

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
BRYAN CRENSHAW
TERI BANAS
REBECCA BAHAR-COOK
KARA HOPE
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, OCTOBER 20, 2015 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 [October 6, 2015](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission - Interviews
2. Capital Region International Airport - Discussion
3. Treasurer's Office
 - a. Resolution to Transfer all Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
 - b. Resolution [Rescinding Resolution #15-339](#) and Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program
4. Clerk's Office - Resolution Authorizing the County Clerk to Utilize Attrition Savings to Employ a Full-Time [Recording Secretary](#) for the Remainder of 2015
5. Register of Deeds - Resolution to Reclassify Vacant Document Processor Position Number 236004 UAW C to [Administrative Assistant](#) to the Register of Deeds UAW G
6. Health Department - Resolution Authorizing Status Change for [Position #601309](#)
7. Innovation & Technology - Resolution to Authorize the Use of Funds from the Community Health Center Fund for the [IT Infrastructure](#) of the Forest Community Health Center
8. Facilities - Resolution Authorizing an [Amendment to Resolution #15-144](#) with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)

9. Financial Services
 - a. Resolution to Authorize the Purchase of [Retiree Medicare](#) Supplemental Insurance from the Hartford Life Insurance Company
 - b. Resolution to Waive the [Public Act 152](#) Health Care Requirements for 2016

10. Parks Department
 - a. Resolution Authorizing a Purchase Order with [Barnhart Roofing](#) for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park
 - b. Resolution Granting the Ingham County Parks and Recreation Commission the Ability to Approve Future [Visitor Incentive](#) Programs at the Ingham County Parks

11. Road Department
 - a. Resolution to Approve a First Party Construction Contract Amendment with Michigan Paving & Materials Co. and a Third Party Agreement Amendment with the City of Lansing for Additional City Desired Work Associated with the [Michigan Avenue](#) Reconstruction Project
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

12. Human Resources - Resolution Approving Generic [Service Credit](#) Purchase for County Employee: Chadwick C. Phillips

13. Controller's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
 - b. City of Lansing Request for Assessing Assistance
 - c. Resolution to authorize an Agreement with _____ for Strategic Planning
(*Resolution available at the Meeting*)

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.

COUNTY SERVICES COMMITTEE
October 6, 2015
Draft Minutes

Members Present: Celentino, Koenig (arrived at 6:05 p.m.), Crenshaw, Banas, Bahar-Cook, Hope, and Maiville

Members Absent: None

Others Present: Tim Dolehanty, Becky Bennett, Rick Terrill, Desiree Cook, Travis Parsons, Bill Bowbin, Sally Auer, Tim Morgan, Doug Stover, Henry Rojas, Ryan Buck, and others

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

Approval of the September 15, 2015 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE BOTH THE OPEN AND CLOSED SESSION MINUTES OF THE SEPTEMBER 15, 2015 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to Agenda

None.

Substitute –

3. Road Department
 - a. Resolution to Approve Entering into a Construction Contract with the Nashville Construction Company in Relation to the Marsh Road Bridge Emergency Repair Project.

Limited Public Comment

None.

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

1. Facilities - Resolution Authorizing Repairs to the Condensate Receiver and Installation of a New Vacuum Pump to the Heating System at the Ingham County Jail
2. Health Department

- a. Resolution to Amend Resolution #14-270 to Authorize a No-Cost Extension to the Agreement with Michigan Public Health Institute for the Michigan Pathways to Better Health Project
 - b. Resolution to Authorize Reversion of a Public Health Nurse IV Position to Public Health Nurse III
3. Road Department
- a. Resolution to Approve Entering into a Construction Contract with the Nashville Construction Company in Relation to the Marsh Road Bridge Emergency Repair Project
 - b. Resolution Setting a Public Hearing Date for a Proposed Road Abandonment of Forsberg Drive in Meridian Township, Ingham County, Michigan Pursuant to Public Act 283 of 1909, as Amended
4. Potter Park Zoo
- a. Resolution Authorizing Potter Park Zoological Society Reimbursement for 2015 Administrative Support
 - b. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2016 Marketing
 - c. Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the 2016 Management of Seasonal Workers
7. Board of Commissioners
- a. Resolution Appointing John Dinon as Ingham County Animal Control Director
 - c. Resolution Recognizing the Week of October 26 – 30, 2015 as “College Application Week” in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Commissioner Koenig arrived at 6:05 p.m.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Koenig to vote on the consent agenda.

Commissioner Koenig voted in favor of the items on the consent agenda.

- 5. Human Resources – Presentation on the Methodology for the County-Wide Classification and Compensation Study and Project Update from the Hay Group, Inc.

Bill Bowbin, Engagement Manager with Hay Group, gave a presentation on the methodology for the county-wide classification and compensation study.

Commissioner Bahar-Cook asked what was wrong with the previous method used by the County to classify jobs and assign compensation.

Mr. Bowbin stated he did not know.

Commissioner Bahar-Cook asked if they might end up using the same method that the County was already using.

Mr. Bowbin answered no.

Commissioner Crenshaw asked who were selected to be interview candidates.

Mr. Bowbin answered they were a combination of union leaders and department heads.

Commissioner Crenshaw asked what the approximate percentage of questionnaires returned were.

Tim Dolehanty, Controller/Administrator, answered that approximately 1,000 questionnaires were returned of approximately 1,200 sent to employees.

Commissioner Bahar-Cook asked how jobs unique to County could be compared against the market.

Mr. Bowbin answered that they would be compared against other organizations or evaluated based on the existing data of the job's characteristics. The unique characteristics would be judged on an individual basis.

Commissioner Bahar-Cook asked if the wage comparison of an employee would be based on how much work they do.

Mr. Bowbin answered no.

Travis Parsons, Human Resources Director, stated the he was surprised from his employee's feedback about how outdated the compensation and classification system was and that they looked forward to these evaluations.

Mr. Dolehanty expressed how impressed he was with Hay Group's patience in explaining their job evaluation process.

Mr. Bowbin stated that people deserved to be justly compensated for the work they do.

Mr. Parsons asked what the time line would be to get a matrix and overlay of pay.

Mr. Bowbin answered that they would like to have it done by the December 1, 2015 meeting.

Commissioner Koenig asked what the best possible outcome of the evaluation would be.

Mr. Bowbin answered that it would realign jobs with pay, and it would help the County understand where it was against the market.

Commissioner Koenig asked if Mr. Bowbin had ever worked with elected officials.

Mr. Bowbin answered no.

Chairperson Celentino thanked Mr. Bowbin for the presentation.

6. Controller's Office

- a. City of Lansing Request for Assessing Assistance (*Pending Receipt of Letter from the City of Lansing*)

Mr. Dolehanty presented an overview of the City of Lansing's request for assessing assistance.

Chairperson Celentino stated that the short term issue was that the city had no assessor. The long term was whether or not the County wanted to take on these types of issues from other municipalities.

Commissioner Crenshaw asked what would cause the loss of certification for Doug Stover, Equalization Director.

Mr. Stover provided an overview of the current situation of the City of Lansing and stated that he did not feel comfortable signing off on work he did not supervise.

There was a discussion about the short term and long term consequences of Lansing not finding another assessor

Commissioner Banas expressed concern over putting Mr. Stover in a position he felt he could lose his job over.

There was a discussion about the County's involvement with the short term issue

Commissioner Bahar-Cook stated there was precedent for County employees taking on work not included in their job descriptions, such as Becky Bennett, Board Coordinator, and FOIA duties.

Chairperson Celentino stated that the consensus of the Committee was to wait for Mr. Dolehanty and Mr. Stover to have a discussion with Lansing, which would include meeting with the State Tax Commission to see if there was a good alternative solution.

6. Controller's Office

- b. Report on Regional Assessing Options (*Materials Available at the Meeting*)

Mr. Dolehanty reviewed the long term consequences of a regional assessing option.

Commissioner Hope asked when the best time would be to implement a tax structure.

There was a discussion on a time frame to implement a new tax structure

Mr. Stover stated that April was the best estimate. He also explained the severity of his situation with Lansing.

Chairperson Celentino assured Mr. Stover that they would not put him or his career in jeopardy.

Discussion.

7. Board of Commissioners

- b. (Referral) Memo from Matthew T. Mikolajczyk Regarding the Ingham County Trails Bridge Repair Costs and Ranking

Commissioner Banas provided an update about what occurred at the last Trails and Parks Task Force meeting.

Chairperson Celentino asked what the items under the “2015” column represented in the “Engineer's Conceptual Opinion of Probable Costs” table.

Commissioner Koenig answered that they were areas that were of immediate concern.

Commissioner Bahar-Cook asked how much information places like Delhi and Williamston would be given concerning the repair evaluation.

Tim Morgan, Director of Parks and Recreation, answered that they had not been provided this information. He stated that the document was done during inventory and the Task Force was tasked with the planning and expenditure of the project. Mr. Morgan stated that the information could be found on the Parks Department website.

Commissioner Banas asked if the power point could be posted on the website.

Mr. Morgan answered yes.

Commissioner Hope stated that data should be collected on the level of usage of the River Trail and other trails and parks.

Mr. Morgan stated that he agree with Commissioner Hope’s statement.

Commissioner Crenshaw asked what would happen to the critical areas identified at the February meeting.

Commissioner Banas answered that they were trying to get public input.

Commissioner Crenshaw apologized for missing some of the Trails and Parks meetings and announced that he would step down from his position on the Task Force due to his inability to make the meetings.

Ms. Bennett requested that Commissioner Crenshaw send her an email regarding the resignation.

Mr. Morgan stated that the Public Input Meetings would provide more information regarding public opinion.

Commissioner Bahar-Cook asked whether we could consider requests for money before a full plan were to emerge because of the motion and vote that occurred at the last Task Force meeting.

Commissioner Banas answered that it would be not until we had a process in place.

Discussion.

Commissioner Bahar-Cook stated that she resigned from the Task Force because it was infuriating not being able to consider constituent requests because we were waiting for a process to emerge.

Commissioner Hope stated that she resigned from the Task Force because it did not make sense to let parts of the trail system in the county deteriorate while waiting for a process to emerge. She further stated that she had expressed her displeasure at the motion and vote that took place at the last Task Force meeting at that meeting.

Chairperson Celentino stated that this would be an agenda item during the October 14, 2015 Board Leadership meeting.

Commissioner Banas stated that it was important to implement a process perceived as fair by everyone for repairing the trail.

MOVED BY COMM. BANAS, SUPPORTED BY COMM. BAHAR-COOK, TO SUSPEND THE RULES AND ALLOW COMM. KOENIG TO VOTE ON THE CONSENT AGENDA ITEMS FOR WHICH SHE WAS ABSENT.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

Sally Auer, UAW Chair, addressed the Committee about properly compensating employees with years of experience. She also discussed the presentation on the methodology for the County-wide classification and compensation study from the Hay Group. Ms. Auer stated she had not been

involved in the last study done by the County. She further stated that she was concerned about the comparison of different benefit packages and confusion about the scale that would be used to compare them. Ms. Auer stated that she had been waiting to hear specifics about the job study.

Desiree Cook, ICEA Vice President, requested that an update be sent from the Controller's Office or Human Resources about why there was a delay in acquiring information about the study.

Adjournment

The meeting was adjourned at 8:10 p.m.

OCTOBER 20, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Women's Commission - Interview

Candidates for open seats on the Women's Commission will be present to participate in interviews.

2. Capital Region International Airport - Discussion

A representative from Capital Region International Airport will be present to discuss airport-related issues.

3a. Treasurer's Office - Resolution to Transfer all Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

The County Treasurer submitted a proposed resolution that requests transfer of all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

3b. Treasurer's Office - Resolution Rescinding Resolution #15-339 and Authorizing Submission of a Community Development Block Grant/Home Grant Application for \$315,000 for a Home Owner Rehabilitation Program

Resolution #15-339 authorized the submission of a Community Development Block Grant/Home Grant application for a home owner rehabilitation program. The proposed resolution would rescind Resolution 15-339 in favor of new wording to reflect the County's desire to submit a revised application to the Michigan State Housing Development Authority for a Community Development Block Grant/HOME Grant in the amount of \$315,000.

4. Clerk's Office - Resolution Authorizing the County Clerk to Utilize Attrition Savings to Employ a Full-Time Recording Secretary for the Remainder of 2015

As part of the 2016 budget process, the Board agreed to increase hours of the Recording Secretary to full-time beginning on January 1, 2016. The County Clerk requests that the Board consider a resolution to allow the Recording Secretary position to assume full-time status immediately. Unused funds from the current fiscal year would be utilized to cover associated wage and benefit expenses.

5. **Register of Deeds** - Resolution to Reclassify Vacant Document Processor Position Number 236004 UAW C to Administrative Assistant to the Register of Deeds UAW G

The Register of Deeds has asked to convert a Document Processor (UAW-C) position to an Administrative Assistant to the Register of Deeds (UAW-G) position to better meet operational needs. Conversion of the position as requested would cost an additional \$8,507 annually. The UAW has reviewed and supports the proposed change.

6. **Health Department** - Resolution Authorizing Status Change for Position #601309

This resolution authorizes the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1) to a 1.0 FTE Health Center Nurse. The cost difference of this conversion will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424. The elimination of the remainder of position #601424 would save \$50,000.00 annually. This status change better reflects the operational needs of the Ingham County Health Department (ICHHD).

7. **Innovation and Technology Department** - Resolution to Authorize the Use of Funds from the Community Health Center Fund for the IT Infrastructure of the Forest Community Health Center

This resolution authorizes use of funds from the Community Health Center Fund to install the IT infrastructure at Forest Community Health Center. All of the work will be completed by 12/1/2015. The Innovation and Technology department is estimating a cost of \$175,000 with a 10% contingency for any unseen circumstances. The total cost not to exceed \$192,500.

8. **Facilities Department** - Resolution Authorizing an Amendment to Resolution #15-144 with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)

This resolution authorizes an amendment to Resolution #15-144 which approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center. The Facilities Department claims that as a result of bidding out the dental equipment, unexpected design and construction document changes were encountered and those changes resulted in a two and a half month project delay as well as additional design and construction costs. The Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00. There are sufficient funds left over from the Forest parking lot restoration project to cover the additional costs. Staff recommends approval to this resolution with some degree of reluctance, given the lack of clear understanding about exactly how going out to bid for dental equipment can cause a two and a half month delay on the entire project.

- 9a. **Financial Services Department** - Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from the Hartford Life Insurance Company

The County has purchased health insurance for Medicare-eligible retirees from Humana for many years. Following a recommendation from the County's health care consultant to explore other options, proposals were received from other insurance carriers and it was determined that coverage offered by Hartford Life Insurance Group would best-serve County retirees. It is anticipated that this change will save approximately \$100,000 in 2016 (some of this savings will be shared with retirees who purchase

coverage for their spouses). The County's administration is especially concerned about providing the best value to our elderly retirees. Although benefits offered by Hartford are not identical to those offered through Humana, the overall change will have no detrimental impact to our retirees. A resolution to authorize this change is presented for consideration.

9b. Financial Services Department - Resolution to Waive the Public Act 152 Health Care Requirements for 2016.

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2015 as permitted by statute.

10a. Parks Department - Resolution Authorizing a Purchase Order with Barnhart Roofing for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park

The Parks Department seeks approval of a resolution to authorize execution a purchase order to re-roof the White Restroom at the Lake Lansing North Park at a cost not to exceed \$7,072.50, inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing. Barnhart Roofing has agreed to charge \$1.75 per square foot for repairs to the wood sheathing, if necessary. This proposal received support from the Parks and Recreation Commission at their meeting held on September 28.

10b. Parks Department - Resolution Granting the Ingham County Parks and Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Ingham County Parks

The Parks and Recreation Commission seeks authorization to approve visitor incentive programs for promotional and marketing purposes (special rates/discounts) at Ingham County Parks. All fees are currently established by the Board of Commissioners. Under this proposal, all visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission prior to implementation. A resolution authorizing this change is offered for Board consideration.

11a. Road Department - Resolution to Approve a First Party Construction Contract Amendment with Michigan Paving & Materials Co. and a Third Party Agreement Amendment with the City of Lansing for Additional City Desired Work Associated with the Michigan Avenue Reconstruction Project

The Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) fund grant to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to east of Clare Street. The project generally involves replacement of the existing roadway pavement, storm sewer improvements, water main improvements, sidewalk installation, and conversion from four lanes to three lanes with paved shoulders. The work along Michigan Avenue is nearly completed.

The City of Lansing approached the Road Department about seeking authorization for sanitary sewer repairs to a 500-foot portion of Grace Street, just down the road from the original Grace Street repair location. The additional work has an estimated value of \$130,000, which the City of Lansing is obligated to pay. The project contractor, Michigan Paving & Materials, has agreed to perform the additional work. A resolution in support of a contract amendment was offered by the Road Department.

11b. 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.

12. Human Resources – Resolution Approving Generic Service Credit Purchase for County Employee: Chadwick C. Phillips

Pursuant to standing County Resolution 02-101, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). The cost for generic service "must be totally borne by the employee." Chadwick C. Phillips completed the MERS application and received the cost estimate to purchase three years under the County's plan. The Human Resources Director recommends approval of this request.

13a. Controller's Office – Resolution Authorizing Adjustments to the 2015 Ingham County Budget

The Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time. It is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, re-appropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs. The net change from these adjustments will be a decrease of \$33,172 in the general fund's budgeted use of fund balance.

13b. Controller's Office - City of Lansing Request for Assessing Assistance

The City of Lansing has asked for assessing assistance as allowed by state statute (MCL 211.d (6)). When a local assessing district has not employed a certified assessor, the statute requires that assessment "shall be made by the county tax or equalization department or the state tax commission." By statute, the City will be responsible for all assessment roll preparation costs.

13c. Controller's Office – Resolution to Authorize an Agreement with _____ for Strategic Planning

The Controller's Office sought proposals from qualified firms for completion of a new Ingham County Strategic Plan. Proposals were submitted from seven firms. A proposal review team will evaluate these proposals and recommend the one best-suited to meet the County's needs.

Agenda Item 3a

DATE: October 7, 2015

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

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

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

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

2015 Tax Foreclosures
Subject to Local Unit Rejection

PARCEL

33-01-01-03-101-131

LOT 57 WOODLAWN SUB

Property Address: E SHERIDAN RD LANSING MI

33-01-01-03-102-141

LOT 74 WOODLAWN SUB

Property Address: SANFORD AVE LANSING MI

33-01-01-04-228-081

LOT 59 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: 3415 N EAST ST LANSING MI

33-01-01-04-230-311

LOT 43 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-230-321

LOT 44 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-230-331

LOT 45 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-230-341

LOT 46 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS

Property Address: N LARCH ST LANSING MI

33-01-01-04-451-001

LOTS 68 & 69 EXC COM NE COR LOT 68 TH W 65 FT, S AT RT ANG OF N LINE LOT 68 TO S'LY LINE LOT 69, NE'LY TO SE COR LOT 69, NW'LY TO BEG; NORTH GARDENS SUB

Property Address: TURNER ST LANSING MI

33-01-01-05-107-006

PARCEL "D" PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 5, T4N, R2W, CITY OF LANSING, INGHAM COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT IN THE WEST LINE OF WESTWOOD PARK NO.1, RECORDED IN LIBER 13, PAGE 31 OF PLATS, INGHAM COUNTY RECORDS; SAID POINT BEING S89°59'42"E, 1,293.77 FEET AND N00°01'51" E, 1,260.20 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 5; THENCE S89°58'17"W 141.98 FEET; THENCE N21 °01'20"E 67.85 FEET; THENCE S89°58'00"E 117.67 FEET TO THE NORTHWEST CORNER OF LOT 9 OF SAID WESTWOOD PARK NO.1; THENCE ALONG THE WEST LINE OF SAID WESTWOOD PARK NO. 1 S00°01'51"W 63.40 FEET TO THE POB SUBJECT TO ALL RESTRICTIONS AND EASEMENTS OF RECORD, CONTAINING

0.19 ACRES.

Property Address: WESTWOOD AVE LANSING MI

33-01-01-08-228-201

LOT 451 NORTH HIGHLAND SUB

Property Address: 1422 LANSING AVE LANSING MI

33-01-01-08-283-082

LOT 6 AND S 3 FT OF LOT 7 KNOLLWOOD PARK

Property Address: 1316 KNOLLWOOD AVE LANSING MI

33-01-01-08-406-101

LOT 23 BUNGALOW HOME ADD

Property Address: 1131 N M L KING JR BLVD LANSING MI

33-01-01-08-409-491

LOT 109 & E 1/2 LOT 110 ALSO COM SE COR LOT 109, TH S 10 FT, W 45 FT, N 10 FT,
E 45 FT TO BEG; CHARLES KUDNERS SUB

Property Address: 1309 W MAPLE ST LANSING MI

33-01-01-09-127-061

LOT 10 MAPLE PARK ADD

Property Address: W NORTH ST LANSING MI

33-01-01-09-179-081

LOT 11 ASSESSORS PLAT NO 15 REC L 10 P 18

Property Address: 406 EDMORE ST LANSING MI

33-01-01-09-305-161

E 7 R OF S 1 R LOT 4 & E 7 R OF N 1 1/2 R LOT 5 BLOCK 37 ORIG PLAT

Property Address: 1111 N WALNUT ST LANSING MI

33-01-01-09-307-201

N 1/2 LOT 3 BLOCK C SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 1023 N CHESTNUT ST LANSING MI

33-01-01-09-327-181

W 43.25 FT OF N 1/2 OF E 86.5 FT LOT 1 BLOCK 30 ORIG PLAT

Property Address: 203 W WILLOW ST LANSING MI

33-01-01-09-376-081

W 1/2 OF E 1/2 LOTS 7 & 8 BLOCK 46 ORIG PLAT

Property Address: 320 W OAKLAND AVE LANSING MI

33-01-01-09-428-131

LOT 8 BLOCK 1 ASSESSORS PLAT NO 32 REC L 11 P 13

Property Address: 1030 N LARCH ST LANSING MI

33-01-01-10-103-191
E 37.25 FT LOT 17 BLOCK 2 BALLARDS ADD
Property Address: 809 MCKINLEY ST LANSING MI

33-01-01-10-131-231
LOT 218 & S 1/2 LOT 219 HIGHLAND PARK
Property Address: 1623 MASSACHUSETTS AVE LANSING MI

33-01-01-10-153-241
N 17 FT LOT 3 & S 16 FT LOT 4 BLOCK 3 HANDY HOME ADD
Property Address: 1513 N HIGH ST LANSING MI

33-01-01-10-153-251
N 34 FT LOT 4 BLOCK 3 HANDY HOME ADD
Property Address: 1517 N HIGH ST LANSING MI

33-01-01-10-157-201
N 2 R OF S 9 R LOT 1 BLOCK 2 HANDY HOME ADD
Property Address: 1215 N HIGH ST LANSING MI

33-01-01-10-304-241
COM 187 FT S OF SW COR N PENNSYLVANIA AVE & E GRAND RIVER AVE, TH S 44 FT, W
111.75 FT, N 44 FT, E 111.75 FT TO BEG; JAMES SEYMOURS SUB
Property Address: 1137 N PENNSYLVANIA AVE LANSING MI

33-01-01-10-329-391
LOT 15 & W 33 FT LOT 14 BLOCK 3 ORCHARD GROVE
Property Address: PORTER ST LANSING MI

33-01-01-10-379-331
LOT 44 THE METLIN ADD
Property Address: 1104 MAY ST LANSING MI

33-01-01-14-377-101
LOTS 286, 287 & 288 SNYDERS SUB
Property Address: S MIFFLIN AVE LANSING MI

33-01-01-14-380-091
LOT 28 BROWNS SUB OF A PART OF OUTLOTS A AND B OF SNYDERS ADD
Property Address: S FOSTER AVE LANSING MI

33-01-01-14-381-181
LOT 85 BROWNS SUB OF A PART OF OUTLOTS A AND B OF SNYDERS ADD
Property Address: 632 S MIFFLIN AVE LANSING MI

33-01-01-15-154-001
N 4 R LOT 10 BLOCK 3 JEROMES ADD
Property Address: 226 N EIGHTH ST LANSING MI

33-01-01-15-376-321
LOT 13 BLOCK 2 LANSING IMPROVEMENT COMPANYS ADD
Property Address: 1022 E KALAMAZOO ST LANSING MI

33-01-01-15-451-291
LOT 12 BREITEN PARK SUB REC L 5 P 48
Property Address: 532 CLIFFORD ST LANSING MI

33-01-01-15-452-221
LOT 26 CLEARS ADD
Property Address: 406 LATHROP ST 1 LANSING MI

33-01-01-15-453-071
LOT 50 BREITEN PARK SUB REC L 5 P 48
Property Address: 525 CLIFFORD ST LANSING MI

33-01-01-16-110-001
W 55 FT LOT 12 BLOCK 77 ORIG PLAT
Property Address: 627 W GENESEE ST LANSING MI

33-01-01-16-479-191
N 66 FT OF W 8.25 FT LOT 1 & N 66 FT OF E 28.5 FT LOT 2 BLOCK 2 OAKHILL SUB ON
BLOCKS 236 & 237
Property Address: 616 HELEN ST LANSING MI

33-01-01-16-479-241
E 38 FT LOT 5 BLOCK 2 OAKHILL SUB ON BLOCKS 236 & 237
Property Address: 604 HELEN ST LANSING MI

33-01-01-17-231-021
S 1/2 LOT 11 DODGE AND DANIELS SUB W OF BUTLER REC L 55 P 553
Property Address: 426 N M L KING JR BLVD LANSING MI

33-01-01-17-260-271
LOT 3 BLOCK 3 FRENCHS SUB
Property Address: 1119 W OTTAWA ST LANSING MI

33-01-01-17-480-231
W 1/3 LOT 4 & E 1/3 LOT 5 BLOCK 7 BUSH, BUTLER & SPARROWS ADD
Property Address: 923 W HILLSDALE ST LANSING MI

33-01-01-21-205-040
W 2 R OF E 6 R OF S 1/2 LOT 4 & W 2 R OF E 6 R LOT 5 BLOCK 205 ORIG PLAT
Property Address: 223 E HAZEL ST LANSING MI

33-01-01-21-453-055
N 1/2 LOT 12 ORCHARD HOME ADD

Property Address: 140 E BARNES AVE LANSING MI

33-01-01-21-462-016

E 52 FT LOT 56 REO PARK ADD

Property Address: 408 ISBELL ST LANSING MI

33-01-01-22-208-121

W 88.75 FT LOT 409 EXCELSIOR LAND COMPANYS SUB

Property Address: 1037 MCCULLOUGH ST LANSING MI

33-01-01-22-252-031

LOT 176 & N 7 FT LOT 177 EXCELSIOR LAND COMPANYS SUB

Property Address: 1115 BENSCH ST LANSING MI

33-01-01-22-309-001

LOT 10 BLOCK 6 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 900 BAKER ST LANSING MI

33-01-01-22-352-191

LOT 22 BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 1703 LYONS AVE LANSING MI

33-01-01-22-352-771

COM AT NW COR LOT 1, TH S 43 1/3 FT, E 11 FT, S 43 FT, E 22 FT, N 86 1/3 FT, W
33 FT TO BEG; BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 808 BAKER ST LANSING MI

33-01-01-23-102-152

COM NE COR LOT 96, TH S 20 FT, N 81DEG 58MIN 34SCD W 133.35 FT, E 132 FT TO
BEG; ULLRICHS SUB

Property Address: S FAIRVIEW AVE LANSING MI

33-01-01-23-127-072

COM NW COR LOT 20, TH S 24 FT, E'LY 132 FT TO E LINE LOT 20, N 22 FT TO NE COR
LOT 20, W 132 FT TO BEG; J L PUTMANS SUB

Property Address: S FRANCIS AVE LANSING MI

33-01-01-28-404-111

LOTS 52 & 53 ELM VIEW SUB

Property Address: 227 DENVER AVE LANSING MI

33-01-01-28-426-091

LOT 167 SOUTH PARKWOOD SUB

Property Address: 527 S PARK BLVD LANSING MI

33-01-01-29-230-141

LOT 23 BLOCK 6 ELMHURST SUB

Property Address: 2114 STIRLING AVE LANSING MI

33-01-01-29-258-153

PARTS LOTS 3, 28, 29, 30 COM SW COR LOT 28, TH E 65 FT, NW'LY ON W'LY LINE
LOGAN ST ROW TO INTN N LINE LOT 3, W 48.3 FT TO NW COR LOT 3, S TO BEG;
BLOCK 27 ELMHURST SUB

Property Address: VICTOR AVE LANSING MI

33-01-01-30-301-321

LOT 63 SCOTSDALE NO 2 SUB

Property Address: INVERARY DR LANSING MI

33-01-01-30-477-211

LOT 3 BLOCK 2 DEWITTS SUB

Property Address: 2219 DUNLAP ST LANSING MI

33-01-01-31-307-021

S 60.56 FT OF N 121.12 FT OF W 118.9 FT LOTS 7 & 8 REPLAT OF PART OF ANDERSONS
SUB REC L 19 P 37

Property Address: 4623 ANSON ST LANSING MI

33-01-01-32-226-322

LOT 43 & N 25 FT OUTLOT C SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3628 BURCHFIELD DR LANSING MI

33-01-01-32-226-441

LOT 56 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: BURCHFIELD DR LANSING MI

33-01-01-32-226-451

LOT 57 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: BURCHFIELD DR LANSING MI

33-01-01-33-101-072

S 47 FT LOT 10 & N 25 FT OUTLOT B SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3437 BURCHFIELD DR LANSING MI

33-01-01-33-227-121

S 77 FT LOTS 95 & 96 EDWARDS GLENDALE HEIGHTS SUB

Property Address: 653 VERNON AVE LANSING MI

33-01-01-33-378-281

LOT 48 CREYTS ACRES

Property Address: 5030 STAFFORD AVE LANSING MI

33-01-01-34-402-091

COM 520 FT S & 12 FT E OF NW COR OF NE 1/4 OF NW 1/4 OF SE 1/4, TH E 100 FT, N
188 FT, W 100 FT, S 188 FT TO BEG; SEC 34 T4N R2W

Property Address: E CAVANAUGH RD LANSING MI

33-01-01-35-154-059

COUNTY, MICHIGAN, THE SURVEYED BOUNDARY OF SAID PARCEL DESCRIBED AS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 35; THENCE N89'24 ' 25 " E ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 35 A DISTANCE OF 145.55 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE N00'22 ' 26 " W PARALLEL WITH THE WEST LINE OF SAID SECTION 35, A DISTANCE OF 165.00 FEET; THENCE N89'24' 25" E PARALLEL WITH SAID EAST-WEST 1/4 LINE A DISTANCE OF 210.95 FEET TO THE WEST LINE OF KEEP MEADOWS, AS RECORDED IN LIBER 37 OF PLATS, PAGES 30 & 31, INGHAM COUNTY RECORDS; THENCE S00'22 ' 26 " E PARALLEL WITH SAID WEST SECTION LINE AND ALONG THE WEST LINE OF SAID SUBDIVISION, 165.00 FEET TO SAID EAST-WEST 1/4 LINE; THENCE S89'24 ' 25 " W ALONG SAID EAST-WEST 1/4 LINE 210.95 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINING 0.80 ACRE, MORE OR LESS, INCLUDING 0.15 ACRE, MORE OR LESS, PRESENTLY IN USE AS PUBLIC RIGHT OF WAY; SAID PARCEL SUBJECT TO ALL EASEMENTS AND RESTRICTIONS IF ANY.

Property Address: E CAVANAUGH RD LANSING MI

33-01-01-35-327-011

COM 514.3 FT S OF N 1/8 POST OF SW 1/4, TH NE'LY 365.76 FT TO CL CAVANAUGH RD, SE'LY ALONG CL 23.19 FT, SW'LY TO N&S 1/8 LINE N ON N&S 1/8 LINE 33 FT TO BEG; SEC 35 T4N R2W

Property Address: E CAVANAUGH RD LANSING MI

33-01-05-04-203-023

UNIT 3; FIRST AMENDMENT TO MASTER DEED, SKOOG COURT BUSINESS CONDO INGHAM COUNTY CONDOMINIUM PLAN NO 170

Property Address: PERRY ROBINSON CIRCLE LANSING MI

33-01-05-04-226-121

LOT 31 CEDARWAY HOMESITES

Property Address: 565 ARMSTRONG RD LANSING MI

33-01-05-04-226-281

LOT 13 BATTENFIELD SUB

Property Address: 620 E JOLLY RD LANSING MI

33-01-05-05-227-121

LOT 10 EXC S 310 FT SUPERVISORS PLAT NO 13 OF DELHI TOWNSHIP

Property Address: NO STREET FRONTAGE LANSING MI

33-01-05-05-277-181

S 2 A OF N 6 A OF PARCEL COM E 1/4 POST SEC 5, TH W 1181.4 FT, N 1056 FT, E 1181.4 FT, S 1056 FT TO BEG; SEC 5 T3N R2W

Property Address: 5400 S WASHINGTON AVE LANSING MI

33-01-05-05-277-191

S 2 A OF N 4 A OF PARCEL COM E 1/4 POST SEC 5, TH W 1181.4 FT, N 1056 FT, E 1181.4 FT, S 1056 FT TO BEG; SEC 5 T3N R2W

Property Address: 5340 S WASHINGTON AVE LANSING MI

33-01-05-05-328-051

LOT 67 YORKSHIRE PARK SUB NO 2

Property Address: 5824 DURWELL DR LANSING MI

33-01-05-06-427-065

N 116 FT LOT 179 WEBSTER FARM SUB NO 3

Property Address: HORACE RD LANSING MI

33-02-02-03-401-001

M 3-15-1 BEG. AT INTER. OF CEN. LINE OF KAISER RD. & EW 1/4 LINE OF SEC. 3,
(SAID PT. BEING 12 FT. E OF CEN. COR. OF SEC 3) S 89 DEG 51' E 146.1 FT ALONG
1/4 SEC. LINE TO CEN. OF PARK DR. - S 8 DEG 13' W 403 FT. ALONG CEN OF PARK DR.
TO INTER. CEN. LINE OF KAISER RD. - NW'LY ALONG KAISER RD. 410 FT. TO PT. OF
BEG. ON SE 1/4 OF SEC. 3, T4N R1W.

Property Address: 6201 LAKE W HASLETT MI

33-08-08-10-300-011

LE 10-10-1-1 ALL THAT PT OF THE NW1/4 OF THE SW1/4 OF SEC 10 T3NR2E LEROY TWP
INGHAM CO,MI WHC LIES SW'LY OF A LN 103 FT SW'LY OF AND PLL TO A LN DESC AS:
BEG @ A PT ON THE W LN OF SD SEC N03D37'32"W 1768.13 FT FRM SW COR -SE'LY ALNG
THE ARC OF A 5729.58 FT RAD CRV TO RIGHT A DIST OF 364.36 FT TO PT OF TANG OF
SD CRV (CHD BRD S58D43'22"E) -S56D54'03"E A DIST OF 800 FT TO A POE .60 AC M/L
Property Address: LAND LOCKED TO I-96 WEBBERVILLE MI

33-09-09-15-100-012

AU 15-7 BEG AT NE COR OF E 8 A OF NE 1/4 OF NE 1/4 OF NW 1/4 OF SEC 15,-W 10
RDS-S 16 RDS -E 10 RDS -N 16 RDS TO BEG ON NW 1/4 SEC 15 T2NR2W 1 A
Property Address: 4757 W CURTICE RD MASON MI

33-10-10-21-101-027

BEG @ A PT 397.5 FT S OF THE NW COR SEC 21 -E 354.75 FT -S 40 FT -W 354.75 FT
-N 40 FT TOTHE POB SEC 21 T2NR1W .33 AC M/L
Property Address: HULL RD MASON MI

33-13-13-29-254-004

O 64 LOTS 29 & 30 BLOCK 5 VILLAGE OF ONONDAGA SEC 29 T1NR2W
Property Address: 5670 ROSSMAN RD BOX 114 ONONDAGA MI

33-13-13-29-431-005

O 93 S 1/2 OF LOT 4 & ALL OF LOT 5 BLOCK 3 BALDWINS ADD. TO VILLAGE OF ONONDAGA
SEC 29 T1NR2W
Property Address: 4838 ONONDAGA RD ONONDAGA MI

33-14-14-21-176-008

LS 21-7 21-7-2 COMM IN EW1/4 LN @ A PT 437.5 FT E OF S1/8 POST OF NW1/4,-E IN
1/4 LN TO CENT OF US 127 HWY, NW'LY ALNG HWY 260.4 FT, -SW 'LY 353.4 FT TO BEG.

SEC 21 T1N,R1W

Property Address: 4260 N MAIN ST LESLIE MI

33-17-14-21-476-004

LSV-243 LOTS 3 & 4 & W1/2 LOT 5 BLK 14 CITY OF LESLIE SEC 21 T1NR1W

Property Address: 412 KIRBY LESLIE MI

33-19-10-05-252-001

COM AT A PT 52.9 FT E OF A PT IN THE E LN OF MCRR R/W WHICH IS N 19-00-00 W 1211.05 FT FROM INTR OF SD R/W WITH EW 1/4 LN SEC 5, S 19-00-00 E 128 FT, N 76-06-00 E 195 FT, N 19-00-00 W 80 FT, S 87-56-00 W TO POB ON NE 1/4 SEC 5 T2N R1W CITY OF MASON. 0.49 ACRES

Property Address: 930 N MASON MASON MI

33-19-10-05-252-009

COM INT EW 1/4 LN & E LN CONRAIL R/W, N 19-00-00 W 273 FT TO POB, N 19-00-00 W 295 FT, E 253.4 FT, S 52-00-00 W 8 FT, S 22-02-00 W 202.5 FT, S 35-08-00 E 100 FT, W 140 FT TO POB NE 1/4 SEC 5 T2N R1W CITY OF MASON. 1.09 ACRES

Property Address: 862 N MASON MASON MI

33-19-10-08-151-006

ALL THAT PRT OF SW 1/4 OF NW 1/4 LYING E OF US127 R/W , SEC 8 T2N R1W CITY OF MASON, INGHAM CO.

Property Address: US 127 MASON MI

33-21-01-07-352-005

LOT 157 EDGEMONT PARK NO 3.

Property Address: 3600 W SAGINAW ST LANSING MI

33-21-01-14-406-004

LOT 102 AND W 5 FT OF ADJ ALLEY URBANDALE

Property Address: 313 S DETROIT ST LANSING MI

33-21-01-18-429-013

LOT 26 DURANT HILLS NO 1.

Property Address: 215 HUNGERFORD ST LANSING MI

33-25-05-11-357-001

(DP 256) LOT 1 BLOCK F CEDAR HEIGHTS SUBDIVISION.

Property Address: 4443 HARDING AVENUE HOLT MI

33-25-05-13-153-003

HEARTHSIDE ACRES PARK (PRIVATE), HEARTHSIDE ACRES #3, SEC. 13, T3NR2W. (REVISED DESCRIPTION FOR 2001: FORMERLY INCLUDED PART OF ADJ. PARK UNDER SAME PCL ID #)

Property Address: TIFFANY LANE HOLT MI

33-25-05-22-351-004

(D 22-41-3) E 2 A OF N 24 RODS OF S 45 A OF W 1/2 OF SW 1/4, SEC 22, T3NR2W - 2

A.

Property Address: EIFERT ROAD (REAR) HOLT MI

33-42-16-27-287-006

LOT 2 BLOCK 22 VILLAGE OF STOCKBRIDGE.

Property Address: S WOOD ST STOCKBRIDGE MI

33-43-08-12-151-010

BEG IN N LN OF GRD RIVER AVE @ INT WITH W LN OF SEC 12 -N'LY ON SEC LN 153 FT
-E'LY PLL WITH HWY 198 FT -S'LY 153 FT TO N LN OF HWY -W'LY ALNG N LN 198 FT TO
POB ALSO BEG @ PT S 2019 FT & S87D54'E 160 FT FROM NW COR SEC 12 -N2D45'E 25 FT
-S87D54'E 70 FT -S2D45'W 96.43FT -N87D 54'W 25 FT -N2D45'E 71.43 FT -N87D54'W
45 FT TO POB ON NW1/4 OF SEC 12 T3NR2E VILLAGE OF WEBBERVILLE .78 AC M/L

Property Address: 5011 E GRAND RIVER AVE WEBBERVILLE MI

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RESCINDING RESOLUTION #15-339 AND AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT/HOME GRANT APPLICATION FOR \$315,000 FOR A HOME OWNER REHABILITATION PROGRAM

WHEREAS, Resolution #15-339 authorized the submission of a Community Development Block Grant/Home Grant application for a home owner rehabilitation program, which needs to be rescinded; and

WHEREAS, Ingham County government has long term objectives to foster economic well-being and affordable housing to assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority to apply for a Community Development Block Grant/HOME Grant to assist income eligible residents via a Home Owner Rehabilitation program; and

WHEREAS, the grant funds are to be requested based on information contained in the target communities' goals and objectives outlined in local Community Development and Housing Needs Assessments and Master Plans; and

WHEREAS, the eligible target communities within Ingham County, as identified in the Ingham County Place-based Targeting Strategy, conducted as a requirement for funding eligibility, by Kuntzsch Business Services via contract with the Michigan State Housing Development Authority, will include Leslie, Mason and Williamston; and

WHEREAS, no matching funds are required of Ingham County and the proposed project is consistent with the Ingham County Community Development Plan as described in the application; and

WHEREAS, this project is to be administered via a Third Party Administrator contract with the Capital Area Housing Partnership, 1290 Deerpath, East Lansing, Michigan 48823 following a public solicitation for proposals from at least three qualified sources; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures, and formal written authorization to incur costs is received from the Michigan State Housing Development Authority; and

WHEREAS, the Ingham County Board of Commissioners held a public hearing on this application on October 27, 2015 to provide citizens an opportunity to review and comment on the proposed application, the date for this hearing was set at a meeting of the Board of Commissioners on September 28, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of an application to the Michigan State Housing Development Authority for a Community Development Block Grant/HOME Grant in the amount of \$315,000 for Home Owner Rehabilitation of approximately 6-8 income qualified homes/persons.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign/submit the application, all attachments, the Grant Agreement as recommended by the Controller/Administrator and approved as to form by the County Attorney, and all payment requests.

BE IT FURTHER RESOLVED, the application will be submitted immediately following the approval of the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that Resolution #15-339 is hereby rescinded.

Agenda Item 4

TO: County Services and Finance Committees
FROM: Barb Byrum, Ingham County Clerk
RE: Recording Secretary Position Resolution
DATE: October 8, 2015

Attached is a resolution authorizing the County Clerk to utilize attrition savings to employ a full-time recording secretary for the remainder of 2015.

Because the position has been vacant for most of 2015, we have experienced attrition savings of roughly more than \$13,000.

For more than 12 months now, the Chief Deputy Circuit Court Clerk, with the assistance of the Chief Deputy County Clerk and Election/Clerk Coordinator, has been covering all of the duties required of the Recording Secretary. This has greatly increased the amount of hours they have to work. Moreover, these duties have disrupted their focus from their assigned roles as managers at both the County Clerk and Circuit Court Clerk's Offices.

Therefore, it would be most beneficial to enhance this position to full-time status immediately contingent on the adoption of the 2016 budget.

Please feel free to contact me if you have any questions or concerns.

**INGHAM COUNTY
JOB DESCRIPTION**

RECORDING SECRETARY

General Summary: Under the supervision of the Election/Clerk Coordinator, performs general secretarial and stenographic functions, including taking, preparing and distribution of minutes for the Board of Commissioners meetings including committees, task forces, other meetings where a quorum of commissioners is present or as directed. Assists customers at the counter, by telephone and email, by responding to inquiries related to all records of the Clerk's Office.

Essential Functions:

1. Records minutes of meetings by use of recording equipment and handwritten notes.
2. Transcribes and proofreads minutes.
3. Sends draft minutes to proper recipients by established deadlines.
4. Prepares and distributes packets of information for the meetings of the Board of Commissioners.
5. Assists with election preparation, including, but not limited to, proofreading and typing.
6. Indexes vital and election records for future access. Enters data in computer-based systems and retrieves information to respond to inquiries.
7. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters.
8. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
9. Provides counter assistance and assists with clerical duties necessary in processing concealed weapons permits. Receives, analyzes for errors and if applicable, processes concealed weapon permits by checking for proper documentation and completeness. Typing and responding to related inquiries at the counter and via other forms of communication.
10. Receipts cash, check, credit/debit cards; balances tills; and other money handling duties as necessary.

Other Functions:

- Performs other duties as assigned.
- Travel to meetings of the Board of Commissioners, including committees, task forces, other meetings where a quorum of commissioners is present or as directed.
- Must adhere to departmental standards in regard to HIPAA 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: High school graduation or equivalent. Prefer some advanced course work in secretarial science, business, shorthand, word processing, or related area.

Experience: Some clerical or secretarial experience providing word processing experience and experience in taking and transcribing dictation. Demonstrated clerical skills, including but exclusive to ability to utilize a computer.

Other Requirements:

(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)

Working Conditions:

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

This position requires Mandatory day and evening hours.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the 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.)

***MCF-01
Revised 10/08/2015***

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE COUNTY CLERK TO UTILIZE ATTRITION SAVINGS TO EMPLOY A FULL-TIME RECORDING SECRETARY FOR THE REMAINDER OF 2015

WHEREAS, the County Clerk and her administration have expressed a need for enhancing functions within the County Clerk's Office; and

WHEREAS, the position of Recording Secretary that was placed within the County Clerk's Office in 2013 has been determined to be the best fit for the overall needs as a full time position instead of a part time position; and

WHEREAS, the cost to fund the position (MCF01, step 1, \$30,698; step 5, \$36,846) is an appropriate expense of the attrition savings from this position for 2015; and

WHEREAS, the Human Resources Department has updated the prior job description with input from the County Clerk's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the full-time position of Recording Secretary, with all the duties and responsibilities inherent in that position, effective as of the date of this resolution.

THEREFORE BE IT RESOLVED, this resolution is contingent upon the Ingham County Board of Commissioners adopting the 2016 budget that includes the budget enhancement of transitioning the part-time Recording Secretary position to full time.

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

Agenda Item 5

DATE: October 9, 2015
TO: County Services and Finance Committees
FROM: Derrick Quinney, Register of Deeds
RE: Ingham County Register of Deeds Memorandum of Intent

We are in the process of updating our duties and responsibilities of the employees in the Register of Deeds office. The job descriptions have not been updated in years. Some of the duties have changed over time due to software program conversions to different vendors with different processes. After a careful examination of the needs of this office it is clear we should offer more communication technologically with the community of on line citizens. It is the intent to reclassify the Document Processor position number 236004 UAW C, to Administrative Assistant to the Register of Deeds UAW G to address those needs. This new position will enable the Register's office to go out into the community with presentations to help educate our constituents. We can also maintain an on line dialog posting news and upcoming events for presentations and changes in the recording requirements should the State Legislature pass any new bills that would have an impact on recordings submitted to our office. This person would also spend time in the office processing documents, learning the many different types we take in and becoming familiar with what services we can provide and where to redirect a customer in the event their request is outside the authority of this office. This person will also be acquainted with how to find information both in our software program and hands on in our public vault for the searching in the older records. Armed with an overall view of our records and our responsibilities set out in the State Constitution they would be a valuable employee performing an important service to the public.

**2015 PERSONNEL COST PROJECTION
REGISTER OF DEEDS PROPOSED REORGANIZATION**

	UAW/C step 5	UAW/G step 5
WAGES	<u>\$35,107</u>	<u>\$42,191</u>
UNEMPLOYMENT	176	211
FICA	2,686	3,228
HEALTH	12,464	12,464
DENTAL	886	886
VISION	119	119
LIFE	76	76
DISABILITY	40	49
RETIREMENT	2,584	3,105
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,281	1,540
WORKERS COMP	105	127
CARES	33	33
LIABILITY	170	205
TOTAL	<u>\$58,493</u>	<u>\$67,000</u>
ADDITIONAL LONG-TERM COST		<u>\$8,507</u>

Agenda Item 5

TO: Derrick Quinney, Register of Deeds
FROM: Beth Bliesener, Employment Specialist
DATE: 10/01/2015
RE: Position Conversion 236004

HR can confirm the following information:

1. Position Number 236004 is currently a vacant Document Processor, UAW C.
2. The Register of Deeds would like to convert the position from a Document Processor to a newly created position Administrative Assistant – Register of Deeds.
3. The newly created Administrative Assistant – Register of Deeds would be compensated at a UAW G salary range \$37,438-\$44,637; I have included the job description for your records.
4. *You have received support from the UAW Chair; I have included the Chair's response.*

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).

Bavery, Deb

From: Auer, Sally
Sent: Thursday, October 01, 2015 10:15 AM
To: Bliesener, Elisabeth
Cc: Quinney, Derrick
Subject: RE: Notification of Position Conversion 236004

Hello Beth, the UAW supports the conversion of the Document Processor UAW C position to Administrative Assistant UAW G.

*No act of kindness,
no matter how small,
is ever wasted.
Aesop*

*Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular*

From: Bliesener, Elisabeth
Sent: Thursday, October 01, 2015 9:58 AM
To: Auer, Sally
Cc: Quinney, Derrick
Subject: Notification of Position Conversion 236004

Good Morning Sally,

Position 236004 a Document Processor, UAW C is currently vacant. To better meet the operational needs of the office the Register of Deeds will convert the position to an Administrative Assistant – Register of Deeds, UAW G.

I have attached the Administrative Assistant job description for your records.

The Register of Deeds would like to propose the change of this position to the Board of Commissioners during the next round of Committee meetings.

If you have any concerns about this proposal, please let me know.

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT – REGISTER OF DEEDS

General Summary:

Under the supervision of the Register of Deeds, provides receptionist, clerical and administrative support to the Register of Deeds staff. Schedules appointments, arranges meetings, creates and maintains data bases and prepares a variety of correspondence, reports, announcements and other materials. Designs, updates and maintains various forms and documents for program use. Serves as a liaison to other departments and external vendors.

Essential Functions:

1. Provides a variety of clerical and support services to the staff. Examples include, but are not limited to data entry, proofreading, faxing, copying, processing outgoing mail, distributing incoming mail, maintaining office supplies and equipment and other administrative duties.
2. Uses a variety of software programs to provide administrative support. Composes correspondences, documents, brochures, newsletters, marketing materials, presentations and reports.
3. Answers questions from citizens regarding departmental procedures and requirements and program requirements. Reviews questions from citizens and answer/draft responses.
4. Schedules internal and external meetings. Assists with the meetings logistics regarding room set-up, agendas, amenities and audio-visual equipment.
5. Serves as the administrative liaison to County departments and external agencies. Provides first-level technical support to staff.
6. Maintains departmental website and social media. Maintains the department interactive website which includes adding, deleting and/or changing information as necessary in an effort to keep the public informed of any alerts or developments.
7. Serves on various committees representing the Register of Deeds.
8. Reviews bulletins, updates and announcements from various sources to determine if new information will affect any policies or procedures, and communicates to appropriate staff and managers.
9. Back-up for other departmental staff including but not limited to Register of Deeds, Chief Deputy Register of Deeds, System Administrator, Document Coordinators and Document Processors.
10. Performs other duties as assigned.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA 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: An Associate's Degree is required. Business Administration, Public Administration, Paralegal or a related field is preferred.

Experience: A minimum of two (2) years of experience as an administrative assistant or related position is required.

Other Requirements:

(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)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasp, handle and pinching.
- This position's physical requirements require regular stamina in sitting, standing, walking, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the 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.)

**September 2015
UAW G**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY VACANT DOCUMENT PROCESSOR POSITION NUMBER 236004 UAW C TO ADMINISTRATIVE ASSISTANT TO THE REGISTER OF DEEDS UAW G

WHEREAS, Position #236004, Document Processor UAW C is currently vacant; and

WHEREAS, the Ingham County Register of Deeds would like to convert Position #236004 Document Processor to an Administrative Assistant to the Register of Deeds UAW G Worker position to better meet its operational needs; and

WHEREAS, a Document Processor Worker is compensated at the UAW/C step 5 (\$35,107); and

WHEREAS, the UAW Union has been notified and they support the reclassification; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant Position #236004 would cost an additional \$8,507 long-term; and

WHEREAS, the UAW has reviewed and supports the proposed reclassification of vacant Position #236004 Document Processor UAW C to an Administrative Assistant to the Register of Deeds UAW G; and

WHEREAS, the Register of Deeds recommends that the Board of Commissioners authorize the proposed reclassification of vacant Position #236004 Document Processor UAW C to an Administrative Assistant to the Register of Deeds UAW G with a compensation of (\$37,438.13-\$44,637.73) range.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #236004 Document Processor UAW C to an Administrative Assistant to the Register of Deeds UAW G.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary as part of the reclassification of this position.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make any necessary adjustments to the budget and approved position list consistent with this resolution.

Agenda Item 6

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 2, 2015

SUBJECT: Resolution Authorizing Status Change for Position #601309

Attached is a resolution to authorize the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1) to a 1.0 FTE Health Center Nurse. The cost difference of this conversion will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424. The elimination of the remainder of position #601424 would save \$50,000.00 annually. This status change better reflects the operational needs of the Ingham County Health Department (ICHHD).

Ingham County Human Resources Department confirms that position #601424 is currently vacant. Human Resources also participated in and analyzed the proposed conversion. Human Resources also notified the Michigan Nurse Association Union and the ICEA County Professionals Union about the position conversion.

I recommend that the Ingham County Board of Commissioners authorize the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1), to a 1.0 FTE Health Center Nurse.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Agenda Item 6

TO: Barb Mastin, Deputy Health Officer/Executive Director Community Health Care Services

FROM: Beth Bliesener, Employment Specialist

DATE: 10/05/2015

RE: Memo of Analysis

HR can confirm the following information:

1. Position number 601424, Assistant Social Worker, ICEA County Pro, became vacant as of October 5, 2015.
2. Position number 601309 is currently a $\frac{3}{4}$ Health Center Nurse, MNA and is occupied.
3. The Health Department will eliminate position number 601424 and use some of the funding to increase position number 601309 from $\frac{3}{4}$ time to full-time status.
4. The employee is in agreement with increasing the status of her position.
5. Human Resources sent notice to both the ICEA County Pro and MNA Chair's regarding the changes of the positions.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).

Agenda Item 6

601309 Health Center Nurse - 3/4 time	MNA 01	MNA 01	601309 Health Center Nurse - FT	MNA 01	MNA 01
	step 1	step 5		step 1	step 2
704000 Salary	\$36,681	\$44,027	704000 Salary	\$48,908	\$58,703
720000 Longevity	0	0	720000 Longevity	0	0
Wages	<u>\$36,681</u>	<u>\$44,027</u>	Wages	<u>\$48,908</u>	<u>\$58,703</u>
715000 FICA&med	2,806	3,368	715000 FICA&med	3,741	4,491
716020 Hlth &Surchrg	14,585	14,585	716020 Hlth &Surchrg	14,585	14,585
716100 Dental	886	886	716100 Dental	886	886
716200 Vision	119	119	716200 Vision	119	119
717 Life Insurance	126	126	717 Life Insurance	126	126
717000 Disability	70	84	717000 Disability	93	112
ICEA County Prof Hybrid DB	1,834	2,201	ICEA County Prof Hybrid DB	2,445	2,935
ICEA County Prof Hybrid DC	367	440	ICEA County Prof Hybrid DC	489	587
722000 Workers Comp	253	304	722000 Workers Comp	337	405
722600 CARES	33	33	722600 CARES	33	33
716040 Health Ins Trust	1,321	1,585	716040 Health Ins Trust	1,761	2,113
Total	<u>\$59,080</u>	<u>\$67,759</u>	Total	<u>\$73,524</u>	<u>\$85,095</u>
				Savings/(Cost)	(\$14,444) (\$17,336)

601424 Assistant Social Worker	ICEA 05	ICEA 05
	step 1	step 5
704000 Salary	\$42,668	\$51,221
720000 Longevity	0	0
Wages	<u>\$42,668</u>	<u>\$51,221</u>
715000 FICA&med	3,264	3,918
716020 Hlth &Surchrg	15,230	15,230
716100 Dental	886	886
716200 Vision	119	119
717000 Life Insurance	96	96
* ICEA County Prof Hybrid DB	2,146	2,576
* ICEA County Prof Hybrid DC	427	512
722000 Workers Comp	294	353
722600 CARES	33	33
716040 Health Ins Trust	1,557	1,870
Total	<u>\$66,721</u>	<u>\$76,815</u>
Proposed Elimination of this position		

Agenda Item 6

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING STATUS CHANGE FOR POSITION #601309

WHEREAS, position #601309 is a .75 FTE Health Center Nurse position (MNA Grade 1); and

WHEREAS, the Ingham County Health Department (ICHHD) would like to convert position #601309 from .75 FTE to a 1.0 FTE; and

WHEREAS, a .75 FTE Health Center Nurse is compensated at MNA Grade 1 (\$59,080 - \$67,759); and

WHEREAS, a 1.0 FTE Health Center Nurse is compensated at MNA Grade 1 (\$73,524 - \$85,095); and

WHEREAS, the cost difference will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424 which is compensated at ICEA Pro Grade 5 (\$66,721 - \$76,815); and

WHEREAS, the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, will be eliminated; and

WHEREAS, the elimination of the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, would save \$50,000 annually; and

WHEREAS, this status change better reflects the operational needs of the Ingham County Health Department (ICHHD); and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the Michigan Nurses Association has been notified of the position status change; and

WHEREAS, the ICEA County Professional has been notified of the position status change; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE.

BE IT FURTHER RESOLVED, the cost difference will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424 which is compensated at ICEA Pro Grade 5 (\$66,721 - \$76,815).

BE IT FURTHER RESOLVED, the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, will be eliminated.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary as part of the reclassification of this position.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make any necessary adjustments to the budget and approved position list consistent with this resolution.

Agenda Item 7

TO: Board of Commissioners
FROM: Frank Chain – IT Project Manager
RE: IT Project Costs for the Forest Community Health Center remodel
DATE: October 8, 2015

Dear Commissioners,

This resolution authorizes the use of funds from the Forest Community Health Center (FCHC) Restoration Project for the installation and the updating of the IT infrastructure of FCHC. This will assist in making sure all of the needs of FCHC are met and maintained.

The scope of the work includes, but not limited to, the purchase and installation of network switches, wireless access points, security cameras for inside FCHC and the outside parking lot, networked printers, phones, and the installation of all of the wiring necessary to support all of the equipment needed at FCHC. All of the work will be completed by 12/1/2015.

The Innovation and Technology department is estimating a cost of \$175,000 with a 10% contingency for any unseen circumstances. The total cost not to exceed \$192,500.

Thanks you for your consideration and feel free to contact me if you have any questions at 676-7369 or fchain@ingham.org.

FCHC IT Costs Approximate: 10/9/15

4 – 10Gig 48 port switches	\$47,764.52
18 – Aruba 225 AP's	\$18,302.76
40 hrs labor switch/AP install	\$ 6,400.00
5 – EM 601 indoor camera's	\$ 4,265.00
3 – CH 160 outdoor camera's	\$ 2,850.00
2 – PTZ EP 550 HD outdoor cam.	\$ 6,400.00
2 – DH220 indoor HD camera's	\$ 2,300.00
2 – pole mount	\$ 202.18
9 – Ceiling mount kits	\$ 800.00
Cable installation Cat 6	\$51,670.00
Printers – 364e(3)	\$14,086.92
Printer – 554e(1)	\$ 6,913.97
Phones -	\$ 3,600.00
MISC -	\$10,664.17

Parts costs are subject to change depending on time of ordering.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE USE OF FUNDS FROM THE
COMMUNITY HEALTH CENTER FUND FOR THE IT INFRASTRUCTURE OF THE
FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Forest Community Health Center (FCHC) has a need for a new and updated IT infrastructure; and

WHEREAS, the pricing is based up the current government discounted rate; and

WHEREAS, the Innovation and Technology Department agrees with the estimated costs of equipment and labor.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes installation and updating of the IT infrastructure for the FCHC at a cost of \$175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed \$192,500 from the Community Health Center Fund.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes payment not to exceed \$52,000 to FD Hayes for cable installation at FCHC.

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 Board of Commissioners is authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 8

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #15-144 WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)**

The resolution before you authorizes an amendment to Resolution #15-144 which approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center.

As a result of bidding out the dental equipment, unexpected design and construction document changes were encountered. The unexpected design and document changes resulted in a two and a half month project delay as well as additional design and construction costs.

The Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00.

The renovations will be performed for a total not to exceed cost of \$1,599,900.00 which includes the increased contingency amount.

The funds for this project remain available within the approved CIP line item 511-61553-976000-02012.

I recommend approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #15-144 WITH
LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST
COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, Resolution #15-144 approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center; and

WHEREAS, as a result of bidding out the dental equipment, unexpected design and construction document changes were encountered; and

WHEREAS, the unexpected design and document changes resulted in a two and a half month project delay as well as additional design and construction costs; and

WHEREAS, the Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$1,599,900.00 which includes the increased contingency amount; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$50,000.00 from the approved CIP line item 511-61553-931000-02012 which has a balance of \$337,250.00 for the Forest Community Health Center parking lot restoration project into the approved CIP line item 511-61553-976000-02012 which has a balance of \$1,614,862.90 for Forest Building Additions & Improvements; and

WHEREAS, funds for this project remain available within the approved CIP line item 511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform renovations at the Ingham County Forest Community Health Center for a total not to exceed cost of \$1,599,900.00 which includes an increased contingency amount of \$50,000.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a line item transfer of \$50,000.00 from the approved CIP line item 511-61553-931000-02012 which has a balance of \$337,250.00 for the Forest Community Health Center parking lot restoration project into the approved CIP line item 511-61553-976000-02012 which has a balance of \$1,614,862.90 for Forest Building Additions & Improvements.

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 of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 9a

TO: The Ingham County Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 1, 2015
RE: Health Insurance Coverage for Medicare Eligible Employees

The County has been purchasing health insurance for our Medicare eligible retirees from Humana for many years. In 2015, Humana was sold and the County's health care consultant recommended that the County look at other alternatives.

Proposals were received and it was determined that beginning in 2016, the County should begin purchasing this coverage from the Hartford Life Insurance Group. It is anticipated that this change will save approximately \$100,000 in 2016 (some of this savings will be shared with retirees who purchase coverage for their spouses).

The County's administration is especially concerned about providing the best value to our elderly retirees. We have closely reviewed the proposal and while the benefits are not identical, the overall change will have no detrimental impact to our retirees.

If you have any questions, feel free to contact me.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF RETIREE MEDICARE SUPPLEMENTAL INSURANCE FROM THE HARTFORD LIFE INSURANCE COMPANY

WHEREAS, Ingham County is currently purchasing supplement Medicare insurance coverage for our Medicare eligible retirees from Humana; and

WHEREAS, the County's health insurance consultant has received proposals from other providers and has determined that purchasing a policy from the Hartford Life Insurance Company can reduce the annual premium cost; and

WHEREAS, the County administration has reviewed the proposal and determined that the change will have no detrimental impact on our retirees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with the Hartford Life Insurance Company to provide health insurance coverage to our Medicare eligible retiree beginning in 2016.

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 contract documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 9b

TO: The Ingham County Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 1, 2015
RE: Public Act 152 requirements

We are in the process of finalizing the agreements with the employee groups concerning the health insurance benefits to be offered in 2016. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees in accordance with Resolution #14-436. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

While we will make every effort to comply with the law, we believe it is in the County's best interest to waive all requirements of Public Act 152 (as we did in 2015). This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver.

If you have any questions, feel free to contact with Travis Parsons or me.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2016

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions toward their employee's health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps), and

WHEREAS, Section 8 of the Act (MCL 15.568) permits a local unit of government to exempt itself from provisions employer contribution limitations for the next succeeding year by a 2/3 vote of its governing body; and

WHEREAS, in 2016, the County will be self-insuring a portion of the health insurance cost which is anticipated to save money; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that this requirement of Public Act 152 be waived for 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2016 yet attempt to meet all of the requirements of the act.

Agenda Item 10a

Date: October 6, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing a Purchase Order with Barnhart Roofing for the Reroofing Project of the Restroom at the Lake Lansing South Park Picnic Area and the White Restroom Building at Lake Lansing North Park Near the Main Shelter

The Parks Department owns and maintains the buildings at Lake Lansing Parks and has a roof replacement plan in place to ensure routine replacement of building roofs. Bids were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Barnhart Roofing of Lansing, Michigan.

This resolution authorizes the Purchasing Department to execute a Purchase Order with Barnhart Roofing for the reroofing project for the roof on the White Restroom at the Lake Lansing North Park near the Main Shelter and the restroom at the Picnic Area at Lake Lansing South Park in amount not to exceed \$7,072.50 which is inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing. Barnhart Roofing has agreed to charge \$1.75/SF for repairs to the wood sheathing, if necessary.

This resolution was supported at the September 28, 2015 Parks & Recreation Commission meeting.

Agenda Item 10a

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 21, 2015
SUBJECT: Reroofing project at the Lake Lansing South Park Picnic Area and North Park White, restroom buildings.

Project Description:

Bids were sought from roofing contractors for the purpose of removing and disposing of old shingles, making repairs where necessary and installing new shingles on two restrooms buildings. The North Park White building has skylights that require repair.

Proposal Summary

Vendors contacted: 06 Local: 01
Vendors responding: 03 Local: 00

Company	Address	Local Preference	Cost
Olde World Builders Inc.	4515 W. Saginaw Hwy., G17, Lansing MI 489	No	\$4,656.34
Barnhart Roofing	4349 Barton Rd., Lansing MI 48917	No	\$6,150.00
Jimmerson Roofing	13199 Blaisdell, DeWitt MI 48820	No	\$7,090.00

Vendors not responding

Spartan Roofing, a local vendor, 6850 Aurelius Road, Lansing MI 48911. No response.

Merrell Roofing, Shiawassee County, 6557 Meridian Rd., Laingsburg MI 48848
Reason: The large size of the skylight on one of the buildings

Sherriff Goslin, Eaton County, 3008 S. Canal, Lansing MI 48917. No response.

Recommendation

Olde World Builders Inc. provided the lowest bid; however, their bid did not meet the requested specifications.

Barnhart Roofing provided the next lowest bid. Barnhart Roofing accurately bid the project as requested, plus is qualified and experienced to complete the project.

It is recommended awarding a purchase order or contract to Barnhart Roofing at a cost not to exceed \$7,072.50, which is inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing. Barnhart Roofing has agreed to charge \$1.75/SF for repairs to the wood sheathing, if necessary.

This is not a prevailing wage project because the cost does not exceed \$10,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A PURCHASE ORDER WITH BARNHART ROOFING FOR THE REROOFING PROJECT OF THE RESTROOM AT THE LAKE LANSING SOUTH PARK PICNIC AREA AND THE WHITE RESTROOM BUILDING AT LAKE LANSING NORTH PARK

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing Parks; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the roof of the restroom at the Lake Lansing South Park Picnic Area and the White Restroom at Lake Lansing North Park are scheduled for a roof replacement in 2015; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of Parks Department staff, to award the project to Barnhart Roofing of Lansing, Michigan.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Purchasing Department to execute a Purchase Order to Barnhart Roofing for the reroofing project of the roof on the restroom at the Lake Lansing South Park Picnic Area and the White Restroom at Lake Lansing North Park in an amount not to exceed \$7,072.50, which is inclusive of a 15% contingency for any unforeseen structural repairs to the sheathing.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes repairs to the wood sheathing, if necessary at a cost of \$1.75 per square foot, not to exceed the total project cost of \$7,072.50.

BE IT FURTHER RESOLVED, that funds are available in line item 208-75500-931000-51000.

Agenda Item 10b

Date: October 6, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Granting the Parks & Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Ingham County Parks

In an effort to continue to increase visitation at the parks the Ingham County Parks & Recreation Commission is asking for flexibility to alter park activity fees to promote future visitor incentive events.

This resolution gives the Parks & Recreation Commission the ability to approve visitor incentive programs for promotional and marketing purposes (special rates/discounts) at the Ingham County Parks after the consideration and recommendation of Park Staff and the Park Commission.

The Parks & Recreation Commission supported the concept of visitor incentive programs by passing a resolution at their September meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION GRANTING THE INGHAM COUNTY PARKS AND RECREATION COMMISSION
THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS
AT THE INGHAM COUNTY PARKS**

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, park staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

WHEREAS, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

WHEREAS, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

THEREFORE BE IT RESOLVED, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to approve occasional visitor incentive programs at Ingham County Parks after review by the Park Director and upon the recommendation of the Ingham County Parks & Recreation Commission.

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: October 6, 2015

SUBJECT: Proposed amendments to the Ingham County/Michigan Paving & Materials first party construction contract and the Ingham County/City of Lansing third party agreement for the Michigan Avenue project. Amendments for addition of city desired sanitary sewer work on Grace Street.

Background:

The Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) fund grant to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to east of Clare Street. The project generally involves replacement of the existing roadway pavement, storm sewer improvements, water main improvements, sidewalk installation, and conversion from 4-lanes to 3-lanes with paved shoulders. The work along Michigan Avenue is nearly completed.

Also included within the project were sanitary sewer repairs for the City of Lansing, which are being performed as I write. A third party agreement between the City of Lansing and Ingham County was executed to secure funding for city desired sanitary sewer work within project, which included a 400 foot portion of Grace Street.

Current Issue:

The City of Lansing approached ICRD to have our contractor perform sanitary sewer repairs to another 500 foot portion of Grace Street, just down the road from the original Grace Street repairs. The additional work has an estimated value of \$130,000, for which the City of Lansing is to pay all costs. Lastly, the contractor, Michigan Paving & Materials, Lansing, Michigan has agreed to perform the additional work.

The total estimated City of Lansing costs are as follows:

Original City of Lansing sanitary sewer work	\$172,313.33
Additional City of Lansing sanitary sewer work	<u>\$130,000.00</u>
	\$302,313.33

The reason for this memo and resolution is to approve executing a first party construction contract amendment with Michigan Paving & Materials Co., Lansing, Michigan and to approve executing a third party agreement amendment between City of Lansing and Ingham County to effect the additional sanitary sewer repair work.

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 FIRST PARTY CONSTRUCTION CONTRACT AMENDMENT
WITH MICHIGAN PAVING & MATERIALS CO. AND
A THIRD PARTY AGREEMENT AMENDMENT WITH THE CITY OF LANSING
FOR ADDITIONAL CITY DESIRED WORK ASSOCIATED WITH THE
MICHIGAN AVENUE RECONSTRUCTION PROJECT**

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) funds to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to east of Clare Street (Project); and

WHEREAS, the road work is needed to replace deteriorated pavement along Michigan Avenue, provide much needed sidewalk upgrades and water main work, and repair and update the City of Lansing's sanitary sewer infrastructure under the roadway; and

WHEREAS, pursuant to Resolution No. 15-170, the Project has been undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the recommended contractor Michigan Paving & Materials Co. of Lansing, Michigan; and

WHEREAS, the City of Lansing approached ICRD to have the Project contractor perform sanitary sewer repairs to another 500 foot portion of Grace Street, just down the road from the original Grace Street repairs; and

WHEREAS, the total estimated City of Lansing costs are as follows:

Original City of Lansing sanitary sewer work	\$172,313.33
Additional City of Lansing sanitary sewer work	<u>\$130,000.00</u>
	\$302,313.38

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the construction contract amendment with **Michigan Paving & Materials Co., Lansing, Michigan** to perform additional sanitary sewer repair work along a 500 foot portion of Grace Street for a total estimated cost of \$130,000.00, which is to be entirely paid for by the City of Lansing.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement amendment with the City of Lansing to pay for all actual costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary amendments 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 October 7, 2015 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: October 7, 2015

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>
2015-480	COMCAST	CABLE /UG	LAKE LANSING RD & HAGADORN RD	MERIDIAN	6
2015-481	JOE WALKER	LAND DIVISION	M-36 & DEITZ RD	WHITE OAK	20
2015-483	CONSUMERS ENERGY	TREE REMOVAL	ARDMORE AVE & HAMILTON RD	MERIDIAN	21
2015-484	CONSUMERS ENERGY	GAS / ELECTRIC	MARSH RD & TIMES SQUARE	MERIDIAN	15
2015-485	AT & T	CABLE / OH	PINE TREE RD & JOLLY RD	DELHI	2
2015-486	BEEMER RESIDENTIAL BUILDER	COMMERCIAL DRIVE/ WALKWAY	CEDAR ST & FAY AVE	DELHI	15
2015-487	LAWRENCE BUILDING CO	COMMERCIAL DRIVE / WALKWAY	NEWMAN RD & MARSH RD	MERIDIAN	22
2015-502	AT & T	CABLE / UG	ENGLISH OAK DR & PINE TREE	DELHI	2
2015-503	TURNKEY NETWORK	CABLE / UG	JOLLY RD & HAGADORN RD	VARIOUS	
2015-504	CONSUMERS ENERGY	GAS	WAVERLY RD & MCCUE RD	DELHI	30
2015-505	CONSUMERS ENERGY	GAS	HASLETT RD & OKEMOS RD	MERIDIAN	9
2015-506	COUNTY LINW POWER	MISCELLANEOUS	KIPP RD	VEVAY	17
2015-507	COMCAST	CABLE / UG	HOLLOWAY DR & HOLT RD	DELHI	24
2015-508	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2015-509	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2015-510	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2015-511	COOK BROS EXCAVATING	SANITARY	PARK LAKE RD & MELVILLE DR	MERIDIAN	17
2015-512	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2015-513	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2015-514	CONSUMERS ENERGY	GAS	BARRY RD & SHOEMAN RD	WILLIAMSTOWN	4
2015-527	LBWL	ELECTRIC / OH	HAGADORN RD & MT HOPE RD	MERIDIAN	20
2015-528	MERIDIAN TOWNSHIP	MISCELLANEOUS	KINAWA DR & OKEMOS RD	MERIDIAN	28
2015-529	CONSUMERS ENERGY	GAS	NORTHVIEW DR & GRAND RIVER	MERIDIAN	11
2015-532	CONSUMERS ENERGY	GAS	BARRITT ST & LAKE LANSING	LANSING	3
2015-536	LANSING TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	LANSING	
2015-537	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2015-538	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2015-539	COMCAST	CABLE OH & UG	HOLT RD & AURRELIUS RD	DELHI	22
2015-540	AT & T	CABLE / UG	CENTRAL PARK DR & OKEMOS	MERIDIAN	16

			RD		
2015-541	DONNA CHARAMELLA	TREE REMOVAL	BLYTHFIELD DR & SMITHFIELD AVE	MERIDIAN	8
2015-542	NICHOLAS JONES	SANITARY	HULETT RD & OKEMOS RD	MERIDIAN	28
2015-543	CONSUMERS ENERGY	ELECTRIC / OH	TOLES RD & EIFERT RD	AURELIUS	22
2015-544	AT & T	CABLE / UG	MARSH RD & TIMES SQUARE DR	MERIDIAN	15
2015-545	AT & T	CABLE / UG	MARSH RD & NEWMAN RD	MERIDIAN	22
2015-547	VEVAY TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	DEXTER TR & HAWLEY RD	VEVAY	23
2015-548	CONSUMERS ENERGY	GAS	COLUMBIA RD & AURELIUS RD	AURELIUS	11
2015-549	SUPER CONSTRUCTION LLC	SANITARY	COLLEGE RD & SANDHILL RD	VARIOUS	
2015-554	WALTER B. HOUSE	LAND DIVISION	IOSCO RD & KANE RD	WHITE OAK	12
2015-568	CONSUMERS ENERGY	GAS	TOLES RD & AURELIUS RD	AURELIUS	26
2015-569	COMCAST	CABLE / OH & UG	MARSH RD & HAMILTON RD	MERIDIAN	21

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING GENERIC SERVICE CREDIT PURCHASE
FOR COUNTY EMPLOYEE: CHADWICK C. PHILLIPS**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the resolution further provides that the cost for generic service "must be totally borne by the employee;" and

WHEREAS, Chadwick C. Phillips has completed the MERS application and received the cost estimate to purchase three (3) years under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing resolution, and by the employee's payment to MERS, Mr. Phillips will purchase three (3) years generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Chadwick C. Phillips, the Board of Commissioners hereby approves the purchase of three (3) years generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

**APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution**

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ingham Co, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official from Ingham Co

Date

MERS Use Only

Payment Received:	Member Payment:
Service Credited:	ER Payment:
Signed:	

PAYMENT OPTIONS

The Member's share of the cost may be any amount from zero up to the total estimated actuarial cost, and is due at the time of purchase. The Employer's share is the balance of the total estimated actuarial cost not paid by the Member, and must be paid in a lump sum at the time of purchase.

STEPS FOR PROCESSING APPLICATION FOR ADDITIONAL SERVICE CREDIT

1. The cost estimate (Application for Additional Service Credit) is **valid for 2 months from the calculation date.**
2. If you are paying for the additional service by a rollover distribution from another pension plan (or traditional IRA), you must follow these steps:
 - Contact the other plan administrator (or trustee) to determine their rules for a distribution of your funds.
 - Complete the form "Certification of Qualified Rollover to MERS". After plan administrator signs form, return the completed original to MERS.
 - Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.
 - MERS' Finance Department will provide wiring instructions, if needed.
3. If you have any questions, please call MERS Employee and Retiree Services at 800-767-2308, or go to www.mersofmich.com. MERS is a tax-qualified plan under section 401(a) of the Internal Revenue Code, pursuant to IRS Letter of Favorable Determination dated June 15, 2005.

SPECIAL CONDITIONS APPLICABLE TO THIS CALCULATION

Participant earned 8 years, 11 months of "Other MERS" service while employed with Tuscola County.
if you will be rolling-over funds from a qualified plan to complete this purchase, additional forms are required. Please visit www.mersofmich.com, click on "forms" to download a copy of form #38, "Certification of Qualified Fund Rollover to MERS" (General) with Instructions.

MEMORANDUM

October 5, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The total decrease to the General Fund is \$33,172.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The biggest revenue adjustment in the general fund is a decrease of \$33,172 in secondary road patrol grant revenue based on the award letter from the State of Michigan. The biggest expense adjustment is a decrease of \$52,006 in the appropriation to the Health Department. This decrease will balance the transfers out from the general fund to the transfers in to the Health Fund. As grant adjustments are made throughout the year by resolution, there are minor changes in the necessary general fund appropriation. This adjustment will recognize those changes.

Outside the general fund, a significant adjustment is made to recognize the \$1.5 million insurance refund received by the County from its liability insurance carrier. This revenue has enabled the county to suspend liability chargebacks to departments as one of its short term budget balancing strategies for 2016.

Also included is an update of contingency fund spending so far this year. Based on items going before the Board this round and last, the current contingency amount is projected at \$94,874. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

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

2015 CONTINGENCY

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 th and 54A District Courts	(127,985)
Proposed: 911 Center Facilitation Services	(6,500)
Proposed: 3 rd Quarter Adjustment	1,052
Current Contingency Amount	\$94,874

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 10/1/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,437,459	(\$33,172)	\$80,404,287
245	Public Improvements	716,644	5,030	721,674
664	Mach. & Equip. Revolving	1,353,160	5,051	1,358,211
667	Liability Insurance	626,079	855,000	1,481,079

GENERAL FUND REVENUES

	2015 Budget – <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	43,759,737		43,759,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	2,934,943		2,934,943
Department Generated Revenue			
Animal Control	713,492		713,492
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Controller	3,170		3,170
Cooperative Extension	6,219		6,219
County Clerk	644,210		644,210
District Court	2,705,823		2,705,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	143,533		143,533
Homeland Security/Emgncy Ops	61,961		61,961

Equalization /Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	103,370		103,370
Sheriff	6,519,726	(33,172)	6,486,554
Treasurer	4,495,667		4,495,667
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
Total General Fund Revenues	80,437,459	(33,172)	80,404,287

GENERAL FUND EXPENDITURES

	2015 Budget - <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	562,811		562,811
Circuit Court - General Trial	8,497,344		8,497,344
District Court	2,989,425		2,989,425
Circuit Court - Friend of the Court	1,466,807		1,466,807
Jury Board	1,106		1,106
Probate Court	1,492,746		1,492,746
Circuit Court - Family Division	5,378,555		5,378,555
Jury Selection	105,341		105,341
Elections	262,840		262,840
Financial Services	714,639		714,639
County Attorney	441,158	11,369	452,527

County Clerk	875,542		875,542
Controller	1,038,457	6,413	1,044,870
Equalization/Tax Services	722,623		722,623
Human Resources	959,121		959,121
Prosecuting Attorney	6,200,465		6,200,465
Purchasing	205,860		205,860
Facilities	2,057,758		2,057,758
Register of Deeds	731,057		731,057
Remonumentation Grant	103,370		103,370
Treasurer	597,315		597,315
Drain Commissioner	925,480		925,480
Economic Development	129,994		129,994
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,448,462		20,448,462
Tri-County Metro Squad	75,000		75,000
Community Corrections	143,887		143,887
Animal Control	1,598,597		1,598,597
Homeland Sec./Emergency Ops.	206,621		206,621
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,083,175	(52,006)	5,031,169
Community Health Centers	3,055,748		3,055,748

Jail Medical	1,909,597		1,909,597
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	1,813,468		1,813,468
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	523,960		523,960
Cooperative Extension	483,420		483,420
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,631,550		1,631,550
Contingency Reserves	100,322	1,052	101,374
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,019,732		2,019,732
Total General Fund Expenditures	80,437,459	(33,172)	80,404,287

General Fund Revenues

Sheriff Decrease Secondary Road Patrol revenue from \$248,002 to \$214,830, or \$33,172, based on award letter from State of Michigan Department of State Police.

General Fund Expenditures

Circuit Court Transfer \$8,042 from contractual services to temporary wages to provide coverage for employees on paid medical leave.

County Attorney Increase County Attorney contract budget to reflect 2.5% increase authorized by Resolution 15-140 (\$11,369).

Controller Increase consultants account \$6,413 for independent bond counsel authorized by Resolution 15-95.

Health Department Decrease transfer to Health Department \$52,006 due to various grant adjustments.

Contingency Increase contingency account \$1,052 to balance general fund budget.

Non-General Fund Adjustments

Public Improvements Set up budget for jail heating exchange project (\$12,530). Project (F245) to be funded by a \$7,500 transfer from the annex card system project and a \$5,030 increase in use of fund balance.

Mach./Equip. Revolving Increase CIP upgrade funds to purchase laptop and replacement (F664) CPU for Parks (\$2,051), replacement laptop for Health Department (\$1,382), and two replacement CPUs for Human Resources (\$1,618).

Liability Insurance Adjust liability insurance fund to recognize insurance refund of (F667) \$1.5 million. Expenses will also increase \$855,000, for a net addition to fund balance of \$645,000.