

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
DIANNE HOLMAN, CHAIR  
PENELOPE TSERNOGLOU  
BRYAN CRENSHAW  
DEB NOLAN  
CAROL KOENIG  
VICTOR CELENTINO  
RANDY MAIVILLE

## ***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, JUNE 17, 2014  
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 3, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer - Resolution to Acquire [Service Contracts](#) for the Purpose of Developing the Building Deconstruction and Materials Reuse Market Analysis
2. Innovation & Technology - Resolution to Approve the Renewal of the [Munis Software](#) Annual Support Agreement from Tyler Technologies
3. Health Department
  - a. Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to [Better Health Grant](#)
  - b. Resolution to Authorize the [Appointment](#) of Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services Position
  - c. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
4. Road Department
  - a. Resolution to Approve Local Road Agreement with [Bunker Hill Township](#) for the Ingham County Road Department
  - b. Resolution to Approve Local Road Agreement with [Wheatfield Township](#) for the Ingham County Road Department
  - c. Resolution to Execute Waterborne Centerline [Pavement Marking Agreements](#) with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
  - d. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to [Road Rehabilitation Projects](#) for Hagadorn Road From 0.58 Miles South of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36
  - e. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

5. Board of Commissioners
  - a. Resolution to Contract with [Legal Services](#) of South Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
  - b. Resolution Honoring [Ernest Lutz](#)
6. Controller - Resolution to Amend a Legal Services Agreement with [Cohl, Stoker](#) and Toskey, P.C.
7. Discussion Item - [Trails and Parks Millage](#) (Trails and Parks Millage Task Force Summary Attached)
8. Board Referral - Letter from [Tri-County Bicycle Association](#) Regarding Improvements to Okemos Road between Jolly and Sandhill Roads

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 3, 2014

Draft – Minutes

Members Present: Dianne Holman, Victor Celentino, Bryan Crenshaw, Carol Koenig (arrived at 6:09 p.m.), Randy Maiville, and Penelope Tsernoglou (arrived at 6:05 p.m.).

Members Absent: Deb Nolan.

Others Present: Tim Dolehanty, Travis Parsons, Robert Selig, Michelle Rutkowski, Thomas Larkins, Becky Bennett, Ryan Buck, and others.

The meeting was called to order by Chairperson Holman at 6:30 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 20, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MAY 20, 2014 HUMAN SERVICES COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig, Nolan, and Tsernoglou.

Additions to the Agenda

Chairperson Holman changed agenda item 3 into agenda item 3a and added agenda item 3b Discussion for Community Mental Health to Construct a Pathway on County Property.

Chairperson Holman added agenda item 7 Resolution Honoring the Lansing Juneteenth Committee on the 21<sup>st</sup> Annual Juneteenth Celebration

Limited Public Comment

Thomas Larkins, UAW, stated he appeared today on behalf of Sally Auer, UAW, regarding agenda item 4. Mr. Larkins stated that the UAW was opposed to the classification change. He provided examples of where the UAW could provide job descriptions that have like-duties to agenda item 4.

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

2. Prosecuting Attorney - Resolution to Approve a Temporary Prosecutor’s Warrant Clerk and the Transfer of Prosecuting Attorney Funds

- 3a. Facilities - Resolution Creating Two New Building Maintenance Positions for the Ingham County Community Health Center
  
5. Road Department
  - a. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Road Department
  - b. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department
  - c. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department
  - d. Resolution to Approve a Second Party Agreement Between MDOT and Ingham County and a Third Party Agreement Between Capstone Collegiate Communities and Ingham County in Relation to Signal Installation Projects at Hagadorn Road and Eyde Parkway and Hannah Boulevard and Esoteric Way
  - e. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Shoeman Road from the North County Line to Haslett Road
  - f. Resolution Authorizing the Purchase of One Used Telescopic Boom Excavator for the Ingham County Road Department
  - g. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
6. Board of Commissioners - Resolution Amending the Ingham County Board Rules to Assign the Human Services Committee as the Liaison for the Youth Commission
  
7. Resolution Honoring the Lansing Juneteenth Committee on the 21<sup>st</sup> Annual Juneteenth Celebration

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig, Nolan, and Tsernoglou.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig, Nolan, and Tsernoglou. (See motion made later in the meeting to suspend the rules regarding this motion.)

1. Presentation - Capital Regional International Airport Authority

Robert F. Selig, AAE, Capital Region Airport Authority President and CEO, made a presentation about the Authority and airport. Mr. Selig presented on the Authority's background, financial status, funding sources, staffing, the certified mill levy, and other topics.

Commissioner Tsernoglou arrived at approximately 6:05 p.m.

Commissioner Koenig arrived at approximately 6:09 p.m.

Mr. Selig stated that the Authority's focus was to be a full service international airport similar to Detroit's airport. He further stated that eight counties have authorized the Authority to render foreign trade zone services.

Chairperson Holman asked whether the Authority considered whether the Authority's assistance to importers works to the detriment of local business.

Mr. Selig answered that the Authority would assist anyone who requested assistance.

Mr. Selig stated that there were passenger negotiation efforts ongoing with the goal of expanding service to Atlanta, Chicago, and other airports.

Mr. Selig stated the airline industry was experiencing huge changes, specifically the impending retirement of 50-seat airplanes, a severe airline pilot shortage, and new increased pilot flight time requirements.

Chairperson Holman asked whether any Michigan airports would close due to the airline industry changes.

Mr. Selig answered no. He further stated that the airport has a demonstrated ability to handle incoming 747 airplanes." Mr. Selig stated that the airport cannot handle A380 airplanes.

Commissioner Crenshaw asked how new pilots were expected to achieve the heightened flight time requirement.

Mr. Selig stated that Congress gave pilots two years to meet the new requirements.

Mr. Selig stated that 582 acres of land owned by the Authority could be developed. He further stated that the Authority had a strategic plan.

Commissioner Tsernoglou asked when the 50-seat airplane retirement would occur.

Mr. Selig stated that the retirement would take about three years.

Commissioner Tsernoglou asked what the Authority was doing to differentiate the airport from the impending changes in the airline industry.

Mr. Selig stated that the Authority could try to consolidate the number of flights but keep the passenger flow constant by using larger airplanes.

Chairperson Holman asked whether the reduction in the number of flights per day would cause passenger "leakage" to other airports.

Mr. Selig stated that he did not think so.

Discussion.

Commissioner Tsernoglou asked how businesses that use the airport now would or could encourage others to use the airport as well.

Mr. Selig stated that some businesses have travel policies that restrict usage to the Lansing airport. He further stated that the Authority could help businesses develop similar travel policies.

Commissioner Celentino asked if travel agencies were promoting the airport.

Mr. Selig stated that they do.

Commissioner Koenig asked whether the airport could exist without passenger service.

Mr. Selig stated that it could, however the Authority could not end commercial passenger service because the Authority had signed agreements with the federal government to provide such services.

Mr. Selig gave an overview of the revenues to the Authority derived indirectly from commercial passenger service.

Commissioner Koenig asked how we could address the issue of cheaper rates at surrounding airports that were causing passenger “leakage.”

Mr. Selig stated that cheaper service providers were financially “on the rocks” so they might not be at the surrounding airports for long.

Commissioner Koenig asked if prices overall were going to fall.

Mr. Selig stated that prices would not go down because of the consolidation of the airline industry. He further stated that competition in Lansing between Sun Country and Delta keeps the Lansing to Minneapolis flights at a lower fare. Mr. Selig contrasted this example with the flights from Grand Rapids to Minneapolis. He stated that Sun Country does not service Grand Rapids so Delta has no competition and therefore charges a higher fare.

Discussion.

Commissioner Maiville asked whether Allegiant provide more service.

Mr. Selig stated that there was a chance that Allegiant would expand service.

Commissioner Tsernoglou asked whether the airport lost service to Las Vegas.

Mr. Selig stated that the airport did lose service to Las Vegas because airlines had a small profit margin for routes to Las Vegas, and the Lansing to Las Vegas route did not provide sufficient profit. He further stated that there was a chance that the Authority could get Allegiant to provide service to Phoenix.

Commissioner Koenig asked whether regional commitments were the only possibility to support the Authority's growth.

Mr. Selig stated that the Authority was trying to persuade the airlines that the airport could provide more passengers than other cities in the area such as South Bend, Indiana.

Commissioner Tsernoglou asked whether airports pay airlines to bring service into their airports.

Mr. Selig answered that airports do pay airlines to offer service from their airports. He further clarified that this process was called a "regional commitment." Mr. Selig stated that as an example, the Grand Rapids business committee gave Southwest \$5 million to come to Grand Rapids.

Discussion.

4. Health Department - Discussion Regarding Proposed Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

Linda Vail, Health Officer, presented on the realignment of health department programs and administrative structure.

Chairperson Holman asked how many people would be supervised by the new prevention coordinator.

Ms. Vail answered that coordinator would supervise twenty-two people.

Commissioner Maiville asked how the Human Services committee handled Ms. Vail's presentation.

Discussion.

Commissioner Koenig asked why the UAW disagreed with the classification change.

Ms. Vail stated that there was a difference of opinion about what classification the reorganized positions fall into best.

Chairperson Holman asked why the reorganized positions would be classified out of the union.

Michelle Rutkowski, Human Resources Specialist, stated that the positions would be classified out of the union due to the level of confidential information involved. She further stated that not classifying the positions out of the union would trigger an awkward position for the employee.

Commissioner Koenig asked how there would be an awkward position.

Ms. Vail stated that it was possible for a union member to have access to confidential information of another union member.

Chairperson Holman asked whether there was a specific policy that the confidential information be held confidential.

Ms. Rutkowski answered there was not.

Commissioner Koenig asked whether the Controller has a policy for reclassifications.

Tim Dolehanty, Controller/Administrator, stated that one has not been created yet, however the Controller could have a policy on paper in two weeks for the Committee's review.

Discussion.

3b. Facilities - Discussion for Community Mental Health to Construct a Pathway on County Property

Chairperson Holman stated that Community Mental Health wanted to construct a pathway around its parking lot and expand it onto county property.

Mr. Dolehanty stated that project could probably be handled administratively.

Discussion.

Commissioner Koenig stated that there may be a legal issue of ADA compliance.

Commissioner Crenshaw asked whether the county would be liable if someone was injured on the path while on county property.

Mr. Dolehanty stated that the County would be liable regardless.

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO SUSPEND THE RULES AND ALLOW COMM. KOENIG AND COMM. TSERNOGLOU TO VOTE ON THE CONSENT AGENDA THAT THEY WERE ABSENT FOR.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Commissioners Koenig and Tsernoglou voted "yea" on the consent agenda.

Announcements



None.

Public Comment

None.

The meeting was adjourned at approximately 7:17 p.m.

# JUNE 17, 2014 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **County Treasurer** - *Resolution to Acquire Service Contracts for the Purpose of Developing the Building Deconstruction and Materials Reuse Market Analysis*

Delta Institute of Lansing submitted a proposal to develop a Building Deconstruction and Materials Reuse Market Analysis designed to accomplish the following tasks:

- 1) Appraise the amount of merchantable/marketable building materials from vacant homes in the Greater Lansing area;
- 2) Evaluate the market potential for selling reclaimed building materials and value-added products in this region;
- 3) Understand the challenges and barriers to establishing a deconstruction and materials reuse market; and
- 4) Recommend how best to transform reclaimed lumber into an economic development opportunity that creates jobs in the region.

County Treasurer Eric Schertzing seeks Board authorization to negotiate an agreement with the Delta Institute, in consultation with the County's legal counsel, to undertake these tasks and to enter into the agreement on behalf of the County. The cost for this service is estimated to be \$29,000.

2. **Innovation and Technology Department** - *Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies*

Ingham County relies on Munis software for its Finance, Budgeting, Human Resources and Purchasing operations. An annual maintenance agreement is required in order to maintain the application, receive support, and receive needed software updates. Tyler Technologies proposed a fee of \$143,850.47 for this service, a 5% increase over current costs.

3a. **Health Department** - *Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to Better Health Grant*

This resolution authorizes an agreement with the Michigan Public Health Institute (MPHI) to implement Ingham County Pathways in the amount of \$1,719,425 for the period of July 1, 2014 through June 30, 2015. As the fiduciary, the Health Department will subcontract with the nine agencies to hire/continue to employ 1-2 Community Health Workers. Additional grant funds awarded to the Health Department will be utilized to create two new Community Health Workers (2 FTE) and to continue to support the following positions currently working in the MPBH grant authorized in Resolution #13-245:

- Lead Social Worker to serve as a Clinical Supervisor and Master-Trainer 1.0 FTE (ICEA/PRO8)
- Public Health Nurse IV to serve as a Clinical Supervisor and Master-Trainer – 1.0 FTE (ICEA/PHN4)
- Community Outreach Worker (UAW D) – 6.0 FTE Family Outreach Advocate (UAW D) – 2.0 FTE

Funds in the amount up to \$6,000 will be used for supplies.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$280,000 for referral services, training of staff, incentives, outreach, project management and data analysis.

**3b. Health Department - Resolution to Authorize the Appointment of Barbara Mastin to the Deputy Health Officer/ Executive Director, Community Health Services Position**

This resolution authorizes the appointment of Barbara Mastin as Deputy Health Officer/Executive Director, Community Health Services. Ms. Mastin has been serving in this role on a temporary basis since April 2013. This resolution makes the appointment permanent. The Community Health Center Board approved Ms. Mastin's appointment at their meeting on June 5, 2014.

**3c. Health Department - Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure**

This resolution will realign and restructure services within the Health Department. The resolution creates a Health Promotion and Prevention Manager (MCF 11) to oversee the Breast & Cervical Cancer Program (BCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program to mitigate the loss of the Prevention Programs Coordinator position. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from an existing, vacant Quality and Safety Coordinator position so it may focus solely on quality issues. The new classification, Quality Improvement Coordinator, will be compensated at an MNA 3. Finally, a CHR III position is converted to an Executive Assistant (MCF 5) in support of the Deputy Health Officer for Public Health Services. The Health Department has identified sufficient revenues and cost savings to cover the additional costs of this realignment.

**4a. Road Department - Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Road Department**

Bunker Hill Township recently petitioned the Road Department to include improvement projects on certain local roads in the Township as part of the 2014 local road program. Roads slated for improvement under this agreement are as follows:

- Nims Road from County Line to Meridian Road, a distance of 2.5 miles
- Vicary Road from Meridian to Nims Roads, a distance of 0.9 mile
- Olds Road from Meridian Road to West Township Line, a distance of approximately 0.5 mile

These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$83,250. A County Road Department allocation of \$22,200 was reserved for local road improvements in Bunker Hill Township.

**4b. Road Department – Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Road Department**

Wheatfield Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$100,000. A County Road Department allocation of \$81,469 was reserved for local road improvements in Wheatfield Township.

**4c. Road Department - Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville**

Centerline and edge-line paint is refreshed annually on all 433 miles of primary county roadway. The Cities of Leslie, Mason and Williamston, and the Village of Webberville are invited to participate in this annual program in exchange for payment for work performed on their behalf. The communities have accepted the County’s invitation to participate in the 2014 waterborne pavement marking program at the following rates:

- City of Leslie                   \$ 1,625.50
- City of Mason                   \$ 2,840.70
- City of Williamston           \$ 1,359.08
- Village of Webberville       \$ 688.91

The Road Department seeks Board approval to execute 2014 agreements with each municipality to provide centerline pavement marking.

**4d. Road Department - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Rehabilitation Projects for Hagadorn Road From 0.58 Mile South of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36**

The Road Department received federal Rural Surface Transportation Program (STP), Urban STP, and STP Safety funds to undertake road rehabilitation projects involving Hagadorn Road from 0.58 mile south of Harper Road to Holt Road, and on Meridian Road from Vaughn Road to M-36. The total cost of these projects is \$472,500 and does not require addition matching dollars from Ingham County. A “second party agreement” between MDOT and Ingham County is required to define Road Department responsibilities and as well as administration of the construction contract on behalf of MDOT.

**4e. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

**5a. Board of Commissioners - Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer**

The Register of Deeds office and the County Treasurer seek authorization to continue a contract with Legal Services of South Central Michigan to assist citizens impacted by home foreclosures. Costs associated with this proposed agreement would not to exceed \$60,000 and would be taken from the delinquent tax fund.

**5b. Board of Commissioners - Resolution Honoring Ernest Lutz**

This proposed resolution honors Ernest Lutz for his accomplishments and sacrifices made on behalf of the United States of America during World War II, and for the contributions he continues to make for his community.

**6. Controller/Administrator - Resolution to Amend a Legal Services Agreement with Cohl, Stoker and Toskey, PC**

Cohl, Stoker and Toskey, P.C., acting a corporation counsel for Ingham County, regularly incurs costs related to County business including copies, fax, long-distance telephone charges and computer research. Resolution 11-211 set an annual limit of \$10,000 on such expenses, but actual expenses exceeded this limit by \$5,700 in 2012 and \$10,606 in 2013. These expenses were written off by Cohl, Stoker and Toskey, P.C. In recognition of this trend, Cohl, Stoker and Toskey, P.C. seeks an amendment to the Legal Services Agreement to allow for full reimbursement of these expenses.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACQUIRE SERVICE CONTRACTS FOR THE PURPOSE  
OF DEVELOPING THE BUILDING DECONSTRUCTION AND MATERIALS  
REUSE MARKET ANALYSIS**

WHEREAS, the Delta Institute at 600 West Saint Joseph Street Suite 1G Lansing, Michigan 48933 has submitted a proposal to develop the Building Deconstruction and Materials Reuse Market Analysis; and

WHEREAS, the market analysis will 1) appraise the amount of merchantable/marketable building materials from vacant homes in the Greater Lansing Area 2) evaluate the market potential for selling reclaimed building materials and value-added products in this region 3) understand the challenges and barriers to establishing a deconstruction and materials reuse market and 4) recommend how best to transform reclaimed lumber into an economic development opportunity that creates jobs in the region; and

WHEREAS, the Delta Institute has proposed initial terms and conditions of an agreement between the Delta Institute and the Ingham County pursuant to which services would be delivered; and

WHEREAS, the Ingham County Treasurer has determined it to be in the County's best interest to proceed with negotiation of the agreement with the Delta Institute and to authorize and direct Eric Schertzing, Treasurer of Ingham County, to undertake the negotiations on behalf of the County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes funding in the amount of \$29,000 to the Delta Institute for the development of the Building Deconstruction and Materials Reuse Market Analysis from the Delinquent Tax Administration Fund (516-25601).

BE IT FURTHER RESOLVED, that the Treasurer of the County, is authorized and directed on behalf of the County to undertake negotiations, in consultation with the County's legal counsel, for an agreement with the Delta Institute as described above, and to enter into the agreement on behalf of the County on such terms and conditions as the Treasurer.

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

***Ingham County Innovation and Technology Department***

**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: June 5th, 2014  
Re: Ingham County Financial Application MUNIS Support

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Dear Commissioners,

The Munis application has been utilized for years in Ingham County for Finance, Budgeting, Human Resources and Purchasing operations. In order to maintain the application, receive support, and receive needed software updates an annual maintenance agreement is required and has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$137,000.46 and this year's cost proposed by Tyler Technologies is \$143,850.47, or a 5% increase opposed to a 1.23% increase in 2013.

I recommend Ingham County continue to maintain service on the Munis software and enter into an agreement with Tyler Technologies. With the yearly increase in maintenance the county might want to consider doing a RFP for a new vendor for 2015

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or [Mashton@ingham.org](mailto:Mashton@ingham.org).

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE  
ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES**

WHEREAS, Ingham County currently utilizes Tyler Technologies Munis Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$143,850.47 for annual support is due for the 2014/2015 time period; and

WHEREAS, the annual contract amount proposed by Tyler Technologies is a 5% increase from the prior year; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the application support and upgrades needed to maintain current applications; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the renewal of the Munis Software Annual Support Agreement with Tyler Technologies for the time period of July 1, 2014 through June 30, 2015 in an amount not to exceed \$143,850.47 for the annual support for the County's Munis Software System.

BE IT FURTHER RESOLVED, the total cost of \$143,850.47 will be paid from the approved IT Contract Maintenance Fund (636-95800-932020).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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



**MEMORANDUM**

TO: Human Services Committee  
 County Services Committee  
 Finance Committee

FROM: Linda S. Vail, M.P.A., Health Officer

DATE: June 5, 2015

RE: Recommendation to Authorize an Agreement with the Michigan Public Health Institute (MPHI) for the Michigan Pathways to Better Health Grant

In Resolution #12-399 and #13-245 agreements were authorized between the Health Department and MPHI for the Ingham County Pathways to Better Health Initiative to begin in January 2013 and again in July 2013. Additionally, Resolution #14-078 authorized an amendment. The Health Department established the following positions: Six Community Health Workers (CHW), two Clinical Supervisors and provided funding for two existing Family Outreach Advocates. Additionally, subcontracts were authorized with eight community partners. The Health Department subcontracted with the Ingham Health Plan to act as the HUB for the project. To date, the program has received 1810 referrals and is serving approximately 1185 individuals. MPHI has received notification from CMS that they will continue funding the MPBH program for FY 2015. MPHI has notified the Health Department of their wish to continue this project in Ingham County for 2015.

The goals of the program will remain the same: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement.

Four main components of the Pathways model are: the Fiduciary, the Hub, the Care Coordination Agencies, and the Convener. Ingham County Health Department (ICHHD) was selected to be the Fiduciary because of need, high healthcare utilization, and their capacity for coordinated action. The Power of We will continue to serve as the Convener; and Ingham Health Plan will continue as the HUB.

In addition, as the fiduciary, the Health Department will subcontract with the following nine agencies to hire/continue to employ 1-2 CHWs:

Allen Neighborhood Center	up-to \$55,000	One CHW
South Side Community Coalition	up-to \$55,000	One CHW
North West Initiative	up-to \$55,000	One CHW
Tri-County Office on Aging	up-to \$63,000	One CHW
Barry-Eaton Health Department	up-to \$55,000	One CHW
Mid-Michigan District Health Department	up-to \$55,000	One CHW
National Counsel on Alcohol	up-to \$55,000	One CHW
Volunteers of America	up-to \$110,000	Two CHW
Capital Area and Community Services	up-to \$110,000	Two CHW

Grant funds awarded to the Health Department will be utilized to create two new Community Health Workers (2 FTE) and to continue to support the following positions currently working in the MPBH grant authorized in Resolution #13-245:

Lead Social Worker to serve as a Clinical Supervisor and Master-Trainer 1.0 FTE  
(ICEA/PRO8)

Public Health Nurse IV to serve as a Clinical Supervisor and Master-Trainer – 1.0 FTE (ICEA/PHN4)

Community Outreach Worker (UAW D) – 6.0 FTE

Family Outreach Advocate (UAW D) – 2.0 FTE

Funds in the amount up to \$6,000 will be used for supplies.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$280,000 for referral services, training of staff, incentives, outreach, project management and data analysis.

The attached resolution authorizes a contract with MPHI and the Ingham County Health Department in the amount of \$1,719,425 for the proposed grant period of July 1, 2014 through June 30, 2014.

This project continues to be a wonderful opportunity for our community. I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement for the Michigan Pathways grant.

<b>Ingham County Health Department</b>			
<b>Personnel</b>	<u>Salary</u>	<u>Fringe</u>	<u>Totals</u>
1.0 FTE Lead Social Worker (ICEA/PR08)	61,043	34,095	95,138
1.0 FT PHN (PHN 3)	64,635	23,723	88,358
.05 FTE Project Director - in kind			
2.0 FTE Lead CHW	79,572	45,868	125,440
8.0 FTE Community Health Worker (UAW D)	253,644	176,128	429,772
<b>Total Personnel</b>			<b>738,708</b>
<b>Contracts</b>			
Allen Neighborhood Center	50,000		
North West Initiative	50,000		
Capital Area Community Services (2 CHWs + Fringe)	110,000		
South Side Community Coalition	55,000		
National Counsel on Alcoholism	55,000		
Tri-County Office on Aging	63,000		
Mid Michigan District Health Department (New Agency)	55,000		
Barry-Eaton District Health Department (New Agency) ?	55,000		
Volunteers of America	110,000		
Ingham Health Plan	280,000		
<b>Total Contracts</b>			<b>883,000</b>
<b>Other</b>			
Printing including business cards	1,020		
Postage	1,200		
Promotional Materials (Brochures and Flyers)			
Bus tokens and Cab vouchers			
Training/Professional Development			
Mileage (Health Department Staff)	24,400		
Staff Training (for CHWs)			
Office Supplies (For Health Department Staff)	6,000		
Liability Insurance			
Equipment --computers -- phones-tablet monthly fees	6,000		
Indirect - salary and fringe	59,097		
<b>Total Other Costs</b>			<b>97,717</b>
<b>OVERALL TOTAL</b>	<b>1,719,425</b>		<b>1,719,425</b>

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT  
WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) TO IMPLEMENT  
THE MICHIGAN PATHWAYS TO BETTER HEALTH GRANT**

WHEREAS, in 2004 the U.S. spends more on health care than any other country in the world as a percentage of gross domestic product (15.2% in 2004) and Michigan spent 13.5% of its gross state product (GSP) on personal health care in the same year; and

WHEREAS, current rate of growth in health care spending is unsustainable and ultimately damaging to our economy and the health system; and

WHEREAS, social determinants have an undeniable effect on health and well being; and

WHEREAS, Ingham County was one of three sites selected to participant in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolution #13-245 the Board of Commissioners accepted a grant in the amount of \$1,344,869 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of October 1, 2013 through June 30, 2014; and

WHEREAS, this Agreement was amended in Resolution #14-078 to accept additional funding; and

WHEREAS, the Health Department has been awarded funding by the Michigan Department of Community Health (MDCH) through the Michigan Public Health Institute (MPHI) to continue the Michigan Pathways to Better Health project in Ingham County and the surrounding area; and

WHEREAS, the goals of the program will remain the same: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement; and

WHEREAS, the Health Department continues the role as Lead Agency/Fiduciary for this funding to collaborate and contract with MPHI; and

WHEREAS, in addition, to act as the fiduciary and subcontract with the following agencies to cover the cost to hire one CHW:

- Allen Neighborhood Center – up to \$55,000
- South Side Community Coalition – up to \$55,000
- North West Initiative – up to \$55,000

Tri-County Office on Aging – up to \$63,000  
National Counsel on Alcohol – up to \$55,000  
Barry-Eaton County Health Department – up to \$55,000  
Mid-Michigan Health Department—up to \$55,000

WHEREAS, in addition, the Health Department will act as the fiduciary and subcontract with the following agencies to help cover the cost to hire two CHWs:

Volunteers of America --- \$110,000  
Capital Area and Community Services -- \$110,000

WHEREAS, the following positions established in Resolution #13-245 shall continue to be supported for the duration of the grant:

Lead Social Worker (ICEA/PRO8) – 1.0 FTE  
Public Health Nurse IV (ICEA/PHN4) – 1.0 FTE  
Community Outreach Worker (UAW D) – 6.0 FTE  
Family Outreach Advocate (UAW D) – 2.0 FTE

WHEREAS, two new Community Outreach Worker positions (UAW D) – 2.0 FTE are established for the duration of the grant bringing the total of CHWs working on the grant to eight; and

WHEREAS, an agreement is authorized with the Ingham Health Plan Corporation in the amount of up to \$280,000 to be the HUB for this project; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$1,719,425 from the Michigan Public Health Institute (MPHI) for the period of July 1, 2014 through June 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Public Health Institute (MPHI) to implement Ingham County Pathways in the amount of \$1,719,425 for the period of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to act as the Fiduciary and Care Coordination Agency for the Michigan Pathways to Better Health Grant in Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontract agreements with the following agencies for the period of July 1, 2014 through June 30, 2015 for an amount up to \$55,000 each to hire one CHW:

Allen Neighborhood Center  
South Side Community Coalition  
North West Initiative  
National Counsel on Alcohol  
Barry-Eaton Health Department  
Mid-Michigan District Health Department

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract agreement with the Tri-County Office on Aging the amount up to \$63,000 to hire one CHW.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontract agreements with Capital Area Community Services and Volunteers of America in the amount up to \$110,000 each to hire two CHWs for the period of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the following positions established in Resolution #13-245 continue to be supported for the duration of the grant:

- Lead Social Worker (ICEA/PRO8) - 1.0 FTE
- Public Health Nurse IV (ICEA/PHN4) - 1.0 FTE
- Community Outreach Worker (UAW D) – 6.0 FTE
- Family Outreach Advocate (UAW D) – 2.0 FTE

BE IT FURTHER RESOLVED, that two new Community Outreach Worker positions (UAW D) – 2.0 FTE are established for the duration of the grant for a total of eight CHWs.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement with the Ingham Health Plan Corporation in the amount of \$280,000 to act as the HUB on this project to provide referral and data analysis for the period of July 1, 2014 through June 30, 2015.

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 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: Linda S. Vail, MPA, Health Officer

DATE: June 6, 2014

RE: Resolution to Appoint Barbara Mastin to the Deputy Health Officer/ Executive Director for  
Community Health Services Position

The Attached resolution will authorize the permanent appointment of Ms. Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services position (Position #601003).

Following the departure of the Chief Executive Officer in 2013, the job duties were temporarily transferred to the Chief Operating Officer, Ms. Mastin. In Resolution #13-486, the Chief Executive Officer Position was changed to Deputy Health Officer/ Executive Director, Community Health Services and Ms. Mastin's temporary assignment to this position was extended through June 30, 2014.

The Ingham Community Health Center Board approves of the permanent appointment of Ms. Mastin as Deputy Health Officer/Executive Director, Community Health Services. I recommend that the Ingham County Board of Commissioners authorize the permanent staffing appointment of Ms. Barbara Mastin to the Deputy Health Officer/ Executive Director, Community Health Services position.

c: John Jacobs, w/attachment  
Barbara Watts Mastin, w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE APPOINTMENT OF BARBARA MASTIN TO THE DEPUTY HEALTH OFFICER/ EXECUTIVE DIRECTOR, COMMUNITY HEALTH SERVICES POSITION**

WHEREAS, In Resolution #13-306 the Ingham County Board of Commissioners authorized the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, In Resolution #13-450 the Ingham County Board of Commissioners authorized the extension of the temporary assignment and additional duties performed by the Chief Operating Officer, Ms. Mastin, through June 30, 2014; and

WHEREAS, In Resolution #13-486 the Board of Commissioners authorized the change of Position #601003 title from Chief Executive Officer, Community Health Centers Services, to Deputy Health Officer/Executive Director, Community Health Services and the Salary Grade for this position from MCF 17 (\$98,589 -\$118,334) to MCF 16 (\$91,846-\$110,242); and

WHEREAS, Ms. Mastin has fulfilled the duties and responsibilities of the Deputy Health Officer/Executive Director, Community Health Services position, and demonstrated her qualification and capacity to continue in this role as a permanent appointment; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed Ms. Mastin's performance and qualifications and supports her permanent appointment to this position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the permanent appointment of Ms. Mastin to the Deputy Health Officer/Executive Director, Community Health Services position.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners authorizes Ms. Barbara Mastin to be permanently appointed to the Deputy Health Officer/Executive Director, Community Health Services position.



## MEMORANDUM

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** May 20, 2014

**RE:** Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

This memorandum requests approval for a resolution that will realign and restructure services within the Health Department. Over the past several months, the ICHD administrative team has experienced personnel shifts. The Deputy Health Officer for Public Health Services resigned. When the Prevention Programs Coordinator announced her intention to retire, (effective May 31, 2014) the Health Department eliminated the position and lacked clear plans for supervisory oversight of programs reporting to that position. The Community Health Representative III resigned on March 13, 2014. The Quality and Safety Coordinator retired on March 28, 2014.

These changes and gaps caused me to reevaluate the functionality of the administrative structure implemented prior to my appointment as Health Officer on April 7, 2014. I believe that this proposal realigns the administrative work while maintaining an effective leadership team across the department. The reorganization is formed with the following goals:

- 1) To strengthen and enhance the existing leadership and administrative structure of the ICHD in response to recent personnel shifts while sustaining the quality of the work performed by the departmental program leads and employee union groups,
- 2) To better align health department services so as to ensure that Ingham county residents receive the best services possible,
- 3) To maintain a strong union workforce, and
- 4) To deliver services in the most cost effective and efficient way possible.

This resolution establishes the following positions:

**Health Promotion and Prevention Manager (MCF 11)** - to oversee Breast & Cervical Cancer Program (BCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program. In Resolution #13-486 the Prevention Programs Supervisor (601042) was eliminated.

**Quality Improvement Coordinator (MNA 3)** - This position will be funded solely from the CHC budget. Resolution #14-57 authorized the transfer of Position #601069, Quality and Safety Coordinator (MNA 4), from Health Plan Management to CHC Administration/Health Administration.

**Executive Assistant (MCF 5)** – This position will support the Deputy Health Officer for Public Health Services. In Resolution #13-486, an Executive Assistant was established to support the Deputy Health Officer /Executive Director of Community Health Services. Similarly, this position will provide support to the Deputy Health Officer for Public Health Services. To minimize the budgetary impact to the County for the remainder of 2014 and beyond, the department is requesting the conversion of a CHR III (Position #601400, UAW E) to an Executive Assistant (MCF 5) position.

In total, I find that the new alignment addresses departmental and programmatic needs, fosters greater collaboration among programs and services, and improves our operational efficiencies.

The following table outlines proposed changes.

<b>Position #</b>	<b>Title</b>	<b>Proposed Grade</b>
TBD	Health Promotion and Prevention Manager	MCF 11
601069	Quality Improvement Coordinator	MNA 3
601400	Executive Assistant	MCF 5

We have discussed this plan with all affected unions and the County’s Human Resources Department. Attached are the costs associated with implementation of this resolution.

- c: Travis Parson, Human Resources
- Missy Challiss, ICEA Public Health Nurses Unit
- Dana Watson, ICEA Professional Employees Unit
- Charlyn Stratton, Michigan Nurses Association
- Sally Auer, UAW

<u>Pos #</u>	<u>Current Job Title</u>	<u>Current Union &amp; Pay Grade</u>	<u>Current Maximum Salary</u>	<u>Current Annual Cost (Salary &amp; Benefits)</u>	<u>New Job Title</u>	<u>New Union &amp; Pay grade</u>	<u>New Maximum Salary</u>	<u>New Annual Cost (Salary &amp; Benefits)</u>	<u>Cost/ (Savings)</u>
601042	Prevention Program Coordinator	ICEA 10	\$ 76,326.00	\$ -	Health Programs and Prevention Manager	MCF 11	\$ 76,386.00	\$ 108,416.00	\$ 108,416.00
601069	Quality and Safety Coordinator	MNA 4	\$ 68,343.00	\$ 98,021.00	Quality Improvement Coordinator	MNA 3	\$ 65,287.00	\$ 94,395.00	\$ (3,626.00)
601400	CHR III	UAW E	\$ 38,940.00	\$ 63,264.00	Executive Assistant	MCF 5	\$ 46,467.00	\$ 72,579.00	\$ 9,315.00
Adminstrative Savings - Quality Improvement Coord position									\$ (30,290.00)
Medicaid Match (Regisitratio n & Enrollment Assignment)									\$ (17,463.00)
Cost Savings - EH Contractual									\$ (7,255.00)
Pathways Grant - Admin. Cost Recovery									\$ (59,097.00)
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
<b>Total Cost</b>			<b>\$183,609.00</b>	<b>\$161,285.00</b>			<b>\$188,140.00</b>	<b>\$ 275,390.00</b>	<b>\$ -</b>

TO: Linda S. Vail, MPA, Health Officer  
FROM: Michelle Rutkowski, Human Resources Specialist  
DATE: 5/21/14  
RE: Health Department Reorg

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Regarding your upcoming reorganization, HR can confirm the following information:

1. During the December 2013 Health Department reorg, position #601042, Prevention Program Coordinator, was scheduled for elimination based on the retirement of the incumbent. In the months since, it has become apparent the re-distribution of the position's work does not easily translate to existing positions. Also, such redistribution would result in the reclassification of multiple positions in the Health Department. It is more efficient and cost-effective to establish a new position.
2. In establishing this new position, it is appropriate to change the union designation from the ICEA Professional unit to the Managerial and Confidential group. There has been a long-standing agreement between the Health Department, HR and the ICEA Professional unit that this level of work has been outside the scope of the ICEA Professional unit. However, to convert the position while it was occupied would have negatively impacted the incumbent's retirement benefit. Therefore, in the interest of causing no harm, all parties agreed to address the issue when the incumbent retired. The incumbent will retire at the end of this month. As such, HR and the Health Department propose creating a new position formerly known as a Prevention Program Coordinator in the ICEA PRO unit to a new Managerial and Confidential classification titled "Health Promotion and Prevention Manager."
3. Position #601069 is currently vacant and classified as a "Quality and Safety Coordinator" compensated at an MNA 4 salary grade. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from the position so it may focus solely on quality issues. This decrease in responsibilities results in a corresponding decrease in salary. The new classification, Quality Improvement Coordinator, is properly compensated at an MNA 3.
4. Position #601400 is currently classified as a Community Health Representative III at a UAW D salary level. The position is vacant but prior to the incumbent's resignation, she and the previous Health Officer believed the position was performing a higher scope of work based on the confidential nature of the tasks. No action could be taken due to reclassification time limits in the UAW contract. Now, however, with the position vacant, it is appropriate to process a change. As such, HR and the Health Department propose converting position #601400 from a CHR III to an Executive Assistant in the Managerial and Confidential group.
5. The financial impact of the above changes can be detailed using the attached chart. Please contact the Budget Office for the required information.

6. I have sent notification to the relevant unions (ICEA PROs, MNA and UAW) regarding the above changes. The ICEA PRO and MNA units have not responded. Sally Auer, UAW Unit Chair, has responded and does not support the conversion of a UAW CHR II to an MCF Executive Assistant. She believes the UAW classification of Administrative Assistant performs the same tasks as described in the MCF Executive Assistant classification. She therefore recommends leaving the work in the UAW and converting the position from a UAW CHR III to a UAW Administrative Assistant.

In consulting with Travis Parsons, Human Resources Director, and Bonnie Toskey, County Legal, we have concluded the scope of work in question is appropriately classified in the MCF group. This conclusion is based on the confidential nature of the work required. Confidential support staff are needed to process sensitive personnel issues as well as prepare departmental exhibits during contract negotiations. Such work is not suitable for any bargaining unit and therefore belongs in the MCF group.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final steps in the process: contacting Budgeting, writing a memo of explanation and preparing a resolution for Board approval.

I can be of further assistance, please email or call me (887-4374).

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REALIGNMENT OF  
HEALTH DEPARTMENT PROGRAMS AND ADMINISTRATIVE STRUCTURE**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Linda S. Vail has evaluated the function and administrative structure since her appointment as Health Officer; and

WHEREAS, over the past several months significant administrative personnel changes have occurred in the Department; and

WHEREAS, the proposed changes will realign programs and administrative services and will result in increased administrative, programmatic and fiscal efficiency; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed realignment and restructuring of services and authorize the resulting changes in job titles, classifications, and establishment of positions; and

WHEREAS, the Health Officer has advised that through cost savings and additional revenues, there will be no additional costs to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a realignment of the Health Department programs and administrative structure.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601069	MNA 4	MNA 3	Quality Improvement Coordinator
601400	CHR III/UAW E	MCF 5	Executive Assistant

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize the following position be established:

Position / Title

Health Promotion and Prevention Manager

Proposed Grade

MCF 11

BE IT FURTHER RESOLVED, that the Controller is authorized to make any budget adjustments needed to implement this resolution.

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 ROAD DEPARTMENT**

WHEREAS, Bunker Hill Township desires that improvements be performed on the following roads:

- Nims Road, County Line to Meridian Road, a distance of 2.5 miles
- Vicary Road, Meridian to Nims Roads, a distance of 0.9 mile
- Olds Road, Meridian Road to West Township Line, a distance of approximately 0.5 mile

to include approximately 600 tons of asphalt wedging and pads total for all three above roads, and single course chip-sealing all above roads at an estimated total cost of \$83,250.00 for materials to be applied by Road Department crews; 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 to contribute labor where indicated above without additional charge to the Township; 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 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Bunker Hill Township's local roads, a maximum sum of \$22,200.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute \$22,200.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

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 improvement 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.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH WHEATFIELD TOWNSHIP  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Wheatfield Township desires that improvements be performed on various Wheatfield Township local roads throughout the Township as part of the 2014 local road program to include asphalt leveling and maintenance pads where necessary, approximately 1,540 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of \$100,000.00; 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 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 split between the parties for any final cost up to \$162,937.36 (twice the amount, \$81,468.68, the Road Department has allocated to Wheatfield Townships local roads for 2014 including unused carry over from prior years) and shall be paid solely by the Township above that amount, 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 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Wheatfield Township's local roads a maximum sum of \$22,200 plus carry-over from prior years of \$59,268.68 for a total available in 2014 of \$81,468.68 from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute one half the final project cost, up to a maximum of \$81,468.68, toward the cost of said improvement from the County Road Fund.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate the cost savings shall be split evenly between the parties.

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 Wheatfield 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.

To: County Services Committee

From: Robert Peterson, Director of Engineering  
Road Department

Date: June 2, 2014

Subject: 2014 City and Village Centerline Pavement Marking (Painting) Agreements

- City of Leslie
- City of Mason
- City of Williamston
- Village of Webberville

The Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor for the work. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow centerline and white edgelines that define our roadway laneage. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

We refresh the centerline and edgeline paint on all 433 miles of our primary roads every year. We also invite the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the annual program, for which, they pay for the work performed. The three cities and the Village of Webberville have accepted our invitation to participate in the 2014 waterborne pavement marking program. The costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	\$1,625.50
City of Mason:	\$2,840.70
City of Williamston:	\$1,359.08
Village of Webberville:	\$ 688.91

The reason for this memo is to execute 2014 agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to provide centerline pavement marking for roads listed within the agreements.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE**

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and a estimated quantity to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on all 433 miles of our primary roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program for which they pay for the work performed; and

WHEREAS, the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville have accepted our invitation to participate in the 2014 waterborne pavement marking program; and

WHEREAS, the costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	\$1,625.50
City of Mason:	\$2,840.70
City of Williamston:	\$1,359.08
Village of Webberville:	\$ 688.91

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2014 road centerline pavement marking agreements with the City of Leslie (\$1,625.50), City of Mason (\$2,840.70), City of Williamston (\$1,359.08), and the Village of Webberville (\$688.91).

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

**Agenda Item 4d**

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Road Department

DATE: June 4, 2014

SUBJECT: Road improvement work for:  
Hagadorn Road from 0.58 miles south of Harper Road to Holt Road  
Meridian Road from Vaughn Road to M-36

The Ingham County Road Department (ICRD) received federal STP Rural funds to improve Hagadorn Road from 0.58 miles south of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36.

The two projects were packaged together as a single construction contract because each has similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. Bids are to be received July 11, 2014. The estimated costs for the project are as follows:

Federal Funding:	\$297,600
State TED Funding:	\$174,900
Road Department Match:	<u>\$ 0</u>
	\$472,500

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and the Ingham County Road Department is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and ICRD second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO ROAD REHABILITATION PROJECTS FOR HAGADORN ROAD FROM 0.58 MILES SOUTH OF HARPER ROAD TO HOLT ROAD AND MERIDIAN ROAD FROM VAUGHN ROAD TO M-36**

WHEREAS, the Ingham County Road Department (ICRD) received federal STP Rural funds to improve Hagadorn Road from 0.58 miles south of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36; and

WHEREAS, the two projects were packaged together as a single construction contract because each has similar work to take advantage of economy of scale benefits and to streamline federal inspection administration and reporting requirements; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor.

WHEREAS, the County, on behalf of the Road Department, will then enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

Federal Funding:	\$297,600
State TED Funding:	\$174,900
Road Department Match:	<u>\$ 0</u>
	\$472,500

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Hagadorn Road and Meridian Road improvements for a total estimated cost of \$472,500 consisting of \$297,600 in federal funding and \$174,900 in State TED funding.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013 the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated June 5, 2014 as submitted.

## INGHAM COUNTY ROAD DEPARTMENT

DATE: June 5, 2014

### LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2014-247	MERIDIAN TOWNSHIP	WATERMAIN	SHAW ST BET HASLETT RD & LAKE DR	MERIDIAN	11
2014-248	MERIDIAN TOWNSHIP	MISCELLANEOUS	VARIOUS	MERIDIAN	
2014-250	CONSUMERS ENERGY	GAS	SHAW ST & LAKE DR	MERIDIAN	10
2014-251	CONSUMERS ENERGY	GAS	SHAW ST & LAKE DR	MERIDIAN	10
2014-256	CONSUMERS ENERGY	GAS	RIDGE ST	MERIDIAN	3
2014-257	CONSUMERS ENERGY	GAS	KEWEENAW DR BET ONEIDA WAY & HAMILTON RD	MERIDIAN	22
2014-263	CONSUMERS ENERGY	GAS	HASLETT RD	MERIDIAN	9
2014-264	CONSUMERS ENERGY	GAS	KEWEENAW DR	MERIDIAN	22
2014-265	CONSUMERS ENERGY	GAS	BARRY RD BET FOSTER RD & ZIMMER RD	WILLIAMSTOWN	4
2014-266	CONSUMERS ENERGY	GAS	ARBOR DR BET BIRCHWOOD DR & FOREST HILLS DR	MERIDIAN	26
2014-268	CONSUMERS ENERGY	GAS	GREENFIELD PKWY	MERIDIAN	17
2014-267	CONSUMERS ENERGY	GAS	SPRINGBROOK LANE	LANSING	7
2014-276	ALEX SPITZLEY	TREE REMOVAL	HOPKINS AVE & DOWNER ST	LANSING	11
2014-277	AT & T	CABLE /UG	COLUMBIA RD BET IVES RD & EVERY RD	VEVAY	2
2014-278	COMCAST	CABLE / UG	LAKE LANSING RD & HAGADORN RD	MERIDIAN	7
2014-279	CN RAILROAD	DETOUR	OKEMOS RD BET CENTRAL PARK & BANYON TR	MERIDIAN	16
2014-280	R W MERCER CO	COMM DRIVE / SANITARY	HANNAH BLVD BET ESOTERIC WAY & EYDE PKWY	MERIDIAN	20
2014-286	AT & T	CABLE / UG	HOGSBACK RD & CEDAR ST	ALAIEDON	31
2014-287	CONSUMERS ENERGY	GAS	ROWLEY RD BET VANNETTER RD & HARRIS RD	LOCKE	31
2014-288	CONSUMERS ENERGY	GAS	PLAINS RD & WAVERLY RD`	ONONDAGA	6
2014-289	NAZAR AL-SAIDI	LANDSCAPING	OKEMOS RD & KENT ST	MERIDIAN	21
2014-293	CONSUMERS ENERGY	GAS	PONTCHARTRAIN DR BET OAKLAWN RD & CHERRY HILL DR	MERIDIAN	27



2014-294	CONSUMERS ENERGY	GAS	SENECA DR & HAMILTON RD	MERIDIAN	22
2014-295	CONSUMERS ENERGY	GAS	HASLETT RD BET OKEMOS RD & BOIS ISLE DR	MERIDIAN	9
2014-296	DELHI CHARTER TOWNSHIP	MANHOLE REPLACEMENT	RICHARDS ST & DEAN AVE	DELHI	15
2014-297	AT & T	CABLE / UG	WIGMAN RD & HOLT RD	DELHI	13
2014-298	INGHAM COUNTY DRAIN OFFICE	SANITARY	VARIOUS	DELHI	
2014-301	ACD.NET	CABLE OH/UG	JOLLY RD & HAGADORN RD	MERIDIAN	5, 29,30
2014-304	COMCAST	CABLE / UG	BERKLEY DR & WANSTEAD DR	DELHI	23

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTRACT WITH LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO  
TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS  
AND INGHAM COUNTY TREASURER**

WHEREAS, Ingham County and its residents have been hit especially hard by the foreclosure crisis; and

WHEREAS, Ingham County Register of Deeds Curtis Hertel Jr. has uncovered potential fraudulent documents in his office that call into question the legality of thousands of foreclosures in his office; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the counties tax foreclosure costs; and

WHEREAS, Legal Services of South Central Michigan has served over 300 Ingham County residents in the last 3 years based on the county's funding, furthermore, in the nine months between July of 2013 and March of 2014, has closed 60 cases on behalf of Ingham County residents and is currently still working 33 open cases; and

WHEREAS, in addition to direct client services, the previous grants have enabled Legal Services of South Central Michigan to train local housing counselors; and

WHEREAS, for clients without legal claims, Legal Services can promptly direct them to housing counselors for assistance in navigating the loss mitigation system; and

WHEREAS, for clients with legal issues, housing counselors can direct them to Legal Services to confront these legal issues as soon as possible; and

WHEREAS, Legal Services and the Register of Deeds Office were previously part of a dozen town halls across the County helping to explain the problem foreclosures present to our communities and to find victims of illegal foreclosures; and

WHEREAS, Legal Services has helped uncover cases of notary and foreclosure fraud that have been referred to the Attorney General's office and FBI for investigation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds office and the County Treasurer to continue its contract with Legal Services of South Central Michigan, to refer clients who have been effected by this crisis in the amount of \$60,000 to be taken from the delinquent tax fund.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ERNEST LUTZ**

WHEREAS, Ernest “Ernie” Lutz was born in Lansing, Michigan on September 26, 1921 and upon graduation he began working in Detroit, after the occurrence of Pearl Harbor in December of 1941, he moved closer to home, accepting a position as an apprentice in electrical construction in the Lansing area; and

WHEREAS, in 1942 in lieu of being drafted, Ernie enlisted in the Army Air Corps, as it was known at the time, and served at Fort Sheridan in northern Illinois, he attended Army Basic in Tennessee and then moved on to an air base in Montgomery, Alabama, his primary trainer was the PT-17 a “Scareman” biplane; and

WHEREAS, on November 3, 1943 he received his wings at Albany, Georgia and was ready to meet his crew of six, three of the crew members did not return from World War II; and

WHEREAS, on May 29, 1944 while crossing the English Channel, the first pilot of his airplane became incapacitated when German flak hit him in the arm, in spite of the twenty one holes in the airplane they made it back alive; and

WHEREAS, on the 68<sup>th</sup> Anniversary of D-Day, Ernie received his “Diploma of Citizen of Utah-Beach,” signed by the Mayor of Saint-Marie-du-Mort, a town near Utah-Beach, for his service to France, Ernie received the Knight of Legion d’Honneur, conferred by the French President with his signature; and

WHEREAS, after Ernie left France for England, all of the airplanes from his 599<sup>th</sup> Squadron were lost during the Battle of the Bulge, he would have been in one of them himself and would surely have been lost if it had not been for his completion of all required missions; and

WHEREAS, the Distinguished Flying Cross was awarded to Retired Lieutenant Colonel Ernest Lutz by United States Representative Mike Rogers at the State Capitol on January 10, 2005; and

WHEREAS, Ernie Lutz still flies his airplane, a Piper Cherokee 140 and on June 6<sup>th</sup> of each year, in honor of D-Day, takes it up for a flight around 6 am from Jewett Airfield in Mason, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Ernest Lutz for his accomplishments and the sacrifices he has made for the United States of America during World War II and for the contributions he continues to make for his community.

COHL, STOKER & TOSKEY, P.C.

ATTORNEYS AND COUNSELORS

601 NORTH CAPITOL

LANSING, MICHIGAN 48933

PETER A. COHL  
DAVID G. STOKER  
ROBERT D. TOWNSEND  
BONNIE G. TOSKEY  
RICHARD D. McNULTY  
TIMOTHY M. PERRONE  
MATTIS D. NORDFJORD

(517) 372-9000  
FAX (517) 372-1026

June 9, 2014

Timothy J. Dolehanty  
Controller/Administrator  
Ingham County  
P.O. Box 319  
Mason, Michigan 48854

Dear Tim:

As discussed recently, in reviewing our billings over the last 2 years, it has come to my attention that our Firm has written off a substantial amount of Westlaw Computer Research due to the fact that our contract agreement classifies this expense under the current annual cap of \$12,000.00. In the year 2012 over \$5,700.00 was written off and that amount almost doubled to \$10,606.00 in 2013. Since these expenses are necessary in preparation for various litigation and arbitration matters, which we have no way of estimating ahead of time, I would like to propose that we make the attached change to our contract. That change eliminates the cap on reimbursable expenses.

Thank you for your consideration, I look forward to hearing from you.

Very Truly Yours,

COHL, STOKER & TOSKEY, P.C.,



Peter A. Cohl

PAC/mch  
enclosure

**AMENDMENT  
TO  
LEGAL SERVICES AGREEMENT**

**THIS AMENDMENT**, made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), and **COHL, STOKER & TOSKEY, P.C.**, with offices at 601 North Capitol Avenue, Lansing, Michigan 48933 (hereinafter referred to as "CONTRACTOR"), amends the Legal Services Agreement made and entered into between said parties dated August 9, 2011.

**WITNESSETH:**

1. Section 5, Costs, of the above-stated Agreement shall be amended to read as follows:

- A. The County shall reimburse Contractor for all County incurred costs and expenses of the CONTRACTOR, including filing and service of process fees (includes service by certified mail), costs associated with obtaining medical records for workers' compensation cases, deposition and court reporter fees, photocopies, fax, postage, long-distance telephone charges and computer research.
- B. The County shall not be obligated to pay for any Professional Development Training for CONTRACTOR's attorneys.

4. All other terms and conditions contained in the above-stated Agreement shall remain in full force and effect except as modified herein.

**IN WITNESS WHEREOF**, the authorized representatives of the parties hereto have fully signed and entered into this Agreement on the day and year first above written.

**COUNTY OF INGHAM**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Victor G. Celentino, Chairperson  
County Board of Commissioners

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Barb Byrum, County Clerk

**COHL, STOKER & TOSKEY, P.C.**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Peter A. Cohl

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND A LEGAL SERVICES AGREEMENT  
WITH COHL, STOKER AND TOSKEY, P.C.**

WHEREAS, Ingham County has entered into an agreement with Cohl, Stoker and Toskey, P.C. to provide legal services for the County; and

WHEREAS, per Resolution #11-211, it was agreed that the County shall reimburse Cohl, Stoker and Toskey, P.C. for County-incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$10,000.00 per year; and

WHEREAS, Resolution #13-134 authorized an amendment to the contract with Cohl, Stoker and Toskey, P.C. increasing the County-incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$12,000.00 per year; and

WHEREAS, Cohl, Stoker and Toskey, P.C. has regularly incurred annual County-incurred costs and expenses in excess of the \$12,000.00 limit established in 2013; and

WHEREAS, County-incurred costs and expenses in excess of the \$12,000.00 limit were reasonable and unavoidable, and were therefore written off by Cohl, Stoker and Toskey, P.C.; and

WHEREAS, Ingham County desires to fully reimburse Cohl, Stoker and Toskey, P.C. for reasonable and unavoidable County-incurred costs and expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amendment to legal services agreement with Cohl, Stoker & Toskey, P.C. to fully reimburse Cohl, Stoker and Toskey, P.C. for reasonable and unavoidable County-incurred costs and expenses.

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

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson is authorized to sign an amendment to legal services agreement with Cohl, Stoker & Toskey, P.C. consistent with this resolution.

## SUMMARY OF THE TRAILS AND PARKS MILLAGE TASK FORCE MEETINGS

The Task Force worked from a rolling agenda (attached).

Recommendations from the Task Force:

- Calling the proposed millage: “Trails and Parks Millage”
- Place the proposal on the November 2014 ballot
- Use of the following ballot language: *“Ingham County proposes to create and maintain a county system of recreational trails and adjacent parks. This system may incorporate trails or parks previously created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails. For the purpose of creating and maintaining such a county trail system, shall Ingham County be permitted to levy a tax of not more than 0.50 mills, that being...”*
- Millage would last six (6) years

Summary of meeting discussions:

- Comm. Holman asked if the members are sure that no other millages should be considered in the near future, Comm. Bahar-Cook stated that is not the role of the Task Force to answer that question and that the BOC will make that decision.
- Comm. Crenshaw asked if local school districts could advocate for the possible millage, Controller Dolenhanty contacted the County Attorney, school districts are prohibited.
- Could a portion of the millage funds be used as a grant to other agencies for trail/park projects? No, but could, by contract, utilize services of other agencies to construct or maintain trail/park projects.
- Comm. Vickers put together packets of information regarding the potential millage and distributed them to the cities and townships within his district. He indicated that all of them opposed the idea. Discussion of how the millage could benefit the various areas of the County.
- It was noted that if funding was available, the millage funds would be used as a match for DNR and MDOT grants, which is typically only 25 – 30% of the project cost. One potential outcome of grant funding is that more state tax dollars would be brought back into the County, thus a positive selling point.
- Much discussion regarding using a majority of the millage funding towards trails and a smaller portion on parks.
- Discussion on the comparison of millages by County and where Ingham County fell on that list. Also the park millage rates throughout the state.
- Sarah Nicholls, Parks Commission Chair, provided a PowerPoint presentation regarding the economic benefits of trails and parks.
- Discussion on whether or not the millage passing should have an impact on eliminating or reducing parking fees. It was determined to leave this discussion up to the Parks Commission.
- Discussion of whether or not to include the Lansing River Trail in the ballot language.
- Discussion on including maintenance in the ballot language.

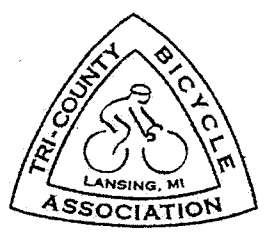
Following is a listing of the materials that were requested by the Committee to assist them in making their decisions regarding the potential millage.

- List of various millages in Ingham County, included cities, townships & school districts
- Proposed millage language, both the suggestion from former Commissioner Grebner and the recommendation from the Parks Commission
- Suggested uses of the millage funds
- Map with potential trail locations
- Cost estimate for potential trails
- List of potential partners that could promote and support a millage campaign
- General fund appropriation history for the Parks Department
- Comparison of appropriation history vs. visitation
- List of projects/activities that were reduced or eliminated due to funding reductions
- List of suggested new projects/activities that could be funded by a millage
- Parks 5 year Master Plan
- Copies of Tri-County Regional Planning's proposed non-motorized routes
- Copies of existing trails including in-park trails throughout the County
- Info from MML regarding millage campaigns
- Heart of Michigan pathway information
- List of County wide millages throughout the state
- Summary of County's with parks related millages
- Status of the Parks Master Plan objectives
- Listing of all reductions, by year, 2010-2013 with comparison to visitation and changes in the parking fee structure



# TRI-COUNTY BICYCLE ASSOCIATION

P.O. Box 22146 • Lansing, MI 48909-2146 • www.biketcba.org



May 16, 2014

RECEIVED  
MAY 19 2014

Victor Celentino, Chairperson  
Ingham County Board of Commissioners  
Ingham County Courthouse  
P.O. Box 319  
Mason, MI 48854

Dear Commissioner Celentino:

The Tri-County Bicycle Association (TCBA), representing over 1,000 area bicyclists, would like to communicate our concern about improvements to Okemos Road between Jolly and Sandhill Roads. These changes are badly needed to accommodate the traffic increases caused by recent and planned economic development. This heavily travelled route presents dangers that frightens off pedestrians and bicyclists from using it.

Complete Streets policies in Ingham County and Meridian Charter Township require consideration of road use by pedestrians, wheelchair users, and bicyclists as well as by motorists. We urge you to consider the needs of bicyclists and pedestrians by crafting solutions that will be adopted and funded in this redevelopment cycle.

Sincerely,

Darryl Burris, President  
Tri-County Bicycle Association