December 31, 2013.
INHAGM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING EXTENSION FOR ONE YEAR OF SCHEDULED SUNSET POSITION IN THE COUNTY TREASURER’S OFFICE

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Treasurer took action in December of 2004 to assume responsibility as the Foreclosing Governmental Unit (FGU) under Public Act 123 of 1999, the Delinquent Property Tax Foreclosure Act; and

WHEREAS, the Ingham County Treasurer previously created an additional Property Tax Coordinator position scheduled to expire on December 31, 2012 (Resolution #09-416) to assist with the surge in tax foreclosure activity and to assist in administering the requirements of PA 123 of 1999; and

WHEREAS, the Tax Foreclosure Process provides full cost recovery for this position and the Treasurer is generating additional funding necessary for this position in the Delinquent Tax Revolving Fund (Fund 520); and

WHEREAS, the Treasurer has identified a continuing need for assistance with the volume of forfeitures and the need for foreclosure prevention efforts; and

WHEREAS, the cost of extending the sunset position for one year only is paid entirely out of the Delinquent Tax Revolving Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves extending the Tax Forfeiture/Foreclosure Coordinator position originally established by Resolution #09-416 for one year only to an expiration date of December 31, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make necessary budget adjustments and position allocation list amendments in the Treasurer’s 2013 Budget.
MEMORANDUM

TO: Board of Ingham County Commissioners

FROM: William M. Conklin, Managing Director
       Ingham County Department of Transportation & Roads

DATE: June 22, 2012

RE: Local Match Sharing Resolution
    Washington-Willoughby Road Project, Delhi Township

Attached for Board review and consideration for approval is a proposed resolution for entering into a local match cost sharing agreement with Delhi Township for a federal aid funded road improvement project to be constructed in 2012 on Washington and Willoughby Roads from Holt Road to Miriam Street, east of Aurelius Road.

This project will involve recycling of the existing pavement, asphalt resurfacing, minor widening for a center left turn lane and paved shoulders for non-motorized use east of Aurelius Road, and separate sidewalk construction on the west side of Washington Road, and on the north side of Willoughby Road, from Ambler to Cooper Streets. The sidewalk project is separately funded under a federal Safe Routes to School (SR2S) grant.

Federal funding rules require the local road agency, the Road Department in this case, to contribute approximately 20% of the cost of a federally funded road project as local match. If the project includes township or municipal infrastructure such as utilities, sidewalks, paths, etc., which need improvement as part of the project, Road Department staff requests the township or municipality to share in the local match costs for these items of work. Agreements are then drawn up to cover this match sharing.

The former Ingham County Board of Road Commissioners periodically approved Local Match Cost Sharing Agreements with Townships as part of the their roles and responsibilities. This will now be the responsibility of the County Board of Commissioners who absorbed the powers, functions and duties of the Board of Road Commissioners per County Board Resolution #12-123.

Therefore attached is a resolution for entering into a Local Match Cost Sharing Agreement with Delhi Township for the Washington-Willoughby federal aid road improvement and sidewalk project. Board approval of the attached resolutions is recommended.
RESOLUTION TO APPROVE LOCAL MATCH SHARING AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

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

WHEREAS, the Ingham County Road Commission periodically approved Local Match Sharing Agreements with Townships to share local match costs on federal aid funded road projects in the respective townships as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, the Road Department contemplates road reconstruction, drainage improvements, and resurfacing for Washington Road between Holt Road & Willoughby Road and for Willoughby Road between Washington Road & Miriam Street (herein after referred to as the Project), during the 2012 construction year and has obtained state and federal funding therefore; and

WHEREAS, Delhi Township owns sanitary sewer utilities, and pathway facilities within the limits of the Project and desires that necessary township infrastructure improvements, including a Safe Routes 2 School (SR2S) pathway be accomplished as part of the Project; and

WHEREAS, the Delhi Township infrastructure improvements, including but not limited to sanitary manhole rehabilitation and pathway improvements, have been incorporated into the Project construction plans, per the Township’s request and direction; and

WHEREAS, the Project will be undertaken pursuant to a contract between the State of Michigan/MDOT and the road construction contractor, with the Road Department (former road commission), in turn, previously having entered into a contract with the State, consistent with the requirement for state and federal funding requirements; and

WHEREAS, the Road Department is willing to cause the Township infrastructure improvements in the Project with the costs for the aforementioned Township work to be provided by the Township; and

WHEREAS, the Township infrastructure improvements require sanitary manhole rehabilitation and pathway improvements; the Project requires road reconstruction, drainage improvements, and resurfacing for Washington Road and Willoughby Road with much of the work within a road closure; and

WHEREAS, the Township infrastructure work is limited, located within the Project work zone, and requires specialized equipment and work force, and therefore will have a high unit cost if performed separately when compared to the combined project unit costs; and
WHEREAS, proper coordination of the combined project work should result in more efficient traffic control, less inconvenience to the public, and lower costs for both the Road Department and Township.

WHEREAS, the Township improvements that are federal-aid eligible will be included as participating work items, so that if the funding allows, the improvements can be funded using federal funds, pursuant to the Part I conditions of the Road Department and State of Michigan contract.

WHEREAS, the Township agrees to pay the Township infrastructure improvement local match costs for the Urban STP portion of the Project. Local match costs for the infrastructure improvement work is estimated to total $7,653.52.

WHEREAS, the SR2S improvements are 100% federal-aid eligible up to the programmed grant amount.

WHEREAS, the Township agrees to pay the Road Department any SR2S costs that exceed the final grant amount and a $4,000.00 construction administration fee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Road Department to have the Township infrastructure improvements performed as part of the Project.

BE IT FURTHER RESOLVED, that the Road Departments will also have the Safe Routes 2 School (SR2S) pathway constructed as part of the Project.

BE IT FURTHER RESOLVED, that the aforementioned local match and construction administration fee ($11,653.52 total) shall be invoiced to the Township and paid within (30) thirty calendar days of receipt of the invoice.

BE IT FURTHER RESOLVED, that any joint costs incurred as a result of this Agreement shall be borne by the Road Department and the Township on a pro-rata basis.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to effect the above described local match cost sharing as provided above.

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

TO: Board of Ingham County Commissioners

FROM: William M. Conklin, Managing Director
Ingham County Department of Transportation & Roads

DATE: June 22, 2012

RE: 2012 Local Road Program Resolutions

Attached for Board review and consideration for approval are several proposed resolutions for entering into local road improvement cost sharing agreements with the respective townships having the subject proposed local road projects.

Michigan Public Act 51 of 1951, Section 12, paragraph 15, (MCL 247.662 (15) ) requires that any and all construction on local (as opposed to primary) roads be funded such that any Michigan Transportation Funds (MTF, aka Act 51 funds) used be matched by funds from other sources. Typically the match funds are provided by the townships having the respective local roads. This is what requires and drives our Local Road Program (LRP), in which we do construction and heavy maintenance on our local county roads.

The former Ingham County Board of Road Commissioners periodically approved Local Road Agreements with Townships as part of the their roles and responsibilities. This will now be the responsibility of the County Board of Commissioners who absorbed the powers, functions and duties of the Board of Road Commissioners per County Board Resolution #12-123.

Typically local road projects are suggested by Road Department staff based on pavement condition ratings, traffic volumes and other criteria. The suggested project list in each township is sent annually in the early spring to each township along with an update of the respective townships’ annual match allocation and any residual or carryover balance of prior years’ unused allocation(s). Staff representatives meet with each township as the township desires to advise and help select that township’s local road project(s) for the year. The township ultimately chooses which project the township wishes to pursue. Some townships have local road committees consisting of a varying mix of interested citizens and township board members who participate in this decision.

The total local road program match amount from the Road Department is determined as part of our annual budgeting process. For 2012 and most recent years this amount is (has been) $534,800.00. The sub-allocation amount for each township is determined by the Act 51 statewide local road funding allocation formula of 65% by local road mileage and 35% by population of each township. The sub-allocation to each township has been consistently the same amount for most of the recent years. In 2011, the total LRP budget amount, and thus also the sub-allocations, were half the typical amounts due to budget constraints that year and the former Road Board’s desire to budget a greater amount for primary road maintenance in 2011.
Therefore attached are resolutions for entering into LRP agreements with respective townships for the following 2012 proposed local road improvement projects (see the respective resolutions for details on each project):

Potter and Ewers Roads in Bunker Hill Township
Plains Road on the borderline of Aurelius and Onondaga Townships
Rossman Road in Onondaga Township
Harris Road in Locke Township
Jewitt Road in Vevay Township
Baseline Road in Stockbridge Township

Board approval of the attached resolutions is recommended.
WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Stockbridge Township desires that improvements be performed on Baseline Road, Moechel Road to the south County/Township line, a total distance of approximately 1.4 miles, to include complete paving of two course asphalt at 3 inch total thickness (1.5 inch each course) with gravel shoulders and/or asphalt gutter where necessary at an estimated cost of $182,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, for 2012, the Road Department has allocated to Stockbridge Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $22,200.00 toward the cost of said improvement.
BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400.00 (2 times the maximum match available of $22,200.00), and then be split evenly between the parties for any final costs below $44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Stockbridge Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 2c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH BUNKER HILL TOWNSHIP
FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

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

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Bunker Hill Township desires that improvements be performed on Potter Road, Ewers Road to North Township Line, and on Ewers Road, Potter to Williamston Roads, a total distance of approximately 2.8 miles, to include approximately 900 tons of asphalt wedging and pads, and chip-sealing at an estimated cost of $112,200.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Bunker Hill Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $22,200.00 toward the cost of said improvement.
BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400, and then be split evenly between the parties for any final costs below $44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Bunker Hill Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LOCKE TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

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

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Locke Township desires that improvements be performed on Harris Road, between Rowley and Sherwood Roads, a total distance of approximately 1.5 miles, to include approximately 180 tons of asphalt wedging and pads, and chip-sealing at an estimated cost of $45,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Locke Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the Road Department agrees to contribute $22,200.00 toward the cost of said improvement.
BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400, and then be split evenly between the parties for any final costs below $44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Locke Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 2e

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

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

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Vevay Township desires that improvements be performed on JEWITT ROAD, Tomlinson to Kipp Roads, a total distance of approximately 1.0 mile, to include complete paving of one course asphalt at 2 inch thickness with gravel shoulders at an estimated cost of $96,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Vevay Township’s local roads, a maximum sum of $30,000.00, plus carry-overs from 2011 of $15,000.00, and from 2010 of $2,195.63 for a total available in 2012 of $47,195.63, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $47,195.63 toward the cost of said improvement.
BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $94,391.26 (2 times the maximum match available of $47,195.63), and then be split evenly between the parties for any final costs below $94,391.26.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vevay Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 2f

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH AURELIUS & ONONDAGA TOWNSHIPS FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

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

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Aurelius and Onondaga Townships desire that improvements be performed on PLAINS ROAD, Onondaga to Edgar Roads, a road falling on the township line shared by Aurelius and Onondaga Townships, a total distance of approximately 3.0 miles, to include approximately 350 tons of asphalt wedging and pads, and chip-sealing at an estimated total cost of $86,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, Aurelius and Onondaga Townships are willing to split the cost of the improvement between their respective local road programs, and pay the remaining portion of the cost of said improvements; and

WHEREAS, that in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be split between the matching programs of the two Townships up to the extent of their respective 2012 match allocations with any carryovers as listed above. For any final costs which when split between the two Townships’ match programs, exceed the respective Township’s allocation amount plus Township match, the resulting overage shall be paid solely by the respective Township, provided, however, that the Township excess payment shall not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Aurelius Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by Aurelius Township to the extent used.
BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Onondaga Township’s local roads, a maximum sum of $22,200.00, plus carry-overs from 2011 of $11,100.00, and from 2010 of $13,268.37 for a total available in 2012 of $46,568.37, which shall be matched equally by Onondaga Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $43,000.00.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the savings shall be split between the parties proportionate to their contributions—50% Road Department, 25% each Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Townships for their estimated contributions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Aurelius and Onondaga Townships to effect the above described local road improvements as provided above.

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

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

WHEREAS, the Ingham County Road Commission periodically approved Local Road Agreements with Townships as required under Act 51 of 1951, Section 12, paragraph 15, to improve local roads in the respective townships as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Local Road Agreements as necessary; and

WHEREAS, Onondaga Township desires that improvements be performed on ROSSMAN ROAD, Waverly to Bellevue Roads, a total distance of approximately 2.0 miles, to include approximately 100 tons of asphalt wedging and pads, and chip-sealing at an estimated cost of $47,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, that in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be split between the parties up to a final cost amount of $50,136.74, (2 times the remaining match amount of $25,068.37), above which any excess cost shall be paid solely by the Township, provided, however, that the Township excess payment shall not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Onondaga Township’s local roads, a maximum sum of $22,200.00, plus carry-overs from 2011 of $11,100.00, and from 2010 of $13,268.37 for a total available in 2012 of $46,568.37, of which $21,500 has been committed to the Plains Road project between Onondaga and Edgar Roads leaving $25,068.37 for the Rossman Road project, which shall be matched equally by Onondaga Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute $23,500.00 toward the cost of said improvement.
BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall be split between the parties proportionate to their contributions—50% Road Department, 50% Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Onondaga Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Kinawa View Drain Petition Project

July 5, 2012

I am requesting that the Board of Commissioners grant full faith and credit of the County for the Bonds that will finance the Kinawa View Drain petition project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. The municipality with benefit at-large for this Project is the Charter Township of Meridian. The County of Ingham will receive an at-large assessment for benefit to county roads. There are 180 properties within the Special Assessment District for this project.

The project results from a petition submitted by landowners within the district to alleviate flooding caused by incomplete grading by the original builders of the subdivision, aggravated by drainage from Dobie Road and the County Medical Care Facility on the other side of Dobie Road. Additionally, those who constructed the storm drains and transferred them to the Drain Commissioner never obtained an easement to pipe the stormwater across the Okemos Public Schools property north of Kinawa Drive to the Briarwood Drain and the Red Cedar River. (This would be a violation of Drain Office Standards had it occurred during my term of office.) The existence of the Petition has authorized, and I have now obtained, a valid easement from the school district. The Project includes installation of over 1,400 feet of storm drain, with underdrains, as well as installation of a 50-foot culvert under Dobie Road.

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

As of this date, I do not have a final computation of cost for the Project so the resolution is drafted with a “not-to-exceed” figure. The exact computation of cost for the Project, and therefore the exact amount needed for full faith and credit, will however be final by the time I meet with your Committees on July 17th and July 18th. Also at the Committee meetings, I will ensure that you have the customary letter reporting the ratio of the assessment/cost to the SEV of the Drainage District, Township and County. I look forward to discussion of this Project with you at the Committee meetings, and also at the Board of Commissioners meeting on July 24th.

Thank you very much for consideration of my request. It is an honor and privilege to serve the citizens, businesses, and municipalities of Ingham County.
Agenda Item 3a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
KINAWA VIEW DRAIN DRAINAGE DISTRICT 2012 BONDS
RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on July 24, 2012, at 6:30 p.m. local time.

PRESENT: Commissioners __________________________

________________________________________________________

ABSENT: Commissioners __________________________________

The following resolution was offered by Commissioner __________________________ and supported by Commissioner __________________________:

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $800,000 pursuant to the Act; and

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

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and
WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $800,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

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

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:
Yeas: ______________________________

Nays: ______________________________ Absent: ____________ Approved: _______
FINANCE:
Yea: ____________________________________________
Nays: __________________ Absent: ___________ Approved: _____

RESOLUTION DECLARED ADOPTED.

__________________________
Mike Bryanton, County Clerk, Ingham County
STATE OF MICHIGAN )
COUNTY OF INGHAM )

I, Mike Bryanton, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on July 24, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of July, 2012.

________________________________________
Mike Bryanton, County Clerk
Ingham County
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Gilbert, Loch Woode Branch Drain Petition Project

July 5, 2012

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Gilbert, Loch Woode Branch Drain Petition Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for benefit of the project. For your information, the municipalities with benefit at-large for this Project include the Charter Township of Delhi and the County of Ingham. There are 234 properties within the Gilbert, Loch Woode Branch Drain Special Assessment District.

The Gilbert, Loch Woode Branch Drain Petition Project results from a petition submitted by Drainage District landowners in December, 2011, to maintain and improve the Gilbert, Loch Woode Branch Drain. These landowners had been experiencing long-standing flooding of yards. In January, 2012, the petition was found necessary by a statutory Board of Determination.

The Project includes installation of approximately 2200 linear feet of pipe and swale drains and improvements to the outlet of the Gilbert, Loch Woode Branch Drain retention pond. Project construction is expected to commence in August, 2012 and to be completed in November, 2012. Please note that from petition submission to completion of the Project will be less than one year. Please also note that the Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

As of this date, I do not have a final computation of cost for the Project so the resolution is drafted with a “not-to-exceed” figure. The exact computation of cost for the Project, and therefore the exact amount needed for full faith and credit, will however be final by the time I meet with your Committees on July 17th and July 18th. Also at the Committee meetings, I will ensure that you have the customary letter reporting the ratio of the assessment/cost to the SEV of the Drainage District, Township and County. I look forward to discussion of this Project with you at the Committee meetings, and also at the Board of Commissioners meeting on July 24th.

Thank you very much for consideration of my request. It is an honor and privilege to serve the citizens, businesses, and municipalities of Ingham County.
Agenda Item 3b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
GILBERT, LOCH WOODE BRANCH DRAIN DRAINAGE DISTRICT 2012 BONDS
RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on July 24, 2012, at 6:30 p.m. local time.

PRESENT: Commissioners ____________________________________________
__________________________________________

ABSENT: Commissioners ____________________________________________

The following resolution was offered by Commissioner __________________________ and supported by Commissioner __________________________:

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $800,000 pursuant to the Act; and

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

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

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.
NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $800,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

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

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas:

Nays: Absent: Approved:

FINANCE:

Yeas:

Nays: Absent: Approved:

RESOLUTION DECLARED ADOPTED.

Mike Bryanton, County Clerk, Ingham County
I, Mike Bryanton, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on July 24, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of July, 2012.

____________________________________
Mike Bryanton, County Clerk
Ingham County
June 25, 2012

Ingham County Board of Commissioners
County Services Committee
Chairperson Dianne 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 position.

The Ingham County Sheriff’s Office, received a retirement letter, effective July 27, 2012 from a Corrections Lieutenant. 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.

If these positions are not filled, it will affect the safety and supervision, for our Corrections Deputies as well as inmates, thus increasing liability for the county. Additionally, overtime will increase in order to maintain a safe and secure jail.

Sincerely,

Sheriff Gene L. Wriggelsworth
Ingham County Sheriff
MEMORANDUM

To:       County Services Committee

From:    Curtis Hertel Jr.
          Register of Deeds

Date:   July 9, 2012

Re:   Request for Exception to the Hiring Freeze
       Index Clerk – Register of Deeds Office

I am respectfully requesting that an exception to the hiring freeze be granted for the position of Index Clerk – Register of Deeds Office which was vacated on June 29th, 2012, by medical retirement. We currently have two vacancies in my office due to a medical retirement and an untimely death. At this moment I am only requesting the one position be waived. This should not be looked at as a belief we do not need both positions but rather an agreement to hold off on the other position while the county is reviewing their current economic position. Both of these positions are crucial as the real estate market is recovering and we are seeing an increase in filing in my office. Further with 20% of my staff being vacant we are falling behind on our current work load. I respectfully request that if this position is filled by promotion of someone in my office that this exception is continued to replacing that position.
MEMORANDUM

TO:        County Services Committee

FROM:  Kay L. Taylor
        Chief Deputy Court Clerk, Circuit Court Clerk’s Office

RE:        Request for Waive Hiring Delay and Hiring Freeze for Deputy Clerk II

DATE:   June 29, 2012

Due to an unexpected vacancy of a Deputy Clerk II position the Circuit Court Clerk’s Office is requesting that an exception to the hiring delay and the hiring freeze be granted for this position.

A Deputy Clerk II position serves as our front counter clerk initiating new cases filed with the court as well as entering information into the case management system, receiving, review, and acceptance of documents for filing and accepting statutorily required filing fees and other monies due the court. This position also provides information and assistance to the public, attorneys, and other departments filing documents with the Court.

In addition to the above unexpected vacancy for a Deputy Clerk II position one of our Deputy Clerk II staff members recently accepted a position as a Deputy Juvenile Register III in our juvenile clerk roster resulting in two vacant Deputy Clerk II positions. One of the positions was previously approved for the hiring process, however, our resources for providing adequate and mandated service to the constituents of Ingham County and those who have a need for access to the Courts is seriously depleted.

For the above reasons I am requesting the hiring delay and the hiring freeze be waived for a Deputy Clerk II position. I am also requesting if the position is filled internally that the resulting vacant internal position in the Circuit Court Clerk’s office be exempt from a hiring delay and/or hiring freeze.

Thank you for your consideration of this matter.

cc:  David Easterday
     Hon. Janelle A. Lawless
     Hon. Paula J.M. Manderfield
Judge Collette’s Court Officer / Research Clerk has submitted his letter of resignation stating that he will be leaving his position on June 29, 2012. The position is also known as the Law Clerk.

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

Each Circuit Court Judge has three staff members for their office. They include a Judicial Assistant, Court Reporter and Court Officer. Not having all three staff members would create a severe hardship on the ability to do the work in the Judicial Office. The biggest concern is that the Court Officer is the only staff member who possesses accreditation to assist the Judge in the analysis of law. All Judges, including Judge Collette, rely on the Court Officer extensively in this area.

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

Because of the importance of the Court Officer position Judge Collette would like to request an exception to the hiring delay and hiring freeze for his position. Both he and I understand the current financial status of Ingham County and its budget crisis, but he needs this position filled in order to honor his responsibility as an elected official of Ingham County. A Court Officer is imperative so that he is able to complete his duty to provide justice and fairness to the people of the 30th Circuit Court.

Thank you for your consideration.
June 16, 2012

MEMORANDUM

TO: Board of Commissioners
FROM: Bruce Johnston and Glen Rockey, Ingham County Housing Commission
RE: MSHDA Grant Amendment Request - Grant #NSP-2008-0552-CFR

The Board of Commissioners approved Neighborhood Stabilization Program (NSP) Grant funds in the amount of $300,000 from the Michigan State Housing Development Authority (MSHDA) on August 25, 2009 (Resolution #09-263).

These funds were utilized to purchase four (4) abandoned and foreclosed homes in the City of Mason in cooperation with the Ingham County Land Bank Fast Track Authority in order to redevelop them for resale to residents of Ingham County. We were able to complete the rehabilitation of two (2) of the homes and resell them. Funding limitations and the extensive cost to bring the other two (2) homes up to the standards that MSHDA requires precluded further work being performed.

MSHDA has granted us additional funding in the amount of $272,750 in order to perform demolition of the two (2) remaining properties and to build entirely new homes on the sites for resale. These funds, in addition to the proceeds already recognized from the sale of the two renovated homes will also be utilized to acquire two (2) additional abandoned and foreclosed homes in the City of Mason for purposes of demolition and future development.

If approved, the total NSP Grant amount will be $572,750 and the grant term will be extended through September 30, 2012. It will also allow for the grant program description to include demolition and new builds on the sites.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE GRANT AMENDMENT TO RESOLUTION #09-263 - NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT FUNDS FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR AN ADDITIONAL AMOUNT OF $272,750

WHEREAS, the Ingham County Board of Commissioners accepted $300,000 on behalf of the Ingham County Housing Commission from the Michigan State Housing Development Authority on August 25, 2009; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County an additional $272,750 for the acquisition and demolition of two (2) additional foreclosed or abandoned properties and for the creation of two (2) new homes in the City of Mason for resale to residents of Ingham County; and extended the grant term until September 30, 2012; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. 2012-01 NSP has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the additional Neighborhood Stabilization Program (NSP) Grant funding of $272,750 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the extended term grant agreement.

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

From: Stacy Byers, Ingham County Farmland and Open Space Preservation Board

Date: 7/12/2012

Re: Resolution Amending Resolution #12-190 to accept an additional $47,983.00 for two additional properties

This resolution approves amending the 2012 Cooperative Agreement with the United States for $324,450.00 (resolution #12-190) for the purchase of Permanent Conservation Easement Deeds on the top ranked properties of the 2011 Ingham County Farmland and Open Space Preservation Board application cycle. Eight properties were submitted for matching fund consideration, five were awarded funds under Cooperative Agreement 73-5D21-11-31 NEST Agreement No. 735D2111016LG. This new agreement amends the old agreement and provides funding for two additional properties, bringing the FOSP Board’s total awarded funds for 2012 to $372,433.00. The two additional properties are the Richardson and Hudson properties as listed in Attachment B of the Agreement.

There will be future costs associated with proceeding with negotiations on the top scoring properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process.

Attached is the Amended 2012 Cooperative Agreement.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #12-190 TO ACCEPT $47,983.00 IN ADDITIONAL FUNDS

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of Development Rights Ordinance in July 2004 and amended by resolution 10-99; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2011 and submitted 8 properties to the Federal Farm and Ranchland Protection Program, for consideration of matching funds; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase the Permanent Conservation Easement Deeds on the top ranked properties from the 2011 application cycle; and

WHEREAS, the USDA-NRCS wishes to amend Cooperative Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG for $324,450.00 approved by resolution # 12-190 to allow for two additional properties to be funded.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG Amendment 2 for a total not to exceed $372,433.00 for two additional properties between United States of America (The United States), acting by and through the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) on behalf of the Commodity Credit Corporation (CCC), and Ingham County for the implementation of the Farm and Ranch Lands Protection Program (FRPP).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG Amendment 2, after review and approval by County Attorney.
The Ingham County Fair Board is requesting a waiver of the 2012 hiring freeze and hiring delay for the Fair Manager position.

The Ingham County Fair has been without a manager since the resignation of Patrick Buchen several months ago. The position is currently filled by Terry Brail in a temporary capacity. Sufficient funds exist in the 2012 Fair budget to hire a permanent, full-time manager.

The Fair is requesting a waiver of the 2012 hiring freeze and hiring delay so we can fill this position through an external posting process. We hope to fill the position as quickly as possible, because the temporary Fair Manager will be leaving after the 2012 Fair is over.

The Fair Board is concerned if this position is not filled, the staff at the Fair will not be properly supervised and other managerial functions, particularly those that generate revenue for the Fair, will go undone.

Please feel free to call or email if you have any questions about this request.

Thank you,

Debbie Miller
President
Ingham County Fair Board
MEMORANDUM

TO: County Services Committee
FROM: Renée B. Canady, PhD, MPA, Health Officer
DATE: July 5, 2012
RE: Recommendation to Start Public Health Nursing and Special Programs Supervisor at Step 4

This is a request to authorize a starting salary for the public Health Nursing and Special Programs Supervisor. This position has been vacant since December 31, 2011. The responsibilities include supervision of the Public Health Nursing Staff, WIC, Food Bank, and Children Special Health Care Services.

We have completed the interview process and it was the unanimous decision of our interview team to recommend Ms. Regina Traylor, RN, MSN.

Ms. Traylor brings extensive management experience including supervision of staff, data collection and interpretation and budget oversight. She is an experienced clinic nurse specializing in the development and coordination of quality improvement activities. She is a well respected administrator at Michigan State University and will be an asset to the Health Department. Ms. Traylor will be a viable asset to our organization as she brings each of those traits.

As we endeavor to attract high quality nurse managers’ we also carry the dilemma of needing to remain competitive in order to acquire talented, well qualified and innovative individuals.

I am requesting a starting salary of $72,981 (MCF 11, Step 4) and hope that you will support this request.
MEMORANDUM

TO: County Services Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: July 5, 2012

RE: Request to Start Deputy Health Officer at Step 3

This is a request to authorize a starting salary for the Deputy Health Officer for Public Health Services and Special Programs. This position, which has been vacant since November 1, 2011, was reclassified in the Health Department Reorganization Plan which was adopted by Resolution #12-110.

The Deputy Health Officer for Public Health Services and Special Programs will be responsible for the management of the Public Health Nursing Unit, Office of Disease Control, Immunizations, Planning and Special Services and Community Health Assessment Units. The position directs managers, professionals, nurses and support staff who coordinate and execute Health Department services and programs for consumers within and outside of Ingham County. These programs include a broad array of public health nursing functions, nontraditional nursing functions, communicable disease control and prevention programs, and an array of programs aimed at engaging the community to enhance public health.

We have completed the interview process for the Deputy Health Officer for Public Health Services. It was the unanimous selection of our interview team to recommend Ms. Nancy Hayward for the position.

Ms. Hayward brings extensive professional health and community service experience. She is an experienced supervisor and has coordinated numerous diverse programs. She is a master’s prepared nurse and currently supervises over 200 people. Her passion and commitment for public health, social justice, and health equity are strengths which will be an asset to the Health Department.

I am requesting a starting salary of $93,283 (MCF 15 Step3) and hope that you will support this request.
MEMORANDUM

TO:          County Services Committee
FROM:       Renée Branch Canady, PhD, MPA, Health Officer
DATE:        July 5, 2012
Re:          Request to Start Primary Care Physician at Step 3

This is a request to authorize a starting salary for the Primary Care Physician position. In Resolution #12-110, the Ingham County Board of Commissioners authorized the reorganization/realignment in the Health Department. In this resolution, a job title change in position #601025 was approved from Primary Care Physician/Deputy Medical Director to Primary Care Physician. This position was vacated when Dr. Lowhim assumed the duties of Medical Director.

Recruiting primary care physicians can be difficult due to the fact that the salary offered is lower than the salary offered at comparable health centers throughout Michigan and within the local area. Each day this position goes unfilled results in a loss of services to patients, and decreased revenue for the ICHD CHCN.

As a Health Center Program grantee, the ICHD CHCN can benefit from enhanced reimbursement as a Federally Qualified Health Center (FQHC) or FQHC Look-Alike as long as it adheres to certain program requirements. One requirement is that it must maintain a core staff as necessary to carry out all required primary, preventive, enabling health services and additional health services as appropriate and necessary, either directly or through established arrangements and referrals. Staff must be appropriately credentialed and licensed (Section 330(a) (1) and (b) (1), (2) of the PHS Act). Filling this vacant primary care physician position will allow the ICHD CHCN to maintain high quality primary care services for its patients and to maintain revenue projections resulting from these services. Competitively recruiting a primary care physician today requires salary considerations beyond Step 1 salary grade as stipulated by the County’s Managerial and Confidential agreement.

Dr. Godfrey Vaz, MD, PhD, MS, MPH is a highly experienced, Michigan-licensed adult primary care provider and public health advocate seeking a full time primary care practice opportunity with the ICHD CHCN. Dr. Vaz is proficient in collaborating with providers and supervising students, nurses and advanced nurse practitioners. He has received excellent recommendations from colleagues. The ICHD CHCN Medical Director feels Dr. Vaz will be a good fit as a primary care physician in the Ingham County Community Health Centers. Dr. Vaz has more than sixteen years experience as a primary care physician. His most recent positions include: seven years as the County Health Officer/Primary Care Physician, one year as the District Health Director, and ten months as the Director of Acute Disease Epidemiology and Emergency Preparedness Program at the Tennessee Department of Health.

I am requesting a starting salary of $150,850 (MCF C Step 3) and hope that you will support this request.

Attached please find a copy of the revenue projections attached to this position.

c:     Debra Brinson
       John Jacobs
       Barb Mastin
       Travis Parsons
       Carolyn Redman
TO: County Services Committee

FROM: Renée B. Canady, PhD., MPA, Health Officer

DATE: July 3, 2012

RE: Request for Approval for an Unpaid Leave of Absence

This is a request for approval of a one year unpaid leave of absence for Lucretia Ware, Community Health Representative IV in the Child Health Center.

Ms. Ware has been offered a one year clinical residency for Clinical Pastoral Care at the covenant hospital in Saginaw, Michigan beginning August 20, 2012 through August 20, 2013.

In accordance with the UAW Contract, Article 25, Section 14 – Special Leaves, upon recommendation of the department head, County Services may approve an unpaid leave of absence for one year.

I support this opportunity for Ms. Ware to gain experience in a teaching and learning hospital.

I am also requesting approval to hire a temporary Community Health representative II for the period of Ms. Ware’s leave to provide coverage in the Child Health Clinic.

Thank you

c: Debra Brinson
   Barb Mastin
   Chuck Gray
MEMORANDUM

TO: Human Services Committee  
    County Services Committee  
    Finance Committee  

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

DATE: July 6, 2012  

RE: Recommendation to Authorize an Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the Provision of Co-located Primary and Behavioral Health Services  

This is a recommendation to authorize an agreement between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH). The Community Health Center Network is working with CMH to provide integrated primary and behavioral health care services to patients on-site at CMH.  

This agreement is mutually beneficial to the community health center network, CMH and its patients. CMH will provide the required space, utilities and communication system and the Community Health Center Network will provide the staff.  

To effectively provide primary health care services for the general population at CMH, the following positions will need to be established:  

- Nurse Practitioner, MNA Grade 6 - $82,795  
- Clinic Assistant, UAW/TOPS Grade D - $36,525  
- Administrative Assistant, UAW/TOPS Grade G - $43,549  

This project will also require the purchase of licenses and fees related to the Electronic Health Record, which will not exceed $18,000. A copy of the budget and revenue projections is attached for your review.  

I recommend that the Ingham County Board of Commissioners approve the attached resolution and authorize an agreement between the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and the Ingham County Health Department Community Health Center Network. The term of the agreement will be from August 1, 2012 through December 31, 2012 with the option to automatically renew from year to year, unless either party provides notice otherwise.  

cc: Debra Brinson (with attachment)  
    Barb Mastin (with attachment)  
    John Jacobs (with attachment)  
    Jayson Welter (with attachment)  
    Jonathon MacGowen (with attachment)  
    Carolyn Redman (with attachment), Chuck Gray (with attachment)
Agenda Item 10e

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES FOR THE PROVISION OF CO-LOCATED PRIMARY AND BEHAVIORAL HEALTH SERVICES

WHEREAS, the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) have a long standing and successful partnership of providing co-located services within the Community Health Center Network locations; and

WHEREAS, this is a recommendation to authorize an agreement with CMH to provide integrated primary and behavioral health care services to patients on-site at CMH; and

WHEREAS, this agreement is mutually beneficial to the Community Health Center Network, CMH and its patients as CMH will provide the required space, utilities and communication system and the Community Health Center Network will provide the staff; and

WHEREAS, to effectively provide primary health care services for the general population at CMH, a Nurse Practitioner (MNA Grade 6 - $82,795) will need to be established and hired; and

WHEREAS, this project also requires the purchase of licenses and fees related to the Electronic Health Record, not to exceed $18,000; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed and approved this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement between the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and the Ingham County Health Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the provision of co-located primary and behavioral health services.

BE IT FURTHER RESOLVED, that the term of the agreement will be from August 1, 2012 through December 31, 2012 with the option to automatically renew for twelve month periods, unless either party provides notice otherwise.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby establishes and authorizes the posting and hiring of a Nurse Practitioner (MNA Grade 6 - $82,795) position.

BE IT FURTHER RESOLVED, that an existing Clinic Assistant, UAW/TOPS Grade D - $36,525, and an Administrative Assistant, UAW/TOPS Grade G - $43,549, will be relocated to this Health Center.
BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the purchase of licenses and fees related to the Electronic Health Record, not to exceed $18,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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.
MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Renee B. Canady, Ph.D., Health Officer

DATE: July 6, 2012

RE: Recommendation to Accept a Grant from the United States Department of Health and Human Services, Division of Health Resources and Services Administration to accept a Healthy Start Grant

This is a recommendation to authorize an agreement with United States Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) to accept a Healthy Start grant. This national project addresses the significant disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges.

The ICHD Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. Healthy Start will address disparities in perinatal health outcomes through direct services, perinatal system coordination, and community mobilization.

Grant funds will be utilized to support two new positions for the life of the grant: a Perinatal Systems Coordinator and a Health Educator. The Perinatal Systems Coordinator will provide overall coordination for the project, including outreach and connection within the broader community. The Health Educator position will provide weekly educational sessions at Lansing Housing Commission sites, and will refer eligible women to case management services. Grant funds will support the work of an existing ICHD Public Health Advocate, and .50 of an existing ICHD full-time Public Health Nurse to provide enhanced case management.

The project proposes two subcontracts to ensure successful implementation. The first, Lansing Housing Commission, provides support to assist with meeting logistics for the Health Education sessions; as well as four stipends for community residents to assist with project development. The second subcontract is expected with Dr. Ellen Whipple, of Michigan State University’s School of Social Work to conduct an overall project evaluation.

The attached resolution accepts the grant from HRSA in the amount of $965,000 for the Healthy Start grant for the period of June 1, 2012 through May 31, 2014.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement for the Healthy Start Grant with HRSA.
WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community’s health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, the Health Department has been awarded funding by the United States Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) to implement a Healthy Start grant; a national initiative focusing on reducing the rate of infant mortality and improving perinatal outcomes to project areas with high annual rates of infant mortality; and

WHEREAS, the ICHD Healthy Start Project is driven by three local goals: (1) reduce the incidence of overall infant mortality and African American infant mortality in Lansing, Michigan through direct services; (2) strengthen and sustain comprehensive coordination of perinatal providers caring for women before, during, and after pregnancy, and (3) build and expand the capacity of the community to prevent infant mortality by addressing social determinants of health; and

WHEREAS, the United States Department of Health and Human Services, Division of Health Resources and Services Administration has awarded the Ingham County Health Department a grant in the amount of up to $965,000 to support the delivery of Healthy Start grant activities for the period of June 1, 2012 through May 31, 2014; and

WHEREAS, the Health Department requests the establishment of two new positions: Perinatal Systems Coordinator, MNA Grade 6 and a Health Educator II, ICEA Grade 7; and

WHEREAS, the Healthy Start Project funds will provide support of the work of an existing ICHD Public Health Advocate, as well as an existing ICHD Public Health Nurse; and

WHEREAS, the Healthy Start Project will provide support for two subcontracts - Lansing Housing Commission will assist with outreach and health education meeting logistics; and Dr. Ellen Whipple, of the Michigan State University’s School of Social Work will provide program evaluation services; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to $965,000 from the United States Department of Health and Human Services (HHS), Division of Health Resources and Services (HSRS) for the Health Start Project for the period of June 1, 2012 through May 31, 2014.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with United States Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) to implement a Healthy Start Project in the amount of $965,000 for the period of June 1, 2012 through May 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of two new grant-funded positions: Perinatal Systems Coordinator, MNA Grade 6 and a Health Educator II, ICEA Grade 7.

BE IT FURTHER RESOLVED, that the Healthy Start Project funds will provide support of the work of an existing ICHD Public Health Advocate, as well as .5 FTE of an existing ICHD Public Health Nurse.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the time period of June 1, 2012 through May 31, 2013 with Lansing Housing Commission in the amount of $30,000 to assist with outreach and health education meeting; and Dr. Ellen Whipple, of the Michigan State University’s School of Social Work in the amount of $19,000 to provide program evaluation services.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary adjustments to the Health Department’s budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay is waived for the newly established Perinatal Systems Coordinator and Health Educator II positions.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and the subcontracts after review by the County Attorney.
MEMORANDUM

TO: Human Services Committee
    County Services Committee
    Finance Committee

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

DATE: July 6, 2012

RE: Resolution to Authorize an Agreement Between the Health Department’s Health Plan Management Services and Health Management Associates

Section 1322 of the Affordable Care Act created the Consumer Operated and Oriented Plan program (CO-OP program) to foster the creation of new consumer-governed, private, nonprofit health insurance issuers, known as “CO-OPs.” In addition to improving consumer choice and plan accountability, the CO-OP program also seeks to promote integrated models of care and enhance competition in the Affordable Insurance Exchanges established under sections 1311 and 1321 of the Affordable Care Act. To establish these CO-OPs, the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services Center for Consumer Information and Insurance Oversight issued an Invitation to Apply for loans to capitalize eligible prospective CO-OPs with a goal of having at least one in each state. To respond to this invitation, the Ingham Health Plan joined with several other County Health Plans throughout Michigan to form the Michigan Consumers Health Care CO-OP (MCHCO). The Centers for Medicare and Medicaid Services announced its award of $72 million in financing for the new MCHCO in May 2012.

MCHCO contracted with Health Management Associates (HMA) to perform various core management functions, including obtaining a license to provide health care coverage and performing a vendor search and bid process. HMA recognized the experience and expertise of Ingham County Health Department’s Health Plan Management Services (HPMS) and requested that HPMS assist in providing the start up core functions of the MCHCO. As a result, HMA would like to contract with HPMS at a rate of $50 per hour for support staff and $100 per hour for professional staff. HPMS estimates that it will take approximately 1,286 hours to complete the required scope of services for an estimated total of $103,000. The term of the agreement will be from June 1, 2012 through December 31, 2012. This is a start up contract, HPMS will begin negotiations this fall for an ongoing contract directly with MCHCO.

With Electronic Health Record implementation, the Community Health Center Network utilized HPMS staff for training and quality purposes. In order to fulfill the needs of this agreement with HMA, the position will need to be reassigned back to HPMS, which will leave a void in the EHR implementation team. As part of this agreement, HPMS is requesting to establish and hire an Electronic Health Care/Nurse Trainer position, which will be funded through this agreement and then with the ongoing agreement with MCHCO. The position has been assessed by Human Resources at MNA Grade 3, with a salary range of $54,384 to $65,287 (2011 rates) in the MNA contract, with a total position cost of $93,944 (at Step 5). Attached is the job description from Human Resources.
I recommend that the Board of Commissioners approve this resolution and authorize an agreement between Health Plan Management Services and Health Management Associates and to establish an Electronic Health Care/Nurse Trainer position.

c: Debbie Brinson
   Barb Mastin
   John Jacobs
   Jonathon MacGowen
   Carolyn Redman
   Kathy Fitton, MNA
AGENDA ITEM 10G

INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEALTH MANAGEMENT ASSOCIATES TO PROVIDE START UP CORE FUNCTIONS FOR THE MICHIGAN CONSUMERS HEALTH CORE CO-OP

WHEREAS, Section 1322 of the Affordable Care Act created the Consumer Operated and Oriented Plan program (CO-OP program) to foster the creation of new consumer-governed, private, nonprofit health insurance issuers, known as “CO-OPs;” and

WHEREAS, in addition to improving consumer choice and plan accountability, the CO-OP program also seeks to promote integrated models of care and enhance competition in the Affordable Insurance Exchanges established under Sections 1311 and 1321 of the Affordable Care Act; and

WHEREAS, to establish these CO-OPs, the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services Center for Consumer Information and Insurance Oversight issued an Invitation to Apply for loans to capitalize eligible prospective CO-OPs with a goal of having at least one in each state; and

WHEREAS, to respond to this invitation, the Ingham Health Plan joined with several other County Health Plans throughout Michigan to form the Michigan Consumers Health Care CO-OP (MCHCO); and

WHEREAS, the Centers for Medicare and Medicaid Services announced its award of $72 million in financing for the new MCHCO in May 2012; and

WHEREAS, Health Management Associates (HMA) recognized the experience and expertise of Ingham County Health Department’s Health Plan Management Services (HPMS) and requested assistance in providing the start up core functions of the MCHCO; and

WHEREAS, HMA would like to enter into an agreement with the Health Department’s HPMS in the amount of $103,000 to assist with providing the start up core functions; and

WHEREAS, it is estimated that it will take approximately 1,286 hours to complete the required scope of services at a rate of $50 per hour for support staff and $100 per hour for professional staff; and

WHEREAS, to fulfill the needs of this agreement, it is to create an Electronic Health Care/Nurse Trainer position; and

WHEREAS, the position has been assessed by Human Resources at MNA Grade 3, with a salary range $54,384 to $65,287 (2011 rates) in the MNA contract.

WHEREAS, the term of the agreement shall be from June 1, 2012 through December 31, 2012; and
THEREFORE BE IT RESOLVED, that the Health Officer recommends that the Board of Commissioners authorize an agreement between the Health Department and Health Management Associates for the period of June 1, 2012 through December 31, 2012.

THEREFORE BE IT RESOLVED, that the Board of Commissioner authorizes the establishment and hiring of the position of Electronic Health Care/Nurse Trainer position, MNA Grade 3.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement between the Health Department and Health Management Associates for the period of June 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for the Electronic Health Care/Nurse Trainer position.
MEMORANDUM

TO:       County Services and Finance Committees

FROM:    Richard Terrill, Facilities Director

DATE:     July 3, 2012

SUBJECT:  RESOLUTION AWARDING A CONTRACT TO SOAP SLINGERS WINDOW CLEANING LLC TO PROVIDE WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES

The resolution before you authorizes awarding a contract to Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities.

After going through a competitive bidding process, Soap Slingers Window Cleaning LLC, who submitted the lowest responsive and responsible bid of $9,876.00 per year with a total three (3) year contract cost not to exceed $29,628.00, with an optional two (2) year renewal, are recommended by both the Facilities and the Purchasing Departments.

Funds for these services are available within the appropriate 931100 Maintenance Contractual accounts.

I recommend approval of this resolution.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: July 3, 2012
SUBJECT: Proposal Summary for Window Cleaning Services

Project Description:
This project solicited proposals from qualified and experienced firms for the purpose of providing window and glass cleaning services at various County facilities on a semiannual basis for a period of three-years with an option for a two-year renewal.

Proposal Summary:
Vendors contacted: 5  Local: 4
Vendors responding: 5  Local: 4

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Annual Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soap Slingers Window Cleaning, LLC</td>
<td>$9,876</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>Above All Else, LLC</td>
<td>$11,340</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>Great Lakes Window Cleaning</td>
<td>$14,310</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>Michigan House Window Cleaning</td>
<td>$17,250</td>
<td>No – Flint</td>
</tr>
<tr>
<td>Diverse Home Cleaning</td>
<td>$21,130</td>
<td>Yes – Webberville</td>
</tr>
</tbody>
</table>

Recommendation:
The Evaluation Committee recommends awarding a three-year contract to Soap Slingers Window Cleaning at a not-to-exceed cost of $9,876 per year, with an option to renew for two additional years.

Soap Slingers, is a local vendor, has been in business for 13 years, and possess the required insurance for this contract.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO SOAP SLINGERS WINDOW CLEANING LLC TO PROVIDE WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES

WHEREAS, the current contract for window cleaning will expire on July 31, 2012; and

WHEREAS, the Purchasing Department has solicited bids from qualified and experienced firms for the purpose of providing window cleaning services to various county facilities on a semi-annual basis; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Soap Slingers Window Cleaning LLC for a three (3) year agreement period beginning August 1, 2012 and ending July 31, 2015, with an optional two (2) year renewal, the locations and services provided will be billed to the county as follows:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Cleaning Service</th>
<th>Cost</th>
<th>Quantity</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilliard Building</td>
<td>Interior/Exterior</td>
<td>$1,084.00</td>
<td>2</td>
<td>$2,168.00</td>
</tr>
<tr>
<td>IC Courthouse</td>
<td>Interior/Exterior</td>
<td>$ 976.00</td>
<td>2</td>
<td>$1,952.00</td>
</tr>
<tr>
<td>Veteran’s Memorial Courthouse</td>
<td>Exterior Only</td>
<td>$1,548.00</td>
<td>2</td>
<td>$3,096.00</td>
</tr>
<tr>
<td>Grady Porter Building</td>
<td>Exterior Only</td>
<td>$ 450.00</td>
<td>2</td>
<td>$ 900.00</td>
</tr>
<tr>
<td>Human Services Bldg.</td>
<td>Exterior Only</td>
<td>$ 720.00</td>
<td>2</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Youth Center</td>
<td>Exterior Only</td>
<td>$  50.00</td>
<td>2</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Willow Clinic</td>
<td>Exterior Only</td>
<td>$  10.00</td>
<td>2</td>
<td>$  20.00</td>
</tr>
<tr>
<td>911 Center</td>
<td>Interior/Exterior</td>
<td>$ 100.00</td>
<td>2</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

Total Annual Cost $9,876.00
Total Three Year Cost $29,628.00

WHEREAS, funds for these services are available in the appropriate 931100 Maintenance Contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Soap Slingers Window Cleaning LLC, 1305 South Cedar Street #606, Lansing, MI, 48910 to provide semi-annual window cleaning services to various county facilities for an annual cost of $9,876.00, and a total three (3) year contract cost not to exceed $29,628.00 with an optional two (2) year renewal.

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

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 3, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYER'S PLUMBING AND HEATING INC. FOR INSTALLATION OF THE PLUMBING IN THE NEW HANDICAP RESTROOM AT THE HEALTH DEPARTMENT

The resolution before you authorizes entering into a contract with Myer’s Plumbing and Heating, Inc., for installation of the plumbing, in the new handicap restroom, at the Health Department, for an amount not to exceed $9,800.00.

Myer’s Plumbing and Heating, Inc., who submitted the lowest quote, was chosen and have the recommendation of the Facilities Department. We are confident that Myer’s Plumbing and Heating, Inc., will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 511-61501-976000-02240 which has a balance of $20,000.00.

I recommend approval of this resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYER’S PLUMBING AND HEATING INC., FOR INSTALLATION OF THE PLUMBING IN THE NEW HANDICAP RESTROOM AT THE HEALTH DEPARTMENT

WHEREAS, the handicap restroom will be installed in the Sparrow Lab, on the second floor of the Human Services Building; and

WHEREAS, this project will allow the lab to do more of the testing and screening themselves, taking the load off of the other Health Department clinics; and

WHEREAS, three quotes were received from qualified, experienced vendors and after careful review of the quotes the Facilities Department recommends that a contract be awarded to Myer’s Plumbing and Heating Inc., to provide labor and materials for an amount not to exceed $9,800.00; and

WHEREAS, funds for this project are available in the approved CIP Line Item 511-61501-976000-02240 which has a balance of $20,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myer’s Plumbing and Heating Inc., 16825 Industrial Parkway, Lansing, MI 48906, to provide labor and materials, for the installation of a new handicap restroom in the Sparrow Lab, located in the Human Services Building, for an amount not to exceed $9,800.00.

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

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 3, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PERFITT EXCAVATING INC. FOR THE REPLACEMENT OF THE ASPHALT CIRCLE DRIVE AT THE MASON COURTHOUSE

The resolution before you authorizes awarding a contract to Perfitt Excavating, Inc. for the replacement of the asphalt circle drive, at the Mason Courthouse, for an amount not to exceed $14,905.00. The drive has deteriorated to the extent that it is beyond repair, and needs to be replaced.

Perfitt Excavating, Inc. submitted the lowest responsive and responsible bid and is a local company that comes highly recommended. They were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. We are confident that Perfitt Excavating, Inc., will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 245-90212-931000-2FC13 which has a balance of $32,980.00.

I recommend approval of this resolution.
MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 3, 2012

SUBJECT: Bid Summary for Asphalt Services

Project Description:
Bids were sought from experienced and qualified firms for the purpose of installing a new asphalt driveway at the Ingham County Courthouse Circle Drive.

Bid Summary:
Vendors contacted: 16  Local: 7
Vendors responding: 3  Local: 2

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfitt Excaviting, Inc.</td>
<td>$14,905</td>
<td>Yes – Dansville</td>
</tr>
<tr>
<td>Rieth-Riley Construction Co.</td>
<td>$17,071</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>Mike &amp; Son Asphalt, Inc.</td>
<td>$18,550</td>
<td>No – Bath</td>
</tr>
</tbody>
</table>

Hayhoe Asphalt, Mason – Did not submit a bid as the required work of installing under drains was beyond its normal scope of work.

Recommendation:
The Evaluation Committee recommends awarding a contract to Perfitt Excavating, Inc. in an amount not-to-exceed $14,905.

Perfitt is a local vendor, is bonded and insured, submitted the lowest cost bid, and has previously worked for the County.

This project requires the payment of prevailing wages in compliance with the County’s Prevailing Wage Policy.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
Resolución autorizando la entrada en un contrato con Perfitt Excavating, Inc. para el reemplazo del anillo circular de asfalto en el Museo delCondado de Mason

Dado que la entrada circular en el Museo del Condado de Mason ha deteriorado con el tiempo hasta el punto de que ya no se puede reparar y se necesita su reemplazo; y

Dado que después de revisar cuidadosamente las ofertas, los Departamentos de Compras y de Infraestructura se han unido a la idea de otorgar el contrato a Perfitt Excavating, Inc. por un monto no superior a $14,905.00; y

Dado que los fondos para este proyecto están disponibles en el ítem CIP Line Item 245-90212-931000-2FC13 que cuenta con un saldo de $32,980.00.

Por lo tanto, se RESUELVA que el Consejo del Condado de Ingham otorgue el contrato a Perfitt Excavating, Inc. 1957 Seven Gables Road, Dansville, MI 48819 para el reemplazo de un anillo circular de asfalto en el Museo Courthouse, por un monto no superior a $14,905.00.

Por lo que se RESUELVA que el Consejo del Condado de Ingham otorgue al Presidente del Consejo y a la Secretaria el poder para firmar cualquier documento necesario consistente con esta resolución y aprobado como tal por el Abogado del Condado.
MEMO

DATE:       June 20, 2012
TO:         County Services and Finance Committees
FROM:       Willis Bennett, Director
RE:         Resolution Authorizing the Acceptance of a $250 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo From the Michigan Municipal Risk Management Association (MMRMA)

This resolution authorizes the acceptance of grant funds from MMRMA in the amount of $250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

The Potter Park Zoo was offered the chance to participate in a grant opportunity with MMRMA. MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility. The grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for the patrol vehicle at Potter Park Zoo. Installation of the grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed.

The Potter Park Zoo Board and the Parks & Recreation Commission supported this recommendation at their June 2012 meetings with the passage of a resolution.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $250.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A GRILL GUARD FOR THE PATROL CAR AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo was offered the chance to participate in a grant opportunity with MMRMA;

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility;

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for the patrol vehicle at Potter Park Zoo;

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed;

WHEREAS, the Potter Park Zoo Board and the Parks & Recreation Commission supported this recommendation at their June 2012 meetings with the passage of a resolution.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of $250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
DATE:        June 20, 2012

TO:       County Services and Finance Committees

FROM:        Willis Bennett, Director of Parks
              Sherrie Graham, Interim Zoo Director

RE: Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement Authorizing and Compensating the Society for Hiring a General Curator

This resolution authorizes the County Controller and County Attorney to negotiate an addendum to the Amended Agreement between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement further authorizing and partially compensating a General Curator position at the Potter Park Zoo. In addition, the resolution authorizes the termination date of both agreements be further extended to one year from the effective date of both amendments to the agreements.

Said compensation from the County to the Society shall be $3,125.00 per month, equal to one-half or 50-percent of the sum total of an average salary and benefits expense for a Curator in the Midwest region of the United States of comparable size, based on total operating budget, as reported by AZA salary data, with the professional requirements and responsibilities as stated in the position description. Said compensation is available fully from remaining funds budgeted for the 2013 Zoo Director position, such that appropriate County Zoo Budget line item transfers shall be made to fund this position from the funds remaining from the vacant permanent Zoo Director position.

Upon former Zoo Director Gerry Brady’s announcement of his intent to retire in January 2012, the Potter Park Zoo Board initiated discussion of an updated position description for a suitable replacement given the growth and diversity of the Zoo’s collection over his tenure. The 2007 AZA Reaccreditation Evaluation Committee voiced a similar staffing concern that one position combining the Zoo Veterinarian and Curator responsibilities can no longer effectively meet the specific goals of each, namely proper animal health care and proper animal husbandry for conservation and education, respectively. After much discussion about the need to address both 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.
The Needs Assessment Committee’s first recommendation to amend the Ingham County/Zoological Society contract authorizing and compensating the Society to serve as Interim Zoo Director, including the supervision of Ingham County Zoo employees, allowing the Committee to further consider how the need for a General Curator position could be addressed, was successfully implemented. After approximately 6 months, the amended services arrangement has not only met, but exceeded, expectations regarding the financial benefit to Ingham County and advancement of the Zoo’s operations and advancement.

By contract conservation and education are part of the primary responsibilities of the Potter Park Zoological Society. The Needs Assessment Committee has developed a recommended General Curator position description, reviewed and approved by the Zoo Board by consensus only. The Zoo Board is confident the Society can and will administer well the General Curator position, thereby meeting the needs of both the Society and Ingham County, as well as satisfy AZA reaccreditation concerns, provided funding the position is shared by Ingham County, as per precedent set via the current Interim Zoo Director Services Agreement and the Amended Agreement between County of Ingham and Potter Park Zoological Society. The Interim Zoo Director shall seek input from the Ingham County Parks Director, Ingham County Human Resources, and the Zoo Veterinarian regarding the suitable candidate to fill the General Curator Position.

Both the Potter Park Zoo Board and the Parks & Recreation Commission supported this concept with the passage of a resolution at their June 2012 meetings.
Resolutions

WHEREAS, upon former Zoo Director Gerry Brady’s announcement of his intent to retire in January 2012, the Potter Park Zoo Board initiated discussion of an updated position description for a suitable replacement given the growth and diversity of the Zoo’s collection over his tenure; and

WHEREAS, the 2007 AZA Reaccreditation Evaluation Committee voiced a similar staffing concern that one position combining the Zoo Veterinarian and Curator responsibilities 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 both 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 Committee’s first recommendation to amend the Ingham County/Zoological Society contract authorizing and compensating the Society to serve as Interim Zoo Director, including the supervision of Ingham County Zoo employees, allowing the Committee to further consider how the need for a General Curator position could be addressed, was successfully implemented; and

WHEREAS, after approximately 6 months, the amended services arrangement has not only met, but exceeded, expectations regarding the financial benefit to Ingham County and advancement of the Zoo’s operations and advancement; and

WHEREAS, by contract conservation and education are part of the primary responsibilities of the Potter Park Zoological Society; and

WHEREAS, the Needs Assessment Committee has developed a recommended General Curator position description, reviewed and approved by the Zoo Board by consensus only; and

WHEREAS, the Zoo Board is confident the Society can and will administer well the General Curator position, thereby meeting the needs of both the Society and Ingham County, as well as satisfy AZA reaccreditation concerns, provided funding the position is shared by Ingham County, as per precedent set via the current Interim Zoo Director Services Agreement and the Amended Agreement between County of Ingham and Potter Park Zoological Society; and

WHEREAS, the Potter Park Zoo Board and the Parks & Recreation Commission supported this concept with the passage of a resolution at their June 2012 meetings.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the County Controller and County Attorney to negotiate an addendum to the Amended Agreement between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement further authorizing and partially compensating a General Curator position.

BE IT FURTHER RESOLVED, that the termination date of said agreements be further extended to one year from the effective date of said amendments.

BE IT FURTHER RESOLVED, said compensation from the County to the Society shall be $3,125.00 per month, equal to one-half or 50-percent of the sum total of an average salary and benefits expense for a Curator in the Midwest region of the United States of comparable size, based on total operating budget, as reported by AZA salary data, with the professional requirements and responsibilities as stated in the position description.

BE IT FURTHER RESOLVED that said compensation is available fully from remaining funds budgeted for the 2013 Zoo Director position, such that appropriate County Zoo Budget line item transfers shall be made to fund this position from the funds remaining from the vacant permanent Zoo Director position.

BE IT FURTHER RESOLVED, that the Interim Zoo Director shall seek input from the Ingham County Parks Director, Ingham County Human Resources, and the Zoo Veterinarian regarding the suitable candidate to fill the General Curator Position.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the County Board of Commissioners have discussed changes in the MERS pension plans to be provided to future newly elected Board of Commissioners and Elected Officials, serving in their initial term of office effective January 1, 2013; and

WHEREAS, the Human Resources Department has discussed with MERS the establishment of Hybrid Plans for newly elected County Board of Commissioners, in division 16 and Elected Officials, in division 19 and prepared the attached MERS mandated resolution forms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for Board of Commissioners and Elected Officials, to be provided to those future newly elected to their initial term of office, effective January 1, 2013.

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 transaction, subject to prior approval as to form, by legal counsel.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

shall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize
the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS
directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body
has completed and approved, and submitted to MERS, documents necessary for adoption and
implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid
Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January ____________, 20__ (to be known as the ADOPTION DATE), the
County of Ingham ___________________________ hereby adopts Benefit Program H for
(MERS municipality/court)
Board of Commissioners - Division 16
(specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional
participation for any employee or officer of this municipality otherwise eligible to participate in
MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate
in MERS. The employer shall establish the transfer rule for transferred employees in the Employer
Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE
FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE
ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member
  contributions permitted.

• For the DC Component, employee and employer contributions shall be required as allowed
  and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption
  Agreement (“Adoption Agreement,” Attachment 1, completed and approved and a certified
  copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A
  member is immediately 100% vested in any employee contributions, and is vested in employer
  contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of “Compensation” under Section 2A(6) of
  the MERS Plan Document, with the exception of the last sentence, which shall not apply.

• For the DC Component, earnings shall include items of “Compensation” under Section 2A(6)
  of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare
taxable wages as reported by the employer on the member's federal form W-2, wage and tax
statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  1. The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.

  The multiplier shall be one of the following dependent upon the division's social security coverage status:

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<thead>
<tr>
<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>2.00%</td>
<td></td>
</tr>
</tbody>
</table>

  2. Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).
  3. The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

  □ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member’s credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(i); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member’s or beneficiary’s accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)
(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ______________, 20____, (insert month and year) which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph (F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member’s accrued benefit that may be transferred. The assumptions are:

1. The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).

2. The funded level for the member’s specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):

- Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).

- If greater than the division’s funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on ___% funded basis (insert number greater than the division’s Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee’s written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ____________, 20__, (insert month and year), which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20______

(Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Declaration of Trust and certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20______

(Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: January 2013

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: January 2013

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

Board of Commissioners - Division 16

Specify employee classification and division numbers
IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant [see schedule] % of Earnings or [ ] $____ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute [ ] % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

[ ] Yes  [ ] No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

[ ] Weekly  [ ] Bi-weekly  [ ] Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☐ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: □ 1 □ 2 □ 3 □ 4 □ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

- □ % after 1 year of service.
- □ % after 2 years of service.
- □ % (not less than 25%) after 3 years of service.
- □ % (not less than 50%) after 4 years of service.
- □ % (not less than 75%) after 5 years of service.
- 100 % (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. “Normal Retirement Age” shall be presumed to be age 60 (unless a different normal retirement age is here specified:

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is “No,” not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes  ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including “401(k)” or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _______ day of ______________, 20__.

Employer: ________________________________

Authorized Signature: ________________________________

Title: ________________________________

Witness: ________________________________
### MERS Restated Hybrid Plan (Defined Contribution Component)
#### Adoption Agreement

IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>Employer Match</th>
</tr>
</thead>
<tbody>
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<td>1.0%</td>
<td>1.0%</td>
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<tr>
<td>1.5%</td>
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</tbody>
</table>
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

[shall] determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board’s powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees’ Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board “shall determine . . . and establish” all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January ____________, 20__ (to be known as the ADOPTION DATE), the County of Ingham _____________________________ hereby adopts Benefit Program H for (MERS municipality/court)

Elected Officials - Division 19 _____________________________

(specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member contributions permitted.

• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.

• For the DC Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member's federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC;
  such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.
  The multiplier shall be one of the following dependent upon the division's social security coverage status:

<table>
<thead>
<tr>
<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
</tr>
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<tbody>
<tr>
<td>☐ 1.00%</td>
<td>☐ 1.00%</td>
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<tr>
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  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).

  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

☐ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(i) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)

(PlanSec19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _________________, 20__, (insert month and year) which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

(1) The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).

(2) The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):

Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).

If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS; (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____________, 20__, (insert month and year), which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20______

(Signature of authorized official)

Please send MERS fully executed copy of:
• MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
• MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
• Declaration of Trust and certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20______

(Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: January 2013

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: ___________. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: ___________.

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

Elected Officials - Division 19

Specify employee classification and division numbers
MERS Restated Hybrid Plan (Defined Contribution Component)  
Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant ___% of Earnings or $___________ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute ___% of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

☐ Yes  ☐ No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

☐ Weekly  ☐ Bi-weekly  ☐ Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☒ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

_____ % after 1 year of service.
_____ % after 2 years of service.
_____ % (not less than 25%) after 3 years of service.
_____ % (not less than 50%) after 4 years of service.
_____ % (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. “Normal Retirement Age” shall be presumed to be age 60 (unless a different normal retirement age is here specified:______).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is “No,” not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including “401(k)”) or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and
agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS
Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions
of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption
Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on
this ______ day of ____________, 20__.

Employer: _______________________________________

Authorized Signature: __________________________________

Title: _____________________________________________

Witness: ___________________________________________
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>Employer Match</th>
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<tbody>
<tr>
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TO: County Services Committee

FROM: Travis Parsons, Human Resources Director

RE: MERS Annual Convention
Funding for Ingham County Representative for the MERS Annual Meeting

DATE: July 5, 2012

In regards to the 2012 MERS Annual Meeting to be held at the Amway Grand Plaza Hotel in Grand Rapids, Michigan on October 3 through Friday, October 5, 2012, the appointment of an employee delegate was accomplished through the employee nomination process. Human Resources did not receive any nominations for an alternate candidate. I have attached the memo, sent to all non-managerial employees, in regards to naming Sally Auer the 2012 MERS Employee Delegate. The Officer Delegate for this year’s MERS meeting is Jill Rhode, Finance Director.

The requested funding for the two delegates to attend this year’s MERS Annual Meeting is as follows:

All charges will be posted against the Human Resources Line Item 101-22600-863000
(Travel and attendance for the Annual MERS Conference)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERS Annual Meeting Registration</td>
<td>200.00 per person (Employee Delegate and Officer Delegate). This registration includes all scheduled meetings and meals.</td>
</tr>
<tr>
<td>Amway Grand Plaza Hotel Annual Meeting Group Rate</td>
<td>129.00 + tax per night (2 nights needed) = 258.00</td>
</tr>
<tr>
<td>Amway Grand Plaza Hotel Parking</td>
<td>10.00 per night x 3 days = 30.00</td>
</tr>
<tr>
<td>Mileage Charge</td>
<td>55.5 cents per mile x 164 round trip miles = 91.02</td>
</tr>
</tbody>
</table>

Registration, accommodation, parking and mileage expense for travel are paid by the County. The Human Resources Department has reviewed and approves these expenses. Total estimated expenses for the Officer Delegate and the Employee Delegate are $1158.04.
Introducéd by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL MEETING

WHEREAS, the Municipal Employees’ Retirement System will hold the 66th Annual Meeting at the Amway Grand Plaza Hotel in Grand Rapids, MI during the time period of October 3 - October 5, 2012; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: Jill Rhode, Director – Finance

Employee Delegate: Sally Auer

BE IT FURTHER RESOLVED, Ingham County will pay the estimated expenses of the Officer Delegate and Employee Delegate pursuant to the County’s travel policy of $1158.04, not to exceed a maximum of $1,200.00.
June 18, 2012

Mr. J. Richardson Robinson
Thrun Law Firm, P.C.
P.O. Box 2575
East Lansing, MI 48826-2575

Re: 425 Agreement with Lansing

Dear Mr. Robinson:

This letter is in response to your May 24, 2012 letter on behalf of DeWitt Charter Township, which responded to my May 17, 2012 letter on behalf of Clinton County. Your letter references a telephone conversation which we had as well. In that conversation, you admitted that the Capital City Airport Authority (“CRAA”) was not a full or perhaps even willing participant in the 425 Agreement. Attorney Robert Buchanan representing the CRAA has called me and confirmed that there is no agreement with CRAA’s signature approving the 425 arrangement.

While my letter certainly discussed the implications of DeWitt Township’s recent 425 Agreement with the City of Lansing as they relate to police, fire and ems service to the CRAA, which is substantial portion of the 425 area recently transferred by DeWitt to the City, I did not mean to ignore the broader issue of 911 service to the entire 425 area in general, including areas not controlled by the CRAA.

The broader issue is “who” decides what 911 service will serve any particular area? The answer to that question is the “county,” at least where the local units of government do not provide 911 dispatch. Since neither the City of Lansing nor DeWitt Township provide 911 dispatch, neither the City of Lansing nor DeWitt Township had the authority to declare in their 425 Agreement that “911 services shall be provided by Ingham County.”

Secondly, if a particular area in a local unit of government is to be dispatched, one cannot carve out a particular activity within that area from the 911 service. Thus, not only is the 425 Agreement between the City of Lansing and DeWitt Township inappropriate when it says “911 service shall be provided by Ingham County,” it could not have legally excluded (and does not as a matter of fact) exclude the CRAA from the dispatch services it seeks to assign.
The section of the 425 Agreement that you italicize does not pertain to dispatch but only to the first responder services themselves. While the 425 Agreement suggested that the actual first responder services in the categories of police, fire and ems would NOT be provided to the Capital City Airport by the City of Lansing, it is silent as to how such services are to be dispatched to the Airport, other than to identify Ingham County as the dispatcher. Thus, I cannot agree with your representation that “it is apparent that it was not contemplated by the parties to the Agreement that the section quoted above would require police, fire and emergency medical service entities of CRAA to be dispatched through Ingham County.” Indeed, no other intention can be gleaned from 425 Agreement other than the fact that the italicized language you cite talks about first responder services and the language I cite is the only language pertaining to dispatch and it attempts to transfer that function without qualification to Ingham County.

Your letter inquired as to how the dispatch function was addressed in other 425 or annexation issues in the Lansing/Clinton County area. I am attaching 2005 correspondence which shows that the City of East Lansing filed the necessary primary PSAP notices with Clinton County in reaction to Clinton County’s 911 Amendment notices. This is consistent with what I have been advising you should happen to effectuate a transfer of the 425 area for dispatch from Clinton to Ingham counties.

Your letter suggests that DeWitt Township apparently isn’t presently concerned about the 911 dispatch of first responders to the 425 area because it will no longer be providing first responder services to the area, except on a mutual aid basis. With all due respect, it is a little late for the Township to say that 911 service to the area is not a Township concern when in the 425 Agreement it expressly (although inappropriately) made provisions for the transfer of this function to Ingham County, thereby causing the legal and factual confusion.

Let’s instead presume that the 425 Agreement means what it says, and the two non dispatching local units intended to “request” the transfer of this function for the entire 425 area from Clinton County to Ingham County, neither one of which is a party to the contract. What Clinton County is merely saying is that to implement that “request,” someone—whether it is the City of Lansing, DeWitt Township, or Ingham County needs to make that request to Clinton County. Clinton County will likely respond favorably to that request as it has in other 425 Agreement and annexation settings, as long as the conditions outlined in my letter are agreed to by one or more of the affected entities.

While it appears from your letter as if DeWitt Charter Township does not want to make the request, neither the City of Lansing nor Ingham County has submitted any notices indicating that it is going to try to implement the 425 Agreement’s dispatch provisions, either. Until such a notice is received by Clinton County and acted upon, the dispatch for the ENTIRE 425 area will continue to be performed by Clinton County as required under the Clinton County 911 Plan and the Emergency Telephone Service Enabling Act.
We can all agree that 911 Dispatch is a critical public function. It seems more than a little troubling that local units of government would enter into a contract changing the function and then be cavalier as to the implementation of that contractual provision. All that Clinton County is saying is that someone who wants the change needs to step up and request the facilitation of that change if it is to be made. Moreover, it is also worth reminding you that under the Emergency Telephone Service Enabling Act, only Ingham County can file a notice of intent to serve in this capacity under these circumstances. At this point, it doesn’t appear as if DeWitt Township or the City of Lansing has even requested Ingham County’s involvement in this process.

Very truly yours,

SILVER & VAN ESSEN, P.C.

Douglas W. Van Essen

Cc w/enc: Clinton County Board of Commissioners
Brigham Smith, Esq. (Lansing City Attorney)
Robert Buchanan, Esq (CRAA Attorney)
Harriett Miller Brown, State 911 Coordinator
Ingham County Board of Commissioners
August 29, 2005

Emergency Telephone Service Commission
State 9-1-1 Administrator
Mrs. Harriet Miller-Brown
714 S. Harrison Road
East Lansing, MI 48823

RE: Clinton County 9-1-1 Plan Amendment

Dear Mrs. Miller-Brown:

Clinton County recently completed the required steps to amend our 9-1-1 PLAN. The primary purpose of the amendment was to incorporate verbiage in an attempt to protect our citizens, as much as the law permits, from the pitfalls of VoIP access to emergency 9-1-1. Also included in the amendment is the necessary action to determine PSAP coverage/service to the recently annexed Clinton County area of the City of East Lansing.

Three attachments are included with this cover letter:

1. 911 PLAN AMENDMENT RESOLUTION 2005-18
2. Notice of intention to function as a PSAP or Secondary PSAP from Clinton County Central Dispatch
3. City of East Lansing Resolution giving notice to function as a Primary PSAP for the City of East Lansing within Clinton County.

Should you need any additional information to bring our 9-1-1 Plan up to date, please let me know.

Yours in Public Safety,

Director James Fyvie, ENP

C: File

Bringing it all together for the service of the people.
TO:
Bath Charter Township Clerk
Bengal Township Clerk
Bingham Township Clerk
Dallas Township Clerk
DeWitt City Clerk
DeWitt Charter Township Clerk
Duplain Township Clerk
Eagle Township Clerk
Eagle Village Clerk
East Lansing City Clerk
Eaton County Clerk
Elsie Village Clerk
Essex Township Clerk
Fowler Village Clerk
Gratiot County Clerk
Greenbush Township Clerk
Ingham County Clerk
Ionia County Clerk
Lebanon Township Clerk
Maple Rapids Village Clerk
Olive Township Clerk
Ovid Township Clerk
Ovid Village Clerk
Riley Township Clerk
St. Johns City Clerk
Shiawassee County Clerk
Victor Township Clerk
Watertown Charter Township Clerk
Westphalia Township Clerk
Westphalia Village Clerk

FROM: Diane Zuker
Clerk of the Board of Commissioners

RE: 911 Plan Amendment

Dear Clerk,

The Clinton County Board of Commissioners has adopted the attached 9-1-1 Plan Amendment Resolution. The purpose of this letter is to advise your community of the steps involved in the amendment process and to notify you of your right to opt out. Opting out would result in your community not receiving 9-1-1 services. If your community wants to opt out, it must authorize the signature of one of the following "Notices." If you want all of your community out of the 9-1-1 system, you must approve, execute and return to me within 45 days, the "Notice of Exclusion (Complete)." If you want part of your community's geographic boundaries out of the 9-1-1 system, you must approve, execute and return to me within 45 days the "Notice of Exclusion (Partial)."
The steps in the amendment process are as follows:

1. County Board of Commissioners adopts a tentative plan amendment and sets a final hearing date for at least 90 days later. Your County Commissioners have taken this action and the final hearing is scheduled for July 26, 2005.

2. Within 5 days after the tentative plan is adopted, the County Clerk must send each affected municipality this notice with a copy of the proposed amendment (and a notice of the opportunity to opt-out), certified mail, return receipt requested.

3. If a community wants to opt-out, it must return an opt-out resolution (signed notice) within 45 days.

4. After the 45 days, the tentative plan is modified by any exclusions and notice of the final hearing must be published twice in a newspaper of general circulation by the County Clerk; once more than 30 days before the final hearing and once within 30 days of the final hearing.

5. The County Board of Commissioners holds the public hearing, and must allow all who wish a reasonable opportunity to speak.

6. The only change that may be made to the final plan amendment is the modifications for communities that excluded themselves. If the final plan is adopted by the County Board of Commissioners, it is filed with the State Treasurer and the Michigan State Police.

If you have any questions, do not hesitate to contact me. If you do nothing, your community will be automatically included within the Amended 9-1-1 Plan.

Very truly yours

Diane Zuker

Enclosures
STATE OF MICHIGAN
COUNTY OF CLINTON

911 PLAN AMENDMENT RESOLUTION
2005-18

At a regular meeting of the Clinton County Board of Commissioners held in St. Johns, Michigan on July 26, 2005, at 9:00 a.m.

PRESENT: David Pohl, Larry E. Martin, John W. Arehart, Robert E. Showers, Virginia L. Zeab and Claude A. Vail

ABSENT: Mary Rademacher

The following resolution was offered by Commissioner Showers and supported by Commissioner Zeab:

WHEREAS, Clinton County ("County") has adopted a Final 911 Service Plan ("Plan") and Plan Service District ("Service District") pursuant to the Emergency Telephone Service Enabling Act, 1986 PA 32, as amended ("Act");

WHEREAS, the Plan Service District is coterminous with the boundaries of Clinton County, and the County stands ready to provide E-911 answering and dispatch services to all portions of the County, even those communities that have opted to serve as primary PSAP;
WHEREAS, the County has been receiving requests for Internet Protocol from entities that are setting up Internet telephone services, called “Voice over Internet Protocol” or “VoIP,” (“VoIP”) for customers in Clinton County

WHEREAS, VoIP service providers do not operate under a tariff and apparently are unable at present to provide Automatic Number Identification (“ANI”) or “Automatic Location Indication “(ALI”) or to place the call into the three-digit 911 emergency telephone service network;

WHEREAS, the Act defines “service supplier” to be any party “providing a telephone service or commercial mobile radio service” in the state of Michigan (MCL 484.1102);

WHEREAS, the Act prohibits the County from operating an E-911 system unless every nonCMRS service supplier designated as operating in the Service District, has a tariff governing the delivery of three digit 911 services;

WHEREAS, on April 26, 2005, the County adopted the Plan Amendment below tentatively, and subsequently sent out the requisite notices under the Act and scheduled a public hearing for July 26, 2005;

WHEREAS, the County has received no notices of partial or entire exclusion from any local unit of government operating with the County’s boundaries and the Plan’s Service District;

WHEREAS, the County has received and approved the Notice of Intent to Serve as Primary PSAP from the Clinton County Central Dispatch and has been orally advised that the City of East Lansing/Meridian Township Dispatch intends to serve as Primary PSAP for portions of the City of East Lansing within Clinton County;

NOW, THEREFORE, BE IT RESOLVED that the following Plan Amendment is adopted and approved as augmented by the PSAP designations of this Resolution:

PLAN AMENDMENT

1. Clinton County (“County”) has adopted a Final 911 Service Plan (“Plan”) and Plan Service District (“Service District”) pursuant to the Emergency Telephone Service Enabling Act, 1986 PA 32, as amended (“Act”), and the Act authorizes the County to approve updates to the Plan, such as this “Amendment”;

2. The Clinton County Board of Commissioners (“Board”) is authorized from time to time to adopt and update the list of all service suppliers, including wire-based, Voice over Internet Protocol (“VoIP”), and commercial mobile radio service (“CMRS”) companies providing emergency telephone call services within the Service District.

3. The Board shall also periodically obtain and publish an updated list of service suppliers, the highest monthly charge and the emergency service providers within the Service District in a set of Administrative Finding.
4. If a service supplier provides telephone services of any kind, including wire-based, VoIP and/or CMRS, to customers within the Service District and if those services will not facilitate three digit 911 service, the provider must place the following warning on each customer billing statement in bold type of at least 12 points in size:

WARNING
You cannot use our equipment and services to make 911 emergency calls.
To make a 911 call, you will have use a wireless or landline phone.

5. Because the County serves or is prepared to serve all portions of the County with E-911 answering and dispatch services, all operational surcharge and wireless surcharge funds arising from the County's landline and wireless residents shall be paid to Clinton County and the Clinton County Board of Commissioners shall appropriate those sums in its sole discretion towards the funding of E-911 answering and dispatch services provided to the County's residents.

6. This Amendment's provisions are designed to modify, amend, supersede or replace any inconsistent provisions in the County's Final 911 Service Plan ("Plan"), and to augment, supplement or add to such Plan provisions that are not in any way inconsistent. To the extent any provision in the Plan is not inconsistent with the provisions of this Amendment, such provision is incorporated by reference, republished and reauthorized as if approved for the first time herein.

BE IT FURTHER RESOLVED that Plan is also amended to reflect the fact that a Notice of Intent to Serve as Primary PSAP is authorized and accepted from Clinton County Central Dispatch, and that the latter shall serve as Primary PSAP for all portions of the Service District, including the portions of the City of East Lansing within Clinton County, unless the Clinton County Clerk receives by August 15, 2005, an executed and authorized Notice of Intent to Serve as Primary PSAP from the City of East Lansing indicating that the dispatch center it operates with Meridian Township will serve as Primary PSAP for this portion of the City of East Lansing, in which event the Plan shall provide that Clinton County Central Dispatch shall serve as Secondary PSAP to this portion of the City of East Lansing and Primary PSAP for all other portions of Clinton County and the Service District.

YEAS: Pohl, Showers, Martin, Vail, Zeeb & Arehart
NAYS: None

RESOLUTION ADOPTED

STATE OF MICHIGAN
COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at their regular meeting held July 26, 2005 and is on file in the records of this office.

Diane Zuker, Clinton County Clerk
NOTICE OF INTENTION TO FUNCTION
AS A PSAP OR SECONDARY PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, the Clinton County Central Dispatch shall function as a Primary PSAP within the 9-1-1 service district of the tentative 9-1-1 service plan adopted by resolution of the Board of Commissioners of Clinton County on April 26, 2005 and to be formally approved on July 26, 2005.

In the event that the City of East Lansing files an authorized and executed Notice of Intent to Serve as Primary PSAP for the portion of the City within Clinton County and such Notice is accepted by the Clinton County Board of Commissioners, the Clinton County Central Dispatch shall serve as Secondary PSAP for the portions of the City of East Lansing in Clinton County and Primary PSAP for all other portions of Clinton County and the service district in the County’s amended Plan.

Acknowledgement

I, Diane Zuker, the Clerk of Clinton County, hereby certify that its Board of Commissioners duly approved this Notice and directed that I execute, return and file it with the official records of the Clinton County Board of Commissioners.

Dated: July 26, 2005

Diane Zuker, Clinton County Clerk
City of East Lansing
Resolution

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, the City of East Lansing shall function as a Primary PSAP within the 9-1-1 service district of the tentative 9-1-1 service plan adopted by resolution of the Board of Commissioners of Clinton County on July 26, 2005.

Moved by Council Member Sharp
Seconded by Council Member Singh

YEAS: 5
NAYS: 0
ABSENT: None

Mark Meadows, Mayor
Adopted: August 16, 2005

CLERK'S CERTIFICATION: I hereby certify the foregoing is a true and complete copy of a Resolution adopted by the City of East Lansing City Council at its regular meeting held on Tuesday, August 16, 2005, the original of which is part of the Council's minutes.

Sharon A. Reid, City Clerk
City of East Lansing

Aug 29 '05
June 25, 2012

Douglas W. Van Essen, Esq.
SILVER & VAN ESSEN
300 Ottawa Avenue N.W., Suite 620
Grand Rapids, Michigan 49503

Re: 425 Agreement Between DeWitt Charter Township and City of Lansing

Dear Mr. Van Essen:

With reference to your June 18, 2012 correspondence, I will give you the benefit of the doubt and assume that its tone and content reflects that you were simply having a bad day. However, a few points should be clarified:

1. Your statement that my earlier letter “suggests that DeWitt township apparently isn’t presently concerned about the 911 dispatch first responders to the 425 area...” because the Township will only be involved on a mutual aid basis, is a mischaracterization. If you will review my letter, what I actually stated is that because the Township will be responding within the 425 area to request for service on a mutual aid basis only, the Township has no concern regarding which solution [to the 911 dispatch issue] is ultimately reached between the City of Lansing, Clinton County, Ingham County, and Capital Region Airport Authority; that is, whether CRAA emergency services personnel continue to be dispatched by Clinton County or whether that function is transferred to Ingham County (which dispatches City of Lansing emergency personnel and equipment). Although you fail to mention it in your most recent correspondence, you previously suggested that, while the ultimate solution was being worked out, a temporary accommodation could be made by the use of an “interoperability patch,” contingent upon certain ancillary understandings between the entities involved. Obviously, those entities are the City of Lansing, Clinton County, Ingham County, and, presumably, the CRAA, not DeWitt Charter Township.

2. Although we obviously have a different view, it is my opinion that the City and Township recognized in the 425 Agreement that the CRAA’s own police and fire/emergency personnel are physically on site and would almost certainly be first responders to on-site emergencies. On the other hand, since municipal jurisdiction was transferred to the City of Lansing, its law enforcement and other emergency personnel would also have jurisdiction and could, indeed, be “first responders” as well. In my May 24 correspondence I also expressly recognized that it would be beneficial if CRAA
emergency services and personnel were subject to the same Ingham County 911 services as is the City police department.

3. It was also my understanding, from our earlier discussion, that in view of the foregoing you would be discussing these issues directly with the entities providing primary (as opposed to mutual aid) emergency services. Obviously, you did not attempt to establish any contact or dialog with those entities. As you will recall, I specifically asked that you advise me as to any “further developments as a result of your discussions with the City of Lansing.” It is unclear as to why you would did not initiate that dialog, as opposed to directing your June 18 correspondence to me.

Finally, contrary to your letter, I can assure you that the Township is never “cavalier” about emergency services. If you truly have the same view, I suggest that you call the City of Lansing attorney, Mr. Brigham Smith, or Assistant City Attorney, Donald Kulhanek, at 517-483-4321. I suspect that Ingham County 911 will file the necessary Notice of Intent and initiate other procedures necessary to resolve this matter if requested by the City of Lansing to do so. Hopefully upon reflection you will agree that, inasmuch as DeWitt Charter Township is not located in Ingham County and is not a recipient of Ingham County 911 services, and since the 425 area is now within the jurisdiction of the City of Lansing, the City should be responding to your concerns, and is the entity to request that Ingham County 911 work with Clinton County to accomplish such a transfer or other resolution of issues about which you profess to be concerned.

Very truly yours,

J. Richard Robinson

cc: Rodney Taylor, Township Manager, DeWitt Charter Township
    Capital Region Airport Authority
    Brigham Smith, Esq., City Attorney, City of Lansing
    Donald Kulhanek, Esq., Assistant City Attorney, City of Lansing
    Clinton County Board of Commissioners
    Robert Buchanan, Esq. (CRAA attorney)
    Harriet Miller Brown, State 911 Coordinator
    Ingham County Board of Commissioners
June 26, 2012

Mr. J. Richardson Robinson  
Thrun Law Firm, P.C.  
P.O. Box 2575  
East Lansing, MI  48826-2575

Re: 425 Agreement with Lansing

Dear Mr. Robinson:

I wrote you a letter on June 18th as a courtesy because you have been writing to me and because you requested that I provide the information provided therein as to how dispatch was handled in previous annexations and 425 settings. I apologize for any offense in my correspondence. None was intended, but I obviously tapped into some sensitivity.

As you know, 911 dispatch involves more than just the radio communications between a dispatcher and first responder. It also involves the phone companies knowing where to direct the infrastructure of the telephone lines so that the call ends up in a particular dispatch center. The interoperability of the radio patch only affects the ability of Lansing to dispatch CRAA’s units using the Clinton County 800 MHz system. It does nothing to get the call to Ingham County Central Dispatch, which was the point of my correspondence.

425 Agreement or no 425 Agreement, the phone companies must follow the Clinton County 911 Plan which physically directs the three digit lines. You have been clear that the DeWitt Charter Township is not going to request an amendment of Clinton County’s 911 Plan to implement the 425 Agreement’s direction that 911 dispatch is to be switched from Clinton to Ingham Counties. I repeat that at this point, no one from Ingham County has contacted Clinton County to set that “ball” in motion and only Ingham County has the capacity to file the requisite notice of intent to serve as primary PSAP. Until that happens, there is nothing Clinton County can do to implement your 425 Agreement.

As I said in my letter, I have discussed this matter with Robert Buchanan, attorney with CRAA. He confirmed what you advised me; namely, that CRAA was not driving or necessarily even in favor of the 425 Agreement, nor the switch from Clinton County Dispatch (which figures prominently into its disaster planning) to Ingham County Dispatch. And, CRAA has no more ability to effectuate a dispatch switch than the City of Lansing or DeWitt Charter Township.
All that Clinton County can do right now is point out the fact that Ingham County Central Dispatch has not filed a notice of intent to serve as primary PSAP for the 425 area and until that happens, Clinton County Central Dispatch will and must provide the 911 dispatch for the 425 area despite the language of your 425 Agreement. If the Charter Township of DeWitt and/or the City of Lansing are fine with that, that is fine with Clinton County. If the either are not fine with that and wish to implement this provision of your 425 Agreement, we expect that one or the other will take the matter up with Ingham County, and its Dispatch Center will file the statutory request and at that point, Clinton County will take up the issue. This should not be complicated nor confrontational.

Very truly yours,

SILVER & VAN ESSEN, P.C.

Douglas W. Van Essen

Cc w/enc: Clinton County Board of Commissioners
Brigham Smith, Esq. (Lansing City Attorney)
Robert Buchanan, Esq (CRAA Attorney)
Harriett Miller Brown, State 911 Coordinator
Ingham County Board of Commissioners
The Charter Township of DeWitt