THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 4, 2018 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 November 20, 2018 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Economic Development Corporation – Interviews

2. Circuit Court – Resolution to Accept the FY 2019 Mental Health Court Operational Grant and Amend Subcontract Amounts Cited in Resolution #18-392

3. Prosecuting Attorney – Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative

4. Treasurer’s Office – Resolution to Aid Transfer of Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

5. Innovation and Technology
   a. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
   b. Resolution to Approve the Purchase of Bomgar Software from CDW-G

6. Purchasing Department – Prevailing Wage and Living Wage Updates

7. Road Department
   a. Resolution to Retain As-Needed Signal Modeling and Timing Permit Preparation Services
   b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. Human Resources
   a. Resolution to Approve the Amendment of the CCLP Letter of Understanding Regarding Academy Sponsorship
   b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the UAW TOPS Unit
d. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisors Unit
e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association Assistant Prosecuting Attorneys Division
f. Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual

9. Controller’s Office
   a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget
   b. Resolution to Authorize an Amendment to the Contract for Legal Services

10. Board of Commissioners
    a. Resolution Authorizing Commissioner Compensation for 2019 and 2020
    b. Resolution Approving Annual 2019 Compensation for Non-Judicial County-Wide Elected Officials
    c. Resolution Honoring Dr. Martin Luther King, Jr.

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
November 20, 2018
Draft Minutes

Members Present: Nolan, Grebner, Celentino, Hope, Sebolt, and Maiville

Members Absent: Naeyaert

Others Present: Commissioner Derrell Slaughter, Commissioner Nathan Triplett, Commissioner Clerk Barb Byrum, Treasurer Eric Schertzing, Register of Deeds Derrick Quinney, David Reyes, Erick Helzer, Chris Buck, Bob Trezise, Ryan Buck, Trisha Gerring, Rick Terrill, Bill Conklin, Courtney Gabbara, Matt Nordfjord, Sue Graham, Becky Bennett, Teri Morton, Tim Dolehanty, Lindsey LaForte, and others

The meeting was called to order by Chairperson Nolan 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 November 8, 2018 Meeting Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE NOVEMBER 8, 2018 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

Additions to the Agenda

8. Controller’s Office
   d. Authorization to Start a Managerial Employee Above Step 2

9. Human Resources
   a. Resolution Amending Resolution #18-009 Approving a Collective Bargaining Agreement with the Ingham County Employee’s Association – Park Rangers
   b. Resolution to Negotiate an Employment Agreement for Equalization Director
   c. Status Update for Collective Bargaining (closed session)

Substitute –
1. Clerk’s Office – Resolution to Create Executive Assistant – County Clerk Position

Limited Public Comment

David Reyes, Capital Area United Way, operates the Volunteer Income Tax Assistance Program (VITA), thanked the Board of Commissioners for their support. He reviewed a hand out which he provided to the Committee.
Mr. Reyes stated that he would like to share a story of a person that VITA had been able to assist. He further stated that this client had a high tax liability due to the penalty for not having health insurance.

Mr. Reyes stated that the client was nervous that she could only afford to either pay her income tax or her property tax, but not both. He further stated that they worked with her to reduce her liability.

Mr. Reyes stated that she was able to afford to pay her property taxes and stay in her home which had been in her family for generations. He further stated that he would also like to thank Treasurer Eric Schertzing for leading their committee.

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

2. **Treasurer’s Office** – Resolution to Provide Funding for Low Income Tax Preparation

3. **Register of Deeds Office** – Resolution to Authorize an Agreement to Film and Digitize Large Format Plat/Condominium Plans

4. **Potter Park Zoo**
   a. Resolution to Amend Potter Park Zoo Membership Benefits
   b. Resolution to Award a Contract to FD Hayes

5. **Health Department** – Resolution to Authorize Renewal of a Collaborative, Services and Referral Agreement with Community Mental Health of Clinton, Eaton and Ingham Counties

6. **Facilities Department**
   a. Resolution to Authorize Purchase Orders with DBI, FD Hayes and Vidcom for the Pretrial Office Expansion and Reconfiguration at the Grady Porter Building
   b. Notice of Emergency Purchase Order of New X-Ray Scanner at 55th District Court

7. **Road Department** – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. **Controller’s Office**
   a. Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage
   c. Resolution Approving Various Contracts for the 2019 Budget Year
   d. Authorization to Start a Managerial Employee Above Step 2

9. **Human Resources**
   a. Resolution Amending Resolution #18-009 Approving a Collective Bargaining Agreement with the Ingham County Employee’s Association – Park Rangers
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Commissioner Sebolt stated that he would like to disclose that his employer has a relationship with the Capital Area United Way which was a member of the Michigan United Way.

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

1. **Clerk’s Office – Resolution to Create Executive Assistant – County Clerk Position**

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOPE, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Concealed Pistol Licensing Fund (Fund 262) is an appropriate source to fund the position (MCF 5, 2018 Salary Range: step 1, $40,880 – step 5, $49,072; 2018 Personnel Cost Projection: step 1, $77,964 – step 5, $89,679); and

Commissioner Grebner stated that this amendment did not have to do with budgeting, but accounting. He further stated that he wanted to do this right,

Commissioner Grebner stated that budgeting was not about one-time, one-year events. He further stated that the County would budget as if everyone in the payroll will be around another year and the Board of Commissioners did not deal in year-to-year changes.

Commissioner Grebner stated that the Board of Commissioners looked at continuing revenues and expenses and big picture items such as how much fund balance did the County use and how much balance was drawn down. He further stated that the Department Heads naturally looked at the line items, which was fine, but that was not appropriate for the Board of Commissioners.

Commissioner Grebner stated that including this information in this resolution allowed the Board of Commissioners to look at a different amount, which was an amount they should not be considering. He further stated that the Board of Commissioners knew that most employees were not at top of scale but to keep a consistent budgeting process, it was important to always look at the top step of the range.

Commissioner Grebner stated that the County did the same with large capital purchases by not them attributing to a specific year. He further stated that they had people in the past attempt to delay purchases for a year but did not sit well with him.

Commissioner Celentino asked if the resolution should be amended to remove all references to salary.
Commissioner Grebner stated that it was fine to show the Step Five amount and only the Step One amounts should be removed. He further stated that it sounded like he was attacking the Clerk’s Office but this was important to work out for the Board of Commissioners.

Commissioner Grebner stated that his concern was about how the Board of Commissioners presented the information. He further stated that they should be concerned with continuing revenue and continuing expenses for budgeting purposes.

Commissioner Celentino asked Barb Byrum, Ingham County Clerk, if this amendment mattered.

Clerk Byrum stated that she had heard this concern at the last County Services Committee meeting but, at that point, all of this information has already been submitted. She further stated that when the budget was put together for approval, the information included what step each employee was at for that year.

Clerk Byrum stated that she was ambivalent.

Discussion.

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

8. Controller’s Office
   b. Resolution to Negotiate a Tax Sharing Agreement with Meridian Charter Township Downtown Development Authority

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Chris Buck, Meridian Township Economic Development Coordinator, introduced himself.

Eric Helzer, Advanced Development Solutions, introduced himself.

Bob Trezise, LEAP, introduced himself.

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Mr. Buck presented the Downtown Development Authority Tax Increment Financing (TIF) Update.

Commissioner Grebner asked what the taxable value of the three blocks presented in this plan was.

Mr. Helzer stated that he could provide that number but it was not in the presentation.

Commissioner Maiville stated that he did not see any references to the environmental concerns. He asked to expand on that.
Mr. Helzer stated that there was a building which was former dry cleaner site and it was worse than most dry cleaner sites he had seen. He further stated that the land surrounding it was contaminated as was the building which was no longer habitable.

Mr. Helzer stated that the plumb for that site’s contamination went toward the Douglas J Salon and the Red Cedar River. He further stated that there would need to be a barrier in place after the clean-up.

Mr. Helzer stated that the chemicals have damaged the pipes underground also so special pipes were needed in that area with special seals. He further stated that the problem will never be completely gone but it would be greatly improved.

Mr. Helzer stated that there were also two gas station sites that need to be cleaned up.

Commissioner Maiville stated that the County Controller had been an outspoken critic on these plans often. He asked Tim Dolehanty, County Controller, what he thought of this plan.

Mr. Dolehanty stated that he appreciated it. He further stated that a key component of this plan was that Meridian Township was willing to say that there would be a 2.14% inflationary increase in play here.

Mr. Dolehanty stated that Meridian Township was proposing had been done similarly in Lansing Township recently. He further stated that the County would look at that that agreement when working out this one.

Commissioner Celentino stated that this presentation had been given to the Capital Area Regional Airport Board last night and after a through discussion it was supported. He asked the group what other committees they planned on visiting.

Commissioner Celentino asked about the developers who had moved out.

Mr. Helzer stated that with these types of plans communities were building a tool to attract developers to the area, but this was not done in that typical way. He further stated that Meridian Township had a more traditional plan for this at one time and it was fairly small in scope.

Mr. Helzer stated that this project was a large three-block plan and a developer was willing to invest $1.5 million toward the clean-up. He further stated that the base taxable value for those blocks were used as a model.

Mr. Helzer stated that the 2.14% inflationary increase was based on the developer finishing the project and that did not include any potential growth outside of those three blocks. He further stated that this acted a bit more like a Brownfield Plan.
Mr. Helzer stated that they had been conservative when using their numbers and the plan was modeled around real numbers and real costs. He further stated that the environmental numbers were sound.

Mr. Trezise stated that they had a very robust conversation at the Economic Development Committee (EDC) meeting and he had included a memo which was provided in the packet. He further stated that about 20 years ago the State of Michigan put together a core community law to attempt to halt urban sprawl.

Mr. Trezise stated that this focused on areas where there was contaminated property and other factors such as no parking and mainly focused cities and some urban townships. He further stated that the idea of this program was to make the sites competitive for businesses again versus a greenfield space.

Mr. Trezise stated that there were a lot of in-between areas, such as this. This site did not fit the core community because much of the township was more rural.

Mr. Trezise stated that perhaps the law needed to be updated because the site looked like a village of a downtown in a township that was noncore. He further stated that the site looked like a core site.

Mr. Trezise stated that this was an innovative way to work as a Brownfield to clean this site up, and then capture DDA funds to spend out of that pool to use for the Brownfield work. He further stated that he often shared skepticism about TIFs in this day and age when they were open ended.

Mr. Trezise stated that this TIF plan was different because it was very specific and covered the clean up of real contamination causing the site to be a Brownfield. He further stated that the school district’s taxes cannot be captured, so schools would be a big winner.

Commissioner Sebolt stated that there were at least three sources of contamination. He asked if there had been any effort to make the polluters clean it up.

Mr. Helzer stated that they worked with the State and attempted to find anyone who was liable, but at this time that was not a possibility.

Commissioner Sebolt stated that on page 4 of the presentation there was a mechanism for reimbursement which was talking about clean up.

Mr. Helzer stated that was true and the developer had committed $2 million of their own funds toward clean up.

Commissioner Sebolt asked about what the State was looking for.

Mr. Helzer stated that they were paying back the cost of the clean-up but they could not double dip.
Commissioner Sebolt stated that his concern was that corporations polluted this area and another developer would make a lot of money all while the local government was funding this project to allow the developer to make more money.

Mr. Helzer stated that if there was a corporation to go after for the clean-up cost, they would, and if there was not a developer willing to work with this site, the State of Michigan would leave this priority site alone.

Commissioner Sebolt stated that this developer would make a profit no matter what.

Mr. Helzer stated that the developer would not do this project if he had to fund the clean-up entirely on his own.

Commissioner Sebolt stated that he thought that the developer would still develop this area.

Mr. Helzer stated that this clean-up was so cost prohibitive, which was why five other developers had failed. He further stated that there was a developer that had a whole block titled and then he bailed because he could not make the numbers work.

Mr. Helzer stated that this was an opportunity.

Mr. Trezise stated that he understood what Commissioner Sebolt was saying but this was the best policy to rebuild the community and clean up environmental problems and kept greenfields from being more attractive. He further stated that this pollution would go into the river if left where it was.

Mr. Trezise stated that this was not perfect but it was the best way to go, and developer was going to pay for clean-up costs and then they will repay developer.

Commissioner Grebner asked what the timetable was.

Chairperson Nolan asked if they had received the support of Airport Board.

Mr. Helzer stated that they did have their support and also the support of CATA. He further stated that they were to meet with Lansing Community College next. He further stated that their timeline was establish with base taxable value based on 2018.

Mr. Helzer stated that tonight was also the first public hearing at the Meridian Township Board of Trustees meeting. He further stated that the Meridian Township Board of Trustees would be voting on this plan in December.

Mr. Helzer stated that they would like to have action on this item before then or they could be forced back to the drawing board. He further stated that after the public hearing tonight they had a 60 day requirement which ended sometime in January.
Chairperson Nolan stated that this project was in her County Commissioner District and she had not really been approached about this plan. She further stated that nothing had been explained to her before tonight.

Commissioner Grebner stated that he would like the number for the taxable value.

Mr. Helzer stated that he did not have the number for the three blocks of the district at the ready, but he had the number for the entire district which was a bit over 19 million.


Commissioner Grebner stated that there was a general policy to support local units of government in plans such as these as long as they had a limited time frame and their investment would go toward specific public infrastructure. The further stated that this plan did that and that staff was aware of the policy.

Mr. Trezise stated that was why the EDC had made a motion to support this plan and had presented that to the Board of Commissioners.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

9. Human Resources
   b. Resolution to Negotiate an Employment Agreement for Equalization Director

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that the County was moving this along as a contract because the only applicant that was qualified did not need healthcare or benefits. He further stated that he would like to restructure the entire Equalization office; however, this was a good plan in the short term to have someone qualified for the job.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, AT 6:56 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT PRIVILEGE AND COLLECTIVE BARGAINING.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Naeyaert.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:10 P.M.
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Commissioner Announcements

Commissioner Hope stated that this would be her last County Services Committee meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:11 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Economic Development Corporation** – Interviews

Candidates for appointment to the Economic Development Corporation will be in attendance to answer interview questions from Committee members.

2. **Circuit Court** – Resolution to Accept the FY 2019 Mental Health Court Operational Grant and Amend Subcontract Amounts Cited in Resolution #18-392

This resolution would amend Resolution #18-392 by citing the amount granted in the award and adjusting amounts allocated to vendors who will provide participant treatment and services. The requested amount for the grant was $376,893, and the actual award amount was $327,000.

3. **Prosecuting Attorney’s Office** – Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative

This resolution would approve a continuation and an increase of $81,109 for the Memorandum of Understanding with the Michigan State Police to address the 122 untested criminal sexual conduct kits in Ingham County that have been sent to the Crime Lab for testing (SAKI project). The original grant was approved by Resolution #18-210 in May, authorizing a new Detective/Investigator position to review these investigations and determine any investigative measures and work with the Special Assistant Attorney General to determine the viability of the prosecutions of these untested sexual assault kits. This grant award of $151,925 will cover salary, fringe benefits, and all necessary expenses to perform the position through December 31, 2019. This resolution will also approve a transfer from the 2019 contingency account of up to $40,000 to cover non-SAKI cases that may be worked on by the Detective/Investigator assigned to the grant.

4. **Treasurer’s Office** – Resolution to Aid Transfer of Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

The County Treasurer asks for approval of a resolution to transfer 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.

5a. **Innovation and Technology Department** – Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. The current support contract will expire on December 31. The Innovation and Technology Department recommends approval of a resolution to authorize a contract with Hyland and Imagesoft for support renewals in an amount not to exceed $185,000.
5b. **Innovation and Technology Department** – *Resolution to Approve the Purchase of Bomgar Software from CDW-G*

The Innovation and Technology Department (IT) seeks approval of a resolution to purchase enhanced security software. IT staff searched for a software solution to enable remote access to the County computer network in a more efficient manner while maintaining an enhanced level of security. The results of that search and recommendations from peer groups lead to Bomgar. The software purchase was budgeted for 2018 and will alleviate the inefficiencies caused by elevated security practices. The Chief Information Officer recommends approval of a resolution to purchase Bomgar software from CDW-G at a cost not to exceed $45,000.

6. **Purchasing Department** – *Prevailing Wage and Living Wage Updates*

County purchasing policies require payment of prevailing wages on all construction contracts that exceed $10,000 consistent with guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act. The Prevailing Wage Policy requires that the County Controller/Administrator or her/his designee be responsible for monitoring the implementation of and compliance with the provisions of the policy. The Purchasing Department has provided an annual report that details relevant construction projects in 2018.

7a. **Road Department** – *Resolution to Retain As-Needed Signal Modeling and Timing Permit Preparation Services*

The Road Department relies on engineering consultants to perform required signal modeling and timing permit preparation as needed. Signal modeling and consulting services include signal optimization and preparation of signal timing permits for projects within the public road rights-of-way. The signal modeling and consulting services requested involve the following intersections:

1. College Road and Jolly Road
2. Holt Road and Waverly Road
3. Marsh Road and Franklin Street / Nemoke Trail
4. Old Lansing Road and Waverly Road

Additional intersection locations may need signal modeling and timing permit preparation services during the period of this agreement. The resolution proposed by the Road Department will allow for additional signal modeling and optimizing work using labor rates and equipment costs.

7b. **Road Department** – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes nine projects (see attachment for permit list).

8a. **Human Resources Department** – *Resolution to Approve the Amendment of the CCLP Letter of Understanding Regarding Academy Sponsorship*

The CCLP Corrections Unit agreement includes a Letter of Understanding to provide for payment of tuition, wages and benefits to employees sponsored and approved by the Sheriff to attend the Mid-Michigan Police Academy or Corrections Academy. The parties mutually desire to amend this Letter of
Understanding to 1) include the CCLP Law Enforcement Unit as a party and 2) to provide an alternative whereby an employee may be granted an unpaid leave of absence to attend the Mid-Michigan Police Academy or Corrections Academy with continuation of the Employer’s portion of the premium for the employee’s health insurance and payment of tuition. The Human Resources Department recommends approval of this Letter of Understanding.

8b. **Human Resources Department** – Resolution to Approve Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2019 through December 31, 2019.

8c. **Human Resources Department** – Resolution to Approve Collective Bargaining Agreement Wage Reopener with the UAW TOPS Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and UAW TOPS Unit for the period January 1, 2019 through December 31, 2019.

8d. **Human Resources Department** – Resolution to Approve Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisors Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Command Officers Association of Michigan 911 Supervisors Unit for the period January 1, 2019 through December 31, 2019.

8e. **Human Resources Department** – Resolution to Approve Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association Assistant Prosecuting Attorneys Division

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division for the period January 1, 2019 through December 31, 2019.

8f. **Human Resources Department** – Resolution regarding Managerial and Confidential Employee Personnel Manual January 1, 2019 – December 31, 2019

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2019 through December 31, 2019. Changes include modification to vacation accrual, sick time donations and recognition of a 2% increase in wages.

9a. **Controller’s Office** – Resolution Authorizing the Controller to Make Year End Budget Adjustments

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 et seq.), and to balance the 2018 Budget. Proposed budget adjustments are presented in the table below:
### 9b. Controller’s Office – Resolution to Authorize an Amendment to the Contract for Legal Services

For many years Ingham County has retained the services of Cohl, Stoker & Toskey P.C. for legal services including general county law matters, labor law matters and workers compensation defense work. Previous agreements specifically exclude litigation covered by County insurance policies or risk groups, but the firm is often assigned to defend the County in such cases by Michigan Municipal Risk Management Authority in recognition of their extensive knowledge of Ingham County matters. The only other exclusion is for bond legal work, a specialty area of law contracted to another firm. Cohl, Stoker & Toskey P.C. seeks a 2% rate increase for 2019. The agreement includes a separate fee of up to $12,000 for costs and expenses incurred in association with legal matters. A resolution is offered to amend the Legal Services contract to reflect this increase.

### 10a. Board of Commissioners’ Office – Resolution Authorizing Commissioner Compensation for 2019 and 2020

The proposed resolution would establish Commissioners’ compensation rates for the term beginning on January 1, 2019.

### 10b. Board of Commissioners’ Office – Resolution Approving Annual 2019 Compensation for Non-Judicial County-Wide Elected Officials

Compensation schedules included in the Managerial/Confidential Personnel Manual were increased by a rate of one percent for 2019. The proposed resolution would provide a similar increase in wages paid to the County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer.

### 10c. Board of Commissioners’ Office – Resolution Honoring Dr. Martin Luther King, Jr.

A resolution is offered to honor the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

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To: Law & Courts, County Services, and Finance Committees

From: Rhonda K. Swayze

Date: November 19, 2018

Re: Michigan Mental Health Court Grant Program
2018-2019 Operational Grant Award

Resolution #18-392, adopted on September 25, 2018, was based on the amount requested for the grant ($376,893). The Court was later notified of the actual award amount of $327,000.

This resolution amends the previous resolution by citing the amount granted in the award and adjusting amounts allocated to vendors who will provide participant treatment and services.

cc: Hon. Laura Baird
    Michael Cheltenham
    Hon. Joyce Draganchuk
    Shauna Dunnings
    Hon. Richard J. Garcia
    Hon. James S. Jamo
    Carol Siemon
    George Strander
Introduction by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2019 MENTAL HEALTH COURT OPERATIONAL GRANT AND AMEND SUBCONTRACT AMOUNTS CITED IN RESOLUTION #18-392

WHEREAS, the 30th Circuit Court had submitted a grant request in the amount of $376,893 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2018 through September 30, 2019; and

WHEREAS, the Board of Commissioners adopted Resolution 18-392 based on the Court’s request for grant funds; and

WHEREAS, the SCAO awarded $327,000 which requires a downward adjustment in the amount allocated to grant operational services and participant treatment and service vendors; and

WHEREAS, this adjustment is as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed $76,584.34); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $70,272); and

WHEREAS, all other elements of Resolution 18-392 are unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the award of $327,000 for the Michigan Mental Health Grant Program – Operational Grant which begins on October 1, 2018 and ends on September 30, 2019, and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed $76,584.34); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $70,272).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2018-2019 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Law & Courts, County Services, and Finance Committees

FROM: Michael Cheltenham, Chief Assistant Prosecuting Attorney

RE: Memorandum and Resolution to Accept Grand Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit

DATE: November 19, 2018

CC: Sheriff Scott Wriggelsworth

The Ingham County Prosecutor’s Office and the Ingham County Sheriff’s office are jointly requesting authorization to enter into a Memorandum of Understanding with the Michigan State Police to address the 122 untested shelved CSC kits in Ingham County that have been sent to the Crime Lab for testing (SAKI project). This grant award of $151,925.00 will cover salary, fringe benefits, and all necessary expenses to perform the job position through December 31, 2019. This grant award is a continuation and an increase of $81,109 from the previous year. These cases are currently under review by a Detective/Investigator who is familiar with the sophisticated nature of criminal sexual conduct investigations.

The Ingham County Prosecutor’s office has previously received approval for funds for a Special Assistant Attorney General to prosecute any cases that are deemed viable. This prosecutor is assigned to the Ingham County Prosecutor’s Office. The approval of this resolution will cover all expenses for an Ingham County Sheriff Detective during the project. This resolution is for expenses through December 2019. We believe it will be necessary to continue the project through 2020 and will be applying for additional funds to cover the 2020 Budget cycle.

We have received support from all local police agencies to have one Detective review and investigate all the cases regardless of the originating agency. This Sheriff’s Department Detective is SAKI trained and will only handle SAKI cases. Any pending investigations assigned to this Detective will remain with her to ensure consistency for the crime victims. There will be a short period of time where some cases will not be able to be billed to the SAKI project and we are requesting contingency funds not to exceed $40,000 to cover non-SAKI cases, these contingency funds which will cover her salary and fringe benefits.
Agenda Item 3

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONTINUED ACCEPTANCE OF GRANT FUNDS FOR A DETECTIVE CURRENTLY EMPLOYED BY INGHAM COUNTY FOR THE SEXUAL ASSAULT KIT INITIATIVE

WHEREAS, there are 122 untested sexual assault kits in Ingham County that have been sent to the Michigan State Crime Lab for testing; and

WHEREAS, the Michigan State Police have indicated that they have funds through the federal government to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits; and

WHEREAS, grant funds in the amount of $151,925 are available to cover salary, fringe benefits, and expenses for a Detective from the Ingham County Sheriff’s Office; and

WHEREAS, the Ingham County Sheriff’s Office has designated a detective to review these investigations and determine any investigative measures and work with the Special Assistant Attorney General to determine the viability of the prosecutions of these untested sexual assault kits; and

WHEREAS, the Detective will be working out of the Ingham County Prosecutor’s Office; and

WHEREAS, the Detective will be paid by funds from the Michigan State Police, including but not limited to salary, computers, phones, training, and mileage and any other funds approved by the Michigan State Police. All expenses including salary will be processed by Ingham County but will be paid for by the Michigan State Police; and

WHEREAS, these funds are a continuation and increase of $81,109 from the previous year, and there remain untested sexual assault kits in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor’s Office to enter into a Memorandum of Understanding with the Michigan State Police to accept grant funds in the amount of $151,925 to cover salary, fringe benefits, and expenses for a Detective from the Ingham County Sheriff’s Office.

BE IT FURTHER RESOLVED, that a transfer of up to $40,000 from the 2019 Contingency Fund to the Ingham County Sheriff’s Office personnel budget is authorized to cover the cost of non-SAKI cases handled by the grant funded position and to cover the overlap in positions to allow for cross training.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments to the 2019 budget and position allocation list.

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

FROM: Eric A. Schertzing

RE: Resolution to Transfer 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 transfer 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.”

In 2005, Treasurer Schertzing, with the approval of the Ingham County Board of Commissioners established the Ingham County Land Bank Fast Track Authority to assist in the strategic disposition of tax reverted property.

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 AID TRANSFER OF 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 Treasurer; and

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

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer 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.
33-01-01-03-352-171
LOT 24 SPENCERS SUB
Property Address: 804 RANDALL ST LANSING MI

33-01-01-04-205-121
LOT 25 HEATHER HILL REC L 24 P 12
Property Address: 3215 SCHULTZ ST LANSING MI

33-01-01-06-177-001
LOT 126 WESTMONT SUB
Property Address: 3116 WESTMONT AVE LANSING MI

33-01-01-08-127-482
W 160 FT OF S 38 FT OF N 76 FT LOT 28 ASSESSORS PLAT NO 12
Property Address: NO STREET FRONTAGE LANSING MI

33-01-01-08-229-181
E 33 FT OF W 66 FT LOTS 77, 78 & 79 KNOLLWOOD PARK
Property Address: 810 CYPRESS ST LANSING MI

33-01-01-08-278-091
S 1/2 LOT 142 KNOLLWOOD PARK
Property Address: ROOSEVELT AVE LANSING MI

33-01-01-08-282-131
LOT 121 KNOLLWOOD PARK
Property Address: ROOSEVELT AVE LANSING MI

33-01-01-09-306-021
E 1/2 LOT 4 BLOCK 1 MOORES SUB ON BLOCK 27
Property Address: 712 BROOK ST LANSING MI

33-01-01-09-307-171
S 1/4 LOT 4 & N 24.75 FT LOT 5 BLOCK C SUB OF BLOCKS 26 & 27 ORIG PLAT
Property Address: 1011 N CHESTNUT ST LANSING MI

33-01-01-10-177-035
N 22 FT LOT 130 HIGHLAND PARK
Property Address: NEW YORK AVE LANSING MI
2018 Tax Foreclosures
Subject to Local Unit Rejection

33-01-01-10-205-061
LOTS 116, 117 & S 23 FT LOT 115 FRANKLIN HEIGHTS SUB
Property Address: 1700 ILLINOIS AVE LANSING MI

33-01-01-10-328-051
LOT 32 FARRANDS ADD
Property Address: 1130 FARRAND ST LANSING MI

33-01-01-10-329-231
LOT 12 BLOCK 2 NARMORES ADD
Property Address: 1025 E OAKLAND AVE LANSING MI

33-01-01-14-137-111
LOT 416 FOSTER FARM
Property Address: 330 N FRANCIS AVE LANSING MI

33-01-01-14-363-011
W 99 FT OF S 1/2 LOT 156 & W 99 FT LOT 157 LANSING ADDITION COMPANYS SUB REC L 5 P 20
Property Address: 601 S HAYFORD AVE LANSING MI

33-01-01-15-311-061
S 1/2 LOT 8 BLOCK 15 GREEN OAK ADD
Property Address: 325 S EIGHTH ST LANSING MI

33-01-01-15-426-131
S 1/2 LOT 15 BLOCK 2 HALLS ADD
Property Address: 209 LATHROP ST LANSING MI

33-01-01-15-451-161
LOT 27 EXC COM SE COR LOT 27, TH W 33 FT TO SW COR SAID LOT, N 10 FT, SE'LY TO BEG: BREITEN PARK SUB REC L 5 P 48
Property Address: FULLER ST LANSING MI

33-01-01-15-451-241
LOT 17 BREITEN PARK SUB REC L 5 P 48
Property Address: 1416 ELIZABETH ST LANSING MI

33-01-01-16-107-001
N 27 FT OF W 4 R LOT 12 BLOCK 73 ORIG PLAT
Property Address: 534 N PINE ST LANSING MI

33-01-01-17-401-291
LOT 43 ASSESSORS PLAT NO 8
Property Address: 1106 W ALLEGAN ST LANSING MI

33-01-01-17-401-381
LOT 5 ASSESSORS PLAT NO 8
Property Address: 1125 W MICHIGAN AVE LANSING MI

33-01-01-20-131-080
LOT 15 RIVERVIEW HEIGHTS SUB
Property Address: WILLIAM ST LANSING MI

33-01-01-20-488-151
LOT 15 FLORAL SUB
Property Address: 800 W MT HOPE AVE LANSING MI

33-01-01-21-427-129
LOT 37 ROLLIN H PERSON ADD
Property Address: 530 CHRISTIANITY ST LANSING MI

33-01-01-23-104-161
LOT 133 LANSING ADDITION COMPANYS SUB REC L 5 P 20
Property Address: 706 S HAYFORD AVE LANSING MI

33-01-01-27-110-031
LOT 61 S 40 FT OF N 80 FT LOT 66 MORNINGSIDE SUB
Property Address: 2115 LYONS AVE LANSING MI

33-01-01-28-106-011
LOT 17 BLOCK 30 ELMHURST SUB
Property Address: 2109 S RUNDLE AVE LANSING MI

33-01-01-30-403-091
E 75 FT LOT 576 PLEASANT GROVE SUB NO 2
Property Address: FAUNA AVE LANSING MI

33-01-01-31-328-251
LOT 262 CHURCHILL DOWNS NO 1 SUB
Property Address: 4501 WAINWRIGHT AVE LANSING MI

33-01-01-34-402-051

COMP 520 FT S & 262 FT E OF NW COR OF NE 1/4 OF NW 1/4 OF SE 1/4, TH E 50 FT, N 188 FT, W 50 FT, S 188 FT TO BEG; SEC 34 T4N R2W
Property Address: E CAVANAUGH RD LANSING MI

33-02-02-10-206-032

PART OF NW 1/4 OF SEC 10 T4N,R1W DESC AS: BEG AT SW COR OF LOT 222 OAK GROVE PARK - S 14.57 FT - W 40 FT - NE'LY 185.5 FT TO S LN OF LAKE LANSING RD - E ALONG SD S LINE 15.97 FT TO NW COR OF LOT 156 OAK GROVE PARK - S 170 FT TO POB .08 A M/L
Property Address: LAKE LANSING EAST LANSING MI

33-13-13-29-251-001

O 29-19 COM. AT INT. OF W LINE OF CHURCH ST. & S LINE OF RAILROAD ST-NW'LY ALONG RAILROAD ST, 165 FT SELY 239 FT. TO W. LINE OF CHURCH ST. AT PT. 173 FT. SW'LY OF BEG-NE'LY ON CHURCH ST. 173 FT. TO BEG., SEC. 29, T1NR2W .39 A.
Property Address: 5673 BELLEVUE RD ONONDAGA MI

33-21-01-18-207-006

LOT 282 MICHIGAN HEIGHTS.
Property Address: 408 N CATHERINE ST LANSING MI
TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 11/15/2018

SUBJECT: Renewal of the Imagesoft and OnBase Annual Support

BACKGROUND
OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and several new projects will increase its streamlining of our processes. Our support contract expires on December 31st, 2018. In 2016 we did a split of our support model to using Hyland under the GSA contract for our licensing support and Imagesoft for our direct support of the application. This resulted in a net savings of $41,342.92. Last year our licensing support cost has increased as we had expected due to the Circuit Court project being implemented – soon to go live.

ALTERNATIVES
By working through Imagesoft and Hyland for our support, we have the following results;

2015 support costs paid $160,380.66
2016 support costs paid $168,117.16
2017 support costs proposed 1st $194,841.60
2017 support costs as negotiated $153,498.68
2018 support costs paid $179,904.24 (Circuit Court added)
2019 Expected support costs $184,221.94
2019 Actual costs $182,288.30 (savings of $1,933.64 over expected)

FINANCIAL IMPACT
The funding for the $76,630.75 invoice for Imagesoft and the $105,657.55 invoice from Hyland (total of $182,288.30) will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and Imagesoft support renewals in the amount not to exceed $185,000.00.
WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2018; and

WHEREAS, the annual contract amount is in the approved 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and Imagesoft annual support in the amount not to exceed $185,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Imaging Fund (636-25870-932050).

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.
BACKGROUND
In 2017, Ingham County experienced a security breach that affected County services for several days. Reflecting industry best practices, changes were made to our remote connectivity which has caused inefficiencies to our staff and cumbersome access processes for our contracted vendors. Affected users/vendors range from County APAs connecting back to our network to our long-term ImageSoft project currently under way for Circuit Court. IT staff began searching for solutions that would enable access in a more efficient manner while maintaining the enhanced level of security that has become standard in our environment. The results of our search and recommendations from peer groups such as Monroe County IT have lead us to Bomgar.

ALTERNATIVES
LogMeIn, GoToMyPC, PCAnywhere, and TeamViewer were considered but did not have the enhanced security features necessary for our environment. NetMotion was also considered as it is very secure, but was not something we could require our vendors to use as well as being very expensive. Bomgar is CJIS certified which will be beneficial in our LEIN access requirements and favorable in our LEIN audit.

FINANCIAL IMPACT
The funding for this support renewal will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-932033.

OTHER CONSIDERATIONS
Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDEAL (071B6600110) contract.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to purchase Bomgar from CDW-G in the amount of $44,801.46.
Agenda Item 5b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF BOMGAR SOFTWARE FROM CDW-G

WHEREAS, Ingham County has increased security on remote connectivity; and

WHEREAS, the increased security has caused problems with inefficiencies to our staff and cumbersome access processes for our contracted vendors; and

WHEREAS, a search was initiated to identify solutions to the problems caused by tightened security; and

WHEREAS, several prospective solutions were considered with Bomgar being determined to be the most appropriate solution; and

WHEREAS, this expenditure has been planned for and budgeted and will alleviate the inefficiencies caused by elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Bomgar from CDW-G in the amount not to exceed $45,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Fund (#636-25810-932033).

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.
TO: County Services Committee
FROM: Jim Hudgins, Purchasing Director
SUBJECT: Prevailing Wage and Living Wage Updates
DATE: November 19, 2018

PREVAILING WAGE
County purchasing policy requires the payment of prevailing wages on all construction contracts exceeding $10,000 using the guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act. The Prevailing Wage Policy requires that the County Controller/Administrator or her/his designee be responsible for monitoring the implementation of and compliance with the provisions of this policy. The following attachment details construction projects in 2018 requiring compliance with the policy.

The county contracts with Michigan Fair Contracting Center (MFCC) to act as an agent for the county in monitoring prevailing wage compliance on construction contracts. Together with MFCC, the Purchasing Department monitors prevailing wage compliance through reviewing required certified payrolls of contractors and their subcontractors, and through random job site visits. The frequency of monitoring is dependent upon the size and scope of the construction project and whether any violations are discovered which usually require further time and investigation.

Where a contractor is discovered to be in non-compliance with the policy, they are informed by the Purchasing Department that the appropriate restitutions, including any retroactive pay, must be made to their affected employees within the required 30-day time limit. The contractors are also informed that further violations whether on current or future projects will constitute an ineligibility to bid on future county construction contracts for a period of five (5) years.

All solicitations requiring the payment of prevailing wages contain the most current wage determinations, a summary of the policy, and specific instructions to bidders on the submission of certified payrolls to the Purchasing Department. Prevailing wage requirements are also discussed at all pre-bid and pre-construction meetings.
LIVING WAGE
Vendors contracting with the county primarily to perform services are required to pay their employees a living wage if the total expenditure of the contract or the total value of all contracts the vendor has with the county exceeds $50,000 in a twelve-month calendar; and, the vendor employs five (5) or more employees. In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four, based on 2,000 hours worked annually.

The Living Wage Policy requires the County Controller/Administrator to annually adjust the living wage to incorporate changes in the federal poverty level and to notify the Board of Commissioners and contractors of any change in the amount of the living wage. For 2018, the living wage rate is $15.69/hour. Twenty percent (20%) of the living wage rate paid by the employer may be deducted if a comprehensive health care benefits package is provided. The living wage rate is based on the U.S. Department of Health and Human Services' federal poverty guidelines for a family of four and changes annually – typically increasing from 2-4%.

Respectfully,

Jim Hudgins
### 2018 Prevailing Wage Construction Projects

#### Ingham County

<table>
<thead>
<tr>
<th>Packet #</th>
<th>Description of Project</th>
<th>Contractor</th>
<th>Dept.</th>
<th>Project Location</th>
<th>Value of Contract</th>
<th>Contractor Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-17</td>
<td>General Contractor for Parking Lot Rebuilding</td>
<td>Perfit Excavating Inc.</td>
<td>FA</td>
<td>HSB - North/South</td>
<td>$230,816.00</td>
<td>Completed/Compliant</td>
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<tr>
<td>20-17</td>
<td>Classroom technology upgrades</td>
<td>Met Systems</td>
<td>CC</td>
<td>Circuit Court</td>
<td>$300,000.00</td>
<td>Completed/Compliant</td>
</tr>
<tr>
<td>11-17</td>
<td>Construction Manager Services</td>
<td>Clark Construction (various subcontractors)</td>
<td>BA</td>
<td>CMH</td>
<td>$59,048,000.00</td>
<td>Completed/Compliant</td>
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<tr>
<td>48-17</td>
<td>Uninterruptible Power Supply</td>
<td>Centennial Electric</td>
<td>FA</td>
<td>I.T.</td>
<td>$19,000.00</td>
<td>Completed/Compliant</td>
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<tr>
<td>153-17</td>
<td>Mechanical Improvements</td>
<td>CSI Mechanical</td>
<td>FA</td>
<td>HSB</td>
<td>$422,000 + $9,000 contingency</td>
<td>Completed/Compliant</td>
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<tr>
<td>195-17</td>
<td>Kitchen Upgrades</td>
<td>T.J. Effert</td>
<td>FA</td>
<td>Ingham County Family Center</td>
<td>$116,000.00</td>
<td>Completed/Compliant</td>
</tr>
<tr>
<td>1-18</td>
<td>HSB Upper Level Structural Renovation</td>
<td>L.J. Trumble</td>
<td>FA</td>
<td>HSB</td>
<td>$399,200.00</td>
<td>Completed/Compliant</td>
</tr>
<tr>
<td>7-18</td>
<td>Burchfield Park Overlook Pavilion Accessibility Improvements</td>
<td>L.J. Trumble/Consultant: Spier</td>
<td>Parks</td>
<td>Burchfield Park</td>
<td>$205,750.00</td>
<td>Carry-over to 5/2019</td>
</tr>
<tr>
<td>27-18</td>
<td>Dishwasher Install</td>
<td>H.P.S. (Hobart)</td>
<td>FA</td>
<td>Ingham County Family Center</td>
<td>$13,674.00</td>
<td>Completed/Compliant</td>
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<tr>
<td>76-18</td>
<td>Cooling System</td>
<td>Myers Plumbing</td>
<td>FA</td>
<td>HSB</td>
<td>$12,993.00</td>
<td>Completed/Compliant</td>
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<td>22-18</td>
<td>Supply &amp; Install Fire Hydrant &amp; Water Main</td>
<td>Scarlett Excavating</td>
<td>FA / BA</td>
<td>9-1-1 / CMH</td>
<td>$70,000.00</td>
<td>Completed/Compliant (CMH Monitored)</td>
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<tr>
<td>61-18</td>
<td>Security Access - CMH</td>
<td>Tyco</td>
<td>FA / BA</td>
<td>CMH</td>
<td>$65,898.00</td>
<td>On-going</td>
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<td>66-18</td>
<td>Galaxy Security System</td>
<td>VidCom Solutions</td>
<td>FA</td>
<td>GEP/VMC</td>
<td>$14,745.00</td>
<td>On-going</td>
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<tr>
<td>78-18</td>
<td>Metal Roof Replacement</td>
<td>L.J. Trumble</td>
<td>Parks</td>
<td>Hawk Island</td>
<td>$32,000.00</td>
<td>On-going</td>
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<tr>
<td>80-18</td>
<td>Animal Shelter - New Construction</td>
<td>Multiple Contractors</td>
<td>AC</td>
<td>Animal Control</td>
<td>$71,000.00</td>
<td>On-going</td>
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<tr>
<td>104-18</td>
<td>Door Replacement for GEP</td>
<td>Lansing Glass Company</td>
<td>FA</td>
<td>GEP</td>
<td>$10,960.00</td>
<td>On-going</td>
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<tr>
<td>115-18</td>
<td>Local Road Program Items</td>
<td>Michigan Paving &amp; Materials Co.</td>
<td>Road</td>
<td>Meridian Township</td>
<td>$1,610,884.66</td>
<td>On-going</td>
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<tr>
<td>116-18</td>
<td>Primary Road Program</td>
<td>Michigan Paving &amp; Materials Co.</td>
<td>Road</td>
<td>Various Locations</td>
<td>$3,163,691.62</td>
<td>On-going</td>
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<td>117-18</td>
<td>Demolition and Disposal Services</td>
<td>Moore Trosper</td>
<td>Parks</td>
<td>Hawk Island</td>
<td>$49,740.00</td>
<td>Completed/Compliant</td>
</tr>
</tbody>
</table>

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### 2018 Prevailing Wage Construction Projects

#### Ingham County

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</thead>
<tbody>
<tr>
<td>118-18</td>
<td>Wall Locking System</td>
<td>Concrete Decorative Products</td>
<td>FA</td>
<td>Ingham County Jail</td>
<td>$206,410.00</td>
<td>On-going</td>
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<tr>
<td>132-18</td>
<td>Installation of Asphalt Roof</td>
<td>Bonzer Restoration</td>
<td>Parks</td>
<td>Lake Lansing South</td>
<td>$25,000.00</td>
<td>On-going</td>
</tr>
<tr>
<td>140-18</td>
<td>McNamara Landing Canoe Launch</td>
<td>L.J. Trumble</td>
<td>Parks</td>
<td>McNamara Landing</td>
<td>$197,425.00</td>
<td>Carry-over to 6/2019</td>
</tr>
<tr>
<td>160-18</td>
<td>Asphalt Replacement, HSB</td>
<td>American Asphalt</td>
<td>FA</td>
<td>HSB</td>
<td>$264,465.50</td>
<td>On-going</td>
</tr>
<tr>
<td>179-18</td>
<td>Replace D.H.S Lobby Flooring</td>
<td>Lasing Tile &amp; Mosaic</td>
<td>FA</td>
<td>HSB</td>
<td>$22,000.00</td>
<td>On-going</td>
</tr>
<tr>
<td>182-18</td>
<td>Overhead Doors</td>
<td>L.J. Trumble</td>
<td>Road</td>
<td>Road</td>
<td>$33,450.00</td>
<td>On-going</td>
</tr>
<tr>
<td>185-18</td>
<td>Access Control Panel VMC</td>
<td>VidCom Solutions</td>
<td>FA</td>
<td>GEP</td>
<td>$16,455.44</td>
<td>On-going</td>
</tr>
<tr>
<td>198-18</td>
<td>Work Stations for 9-1-1, GSA Contract</td>
<td>Russ Bassett</td>
<td>911</td>
<td>9/1/2001</td>
<td>$55,843.00</td>
<td>On-going</td>
</tr>
<tr>
<td>220-18</td>
<td>Lake Lansing North Park Improvements</td>
<td>RFP Issued 11/1/18</td>
<td>Parks</td>
<td>LL North</td>
<td></td>
<td>Bids not yet received (Bid Opening 12-4-18)</td>
</tr>
</tbody>
</table>
Ingham County Road Department (ICRD) staffing is such that there may be times where we don’t have the staff, or the expertise, to perform required signal modeling and timing permit preparation for our road and intersection projects. Therefore, we must rely on engineering consultants to perform the work when needed.

Generally, the needed signal modeling and consulting services include miscellaneous signal modeling, signal optimization, and preparation of signal timing permits for projects within the public road rights-of-way in Ingham County, Michigan.

The signal modeling and consulting services requested involve the following known intersections:

1. College Road and Jolly Road 
2. Holt Road and Waverly Road 
3. Marsh Road and Franklin Street / Nemoke Trail 
4. Old Lansing Road and Waverly Road 

Within the proposed two-year contract term, additional intersection locations may need signal modeling and timing permit preparation services. Those additional, presently unforeseen locations, may involve initial-supplemental/calibration data collection, modeling, optimization, coordination with adjacent road agencies, geometric recommendations, and preparation of signal timing permits. The intent of the issued RFP is to allow the additional signal modeling and optimizing work to the contract work using labor rates, equipment costs, and profit provided within the proposal submitted by the retained consultant.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced inspection firms to provide the services for the intersections listed above and on an as-needed basis and received four (4) proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, expertise, experience, proposed unit prices, and overall value to the county.

Based on my review of the proposals, I recommend that Hubbell, Roth, & Clark, Inc. (HRC) be retained to provide the requested services. I recommend that the Board of Commissioners adopt the attached resolution and accept HRC’s project specific fees and as-needed unit price proposal.
Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation prequalified and experienced engineering firms (Consultant) for the purpose of entering into a contract to provide professional engineering services for Miscellaneous Signal Modeling, Optimization, and Preparation of Signal Timing Permits.

The professional engineering services requested involve the following known intersections:

1. College Road and Jolly Road
2. Holt Road and Waverly Road
3. Marsh Road and Franklin Street / Nemoke Trail
4. Old Lansing Road and Waverly Road

The RFP was advertised on the following websites: Michigan Infrastructure and Transportation Association (MITA), and Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>32</td>
<td>9</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs:

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
## VENDORS’ COSTS

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>College Rd &amp; Jolly Rd.</th>
<th>Holt Rd. &amp; Waverly Rd</th>
<th>Marsh Rd &amp; Franklin St/ Nemoke Tr.</th>
<th>Old Lansing Rd., &amp; Waverly Rd.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hubbell, Roth &amp; Clark Inc.</td>
<td>Yes, Holt MI</td>
<td>$2,163.60</td>
<td>$2,378.40</td>
<td>$2,001.60</td>
<td>$2,463.00</td>
<td><strong>$9,006.60</strong></td>
</tr>
<tr>
<td>Traffic Analysis &amp; Design Inc.</td>
<td>Yes, Lansing MI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$10,038.00</strong></td>
</tr>
<tr>
<td>Bergmann Architects Engineers Planners</td>
<td>No, Lansing MI (Eaton County)</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
<td>$3,200.00</td>
<td>$2,800.00</td>
<td><strong>$10,800.00</strong></td>
</tr>
<tr>
<td>RS Engineering LLC</td>
<td>No, Lansing MI (Eaton County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$33,200.00</strong></td>
</tr>
</tbody>
</table>
Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED SIGNAL MODELING AND TIMING PERMIT PREPARATION SERVICES

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced signal modeling and timing permit preparation firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed signal modeling and timing permit preparation services for fiscal year 2019 and 2020 and received four (4) proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, expertise, experience, proposed unit prices, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain Hubbell, Roth, & Clark, Inc. to provide the as-needed signal modeling and timing permit preparation services at fees not to exceed those stated in their proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Hubbell, Roth & Clark, Inc., 2101 Aurelius Road, Suite 2, Holt, Michigan to provide the as-needed signal modeling and timing permit preparation services for fiscal year 2019 and 2020.

BE IT FURTHER RESOLVED, Hubbell, Roth & Clark, Inc. shall be compensated for services performed at fee rates not to exceed those set forth in their proposal.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
INHAM 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 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 November 19, 2018 as submitted.
## List of Current Permits Issued

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-733</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WILLIAMSTON RD &amp; LIVEOAK TR</td>
<td>WILLIAMSTOWN</td>
<td>25</td>
</tr>
<tr>
<td>2018-736</td>
<td>CN RAILROAD</td>
<td>DETOUR</td>
<td>VARIOUS</td>
<td>WILLIAMSTOWN</td>
<td>4</td>
</tr>
<tr>
<td>2018-737</td>
<td>CONSUMERS ENERGY</td>
<td>GAS / ELECTRIC</td>
<td>HAGADORN RD &amp; HARPER RD</td>
<td>ALAIEDON</td>
<td>29</td>
</tr>
<tr>
<td>2018-738</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / UG</td>
<td>SMALL ACRES &amp; GRAND RIVER</td>
<td>MERIDIAN</td>
<td>21</td>
</tr>
<tr>
<td>2018-739</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>REDONDO DR &amp; OAKDALE DR</td>
<td>MERIDIAN</td>
<td>1</td>
</tr>
<tr>
<td>2018-740</td>
<td>EXPRESS TREE SERVICES</td>
<td>TREE REMOVAL</td>
<td>DEXTER TR &amp; KIPP RD</td>
<td>VEVAY</td>
<td>15</td>
</tr>
<tr>
<td>2018-741</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>AURELIUS RD &amp; HOLT RD</td>
<td>DELHI</td>
<td>14, 15</td>
</tr>
<tr>
<td>2018-743</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WILLIAMSTON RD &amp; OAKBARK</td>
<td>WILLIAMSTOWN</td>
<td>25</td>
</tr>
<tr>
<td>2018-744</td>
<td>DALE SHEETS TRUST</td>
<td>TREE REMOVAL</td>
<td>GERMANY RD &amp; HART RD</td>
<td>WILLIAMSTOWN</td>
<td>17</td>
</tr>
</tbody>
</table>

**Managing Director:** ______________________________
BACKGROUND
Ingham County and the Sheriff of Ingham (“Employer”), and the CCLP Law Enforcement Unit and the CCLP Corrections Unit (“Unions”) are parties to collective bargaining agreements currently in effect through December 31, 2020. The CCLP Corrections Unit agreement contains an existing Letter of Understanding providing for the payment of tuition, wages and benefits to employees sponsored and approved by the Sheriff to attend the Mid-Michigan Police Academy or Corrections Academy. The parties mutually desire to amend this Letter of Understanding to 1) include the CCLP Law Enforcement Unit as a party and 2) to provide an alternative whereby an employee may be granted an unpaid leave of absence to attend the Mid-Michigan Police Academy or Corrections Academy with continuation of the Employer’s portion of the premium for the employee’s health insurance and payment of tuition.

ALTERNATIVES
The Board of Commissioners may elect not to approve all of or any portion of the proposed amendments to the existing Letter of Understanding with the CCLP and the Sheriff of Ingham.

FINANCIAL IMPACT
The financial impact associated with approval of the proposed amendment of the Letter of Understanding with the CCLP Unions is dependent upon the type (paid or unpaid) and occurrence of employee requests and is limited to requests approved by the Sheriff of Ingham.

STRATEGIC PLAN CONSIDERATIONS
The provisions of the proposed amended CCLP Letter of Understanding are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

- Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS
A Letter of Understanding providing for certain terms by which CCLP Corrections Unit employees are sponsored for an Academy was originally effective February 11, 2005 and has since operated to the mutual benefit of both the Employer and employees with the approval of the Sheriff of Ingham and the Union. The proposed amendment of the Letter of Understanding is supported by the Sheriff of Ingham and the Unions.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the amendment of the CCLP Letter of Understanding Regarding Academy Sponsorship.
Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE AMENDMENT OF THE CCLP LETTER OF UNDERSTANDING REGARDING ACADEMY SPONSORSHIP

WHEREAS, an agreement has been reached between Ingham County and the Sheriff of Ingham ("Employer"), and the CCLP, Command Unit, and CCLP Corrections Unit ("Unions") through December 31, 2020; and

WHEREAS, The CCLP Corrections Unit agreement contains an existing Letter of Understanding providing for the payment of tuition, wages and benefits to employees sponsored and approved by the Sheriff to attend the Mid-Michigan Police Academy or Corrections Academy; and

WHEREAS, the parties mutually desire to amend this Letter of Understanding to 1) include the CCLP Law Enforcement Unit as a party and 2) to provide an alternative whereby an employee may be granted an unpaid leave of absence to attend the Mid-Michigan Police Academy or Corrections Academy with continuation of the Employer’s portion of the premium for the employee’s health insurance and payment of tuition; and

WHEREAS, A Letter of Understanding providing for certain terms by which CCLP Corrections Unit employees are sponsored for an Academy was originally effective February 11, 2005 and has since operated to the mutual benefit of both the Employer and employees with the approval of the Sheriff of Ingham and the Union; and

WHEREAS, the proposed amendment of the Letter of Understanding is supported by the Sheriff of Ingham and the Unions; and

WHEREAS, the Human Resources Department has completed a review of and recommends approval of the proposed amended Letter of Understanding with the Unions by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes entering into the amended Letter of Understanding with the Unions Regarding Academy Sponsorship.
Attachment C

LETTER OF UNDERSTANDING

Capitol City Labor Program Inc., Corrections Unit of the Ingham County Sheriff’s Office, Capitol City Labor Program, Inc., Law Enforcement Unit, the Ingham County Board of Commissioners and the Ingham County Sheriff (collectively referred to as the "Employer") hereby agree to amend and restate the February 11, 2005, Letter of Understanding as follows:

1. The Employer may agree in its sole discretion to pay the cost of tuition for an employee’s voluntary attendance at the Mid-Michigan Police Academy ("Police Academy") and/or the Corrections Academy for otherwise eligible employees subject to the following conditions:

   a. Eligible employees must submit to the Sheriff an application for enrollment at either Academy by the deadline which is posted at the Sheriff’s Office.

   b. The selection of which employees (if any) to sponsor for either Academy shall be within the sole discretion of the Sheriff. The Sheriff's decision shall be final and not subject to review or challenge through the Parties' Collective Bargaining Agreement or otherwise.

   c. Employees enrolled at the Academy shall not obtain or maintain any outside employment while attending the Academy. Any employee who violates this provision shall reimburse the Employer for the cost of the employee's training at the Police Academy (currently the sum of Eight Thousand Dollars ($8,000.00) or the cost of the training at the Corrections Academy (currently up to One Thousand Two Hundred Dollars ($1,200.00). Such costs do not include wages paid. Each employee so sponsored shall execute an Agreement confirming acceptance of such terms.
2. The employee sponsored to attend one of the above Academies shall be paid regular wages and receive continuation of benefits as provided under the Parties' labor contract covering the employee's current position while attending either Academy. Such employees will continue to accrue new seniority while attending such Academy. However, no overtime shall be paid for hours attending either Academy.

a. Upon completion of either Academy and upon certification from the Michigan Commission on Law Enforcement Standards ("MCOLES"), the employee agrees to serve in the employ of the Ingham County Sheriff's Office for not less than twenty four (24) consecutive calendar months following MCOLES certification.

b. In the event the employee voluntarily terminates his/her employment with the Ingham County Sheriff's Office or is terminated for just cause prior to the employee's completion of twenty four (24) consecutive months of service with the Ingham County Sheriff's Office following certification, and the employee accepts a position with another law enforcement or criminal justice agency which requires MCOLES or an equivalent certification within the twenty four (24) consecutive months period following certification, the employee shall pay to the Employer for reimbursement of Ingham County's tuition costs for the employee's training at the Police Academy (currently the sum of Eight Thousand Dollars ($8,000.00)) or for reimbursement of Ingham County's tuition costs for the Corrections Academy training (currently to One Thousand Two Hundred Dollars ($1,200.00)). Payment shall be due no later than ninety (90) days from the date of the employee's termination of employment or the date of acceptance of another such position, whichever is later. The Employer reserves the right to withhold the authorized reimbursement from contractual payouts due the
employee in the event of such separation of services and commitment to
subsequent employment during the twenty four (24) consecutive months
following certification. Each Employee shall execute an Agreement confirming
acceptance of such terms and authorizing such withholding.

3. In the alternative, an employee may request a leave of absence without payment of
wages by the Employer pursuant to the labor contract covering the employee's current
position to attend a Police or Corrections Academy subject to the approval of the Sheriff.

a. If granted, the employee shall not obtain or maintain any outside employment
during the Academy.

b. The Employee shall accrue seniority while on a leave of absence without payment
of wages by the Employer under these provisions.

c. The Employer agrees to continue to cover the Employer's portion of the insurance
premium for the Employee pursuant to the provisions of the applicable collective
bargaining agreement.

d. Upon completion of the Corrections or Police Academy, the Employee agrees to
continue employment with the Ingham County Sheriff's Office for not less than
twenty four (24) consecutive calendar months following certification.

e. In the event the Employee voluntarily terminates employment with the Ingham
County Sheriff's Office or is terminated for just cause prior to the completion of
twenty four (24) consecutive calendar months of service with the Ingham County
Sheriff's Office, and the employee accepts a position with another law
enforcement or criminal justice agency which requires MCOLES or an equivalent
certification within the twenty four (24) consecutive months following
certification, the employee shall reimburse the cost of the employer's portion of
the insurance premium payments made during the employee's Special Leave. Payment shall be due no later than ninety (90) days from the date of the employee's termination of employment or the date of acceptance of another such position, whichever is later. The Employer reserves the right to withhold the authorized reimbursement from contractual payouts due the employee in the event of such separation of services and commitment to subsequent law enforcement employment during the twenty four (24) consecutive months following certification. Each employee shall execute an Agreement confirming acceptance of such terms and authorizing payroll withholding of such reimbursement.

THIS AGREEMENT is entered into this _____ day of _____________, 2018, and shall be effective as of the date of execution and may be terminated by either the Ingham County Board of Commissioners, the Ingham County Sheriff or CCLP upon thirty (30) days' prior written notice to the other party.

INGHAM COUNTY BOARD OF COMMISSIONERS  

By: _____________________________  
_____________________, Chairperson

CAPITOL CITY LABOR PROGRAM INC.

By: _____________________________  
Jack Bonner, President, Corrections

By: _____________________________  
Ryan Cramer, President, Law Enforcement
INGHAM COUNTY SHERIFF'S OFFICE

By: Scott Wrigglesworth, Sheriff

CAPITOL CITY LABOR PROGRAM INC.

By: Thomas Krug, Executive Director
TO:    Board of Commissioners County Services and Finance Committee
FROM:  Sue Graham, Human Resources Director
DATE:  November 26, 2018
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2019 Wage Reopener for the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

BACKGROUND
Attached is a resolution regarding the 2019 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 8, 2018, we were advised that the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit voted to ratify the tentative agreement reached between the parties on October 30, 2018. The wage reopener provides for 1) amending the On-Call Bonus in Article 10, Section 10 and for 2) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 3) a Sick Leave Donation Policy.

ALTERNATIVES
None

FINANCIAL IMPACT
The approval of the reopener provides a 2% increase to the existing 2018 salary schedule, effective the first full pay period on or following January 1, 2019 or ratification by the parties, whichever comes later. The impact of the On-Call Bonus provision will depend upon the occurrence of employees qualifying for the On-Call Bonus.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
I respectfully recommend approval of the attached resolution.
## Analysis of Proposed New APA Wage Scale

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>$ increase</th>
<th>% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Projection with Step Increases at Current 2018 Rates</td>
<td>2,541,749</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 Projection with Step Increases at Current 2018 Rates+2% to all steps and stipends</td>
<td>2,592,584</td>
<td>50,835</td>
<td>2.0%</td>
</tr>
<tr>
<td>2019 Projection with new wage scales, Step Increases suspended in 2019, no increase to stipend</td>
<td>2,609,045</td>
<td>67,296</td>
<td>2.6%</td>
</tr>
<tr>
<td>2020 Projection with Step Increases at Current 2018 Rates</td>
<td>2,615,957</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 Projection with Step Increases at Current 2018 Rates+2% to all steps and stipends</td>
<td>2,668,276</td>
<td>52,319</td>
<td>2.0%</td>
</tr>
<tr>
<td>2020 Projection with new wage scales, Step Increases suspended in 2019, no increase to stipend</td>
<td>2,666,781</td>
<td>50,824</td>
<td>1.9%</td>
</tr>
<tr>
<td>Two Year Total Current</td>
<td>5,157,706</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Year Total Current + 2%</td>
<td>5,260,860</td>
<td>103,154</td>
<td>2.0%</td>
</tr>
<tr>
<td>Two Year Total with new wage scales</td>
<td>5,275,826</td>
<td>118,120</td>
<td>2.3%</td>
</tr>
</tbody>
</table>

### Comparative Analysis: Current & New Top Step

<table>
<thead>
<tr>
<th>Salary</th>
<th>Total</th>
<th>$ increase</th>
<th>% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Top Step</td>
<td>90,488.37 positions</td>
<td>2,850,384</td>
<td></td>
</tr>
<tr>
<td>Current Top Step</td>
<td>92,298.14 x31.5</td>
<td>2,907,391</td>
<td>57,008</td>
</tr>
<tr>
<td>Positions</td>
<td>New Top Step</td>
<td>95,923.36</td>
<td>3,021,586</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>+2%</td>
<td></td>
<td>x31.5</td>
<td>positions</td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

TINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE MICHIGAN NURSES ASSOCIATION,
NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2017 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2019; and

WHEREAS, an agreement regarding the 2019 wage reopener has been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the wage reopener agreement for 1) amending the On-Call Bonus in Article 10, Section 10 and for 2) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 3) a Sick Leave Donation Policy has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2019 wage reopener agreement between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2019, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 26, 2018
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2019 Wage Reopener for the United Auto Workers, Technical, Office, Para-Professional and Service Employees Unit

BACKGROUND
Attached is a resolution regarding the 2019 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 15, 2018, we were advised that the United Auto Workers, Technical, Office, Para-Professional and Service Employees Unit voted to ratify the tentative agreement reached between the parties on October 30, 2018.

The wage reopener provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 2) a Sick Leave Donation Policy and for 3) adjusting the schedule whereby employees hired on or after October 5, 2012 earn vacation credits.

ALTERNATIVES
None

FINANCIAL IMPACT
The approval of the reopener provides a 2% increase to the existing 2018 salary schedule, effective the first full pay period on or following January 1, 2019 or ratification by the parties, whichever comes later.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
I respectfully recommend approval of the attached resolution.
Agenda Item 8c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE UAW TOPS UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and United Auto Workers, Technical, Office, Para-Professional and Service Employees Unit for the period January 1, 2017 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2019; and

WHEREAS, an agreement regarding the 2019 wage reopener has been reached between representatives of Ingham County and United Auto Workers, Technical, Office, Para-Professional and Service Employees Unit; and

WHEREAS, the wage reopener agreement for 1) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 2) a Sick Leave Donation Policy and for 3) adjusting the schedule whereby employees hired on or after October 5, 2012 earn vacation credits has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2019 wage reopener agreement between Ingham County and United Auto Workers, Technical, Office, Para-Professional and Service Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2019, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 26, 2018
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2019 Wage Reopener for the Command Officers Association of Michigan 911 Supervisors Unit

BACKGROUND
Attached is a resolution regarding the 2019 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 8, 2018, we were advised that the Command Officers Association of Michigan 911 Supervisors Unit voted to ratify the tentative agreement reached between the parties on October 30, 2018.

The wage reopener provides for 1) a 2% increase, effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later and for 2) a Sick Leave Donation Policy and for 3) Holiday pay whereby, starting January 1, 2019, employees who volunteer or are forced to work overtime on a holiday will be compensated at two times their regular straight time rate of pay.

ALTERNATIVES
None

FINANCIAL IMPACT
The approval of the reopener provides a 2% increase to the existing 2018 salary schedule, effective the first full pay period on or following January 1, 2019 or ratification by the parties, whichever comes later. The impact of the Holiday pay provision will depend upon the occurrence of employees qualifying for the Holiday pay provision.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
I respectfully recommend approval of the attached resolution.
WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Command Officers Association of Michigan 911 Supervisors Unit for the period January 1, 2017 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2019; and

WHEREAS, an agreement regarding the 2019 wage reopener has been reached between representatives of Ingham County and Command Officers Association of Michigan 911 Supervisors Unit; and

WHEREAS, the wage reopener agreement for 1) a 2% increase, effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later and for 2) a Sick Leave Donation Policy and for 3) Holiday pay whereby, starting January 1, 2019, employees who volunteer or are forced to work overtime on a holiday will be compensated at two times their regular straight time rate of pay has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2019 wage reopener agreement between Ingham County and Command Officers Association of Michigan 911 Supervisors Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2019, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners County Services and Finance Committee  
FROM: Sue Graham, Human Resources Director  
DATE: November 26, 2018  
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2019 Wage Reopener for the Ingham County Employees Association, Assistant Prosecuting Attorneys Division

BACKGROUND  
Attached is a resolution regarding the 2019 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 16, 2018, we were advised that the Ingham County Employees Association, Assistant Prosecuting Attorneys Division voted to ratify the tentative agreement reached between the parties on November 14, 2018. The wage reopener provides for 1) reconstructing the Salary Schedule in Article 31, effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, freezing step increases during 2019 and for 2) a Sick Leave Donation Policy and for 3) adjusting the schedule whereby employees hired on or after March 26, 2013 earn vacation credits.

ALTERNATIVES  
None

FINANCIAL IMPACT  
The approval of the reopener provides a reconstructing to the existing 2017 salary schedule, effective the first full pay period on or after January 1, 2019 or ratification by the parties, whichever is later. The financial impact is detailed in Attachment A to this memo.

OTHER CONSIDERATIONS  
None.

RECOMMENDATION  
I respectfully recommend approval of the attached resolution.
## ATTACHMENT A

### Analysis of Proposed New APA Wage Scale

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Total</th>
<th>Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Projection with Step Increases at Current 2018 Rates</td>
<td>2,541,749</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 Projection with Step Increases at Current 2018 Rates+2% to all steps and stipends</td>
<td>2,592,584</td>
<td>50,835</td>
<td>2.0%</td>
</tr>
<tr>
<td>2019 Projection with new wage scales, Step Increases suspended in 2019, no increase to stipend</td>
<td>2,609,045</td>
<td>67,296</td>
<td>2.6%</td>
</tr>
<tr>
<td>2020 Projection with Step Increases at Current 2018 Rates</td>
<td>2,615,957</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 Projection with Step Increases at Current 2018 Rates+2% to all steps and stipends</td>
<td>2,668,276</td>
<td>52,319</td>
<td>2.0%</td>
</tr>
<tr>
<td>2020 Projection with new wage scales, Step Increases suspended in 2019, no increase to stipend</td>
<td>2,666,781</td>
<td>50,824</td>
<td>1.9%</td>
</tr>
<tr>
<td>Two Year Total Current</td>
<td>5,157,706</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Year Total Current + 2%</td>
<td>5,260,860</td>
<td>103,154</td>
<td>2.0%</td>
</tr>
<tr>
<td>Two Year Total with new wage scales</td>
<td>5,275,826</td>
<td>118,120</td>
<td>2.3%</td>
</tr>
</tbody>
</table>
### Comparative Analysis: Current & New Top Step

<table>
<thead>
<tr>
<th>Salary</th>
<th>Total</th>
<th>$ increase</th>
<th>increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Top Step</td>
<td>90,488.37</td>
<td>2,850,384</td>
<td></td>
</tr>
<tr>
<td>x31.5 positions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Top Step +2%</td>
<td>92,298.14</td>
<td>2,907,391</td>
<td>57,008</td>
</tr>
<tr>
<td>x31.5 positions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Top Step</td>
<td>95,923.36</td>
<td>3,021,586</td>
<td>171,202</td>
</tr>
<tr>
<td>x31.5 positions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division for the period January 1, 2017 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2019; and

WHEREAS, an agreement regarding the 2019 wage reopener has been reached between representatives of Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division; and

WHEREAS, the wage reopener agreement for 1) reconstructing the Salary Schedule in Article 31, effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, freezing step increases during 2019 and for 2) a Sick Leave Donation Policy and for 3) adjusting the schedule whereby employees hired on or after March 26, 2013 earn vacation credits has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2019 wage reopener agreement between Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2019, subject to the approval as to form by the County Attorney.
TO:        Board of Commissioners County Services and Finance Committee  
FROM:      Sue Graham, Human Resources Director  
DATE:      November 19, 2018  
SUBJECT:   Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual 

BACKGROUND  
Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2019, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution. 

ALTERNATIVES 
None. 

FINANCIAL IMPACT 
The manual update includes a 2% increase to the 2018 salary schedule. 

OTHER CONSIDERATIONS 
None 

RECOMMENDATION  
On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2019 Managerial and Confidential Employee Personnel Manual.
RESOLUTION APPROVING MODIFICATIONS TO THE
2019 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2019 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes for the 2019 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2019 Managerial and Confidential Employee Personnel Manual:

1. Update language under section C. Compensation Levels: Effective the first full pay period on or after January 1, 2019, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2018 salary schedule.

2. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2018.

3. Condense accrual tiers from 3 to 2: Change in language under section J. Leaves of Absence: Under subsection 1. Sick Leave, a. Accumulation, i. each full-time employee hired on or after January 1, 2009 shall earn 4.0 hours per pay period; delete ii; retain/renumber iii to ii; renumber iv to iii and change to Court Officer/Research Clerks, hired on or after January 1, 2015 shall earn 4.0 hours per pay period.


5. Change in language under section J. Leave of Absence: Under subsection 1. Sick Leave, e. Annual Cash Option. Strike last 2 sentences referring to the first year of transition from December pay date to the June pay date.


8. Change in language under section J. Leave of Absence: Under subsection 9. Clarify language for Family & Medical Leave Act (FMLA) Leave that provisions apply to individuals hired or appointed in the capacity of a personal staff member by a judge or elected official will also be provided access to leave of absence in accordance with the FMLA as if they are “eligible employees” for purposes of the FMLA as defined by the FMLA.
9. Change in language under section M. Vacations: employees hired on or after January 1, 2013, shall earn 4 additional hours per year beyond the 2018 schedule according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Hours Earned Each Fully Compensated Payroll Period (Annualized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1 – 8]</td>
<td>[no change]</td>
</tr>
<tr>
<td>9</td>
<td>136 hours</td>
</tr>
<tr>
<td>10 thru 14</td>
<td>152</td>
</tr>
<tr>
<td>15 thru 19</td>
<td>168</td>
</tr>
<tr>
<td>20 and over</td>
<td>176</td>
</tr>
</tbody>
</table>

10. Change in language throughout: “MCF” Group is referred to as “MC” Group.

11. (Delete) Appendix A.5. – Positions reporting directly to the Board of Commissioners. Strike telecommuting provision.

12. Change in Appendix D - Compensation Levels: As a result of reclassification requests, the recommended position changes are as follows:

To Be Determined and Proposed for Adoption at a later date.

13. Change in Appendix E – Clarify that “Benefits for Existing Non-Bargaining Unit Employees” refers to employees hired on or before January 1, 2013 with the exception of the Holiday provisions, which apply to all ICRD employees, regardless of hire date. Clarify that Leave Time provisions apply to employees hired on or before January 1, 2013 in lieu of Section J. Sick Leave and in lieu of Section M. Vacation but that Section O. Vacation Bonus applies to all ICRD employees, regardless of hire date.

14. (NEW) Appendix F – Sick Leave Donation Policy:

**APPENDIX F**

**SICK LEAVE DONATION POLICY**

In an effort to make sick leave donations equitable to all non-probationary employees of Ingham County the following Sick Leave Donation Policy will cover all requests for sick leave donations for employees.

To be eligible to accept sick leave donations an employee…

1. Must not be on probation.
2. Must have an FMLA qualifying event; this would cover the employee or the employee’s FMLA covered family members.
3. Must have exhausted all forms of compensation, as listed in one’s collective bargaining agreement.
4. May be on collective bargaining unit or employment manual special leave due to exhaustion of FMLA.
5. Must make a request for sick leave donations to their immediate supervisor.

To be eligible to donate sick time an employee…

1. Must not be on probationary status.
2. Must have at least 80 hours of sick leave in their accrual bank.
3. Must respond to request for sick leave donation by the posted deadline.
Sick Leave Donations

1. Employees who are eligible to donate sick leave may donate up to 40 hours of sick leave in a calendar year to a maximum of 3 people.
2. Sick leave donations can be made to any Ingham County employee regardless of department or collective bargaining unit affiliation.
3. Sick leave donations will not affect donating employee’s option to participate in annual sick leave buy out.
4. Employees must respond to requests for sick leave donations by the posted deadline in order to donate.
5. Employees may only make 1 sick leave donation request for each FMLA qualifying event, which will result in an extended absence from work.
6. The employee will not earn any accruals while receiving sick leave donations.

Sick Leave Donation Process

1. An employee with a FMLA qualifying event who has exhausted all forms of compensation, makes a request for sick leave donations to their immediate supervisor.
2. The supervisor contacts Human Resources with the sick leave donation request.
3. Human Resources will verify that the employee is eligible to request sick leave donations.
4. Once verified Human Resources will send out a sick leave donation request to all Ingham County employees. The request will include the following information:
   a. Employee name
   b. Department
   c. Collective bargaining unit (if any)
   d. Deadline to donate
5. All requests for sick leave donations will be for 3 weeks; no sick leave donations will be accepted after the posted deadline.
6. Employees who wish to donate their sick leave must respond to Human Resources by the posted deadline with the name of the employee they wish to donate to and the number of sick leave hours they are donating.
7. Human Resources will verify that employees who have donated are eligible to donate sick leave.
8. Sick leave donations will be utilized on a first come, first donated basis.
9. All sick leave donations received will be placed into the requesting employee’s sick leave accrual bank for their use, if there is a balance upon the employee’s return to work, those hours will be placed in a County-wide sick leave donation bank.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2019 and shall expire on December 31, 2019.
Enclosed please find the recommended adjustments to the Ingham County budget for the end of fiscal year 2018. The General Fund total will be reduced by $145,000.

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.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2018 Budget. The General Fund budget will be adjusted to $86,532,857 for the fourth quarter of 2018.

The Equalization Department prepared the annual tax appeal liability and determined a tax shortage in the General Fund revenue in the amount of $145,000.

The are two internal transfers in the General Fund, $11,094 from Animal Control wages line item to the Sheriff overtime line item to cover overtime incurred while a Sheriff Sergeant served as Interim Animal Control Director. The second one, $29,694 from the transfer to the Friend of Court Fund to the Machine and Equipment Fund transfer to pay for reinforcing the old GPB entrance front doors and installing scanners.

After reviewing the Friend of Court Fund (F215) expenses the transfer budgeted from the General Fund will be reduced by $145,000.

The Road Department’s final 2018 budget adjustment is recognizing additional revenue received from the State under PA 207 of 2018 in the amount of $2,324,173.

The contingency fund is currently at $53,471. The attached document details how the Board allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
## 2018 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R17-436: Additional Community Agency Funding</td>
<td>(15,650)</td>
</tr>
<tr>
<td>R18-035: Additional Funding for CATS</td>
<td>(10,180)</td>
</tr>
<tr>
<td>R18-084: Additional Funding for Sheriff Portable Radios</td>
<td>(23,747)</td>
</tr>
<tr>
<td>R18-088: Additional Funding for Jail Based Break Out from Wellness</td>
<td>(20,800)</td>
</tr>
<tr>
<td>R18-114: Additional Funding to Hire Assistant Prosecuting Attorney</td>
<td>(76,702)</td>
</tr>
<tr>
<td>R18-190: Additional Funding to Circuit Court Imagesoft</td>
<td>(87,450)</td>
</tr>
<tr>
<td>R18-210: SAKI Grant Funds</td>
<td>(40,000)</td>
</tr>
<tr>
<td>R18-302: Additional Funding Support Staff for ICYC</td>
<td>(2,000)</td>
</tr>
<tr>
<td>R18-316: Additional Funding Advent House Ministries</td>
<td>(15,000)</td>
</tr>
<tr>
<td>R18-443: Additional Funding CAPCOG</td>
<td>(5,000)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$53,471</strong></td>
</tr>
</tbody>
</table>
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 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, re appropriations, 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.

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2018 Ingham County General Fund budget at $86,532,857.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2018 BUDGET 11/18/18</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$86,677,857</td>
<td>(145,000)</td>
<td>$86,532,857</td>
</tr>
<tr>
<td>201</td>
<td>Road</td>
<td>28,603,982</td>
<td>2,324,173</td>
<td>30,928,155</td>
</tr>
<tr>
<td>664</td>
<td>Machine and Equipment</td>
<td>1,962,663</td>
<td>29,694</td>
<td>1,992,357</td>
</tr>
</tbody>
</table>
## GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>2018 Budget – 11/19/18</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Property Tax</td>
<td>49,994,805</td>
<td>(145,000)</td>
<td>49,849,805</td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(50,000)</td>
<td>0</td>
<td>(50,000)</td>
</tr>
<tr>
<td>Delinquent Real Property Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unpaid Personally Property Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>IFT/CFT</td>
<td>275,000</td>
<td>0</td>
<td>275,000</td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Intergovernmental Transfers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>6,209,651</td>
<td>0</td>
<td>6,209,651</td>
</tr>
<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>1,407,051</td>
<td>0</td>
<td>1,407,051</td>
</tr>
<tr>
<td>Court Equity Funding</td>
<td>1,486,000</td>
<td>0</td>
<td>1,486,000</td>
</tr>
<tr>
<td>Personal Property Tax Replacement</td>
<td>750,000</td>
<td>0</td>
<td>750,000</td>
</tr>
<tr>
<td>Use of Fund Balance - Committed</td>
<td>1,400,000</td>
<td>0</td>
<td>1,400,000</td>
</tr>
<tr>
<td>Use of Fund Balance - Uncommitted</td>
<td>2,669,818</td>
<td>0</td>
<td>2,669,818</td>
</tr>
<tr>
<td><strong>Department Generated Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Control</td>
<td>1,191,930</td>
<td>0</td>
<td>1,191,930</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>1,429,133</td>
<td>0</td>
<td>1,429,133</td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>597,000</td>
<td>0</td>
<td>597,000</td>
</tr>
<tr>
<td>Circuit Court - General Trial</td>
<td>2,180,032</td>
<td>0</td>
<td>2,180,032</td>
</tr>
<tr>
<td>Controller</td>
<td>3,170</td>
<td>0</td>
<td>3,170</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td>County Clerk</td>
<td>622,210</td>
<td>0</td>
<td>622,210</td>
</tr>
<tr>
<td>District Court</td>
<td>2,495,065</td>
<td>0</td>
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<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>445,500</td>
<td>0</td>
<td>445,500</td>
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<tr>
<td>Economic Development</td>
<td>63,037</td>
<td>0</td>
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</tr>
<tr>
<td>Elections</td>
<td>75,550</td>
<td>0</td>
<td>75,550</td>
</tr>
<tr>
<td>Homeland Security/Emergency Ops</td>
<td>60,135</td>
<td>0</td>
<td>60,135</td>
</tr>
<tr>
<td>Equalization /Tax Mapping</td>
<td>10,100</td>
<td>0</td>
<td>10,100</td>
</tr>
<tr>
<td>Facilities</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Financial Services</td>
<td>39,673</td>
<td>0</td>
<td>39,673</td>
</tr>
<tr>
<td>Health Department</td>
<td>120,000</td>
<td>0</td>
<td>120,000</td>
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<tr>
<td>Human Resources</td>
<td>52,649</td>
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<td>200,000</td>
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<td>200,000</td>
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<tr>
<td>Probate Court</td>
<td>277,178</td>
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<td>277,178</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>721,093</td>
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<td>721,093</td>
</tr>
<tr>
<td>Purchasing</td>
<td>179,106</td>
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<td>179,106</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>2,192,597</td>
<td>0</td>
<td>2,192,597</td>
</tr>
<tr>
<td>Remonumentation Grant</td>
<td>85,000</td>
<td>0</td>
<td>85,000</td>
</tr>
</tbody>
</table>
### General Fund Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>2018 Budget</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff</td>
<td>4,867,892</td>
<td>0</td>
<td>4,867,892</td>
</tr>
<tr>
<td>Treasurer</td>
<td>4,137,133</td>
<td>0</td>
<td>4,137,133</td>
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<tr>
<td>Tri-County Regional Planning</td>
<td>63,921</td>
<td>0</td>
<td>63,921</td>
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<tr>
<td>Veteran Affairs</td>
<td>393,928</td>
<td>0</td>
<td>393,928</td>
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<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>86,677,857</strong></td>
<td><strong>(145,000)</strong></td>
<td><strong>86,532,857</strong></td>
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</table>

### General Fund Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>2018 Budget</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>614,930</td>
<td>0</td>
<td>614,930</td>
</tr>
<tr>
<td>Employee Concessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Circuit Court - General Trial</td>
<td>8,552,970</td>
<td>0</td>
<td>8,552,970</td>
</tr>
<tr>
<td>District Court</td>
<td>3,315,922</td>
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<td>3,315,922</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>1,775,438</td>
<td><strong>(174,694)</strong></td>
<td>1,600,744</td>
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<tr>
<td>Jury Board</td>
<td>1,192</td>
<td>0</td>
<td>1,192</td>
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<tr>
<td>Probate Court</td>
<td>1,599,196</td>
<td>0</td>
<td>1,599,196</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>5,690,682</td>
<td>0</td>
<td>5,690,682</td>
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<tr>
<td>Jury Selection</td>
<td>143,709</td>
<td>0</td>
<td>143,709</td>
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<tr>
<td>Elections</td>
<td>537,532</td>
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<td>537,532</td>
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<tr>
<td>Financial Services</td>
<td>769,802</td>
<td>0</td>
<td>769,802</td>
</tr>
<tr>
<td>County Attorney</td>
<td>467,299</td>
<td>0</td>
<td>467,299</td>
</tr>
<tr>
<td>County Clerk</td>
<td>1,015,672</td>
<td>0</td>
<td>1,015,672</td>
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<tr>
<td>Controller</td>
<td>917,802</td>
<td>0</td>
<td>917,802</td>
</tr>
<tr>
<td>Equalization/Tax Services</td>
<td>749,902</td>
<td>0</td>
<td>749,902</td>
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<tr>
<td>Human Resources</td>
<td>770,400</td>
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<td>770,400</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>6,964,078</td>
<td>0</td>
<td>6,964,078</td>
</tr>
<tr>
<td>Purchasing</td>
<td>230,294</td>
<td>0</td>
<td>230,294</td>
</tr>
<tr>
<td>Facilities</td>
<td>2,121,816</td>
<td>0</td>
<td>2,121,816</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>763,882</td>
<td>0</td>
<td>763,882</td>
</tr>
<tr>
<td>Remonumentation Grant</td>
<td>85,000</td>
<td>0</td>
<td>85,000</td>
</tr>
<tr>
<td>Treasurer</td>
<td>573,396</td>
<td>0</td>
<td>573,396</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>1,028,544</td>
<td>0</td>
<td>1,028,544</td>
</tr>
<tr>
<td>Economic Development</td>
<td>134,487</td>
<td>0</td>
<td>134,487</td>
</tr>
<tr>
<td>Community Agencies</td>
<td>230,650</td>
<td>0</td>
<td>230,650</td>
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<tr>
<td>Ingham Conservation District Court</td>
<td>7,954</td>
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<td>7,954</td>
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<tr>
<td>Equal Opportunity Committee</td>
<td>500</td>
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<td>500</td>
</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>Historical Commission</td>
<td>500</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>Tri-County Regional Planning</td>
<td>113,053</td>
<td>0</td>
<td>113,053</td>
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<tr>
<td>Jail Maintenance</td>
<td>212,600</td>
<td>0</td>
<td>212,600</td>
</tr>
<tr>
<td>Sheriff</td>
<td><strong>20,412,444</strong></td>
<td><strong>11,094</strong></td>
<td><strong>20,423,538</strong></td>
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<tr>
<td>Department</td>
<td>Expenditures</td>
<td>Transfer</td>
<td>Adjusted Expenditures</td>
</tr>
<tr>
<td>-----------------------------------</td>
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</tr>
<tr>
<td>Metro Squad</td>
<td>43,570</td>
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<tr>
<td>Community Corrections</td>
<td>161,036</td>
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<td>161,036</td>
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<tr>
<td>Animal Control</td>
<td>2,343,788</td>
<td>(11,094)</td>
<td>2,332,694</td>
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<tr>
<td>Emergency Operations</td>
<td>239,008</td>
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<tr>
<td>Board of Public Works</td>
<td>300</td>
<td>0</td>
<td>300</td>
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<tr>
<td>Drain Tax at Large</td>
<td>520,000</td>
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<td>Health Department</td>
<td>5,699,042</td>
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<td>CHC</td>
<td>3,600,156</td>
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<td>3,600,156</td>
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<td>Jail Medical</td>
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<tr>
<td>Medical Examiner</td>
<td>654,820</td>
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<td>Substance Abuse</td>
<td>706,777</td>
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<tr>
<td>Community Mental Health</td>
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<tr>
<td>Department of Human Services</td>
<td>2,002,229</td>
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<td>2,002,229</td>
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<tr>
<td>Tri-County Aging</td>
<td>83,295</td>
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<td>83,295</td>
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<tr>
<td>Veterans Affairs</td>
<td>574,096</td>
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<td>574,096</td>
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<td>Cooperative Extension</td>
<td>407,416</td>
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<tr>
<td>Library Legacy Costs</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Parks and Recreation</td>
<td>1,586,857</td>
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<td>1,586,857</td>
</tr>
<tr>
<td>Contingency Reserves</td>
<td>58,471</td>
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<td>58,471</td>
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<tr>
<td>Legal Aid</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
</tr>
<tr>
<td>2-1-1 Project</td>
<td>45,750</td>
<td>0</td>
<td>45,750</td>
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<tr>
<td>Community Coalition for Youth</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
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<tr>
<td>Miscellaneous Transfers</td>
<td>200,000</td>
<td>0</td>
<td>200,000</td>
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<tr>
<td>Capital Improvements</td>
<td>4,214,461</td>
<td>29,694</td>
<td>4,244,155</td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>86,677,857</strong></td>
<td><strong>(145,000)</strong></td>
<td><strong>86,532,857</strong></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

Treasurer

To adjust budget per Equalization determination that the annual tax will reduce tax revenue (145,000).

**General Fund Expenditures**

Circuit Court- Friend of Court

To reduce the transfer ($145,000) to Friend of Court F215 to reflect expenses incurred. Also to move ($29,694) expense to cover CIP project reinforcing the old GPB entrance front doors and installing scanners.

Sheriff

To move Animal Control wages ($11,094) to Sherriff to cover overtime cost incurred while Sheriff Sergeant serviced as Interim Animal Control Director.
Animal Control  
To move Animal Control wages ($11,904) to Sherriff to cover overtime cost incurred while Sheriff Sergeant serviced as Interim Animal Control Director.

Capital Improvements  
To move ($29,694) expense to cover CIP project reinforcing the old GPB entrance front doors and installing scanners to the Machine and Equipment Fund (F664)

**Non-General Fund Adjustments**

Road (F201)  
To recognize additional revenue ($2,324,173) received from the state under PA 207 of 2018.

Machine and Equipment (F664)  
To set up revenue and expense ($29,694) to pay for reinforcing the old GPB entrance front doors and installing scanners.
Introducing the County Services and the Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT FOR LEGAL SERVICES

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter “Contractor”); and

WHEREAS, that contract requires the Contractor to provide comprehensive legal services to the County under a fixed fee; and

WHEREAS, the Contractor has requested a base fee increase of 2%, consistent with the past practice of the parties, where the Contractor receives the same percentage increase as the annual base wage increase (if any) provided to employees.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a 2% base fee increase effective January 1, 2019.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make a budget adjustment, as needed, for this contract amendment and the Board Chairperson is authorized to sign this contract amendment after review by the Controller.
AMENDMENT #5 TO LEGAL SERVICES AGREEMENT

THIS AMENDMENT #5 TO THE LEGAL SERVICES AGREEMENT, made and entered into __________, 2018, by and between the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”), and COHL, STOKER & TOSKEY , P.C., with offices at 601 North Capitol Avenue, Lansing, Michigan 48933 (hereinafter referred to as “CONTRACTOR”), amends the Legal Services Agreement made and entered into between said parties dated August 9, 2011, as amended.

WITNESS:

1. Paragraph 2, Compensation, shall be revised to include a two percent (2%) increase effective January 1, 2019:

   Effective January 1, 2019, the County agrees that the compensation to be paid CONTRACTOR for all legal services shall be the sum of $489,847.47 per year, unless a change is mutually agreed to between the parties.

2. Paragraph 3, Method of Payment and Statement of Services, shall be revised to include the new monthly payment amount effective January 1, 2019:

   Effective January 1, 2019, the monthly payment shall $40,820.62.

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

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed and entered into this Amendment #5 on the day and year first above written.

COUNTY OF INGHAM

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

Date: ____________

COHL, STOKER & TOSKEY, P.C.

By: David G. Stoker

Date: ____________

n:\client\ingham\cst\cst legal services\2011-12 contract\amendment to cst agr 2019 11.16.18.doc
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION FOR 2019 AND 2020

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners’ Compensation for the period of January 1, 2019 through 2020 with a __% increase for 2019 and a __% increase for 2020.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

<table>
<thead>
<tr>
<th>Current Compensation</th>
<th>January 1, 2019</th>
<th>January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>$17,425</td>
<td></td>
</tr>
<tr>
<td>Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs</td>
<td>$12,704</td>
<td></td>
</tr>
<tr>
<td>Other Commissioners</td>
<td>$11,647</td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a $60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners’ Chairperson, and Vice-Chairperson as Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.
BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.
TRAVEL POLICY AND PROCEDURES
FOR INGHAM COUNTY COMMISSIONERS

1. Each Commissioner may be reimbursed up to $1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.

2. The cost of registration not exceeding $1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual $1,500 travel reimbursement allowance.

3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional $1,500 annually within the County’s fiscal year to cover increased expenses of attending necessary functions associated with the office.

4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.

5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.

6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.

7. A Commissioner shall not be reimbursed more than $3,000 for travel expenses within the County’s fiscal year, excluding registration fees.
Introducing Item 10b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2019 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 2 percent wage increase was recommended as part of the 2019 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 2 percent for 2019 as well; and

WHEREAS, the Board of Commissioners hopes and expects that each of the County-Wide Officials abide by relevant County policies, including ethics, purchasing, diversity, and human resources.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2019 salary as listed below:

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$92,630</td>
<td>$94,483</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$86,588</td>
<td>$88,320</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$133,396</td>
<td>$136,064</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$86,588</td>
<td>$88,320</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$124,935</td>
<td>$127,434</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$99,800</td>
<td>$101,796</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 21st of January, 2019 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.