

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
CAROL KOENIG
VICTOR CELENTINO
REBECCA BAHAR-COOK
PENELOPE TSERNOGLOU
KARA HOPE
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, AUGUST 30, 2016 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 [August 16, 2016 Minutes and Closed Session Minutes](#)

Additions to the Agenda

Limited Public Comment

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2. Final Ranking

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
August 16, 2016
Draft Minutes

Members Present: Nolan, Bahar-Cook, Celentino, Koenig, Maiville, and Tsernoglou
(departed at 7:02 p.m.)

Members Absent: Hope

Others Present: Treasurer Eric Schertzing, Tim Dolehanty, Travis Parsons, Becky Bennett,
Jim Hudgins, Lisa McCormick, Rick Terrill, Cindy Wagner, Robin Stites,
and others

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

Approval of the July 19, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE JULY 19, 2016 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

Additions to the Agenda

8. Controller
 - e. Resolution Recognizing the Heroic Efforts of Meridian Township Police Officer Brian Canen and Ingham County Sheriff's Deputies James Beson and Mark Wadford in the Veterans Memorial Courthouse On August 1, 2016

Removed from Agenda –

3. Facilities Department - Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management Janitorial Services

Limited Public Comment

None.

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

2. Innovation and Technologies Department
 - a. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies
 - b. Resolution to Approve Purchase of Training from Lynda.com

4. Road Department
 - a. Resolution to Execute a Waterborne Centerline Pavement Marking Agreement with Williamstown Township
 - b. Resolution Authorizing the Extension of Contract with Avery Oil and Propane for the 2016/2017 Supply of Propane Used for Heating at the Eastern District of the Ingham County Road Department
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - d. Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Road Department
 - e. Resolution Authorizing the Purchase of Two New Wheel Loaders for the Ingham County Road Department

6. Register of Deeds - Resolution Honoring Martha Duncan-Miles

7. Human Resources
 - a. Resolution Approving a Letter of Understanding with Office and Professional Employees International Union Regarding the Finance Clerks
 - b. Resolution Approving the Letter of Understanding with Capitol City Labor Program, Inc. - 911 Non-Supervisory Unit Regarding Vacation Maximum Accumulation
 - c. Resolution Certifying Representatives for the MERS Annual Conference

8. Controller
 - e. Resolution Recognizing the Heroic Efforts of Meridian Township Police Officer Brian Canen and Ingham County Sheriff's Deputies James Beson and Mark Wadford in the Veterans Memorial Courthouse On August 1, 2016

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

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

3. Facilities Department – Discussion regarding the Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management Janitorial Services

Chairperson Nolan stated that she pulled this resolution from the Human Services Committee meeting to get further explanation regarding the costs of County staff versus contractors doing janitorial service work.

Rick Terrill, Facilities Director, stated that County staff had been cleaning the Drain Office and 55th District Court for years. He further stated that adding these two building to the contract would have alleviated some of the work load for current staff and all at a very small price to the County. He indicated this change would require the Union and there was not time to come to an agreement before the contract was put in place. Mr. Terrill stated this was why the contract needed to be amended, until further discussion with the Union could take place.

Commissioner Koenig asked who cleaned the Drain Office currently.

Mr. Terrill stated that two staff members cleaned both the buildings nightly.

Commissioner Koenig asked how long they had been cleaning just the Drain Office.

Mr. Terrill indicated it had been 14 or 15 years.

1. Treasurer - Resolution to Contract with Legal Services of South Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO CONTRACT WITH LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS AND INGHAM COUNTY TREASURER.

Commissioner Koenig stated that the Board of Commissioners had a fiduciary responsibility to oversee what a vendor did when a contract was in place. She further stated that she would like a report regarding this vendor.

Treasurer Eric Schertzing addressed the committee regarding tax foreclosure and land contract issues and the lack of consumer protections associated with them.

Chairperson Nolan requested that the Treasurer's Office forward the quarterly reports from the vendor to Becky Bennett, Board Coordinator, for disbursement.

Discussion.

The resolution was amended as follows:

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

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

5. Potter Park Zoo - Resolution Recommending Central Nebraska Packing Inc. Become a Sole Source Vendor to Supply Meat for Potter Park Zoo's Animal Diets

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION RECOMMENDING CENTRAL NEBRASKA PACKING INC. BECOME

A SOLE SOURCE VENDOR TO SUPPLY MEAT FOR POTTER PARK ZOO'S ANIMAL DIETS.

Commissioner Bahar-Cook complimented Cindy Wagner, Interim Zoo Director, on her explanation for use of this sole source vendor.

Commissioner Koenig asked who the Detroit Zoo used as a supplier.

Ms. Wager indicated that they used Nebraska Packing Inc., as well.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

8. Controller
 - a. Purchasing Procedures Policy (*Discussion*)

There was a discussion regarding the purchasing limits for Department Heads.

There was a discussion regarding contract administrator and Purchasing Director responsibilities.

Jim Hudgins, Purchasing Director, suggested a memo be sent to the Board of Commissioners when the amount of a contract and the contingency is surpassed.

Commissioner Bahar-Cook asked if a fund with the Road Department should be set up to cover overages.

Becky Bennett, Board Coordinator, asked if the Road Department used Contract Authorization Forms to amend the amount.

Mr. Hudgins indicated they could but only if the amount is under \$5,000.

Commissioner Celentino asked for the recommendation of the Controller's Office and the Purchasing Department.

Tim Dolehanty, Controller, suggested handling these as an emergency purchase.

Mr. Hudgins agreed.

Commissioner Bahar-Cook stated that Commissioner should be notified of emergency purchases.

Commissioner Koenig stated that the emergency purchase perfectly fit this situation. She inquired if there was a system to track the use of contingency funds.

Commissioner Celentino stated that he thought it was the practice that Commissioners receive immediate notification of emergency purchases. He further stated that this should be written into the Purchasing Policy.

Mr. Dolehanty stated that when emergency purchases occur he would let the Board know.

There was a discussion on bid openings and closings.

Commissioner Bahar-Cook requested that the bid section be consolidated to one part.

Commissioner Koenig suggested a chronological list.

Lisa McCormick, Chief Assistant Prosecutor, stated that regardless of value, a purchase from a single source vendor had to come before the Board as a resolution. She further stated that her concern was that there was no value attached to the single source vendor. Ms. McCormick indicated the process was unclear about when a resolution was needed regarding.

Commissioner Bahar-Cook suggested the previously discussed Department Head purchasing limits apply to single source vendors that were already included in the budget.

Mr. Hudgins stated that the money had been approved during the budget process, but not the vendor.

There was a discussion regarding cooperative contracts versus other vendors.

Commissioner Celentino requested that Controller's Office and Purchasing Department return with their recommendations.

Commissioner Tsernoglou departed at 7:02 p.m.

Commissioner Koenig requested the flow chart regarding vendors.

Ms. McCormick expressed that there were misconceptions by Department Heads regarding the Purchasing Policy and single source vendors.

Commissioner Bahar-Cook stated that there may need to be a reevaluation of State- contract vendors.

There was a discussion about the use of competitive vendors.

Chairperson Nolan stated that there needed to be consistency and clarity within the Purchasing Policy.

Commissioner Maiville inquired as to the status of the MUNIS module for contracts.

Mr. Dolehanty provided an update and an overview on how the module would work.

Discussion.

b. Draft Debt Financing Policy (*Discussion*)

Mr. Dolehanty reviewed portions of the debt financing policy regarding allowing Department Heads to contact the bond advisor directly.

c. Performance Review Policy (*Discussion*)

Mr. Dolehanty asked the Committee for guidance on how to proceed with the Performance Review Policy.

Discussion.

Chairperson Nolan stated that the Performance Reviews Policy would be discussed in Caucus and that the Controller's Office should receive direction during that meeting. She requested that the Controller's Office add a discussion item on the Managerial/Confidential Issue to the next County Service's Committee meeting agenda.

d. Transparency in Bidding Policy (*Discussion*)

Mr. Dolehanty reviewed the creation of a potential Bidding Policy.

Discussion.

Chairperson Nolan requested the Controller's Office draft a Bidding Policy for review.

7. Human Resources

d. Negotiation Update (*Closed Session*)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, AT 6:33 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF NEGOTIATION UPDATES.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Nolan, Bahar-Cook, Maiville, Celentino, and Koenig **Nays:** None **Absent:** Hope and Tsernoglou

The meeting entered closed session.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BAHAR-COOK, AT 6:46 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Nolan, Bahar-Cook, Maiville, Celentino, and Koenig **Nays:** None **Absent:** Hope and Tsernoglou

The meeting adjourned closed session and re-entered open session.

Commissioner Maiville asked for an update on the Hay Study.

Travis Parsons, Human Resources Director, provided an update to the Committee regarding the Hay Study. He stated that he had attended a pre-hearing conference regarding the Unfair Labor Practice charge that had been filed. He further stated the conference was similar to mediation. He indicated that a hearing date had not been set.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:51 p.m.

