

CHAIRPERSON  
DALE COPELGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

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

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 15, 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 [May 1, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. LEAP Presentation (*No Materials*)
2. Department of Transportation & Roads - Managing Director Update (*No Materials*)
3. Historical Commission - Interview
4. Potter Park Zoo Board - Appointment
5. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with [Capacity Building Funding](#)
6. Health Department - Resolution to Amend Resolution #12-110 to [Correct Job Titles](#) and Position Numbers
7. Circuit Court
  - a. Request to Waive the Hiring Freeze for [Deputy Clerk III](#)
  - b. Request to Waive Hiring Delay and Hiring Freeze for [Deputy Clerk Juvenile Register III](#)
8. Facilities - Resolution Awarding a Contract to [RNA Janitorial, Inc.](#) for Cleaning Services at the Human Services Building (HSB), the Grady Porter Building (GPB), the Veterans Memorial Courthouse (VMC), the Willow Clinic, the Ingham County Family Center (ICFC), the Well Child Clinic and the 911 Dispatch Center
9. Financial Services - Resolution Approving a Contract for [Health Care Consulting](#)

10. Parks Department - Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle [Entrance Fee Policy](#) to Ingham County Residents Only
  
11. Controller's Office
  - a. Resolution Updating [Various Fees](#) for County Services Budget
  - b. Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with the Teamsters Local 580 and Fraternal Order of Police Lodge 141 and Absent Such Memorandum's of Understanding, to Fix the Initial Terms and Conditions of Employ Consistent with the [Legacy Agreements](#)

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  
May 1, 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, Chuck Gray, Rhonda Swayze, Rick Terrill, Eric Schertzing, Jim Hudgins, Willis Bennett, Maureen Winslow, Tom Shewchuk, Mary Ruttan and others.

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

Approval of the April 17, 2012 Minutes

The April 17, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 6a. Pulled - Facilities - Resolution Authorizing Entering into a Contract with Spicer Group to Provide Architectural and Engineering Services for the Repair of the Roof at the Ingham County Sheriff's Office and the Roof of Pavilion 2 at the Potter Park Zoo
  
- 7a. Substitute - Controller's Office - First Quarter 2012 Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2012 Ingham County Budget

Limited Public Comment

Chuck Gray, UAW, suggested doing away with the hiring freeze because so many waivers are granted. He noted that more departments are in need of employees.

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

- 1. Women's Commission
  - a. Resolution Prohibiting Inappropriate Language Toward Women in the Political Environment
  - b. Resolution Recognizing the Need for Additional Resources Allocated to Ingham County Families Living in Extreme Poverty

*Ms. Becky Bennett will change these resolutions (1a and 1b) to the County format.*

4. Circuit Court
  - a. Request for Exception to the Hiring Freeze Clerk/Typist – Pretrial Services Division
  - b. Request to Waive the Hiring Freeze for a Juvenile Court Officer Position – Juvenile Division
5. Management Information Systems - Hiring Freeze Waiver for a Computer I Technician Vacancy
6. Facilities
  - b. Resolution Authorizing a Three Year Agreement with a Two Year Option to Renew with Waste Management, Inc. for Waste Removal and Recycling Services
7. Controller's Office
  - a. First Quarter 2012 Budget Adjustments and Contingency Fund Update - Resolution Authorizing Adjustments to the 2012 Ingham County Budget
  - b. Resolution Updating Various Fees for County Services
  - c. Resolution of the Ingham County Board of Commissioners Concerning Transfer of MERS Assets and Liabilities for all Current and Past Employees of the Ingham County Road Commission

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY WITH CAPACITY BUILDING FUNDING.

Mr. Schertzing reviewed the process of setting up the Land Bank Authority in 2004 and how the housing market has changed since. He described the benefits of partnerships in order to leverage funding. Mr. Schertzing stated that without the Land Bank Authority the County would be the owners of blighted properties. Mr. Schertzing explained over the past 3 years the inventory has increased (750 properties in inventory today) and as a result expenses have increased.

Comm. Schor asked if the Land Bank is still using the revolving line of credit. Mr. Schertzing answered yes further stating it has been very useful leveraging funds. He noted that some municipalities are at risk of losing funding.

Mr. Schertzing provided the following handouts:

1. Ingham County Land Bank Strategy
2. 2012 Strategic Planning and Action: Interview Findings prepared for Ingham County Land Bank, Prepared by: Public Policy associates, Inc. (February 2012)
3. Ingham County Land Bank Creating: Place, Creating: Community, Creating: Opportunity.
4. Ingham County Land Bank Jurisdictional Counts (Statistics by City and Township)

Mr. Schertzing briefly reviewed the handouts.

The Committee discussed various financial institutions, debt and repayment, as well as, profit and loss.

Comm. Vickers asked what the profit margin is. Mr. Schertzing stated it is based on the program funding; nonetheless, there is a 12% developer fee. Ms. Ruttan clarified the 12% is based on the cost and not the sale price. Comm. Vickers asked if the proceeds are used to pay off the loan. Ms. Ruttan answered yes. Comm. Vickers asked how many years a property is off the tax roll. Mr. Schertzing explained it is dependant on how long the Land Bank has owned it and if it is a Brownfield. He provided various examples of properties and the tax roll. Comm. Vickers asked if the work is an open bid process. Ms. Ruttan explained a proforma is developed on each project. Comm. Vickers asked if well and septic inspections are performed on out-county Land Bank owned properties (improved). Mr. Schertzing answered yes if they are to be sold.

Comm. Celentino referred to the Ingham County Land Bank Jurisdictional Counts (Statistics by City and Township) and questioned the 5 Land Bank owned properties and 7 sold properties in Meridian Township. Mr. Schertzing explained the data is historic.

Comm. Holman asked how large expenditures are dealt with. Ms. Ruttan answered the line of credit. Mr. Schertzing explained the line of credit was established years ago before the Neighborhood Stabilization Programs (NSP).

Ms. Lannoye stated that she has not seen this paperwork and Mr. Schertzing did not have the opportunity to meet with her prior to this meeting. She reminded the Committee this is the Delinquent Tax Revolving Fund that can be converted to supplement the General Fund.

Ms. Lannoye asked if the Land Bank is given more money then in turn more homes will be rehabbed, sales will increase and more revenue will be generated. Mr. Schertzing answered yes. Ms. Lannoye questioned the response and referred to the 2008 Brownfield Bonds. Mr. Schertzing stated he was not thinking along those lines because the goal is to move more property. He noted that in September a marketing manager was brought in and there has been a rush of sales this year. In addition, about a year ago a Brownfield supervisor was brought in to deal with the increasing volume.

Ms. Ruttan explained that 380 of the 750 properties were acquired through the rejection process and if the Land Bank had not taken the properties they would have been acquired by the foreclosing government. She noted that because of foreclosures the rejection list has increased.

Ms. Lannoye asked if the properties are a problem one way or another and will money be spent regardless. Mr. Schertzing answered yes, and explained the Land Bank has the ability to handle the properties in a more strategic manner than the County. Ms. Ruttan explained the Land Bank is equipped to deal with rejected properties. She explained typically these properties would not be sold at auction; furthermore, 140 of the properties are scheduled for demolition in the next year. Mr. Schertzing added that the demolitions are funded.

Comm. Vickers asked if the Land Bank has tried to give Land Bank owned vacant parcels to adjacent owners. Ms. Ruttan answered yes; however, most do not want the added maintenance and/or tax responsibilities.

Mr. Schertzing gave examples of properties acquired and sold by the Land Bank noting 20 properties have offers. He explained many homes are sold on a land contract as a result paying back the loan is incremental.

Board Chairperson Copedge asked if Mr. Schertzing spoke with the person from Friendship Baptist Church. Mr. Schertzing stated he does not recall and would need the persons name. Board Chairperson Copedge will get the name for Mr. Schertzing. Board Chairperson Copedge then asked if Mr. Schertzing had spoken with Angela Pruitt. Mr. Schertzing answered yes.

Board Chairperson Copedge asked for clarification on the Therefore Be It Resolved "...tax years 2009 through 2011. Mr. Schertzing explained it is a delayed tax collection cycle and briefly described the accounting process. Comm. Holman asked if this is annual funding that would continue at this level and associated with each year (2009-2011). Mr. Schertzing explained this year's allocation came from 2009, next year 2010, and the following year 2011. Ms. Lannoye asked if this is \$400,000 once or essentially \$1.2 million. Mr. Schertzing stated \$1.2 million.

The Committee agreed the Controller should be given more time to evaluate the information in the handouts provided by the Treasurer.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION AWAITING A RECOMMENDATION FROM THE CONTROLLER.

MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE STARTING A DENTIST AT STEP 5.

Ms. Brinson explained this position has been vacant since 2010 and this individual is highly qualified.

Comm. Grebner suggested that a study be done soon to analyze the pay grade for medical positions. Comm. Schor agreed. Mr. Parsons stated he has begun a wage and benefit analysis for the Health Department. He noted there are some difficulties in regionalized data and it is not as simple as looking at comparables. Comm. Grebner noted, simplistically, if you can't hire someone the compensation may not be enough and if there are many applicants compensation may be too much.

Comm. Schor asked if this position gives the County the ability to receive Federal funds. Ms. Brinson answered yes and conversely by not filling the position less people are served and money is lost. She stressed that the position generates revenue.

The Committee discussed recruitment, the number of applicants, interviews, wages, and the specialized care for Ingham County constituents.

Board Chairperson Copedge asked if there is more procedural work involved with complicated cases. Ms. Brinson answered yes then explained the higher billing. Board Chairperson Copedge asked if that means less people are served. Ms. Brinson stated not necessarily plus it eliminates the need to refer out to a specialist. Board Chairperson Copedge asked if more time is spent on complicated cases. Ms. Brinson answered potentially. Board Chairperson Copedge asked if the work requires a dentist or can a dental hygienist be utilized. Ms. Brinson stated legally a hygienist cannot because of licensing and training. She explained that a hygienist only cleans the teeth and a dentist must oversee the hygienist. Board Chairperson Copedge asked if a hygienist could evaluate the patient's needs. Ms. Brinson stated that the hygienist can only do prep work. Board Chairperson Copedge asked what methods are being used for recruitment. Ms. Brinson explained the working relationship with the schools in Michigan predominately the University of Michigan. Comm. Vickers asked if recruitment is advertised in the Dental Association Magazine. Ms. Brinson answered yes. Board Chairperson Copedge suggested going to other states or Canada stating people move across the country every day. Chairperson Holman asked if there would be State licensing concerns. Ms. Brinson answered yes. Board Chairperson Copedge asked if students could perform the work. Ms. Brinson answered no stating they must be licensed dentists. Board Chairperson Copedge asked what kind of work unlicensed dentists can do. Ms. Brinson explained hygienists may clean the teeth and put sealants on children after that you need a dentist.

Comm. Celentino asked if this applicant retired from the State. Ms. Brinson assumed so. Comm. Celentino asked if the applicant would work at both sites. Ms. Brinson answered yes further stating the applicant has experience with children and adults. Comm. Celentino asked if the dentist could go to Otto school. Ms. Brinson answered no; however if a child goes to the school clinic with a dental problem they are referred to the County's clinic. Ms. Brinson further explained dental problems in local emergency rooms.

Comm. Vickers asked how many hours the dentist would work. Ms. Brinson estimated 2,080 hours in a year minus holidays, sick and vacation time.

Board Chairperson Copedge suggested working with the Lansing School District to help children better understand dental hygiene. Ms. Brinson stated they do that. Board Chairperson Copedge asked how effective the program is. Ms. Brinson explained the sealant program and education are funded; however beyond that there is no funding for dentists in the schools.

Board Chairperson Copedge stated he is familiar with grants and suggested writing a piggy back grant, having schools write grants or requesting a grant that is not listed. Ms. Brinson stated they do apply for grants.

MOTION CARRIED with Comm. Vickers voting “no”.

Comm. De Leon complimented the Health Department on the quality of dental care constituents receive at the clinics. Comm. Vickers echoed Comm. De Leon.

8. Board of Commissioners

- a. Discussion Item: Commissioner Grebner, Regarding Pension for Future Elected Officials.

Comm. Grebner stated he has had conversations with MERS and gave examples of why the Commissioners should consider a hybrid pension plan for newly elected officials. The Committee then discussed various municipalities’ pension plans.

Ms. Lannoy will provide the Committee with more details regarding pensions for future elected officials. Comm. Celentino suggested updating the County Services Committee on the employee negotiations. Chairperson Holman stated that could be done along with the managerial update.

- b. Discussion Item: Ethics Complaint

Board Chairperson Copedge questioned if this should be discussed without counsel present. Chairperson Holman stated that is dependant on what decision will be made. Board Chairperson Copedge suggested tabling the issue.

Board Chairperson Copedge stated he will not say what the attorney said in the information he received because he would like the attorney present for this decision. Comm. Grebner suggested writing a letter in response to the complaint.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO AUTHORIZE THE CHAIRPERSON TO DIRECT A LETTER TO THE COMPLAINANT STATING “WE HAVE CAREFULLY READ AND CONSIDERED THE COMPLAINT AND IT APPEARS THAT THE ALLEGED FACTS CANNOT BE ADDRESSED BY THE ETHICS POLICY; HOWEVER, THE MEMBERS OF THIS COMMITTEE ARE SYMPATHETIC TO THE CONCERNS RAISED AND AGREE THAT MEMBERS OF THE BOARD OF COMMISSIONERS NEED TO BE CAREFUL WHEN DEALING WITH THE EMPLOYEES OF THE COUNTY AND AFFILIATED ORGANIZATIONS”.



Comm. Schor questioned if there were attachments to the letter. Ms. Bennett answered no. Comm. Schor suggested dismissing the complaint because he did not see documents that support the claims.

(Comm. De Leon left at 7:40 p.m.)

Comm. Celentino suggested using the letter written by Board Chairperson Copedge and replace “I” with the “County Services Committee.”

Comm. Vickers referenced the Women’s Commission resolution suggesting the Commissioners all live by that standard. Comm. Vickers stated he would like to see this end and move forward.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO AMEND BY SUBSTITUTION; THUS, AUTHORIZING THE CHAIRPERSON TO DIRECT A LETTER TO THE COMPLAINANT USING THE LETTER WRITTEN BY BOARD CHAIRPERSON COPEDEGE AND REPLACING “I” WITH “COUNTY SERVICES COMMITTEE” PLUS ADDING THE FOLLOWING PARAGRAPH: THE COUNTY SERVICES COMMITTEE REAFFIRMS THE COUNTY ETHICS POLICY AND ALL COMMISSIONERS SHOULD FOLLOW IT JUST LIKE THE EMPLOYEES.

MOTION CARRIED UNANIMOUSLY.

MOTION TO AUTHORIZE THE CHAIRPERSON TO DIRECT A LETTER, AS AMENDED, CARRIED UNANIMOUSLY.

The Committee discussed the Road Commission and MDOT. Board Chairperson Copedge asked Ms. Lannoye to answer the questions he asked earlier in the week. Ms. Lannoye questioned what questions she had yet to answer and stated she would respond to his concerns. She then asked for the questions. Board Chairperson Copedge will follow up with MDOT.

Announcements

None.

Public Comment

Chuck Gray stated the UAW would like to see more people on the job too. The UAW employees also work hard and deserve higher wages.

The meeting adjourned at approximately 8:07 p.m.

Respectfully submitted,

Julie Buckmaster

## **MAY 15, 2012 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **HIRING FREEZE EXEMPTIONS**

The Controller recommends approval of the following hiring freeze exemptions:

7(a). Circuit Court - Deputy Clerk III

7(b). Circuit Court - Deputy Clerk Juvenile Register III

### **OTHER ACTION ITEMS**

The Controller recommends approval of the following action items:

5. Treasurer - *Resolution to provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding.*

This item was tabled at the last County Services Committee meeting for additional information. The resolution authorizes the transfer of \$1.2 million over a three year period (2012-2014) from the Delinquent Tax Revolving Fund to the Land Bank. These funds will be used by the Land Bank to help offset the costs of certain core services.

6. Health Department - *Resolution to Amend Resolution #12-110 to Correct Job Titles and Position Numbers.*

The resolution makes several technical adjustments to the aforementioned resolution that authorized the most recent Health Department reorganization.

8. Facilities - *Resolution Authorizing Entering into a Contract with RNA Janitorial, Inc. for Cleaning Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, the Willow Clinic, Ingham County Family Center, Well Child Clinic and the 911 Dispatch Center.*

The resolution authorizes awarding a contract to RNA Janitorial, Inc., for the purpose of providing cleaning services to several county locations. After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract be awarded to RNA Janitorial, Inc., who submitted the lowest responsive bid of \$1,767,030.00 for a three year contract beginning August 1, 2012 through July 31, 2015 with an optional two (2) year renewal. Funds for this contract are available within the appropriate operating building budgets.

9. Financial Services - *Resolution Authorizing a Contract for Health Care Consulting.*

The Financial Services and Purchasing Departments have conducted a request for proposal process for a firm to provide health care consulting. The County currently uses Aon/Hewitt Consulting. We received proposals from eight vendors. A sub-committee of the Health Care Coalition (labor and management) reviewed the proposals and interviewed the top three candidates. After interviewing the candidates on May 3rd, the sub-committee recommends the selection of Buck Consultants at an annual cost not to exceed \$84,000. Our health care partners of Tri-County Office on Aging and Capital Area District Library will contribute toward this cost.

10. Parks Department - *Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle Entrance Fee Policy to Ingham County Residents Only.*

Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy and provided a free daily pass to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form. As many as 65 requests for vehicle entrance fee hardship passes are made by non-Ingham County residents at the County parks on a yearly basis. The Parks & Recreation Commission recognizes that Ingham County Parks and activities are funded by the citizens of Ingham County and recommends only Ingham County residents benefit from the Low Income Park Vehicle Fee Policy. The Parks & Recreation Commission supported this concept with a resolution passed at their April meeting.

11(a). Controller's Office - *Resolution Updating Various Fees for County Services Budget.*

This resolution represents the annual review and update of fees for county services. Please refer to my memo and attachments for additional information.

11(b). Controller's Office - *Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with Teamsters Local 580 and Fraternal Order of Police 141 and Absent Such Memorandum's of Understanding, to Fix the Initial Terms and Conditions of Employ Consistent with the Legacy Agreements*

The resolution authorizes a MOA with the Teamsters and the FOP. In the event either union is unwilling to agree then the County will establish the terms and conditions of the initial employment in order to open and operate the 911 Central Dispatch Center by May 30, 2012. The MOA and the "terms and conditions" would be consistent with our discussion on Monday evening at Board Leadership.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY  
WITH CAPACITY BUILDING FUNDING**

WHEREAS, the incidence of tax foreclosure caused by lingering economic turmoil and hardship through 2014 is expected to be significant; and

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grow to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exist for capacity at the Land Bank to deal with the growing inventory of property and the housing initiatives through HUD's Neighborhood Stabilization Program and the Federal Home Loan Bank of Indianapolis; and

WHEREAS, the increased incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer's Delinquent Tax Revolving Fund for tax years through 2014; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual transfer of \$400,000 for the 2012-2014 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2009 through 2011 respectively.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution.

## MEMORANDUM

TO: Human Services Committee  
County Services Committee

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

DATE: May 3, 2012

RE: Authorization to Amend Resolution #12-110

In Resolution #12-110, the Ingham County Board of Commissioners approved the Realignment of Health Department Programs and Administrative Structure.

In the Resolution, changes were made to the following positions:

Position #601402/Deputy Health Officer, Community Health Services – title change to Chief Executive Officer/Director. The position number listed in the resolution was incorrect. The correct position number should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, it is recommended that the job title be changed to Power of We Coordinator, Health Department. Both Human Resources and the ICEA support the change.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions. Both Human Resources and the ICEA support this change.

I am recommending that the Board approve the amendment to Resolution #12-110. There are no budget adjustments that need to be made in order to implement this resolution. All other terms and conditions of the resolution remain the same.

**INGHAM COUNTY  
JOB DESCRIPTION**

**POWER OF WE COORDINATOR, HEALTH DEPARTMENT**

**General Summary:** Under the general direction of the Health Officer, coordinates the relationships and activities of the Power of We Consortium (PWC). Focuses on collaboration with community and neighborhood groups to improve community well-being. Develops and implements the PWC work plan. Represents the PWC as a liaison to community and neighborhood groups. Assists in coordinating and expanding resources with state and federal foundations. Promotes the PWC concepts of equity and sustainability to reach its goals.

**Essential Functions:**

1. Plans and implements monthly PWC meetings to inform and encourage dialogue on issues significant to improving community well-being.
2. Oversees the work of various PCW committees. Provides strategic guidance in conjunction with committee chairs and members. Prepares agendas, coordinates speaker and manages meeting logistics. Takes and distributes minutes. Oversees the implementation of committee decisions.
3. Coordinates the Capacity Building Program for direct support to nonprofit organizations. Develops and implements monthly workshop for approximately 30 nonprofits.
4. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses.
5. Utilizes technology to assure effective communication with and among PWC members and the community. Creates e-bulletins and provides updates to the PWC website and Facebook page.
6. Oversees the PWC AmeriCorp State and VISTA programs. Participates in the hiring of program coordinators. Responsible for employee training, performance evaluation and discipline.
7. Develops and manages the Community Indicators Project. Utilizes data and analytical resources from various agencies, universities and consultants to produce an annual report on the well-being of the community.
8. Assures financial sustainability for the ongoing work of PWC. Researches and applies for funding opportunities for PWC expansion and support. Responsible for grant writing, analysis and compliance.
9. Works with funders, County attorneys and the Board of Commissioners for the creation and execution of all contract and agreements. Oversees the timely execution of required agreements and contracts.

### **Other Functions**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

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

### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree is required. Preference for a degree in Public Administration, Human Services, Business Administration or a related field.

**Experience:** A minimum of 2-3 years of related experience is required. Experience working with nonprofits is preferred.

**Other Requirements:** None

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

### **Physical Requirements:**

Ability to access office files.

Ability to enter and access information using a computer.

Ability to travel throughout the area to various locations.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

### **Working Conditions**

Works in office conditions and travels throughout the area to attend meetings and visit other locations.

**March 2012**  
**ICEA 7**

**INGHAM COUNTY  
JOB DESCRIPTION**

**SANATARIAN III**

**General Summary:** Under the direct supervision of the Director or Deputy Director, serves as a section leader for Bureau programs, projects and staff. Gathers, analyzes and interprets information public health and environmental health issues. Develops resources and helps create programs to meet required local, state and federal programs. Trains staff and provides professional consultation to the public on a wide range of environmental issues which address both daily and emergency environmental issues.

**Essential Functions:**

1. Gathers necessary and available information on the existence, outcome and health risks associated with environmental sites of contamination, emergency incidents and other public health or environmental threats in the community.
2. Provides guidance to staff regarding environmental concerns as they relate to the Bureau programs. Provides input to regional and statewide environmental committees or work groups. Attends meetings, gathering information, prepares position statements and provides training on public health and environmental health issues.
3. Serves as a project/program leader in developing and monitoring procedures for environmental contaminations and other public health issues. Performs inspections, maintains records, answers questions and provides assistance to staff and the public.
4. Serves as a project/program leader in the development and implementation of outreach programs to raise awareness of environmental health issues and programs. Provides professional consultation and education to the general public on topics related to the Bureau.
5. Answers questions and serves as consultant to the general public, landlords, businesses, county staff, DHS staff, and other agencies on Planned Program issues.
6. Provides professional consultation on technical issues during environmental emergencies or toxic substance incidents such as “orphan barrels”. Provides scientifically sound advice and recommendations to other County departments, other agencies and the general public.
7. Serves as a project/program leader for Environmental Health Specialist, SAN I, and SAN II in related programs. Provides guidance in programs such as food safety, soil & water quality and solid & hazardous waste programs.
8. Collaborates with other governmental units and the private sector to maintain emergency preparedness and services during emergencies of man made or natural disasters as it relates to the Environmental Health Department.
9. Performs the duties of a Environmental Health Specialist, Sanitarian I and Sanitarian II as needed.
10. Oversees and directs the training needs to ensure staff compliance with local, state and federal regulations such as MIOSHA and EPA certification compliance for EPCRA, CERCLA and HAZWOPER.



**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

*(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

**Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in the field Environmental Science, Biology, Chemistry, Physical Science or a related field is required.

**Experience:** A minimum of 3 years of progressive responsibility in environmental health programs is required.

**Other Requirements:** Possession of current registration as a Sanitarian in the State of Michigan or Registration as an Environmental Health Specialist from the National Environmental Health Association or other professionally recognized registration that is equivalent. Possession of a valid Michigan driver's license.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to bend, stoop, kneel and maneuver in tight spaces such as crawl spaces, basements and shafts.
- Ability to climb up and down ladders. Ability to use shovels and hand augers.
- Ability to lift, hold and carry objects weighing up to 30 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

**Working Conditions:**

- The work environment is a split between two environments. The primary environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities. The secondary environment is field work where periodic physical exertion is required and exposure to minor injuries and disagreeable conditions are elevated.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #12-110 TO CORRECT JOB TITLES AND POSITION NUMBERS**

WHEREAS, in Resolution #12-110, the Board of Commissioners authorized the realignment of Health Department Programs and Administrative Structure; and

WHEREAS, after review, the Health Officer is recommending the following corrections to the resolution:

Position #601402 approved as a title change to Chief Executive Officer/Director, contained an incorrect position number and should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, we are recommending that the job title be changed to Power of We Coordinator, Health Department.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions; and

WHEREAS, these changes have been reviewed and supported by the Human Resources Department and the ICEA; and

WHEREAS, the Health Officer has advised that no addition funds are required to implement the amendment.

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed amendment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to Resolution #12-110 to change the job titles/descriptions and correct the position numbers as follows:

Position #601402 approved as a title change to Chief Executive Officer/Director, contained an incorrect position number and should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, we are recommending that the job title be changed to Power of We Coordinator, Health Department.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-110 remain unchanged.

MEMORANDUM

**TO: County Services Committee**

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

**RE: Request for Exception to the Hiring Freeze for Deputy Clerk III**

**DATE: April 27, 2012**

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The Circuit Court Clerk's Office is requesting that an exception to the hiring freeze be granted for the position of Deputy Clerk III. This position has been vacant since November 21, 2011.

A Deputy Clerk III serves as a courtroom clerk and attends and prepares appropriate documents for judicial signature for sentence hearings, probation hearings and attends and takes verdicts for matters that have gone to trial. A Deputy Clerk III is also responsible for accepting documents for filing, maintaining the case management system, maintaining the register of actions pursuant to court rule, statute, and case management standards and is responsible for processing and completion of required reporting to the Secretary of State, Michigan State Police, and the State Court Administrator's Office. In addition this position is utilized to assist our front counter staff in providing adequate and necessary service to those who require access to the Courts.

For the past five (5) months the Circuit Court Clerk's office has attempted to meet the workload required to be maintained by the office, however, an imminent upgrade to our court management system and a transition to the On Base imaging system is expected to increase the workload as staff learn and implement the upgrade and scanning system. The expected drain on available resources with the addition of these necessary improvements will be a detriment to timely processing of documents impacting the entire office.

We are respectfully requesting an exception to the hiring freeze so this position can be filled and the Circuit Court Clerk's Office can fulfill our mandatory statutory requirements while successfully streamlining the office for the future. Thank you for your consideration of this matter.

cc: David Easterday  
Hon. Janelle A. Lawless  
Hon. Paula J.M. Manderfield

**MEMORANDUM**

**TO: County Services Committee**

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

**RE: Request to Waive Hiring Delay and Hiring Freeze for Deputy Clerk**  
**Juvenile Register III**

**DATE: May 3, 2012**

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Due to the voluntary resignation of a Deputy Juvenile Register III effective May 30, 2012 the Circuit Court Clerk's Office is requesting an exception for the hiring delay and the hiring freeze for this position.

Our office requested and was granted a waiver of the hiring freeze for a Deputy Juvenile Register position on March 6, 2012. At that time the Circuit Court Clerk's juvenile staff had been reduced by two full time FTEs. The remaining seven FTEs (one currently in the hiring process) are responsible for processing and maintaining the records of the Juvenile Division of the Circuit court. This includes preparing and processing court orders, preparing and ensuring proper notice is provided, and maintaining the court records for delinquency and abuse/neglect cases assigned to four judicial offices and two referees. In addition one of the seven FTEs processes all adoption and name change matters filed with the court.

The impending retirement of another Deputy Juvenile Register III clerk places our office in worse circumstances that those that prompted the original request in March. Our office will now be required to perfect timely processing of court orders, provide appropriate notice and properly process court documents with five fully trained FTEs and one FTE that is still in the hiring process.

For the above reasons I am requesting the hiring delay and the hiring freeze be waived for a May 30, 2012 vacancy of a Deputy Juvenile Register III position. This would allow our office to interview, hire and train both positions from the applicant pool under consideration for our current vacancy. 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.

cc: David Easterday  
Hon. Janelle A. Lawless

**MEMORANDUM**

**TO:** County Services and Finance Committees

**FROM:** Richard Terrill, Facilities Director

**DATE:** May 3, 2012

**SUBJECT:** RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RNA JANITORIAL, INC. FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC AND THE 911 DISPATCH CENTER

The resolution before you authorizes awarding a contract to RNA Janitorial, Inc., for the purpose of providing cleaning services to several county locations.

After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract be awarded to RNA Janitorial, Inc., who submitted the lowest responsive bid of \$1,767,030.00 for a three year contract beginning August 1, 2012 through July 31, 2015 with an optional two (2) year renewal.

Funds for this contract are available within the appropriate operating building budgets, 931100 Maintenance Contractual and 818000 Contractual Services, for the 911 Dispatch Center.

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: May 4, 2012  
 SUBJECT: Proposal Summary for Janitorial Services

Project Description:

Proposals were sought from interested and qualified vendors experienced with cleaning office buildings and medical facilities for the purpose of entering into a 3-year agreement with an option for a 2-year renewal to provide janitorial services at the Human Services Building (HSB), Grady Porter Building (GPB), Veterans Memorial Courthouse (VMC), new 911 Dispatch Center, Ingham County Family Center (ICFC), Willow Clinic, and Well Child Clinic.

Proposal Summary:

Vendors contacted: 14 Local: 7  
 Vendors responding: 7 Local: 2

Company	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total 3-Year Cost	Local
Kleen-Tech	\$435,444	\$435,444	\$435,444	\$1,306,332	N – Denver, CO
Real Clean RCI	\$452,725	\$452,725	\$466,307	\$1,371,757	N – Fort Smith, AR
RNA Janitorial	\$589,010	\$589,010	\$589,010	\$1,767,030	N – Ann Arbor
Dietz Janitorial	\$647,360	\$666,133	\$686,784	\$2,000,277	Y – Lansing
Knight FM	\$771,103	\$771,103	\$771,103	\$2,313,309	N – Saginaw
Boiling Janitorial	\$770,700	\$788,426	\$806,560	\$2,365,686	Y – Lansing
Magic Brite	\$861,560	\$861,560	\$861,560	\$2,584,680	N – Las Vegas, NV

Local Firms Not Responding:

1. Commercial Janitorial, Lansing – Left voice mail with firm. No response.
2. Ellis Cleaning, Lansing – Contact representative was on vacation and did not see the RFP.
3. Spartan Cleaning Services, Lansing – Left message with firm but call was not returned.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to RNA Janitorial in an amount not to exceed \$1,767,030. In addition to submitting a responsive proposal, RNA is being recommended for the following reasons:

1. RNA will seek to hire the staff from Ingham County to augment its current staffing levels for this contract.
2. RNA has been in business for 20 years covering a wide range of janitorial accounts including government building, libraries, health clinics, and various businesses.

3. RNA has current and previous commercial cleaning experience with the City of Birmingham, Monroe County, Ann Arbor Public Libraries, Saint Joseph Health System, U of M Health System, and the City of Detroit.
4. RNA has no objections to and fully intends to comply with the County's contractual terms and conditions.
5. RNA operates on a 24/7 basis regarding responding to the County's cleaning needs.
6. Each of its 87 employees is properly screened including, but not limited to, past employment, education, and driving record.
7. RNA fully understands and will ensure complete compliance with the County's Living Wage requirement.

Notes: Neither Kleen-Tech or Real Clean RCI are Michigan-based firms and both have limited commercial cleaning experience in medical and commercial-type buildings and therefore, are not being recommended for the award of this contract.

Advertisement:

The RFP was advertised in the City Pulse, The Chronicle and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO RNA JANITORIAL, INC. FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING (HSB), THE GRADY PORTER BUILDING (GPB), THE VETERANS MEMORIAL COURTHOUSE (VMC), THE WILLOW CLINIC, THE INGHAM COUNTY FAMILY CENTER (ICFC), THE WELL CHILD CLINIC AND THE 911 DISPATCH CENTER**

WHEREAS, the current janitorial contract, which included a two (2) year renewal option, is due to expire July 31, 2012 for the HSB, GPB, VMC, ICFC and the Willow Clinic; and

WHEREAS, the Well Child Clinic and the 911 Dispatch Center are also in need of janitorial services; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with providing cleaning services for office buildings and medical facilities, the contract term would be for three (3) years starting August 1, 2012 through July 31, 2015, the contract will include an option to renew for an additional two (2) years; and

WHEREAS, the funds for said services are located within the appropriate operating building budgets, 931100 Maintenance Contractual and 818000 Contractual Services, for the 911 Dispatch Center; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to RNA Janitorial, Inc., who submitted the lowest responsive bid, for a not to exceed cost of \$1,767,030.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 589,010.00
Year 2 – 2013 – 2014	\$ 589,010.00
Year 3 – 2014 – 2015	\$ 585,010.00
Total cost for 3 years	\$1,767,030.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with RNA Janitorial, Inc., 3684 Crystal Lake Lane, Ann Arbor, Michigan, 48104 starting August 1, 2012 through July 31, 2015, with a two (2) year renewal option, to provide janitorial services for the HSB, GPB, VMC, Willow Health, ICFC, Well Child Clinic and the 911 Dispatch Center, for a not to exceed cost of \$1,767,030.00.

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.



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

Jill Rhode, Director

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

TO: Ingham County Board of Commissioner  
FROM: Jill Rhode, Director of Financial Services  
RE: Health Care Consultant  
DATE: May 4, 2012

We have conducted a request for proposal process for a firm to provide health care consulting. We are currently using Aon/Hewitt Consulting.

We received proposals from eight vendors. A sub-committee of the Health Care Coalition (labor and management) reviewed the proposals and interviewed the top three candidates.

After interviewing the candidates on May 3rd, the sub-committee recommends the selection of Buck Consultants at an annual cost not to exceed \$84,000.

Our health care partners of Tri-County Office on Aging and Capital Area District Library will contribute toward this cost.

If you have any questions or need any additional information, please let me know.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: May 6, 2012  
 SUBJECT: Proposal Summary for Health Care Consultant Services

Project Description:

Proposals were sought on behalf of the Ingham County Health Coalition for a health care benefits consultant to provide for cost efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting.

The Coalition represents three (3) county-based employers: Ingham County, Tri-County Office on Aging, and the Capital Area District Library. The Coalition’s purpose is to conduct detailed, informed analysis of employee health benefits and health benefit providers, and to make recommendations on behalf of all parties to ensure high quality, cost efficient benefits and services to the 1,600 employees and retirees, and their 2,000 dependents represented in the Coalition. The Coalition represents the combined interests of all employers in recommending a single contractor for the award of the contract.

Proposal Summary:

Vendors contacted: 20 Local: 2  
 Vendors responding: 8 Local: 0

Company	Annual Cost	Local
Benefit Consulting Group	\$30,000	N – Cadillac
Buck Consultants	\$84,000	N – Southfield
Aon Hewitt	\$92,300	N – Lincolnshire, IL
The Segal Company	\$55,000 - \$105,000	N – Chicago, IL
Mercer Health & Benefits	\$125,000	N – Chicago, IL
Wells Fargo Insurance Services	\$150,000	N – Grand Rapids
Rose Street Advisors	\$278,400	N – Kalamazoo
Gallagher Benefits Services	Did not provide quote	N – Grand Rapids

Not Responding:

1. Public Employee Benefits - Would prefer to act as Agent of Record, rather than consultant.
2. Strategic Services Group – After reviewing the specifications, declined to submit a proposal.
3. First Person Benefit Advisors – Declined to submit a response because of the County’s intent on contracting with a local vendor.
4. Labor-Management Services – Prefers not to discount his services via an RFP instrument.

Recommendation:

After conducting interviews with the top three finalists, the Evaluation Committee unanimously recommends awarding a 3-year contract to Buck Consultant, in an amount not to exceed \$84,000 annually, who submitted the most responsive and responsible proposal.

Advertisement:

The RFP was advertised in the LSJ, The New Citizens Press and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A CONTRACT FOR HEALTH CARE CONSULTING**

WHEREAS, the County and the Health Care Coalition are in need to health care consulting services and

WHEREAS, Ingham County has conducted a request for proposals process and the responses have been reviewed by a sub-committee of the Health Care Coalition; and

WHEREAS, this sub-committee recommends the selection of Buck Consultants.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three year contract with Buck Consultants at a cost not to exceed \$84,000 with the County's funding to come from the Employee Benefit Fund.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any appropriate documents after review by the County Attorney.

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** April 25, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Amending Board of Commissioner Resolution #02-285 Limiting the Parks Low Income Vehicle Entrance Fee Policy to Ingham County Residents Only

This resolution limits the Parks Low Income Vehicle Entrance Fee Policy set by Board of Commissioner Resolution #02-285 to Ingham County residents only.

Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy and provided a free daily pass to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form. As many as 65 requests for vehicle entrance fee hardship passes are made by non-Ingham County residents at the County parks on a yearly basis.

The Parks & Recreation Commission recognizes that Ingham County Parks and activities are funded by the citizens of Ingham County and recommends only Ingham County residents benefit from the Low Income Park Vehicle Fee Policy. The Parks & Recreation Commission supported this concept with a resolution passed at their April meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING BOARD OF COMMISSIONER RESOLUTION #02-285 LIMITING  
THE PARKS LOW INCOME VEHICLE ENTRANCE FEE POLICY TO  
INGHAM COUNTY RESIDENTS ONLY**

WHEREAS, Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy; and

WHEREAS, this resolution provides a free daily pass to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form; and

WHEREAS, as many as 65 requests for vehicle entrance fee hardship passes are made by non-Ingham County residents at the County parks on a yearly basis; and

WHEREAS, the Parks & Recreation Commission recognizes that Ingham County Parks and activities are funded by the citizens of Ingham County and recommends only Ingham County residents benefit from the Low Income Park Vehicle Fee Policy.

THEREFORE BE IT RESOLVED, the Board of Commissioners approve limiting the Parks Low Income Vehicle Entrance Fee Policy set by Board of Commissioner Resolution #02-285 to Ingham County residents only effective upon passage of this resolution.

## Agenda Item 11a

### MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: May 5, 2012

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2012, for the Park and Zoo winter seasonal fees on November 1, 2012, and for all other departments on January 1, 2013. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at a previous round of meetings.

During the last round of Committee meetings, some questions pertaining to specific fees were discussed. Many of these have been answered in previous correspondence and the remaining questions for the Health Department and Animal Control are addressed in the attached memos. The Law Enforcement Committee suggested lowering the adoption fees in the summer months in order to increase adoption rather than spending money on extended care or euthanasia. Attached is a memo from the Animal Control Director proposing a reduction in adoption fees one day per week in order to promote increased adoption of shelter animals and reduce costs. Also attached is a memo from the Health Department in response to the questions from the Human Services Committee.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$233,608. Any additional revenue will be recognized in the 2013 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution 02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the consumer price index, a rate of 2.7%, was used for the cost increase factor due the continuous decline in budgets; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2013 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2012 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2012.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions 05-166 and 05-242.



**ATTACHMENT A: FEES WHICH ARE ADJUSTED**

**County Services Committee**

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Drain Comm.	Topography	\$530.00	\$535.00	100%
Drain Comm.	Preliminary Comm. Site Plan Review	\$650.00	\$655.00	75%
Drain Comm.	Preliminary Plat Review	\$650.00	\$655.00	75%
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$650.00	\$655.00	100%
Drain Comm.	Plat Drain Administration Fee	\$2,100.00	\$2,200.00	75%
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$460.00	\$470.00	100%
Drain Comm.	Escrow account-1/2 acre or less	\$500.00	\$535.00	100%
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,500.00	\$1,600.00	100%
Drain Comm.	Escrow account - 1 to 5 acres	\$3,000.00	\$3,200.00	100%
Drain Comm.	Escrow account - 5 to 10 acres	\$5,000.00	\$5,300.00	100%
Drain Comm.	Escrow account - each add'l 10 acres	\$2,500.00	\$2,600.00	100%
Drain Comm.	Soil Erosion Permit - 9 month duration	\$230.00	\$235.00	75%
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.00	\$12.00	100%
	Digitally Produced Paper Maps- Parcel Layer			
Equalization	8.5" x 11"	\$5.00	\$6.00	100%
Equalization	11" x 17"	\$11.00	\$12.00	100%
Equalization	17" x 22"	\$17.00	\$18.00	100%
Equalization	22" x 34"	\$22.00	\$24.00	100%
Equalization	28" x 40"	\$28.00	\$30.00	100%
Equalization	34" x 44"	\$34.00	\$36.00	100%
	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer			
Equalization	8.5" x 11"	\$11.00	\$12.00	100%
Equalization	11" x 17"	\$22.00	\$24.00	100%
Equalization	17" x 22"	\$34.00	\$36.00	100%
Equalization	22" x 34"	\$45.00	\$48.00	100%
Equalization	28" x 40"	\$57.00	\$60.00	100%
Equalization	34" x 44"	\$68.00	\$72.00	100%
Equalization	Custom Maps	\$64.00	\$67.00	100%
Parks	Boating Fees			
Parks	In-Park Canoe/Kayak - per hr	\$5.00	\$6.00	100%
Parks	In-Park Canoe/Kayak - 2nd hr	\$5.00	Eliminate	100%
Parks	In-Park Canoe/Kayak hrly after 2nd	\$2.00	Eliminate	100%
Parks	In-Park Canoe/Kayak -Max. per day	\$12.00	Eliminate	100%
Parks	Canoe/Kayak Trips - McNamara	\$12.00	\$15.00	100%
Parks	Canoe/Kayak Trips - Bunker Rd	\$18.00	\$22.00	100%
Parks	Canoe/Kayak Trips - Eaton Rapids	\$25.00	\$28.00	100%
Parks	Row Boat - 1st hour	\$5.00	\$7.00	100%
Parks	Row Boat - 2nd hour - fee per hour	\$5.00	Eliminate	100%
Parks	Row Boat - Hourly Thereafter	\$2.00	\$3.00	100%
Parks	Row Boat - Maximum	\$20.00	Eliminate	100%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Parks	Cross Country Skiing Adults & Children (12 & under): Weekdays (Burchfield only)			
Parks	3rd hour	\$1.00	Eliminate	100%
Parks	Maximum	\$6.00	Eliminate	100%
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield & Lake Lansing N)			
Parks	1st hour	\$7.00	\$8.00	100%
Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child			
Parks	Poles per hour	\$2.00	\$3.00	100%
Parks	Hawk Island Snow Park Operational Rates (Mon-Fri 4-9 pm Sat-Sun 10am-9pm)			
Parks	Comb. Snow Board/Tube Adult Pass	\$10.00	Eliminate	100%
Parks	Comb. Snow Board/Tube Child Pass	\$7.00	Eliminate	100%
Parks	Comb. Snow Board/Tube Family Pass	\$30.00	Eliminate	100%
Parks	Comb Group Rate (20-100 p)/person	\$6.00	Eliminate	100%
Parks	Game Rental (for 4 hours)			
Parks	Moonwalk	\$250.00	\$275.00	100%
Parks	Dunk Tank	\$200.00	\$225.00	100%
Parks	Giant Slide	\$350.00	\$400.00	100%
Parks	Admission Fees (group rate)			
Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$0.00	\$2.00	25%
Zoo	Children (age 3-12) (November - March)	\$0.00	\$1.00	25%
Animal Control	Enforcement/Dog License Fees			
Animal Control	Un-Sterilized	\$50.00	\$60.00	75.0%
Animal Control	Un-Sterilized - Delinquent	\$120.00	\$130.00	75.0%
Animal Control	Un-Sterilized - 3 year License	\$135.00	\$145.00	75.0%
Animal Control	Boarding Fee-Dangerous Animals	\$30.00	\$40.00	75.0%
Animal Control	Boarding Fee per day-others	\$20.00	\$30.00	75.0%
Animal Control	Euthanasia Fee	\$100.00	\$125.00	100.0%
Animal Control	Owner Pick-up Fee	\$30.00	\$40.00	100.0%
Animal Control	Tranq. at-large	\$30.00	\$40.00	100.0%
Animal Control	Rabies vaccination on redeemed dogs	\$10.00	\$15.00	100.0%
Animal Control	Bordatella Vaccination-redeemed dogs	\$6.00	\$15.00	100.0%
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$15.00	\$75.00	0.0%
Pros Atty	Diversion - Felony Offender	\$760.00	\$770.00	50.0%
Pros Atty	Costs for eligible convictions - Trial	\$200.00	\$210.00	10.0%
Comm. Health	INS Vaccination Verif Form I-693	\$35.00	\$36.00	100.0%
Comm. Health	MIHP Tran. Bus/Van	\$31.29	\$33.68	100.0%
Comm. Health	MIHP - Trans Taxi	\$28.62	\$30.80	100.0%
Comm. Health	MIHP Trans. Volunteer	\$0.31	\$0.33	100.0%
Comm. Health	Compreh Envir Investigation	\$265.00	\$275.00	100.0%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Comm. Health	Assessment of Home	\$110.00	\$120.00	100.0%
Comm. Health	Immigration Physical Exams	\$170.00	\$180.00	100.0%
Imm. Clinic	Internat'l Travel Consult	\$57.00	\$59.00	100.0%
OYC	Consultation Request (per hr.)	\$67.00	\$69.00	100.0%
OYC	Agency Training Request- Base, 1.5 hr.	\$200.00	\$205.00	100.0%
OYC	Agency Training Request- Base, 2.5 hr.	\$330.00	\$340.00	100.0%
OYC	Agency Training Request- Base, 3.0 hr.	\$400.00	\$420.00	100.0%
OYC	Agency Training Request- Base, 5.0 hr.	\$650.00	\$675.00	100.0%
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$22.00	\$25.00	100.0%
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$28.00	\$30.00	100.0%
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$60.00	\$65.00	100.0%
OYC	OYC - Advanced Training - 10 hrs./per person	\$100.00	\$105.00	100.0%
OYC	OYC - Administrator Training - 16 hrs./per person	\$130.00	\$133.00	100.0%
Env. Health	Fixed Food Service Estab-Profit			
Env. Health	Mobile Unit Renewal License (4 hours)	N/A	\$230.00	50.0%
Env. Health	Food Variance Request Fee (Based on BEH Hourly Rate, estimated time to deliver services - one hour	N/A	\$115.00	100.0%
Env. Health	Pool			
Env. Health	Public Pool Inspection	\$220.00	\$230.00	100.0%
Env. Health	Each add'l pool at same location	\$110.00	\$115.00	100.0%
Env. Health	Pool Reinspection (after violation)	\$110.00	\$115.00	100.0%
Env. Health	Late Pool Payment Fee - when no payment received after 30 days invoiced -est. time - one hour	N/A	\$115.00	100.0%
Env. Health	DHS Licensing			
Env. Health	DHS Licensing Inspection - municipal	\$205.00	\$215.00	100.0%
Env. Health	DHS Licensing Inspection - well & septic	\$345.00	\$355.00	100.0%
Env. Health	DHS Licensing re-inspection fee hourly rate	\$110.00	\$115.00	100.0%
Env. Health	DHS Initial Licensing Plan Review	\$395.00	\$405.00	100.0%
Env. Health	Body Art (Tattoo)			
Env. Health	Body Art Business Initial License	\$550.00	\$575.00	50.0%
Env. Health	Body Art License Renewal	\$175.00	\$200.00	50.0%
Env. Health	Body Art Lic-late renewal-additional	\$125.00	\$135.00	50.0%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$550.00	\$575.00	50.0%
Env. Health	Body Art non-compliant with inspection -hourly rate	\$110.00	\$115.00	50.0%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$210.00	\$215.00	100.0%
Env. Health	Body Art Initial License after July 1	\$275.00	\$295.00	100.0%

Loc of Svc	Fee Description	2012 Fee	2013 Fee	Target %
Env. Health	Body Art Temp License (1-14 days)	\$100.00	\$105.00	100.0%
Env. Health	PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS)	n/a	\$115.00	\$1.00
Env. Health	DEMAND PROGRAM (per hour)			
Env. Health	Sewage Inspection (Only)	\$770.00	\$800.00	100.0%
Env. Health	Well (Only) Inspection -private	\$575.00	\$590.00	100.0%
Env. Health	Combined Well & Septic Inspection	\$1,125.00	\$1,130.00	100.0%
Env. Health	Vacant Land Evaluation	\$555.00	\$570.00	100.0%
Env. Health	On-Site Sewage repair/replace	\$770.00	\$800.00	100.0%
Env. Health	Well Repair	\$200.00	\$345.00	100.0%
Env. Health	Altern On-site Sewage Syst Plan Rewv	\$420.00	\$430.00	100.0%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$340.00	\$360.00	100.0%
Env. Health	Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service)	\$110.00	\$115.00	100.0%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$185.00	\$190.00	100.0%
Env. Health	Septic tank repair or replacement inspection fee	\$285.00	\$345.00	\$1.00
Env. Health	Irrigation Well/Non-potable well - commercial	N/A	\$345.00	\$1.00
Env. Health	Combined Well & Septic Repair	n/a	\$915.00	\$1.00
Env. Health	Septic Installers Certification (2 hr chrg)	n/a	\$115.00	\$0.00
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$225.00	\$230.00	100.0%
Env. Health	Reinstrmt of bathing area permit	\$110.00	\$115.00	100.0%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$450.00	\$460.00	100.0%
Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$150.00	\$155.00	100.0%
Env. Health	Campground Inspection 100-199 Sites	\$225.00	\$235.00	100.0%
Env. Health	Campground Inspection 200+ Sites	\$300.00	\$310.00	100.0%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$225.00	\$232.00	100.0%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$340.00	\$352.00	100.0%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$450.00	\$465.00	100.0%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$300.00	\$310.00	100.0%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$450.00	\$470.00	100.0%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$600.00	\$620.00	100.0%
Env. Health	MISC EH PROGRAMS			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$110.00	\$115.00	100.0%
Env. Health	Type II Non Community - Sanitary Survey	\$440.00	\$450.00	100.0%
Env. Health	Board of Health appeal fee	\$125.00	\$130.00	100.0%





# Memo

To: Finance Committee Members  
From: Renee Canady  
Date: 5/10/2012  
Re: Response to questions about Health Department Fees

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- 1) What is our quality control process for assuring the caliber of the inspectors that we contract with? Inspectors contracted for services as part of our Point of Sale program are held to the following requirements:
  - Must be a Registered Sanitarian (RS),
  - Take classes offered by their professional association such as MOWTEC, MOWEC, or Michigan Groundwater Association and pass an exam associated with the course.
  - Hold Ingham County certification, received after successful completion of ICHD Administrative course
  - If not certified by Ingham County, they must be certified in a county we have reciprocity with as noted in our Point of Sale policy and guidance authored 9/29/10 (Barry-Eaton, Shiawassee)
  
- 2) Are land bank houses subject to inspections?
  - Yes, land bank is required under state to comply with all local law ordinances (noted in legal opinion received March 28, 2011)
  
- 3) Why are East Lansing rates different?
  - Ingham County Tobacco Regulation, section 4-3 (2) License Fee allows for adjustment of County fee's if a facility is licensed and pay fees to a Township or Municipality in Ingham County. It has been our practice to lower the fees for East Lansing businesses as a result of this regulation.
  
- 4) Septic installer certification: Will we charge less if more people are enrolled?
  - No adjustments are planned at this time. The fee is for registration, training, and certification processing. Similar to our other certification processes (e.g., Point of Sale), we charge a set fee for attending the course. Ingham County is one of a few counties that do not have such a course or fee at this time.
  
- 5) Please explain the 150% on the tobacco late fee notices? It is a late fee for updating their license after it has expired (as opposed to updating prior to expiration which is required). This is the fee for late registration; it is not a fine for breaching the regulation (per clarification from County legal counsel).

# Memorandum

**To:** Law Enforcement Committee  
**CC:** Elizabeth Hamilton  
**From:** Jamie McAloon Lampman, Director  
**Date:** May, 3, 2012  
**Re:** Reduced Adoption Fee Proposal

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## **Proposal to Reduce Adoption Fees.**

I am proposing a reduction in fees one day per week. This proposal is an effort to promote and increase adoption of shelter animals. It will reduce euthanasia and reduce expenses related to the care and maintenance of shelter animals.

Despite multiple strategies used to promote the adoption of animals in 2011 it was only when the shelter offered huge discounts on adoption fees that we saw an active increase in adoptions. The current fee structure for adopting cats is not competitive with the thousands of free kittens on the corner and the limited discretionary funds families have. Adoption fees have become cost prohibitive in these times.

In 2010 the shelter experienced a decline in adoptions. In 2011 to avoid a continued decline fee reductions were implemented that were augmented by donors who sponsored the adoptions. With the reduced adoption fees and collaborations with regional shelters to conduct shelter to shelter transfers we were able to increase adoptions. This helped immensely resulting in 102 additional adoptions.

In 2012 we implemented the Whiskers Wednesday's promotion whereas cats are free on Wednesdays and dogs are half price. This promotion has not only resulted in dozens of extra adoptions each month but has brought new visitors and people from all over the region to the shelter who have adopted, donated and volunteered. It has also prevented the death of dozens of animals who certainly would have been killed due to lack of space. Although the fees are a loss to the revenue line item—in the long and short term the benefits are far greater. Total adoption fees range from \$71-\$35 dollars per cat (depending on age). For each "Free" cat adopted we average a loss of \$53. However, if we don't adopt the cat we will be forced to kill the animal due to the fact we have limited space and our department is an "Open Admission" shelter (we take in all Ingham County animals regardless of space available). Our staff must euthanize animals to make room when none exist.

The cost to euthanize an animal exceeds the \$53, by almost double. Plus the cost to maintain that animal each day it is at the shelter until it is euthanized. Keeping the shelter's animal population as low as possible is very desirable for purposes of providing optimum care for those animals that must be there. And more important, the community strongly supports ICAC's commitment to give each animal the option for a home rather than death.

It is of greater benefit to the county to reduce the cost of adoption fees at least once a day to promote adoptions, create good will and reduce the animal population at the shelter through a positive outcome rather than a negative one. Please see attached flyer. This promotion has been sponsored by donors and businesses in the community. These are very limited funds and will soon run out.



**Agenda Item 11b**

TO: County Services Committee  
Finance Committee

FROM: Mary Lannoye, Controller

DATE: May 9, 2012

RE: Resolution Authorizing the Controller to Negotiate a Memorandum of Understanding with Teamsters Local 580 and Fraternal Order of Police Lodge 141 and Absent Such Memorandum's of Understanding, to Fix the Initial Terms and Conditions of Employ Consistent with the Legacy Agreements

Commissioners:

It appears that we will not have new collective bargaining agreements in place as of the scheduled opening date of May 30, 2012 for the Ingham County 911 Central Dispatch Center Department. The County, in the Legacy Agreements with the City of Lansing and City of East Lansing specifically provided that the County would not assume the collective bargaining agreements of the Cities.

Ingham County is committed to bargaining with the units recognized as to the terms and conditions of employment. However, a Memorandum of Understanding (MOU) would be helpful to outline the initial terms of employ until such Collective Bargaining Agreements are reached. In addition, because the Municipal Employees' Retirement System and other insurance entities require a letter agreement, MOUS's will constitute the letter agreement for agreements by Ingham County and Teamsters Local 580 and Fraternal Order of Police Lodge 141, relating to the all insurance based plans and pension Plans.

If, however, the Teamsters and/or FOP are unwilling to agree upon MOUS, the County needs to establish the terms and conditions of the initial employment in order to open and operate the Ingham County 911 Central Dispatch Facility. As such, it may be necessary for the County to – subject to negotiations for a new collective bargaining agreement, to implement initial terms of employ subject to the requirement of the Legacy Agreements that the County maintain the wages in place as of the Effective Date of Integration. As such, the Controller may, if MOUS are not reached, implement initial terms and conditions subject to future bargaining

These agreements or the initial implemented terms and conditions are subject to final ratification by the County Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE CONTROLLER TO NEGOTIATE A MEMORANDUM OF UNDERSTANDING WITH TEAMSTERS LOCAL 580 AND FRATERNAL ORDER OF POLICE LODGE 141 AND ABSENT SUCH MEMORANDUM'S OF UNDERSTANDING, TO FIX THE INITIAL TERMS AND CONDITIONS OF EMPLOY CONSISTENT WITH THE LEGACY AGREEMENTS**

WHEREAS, the Ingham County Board of Commissioners has entered into Legacy Cost Agreements as negotiated between Ingham County and the Cities of East Lansing and Lansing, in order to proceed with Ingham County transitioning to a Ingham County 911 Central Dispatch Center Department and the construction of the Ingham County 911 Central Dispatch Center Facility; and

WHEREAS, the Construction Schedule has established a effective date of integration or the opening date of May 30, 2012 to begin operations at the new Ingham County 911 Central Dispatch Center Department; and

WHEREAS, Municipal Employees' Retirement System and other insurance entities require a letter agreement or Memorandums Of Understanding (MOUS's) relating to insurance based plans and pension plans; and

WHEREAS, it is necessary to negotiate any necessary Memorandum(s) of Understanding with the effected unions, Teamsters Local 580 and Fraternal Order of Police Lodge 141.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller and Human Resource Director to negotiate any necessary Memorandum(s) of Understanding with a effective date of May 30, 2012 with Teamsters Local 580 and Fraternal Order Of Police Lodge 141 regarding initial terms of employment Pending final Collective Bargaining Agreements for the Ingham County 911 Central Dispatch Center Department.

BE IT FURTHER RESOLVED, that in the event the Teamsters and/or FOP are unwilling to agree upon Memorandums of Understanding, the County will need to establish the terms and conditions of the initial employment in order to open and operate the Ingham County 911 Central Dispatch Facility. As such, if Memorandums of Understanding are not agreed to by the Unions prior to May 30, 2012, the Controller and Human Resources Director are authorized, subject to negotiations for new collective bargaining agreement(s), to implement initial terms of employ subject to the requirement of the Legacy Agreements that the County maintain the wages in place as of the Effective Date of Integration.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any Memorandum(s) of Understanding documents consistent with this Resolution and approved as to form by the County Attorney or to recommend implementation of initial terms upon acceptance by the Board of Commissioners.