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FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
BRIAN McGRAIN  
DEB NOLAN  
REBECCA BAHAR-COOK  
TODD TENNIS  
STEVE DOUGAN

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 22, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

**NOTE: CHANGE IN TIME**

### Agenda

Call to Order

Approval of the [February 8, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Authorizing Payment of \$6,746.00 to [L3 Communications](#) for the 2011-2012 Yearly Maintenance Fee for the Ingham County Sheriff's Office Digital In Car Camera System
2. Ingham County Homeland Security Office - Resolution to Enter into a Contract with the City of Lansing and to Accept the FY 2010 Homeland Security Grant Program Funds for the [Regional Planner Grant](#)
3. Circuit Court
  - a. Resolution Authorizing Supplemental Reimbursement for [Judicial Assistants](#)
  - b. Resolution Authorizing an Agreement with [CourtView](#) Justice Solutions for Acceptance of a Proposal to Provide the State Court Administrators Office (SCAO) Permanency Indicator Reports
4. MSU Extension - Resolution Authorizing a MSU Extension 4-H Program Jump into Foods and Fitness Grant to Target [Nutrition Education](#) to Underserved Youth in Ingham County and Lansing
5. Health Department - Resolution to Authorize a Contract with [GAV Associates](#) to Write Up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center
6. Financial Services - Resolution Authorizing and Clarifying [Pension Benefits](#) for Potter Park Zoo Employees
7. Parks Department - Resolution to Apply for a Michigan Department of Natural Resources [Recreation Passport Grant](#) for a Handicap Accessible Restroom at Burchfield Park

8. Controller/911
  - a. Resolution Adopting a Tentative Ingham County [911 Service Plan](#)
  - b. Resolution to Approve Entering into a 12-Month Agreement with [Arialink](#) for the Purchase of a Backup Network Circuit for the New 911 Phone System
  - c. [2012 Millage Renewals](#), Juvenile Justice Millage and 911 Millage
  
9. Board Referral - Letter from the State of Michigan Department of Treasury Regarding Delhi Charter Townships Resolution Requesting Revocation of the Real and/or Personal Property Component(s) of Industrial Facilities Exemption Certificate Number 2009-314 Issued to [Draths Corporation](#)

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

FINANCE COMMITTEE  
February 8, 2012  
Minutes

Members Present: Mark Grebner, Brian McGrain, Deb Nolan, Rebecca Bahar-Cook, Todd Tennis, Steve Dougan, and Board Chairperson Copedge

Members Absent: None

Others Present: Teri Morton, Chuck Gray, Renee Branch Canady, Paula Jackson, and others.

The meeting was called to order by Chairperson Grebner at 5:34 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

The Committee acknowledged the following corrections are needed:

**Agenda Item 2a. Change “bye” to “by” as follows:**

BE IT FURTHER RESOLVED, that the amount paid for physician services under the amended agreement originally authorized ~~bye~~ by Resolution #08-324 shall be \$16,606.

**Agenda Item 6 (late) change “FUTHERE” to “FURTHER” as follow:**

BE IT ~~FUTHERE~~ FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer funds from the Contractual Services line item (22160110 818000 02065) of the FY 12 Healthy Smiles Dental Center budget to personnel services.

Approval of the January 18, 2012 Minutes

The January 18, 2012 Minutes were approved as amended:

Item 1, paragraph 2, 2<sup>nd</sup> to last sentence strike “will” and change to “might” as follows: It is also unknown if the dam will need to be rebuilt which **might** significantly increase the cost.

Item 1, paragraph 3, 1<sup>st</sup> sentence strike “how” and change to “to approve” strike “will” and change to “to” as follows: Mr. Lindemann stated that it is the Board of Commissioners decision **to approve** the corrections **to** be made and the Drain Commissioner’s Office needs authorization to exceed the \$10,000 annual allotment for maintenance and repair because of the recent findings.

Item 1, paragraph 4, 1<sup>st</sup> sentence strike “eminent” and change to “imminent” as follows: Mr. Lindemann explained how the dam is constructed, provided specific concerns and stated the dam is not an “imminent” failure.

Item 10, paragraph 1, 1<sup>st</sup> sentence change “the district” to “Ingham County”. Comm. Dougan asked how the vendor was selected recognizing Accident Fund is in **Ingham County**.

Item 10, paragraph 2, 2<sup>nd</sup> to last sentence change “Legislator” to “Legislature” as follows: Comm. Tennis asked when the last bid was received, questioning if it was after the **Legislature** passed the Workman’s Compensation Reform.

1<sup>st</sup> Announcement, add 109 E. in front of Grand River and “funded by MSHDA after Williamston as follows: Comm. Dougan stated that he and Commissioners Holman and Vickers toured the renovated apartments on **109 E. Grand River in Williamston funded by MSHDA** and they are very nice.

Additions to the Agenda

6. Late - Resolution to Authorize the Restoration of the Dental Director Position

(Comm. Tennis arrived at 5:35 pm)

Limited Public Comment

None.

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

1. Mid-South Substance Abuse Commission - Resolution Amending Resolution #11-166 Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2011 Contract for Accounting with Respect Thereto
2. Health Department
  - a. Resolution to Authorize Amendments to Agreements with the Michigan State University College of Human Medicine
  - b. Resolution to Amend Resolution #11-255 Authorizing an Amendment to the Health Care Services Agreement with the Ingham Health Plan Corporation
  - c. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Lead the Great Start Collaborative Initiative in Shiawassee County
  - d. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide Early Head Start Services in Shiawassee County
3. Housing Commission - Resolution Accepting 2011 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$300,000
4. Management Information Services (MIS)
  - b. Resolution to Approve the Purchase of Batteries, Capacitors, and Filters from Nationwide Power
6. Resolution to Authorize the Restoration of the Dental Director Position

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

4. Management Information Services (MIS)
  - a. Resolution to Approve the Purchase of the DotNetNuke Pro License Subscription from the DotNetNuke Corporation

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO APPROVE THE PURCHASE OF THE DOTNETNUKE PRO LICENSE SUBSCRIPTION FROM THE DOTNETNUKE CORPORATION.

Comm. Nolan asked if the program issues have been resolved for the Board Coordinator, Ms. Bennett. Ms. Morton explained that although Ms. Bennett's issues are not resolved she is satisfied that the vendor will be working with her and the expectation is that it will be resolved with the new version. Mr. Shewchuk acknowledged that Ms. Bennett has unique requirements in comparison to other departments because of the resolution volume.

Comm. Nolan asked if there were other departments having difficulty with the program. Mr. Shewchuk stated there are typically transitional problems when moving to a new program. He explained they are testing the new version right now however there are problems; therefore, they are working on the issues to be resolved before implementation. He also explained the software compatibility problems that need to be worked out. He noted training is being provided.

Comm. Nolan asked why there was a change. Mr. Shewchuk explained in the past webmasters were required to be more technical using tools that were more like programming. He noted this web content should be easier to use and the plug in modules are state of the art.

Comm. Schor asked about documents being available. Mr. Shewchuk explained that there about 3,000 resolutions that need to be manually re-linked; however, that is a one-time process. Comm. Schor asked if uploading the documents would be an easier process than previously. Mr. Shewchuk answered yes, explaining a custom programming has been written for Ms. Bennett's requirements.

MOTION CARRIED UNANIMOUSLY.

5. Board of Commissioners
  - a. Appointments to the Equalization Subcommittee

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPOINT COMM. TENNIS AND COMM. MCGRAIN TO THE EQUALIZATION SUBCOMMITTEE.

MOTION CARRIED UNANIMOUSLY.

b. Discussion Item – Future Meeting Times for 2012 Finance Committee

The Committee discussed the meeting time and made the decision to change the meeting from 5:30 pm to 6:00 pm.

Announcements

Comm. Tennis stated he will not be at the next meeting, February 22, 2012.

Public Comment

None.

The meeting adjourned at approximately 5:56 p.m.

Respectfully submitted,

Julie Buckmaster

## FEBRUARY 22, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Controller's Office is recommending approval of the following resolutions:

1. *Sheriff's Office - Resolution Authorizing Payment of \$6,746.00 to L3 for the 2011-2012 Yearly Maintenance Fee for the Ingham County Sheriff's Office Digital In Car Camera System*

This resolution authorizes a 2011-2012 maintenance contract with L3 Communications for the Digital In Car Camera systems that were purchased in 2009 and 2010. The Maintenance Agreement will be paid out of the 2012 LOFT budget.

2. *Ingham County Homeland Security Office - Resolution to Enter Into a Contract with the City of Lansing and to Accept the FY 2010 Homeland Security Grant Program Funds for the Regional Planner Grant*

This resolution authorizes the acceptance of the 2010 State Homeland Security Grant Regional Planner Grant from the Michigan Department of State Police, Emergency Management Division, subcontracted through the City of Lansing, for the time period of May 1, 2012 through April 30, 2013, at a total cost not to exceed \$65,000.00 (no match required) for the expenses incurred for the temporary Regional Planner. The Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office.

- 3a. *Circuit Court - Resolution Authorizing Supplemental Reimbursement for Judicial Assistants*

This Resolution proposes more flexibility for the Chief Judge in compensating the Judicial Assistants of the Judges that have additional duties because of the Administrative positions/duties that the Judges hold due to an appointment by the Chief Judge. When Judge Lawless was appointed as the Chief Judge for 2012, she decided to change former Chief Judge Collette's administrative structure of a Chief Judge Pro Tempore and a Presiding Judge Family Division. The additional compensation for the JA's of these Judges was authorized through Resolution #06-190.

Judge Lawless has decided to have an administrative structure of a Chief Judge Pro Tempore and a Presiding Judge General Trial Division.

Therefore, the attached resolution will rescind Resolution #06-190 and replace it with a new compensation structure that allows for additional reimbursement for the JA's of the Chief Judge, Chief Judge Pro Tempore and a Presiding Judge for the Family Division and/or the General Trial Division. This will give future Chief Judges at the Circuit Court more flexibility and there is no to minimal additional costs involved. (See attached memo for details.)

3b. *Circuit Court - Resolution Authorizing an Agreement with CourtView Justice Solutions for Acceptance of a Proposal to Provide the State Court Administrator's Office (SCAO) Permanency Indicator Reports*

This Resolution authorizes the acceptance of the CourtView Justice Solutions quote "INGHAM 20120206 " and to pay the amount of the actual costs, not to exceed \$15,000 to allow for the CourtView system collect the necessary data to generate the new permanency indicator (PIR) reports (SCAO 66) with a effective date of January 1, 2013.

This authorization is contingent on the joint approval by both the Kent County Circuit Court and Macomb County Circuit Court of the CourtView Justice Solutions quote and the funds necessary to participate in this joint solution. Ingham County funding will come from the Law and Order Fund for Technology (LOFT) This is a solution to a short term issue of how to comply with a SCAO requirement.

4. *MSU Extension - Resolution Authorizing a MSU Extension 4-H Program Jump Into Foods and Fitness Grant to Target Nutrition Education to Underserved Youth in Ingham County and Lansing*

This resolution accepts a grant in the amount of \$7,300.65 from Michigan State University for the time period of October 1, 2011 through September 30, 2012. The grant will be used to provide nutrition education using the *Jump into Foods and Fitness* (JIFF) 4-H curriculum. JIFF programs will take place in after school and summer camp programs throughout Lansing, including summer program sites for Lansing Parks and Recreation.

5. *Health Department - Resolution to Authorize a Contract with GAV Associates to Write Up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center*

This resolution authorizes a contract with GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center. GAV Associates has other relevant experience working on projects of similar size and scope and has previous experience working with the County, most notably, the renovation of Ingham Academy. The amount of the contract will not exceed \$16,150 for the time period of March 1, 2012 through February 28, 2013. Funds for this renovation are available through the School Based Health Center Capital Grant accepted by Resolution 11-315.

6. *Financial Services - Resolution Authorizing and Clarifying Pension Benefits for Potter Park Zoo Employees*

This resolution would finalize the pension benefits, formulas, and contribution rates for two of the UAW Zoo Divisions. Please refer to the letter from Rich McNulty for additional information.

7. *Parks Department - Resolution to Apply for a Michigan Department of Natural Resources Recreation Passport Grant for a Handicap Accessible Restroom at Burchfield Park*

The resolution authorizes a grant application to replace the existing portable restroom at Burchfield Park with a handicap accessible restroom facility. Total costs of the project are estimated at \$60,000, with \$15,000 in Ingham County matching funds and \$45,000 from the state grant. The county's local match of \$15,000 was approved in the Parks 2012 Capital Improvement Budget.

8a. Controller/911 - Resolution Adopting a Tentative Ingham County 911 Service Plan

This resolution adopts a new tentative 911 Service Plan for Ingham County. This resolution is necessary because as of the consolidation of the Cities of Lansing and East Lansing 911 dispatch centers into the new Ingham County operated 911 dispatch center. The resolution includes a date, time and place for a public hearing to be held on a final Service Plan (June 12, 2012, to be held at 6:30 p.m. at the Ingham County Courthouse, Board of Commissioners Room, located in Mason, Michigan )

There are also public notice requirements, including publication requirements with specific time requirements in a newspaper of general circulation. The County Clerk must also forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within our Service District. Communities within our Service District have a number of options.

**However, once the Communities within our Service District receive the Clerk's packet of information including the resolution and copy of the Tentative Plan, they do not have to take any official action. With the exception of having their Public Safety Agencies dispatched by the new Ingham County 911 Center rather than by the East Lansing and Lansing 911 centers, there are no substantive changes.** (See attached communication for details)

8b. Controller/911 - Resolution to Approve Entering Into a 12-Month Agreement with Arialink for the Purchase of a Backup Network Circuit for the New 911 Phone System

This Resolution authorizes a Purchase Order with Arialink for the backup communication circuits for the new 911 phone system from Ingham County to Livingston County. The cost cannot be invoiced separately to each county. According to the Clinton, Eaton, Ingham, Livingston (CEIL) agreement, joint costs are proportionately allocated based on the percentage derived from the number of dispatch positions at each 911 Center. In addition, if the cost cannot be individually invoiced to each county, a fiduciary county needs to be selected. This resolution proposes that Ingham County be the fiduciary and MIS will be responsible for invoicing each county for the costs as indicated below:

- Clinton County – 16% or \$5,696.00
- Eaton County – 23% or \$8,188.00
- Ingham County – 42% or \$14,952.00
- Livingston County – 19% or \$6,764.00  
\$35,600.00

**DISCUSSION ITEM:**

8c. Controller/911 -2012 Millage Renewals - Juvenile Justice Millage and 911 Millage (See attached communication and attachments)

**BOARD REFERRAL:**

9. *Letter from the State of Michigan Department of Treasury Regarding Delhi Charter Township's Resolution Requesting Revocation of the Real and/or Personal Property Component(s) of Industrial Facilities Exemption Certificate Number 2009-314 Issued to Draths Corporation*

**M E M O R A N D U M**

**TO:** Law Enforcement Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** January 21, 2012

**RE:** L3 Maintenance Agreement Resolution

This resolution requests permission pay the 2011-2012 yearly maintenance fee to L3 Communications for the Digital In Car Camera systems purchased in 2009 and 2010.

The financial implications for this maintenance agreement is for \$6,746.00 for the 2011-2012 year to be paid for by the Sheriff's Office.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PAYMENT OF \$6,746.00 TO L3 COMMUNICATIONS FOR THE  
2011-2012 YEARLY MAINTENANCE FEE FOR THE INGHAM COUNTY SHERIFF'S OFFICE  
DIGITAL IN CAR CAMERA SYSTEM**

WHEREAS, the Ingham County Sheriff's Office purchased from L3 Communications several In Car Digital Cameras as well as Server Hardware in 2009 and 2010 (County resolution 09-023); and

WHEREAS, in order to maintain the quality of this equipment, the Ingham County Sheriff's Office wishes to purchase a yearly maintenance program from L3 Communications; and

WHEREAS, the Ingham County Sheriff's Office along with MMRMA realize the importance of proper working Digital In Car Camera Systems as a valuable risk management tool; and

WHEREAS, the cost of the 2011-2012 maintenance program from L3 Communications is for \$6,746.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to pay \$6,746.00 to L3 Communications for the 2011-2012 maintenance program.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2012 budget in accordance with this resolution.

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

**Agenda Item 2**

TO: LE Committee  
Finance Committee

FROM: Sergeant Robert Ott, Ingham County Office of Homeland Security & Emergency  
Management

DATE: January 27, 2012

RE: Resolution To Enter Into A Contract With The City Of Lansing And To Accept The FY  
2010 Homeland Security Grant Program Funds For The Regional Planner Grant

Commissioners:

This resolution would authorize Ingham County to approve the FY 2010 Homeland Security Grant Program (HSGP) grant subcontract from the City of Lansing for the expenses incurred for the temporary Regional Planner for the time period of May 1, 2012 through April 30, 2013, at a total cost not to exceed \$65,000.00 (no match required).

The City of Lansing has again volunteered to be the Fiduciary Agent for these Homeland Security Grant Program (HSGP) funds as they have for several prior rounds of Homeland Security Grant Program funding cycles.

The Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office.

I would recommend your approval of this Grant funded Regional Planner Grant and the accompanying resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF LANSING AND TO  
ACCEPT THE FY 2010 HOMELAND SECURITY GRANT PROGRAM FUNDS FOR THE  
REGIONAL PLANNER GRANT**

WHEREAS, the Ingham County Sheriff's Office/Office of Homeland Security & Emergency Management has been approved to receive grant funds from the Department of State Police, Emergency Management Division through the City of Lansing, to hire a temporary Regional Planner; and

WHEREAS, this temporary Regional Planner will perform research and provide data to support Regional Homeland Security efforts through the systematic planning, evaluation and analysis of program elements in the areas of equipment acquisition, training, exercising, and planning as identified in the regions homeland security assessment and strategy; and

WHEREAS, the Regional Planner will also research and provide data through the systematic planning, evaluation and analysis of projects in bio-terrorism, weapons of mass destruction, and CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) elements; and

WHEREAS, the Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office, Office of Homeland Security & Emergency Management, in cooperation with the Ingham County Local Emergency Planning Committee has identified some specialized needs eligible for funding through this grant; and

WHEREAS, the City of Lansing has agreed to be the fiduciary agent for these grant funds.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the City of Lansing, to be the fiduciary agent for the FY 2010 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval for the expenses incurred for the temporary Regional Planner for the time period of May 1, 2012 through April 30, 2013, at a total cost not to exceed \$65,000.00 (no match required).

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office, Office of Homeland Security & Emergency Management 2012, and 2013 budgets.

**MEMORANDUM**

TO: Ingham County Finance and Judiciary and County Services Committees

FROM: David Easterday  
Circuit Court Administrator

DATE: February 10, 2012

RE: Resolution Authorizing Supplemental Reimbursement for Judicial Assistants

The Circuit Court has provided additional reimbursement for many years for the Judicial Assistant (J.A.) for the Chief Judge, Chief Judge Pro Tempore and Presiding Judge. To formalize the payment Board Resolution # 06 – 190 was passed in 2006 authorizing the amounts of \$500 every six months for the J.A. for the Chief Judge, \$100 every six months for the J.A. for the Chief Judge pro Tempore and \$250 every six months for the J.A. for the Presiding Judge Family Division.

In 2006 Judge Collette was the Chief Judge and continued in that role through the end of 2011. As Chief Judge he chose to have a Chief Judge Pro Tempore and a Presiding Judge Family Division.

Judge Lawless was appointed as the Chief Judge for 2012. As Chief Judge she also will have a Chief Judge Pro Tempore but, because her expertise is in Family Law, has chosen to have a Presiding Judge General Trial Division. Because of the change the Resolution approved in 2006 is no longer applicable.

The proposed Resolution sent to you for review and consideration authorizes the additional reimbursement for the J.A. for the Chief Judge, Chief Judge Pro Tempore and a Presiding Judge for the Family Division and / or the General Trial Division. I believe the expanded definitions will better serve the Circuit Court for any future changes in Judicial leadership.

Your approval of the Resolution is requested.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE ADDITIONAL REIMBURSEMENT FOR THE JUDICIAL ASSISTANT  
FOR CHIEF CIRCUIT COURT JUDGE, CHIEF CIRCUIT COURT JUDGE PRO TEMPORE, AND  
PRESIDING FAMILY DIVISION JUDGE**

**RESOLUTION #06-190**

WHEREAS, for several years the Circuit Court has provided additional reimbursement for the Judicial Assistant (J.A.) for the Chief Judge and Chief Judge Pro Tempore; and

WHEREAS, these payments are paid due to extra job responsibilities of serving the Chief Judge or Chief Judge Pro Tempore; and

WHEREAS, the Judicial Assistant for the Presiding Judge Family Division also has some of the same job responsibilities and is seeking additional compensation.

THEREFORE BE IT RESOLVED, the Judicial Assistant for the Chief Judge receive \$500 every six months, the Judicial Assistant for the Chief Judge Pro Tempore receive \$100 every six months, and the Judicial Assistant for the presiding Judge Family Division receive \$250 every six months.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Plan be amended to reflect these amounts.

**COUNTY SERVICES: Yeas:** Schor, De Leon, Holman, Copedge, Vickers

**Nays:** None      **Absent:** Severino      **Approved 7/18/06**

**FINANCE: Yeas:** Hertel, Grebner, Weatherwax-Grant, Dougan

**Nays:** None      **Absent:** Dedden, Thomas      **Approved 7/19/06**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SUPPLEMENTAL REIMBURSEMENT FOR  
JUDICIAL ASSISTANTS**

WHEREAS, for several years the Circuit court has provided additional reimbursement for the Judicial Assistant (J.A.) for the Chief Judge, Chief Judge Pro Tempore and Presiding Judge; and

WHEREAS, these payments are paid due to extra job responsibilities of serving the Chief Judge, Chief Judge Pro Tempore or Presiding Judge; and

WHEREAS, the Circuit Court always has a Chief Judge and Chief Judge Pro Tempore; and

WHEREAS, the designation of a Presiding Judge Family Division and/or Presiding Judge General Trial Division is a decision left to the Chief Judge.

THEREFORE BE IT RESOLVED, the Judicial Assistant for the Chief Judge receive additional compensation of \$500 every six months, the Judicial Assistant for the Chief Judge Pro Tempore receive additional compensation of \$100 every six months, and the Judicial Assistant for the Presiding Judge Family Division and/or General Trial Division receive additional compensation of \$250 every six months.

BE IT FURTHER RESOLVED, that this additional compensation is effective January 1, 2012 and that Resolution #06-190 is hereby rescinded.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Plan be amended to reflect these amounts.

# MEMORANDUM

TO: Ingham County Finance and Judiciary Committees

FROM: David Easterday  
Circuit Court Administrator

DATE: February 9, 2012

RE: Resolution Authorizing An Agreement With CourtView Justice Solutions For Acceptance Of A Proposal To Provide the State Court Administrators Office (SCAO) Permanency Indicator Reports

The State Court Administrative Office is requiring the Family Division of the Circuit Court to provide new Permanency Indicator Reports (PIR) effective 01/01/14. The information to be reported will need to be collected starting 01/01/13. The Circuit Court's current Case Management system does not collect the needed information in order to produce the reports.

The PIR will accumulate statistics in child protective proceedings to determine compliance with statues and court rules in order to make management decisions about the effective and timely processing of child protective cases. The goal is to achieve a permanent living environment for Michigan's neglected and abused children.

The Permanency Indicator Reports are 10 separate reports tracking neglect and abused children from the date a petition is filed requesting removal of the children from their home through disposal of the petition, permanency planning and review of their placement up until return to home or termination of parental rights allowing the children to be eligible for adoption. These reports are all based on the removal date and the time guidelines for all subsequent hearings.

CourtView Justice Solutions, Kent County, Macomb and Ingham County have agreed to share the cost for modifications needed for the CourtView system and production of the reports. Ingham County's portion will be capped at an amount not to exceed 100 hours and not to exceed \$15,000.

It is hoped that the Board of Commissioners will approve the necessary funding in order to proceed.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH COURTVIEW JUSTICE SOLUTIONS FOR ACCEPTANCE OF A PROPOSAL TO PROVIDE THE STATE COURT ADMINISTRATORS OFFICE (SCAO) PERMANENCY INDICATOR REPORTS**

WHEREAS, the Ingham County Circuit Court has been using CourtView Justice Solutions since 1999 as their Case Management system; and

WHEREAS, the State Court Administrative Office (SCAO) is requiring that the Family Division of Circuit Court provide new permanency indicator (PIR) reports (SCAO 66) effective January 1, 2013; and

WHEREAS, this requirement from the State Court Administrators Office (SCAO) is not possible to comply with through a manual process; and

WHEREAS, the Kent County Circuit Court and Macomb County Circuit Court also use CourtView as their Case Management system and are also interested in finding a automated solution to this SCAO requirement to provide this report; and

WHEREAS, CourtView Justice Solutions has provided the three Counties a joint cost proposal in order to allow for the collection of the data and the generation of the reports to the State Court Administrative Office (SCAO); and

WHEREAS, the three affected Counties and CourtView Justice Solutions have had several discussions on the responsibilities and costs involved by the four affected parties in order to provide the PIR report and are now jointly recommending the following apportionment of these costs:

CourtView Justice Solutions 40 % of actual hours expended not capped

Kent County share: 20% of actual hours expended, capped at 100 hours, capped at \$15,000

Macomb County share: 20% of actual hours expended, capped at 100 hours, capped at \$15,000

Ingham County share: 20% of actual hours expended, capped at 100 hours, capped at \$15,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the CourtView Justice Solutions quote "INGHAM 20120206 "and to pay the amount of the actual costs, not to exceed \$15,000 to allow for the CourtView system collect the necessary data to generate the new permanency indicator (PIR) reports (SCAO 66) with a effective date of January 1, 2013.

BE IT FURTHER RESOLVED, that this authorization is contingent on the joint approval by both the Kent County Circuit Court and Macomb County Circuit Court of the CourtView Justice Solutions quote and the funds necessary to participate in this joint solution.

BE IT FURTHER RESOLVED, that the funding will come from the Law and Order Fund for Technology (LOFT) account # 245 25820 932050.

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

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

## Agenda Item 4

TO: Ingham County Board of Commissioners

FROM: Betty Jo Nash, MSU Extension

DATE: February 8, 2012

RE: MSU Extension authorization to receive nutrition grant

Please find attached a resolution from Ingham County MSU Extension's 4-H program requesting authorization to receive a grant in the amount of \$7,300.65 from Michigan State University. The grant will be funded by the Supplemental Nutrition Assistance Program Education (SNAP-ED) and will be used to provide nutrition education using the *Jump into Foods and Fitness* (JIFF) 4-H curriculum. JIFF programs will take place in after school and summer camp programs throughout Lansing, including summer program sites for Lansing Parks and Recreation. Grant funds will be used to cover the expenses of supplies and 4-H staffing for the program.

**FW: JIFF 2011-12 AWARD LETTER**

Reuter, Stephanie [cp\_reuter@ingham.org]

**Sent:** Wednesday, February 01, 2012 5:35 PM

**To:** Nash, Betty Jo [cp\_nash@ingham.org]

Let me know if you have any questions. This award letter is based on a proposed budget that was done in November or December, so things would be a little different structurally, but the amount would be the same. The time frame and sites may just be different.

---

**From:** Sadler, B'Onko [sadlerbo@anr.msu.edu]

**Sent:** Thursday, January 05, 2012 11:29 AM

**To:** Reuter, Stephanie

**Cc:** Lehman, Don

**Subject:** JIFF 2011-12 AWARD LETTER

Dear Stefanie,

Thank you for your involvement with the Supplemental Nutrition Assistance Program Education for 4-H Jump Into Foods and Fitness project, which runs through September 30, 2012. As you know, JIFF is a hands-on nutrition and fitness program designed to help youth ages 8 to 11 make healthier nutrition and physical activity choices; this puts JIFF programming in strong alignment with the MSUE strategic priority area of "promoting healthy lifestyles." We have a strong history of working with teens as teachers of younger youth around the JIFF curriculum concepts.

Here's the initial information you shared regarding your involvement:

**Project Contact Person:** Stephanie Reuter

**Project Delivery Sites and Estimated Reach** (project audiences must be from schools with 50% or greater free and reduced lunch or in communities in census tracts where greater than 50% of the population is below the 185% poverty level):

Wexford Community School – 15-20 youth

TLC Group Home – 10 youth

Lansing Parks and Rec

(Foster Community Center after-school program with students from Bingham Fairview, & Post Oak School 40 youth

Gier Community Center after-school program with students from Gier Park School – 15-20 youth

South Side Community Center – 20 youth

Letts Community Center– 20 youth)

Cavanaugh Elementary; Cumberland Elementary; Wainright Elementary;– 80 youth

S. Side Community Coalition – 50- 60 youth

Boys and Girls Club South – 20-40 youth

**County Mini-Grant to Support Programming:** \$7,300.65 (which could be used to support project implementation costs such as educational supplies and stipends for teen health educators)

At the state level, we will provide JIFF training, mini-grants, evaluation support, connections to other curricula,

<https://mail.collegemail.msu.edu/OWA/?ae=Item&t=IPM.Note&id=RgAAAAAX0eOBMP...> 2/7/2012

and ongoing technical support.

Please keep the following in mind as we move ahead:

**Audience:** Please feel free to work with additional project audiences using the resources (in-kind and mini-grant) allocated for this project as long as the audiences fall within these guidelines: project audiences must be from schools with 50% or greater free and reduced lunch or in communities in census tracts where greater than 50% of the population is below the 185% poverty level. We will be asking you to report on your work with these audiences. (See "Reporting" below.)

**Teens as educators:** We've had good experiences involving teens as teachers of the JIFF curriculum, and we are putting together some guidelines for recruiting and supporting teens in this role. In the past, some counties have opted to use a portion of their mini-grants to pay the teens. See the "Project Expenses" section below for information on the best method for paying teens.

**4-H Participation Fee:** Because this program focuses on low-income audiences, Julie Chapin has given permission to waive the 4-H participation fee for participants.

**Evaluation:**

- **For 8- to 11-year-olds:** As you work with the JIFF audience, **please** use the "JIFF Sound-Off Survey" that's included on pages 138-139 of the *Jump Into Foods and Fitness* curriculum. Plan to have the kids complete the survey as a pre-survey at the beginning of their JIFF experience and as a post-survey at the end of their experience. As soon as you have a set of completed pre- and post-surveys, mail them to B'Onko so our student can input the data. Please enclose your name, county and the name of the group. We'll provide an evaluation summary for you with your results.
- **For younger youth:** If you are working with youth younger than age 8, consider using the "Secret Messages for JIFF the Joey" activity on pages 140-144 to assess their learning.
- **For teens:** Over the past two years, we've done end-of-project phone interviews with a sample of teens who worked as educators for JIFF and we've asked them about impacts related to both nutrition/fitness knowledge and behaviors and life skills knowledge and behaviors. We will be asking you for contact information for these teens as the year goes on. You should submit their name, phone number and best time to reach them.

**Project conference calls:** We would like you to plan to participate in project conference calls scheduled for the following dates and times (specific information will be sent prior to the calls):

February, 2012 (specific date TBA – topics: training and questions related to project continuation or start-up; volunteer hours; ongoing support in promoting health and well-being; dates/times for future conference calls

July 2012 (specific date TBA) – topics: project evaluation; summer programming; FY13 opportunities

August 2012 (specific date TBA) – topics: project wrap-up; future opportunities

**Reporting:** For each of your sites, we will need you to keep track of the following information for project reporting: location and type of delivery site; description of targeted audience; total number of participants / percentage qualifying for free/reduced lunch; description of educational methods; a project success story. The template for this report is attached. Please submit your report when you have completed your total project (and no later than **September 30, 2012**).

**Project expenses:**

Your county's mini-grant amount is listed above. This mini-grant can be used on materials and supplies to support your project programming and to pay teen educators if you opt to do that. Here's what the mini-grant

can cover:

- **Food:** perishables for food demonstrations, only sample or tasting size portions, no meal size portions. In other words, please make use of grant dollars to provide healthy snack food samples that are associated w/ the nutrition education in JIFF; funding for a pizza meal at a meeting would need to come from another source.
- **Supplies:** may be “project supplies” but not “office supplies” since SNAP-Ed does not pay for general office supplies, only those items used specifically for SNAP-Ed project, which may include paper, toner, etc., in order to provide SNAP-Ed handouts or SNAP-Ed reports
- **Literature/materials:** such as the purchase of food or fitness guide MyPlate materials for kids/families

The mini-grant cannot be used for items including bottle deposits, equipment and phones. If in doubt, contact B'Onko.

Your county should make any purchases up front and campus will reimburse your county office. Please submit a Direct Payment Voucher Form, along with originals of receipts. (The form can be downloaded at <http://ctrl.msu.edu/Download.aspx>.) Have your CED sign and date the DPV in **blue ink**. Keep a complete copy of the form and receipts for your file. Send the original form and receipts to B'Onko.

**Paying teens:** Because we've had some challenges getting teen educators paid through this grant in the past, we have been advised to have counties pay teens as on-call temporary employees.

B'Onko S. Sadler M.S.  
ASSOCIATE PROGRAM LEADER  
CHILDREN AND YOUTH INSTITUTE  
4-H YOUTH DEVELOPMENT  
MICHIGAN STATE UNIVERSITY  
160 AGRICULTURE HALL  
EAST LANSING, MI 48824-1039

Direct: (517) 432-7618  
E-mail: [sadlerbo@msu.edu](mailto:sadlerbo@msu.edu)

**JOIN THE REVOLUTION**  
**OF RESPONSIBILITY**

MSU EXTENSION: <http://msuc.anr.msu.edu/>  
MICHIGAN 4-H YOUTH DEVELOPMENT: <http://4h.msuc.msu.edu/>  
OPERATION: MILITARY KIDS: <http://www.operationmilitarykids.org>

Ingham County Proposed JIFF Program Budget for 2011-12

Staff	Supplies	Total
<p><b>School year program</b>                      8 weeks, 3 hours per site, 3 sites a week                      x 2 rounds of 8 week programs</p> <p>Proposed Sites: (TLC Group Home, Foster Community Center, Wexford Elementary or S. Side CommunityCoalition, Allen Neighborhood Center, LaRoy Froh Housing Commission, Crossroads Youth Homeless Shelter)</p>	<p>\$20/program = \$480</p>	<p>\$10.50x72hrs= \$831.60 (includes fringe) x 2 staff = \$1663.20</p> <p>\$4,286.40</p>
<p><b>Summer Program</b>                      6 weeks, 2.5 hours per site, 9 sites a week</p> <p>Proposed Sites: (8 parks and Rec sites plus S. Side Community Colalition)</p> <p>Incentive for coming a majority of the programs- \$3 x 125 youth (approximately 60% of participants)</p>	<p>\$20/program= \$1080</p>	<p>\$10.50 x 135 hrs = 1559.25 (includes fringe)</p> <p>\$2,639.25</p> <p>\$375</p>
<b>Total Request</b>		<b>\$7,300.65</b>

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A MSU EXTENSION 4-H PROGRAM JUMP INTO FOODS AND FITNESS GRANT TO TARGET NUTRITION EDUCATION TO UNDERSERVED YOUTH IN INGHAM COUNTY AND LANSING**

WHEREAS, obesity is an epidemic in the United States and the State of Michigan; and

WHEREAS, Ingham County has identified as one of the goals for local MSU Extension programs to “Facilitate the development of knowledge and skills and provide opportunities that will cause residents of all ages to make sound nutritional choices and increase physical activity”; and

WHEREAS, the Ingham County MSU Extension Office provides Ingham County youth with safe, structured activities during non-school hours; and

WHEREAS, the 4-H program will provide an educational experience targeted at elementary age children to build foundational knowledge about nutrition and exercise; and

WHEREAS, the Supplemental Nutrition Assistance Program Education (SNAP-ED) through Michigan State University Extension agrees to provide funding through a grant from campus to the county office in the amount of \$7,300.65 for the delivery of nutrition education through after school and summer programs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement in the amount of \$7,300.65 for program delivery from Michigan State University to support after-school and summer 4-H youth programming.

BE IT FURTHER RESOLVED, that the period this grant shall cover will be October 1, 2011 through September 30, 2012.

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

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

**MEMORANDUM**

**TO:** Human Services, County Service and Finance Committees

**FROM:** Jim Hudgins, Director, Purchasing Department

**DATE:** January 26, 2012

**SUBJECT:** Architectural and Engineering Services Proposal Summary for Renovations and Alterations to Willow Health Center

Project Description:

Proposals were sought from qualified and experienced architectural and engineering (A/E) firms for the purpose of entering into a contract to provide complete designing, engineering, construction administration services for modernizing, improving and reconfiguring interior arrangements of Willow Health Center (Center), in strict compliance with the Health Resources and Services Administration’s School Based Health Centers Capital Grant awarded to the Ingham County Health Department.

The Ingham County Health Department currently operates three child and adolescent health center programs as part of its Community Health Center Network: Otto Community Health Center, Sexton Health Center and Willow Health Center. These programs provide primary medical care to Ingham County’s child and adolescent population.

In July 2011, the U.S. Department of Health and Human Services, Health Resources and Services Administration announced a Notice of Grant Award in the amount of \$499,599 for the period of July 1, 2011 through June 30, 2013 to the Ingham County Health Department. The Notice of Grant Award approved the following projects: Alteration and Renovation of Willow Health Center, Alteration and Renovation of Otto Community Health Center and an Equipment Project. This project, however, deals only with Willow Health Center.

The County is currently under a five-year lease agreement through December 31, 2014 for the use of the 7,500 square feet building and 400 square feet of storage. The County has a signed letter dated January 5, 2011 from the owner of Willow Health Center consenting to the proposed alternation and renovation project.

Proposal Summary:

Vendors contacted: 17            Local: 6  
 Vendors responding: 3        Local: 1

<b>Company</b>	<b>Preliminary Design Cost</b>	<b>Construction Admin. Cost</b>	<b>Total Cost</b>	<b>Local</b>
GAV Associates	\$7,700	\$8,450	\$16,150	N – Flint
Century A&E	\$6,770	\$18,115	\$24,885	N – Grand Rapids
Hobbs & Black	\$10,990	\$22,470	\$33,460	Y – Lansing

A total of 7 vendors attended the mandatory Pre-proposal meeting.

Local vendors not responding:

- 1) C2AE – Busy working on other projects.
- 2) DLZ – Doesn't remember seeing the solicitation. Contact information on file was verified.
- 3) Keystone – Doesn't remember seeing the solicitation. Contact information on file was verified.

Recommendation:

The Evaluation Committee recommends awarding a contract to GAV in an amount not to exceed \$16,150. In addition to submitting the lowest bid, GAV is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County, most notably, the renovation of Ingham Academy.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.

**MEMORANDUM**

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Renée Branch Canady, PhD, MPA, Health Officer

Date: February 9, 2012

Subject: Request to Enter into Contract with GAV Associates to Write up Preliminary Construction Documents for the Alterations and Renovations Project at Willow Health Center

In Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of the School Based Health Center Capital Grant award in the amount of \$499,599 from the Department of Human Services, Health Resources and Services Administration to complete three projects: alter and renovate Willow Health Center, alter and renovate Otto Community Health Center and purchase equipment at each of the Health Department's Child and Adolescent Health Centers.

In order to complete the alteration and renovation project at Willow Health Center the Community Health Center Network of the Health Department worked with the Ingham County Purchasing Department to solicit proposals. Seventeen vendors were contacted directly and the RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department webpage. Seven vendors attended the mandatory pre-proposal meeting and three vendors responded.

Both the Health Department and the Purchasing Department evaluated the proposals and recommend awarding a contract to GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center. In addition to submitting the lowest bid of \$16,150, GAV Associates has other relevant experience working on projects of similar size and scope and has previous experience working with the County, most notably, the renovation of Ingham Academy.

The Health Department budgeted \$172,000 to complete the entire alterations and renovations at Willow Health Center. The Community Health Center Board of Directors has reviewed the proposals and recommends the contract with GAV Associates.

I recommend that the Board of Commissioners authorize a contract between the Health Department and GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center.

Attachment

c: Debra A. Brinson, w/ attachment  
John Jacobs, w/ attachment  
Barbara Watts Mastin, w/ attachment  
Carolyn Redman, w/ attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GAV ASSOCIATES TO WRITE UP PRELIMINARY CONSTRUCTION DOCUMENTS FOR ALTERATIONS AND RENOVATIONS AT WILLOW HEALTH CENTER**

WHEREAS, in Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of the School Based Health Center Capital Grant award in the amount of \$499,599 from the Department of Human Services, Health Resources and Services Administration to complete three projects: alter and renovate Willow Health Center, alter and renovate Otto Community Health Center and purchase equipment at each of the Health Department's Child and Adolescent Health Centers; and

WHEREAS, in order to complete the alterations and renovations of Willow Health Center, the Ingham County Purchasing Department solicited proposals from qualified and experienced architectural and engineering firms pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department and the Health Department and both are in agreement that the lowest bidder meets all specifications and requirements; and

WHEREAS, the Health Department and the Purchasing Department recommend awarding a contract to GAV Associates to write up the preliminary construction documents for the alterations and renovations project at Willow Health Center in an amount not to exceed \$16,150; and

WHEREAS, the Health Department has budgeted \$172,000 for the alterations and renovations project at Willow Health Center; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners' Federally Qualified Health Center Co-applicant Board, recommends a contract with GAV Associates.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes entering into a contract with GAV Associates in an amount not to exceed \$16,150 to provide complete design, engineering, and construction administration services for modernizing, improving and reconfiguring interior arrangements of Willow Health Center.

BE IT FURTHER RESOLVED, the period of this agreement shall be from March 1, 2012 through February 28, 2013.

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

January 18, 2012

Ingham County - County Services Committee Members  
County Courthouse  
P.O. Box 319  
Mason, Michigan 48854

Re: Modified MERS Resolutions For the Potter Park Zoo

Dear Commissioners:

The proposed modified MERS Resolutions for Potter Park Zoo Teamsters and United Automobile Workers unions currently before you are proposed, after meetings with the Unions and with MERS, to address certain errors which were made initially in setting up the benefits for the zoo employees which transferred from the City of Lansing ("Former City Employees") and to modify the provisions of the collective bargaining agreement agreed to between the County and Teamsters regarding the vesting period for two former employees in the Teamsters management unit which placed in a better MERS B-2 plan for future service credit.

In summary form, the facts are as follows:

1. While employed by the City, certain Teamsters employees were under a pension plan which provided for a 1.6 multiplier and an 8 year vesting. In addition, the Teamsters' employees were contributing to this pension plan.
2. New employees at the Zoo (i.e., not Former City Employees) were by agreement placed in the County's B-2 plan, at no cost to the employees, with a 10 year vesting. This plan actually was better than the City plan in that it had a higher multiplier and no employee contribution.
3. While two of the Teamsters Former City Employees should have been placed in, when they transferred to the County, a MERS plan equivalent to that which they had (i.e., 1.6 multiplier and 8 year vesting, employee contribution) instead all three Teamsters were put in the same plan as Jerry Brady which was a 2.8 multiplier and the rule of 65 for their past service with the City. While this was the correct plan for Mr. Brady, it was materially incorrect for the other two employees. In addition, the UAW Former City Employees were put in this same plan which was an increase from the benefits they received as City employees. This error appears, based upon our review, to be based upon an email from MERS which gave incorrect instructions to the then Human Resources Director as to the benefits and language to be placed in letter agreements with the Unions. We have been working with MERS to address this misplacement; however, MERS required letter agreements from the UAW and Teamsters agreeing to the reasons behind, and confirming the correct placement of, Former City Employees.
4. In an effort to have continuity and to not have the Former City Employees on a worse pension plan than that of new hires at the Zoo (and in address the misplacement of the two Teamsters employees), the County and Teamsters agreed at the bargaining table (and the Commissioners approved) to place the two Teamsters Former City Employees in the better B-2 Plan offered to new hires for future service credit only.
5. Long after the agreement was executed with the Teamsters, the Teamsters objected that the B-2 plan had a ten year vesting period (which is consistent with the B-2 Plan provided to new hires at the Zoo) rather than the eight year vesting for the less generous City 1.6 plan. The Teamsters thus requested that we adjust the vesting period and held off on signing the letter agreement fixing the previous errors (set forth in paragraph 3) while addressing this issue.

6. To attempt to address both issues -- i.e., the Teamsters demand for an eight year vesting period and the Teamsters not signing the letter agreement necessary by MERS to remedy the misplacement of Former City Employees, we met with MERS.

As a result of this meeting, meetings with the Teamsters, and discussions with the County Administrator, Human Resources and Ms. Rhode, we believe that the proposed MERS resolutions will address and remedy the open issues. Specifically, the Teamsters have signed a letter agreement setting forth the proper level of benefits which should have been afforded to Teamsters Former City Employees. However, the County would be agreeing to, for future service credit only, an eight year (rather than 10 year) vesting period for the two Teamsters Former City Employees who are being placed in a B-2 retirement plan for future service credit. In addition, the forms utilized now meet, upon what we have been informed, MERS' requirements to make such corrections and changes. As such, we recommend the passage of the MERS resolutions.

Very truly yours,

COHL, STOKER & TOSKEY, P.C.

Richard D McNulty

RDM/hsk

cc: Ingham County Board of Commissioners  
Mary Lannoye, County Controller  
Becky Bennett, Board Coordinator  
Travis Parsons, Human Resources Director  
Jill Rhode, Financial Services Director

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AND CLARIFYING PENSION BENEFITS FOR POTTER PARK ZOO EMPLOYEES**

WHEREAS, on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement (hereinafter, the “Agreement”) for the Lease and Operation of Potter Park and Potter Park Zoo which transferred operational responsibility of the Potter Park Zoo to the County as of July 1, 2007; and

WHEREAS, pursuant to the Agreement, it was envisioned that City employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees and would be placed in Municipal Employees’ Retirement System, of Michigan (MERS) plans equating to City of Lansing retirement pension benefits; and

WHEREAS, there are still some issues regarding the establishment of the benefits for Teamster and UAW employees who transferred from the City of Lansing; and

WHEREAS, the County Attorney and the Financial Services Department have discussed with MERS the changes that are needed to correct and clarify the issue and have prepared the attached MERS mandated resolution forms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes the attached resolutions correcting and clarifying the benefits for the Potter Park Zoo employees.

BE IT FURTHER RESOLVED that Jill Rhode, Director of Financial Services is authorized on behalf of the County’s retirement system to sign and execute all documents to effectuate and finalize this transaction, subject to prior approval as to form, by legal counsel.



**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The BOARD OF COMMISSIONERS of the COUNTY OF INGHAM  
(Governing body) (Participating entity)  
whose fiscal year is (month and day) JANUARY 1 to DECEMBER 31, desires to make  
available to its eligible employees (as defined below) benefits provided by the Municipal  
Employees' Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits  
available are those provided under the Plan Document of 1996.

**IT IS RESOLVED** that pursuant to the Initial Actuarial Valuation dated  
to be determined \_\_\_\_\_, by MERS' actuary, MERS benefits stated in Section 1 below  
are to be provided to the following employee division (e.g., general, police and fire, DFW, union,  
non-union): United Auto Workers (Former Lansing) (See Ex. A to Ex. 1)  
(Separate resolutions are required for each division)

**Please note:** If no Initial Valuation has been done by MERS' actuary on the specific benefit  
program (or combination of programs) selected below; or the Initial Valuation is more than  
one (1) year old at the time MERS' coverage becomes effective as provided under Section 4 of  
this Resolution; then, per Retirement Board requirements, this Resolution will not be  
implemented until a current actuarial valuation is done by MERS' actuary and necessary  
supporting contribution rates certified.

1. Benefit programs/formulae (e.g., B-2 / DROP- / F55 / V-8 / PAC: 3 / E-2) selected  
are:  
See Resolution 10-205 (Ex. 1), Resolution 10-203 (Ex. 2), Letter Agreement 8 CRA  
(Under the MERS retirement law, supporting collective bargaining agreement is required)
2. The required employee contribution is 1.7%. (May be any percentage in  
hundredths of a percent not to exceed ten (10) percent, unless higher rate is  
established by collective bargaining agreement accompanying this Resolution.)
- 3.1 Prior service credit with this municipality/court rendered previously by each covered  
employee in the division is subject to and shall be certified as provided under Section  
2C(3) of the MERS Plan Document and Restated Initial Actuarial Valuation and  
Supplemental Valuation Procedure<sup>(Form 03)</sup> (as approved by the Retirement Board),  
whose respective terms are incorporated by reference.

**Choose only one:**

- A.  All prior service from date of hire.
- B.  Portion of prior service (actual service up to \_\_\_\_\_ years); or \_\_\_\_\_%.
- C.  Prior service proportional to assets transferred.
- D.  No prior service (if D selected, go to Section 4).

- 3.2 The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.
- 3.3 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.
4. The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is July 1 \_\_\_\_\_, 2007.
5. For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_ Title: \_\_\_\_\_

**LETTER AGREEMENT  
BETWEEN  
INGHAM COUNTY (Employer)  
AND  
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL, WORKERS OF AMERICA  
INGHAM COUNTY UNIT, LOCAL 2256 (Union)**

**POTTER PARK ZOO UAW UNIT**

**WHEREAS,** on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement for the Lease and Operation of Potter Park and Potter Park Zoo (the "Agreement"). The Agreement provided and it was the intent of the Parties that Former City Employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees, would be placed in Municipal Employees' Retirement System, of Michigan (MERS) plans equating to City of Lansing retirement pension benefits.

**WHEREAS,** to effectuate this intent, the County and the Unions (UAW and Teamsters) entered into letters defining the benefit levels for Former City Employees while employed by the City. Thereafter, appropriate resolutions were passed by the County to establish with MERS three new divisions:

Division 94—Zoo Hires After 7/1/07 with the following benefits: MERS B-2, V-10, FAC 5 and no employee contribution.

Division 95—UAW Local 2256 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2.

Division 96—Teamsters Local 580 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2.

**WHEREAS,** the Parties discovered later that Division 95 did not accurately reflect the retirement plan for UAW employees while employed by the City.

**WHEREAS,** during the negotiations for the UAW Zoo unit collective bargaining agreement, the Parties clarified and agreed to the correct plan which accurately reflected the retirement plan for City UAW employees.

**WHEREAS,** Representatives of MERS stated that to correct these discrepancies, the affected Unions would need to provide a letter agreement explaining the discrepancies and agreeing to the changes/clarifications.

**NOW THEREFORE, IT IS AGREED THAT:**

The proper benefit levels, for Teamster's Local 580 Potter Park Zoo employee is accurately reflected in the Resolutions of the Ingham County Board of Commissioners dated \_\_\_\_\_ and a set forth in the collective bargaining agreement dated January 19, 2011, and the County and Union agree to the establishment and placement of such employees as set forth in the Resolutions.

1. 2.75% multiplier of the years of service credit up to a maximum of 35 years.
2. 1.5% multiplier of the years of service credit in excess of 35 years.
3. The maximum annual pension may not exceed 100% of the FAC.
4. Eligible at 50 years with 25 years of service credit or 58 years with 8 years of service credit.
5. FAC equals the highest two consecutive years out of the last 10 years of service prior to retirement.
6. 8 year vesting.
7. Employee contribution equals 1.7% of wages during this Contract term.
8. No mandatory retirement age.
9. Participation in the City of Lansing Retiree Health Care Plan.

IT IS AGREED

COUNTY OF INGHAM

TEAMSTERS LOCAL 580

\_\_\_\_\_  
Dale Copedge, Chairperson  
Ingham County Board of Commissioners

\_\_\_\_\_  
Art Luna, Labor Representative

\_\_\_\_\_  
Mike Bryanton, County Clerk

APPROVED AS TO FORM:  
COHL, STOKER & TOSKEY, P.C.

\_\_\_\_\_  
Bonnie Toskey

## **RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS**

**WHEREAS**, on or about May 1, 2007, the City of Lansing and Ingham County entered into an Agreement (hereinafter, the “Agreement”) for the Lease and Operation of Potter Park and Potter Park Zoo which transferred operational responsibility of the Potter Park Zoo to the County; and

**WHEREAS**, pursuant to the Agreement, it was envisioned that City employees who worked at the Potter Park Zoo would be provided the opportunity to continue employment as Ingham County employees, would be placed in Municipal Employees' Retirement System, of Michigan (MERS) plans equating to City of Lansing retirement pension benefits;

**WHEREAS**, by agreement with the City of Lansing and the appropriate Unions, person hired at the Potter Park Zoo on or after July 1, 2007 who were not former City of Lansing Zoo employees were to be eligible for a MERS B-2, V-10, FAC 5 plan with no employee contribution; and

**WHEREAS**, pursuant to these agreements, Ingham County established with MERS three new divisions:

Division 94—Zoo Hires After 7/1/07 with the following benefits: MERS B-2, V-10, FAC 5 and no employee contribution.

Division 95—UAW Local 2256 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2 out of 10.

Division 96—Teamsters Local 580 with the following benefits: Multiplier: 2.8 (1.5 >35 years) – 100% max; V-8; F58/8; Rule of 65, FAC 2 out of 10; and,

**WHEREAS**, unbeknownst to the County, the above-delineated benefit levels for Division 96 at the City of Lansing and were only applicable to a single former employee of the City of Lansing (Zoo Manager) and were not applicable to the remainder of the Division 96 employees. To like effect, the benefit levels for Division 95 were not accurate nor applicable to the members of Division 95. Rather, the actual benefit levels payable by the City of Lansing, and, thus by the County pursuant to the Agreement with City of Lansing, are those set forth on the attached Exhibits 1 and 2; and,

**WHEREAS**, upon discovering these discrepancies, the County undertook to clarify and bargain with the Unions representing those employees in Division 95 and Division 96 to rectify this matter and accurately reflect the benefit levels which the had Parties agreed to pursuant to the Agreement with the City of Lansing; and,

**WHEREAS**, as part of negotiations, the County and the Unions representing Division 95 and Division 96 have clarified and agreed to the proper pension benefit levels payable to the employees in these divisions (See, Exhibits 3 and 4); and,

**WHEREAS**, in addition, during the negotiations for the Teamster's Local 580 Potter Park Zoo collective bargaining agreement, the Parties have agreed – pursuant to the MERS Bridged Benefit Program – that two Division 96 employees would be placed into the MERS B-2, V-10, FAC 5 program with no employee contribution only as to service credit earned on or after January 1, 2010 (See, Exhibit 3); and,

**WHEREAS**, Teamsters Local 580 subsequently asserted that it was not agreeable to a vesting period of ten (10) years under the MERS B-2, V-10, FAC 5 program with no employee contribution only as to service credit earned on or after January 1, 2010 and, as such, the County and Teamsters Local 580 agreed to correct the vesting issue as set forth herein.

**NOW THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners hereby rescinds the benefits and resolution establishing such benefits with the MERS System as to two of the three employees in Division 96.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners hereby authorizes the attached Resolution (Exhibits 1) establishing corrected divisions for two employees formerly in Division 95 and 96.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners hereby authorizes the transfer of the funds designated for each transferred employee from the MERS Divisions 96 for credit towards the employee's retirement in the Municipal Employees Retirement System ("MERS") corrected divisions hereby established by Ingham County pursuant to the Agreement.

**BE IT FINALLY RESOLVED** that Ms. Jill Rhode is authorized on behalf of the County's retirement system to sign and execute all documents to effectuate and finalize this transaction, subject to prior approval as to form, by legal counsel.

Date: \_\_\_\_\_



**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The BOARD OF COMMISSIONERS of the COUNTY OF INGHAM,  
(Governing body) (Participating entity)  
whose fiscal year is (month and day) January 1 to December 31, desires to make  
available to its eligible employees (as defined below) benefits provided by the Municipal  
Employees' Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits  
available are those provided under the Plan Document of 1996.

**IT IS RESOLVED** that pursuant to the Initial Actuarial Valuation dated  
to be determined \_\_\_\_\_, by MERS' actuary, MERS benefits stated in Section 1 below  
are to be provided to the following employee division (e.g., general, police and fire, DPW, union,  
non-union): Teamsters Local 580 (Former City/Non-Director) (See Ex. A to Ex. 1)  
(Separate resolutions are required for each division)

**Please note: If no Initial Valuation has been done by MERS' actuary on the specific benefit  
program (or combination of programs) selected below; or the Initial Valuation is more than  
one (1) year old at the time MERS' coverage becomes effective as provided under Section 4 of  
this Resolution; then, per Retirement Board requirements, this Resolution will not be  
implemented until a current actuarial valuation is done by MERS' actuary and necessary  
supporting contribution rates certified.**

1. Benefit programs/formulae (e.g., R-2 / DROP+ / ESS / V-8 / FAC 2 / E-2) selected  
are:  
See attached Resolution (Ex. 1); and Letter Agreement \_\_\_\_\_  
(Under the standard MERS retirement benefits, supporting collective bargaining agreement to accompany this Resolution)
2. The required employee contribution is see resolution%. (May be any percentage in  
hundredths of a percent, not to exceed ten [10] percent, unless higher rate is  
established by collective bargaining agreement accompanying this Resolution.)
- 3.1 Prior service credit with this municipality/county rendered previously by each covered  
employee in the division is subject to and shall be credited as provided under Section  
20(3) of the MERS Plan Document and Revised Initial Actuarial Valuation and  
Supplemental Valuation Procedure (form 06) (as approved by the Retirement Board),  
whose respective terms are incorporated by reference.

**Choose only one:**

- A.  All prior service from date of hire.
- B.  Portion of prior service (actual service up to \_\_\_\_\_ years); or \_\_\_\_\_%.
- C.  Prior service proportional to assets transferred.
- D.  No prior service (if D selected, go to Section 4).

- 3.2 The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.
- 3.3 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.
- 4. The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is July 1 , 2007 .
- 5. For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN**

**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The Board of Commissioners of Ingham County whose fiscal year is January 1 to December 31, desires to make available to its eligible employees (as defined below) benefits provided by the Municipal Employees' Retirement System, of Michigan (MERS), as authorized by 1996 PA 220. Benefits available are those provided under the Plan Document of 1996 and the MERS Bridged Benefit Program.

**IT IS RESOLVED** that pursuant to the Actuarial Valuation dated to be determined, by MERS' actuary, MERS benefits stated in Section 1 below are to be provided to the following employee division: Teamsters Local 580 (Former Lansing Zoo Employees/Non-Director) (See, attached Exhibit A).

Please note: If no Initial Valuation has been done by MERS' actuary on the specific benefit program (or combination of programs) selected below; or the Initial Valuation is more than one (1) year old at the time MERS<sup>1</sup> coverage becomes effective as provided under Section 4 of this Resolution; then, per Retirement Board requirements, this Resolution will not be implemented until a current actuarial valuation is done by MERS' actuary and necessary supporting contribution rates certified.

1. Benefit programs/formulae selected are:

FOR SERVICE CREDIT ACCRUED PRIOR TO JANUARY 1, 2010 (including service credit earned while employees were employed by the City of Lansing):

Multiplier: 1.60

Vesting: Age 50 with 25 or more years of service or age 58 with 8 or more years of service.  
MERS vesting— eight (8) years.

FAC: Highest 2 consecutive years out of the last ten.

Misc: No mandatory retirement age;

Non-Duty Disability Retirement pursuant to MERS non-duty disability provisions;

Duty Disability Retirement pursuant to MERS duty disability provisions;

Duty Death Retirement pursuant to MERS duty death provisions;  
Non-Duty Death eligibility after eight years of service credits;

Annual Amount— Pursuant to MERS plan provisions.

The required employee contribution is 3.5 %.

Prior service credit shall be all prior service from date of hire through December 31, 2009.

B. FOR SERVICE CREDIT ACCRUED ON AND AFTER JANUARY 1, 2010.

Pursuant to the MERS Bridged Benefit Program, for service credit earned on or after January 1, 2010, employees will be B2, V8, FAC 5

The required employee contribution is -0- %.

Prior service credit shall be only for service credit earned on and after January 1, 2010.

2. The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.

2.1 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.

2.2 The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is July 1, 2007.

2.3 For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this \_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A:**

**Members:**

Teresa Masseur  
Tara Harrison

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** February 7, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution to Apply for a Michigan Department of Natural Resources  
Recreation Passport Grant for a Handicap Accessible Restroom  
At Burchfield Park

This resolution authorizes the submission of an application to the Michigan Department of Natural Resources requesting a Recreation Passport Grant to replace the existing portable restroom at Burchfield Park with a handicap accessible restroom facility with a total cost of \$45,000 as detailed below:

Ingham County Matching Funds	\$15,000
Michigan DNR Passport Grant	<u>\$45,000</u>
<b>TOTAL PROJECT COST</b>	<u><b>\$60,000</b></u>

In addition, the resolution asks the Board of Commissioners to commit the local match of \$15,000 as approved in the Parks 2012 Capital Improvement Budget contingent upon the Recreation Passport grant being approved.

The Ingham County Parks Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County. Burchfield Park received over 110,000 visits in 2011, serving visitors from many Ingham County communities. Customer surveys have determined a deficiency of restroom facilities at Burchfield Park and staff have recommended replacing an existing portable restroom with a handicap accessible restroom facility. The installation of this handicap accessible restroom facility will increase the aesthetic value, better serve those with disabilities, and improve the overall visitor experience.

The total project cost is expected to be \$60,000, with Michigan Department of Natural Resources Recreation Passport Grant funds of \$45,000 (75%) and Ingham County matching funds of \$15,000 (25%). If awarded, the project must begin within 1 year from the date the project agreement is issued and be completed within 3 years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
RECREATION PASSPORT GRANT FOR A HANDICAP ACCESSIBLE RESTROOM AT  
BURCHFIELD PARK**

WHEREAS, the Ingham County Parks Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, Burchfield Park received over 110,000 visits in 2011, serving visitors from many Ingham County communities; and

WHEREAS, customer surveys have determined a deficiency of restroom facilities at Burchfield Park; and

WHEREAS, staff has recommended replacing an existing portable restroom with a handicap accessible restroom facility; and

WHEREAS, installation of this handicap accessible restroom facility will increase the aesthetic value, better serve those with disabilities, and improve the overall visitor experience; and

WHEREAS, the total project cost is expected to be \$60,000, with Michigan Department of Natural Resources Recreation Passport Grant funds of \$45,000 (75%) and Ingham County matching funds of \$15,000 (25%); and

WHEREAS, if awarded the project must begin within 1 year from the date the project agreement is issued and be completed within 3 years.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an application to the Michigan Department of Natural Resources requesting a Recreation Passport Grant to replace the existing portable restroom at Burchfield Park with a handicap accessible restroom facility with a total cost of \$60,000 as detailed below:

Ingham County Matching Funds	\$15,000
Michigan DNR Passport Grant	<u>\$45,000</u>
<b>TOTAL PROJECT COST</b>	<b><u>\$60,000</u></b>

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners be asked to commit the local match of \$15,000 as approved in the Parks 2012 Capital Improvement Budget contingent upon the Recreation Passport grant being approved.

BE IT FURTHER RESOLVED, as required in the Ingham County Grants Approval Process the Controller's Office be provided a copy of the grant application once it has been completed and submitted.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign any grant applications consistent with this resolution.

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

**MEMORANDUM**

**TO:** Law Enforcement and Finance Committees  
**FROM:** John Neilsen, Deputy Controller  
**DATE:** February 9, 2012  
**RE:** Tentative 911 Service Plan

The attached resolution adopts a new tentative 911 Service Plan for Ingham County. This resolution is necessary because as of the consolidation of the Cities of Lansing and East Lansing 911 dispatch centers into the Ingham County operated 911 dispatch center.

PA 32 of 1986 requires the County to have a 911 Service Plan in place. The current plan will soon be obsolete with the pending change to one Ingham County operated 911 dispatch center.

As required by PA 32 of 1986, this resolution includes a date, time and place for a public hearing to be held on a final Service Plan not less than 90 days after the date of adoption of this resolution. Additionally, the County Clerk must give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least 30 days prior to the hearing, and the second notice within 30 days of the hearing. The County Clerk must also forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within our Service District.

A community has 45 days after receipt of the resolution to file with the County Clerk a notice of exclusion from the Plan (see Appendix #1). Failure to file a notice of exclusion within 45 days will result in the community being included in the Service Plan and the Service District. The County Central Dispatch as established or recognized herein shall be the primary Public Safety Answering Point (PSAP) for all portions of the Service District. The exception would be if another public agency currently has on file with the County Clerk, a notice of intent to serve as the primary PSAP to an area within the Service District. All such filings are preserved by this Plan. Any other agency within the County that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this Plan to file a notice of intent to function as a PSAP.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADOPTING A TENTATIVE INGHAM COUNTY 911 SERVICE PLAN**

WHEREAS, Ingham County has adopted an Emergency Telephone Service Plan (“Plan”) under the provisions of 1986 PA 32, as amended (“Act 32”); and

WHEREAS, the purpose of this Plan is to facilitate the provision of emergency telephone service and dispatch services to citizens within Ingham County; and

WHEREAS, the Ingham County Consolidated 911 Dispatch Center is expected to be complete the second quarter of 2012; and

WHEREAS, at that time the Cities of Lansing and East Lansing will no longer operate separate 911 dispatch centers; and

WHEREAS, these systemic changes have rendered the current Ingham County’s 911 plan obsolete; and

WHEREAS, the adoption of a new 911 Service Plan is necessary.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners adopts the attached tentative Ingham County 911 Service Plan.

BE IT FURTHER RESOLVED, that in accordance with Section 309 and others of Act 32, a public hearing is hereby scheduled on this amendment on June 12, 2012, to be held at 6:30 p.m. at the Ingham County Courthouse, Board of Commissioners Room, located in Mason, Michigan.

BE IT FURTHER RESOLVED, that in accordance with Section 305 and others of Act 32, the County Clerk shall, within five (5) days of the adoption of the Resolution, forward a copy of the Amended Emergency Telephone Service Plan, by certified mail, return receipt requested, to the Clerk or other appropriate official of each public agency located within the 911 Technical Service District of the Plan.

BE IT FURTHER RESOLVED, that in accordance with Section 308 and others of Act 32, the County Clerk shall give notice by publication of the hearing twice in a newspaper of general publication occurring at least thirty (30) days prior to the date of the hearing.

**INGHAM COUNTY  
EMERGENCY TELEPHONE SERVICE DISTRICT  
FINAL PLAN**

Adopted on \_\_\_\_\_, 2012

# INGHAM COUNTY E-911 SERVICE PLAN

## I. INTRODUCTION

Michigan Public Act 32 of 1986, MCL §484.11101 et seq, as amended, ("Act") authorizes Ingham County ("County") to enact a E-911 Service Plan ("Plan") that establishes a Service District ("Service District") in which enhanced 911 (E 911) services are provided to callers requesting emergency medical, police and fire services. The County has adopted a Plan and various amendments to that Plan. The present Plan is designed to replace, supersede and update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E 911 system with the County.

This Plan implements a Service District covering the entire geographic boundaries of the County and those portions of the City of Lansing and the City of East Lansing extending into Clinton and Eaton Counties by addressing the following:

- Technical considerations of the service supplier including system equipment for facilities that would be used in providing emergency telephone service.
- Operational considerations including the designation of primary public safety answering points ("PSAP's") and secondary PSAP's, and the manner in which 911 calls would be processed, dispatch functions performed, and informational systems utilized.
- Managerial considerations including the organizational form and agreements that would control technical, operational, and fiscal aspects of the emergency telephone service.
- Fiscal considerations including projected recurring and non-recurring costs with a financial plan for implementing and operating the system

By facilitating the development and maintenance of enhanced 911 services in the Service District, this Plan provides multiple benefits, including but not limited to:

- 1) Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the Service District;
- 2) Automatic number identification (ANI) and automatic location identification (ALI) for wire-based calls and geographic positioning identification for mobile or wireless technologies and automatic and selective routing to increase the effectiveness of emergency response and dispatch services;
- 3) Establishment of financial, management and operational mechanisms designed to position the community in the best position to implement and maintain an up-to-date E 911 System; and
- 4) Establishment of a system for recruiting and training qualified telecommunicators, (also known as "dispatchers").

Unless otherwise defined herein, the terms used in this Plan shall have their definition or meaning as used in the Act.

## **II.** **PLAN ADOPTION**

- 1) The Act requires the County Board of Commissioners (“County Board”) to adopt by resolution a Tentative Plan creating a Service District.
- 2) The Act requires the resolution to include a date, time and place for a public hearing to be held on a final Service Plan not less than 90 days after the date of adoption of the resolution.
- 3) The Act requires the County Clerk to give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least 30 days prior to the hearing, and the second notice within 30 days of the hearing.
- 4) The Act requires the County Clerk to forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within the District.
- 5) A community has 45 days after receipt of the resolution to file with the County Clerk a notice of exclusion from the Plan (see Appendix #1). Failure to file a notice of exclusion within 45 days will result in the community being included in the Service Plan and the Service District.
- 6) The County Central Dispatch as established or recognized herein shall be the primary PSAP for all portions of the Service District, unless another public agency currently has on file with the County Clerk, a notice of intent to serve as primary PSAP to an area within the Service District. All such filings are preserved by this Plan. Any other agency within the County that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this Plan to file a notice of intent to function as a PSAP (see Appendix #2).
- 7) The Act requires the County Board to adopt the Tentative Plan as the Final Plan, except as modified by Plan Exclusions and PSAP Notices, as identified above.

## **III.** **TECHNICAL CONSIDERATIONS**

### 1) **Service District.**

The Service District created by this Service Plan shall include the entire geographic boundary of the County and those portions of the City of Lansing and the City of East Lansing extending into Clinton and Eaton Counties.

The County Board of Commissioners is authorized to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official authorized to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital or radio-based, within the Service District.

### 2) **Enhanced wire-based 911.**

This Plan requires an Automatic Number Identification (“ANI”), Automatic Location Identification (“ALI”), and selective Routing Network System, including “on screen” information to the telecommunicator of the caller’s name, address, and telephone number and space provided for jurisdiction information in the areas of police, fire, and ambulance (“EMS”). (Collectively referred to as “Enhanced 911”).

Wire-based telephone companies provide Enhanced 911 services to service users in the Service District, and those companies must maintain their Enhanced 911 services in order to continue to provide services to users in the Service District. All wire-based telephone companies interested in providing wire-based services within the Service District must provide and maintain Enhanced 911 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephones to provide free 911 service.

In this Plan the wire centers existing as of the date of adoption by the County Board of Commissioners must be modified or maintained. These costs are included in the technical surcharge installation and maintenance costs.

The cities, townships and villages that are wholly or partially included in the Service District, as public agencies, include those identified in Appendix #4.

3) **Wireless Implementation.**

All Commercial Mobile Radio Service (“CMRS”) or other wireless providers (collective “Wireless”) providing service within the Service District are requested and directed to deploy Phase II, E 911 Enhanced service as provided in the wireless emergency service order (“Order”), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, including but not limited to provision of number, location and name. The County is Phase II compliant.

4) **VOIP Implementation.**

All providers of Voice Over Internet Protocol (“VOIP”) are required to provide Enhanced 911 services if the computer is wire based and service that is equivalent or exceeds Phase II, Enhanced service if mobile and wireless.

5) **Implementation—General.**

Commercial wire-based, wireless or VOIP providers are “Service Suppliers” as that term is used herein. Service Suppliers shall automatically route all 911 calls originating from service users in the Service District to the primary PSAP serving the area from which the call originated, as identified in this Plan and/or the notice of intent to serve as primary PSAP as provided in this Plan and under the Act. All calls within these the wire exchanges identified in this Plan but originating from within other counties shall be automatically routed as directed by the service plans adopted by the County Board(s) of Commissioners from those counties, or, if no such provisions exist, to the appropriate alternate or secondary PSAP for selective routing to the appropriate public agencies and EMS providers within those counties. Any calls which cannot be automatically routed shall be selectively routed to the appropriate primary PSAP.

The County Board of Commissioners is authorized and directed to take any action necessary to implement the Order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

The County Board of Commissioners may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a “service provider” under the Act, including a contact person, telephone number and the type of service supplied. The County Board may by resolution impose reasonable time limits on the registration and require periodic updates. The current service suppliers known to operate within the District are listed in Appendix #5.

6) **Service Supplier and Public Agency Updates.**

In an Administrative Findings Resolution, the County Board shall periodically update the public agency, wire, wireless and digital service provider information described or required as provided in this Section of the Plan and Appendix #5.

**IV.**  
**OPERATIONAL CONSIDERATIONS**

1) **PSAP Operations**

This plan shall, upon adoption by the Ingham County Board of Commissioners, be and is designed to replace, supersede, and update the 1987 Service Plan. Ingham County shall be the primary PSAP for all portions of the Service District, unless another public agency files with the County Clerk, a notice of intent to serve as a primary PSAP to an area within the Service District. Any public agency within the county that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this plan to file a notice of intent to function as a PSAP (Appendix #1 ).

If a public agency or public safety agency that is identified in the 1987 Service Plan as being a primary PSAP or that has filed an intention to serve as a primary PSAP under the Act and Plan, subsequently files a notice of intention to cease to function as a primary PSAP, Ingham County shall serve as the primary PSAP for the geographical area previously served by the public agency or public safety agency as soon as practicable. Practicability shall be determined at the sole discretion of the County Board after consultation with the local unit of government affected.

All primary PSAPs must be staffed twenty-four (24) hours per day, every day of the year, and shall have at least one device for receiving calls for service from hearing or speech-impaired persons.

3) **Dispatch Methods**

Calls to 911 will be processed by the direct dispatch method. Calls for service from jurisdictions outside the geographical boundaries of County but which are included in this Service Plan will be handled by the manual transfer method. If, at any time, Selective Routing Transfer of the Manual Transfer method becomes unusable, the calls for service will be routed by the Relay Method.

While the Plan is designed solely for the benefit of the residents and service users of the Service District, portions of other counties may be affected by the implementation of this plan. Agreements shall be reached with these communities as to the proper forwarding of those 911 calls that originate beyond the boundaries of this Emergency Telephone Service District.

4) **Training.**

The Board of Commissioners will ensure all telecommunicators meet State mandated designation and that all telecommunicators receive appropriate training for their function.

5) **Implementation—General.**

The Board of Commissioners may require that all public and private safety agencies providing emergency response services within the District register with the County Clerk and execute service agreements

with the County. The Board of Commissioners may by resolution impose reasonable time limits on the registration and require periodic updates. The current public and private safety agencies known to operate within the District are listed in Appendix #6.

6) **PSAP/Public Safety Agencies Updates.**

The public and/or private agencies to be dispatched within the Service District and the dispatch methods are identified in Appendix #6. In an Administrative Findings Resolution, the County Board of Commissioners is authorized from time to time to update the list of public and private safety agencies providing emergency response services within the District and the corresponding dispatch methods.

**V.**  
**MANAGERIAL CONSIDERATIONS**

1) **PSAP Management.**

The Board of Commissioners, together with each public agency which files a notice of intent to function as a PSAP (either primary or secondary) accepts the responsibility for the management of the on-line public safety dispatch center including the operational configuration, level of service and equipment needs for the geographic and political boundaries identified in the notice of intent.

Management of the PSAP will be in accordance with the policies and procedures of the County.

The County Board of Commissioners shall appoint a Director to supervise the dispatch staff and dispatch operations, subject to its personnel policies and rules.

The County and Director shall accept and implement dispatch protocols and other responsibilities delegated by the County Board by resolution or other action.

2) **911 Board.**

The Ingham County Board of Commissioners has appointed a 911 Advisory Board which is strictly advisory in nature and has no policy making authority. All operational and policy decisions regarding the Ingham County Consolidated Dispatch Center will be the responsibility of the Ingham County Board of Commissioners as the Dispatch Center will function as a County department.

**VI.**  
**FISCAL CONSIDERATIONS**

1) **Technical Charges.**

A. **Estimated Network Costs**<sup>1</sup>

The Act presently provides for calculation of a 4% cap for recurring charges and a 5% cap for nonrecurring charges based on the highest monthly base rate in the emergency telephone district or \$20.00

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<sup>1</sup> All rates are subject to annual review and Tariff Revision. Revenue projections and rates are based on lines as existed in 1995. The terms of certain rates and charges have expired, but are retained for informational purposes. The inclusion of these rates is not designed or intended to provide new or renewed authorization for these rates beyond their original term, and shall not be so construed.

whichever is lesser. This Plan authorizes the imposition and collection of this technical charge as provided in the Act. Each service provider shall provide the Ingham County with any technical surcharges authorized by the Michigan Public Service Commission, including any changes. If the Act is modified to reduce or expand these caps, this Plan shall be automatically adjusted without modification to authorize or establish such revised caps.

#### B. Estimated Network Charges

Network Charge will be collected by each wire based Service Supplier from all subscribers in the Service district, as approved by the Michigan Public Service Commission.

The Act requires each agency operating a PSAP to pay for all terminal equipment installation and for the actual PSAP equipment either through rental or capital acquisition. If the Act is modified, this Plan shall be automatically modified regarding the provision of such terminal or technical equipment.

The Central Dispatch will utilize existing equipment. The cost of maintaining existing and acquiring new equipment shall be paid for by the County, through the Central Dispatch Budget, as funded through Operational Funding, as described below. Grant monies, wherever applicable will be sought for equipment costs and planning and development of the database.

#### 2) **Operational Funding.**

To finance the delivery of primary PSAP services, the County Board is authorized and directed to implement, receive and, in its discretion, to expend, consistent with all applicable laws and County resolutions, any voter approved millages, operational surcharge, County 9-1-1 charge or any other funding provided under state or federal law, including but not limited to such fees authorized, imposed, and collected under the Act. The County Board is authorized to make any request for funding from the Michigan Public Service Commission or State 911 Committee pursuant to the Act.

In addition, the County Board by resolution may accept and, in its discretion, expend the County's share of the State's 9-1-1 Charge revenue as provided under the Act and to expend such funds on equipment and services benefiting the wireless telephone citizens operating within the County.

All service suppliers must collect the operational surcharge or 9-1-1 charge under the Act set by the County Board through resolution or implementing ordinance from services suppliers located within the Service District and remit such funds as provided under the Act to the County. The County may require that service suppliers provide an accounting of all funds collected and charged, including an identification of the number of service users that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act or to provide the reasonable accounting required hereby may be enjoined by the County Circuit Court from providing communication services to service users within the District and the County is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of uncollected or unremitted surcharge that the service supplier should have provided to the County.

In the event that millage and/or 911 operational surcharge revenues are insufficient to cover the costs of financing the Central Dispatch, the County Board is authorized to negotiate fees for primary PSAP services rendered to public safety agencies and other emergency service providers dispatched by the Central Dispatch, and if such fees cannot be negotiated, to set them at reasonable and fair levels in relation to the estimated cost of

the services actually delivered to the public or private safety agencies. Furthermore, the County Board is authorized to set a service user fee at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his or her behalf or on behalf of a person or entity receiving the benefit of the emergency public and/or private services. The County Board may impose such fees through resolution or implementing ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault for creating the emergency service condition through civil and criminal infraction proceedings. The County Board may authorize the initiation of civil court proceedings to collect any such service user fee.

4) **Past Plans or Amendments**

These provisions are intended to modify, amend, supersede and replace any and all prior Plan or Plan Amendment. This Plan may be amended in any manner and at any time consistent with the Act.

**EXECUTION AND ACKNOWLEDGEMENT**

Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Chairperson  
\_\_\_\_\_ County Board of  
County Board

I, \_\_\_\_\_, the \_\_\_\_\_ County Clerk, hereby attest that the \_\_\_\_\_  
Board of Commissioners approved this Plan on \_\_\_\_\_, 2000, and authorized the  
Chairperson to execute it on its behalf, which occurred in my presence.

Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, County Clerk

## **APPENDICES**

- Appendix #1      Notice of intent to function as a PSAP
- Appendix #2      Notice of Exclusion (Full Jurisdiction) and Notice  
of Exclusion (Partial Jurisdiction)
- Appendix #3      PSAP(s) for Ingham County Service District
- Appendix #4      Public Agencies
- Appendix #5      Service Suppliers
- Appendix #6      List of Public Safety Agencies serviced by the 911 network and dispatch  
methods.

**APPENDIX #1**

**NOTICE OF INTENT TO FUNCTION AS A PSAP**

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. The notice shall be in substantially the following form:

**NOTICE OF INTENT TO FUNCTION AS A PSAP**

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act,  
\_\_\_\_\_ shall function as a PSAP within the 911 Service Plan  
adopted by resolution of the \_\_\_\_\_ County Board of Commissioners on  
\_\_\_\_\_ (date).

\_\_\_\_\_  
(Appropriate official)

\_\_\_\_\_  
(Second)

**APPENDIX #2**

**1. Notice of Exclusion--(Full Jurisdiction)**

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911-service district with the County Clerk. The Notice of Exclusion shall be in substantially the following form:

**NOTICE OF EXCLUSION  
FROM THE 911 SERVICE DISTRICT**

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the \_\_\_\_\_ of \_\_\_\_\_ hereby notifies the \_\_\_\_\_ County Board of Commissioners that the \_\_\_\_\_ of \_\_\_\_\_ is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Board of Commissioners on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Clerk or other appropriate official)

**2. Notice of Exclusion--(Partial Jurisdiction)**

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911 Service District with the County Clerk. If less than the entire jurisdiction of a public agency is to be excluded, the Notice of Exclusion shall be in substantially the following form:

**NOTICE OF EXCLUSION  
FROM 911 SERVICE DISTRICT**

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the \_\_\_\_\_ of \_\_\_\_\_ hereby notifies the \_\_\_\_\_ County Board of Commissioners that the \_\_\_\_\_ of \_\_\_\_\_ described on the attached map is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Board of Commissioners on \_\_\_\_\_ (date).

\_\_\_\_\_  
(Clerk or other appropriate official)

**APPENDIX #3**

**PSAP(s) for Ingham County Service District**

**PSAP:**

Ingham County Central Dispatch  
(Operated as County Department)

**Geographic Boundary:**

Ingham County and those  
portions of the City of Lansing  
and the City of East Lansing  
extending into Clinton and Eaton Counties.

## **APPENDIX #4**

### **Public Agencies:**

The following public agencies exist in whole or in part within the County and, therefore, included in the service district created by this plan:

- TOWNSHIPS OF:   Alaiedon  
                      Aurelius  
                      Bunker Hill  
                      Delhi Charter  
                      Ingham  
                      Lansing Charter  
                      Leroy  
                      Leslie  
                      Locke  
                      Meridian Charter  
                      Onondaga  
                      Stockbridge  
                      Vevay  
                      Wheatfield  
                      White Oak  
                      Williamstown
- VILLAGES OF:    Dansville  
                      Stockbridge  
                      Webberville
- CITIES OF:       East Lansing  
                      Lansing  
                      Leslie  
                      Mason  
                      Williamston
- CAMPUSES:       Michigan State University  
                      Lansing Community College

## **APPENDIX #5**

### **SERVICE SUPPLIERS**

The following service suppliers as that term is used in the Act, operate within the Service District:

1-800 Reconnex	Grid 4 Communications, Inc.
Access One, Inc.	HBF
Access Point, Inc.	HyperCube Telecom, LLC
AccuTel of Texas	IBC Telecom Corp.
ACD Telecom, Inc.	IBFA Acquisition Company, LLC
ACN Communications Services, Inc.	iNetworks Group, Inc.
Advanced Integrated Technologies, Inc.	Intrado Communications, Inc.
Advent Telecom	Level 3 Communications, LLC
Airdis, LLC	Lifeconnex Telecom, LLC
Airespring, Inc.	Lightyear Network Solutions, LLC
American Broadband and Telecommunications	Lucre, Inc.
American Fiber Network, Inc.	Lynx Network Group, Inc.
Arialink Telecom, LLC	magicJack
AT&T	Mass Communications
AT&T Mobility	Matrix Telecom, Inc.
ATX	McGraw Communications, Inc.
Bandwidth.com CLEC, LLC	MCI Metro Access Transmission Services, Inc.
Birch Telecom of the Great Lakes, Inc.	McLeod USA Telecommunications Services, Inc.
BLC Management LLC	Metro PCS
Broadwing Communications, LLC	MetTel
Budget Prepay, Inc.	Michigan Access, Inc.
BullsEye Telecom, Inc.	Michigan Central Broadband Company, LLC
Call Giant, Inc.	Midwestern Telecommunications, Inc.
Call One	Navigator Telecommunications, Inc.
Castle Wire, Inc.	Nexus Communications, Inc.
Cavalier Telephone	NOS Communications, Inc.
Cbeyond Communications, LLC	NSW Telecom, Inc.
CenturyTel Acquisition, LLC	One Communications
Charter Communications	OnStar
Charter Fiberlink-Michigan, LLC	Onvoy, Inc.
Cincinnati Bell Any Distance, Inc.	PhoneCo, LP
Clear Rate Communications, Inc.	PNG Telecommunications, Inc.
CloseCall America	Quantum Shift Communications, Inc.
Comcast Business Communications, LLC	Quick Communications, Inc.

## **APPENDIX #5 (continued)**

Comcast Phone of Michigan, LLC	Qwest Communications Company, LLC
Communication Lines, Inc.	RACC Enterprises, LLC
Crexendo Business Solutions, Inc.	Sage Telecom, Inc.
CynergyComm.Net, Inc.	Springport Telephone Company
dPi Teleconnect, LLC	Sprint Nextel-iDEN
Entelegant Solutions, Inc.	SprintPCS
First Communications, LLC	Superior Spectrum Telephone & Data, Inc.
France Telecom Corporate Solutions, LLC	TC3 Telecom, Inc.
Frontier Midstates, Inc.	TCG Detroit
Frontier North, Inc.	TCS
Global Conniction Inc. of America	TDS Metrocom, LLC
Global Crossing Local Services, Inc.	TDS Telecom/Shiawassee Telephone Company
Globalcom, Inc.	Telcove Operations, Inc.
Granite Telecommunications, LLC	Telnet Worldwide, Inc.
T-Mobile USA	
TouchTone Communications, Inc.	
Trans National Communications International, Inc.	
Trophy Technologies, Inc.	
Universal Telecom, Inc.	
Velocity the Greatest Telephone Company Ever, Inc.	
Verizon Wireless	
Virgin Mobile	
Vonage	
Westphalia Broadband, Inc.	
Wholesale Carrier Services, Inc.	
Windstream Norlight, Inc.	
XO Communications Services, Inc.	
Zenk Group, Ltd.	

## APPENDIX #6

### PUBLIC SAFETY AGENCIES SERVICED BY THE 911 NETWORK AND DISPATCH METHOD:

#### **Fire and Emergency Medical Services (EMS):**

	<b><u>Dispatch Method:</u></b>
Delhi Township Fire Department	Direct
East Lansing Fire Department	Direct
Ingham Township Fire Department (Dansville Fire)	Direct
Lansing Fire Department	Direct
Lansing/Mason Ambulance (as contracted by local government)	Direct
Lansing Township Fire Department	Direct
Leslie Fire Department	Direct
Mason Fire Department	Direct
Meridian Township Fire Department	Direct
Northeast Ingham Emergency Services Authority (NIESA)	Direct
Leroy Township Fire Department	
NIESA EMS	
Williamston Fire Department	
Onondaga Township Fire Department	Direct
Stockbridge Area Emergency Services Authority (SAESA)	Direct
SAESA EMS	
Stockbridge Fire Department	

#### **Law Enforcement Agencies:**

	<b><u>Dispatch Method:</u></b>
Capital Region International Airport Department of Public Safety	Direct
East Lansing Police Department	Direct
Emergent Bio-defense Security Police	Direct
Ingham County Sheriff's Office	Direct
Lansing Community College Police Department	Direct
Lansing Police Department	Direct
Lansing Township Police Department	Direct
Leslie Police Department	Direct
Mason Police Department	Direct
Meridian Township Police Department	Direct
Michigan Department of Natural Resources-Law Enforcement Division	Direct
Michigan State Police	Direct
Michigan State University Police Department	Direct
Stockbridge Police Department	Direct
Williamston Police Department	Direct

*Ingham County Management Information Services*

Tom Shewchuk, Director - Email: [tshewchuk@ingham.org](mailto:tshewchuk@ingham.org)

To: Board of Commissioners  
From: Tom Shewchuk  
CC: John Neilsen  
Date: February 11, 2012  
Re: Resolution – Backup Connection for the 911 Phone System

---

Dear Commissioners,

Ingham County entered into an intergovernmental agreement with Clinton, Eaton, and Livingston County 911 PSAP's in 2010 for the purchase and maintenance of a new 911 phone system. This phone system requires a backup connection between the Ingham County and Livingston County host system and is considered a shared cost among all members. The Clinton, Eaton, Ingham, Livingston (CEIL) consortium solicited proposals from AT&T, Windstream, and Arialink. The 12-month agreement from Arialink was selected by the CEIL consortium.

The total cost for the Arialink proposal for a 12-month period is \$35,600.00 and Ingham County's portion for this purchase is 42% or \$14,952.00. The portion of the payment is determined by the amount of 911 licenses each 911 PSAP purchased as part of the new phone system. The cost breakdown is as follows:

- Clinton County – 16% or \$5,696.00
- Eaton County – 23% or \$8,188.00
- Ingham County – 42% or \$14,952.00
- Livingston County – 19% or \$6,764.00

Arialink was unable to invoice each agency separately. In cases where each agency cannot be billed separately our CEIL intergovernmental agreement states a fiduciary needs to be assigned and I volunteered Ingham County. MIS will invoice each agency, accrue the funds, and submit the monthly payments. Payments will not start until the installation of the circuit is completed sometime in March.

Thank you in advanced for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ENTERING INTO A 12-MONTH AGREEMENT WITH ARIALINK FOR THE PURCHASE OF A BACKUP NETWORK CIRCUIT FOR THE NEW 911 PHONE SYSTEM**

WHEREAS, the new Ingham County 911 PSAP is in the process of implementing a new 911 phone system; and

WHEREAS, the 911 phone system requires a backup circuit to the 911 phone system located in Livingston County; and

WHEREAS, the cost of this backup connection will be shared among the Clinton, Eaton, Ingham, Livingston (CEIL) 911 PSAP's through the intergovernmental agreement Ingham County entered as part of Resolution #10-284; and

WHEREAS, the CEIL consortium selected Arialink from 3 different proposals; and

WHEREAS, Ingham County will be the fiduciary for the purchase and will invoice each PSAP for the following in the amount below:

- Clinton County – 16% or \$5,696.00
- Eaton County – 23% or \$8,188.00
- Ingham County – 42% or \$14,952.00
- Livingston County – 19% or \$6,764.00

WHEREAS, the monthly amount stated above is based on the number of 911 phone system licenses for each PSAP; and

WHEREAS, the monthly cost for the circuit is \$2,800.00 with a one-time installation cost of \$2,000.00 for a total 12-month cost of \$35,600.00; and

WHEREAS, MIS is recommending the purchase of the 911 phone system backup circuit from Arialink for a period of 12-months at a total cost to Ingham County in the amount of \$14,952.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize entering into a 12-month agreement with Arialink for the purchase of a backup circuit for the 911 phone system in the amount of \$35,600.00 with a net County cost of \$14,952.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 911 Emergency Telephone Dispatch Services - 911 Fund for Management and System Improvements.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary expense and revenue budget adjustments consistent with this Resolution and with the Intergovernmental CEIL Agreement.

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

**Agenda Item 8c**

TO: Ingham County Law Enforcement, Judiciary, and Finance Committees  
FROM: John L. Neilsen, Deputy Controller  
DATE: February 9, 2012  
RE: 2012 Millage Renewals - Juvenile Justice Millage and 911 Millage

Commissioners:

I wanted to start the conversation with you about the renewals of two County Special Millages, that being the Juvenile Justice Millage and the 911 Millage.

To aid in this discussion I have included some background information for you which includes:

- The current Ingham County Special Millages
- Property Tax Collection History (Current Year Property Tax Collection)
- Resolution # 06-145 “ Resolution to Submit to the Electorate a Juvenile Justice Millage”
- Resolution # 08-135 “Resolution Authorizing Amending Resolution #08-134 Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)”

The two County wide elections scheduled for 2012 are the August 7, 2012 Primary election and the November 6, 2012 General election.

The deadline for submitting approved ballot language to the County Clerk is May 29, 2012 for the August primary election and August 28, 2012 for the November General election.

I will be attendance at your meetings to discuss these two potential Special Millage renewals.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT TO THE ELECTORATE A  
JUVENILE MILLAGE RENEWAL QUESTION**

**RESOLUTION #06-145**

WHEREAS, the Board of Commissioners desires to fund the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Board of Commissioners wants to provide the financial stability necessary for sound planning through a long-term millage.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 8, 2006.

**JUVENILE MILLAGE RENEWAL QUESTION**

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by 60/100 (.60) of one mill, \$ .60 per thousand dollars of state taxable valuation, be continued and renewed for a period of five years (2007-2011) inclusive. If approved and levied in full, this millage will raise an estimated \$4,386,218 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

YES [    ]                      NO [    ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the August 8, 2006 ballot and to be prepared and distributed in the manner required by law.

**JUDICIARY: Yeas:** Weatherwax-Grant, Holman, Nolan, Bahar-Cook, Schafer, Dougan  
**Nays:** None    **Absent:** None    **Approved 5/11/06**

**FINANCE: Yeas:** Thomas, Hertel, Grebner, Dedden, Weatherwax-Grant, Dougan  
**Nays:** None    **Absent:** None    **Approved 5/17/06**

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AMENDING RESOLUTION #08-134 SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING COMPREHENSIVE EMERGENCY TELEPHONE SERVICES (911 SERVICES)**

**RESOLUTION #08-135**

WHEREAS, the County Board of Commissioners adopted Resolution No. 08-134 at its May 13, 2008 meeting to submit to a vote of the electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services); and

WHEREAS, it was determined that the ballot language layout within the resolution should be revised to more accurately reflect how the proposal should be presented to the voters.

THEREFORE BE IT RESOLVED, that Resolution No. 08-134 shall be amended so the following question shall be submitted to a vote of the electorate of Ingham County at the primary election to be held August 5, 2008.

**EMERGENCY TELEPHONE SERVICE  
(911 SERVICE) MILLAGE RENEWAL AND  
RESTORATION QUESTION**

For the purpose of renewing and restoring funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, and in 2004, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be renewed at 0.8431 of one (1) mill, and shall the previously authorized reduced millage of 0.0069 of one (1) mill be restored, for a return to the previously voted total limitation increase of 0.8500 mill (\$0.8500 per \$1,000 of Taxable Value) for a period of four (4) years (2008-2011) inclusive?

*(If approved and levied in full, this millage will raise an estimated \$6,790,381 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value. If approved and levied, a portion of the millage may be distributed to the Cities of Lansing and East Lansing for 911 operations in the Ingham County 911 Service Plan. In accordance with State law, a portion of the millage may also be disbursed to the Downtown Development Authorities of the Cities of Leslie, Mason, Williamston, and the Townships of Delhi, Ingham, Lansing, Leroy, Meridian, and Vevay; the Tax Increment Finance Authorities of the Cities of East Lansing, Lansing, and Williamston; the Local Development Finance Authorities of the Cities of Leslie and Mason; and the Brownfield Redevelopment Authorities of the County of Ingham, the Cities of East Lansing and Lansing, and the Townships of Delhi and Ingham.)*

YES

NO

***ADOPTED - MAY 27, 2008***  
**Agenda Item No. 6**

**RESOLUTION #08-135**

BE IT FURTHER RESOLVED, that this amended question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to the August 5, 2008, ballot and to be prepared and distributed in the manner required by law.

<b>MILLAGE</b>	<b>2012 Rate*</b>	<b>Current Authorization</b>	<b>Original Authorization</b>	<b>Last Date for Renewal</b>
Emergency 911	0.8431	2008-2011	0.85	2012
Famland/Open Space	0.1400	2008-2017	0.14	2018
Potter Park Zoo	0.4100	2011-2016	0.46	2016
Special Transportation	0.4800	2011-2016	0.48	2016
Juvenile Justice	0.6000	2007-2011	0.6	2012
Indigent Veterans Support	0.0230	2010*	0.0302	see below**
Airport Authority	0.6990			

Pursuant to Public Act of 1970 the Capital Region Airport Authority (CRAA) was created with Ingham County, Clinton County, Eaton County, and the City of Lansing as the initial members in 1971. However, a referendum petition was filed and the matter of membership was submitted to the voters of the three counties. While the voters in Ingham County and the City of Lansing approved membership and up to 3/4 mill property tax levy, the voters in Eaton and Clinton County did not. Consequently, the members of the Authority were Ingham County and the City of Lansing.

**2012 Tax Rate**

*\*\*The indigent veterans millage will need to be reauthorized each year as a part of the general appropriations resolution, and is the only millage listed here that is collected in the same tax year and budget year, at the same time as the General Fund Operating millage.*

**Property Tax Collection History (Current Year Property Tax Collection)**

	Juvenile Justice Millage <u>Collection</u>	Juvenile Justice Millage <u>Rate</u>	911 Millage <u>Collection</u>	911 Millage <u>Rate</u>
2007	4,206,923	0.5903	6,039,099	0.8431
2008	4,458,364	0.6000	6,264,484	0.8431
2009	4,521,536	0.6000	6,356,334	0.8431
2010	4,546,555	0.6000	6,388,659	0.8431
2011*	4,336,189	0.6000	6,093,050	0.8431

2012 Property Tax Paid by  
Owner of \$100,000 house  
(assuming taxable value  
of \$50,000)

\$30.00

\$42.16

\*Unaudited as of 1/27/12

RECEIVED

855 (Rev. 1-11)

JAN 24 2012



AGENDA ITEM # 9

RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

ANDY DILLON  
STATE TREASURER

January 20, 2012

President  
Draths Corporation  
2367 Science Pkwy, Suite 2  
Okemos, MI 48911

Dear Sir/Madam:

The State Tax Commission has received a resolution from Delhi Charter Township requesting revocation of the real and/or personal property component(s) of industrial facilities exemption certificate number 2009-314 issued to Draths Corporation, located at 4055 English Oak Drive.

As required by Section 15(3) of Public Act 198 of 1974, as amended, the State Tax Commission is offering the certificate holder the opportunity for a hearing regarding this revocation. A request to schedule a hearing must be received by this office **in writing not later than 30 days from the date of this letter**. Evidence verifying that the facility continues to qualify for the industrial facility exemption must be provided.

If a written response is not received within the allowed timeframe, the State Tax Commission will issue an Order of Revocation effective December 31, 2011, for the 2013 tax year.

Sincerely,

A handwritten signature in cursive script that reads "Kelli Sobel".

Kelli Sobel, Executive Secretary  
State Tax Commission

By Certified Mail

cc: Clerk, Delhi Charter Township  
Assessor, Delhi Charter Township  
Ingham County Equalization Department  
Ingham County Board of Commissioners  
Holt School District  
Ingham Intermediate School District  
Lansing Community College