

CHAIRPERSON  
DALE COPEDEGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

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, JUNE 20, 2012 AT 6:00 P.M.,  
IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING,  
5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 6, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2012 Local [Jag Grant](#)
  
2. Treasurer
  - a. Resolution to Renew Service Contracts for the Purpose of Conducting [Title Searches](#)
  - b. Resolution to Renew Service Contracts for the Purpose of Conducting Personal [Service Visits](#)
  - c. Resolution to Utilize the County's Option to Acquire [Tax Foreclosed Property](#)
  
3. Friend of the Court - Resolution Authorizing Entering into a Contract with [Vidcom Solutions](#) to Provide and to Install a Security System for the Oasis Center at the Cedar Pointe Office Complex
  
4. Department of Veteran Affairs - Resolution Accepting Donations and Scholarships for Accreditation [Training](#) for County Veteran Counselor
  
5. Health Department
  - a. Resolution to Provide On-Call Bonus Payments to [Physician Assistants](#) Employed in the Ingham County Health Department
  - b. Resolution [Amending Resolution #11-235](#), to Accept Increased Awards to Support the Continued Operations of the Health Department's Child and Adolescent Health Centers
  
6. Farmland and Open Space Preservation Board
  - a. Resolution Approving Proceeding to Close on Permanent Conservation Easement [Deeds](#) for the Tomlinson, Scripter and Baumer Properties
  - b. Resolution Approving a [Cooperative Agreement](#) Between United States and Ingham County to Accept \$324,450.00

7. Financial Services - Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from [Tyler Technologies](#)
8. Human Resources
  - a. Resolution Approving Modifications to the 2012 Managerial and Confidential [Personnel Manual](#) (*Tabled at the June 6, 2012 Meeting*)
  - b. Resolution Authorizing the Establishment of [MERS Hybrid Plans](#) for the Board of Commissioners and Elected Officials
  - c. Resolution Authorizing the Establishment of [MERS Hybrid Plans](#) for Managerial and Confidential Employees
9. Controller/Administrator's Office - Resolution Approving Criteria for Ranking 2013 [Applications](#) for Community Agency Funding

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  
June 6, 2012  
Minutes

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

Members Absent: None

Others Present: Board Chairperson Copedge, Teri Morton, Chuck Gray, Jim Hudgins, Rick Terrill, Mike Hughes, Maureen Winslow, Rhonda Swayze, Greg Harless, Curtis Hertel, Sam Davis, and others.

The meeting was called to order by Chairperson Grebner at 6:04 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the May 16, 2012 Minutes

The May 16, 2012 Minutes were approved as submitted.

Additions to the Agenda

7. Pulled - Management Information Services - Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies
9. Substitute - Controller/Administrator's Office - Resolution Adopting the Ingham County 911 Service Plan
10. Late - Resolution Reclassifying a Maintenance Worker Position at the Ingham County Fairgrounds.

Limited Public Comment

None.

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

3. Register of Deeds - Resolution to Contract with Legal Aid of Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
4. Circuit Court - Resolution to Amend Software License Agreement with ACS for Jury Systems
5. Circuit Court/Family Division
  - a. Resolution for Authorization to Enter into a Three Year Contract with Mingus Mountain Academy
  - b. Resolution for Approval to Purchase a Security Camera and Additional Security Items for the Ingham County Youth Center

6. Facilities Department
  - a. Resolution Authorizing Entering into Agreements with Guardian Alarm to Provide Alarm Monitoring Services at Various County Locations
  
9. Controller/Administrator's Office - Resolution Adopting the Ingham County 911 Service Plan

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. Ingham County Office of Homeland Security & Emergency Management/Sheriff's Office - Resolution to Enter into a Contract with Trauma Training FX, Inc. Utilizing the FY2010 Homeland Security Grant Program Funds

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH TRAUMA TRAINING FX, INC. UTILIZING THE FY2010 HOMELAND SECURITY GRANT PROGRAM FUNDS.

Ms. Morton noted that in the THEREFORE BE IT RESOLVED the amount in words should reflect the \$33,750.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION BY CHANGING THIRTY THOUSAND TO THIRTY-THREE THOUSAND, AND AS FOLLOWS:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Trauma Training FX, Inc in the amount of thirty-three thousand seven hundred fifty (\$33,750.00) for the purchase of Three (3) Days Tactical Combat Casualty Course (TCCC) Training with Culmination Exercise to be conducted from June 25 through 27, 2012.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

2. Sheriff's Office
  - a. Resolution of Continuing Effect Authorizing the Ingham County Sheriff's Office to Sell at Fair Market Value, any Used Patrol Vehicles to the Ingham Intermediate School District

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION OF CONTINUING EFFECT AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO SELL AT FAIR MARKET VALUE, ANY USED PATROL VEHICLES TO THE INGHAM INTERMEDIATE SCHOOL DISTRICT.

The Committee discussed how many vehicles are sold each year plus the average mileage and cost per vehicle. The Committee suggested they have the ability to review the sale of the vehicles each year through the budget process.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Approve the Expanded County Wide Booking System Project Budget and to Authorize Contracts

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO APPROVE THE EXPANDED COUNTY WIDE BOOKING SYSTEM PROJECT BUDGET AND TO AUTHORIZE CONTRACTS.

Chief Deputy Harless explained this system is needed to network with various in-house systems and other counties. Comm. Dougan asked if that includes the Cities of Lansing and East Lansing. Chief Deputy Harless answered yes. Comm. Dougan asked if fingerprinting would continue to be available to civilians. Major Davis answered yes. The Committee discussed funding.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution to Authorize an Amendment of the Current Contract with Securus Technologies to Install a Managed Inmate Video Visitation System

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AMENDMENT OF THE CURRENT CONTRACT WITH SECURUS TECHNOLOGIES TO INSTALL A MANAGED INMATE VIDEO VISITATION SYSTEM.

Comm. Dougan asked what the duration of the visit is for \$20.00 or is it a flat fee. Major Davis stated the visitation is 20 minutes for \$20.00. Comm. Dougan asked if this system will be monitored like the current phone system. Major Davis answered yes. Comm. Dougan expressed his concern that inmates could have the opportunity to give direction to individuals outside of jail. Major Davis explained the monitoring and recording capabilities.

Comm. Tennis asked how often attorneys are allowed to visit. Major Davis stated there is not a time limit as long as it does not interfere with the daily routines of the jail. He gave the examples of dinner and lights out. Comm. Tennis asked if there was a charge to the attorneys to meet with their clients. Major Davis explained that attorneys may still meet with their clients at the jail for free; however, if the attorney and their client choose to use the video visitation system there will be a user fee.

(Board Chairperson Copedge arrived at 6:20 pm)

Comm. Tennis expressed his concern that inmates are being charged to meet with their attorney. Chief Deputy Harless stated that \$20.00 may be less expensive for the attorney than travel time to the jail or time spent waiting at the jail before the attorney comes in contact with the client/inmate. He reiterated that if the attorney chooses to come to the jail that is free. Major Davis stated this is an enhanced service that has not been available before plus provides a level of security not having to move inmates.

Comm. McGrain asked how many visits are allowed per week. Major Davis answered one visit and if a family would like additional video visitation that is at the cost of \$20.00 for 20 minutes. Major Davis explained how the visitation schedule may work and that booths will be set up both at the jail and the Human Services Building (HSB) in Lansing. Chief Deputy Harless noted that having booths at the HSB provides accessibility to those who have difficulty getting to the jail. Chairperson Grebner asked where the booths would be located in the HSB. Chief Deputy Harless stated it is yet to be determined but the lobby is a consideration. He described Washtenaw County's facility and uses of video visitation. Comm. Grebner asked if special equipment was needed for a remote visit from home. Major Davis explained it is a web-based program that works through the Securus website.

Comm. McGrain acknowledged the vendor is paying for the system asking what happens if the system is vastly under utilized. Major Davis read a segment of the contract that allows the County to make changes or terminate the agreement with a 30 day notice. He stated that if the contract is terminated Securus would recoup an amortized amount from the County of what was invested.

MOTION CARRIED UNANIMOUSLY.

6. Facilities Department

- b. Resolution Awarding a Contract to Dietz Janitorial for Cleaning Services at the Human Services Building (HSB), the Grady Porter Building (GPB), the Veterans Memorial Courthouse (VMC), the Willow Clinic, the Ingham County Family Center (ICFC), the Well Child Clinic and the 911 Dispatch Center

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AWARDING A CONTRACT TO DIETZ JANITORIAL FOR CLEANING SERVICES AT THE HUMAN SERVICES BUILDING (HSB), THE GRADY PORTER BUILDING (GPB), THE VETERANS MEMORIAL COURTHOUSE (VMC), THE WILLOW CLINIC, THE INGHAM COUNTY FAMILY CENTER (ICFC), THE WELL CHILD CLINIC AND THE 911 DISPATCH CENTER.

Comm. McGrain asked why this vendor was awarded the contract. Mr. Hudgins explained that the other vendors were out of state, had no clients in Michigan, and lacked significant references in large scale cleaning specifically a medical facility.

MOTION CARRIED UNANIMOUSLY.

8. Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL.

Chairperson Grebner stated this had failed in County Services by a 3-3 vote, and the real issue is implementing the first piece of the hybrid plan.

Chairperson Grebner and the Committee invited Mr. Parsons to the table for discussion.

Comm. Tennis stated that he does not like the idea of moving away from a defined pension. In terms of any movement there are certain hybrid systems that are not bad but this is not one of them. He expressed his concern of the multiplier and match resulting in the inability of an individual to retire. He gave the example of support staff retirement expectation. Comm. Grebner noted that meetings have been held and no one has objected to the plan. Comm. Tennis noted that is because it is subject to new hires. Comm. Tennis stated it is his goal to have a pension plan whereby individuals can retire with some security. He noted the only secure part of a pension is the defined benefit and the risk is all on the employee. He suggested a system similar to what the school employees put into effect in 2010 with a higher defined benefit multiplier. Comm. Tennis added that he did not like the retiree health care starting until they reach 60.

The Committee discussed the multipliers, County and employee contributions, compensation, the County budget and the changing financial market. In addition, the Committee expressed their concern that an individual will contribute enough to retire. Chairperson Grebner acknowledged the complexity of working with the different departments and unions. Comm. McGrain asked to recap the hybrid plan through a presentation in order to provide more clarity on how it translates to the employee. Comm. Dougan suggested hypothetical scenarios and suggested MERS provide a grid.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO TABLE THE RESOLUTION UNTIL THE NEXT MEETING WHEN MR. PARSONS WILL PROVIDE A PRESENTATION INCLUDING RETIREMENT PROJECTION EXAMPLES.

Comm. Dougan suggested the County provide a disclaimer to new hires of the proposed changes even if the language is soft.

Ms. Morton asked if the Committee will be prepared to vote at the next meeting if Mr. Parsons provides the information in the packets. She expressed that there are budget implications should the resolution not move forward.

MOTION TO TABLE CARRIED UNANIMOUSLY.

10. Resolution Reclassifying a Maintenance Worker Position at the Ingham County Fairgrounds.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION RECLASSIFYING A MAINTENANCE WORKER POSITION AT THE INGHAM COUNTY FAIRGROUNDS.

Comm. McGrain asked if this permanent position. Ms. Morton answered yes.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Bahar-Cook asked for a summary of the discussion at the County Services meeting regarding data loss in the Clerk's Office. Comm. Grebner briefed the Committee on the data loss and recovery efforts. Comm. Nolan asked that the Controller's Office provide a 1 page document that covers the series of events that led up to the data loss plus the current status. Each Commissioner would like a copy of the document. The Committee asked Mr. Parsons for an update on the MIS position. Mr. Parsons stated he will have conversations with Ms. Lannoye next week.

Public Comment

None.

The meeting adjourned at approximately 7:54 p.m.

Respectfully submitted,

Julie Buckmaster



## JUNE 20, 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 to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2012 Local JAG Grant*

This resolution would authorize entering into the Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$110,643.00 allocated portion of the 2012 Local JAG grant. The County would not receive any funds under the proposed 2012 JAG grant, however the County is still being asked to enter into this agreement.

- 2a. *Treasurer - Resolution to Renew Service Contracts for the Purpose of Conducting Title Searches*

The resolution authorizes a one-year extension of the contracts authorized last year. Funds are available from fees collected as result of the foreclosure process (Delinquent Tax Revolving Fund)

- 2b. *Treasurer - Resolution to Renew Service Contract for the Purpose of Conducting Personal Service Visits*

The resolution authorizes renewal of a current Agreement For Personal Service Visits. On April 27, 2010, the Board of Commissioners adopted Resolution #10-125, captioned "Resolution to Authorize Service Contracts For The Purpose Of Conducting Personal Service Visits." Pursuant to Resolution #10-125, the County entered into a service agreement with TC Process Serving, LLC to provide process service to advance the tax foreclosure process. The agreement has a one-year term and a renewal option at the discretion of the County and the Treasurer asks the County to exercise its discretion and renew the agreement for one year. Funds are available from fees collected as a result of the foreclosure process (Delinquent Tax Revolving Fund).

- 2c. *Treasurer - Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property*

This is the annual resolution that allows the Treasurer to accept the minimum bid for the attached list of tax-foreclosed properties.

3. *Friend of the Court - Resolution Authorizing Entering into a Contract with Vidcom Solutions to Provide and to Install a Security System for the Oasis Center at the Cedar Pointe Office Complex*

This resolution would authorize awarding a contract to VidCom Solutions in an amount not to exceed \$22,711 for providing and installing the security system at the Oasis Center to be completed by September 30, 2012. VidCom Solutions was the successful bidder to provide this security system with the costs to be reimbursed through the Department of Justice Office of Violence Against Women grant. This grant was to provide a "Safe Haven" center for the exchange of dependent children between custodial and non-custodial parties with a history of domestic violence. (See attached memos.)

4. *Department of Veteran Affairs - Resolution Accepting Donations and Scholarships for Accreditation Training for County Veteran Counselor*

This resolution accepts \$1,500 in donated funds from five separate donors to help cover the travel costs of sending a Veterans Benefits Counselor to accreditation training. The total cost of this travel is \$1,850 and has been previously approved by the Controller and Board Chairperson.

5a. *Health Department - Resolution to Provide On-Call Bonus Payments to Physician Assistants Employed in the Ingham County Health Department*

This resolution provides for "on-call" bonus payments to Physician Assistants equal to \$2.86/hour for weekdays (Monday through Friday), and \$3.23/hour for weekends and holidays. It is expected these payments will come from within the Health Department's existing budget.

5b. *Health Department - Resolution Amending Resolution #11-235, to Accept Increased Awards to Support the Continued Operations of the Health Department's Child and Adolescent Health Centers*

This resolution amends resolution #11-235 to accept an increase in funding of approximately 10% (up to \$375,000 total or up to \$75,000 per year). The new base allocations will take effect the current fiscal year, and continue through FY 2017. The \$75,000 will be allocated as follows:

(1) An agreement with KMD consulting for up to \$35,000 per year from October 1, 2011 – October 31, 2016, not to exceed \$175,000 over the five year period to assist in coordinating Patient Centered Medical Home activities, assist in the development, tracking and training related to ongoing compliance monitoring, assist in outreach and enrollment activities to ensure youth are enrolled in an insurance plan and to assist in outreach and engagement activities to recruit and retain youth in care.

(2) Up to \$35,000 per year, or up to \$175,000 over the five year period, to engage in health education and outreach activities at each of its four child and adolescent health centers to be used to fund special part time health advocates who will conduct outreach activities related to youth retention and engagement.

(3) An amendment to increase the agreement with the School-Community Health Alliance of Michigan by \$5,000 annually, from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committees and that this agreement will not exceed \$30,000 per year.

6a. *Farmland and Open Space Preservation Board - Resolution Approving Proceeding to Close on Permanent Conservation Easement Deeds for the Tomlinson, Scriptor and Baumer Properties*

This resolution approves closing on the 2010 approved Tomlinson, Scriptor and Baumer properties. All three farms have received matching funds from the Federal Farm and Ranchland Protection Programs (FRPP). The Farmland and Open Space Preservation Board has sufficient funds to purchase Agricultural Conservation Easements on the three farms. All of these properties are located in Aurelius Township. Please see the attached memorandum for further details.

6b. *Farmland and Open Space Preservation Board - Resolution Approving a Cooperative Agreement Between United States and Ingham County to Accept \$324,450.00*

This resolution accepts \$324,450 from the Federal Farm and Ranchland Protection Program to place permanent conservation easements on five farmland properties in Ingham County. The properties are located as follows: Shannon – Williamstown Township, Rogers – Onondaga Township, Nussdorfer – Aurelius Township, Schwab – Delhi Township. The Farmland Preservation Board may recommend protection of the other three farms listed on the attachment with only local dollars, as they are located close to the urban area, making them attractive for protection as well. Please see the attached memorandum for more details.

7. Financial Services – *Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies*

At the last County Services meeting the Committee questioned the 5% increase in the annual support agreement with MUNIS. Subsequent to the meeting our Finance Director contacted MUNIS and requested that they reconsider the increase, especially in light of the assistance our Finance and Human Resources teams have provided to other MUNIS customers. MUNIS has agreed to not increase our fee for the upcoming year.

8a. Human Resources - *Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual*

The resolution would extend the Manager and Confidential Manual through December 31, 2012. The first major change involves a 1.8% increase in the employee's contribution to the pension system. The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity. There are also a number of changes recommended related to steps including: allowing the Human Resources (HR) Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of County Services to approve step increases for direct reports to the Board as opposed to the committee.

This item was tabled at the last Finance Committee meeting pending additional information, primarily regarding the hybrid pension plan. This information will be forwarded under separate cover.

8b. Human Resources - *Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials*

The attached resolution would establish hybrid pension plans with MERS for newly elected Board of Commissioners and elected County Officials. The hybrid pension plan would include a 1.0 defined benefit multiplier and up to a 2.5% employer contribution to a defined contribution plan.

8c. Human Resources - *Resolution Authorizing the Establishment of MERS Hybrid Plan for Managerial and Confidential Employees*

The attached resolution would establish hybrid pension plans with MERS for newly hired Managerial & Confidential (MCF) employees. The hybrid pension plan is consistent with the proposed MCF Plan and would include a 1.0 defined benefit multiplier and up to a 2.5% employer contribution to a Defined Contribution plan.

9. Controller/Administrator's Office - *Resolution Approving Criteria for Ranking 2013 Applications for Community Agency Funding*

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter. The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

**Agenda Item 1**

**TO:** Law Enforcement Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** June 1, 2012

**RE:** 2012 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2012 Local JAG Grant.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2012 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department, City of East Lansing Police Department and the Ingham County Sheriff's Office was allocated \$110,643.00 from the 2012 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$0.00 for 2012 due to a lack of violent crime data for 2011; and

WHEREAS, part of the application process to receive this funding from the 2012 Local JAG grant, the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing and East Lansing, allowing for disbursement of allocated funds to both government police agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$110,643.00 allocated portion of the 2012 Local JAG grant.

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

Memorandum

**ERIC SCHERTZING**  
Ingham County Treasurer

**John C. Schlinker**  
Chief Deputy

**P.O. Box 215**  
**Mason, MI 48854-215**  
**517/676-7220**  
**Eschertzing@ingham.org**

Date: May 30, 2012  
TO: Finance and County Services Liaison Committees  
FROM: Eric Schertzing  
RE: Renewal of contracts for title search services

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Attached for your consideration is a proposed resolution to authorize renewal of current Title Search Service Agreements. On June 14, 2011, the Board of Commissioners adopted Resolution #11-180, captioned "Resolution to Authorize Service Contracts For The Purpose of Conducting Title Searches." Pursuant to Resolution #11-180, the County entered into service agreements with Bell Title Company, LLC and Freedom Abstract Company to provide title search services to advance the tax foreclosure process. Each agreement has a one year term and a renewal option for up to five (5) additional years at the discretion of the County and the Treasurer asks the County to exercise its discretion and renew each agreement for one year. No General Fund dollars are required - funding for the service agreements comes exclusively from fees generated by the tax foreclosure process. Karen Conroy will attend Board of Commissioner meetings to answer questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW SERVICE CONTRACTS FOR THE PURPOSE OF  
CONDUCTING TITLE SEARCHES**

WHEREAS, on June 14, 2011, the Board of Commissioners adopted Resolution #11-180, captioned “Resolution to Authorize Service Contracts For The Purpose of Conducting Title Searches;” and

WHEREAS, pursuant to Resolution #11-180, the County entered into service agreements with Bell Title Company, LLC and Freedom Abstract Company; each agreement is dated June 28, 2011 and contains a one year term with a renewal option for up to 5 additional years at the discretion of the County; and

WHEREAS, the Treasurer has a continuing need for the title search services provided by these two vendors and asks the County to exercise its discretion under the service agreements with Bell Title Company, LLC and Freedom Abstract Company dated June 28, 2011 and extend each agreement for one additional year; and

WHEREAS, funding for the Title Search Service Agreements requires no General Fund money and comes exclusively from fees generated by the tax foreclosure process.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year extension of the Title Search Service Agreements dated June 28, 2011 with Freedom Abstract Company and Bell Title Company LLC.

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

## Memorandum

**ERIC SCHERTZING**

**Ingham County Treasurer**

**John C. Schlinker**  
**Chief Deputy**

**P.O. Box 215**  
**Mason, MI 48854-215**  
**517/676-7220**  
**Eschertzing@ingham.org**

Date: May 30, 2012

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Renewal of contract for personal service visits

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Attached for your consideration is a proposed resolution to authorize renewal of a current Agreement For Personal Service Visits. On April 27, 2010, the Board of Commissioners adopted Resolution #10-125, captioned "Resolution to Authorize Service Contracts For The Purpose Of Conducting Personal Service Visits." Pursuant to Resolution #10-125, the County entered into a service agreement with TC Process Serving, LLC to provide process service to advance the tax foreclosure process. The agreement has a one year term and a renewal option at the discretion of the County and the Treasurer asks the County to exercise its discretion and renew the agreement for one year. No General Fund dollars are required - funding for the service agreement comes exclusively from fees generated by the tax foreclosure process. Karen Conroy will attend Board of Commission meetings to answer any questions.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW SERVICE CONTRACTS FOR THE PURPOSE OF  
CONDUCTING PERSONAL SERVICE VISITS**

WHEREAS, on April 27, 2010, the Board of Commissioners adopted Resolution #10-125, captioned “Resolution to Authorize Service Contracts For The Purpose Of Conducting Personal Service Visits;” and

WHEREAS, pursuant to Resolution #10-125, the County entered into a service agreement with TC Process Serving, LLC dated June 28, 2011 containing a one year term with an annual renewal option at the discretion of the County; and

WHEREAS, the Treasurer has a continuing need for personal service visits provided by this vendor and asks the County to exercise its discretion under the service agreement with TC Process Serving dated June 28, 2011 and extend the agreement for one additional year; and

WHEREAS, funding for the Personal Service Agreement requires no General Fund money and comes exclusively from fees generated by the tax foreclosure process.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year extension of the Personal Service Visits Agreement dated June 28, 2011 with TC Process Serving, LLC.

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

June 1, 2012

TO: Finance and County Services Liaison Committees  
FROM: Eric Schertzing  
RE: Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

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Attached for your consideration is a proposed resolution to request the County Treasurer, acting as the Foreclosing Governmental Unit under PA123 of 1999, to accept the minimum bid in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority (the "Authority").

Under Public Act 123 of 1999, MCL 211.78m (1), "Not later than the first Tuesday in July, immediately succeeding the entry of judgment under section 78k vesting absolute title to tax delinquent property in the foreclosing governmental unit... the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid." The cost of acquisition will be covered by the Authority utilizing a variety of funding sources, including Neighborhood Stabilization Grant funds authorized by the American Recovery and Reinvestment Act of 2009.

On May 7, 2012, the Authority passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE  
TAX FORECLOSED PROPERTY**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Fast Track Authority (the "Authority") on May 7, 2012 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, to accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition costs shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

2012 Tax Foreclosure Purchases

<b>Parcel Number</b>	<b>Address</b>	<b>Cost</b>
33-01-01-03-151-091	731 E Paulson	15,084.34
33-01-01-03-151-141	816 Community	6,558.59
33-01-01-03-306-161	925 Banghart	5,141.52
33-01-01-03-376-078	2304 N High	7,650.59
33-01-01-03-376-101	2212 N High	3,208.12
33-01-01-03-377-191	1213 Lake Lansing	7,297.07
33-01-01-03-377-301	2321 Commonwealth	7,628.02
33-01-01-04-151-051	637 Carrier	3,625.95
33-01-01-04-177-091	204 W Jackson	5,416.15
33-01-01-04-328-371	339 W Randolph	6,692.37
33-01-01-04-328-451	427 W Randolph	6,449.10
33-01-01-04-352-041	2018 Culver	7,490.82
33-01-01-05-301-311	N Grand River Ave	4,158.58
33-01-01-05-427-075	N Grand River Ave	3,314.76
33-01-01-05-427-211	N Grand River Ave	3,003.85
33-01-01-08-127-431	1703 Glenrose	16,282.72
33-01-01-08-130-061	1530 Redwood	10,581.28
33-01-01-08-130-071	1526 Redwood	6,764.37
33-01-01-08-176-201	1600 W Willow	13,089.54
33-01-01-08-201-051	1710 Glenrose	5,279.40
33-01-01-08-201-231	1729 Roselawn	8,768.09
33-01-01-08-206-131	1436 Robertson	7,526.38
33-01-01-08-228-091	1534 Lansing	5,504.52
33-01-01-08-228-371	1433 Roosevelt	4,661.33
33-01-01-08-229-121	1512 Roosevelt	10,237.56
33-01-01-08-229-191	Knollwood	826.59
33-01-01-08-251-011	1422 N Jenison	10,328.77
33-01-01-08-251-111	1342 N Jenison	6,991.68
33-01-01-08-255-201	1335 Robertson	11,143.33
33-01-01-08-256-201	1337 N MLK Jr	6,190.61
33-01-01-08-281-081	1330 Lansing	3,194.25
33-01-01-08-281-311	1363 Roosevelt	6,586.29
33-01-01-08-282-161	1312 Roosevelt	8,551.03
33-01-01-08-282-341	1341 Knollwood	7,820.54
33-01-01-08-330-041	1126 Cleo	6,229.36
33-01-01-08-332-181	1123 Hapeman	7,559.01
33-01-01-08-336-041	1006 Comfort	2,470.12
33-01-01-08-376-221	813 Cawood	9,080.24
33-01-01-08-376-301	841 Cawood	8,577.08
33-01-01-08-377-141	812 Cawood	6,670.10
33-01-01-08-378-121	1603 Hull	7,481.55
33-01-01-08-378-411	1605 Hyland	5,329.17
33-01-01-08-380-211	731 Comfort	2,815.76

33-01-01-08-380-231	737 Comfort	6,851.11
33-01-01-08-381-091	739 N Jenison	17,366.40
33-01-01-08-402-141	1213 Linwood	9,221.55
33-01-01-08-405-121	1139 Linwood	12,999.96
33-01-01-08-407-281	1111 Glenn	16,651.66
33-01-01-08-407-291	Glenn	1,102.88
33-01-01-08-409-481	W Maple	962.41
33-01-01-08-426-091	1135 Princeton	8,254.61
33-01-01-08-428-371	1117 Princeton	13,795.26
33-01-01-08-452-161	807 Clayton	7,623.16
33-01-01-08-455-291	931 N MLK Jr	18,448.61
33-01-01-08-476-091	820 N MLK Jr	8,697.51
33-01-01-08-481-031	740 N MLK Jr	10,165.40
33-01-01-09-178-112	127 W North	TBD
33-01-01-09-228-021	1932 Polly	5,302.77
33-01-01-09-277-051	1406 Center	7,619.33
33-01-01-09-327-151	1229 N Capitol	8,993.06
33-01-01-09-329-241	319 W Grand River	14,513.14
33-01-01-09-330-012	1126 N Seymour	21,701.07
33-01-01-09-355-001	925 N Sycamore	7,557.67
33-01-01-09-356-111	N Pine	1,088.64
33-01-01-09-356-191	613 Bluff	7,933.86
33-01-01-09-359-051	811 N Pine	7,400.82
33-01-01-09-362-241	621 W Madison	10,599.92
33-01-01-09-406-061	1006 N Washington	TBD
33-01-01-09-430-401	528 E Maple	6,911.04
33-01-01-10-103-181	813 McKinley	10,972.20
33-01-01-10-103-201	807 McKinley	4,840.44
33-01-01-10-104-061	1900 N High	6,799.72
33-01-01-10-128-221	Vermont	885.92
33-01-01-10-129-061	1818 Vermont	9,108.29
33-01-01-10-152-341	812 E North	5,932.20
33-01-01-10-154-191	1408 N High	9,984.25
33-01-01-10-156-151	Case	1,134.46
33-01-01-10-156-162	807 E Grand River	19,138.05
33-01-01-10-157-221	1219 N High	8,969.51
33-01-01-10-176-341	1223 New York	4,564.06
33-01-01-10-176-371	1023 E Grand River	13,105.98
33-01-01-10-176-391	1025 E Grand River	37,050.96
33-01-01-10-181-041	1424 Massachusetts	13,656.90
33-01-01-10-183-171	1255 E Grand River	7,442.05
33-01-01-10-183-181	1257 E Grand River	13,923.52
33-01-01-10-205-231	Ohio	1,476.21
33-01-01-10-254-041	1315 Ohio	10,170.47
33-01-01-10-303-161	921 Porter	11,676.00
33-01-01-10-327-161	1109 Farrand	19,327.24
33-01-01-10-329-361	1015 Johnson	6,740.83
33-01-01-10-331-192	1215 E Oakland	15,438.37

33-01-01-10-376-121	1023 May	7,080.73
33-01-01-10-401-051	1228 Cleveland	8,696.38
33-01-01-10-401-080	1204 Cleveland	16,544.46
33-01-01-10-404-121	1309 Maryland	7,076.57
33-01-01-10-406-301	1217 Maryland	9,583.43
33-01-01-10-411-171	1548 E Grand River	9,310.23
33-01-01-10-480-021	728 Cleveland	17,429.05
33-01-01-10-480-111	1315 E Saginaw	8,349.48
33-01-01-10-483-025	Maryland	1,019.69
33-01-01-14-126-271	501 N Francis	4,196.05
33-01-01-14-310-091	329 S Hayford	TBD
33-01-01-14-327-192	229 S Francis	6,995.54
33-01-01-14-329-101	312 S Mifflin	21,359.34
33-01-01-14-354-181	400 S Hayford	9,210.59
33-01-01-14-358-301	647 S Fairview	6,103.41
33-01-01-14-359-181	S Magnolia	950.26
33-01-01-14-359-191	S Magnolia	1,300.87
33-01-01-14-359-201	S Magnolia	2,436.64
33-01-01-14-362-001	601 S Clemens	11,354.53
33-01-01-14-362-011	S Clemens	1,706.88
33-01-01-14-362-021	S Clemens	1,706.88
33-01-01-14-362-031	S Clemens	1,706.88
33-01-01-14-362-041	S Clemens	1,706.88
33-01-01-14-362-051	S Clemens	1,706.88
33-01-01-14-362-061	S Clemens	1,706.88
33-01-01-14-378-072	528 S Francis	4,091.35
33-01-01-14-379-041	513 S Francis	5,278.21
33-01-01-14-380-211	616 S Francis	8,092.85
33-01-01-14-380-221	612 S Francis	9,260.20
33-01-01-14-381-081	633 S Francis	8,953.84
33-01-01-14-381-191	S Mifflin	2,319.16
33-01-01-14-381-202	626 S Mifflin	7,629.02
33-01-01-15-104-421	504 Leshner	4,854.05
33-01-01-15-126-371	1116 E Saginaw	12,409.82
33-01-01-15-301-071	208 Hill	9,037.29
33-01-01-15-301-091	212 Hill	22,562.69
33-01-01-15-306-173	S Pennsylvania	3,160.12
33-01-01-15-311-051	321 S Eighth	11,886.26
33-01-01-15-330-061	221 Bingham	13,643.67
33-01-01-15-355-111	516 S Pennsylvania	5,874.66
33-01-01-15-355-171	920 Hickory	20,876.80
33-01-01-15-358-291	822 Larned	25,199.71
33-01-01-15-378-044	S Pennsylvania	2,202.02
33-01-01-15-378-201	1121 Bement	11,550.89
33-01-01-15-380-041	1013 Euclid	3,654.01
33-01-01-15-380-311	1018 Bement	12,758.09
33-01-01-15-426-331	132 Allen	6,669.96
33-01-01-15-432-211	331 Shepard	8,583.93

33-01-01-15-451-461	406 Clifford	17,522.42
33-01-01-15-453-002	501 Clifford	7,956.22
33-01-01-15-453-111	537 Clifford	8,147.24
33-01-01-15-476-171	414 Allen	7,218.65
33-01-01-16-478-061	609 Helen	20,273.09
33-01-01-16-479-011	507 Beech	4,353.03
33-01-01-16-479-032	517 Beech	11,720.93
33-01-01-16-479-165	S East	1,449.57
33-01-01-16-479-221	610 Helen	13,207.54
33-01-01-17-126-131	1705 W Saginaw	4,678.52
33-01-01-17-226-182	611 N Butler	13,653.54
33-01-01-17-226-262	923 W Saginaw	11,883.94
33-01-01-17-227-061	816 W Lapeer	13,252.83
33-01-01-17-227-071	814 W Lapeer	5,628.67
33-01-01-17-231-261	N Butler	3,370.93
33-01-01-17-252-141	321 Howe	3,816.21
33-01-01-17-252-171	1327 W Shiawassee	20,156.32
33-01-01-17-253-071	1314 W Ionia	5,007.43
33-01-01-17-255-071	1120 W Ionia	10,563.98
33-01-01-17-255-231	1119 W Shiawassee	9,968.66
33-01-01-17-257-021	220 Westmoreland	7,546.54
33-01-01-17-260-021	110 Lahoma	6,462.06
33-01-01-17-401-061	1310 W Allegan	12,147.56
33-01-01-17-401-071	1306 W Allegan	9,181.04
33-01-01-17-428-282	200 S Butler	TBD
33-01-01-20-108-031	1901 Olds	15,009.00
33-01-01-20-130-041	1616 William	13,993.98
33-01-01-20-131-031	815 Riverview	7,442.08
33-01-01-20-132-001	1821 William	5,848.56
33-01-01-20-135-021	909 Riverview	16,225.86
33-01-01-20-411-001	1603 Park	36,511.94
33-01-01-20-411-121	1309 Hammond	13,007.63
33-01-01-21-254-040	Clear	1,100.66
33-01-01-21-277-035	1032 Beech	7,182.21
33-01-01-21-351-050	1616 Beal	7,535.40
33-01-01-21-351-050	1408 Linval	9,348.73
33-01-01-21-430-185	1514 Linval	9,565.20
33-01-01-21-430-225	524 Baker	13,871.03
33-01-01-21-454-001	Isbell	1,250.80
33-01-01-21-459-015	1616 Herbert	3,712.36
33-01-01-21-463-070	1819 Herbert	12,029.35
33-01-01-21-477-145	546 Avon	3,895.50
33-01-01-21-478-070	1612 Bailey	7,681.72
33-01-01-21-480-070	547 Norman	10,133.09
33-01-01-21-481-040	615 Norman	9,323.35
33-01-01-22-130-051	1023 S Pennsylvania	14,900.70
33-01-01-22-134-071	1019 Walsh	4,242.30
33-01-01-22-205-222	1012 Bensch	4,609.61

33-01-01-22-205-231	1010 Bensch	8,372.79
33-01-01-22-206-052	1019 Bensch	8,147.81
33-01-01-22-208-131	1041 McCullough	6,277.98
33-01-01-22-230-112	Shepard	1,128.86
33-01-01-22-230-161	1036 Leslie	6,458.71
33-01-01-22-253-051	1117 Dakin	9,362.96
33-01-01-22-253-091	1135 Dakin	10,114.00
33-01-01-22-255-042	1211 S Holmes	5,372.34
33-01-01-22-301-031	713 Beulah	15,490.48
33-01-01-22-308-021	1407 Pontiac	13,557.73
33-01-01-22-351-312	1512 Lyons	12,613.81
33-01-01-22-352-161	1629 Lyons	8,931.13
33-01-01-27-155-141	Tisdale	1,225.78
33-01-01-27-156-001	908 Edison	6,090.52
33-01-01-28-105-071	618 Cooper	5,519.14
33-01-01-28-151-005	No Street Frontage	17,160.04
33-01-01-28-201-031	1921 Forest	7,995.06
33-01-01-28-226-171	528 E Mt Hope	6,150.98
33-01-01-28-227-572	548 E Mt Hope	17,226.23
33-01-01-28-302-101	508 Dunlap	9,222.44
33-01-01-28-376-261	421 W Hodge	6,200.55
33-01-01-28-433-201	550 Denver	7,943.02
33-01-01-29-202-241	1121 W Mt Hope	7,525.35
33-01-01-29-202-251	W Mt Hope	15,185.87
33-01-01-29-227-061	904 Lenore	4,017.96
33-01-01-29-278-011	2505 S MLK Jr	5,630.44
33-01-01-29-376-052	1822 W Holmes	20,783.80
33-01-01-29-426-241	712 Dunlap	4,559.70
33-01-01-30-427-157	2900 Maloney	9,086.83
33-01-01-31-103-071	3615 Brighton	6,441.29
33-01-01-31-126-291	3430 Glenbrook	12,237.36
33-01-01-31-128-125	Berwick	1,703.86
33-01-01-31-128-211	3328 Grantsburg	5,809.24
33-01-01-31-153-211	4018 Hillborn	10,552.46
33-01-01-31-276-101	2600 Greenbelt	12,811.93
33-01-01-31-306-141	3500 Ronald	8,164.41
33-01-01-31-405-261	4512 Ingham	12,271.47
33-01-01-31-451-011	4720 Ballard	20,193.27
33-01-01-31-479-191	2212 W Jolly	9,077.35
33-01-01-32-101-231	2008 Ferrol	20,129.73
33-01-01-32-278-021	3917 Burchfield	15,051.69
33-01-01-32-304-002	4308 Christiansen	12,789.28
33-01-01-32-352-021	Starr	8,447.23
33-01-01-32-376-322	W Jolly	1,592.58
33-01-01-32-427-021	4501 S MLK Jr	23,385.20
33-01-01-32-477-261	836 Dornell	13,398.70
33-01-01-32-478-101	4908 Delray	5,874.19
33-01-01-33-101-062	Burchfield	1,275.82



33-01-01-33-254-251	312 E Mason	15,830.87
33-01-01-33-256-001	300 Fenton	5,509.03
33-01-01-33-404-171	208 E Everettdale	6,713.89
33-01-01-33-406-361	109 Cox	9,013.16
33-01-01-34-110-291	908 Irvington	9,720.92
33-01-01-35-328-181	2530 Dier	4,628.25
33-01-01-35-351-151	Wayne	1,592.72
33-01-05-03-101-141	835 Armstrong	17,364.08
33-01-05-03-352-431	E Miller	6,244.58
33-01-05-04-252-051	218 Redner	15,115.39
33-01-05-04-427-031	623 Louisa	7,299.85
33-01-05-05-103-013	5117 Hughes	10,236.69
33-01-05-05-202-051	Balzer	20,016.41
33-01-05-05-202-222	1315 W Jolly	18,136.80
33-01-05-05-276-021	5317 S MLK Jr	11,584.90
33-01-05-05-329-031	5833 Valencia	6,244.51
33-01-05-05-329-221	5802 Hughes	21,589.48
33-01-05-05-351-031	2130 Newark	7,901.12
33-01-05-05-428-191	826 R G Curtis	8,271.81
33-01-05-06-201-211	2805 W Jolly	8,488.43
33-01-05-06-226-112	2213 W Jolly	15,891.78
33-01-05-06-303-041	3814 Coachlight Common	11,225.66
33-01-05-06-352-071	3618 Coachlight Common	6,673.18
33-01-05-06-478-215	No Street Frontage	890.42
33-01-05-06-479-001	2219 Newark	11,481.26
33-01-05-09-176-321	6428 Sommerset	4,938.78
33-01-05-10-205-067	6336 Beechfield	7,639.88
33-01-05-10-205-131	6136 Beechfield	11,306.77
33-01-05-10-227-017	6133 Scotmar	12,391.27
33-02-02-03-403-001	6200 Columbia	21,288.33
33-02-02-03-403-007	Columbia	15,769.30
33-02-02-10-203-014	5975 Harvey	3,087.18
33-02-02-10-354-007	Star Flower	649.16
33-02-02-10-376-005	Lady Slipper	2,123.43
33-02-02-16-400-029	Okemos	9,352.91
33-02-02-29-255-001	Creekstone	646.56
33-02-02-29-255-005	Creekstone	814.56
33-02-02-29-255-011	Creekstone	646.56
33-02-02-29-256-001	Aztec	673.66
33-02-02-29-256-003	Creekstone	667.32
33-07-07-05-400-002	331 Linn	10,998.51
33-10-10-20-200-019	W Tomlinson	1,558.87
33-10-10-20-200-020	W Tomlinson	651.20
33-10-10-30-100-025	S College	4,215.80
33-10-10-30-100-027	S College	5,860.57
33-13-13-06-400-004	6134 Ferris	7,578.00
33-13-13-29-431-006	4836 Onondaga	4,426.02
33-14-14-08-400-017	2655 Ingalls	5,094.68

33-14-14-13-300-003	3994 Woods	4,796.85
33-14-14-16-100-003	Hull	700.13
33-15-15-18-200-008	Meridian	3,064.39
33-15-15-18-200-009	Meridian	3,120.83
33-15-15-22-300-005	4375 Williamston	2,750.63
33-15-15-35-400-013	Baseline	7,153.41
33-16-16-21-200-038	Adams	4,007.60
33-16-16-21-300-009	3495.5 Morton	8,453.10
33-17-14-21-301-012	Hull	28,396.05
33-17-14-21-329-010	Doty	1,663.08
33-17-14-21-329-011	Cameo	4,229.89
33-17-14-21-378-024	412 W Bellevue	12,026.32
33-17-14-21-381-017	Race	1,886.11
33-17-14-21-381-018	Race	1,886.11
33-17-14-21-381-019	Race	1,886.11
33-17-14-21-381-020	Race	1,886.11
33-17-14-21-381-021	Race	1,886.11
33-17-14-21-381-022	Race	1,886.11
33-17-14-21-381-023	Race	1,886.11
33-17-14-21-381-024	Race	1,886.11
33-17-14-21-381-025	Race	1,886.11
33-17-14-21-381-026	Race	1,886.11
33-17-14-21-381-027	Race	1,886.11
33-17-14-21-381-028	Race	1,886.11
33-17-14-21-381-029	Race	1,886.11
33-17-14-21-381-030	Race	1,886.11
33-17-14-21-381-031	Race	1,886.11
33-17-14-21-381-032	Race	1,886.11
33-17-14-21-381-033	Race	1,886.11
33-17-14-21-381-034	Race	1,886.11
33-17-14-21-381-035	Race	1,886.11
33-17-14-21-381-036	Race	1,886.11
33-17-14-21-381-037	Race	1,886.11
33-17-14-21-381-038	Race	1,886.11
33-17-14-21-381-039	Race	1,886.11
33-17-14-21-381-040	Race	1,886.11
33-17-14-21-381-041	Race	1,886.11
33-17-14-21-381-042	Race	1,886.11
33-17-14-21-381-043	Race	1,886.11
33-17-14-21-381-044	Race	1,886.11
33-17-14-21-381-045	Race	1,886.11
33-17-14-21-381-046	Race	1,886.11
33-17-14-21-381-047	Race	1,886.11
33-17-14-21-381-048	Race	1,886.11
33-17-14-21-381-049	Race	1,886.11
33-17-14-21-381-050	Race	1,886.11
33-17-14-21-381-051	Race	1,886.11
33-17-14-21-381-052	Race	1,886.11

33-17-14-21-381-053	Race	1,886.11
33-17-14-21-381-054	Race	1,886.11
33-17-14-21-381-055	Race	1,886.11
33-17-14-21-381-056	Race	1,886.11
33-17-14-21-381-057	Race	1,886.11
33-17-14-21-381-058	Race	1,886.11
33-17-14-21-381-059	Race	1,886.11
33-17-14-21-381-060	Race	1,886.11
33-17-14-21-381-061	Race	1,886.11
33-17-14-21-381-062	Race	1,886.11
33-17-14-21-381-063	Race	1,886.11
33-17-14-21-381-064	Race	1,886.11
33-17-14-21-381-065	Race	1,886.11
33-17-14-21-381-066	Race	1,886.11
33-17-14-21-381-067	Race	1,886.11
33-17-14-21-381-068	Race	1,886.11
33-17-14-21-381-069	Race	1,886.11
33-17-14-21-381-070	Race	1,886.11
33-17-14-21-381-071	Race	1,886.11
33-17-14-21-381-072	Race	1,886.11
33-17-14-21-381-073	Race	1,886.11
33-17-14-21-381-074	Race	1,886.11
33-17-14-21-381-075	Race	1,886.11
33-17-14-21-381-076	Race	1,886.11
33-17-14-21-381-077	Race	1,886.11
33-17-14-21-381-078	Race	1,886.11
33-17-14-21-381-079	Race	1,886.11
33-17-14-21-381-080	Race	1,886.11
33-17-14-21-381-081	Race	1,886.11
33-17-14-21-381-082	Race	1,886.11
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33-17-14-21-381-084	Race	1,886.11
33-17-14-21-381-085	Race	1,886.11
33-17-14-21-381-086	Race	1,886.11
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33-17-14-21-381-088	Race	1,886.11
33-17-14-21-381-089	Race	1,552.09
33-17-14-21-381-090	Race	1,886.11
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33-17-14-21-381-092	Race	1,886.11
33-17-14-21-381-093	Race	1,886.11
33-17-14-21-381-094	Race	1,886.11
33-17-14-21-381-095	Race	1,886.11
33-17-14-21-381-096	Race	1,886.11
33-17-14-21-381-097	Race	1,886.11
33-17-14-21-381-098	Race	1,886.11
33-17-14-21-381-099	Race	1,886.11
33-17-14-21-381-100	Race	1,886.11

33-17-14-21-381-101	Race	1,886.11
33-17-14-21-381-102	Race	1,886.11
33-17-14-21-381-103	Race	1,886.11
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33-17-14-21-381-105	Race	1,886.11
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33-17-14-21-381-108	Race	1,886.11
33-17-14-21-381-109	Race	1,886.11
33-17-14-21-381-110	Race	1,886.11
33-17-14-21-381-111	Race	1,886.11
33-17-14-21-381-112	Race	1,886.11
33-17-14-21-381-113	Race	1,886.11
33-17-14-21-381-114	Race	1,886.11
33-17-14-21-381-115	Race	1,886.11
33-17-14-21-381-116	Race	1,886.11
33-17-14-21-381-117	Race	1,886.11
33-17-14-21-381-118	Race	1,886.11
33-17-14-21-381-119	Race	1,886.11
33-17-14-21-381-120	Race	1,886.11
33-17-14-21-381-121	Race	1,886.11
33-17-14-21-381-122	Race	1,886.11
33-17-14-21-381-123	Race	1,886.11
33-17-14-21-381-124	Race	1,886.11
33-17-14-21-381-125	Race	1,886.11
33-17-14-21-381-126	Race	1,886.11
33-17-14-21-381-127	Race	1,886.11
33-17-14-21-381-128	Race	1,886.11
33-17-14-21-381-200	Race	1,568.85
33-17-14-21-455-005	115 Church	7,911.27
33-17-14-28-203-011	117 E Bellevue	8,363.13
33-17-14-28-227-001	411 E Bellevue	6,493.10
33-18-03-34-428-017	Churchill Downs	5,075.35
33-18-03-36-379-003	520 E Middle	23,037.15
33-18-07-02-476-001	Cambridge	654.86
33-19-10-08-201-007	509 W Columbia	12,084.13
33-19-10-09-151-002	110 E Oak	16,388.96
33-20-01-12-118-105	Weatherhill	4,362.72
33-20-02-08-178-017	Haslett	4,267.89
33-21-01-07-301-038	3810 Macon	12,615.06
33-21-01-14-330-007	S Mifflin	5,195.81
33-21-01-14-452-008	431 S Detroit	5,365.63
33-21-01-18-180-015	118 N Deerfield	5,295.46
33-21-01-18-204-024	N Rosemary	3,094.76
33-21-01-18-208-023	413 N Rosemary	15,207.12
33-21-01-18-251-004	227 Brynford	5,753.41
33-21-01-18-403-018	2828 W Washtenaw	4,654.88
33-21-01-18-428-001	2419 W Michigan	8,931.35

33-21-01-18-428-016	124 Hungerford	5,445.97
33-21-01-18-428-023	W Washtenaw	1,787.52
33-21-01-18-428-025	W Washtenaw	1,827.54
33-21-01-18-429-022	2304 W Washtenaw	5,092.61
33-21-01-18-431-001	307 S Hathaway	6,128.13
33-25-05-11-357-005	Kate	2,180.06
33-25-05-13-179-012	Keller	2,501.27
33-25-05-14-427-002	2228 Depot	11,903.90
33-25-05-16-426-011	2197 Eifert	5,786.47
33-25-05-22-227-015	1953 Adelpha	8,061.12
33-25-05-23-351-006	1601 Grayfriars	17,135.05
33-25-05-29-226-009	1463 Onondaga	5,323.24
33-41-11-22-204-008	South	8,372.04
33-42-16-26-115-001	E Main	6,070.43
33-42-16-26-131-005	E Main	3,910.10
33-42-16-27-279-003	414 Cherry	11,183.31
33-42-16-27-287-006	S Wood	3,216.98
33-43-08-11-227-012	468 N Main	12,427.94

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

**TO: JUDICIARY AND FINANCE COMMITTEES**

**FROM: SHAUNA DUNNINGS, DEPUTY COURT ADMINISTRATOR/FOC  
HARRY MOXLEY, ASS'T FOC/OPERATIONS**

**RE: REQUEST TO CONTRACT WITH VIDCOM FOR OASIS  
CENTER SECURITY SYSTEM**

**DATE: JUNE 8, 2012**

**CC: DAVID EASTERDAY, JIM HUDGINS, TARRA RAY**

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In 2008, Ingham County accepted a \$350,000 grant from the Department of Justice / Office of Violence Against Women to fund a "Safe Haven" center for the exchange of dependent children between custodial and non-custodial parties with a history or potential for domestic violence. After much planning, this center, which will be named the "Oasis Center", will open over the summer in the Cedar Pointe Office Complex on South Cedar Street in Lansing.

DOJ approval for the operation and funding of the center is contingent upon the installation and operation of a comprehensive security system. In 2010, the Ingham County Sheriff's Department conducted a walk-through of the premises and then provided the Oasis Center Steering Committee with a security proposal, which was in turn approved by DOJ. The proposal was then presented to three vendors, who have submitted written detailed estimates for installation and implementation.

VidCom Solutions, already the provider of security services at the 911 Center, GPB/VMC, and Ingham County Family Center, provided the lowest bid in an amount not to exceed \$22,711, which would be 100% reimbursed by the DOJ grant. We believe the VidCom bid was the most comprehensive and, given their successful implementation of security solutions at other Ingham County facilities, we are happy to have a vendor with a proven "track record." The Director of Purchasing has reviewed the three proposals and determined that the selection of VidCom Solutions would be in conformity with Ingham County Purchasing policies.

Thank you for your consideration. There will be a representative of FOC in attendance at the June 14 Judiciary Committee meeting and the June 20 Finance Committee meeting.

**MEMORANDUM**

TO: Judiciary and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: June 7, 2012  
SUBJECT: Proposal Summary for New Security System

Project Description:

Proposals were sought from qualified and experienced security suppliers for the purpose of providing and installing a new security system at Cedar Pointe, the home for the new Oasis Family Center which is overseen by the Friend of the Court. Space for the Center is currently being leased by the County.

The USDOJ Safe Havens Supervised Visitation and Safe Exchange Program Grant awarded to Ingham County will be the source of money for this project. The Grant provides an opportunity for communities to support the supervised visitation and safe exchange of children in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking. Installing this new security system is of paramount importance in keeping staff and patrons safe during the hours of operation.

Proposal Summary:

Vendors contacted: 3            Local: 1  
Vendors responding: 3        Local: 1

<b>Company</b>	<b>Total Cost</b>	<b>Local</b>
VidCom Solutions	\$22,711	N – Lansing (Clinton)
Safety Systems	\$25,906	Y – Lansing
Midstate Security	\$29,879	N – Grandville

Recommendation:

After review and evaluation of the proposals received, the Evaluation Committee unanimously recommends awarding a contract to VidCom Solutions, in an amount not to exceed \$22,711, who submitted the most responsive and responsible proposal.

Vidcom currently provides security services at the Grady Porter Building, new 911 Center, and the Ingham County Family Center.

COUNTY of INGHAM  
State of Michigan  
SHERIFF'S OFFICE



**Gene L. Wriggelsworth**  
Sheriff

Allan C. Spyke  
Undersheriff

630 North Cedar Street  
Mason, MI 48854  
(517) 676-2431

Greg S. Harless  
Chief Deputy

Sam Davis  
Major

FAX (517) 676-8299

Joel Maatman  
Major

**TO:** Safe Haven Committee Members  
**FROM:** Lieutenant Eric Trojanowicz and Sergeant Cherie Ballor  
**DATE:** April 23, 2010  
**RE:** Site Security

Sergeant Cherie Ballor and myself went and inspected the site on S. Cedar St. The following is a list of suggestions as it relates to the site:

1. The main entrance off of Cedar St. has a corridor that goes into other offices. It is to the right as you enter the front door. It would be a good place for somebody to hide. A barrier needs to put up so that nobody can enter that area.
2. We suggest that camera's are installed at both entry doors.
3. We suggest that there is a buzzer for both doors so that the doors can be open from inside the building if need be.
4. We suggest that there be at least one panic button located inside if not two.
5. We suggest that the males come in through the back door and the females come into through the front door because of safety concerns. There are too many places to hide in the rear of the building.
6. The control room door off of the front entrance will need to be locked at all times.
7. Some type of mirror needs to be in place outside the front entrance so staff can see the blind spots.
8. The fence in the parking lot needs to be taken down or it needs to be constructed in such a way that that nobody can get through the fence or use it for hiding.
9. There is no fencing on the west side of parking lot. There is a neighborhood to the west of site with single family homes.



10. There needs to be lighting in the back and side of the building.
11. The bushes on the side of the building need to be taken out because it obstructs the view of the parking lot.
12. There should be at least 3 people on staff at all times depending on how many families are visiting the facility.
13. Install lockers near the front entry door and the rear entry door so that people can lock their personnel belongings in the lockers.
14. There needs to be a alarm panic button on the emergency doors.
15. Alarm stickers need to be placed on all exterior doors.

If you have any questions or concerns please do not hesitate to contact us.

**QUOTE**

Number AAAQ3419  
 Date Apr 26, 2012

**Sold To**  
**EVE**  
 Tonya Avery  
 Veterans Memorial Courthouse  
 313 WEst Kalamazoo, Floor 3R  
 Lansing, MI 48933  
**Phone** 517-483-6500  
**Fax** 517-483-6546

**Ship To**  
**EVE**  
 Tonya Avery  
 Veterans Memorial Courthouse  
 313 WEst Kalamazoo, Floor 3R  
 Lansing, MI 48933  
**Phone** 517-483-6500  
**Fax** 517-483-6546

Cedar Pointe Protected Visitation Site NO DOOR HARDWARE INCLUDED

Salesperson		P.O. Number	Ship Via	Terms	
DGreen				Net 30	
Line	Qty	Description	Unit Price	Ext. Price	
<b>CAMERA EQUIPMENT</b>					
1					
2	3	Arecont SurroundVideo, 8MP H.264 180deg w/hr	\$1,721.18	\$5,163.54	
3	3	Pendant Mount Bracket and Cap for AV8185DN/AV836DN	\$162.53	\$487.59	
4	1	Axis P5532-E Network Camera	\$2,189.09	\$2,189.09	
5	1	Axis T95A61 Wall Bracket	\$96.36	\$96.36	
6	1	Axis T95A64 Corner Bracket	\$86.63	\$86.63	
7	1	2U Rackmount IP Server, 1000GB	\$2,377.33	\$2,377.33	
8	4	Single IP camera license	\$128.24	\$512.96	
9	1	8 Port PoE 10/100/1000 Switch	\$0.00	\$0.00	
10	1,000	Wire, Cat5e Plenum - White	\$0.28	\$260.00	
11	4	Misc Installation Hardware	\$35.00	\$140.00	
12	1	Installation Labor	\$2,080.00	\$2,080.00	
<b>ACCESS EQUIPMENT</b>					
13					
14	1	Prof. LV up to 8 Readers w/ first year maint	\$143.00	\$143.00	
15	1	600 series -- 6 Door System Package	\$1,906.67	\$1,906.67	
16	50	Prox Tag, Farpointe - PSK-3; Key Tag	\$4.05	\$202.50	
17	7	Reader, Farpointe P-500H Prox	\$77.22	\$540.54	
18	1,000	Wire, Access Control - Purple Jacket	\$0.99	\$990.00	
19	5	Misc Installation Hardware	\$50.00	\$250.00	
20	1	Installation Labor	\$2,600.00	\$2,600.00	
<b>DOOR HARDWARE</b>					
21					
22	0	Power Supply, AL400ULPD8CB - 12/24VDC@4/3A	\$229.63	\$0.00	
23	0	CX98E0 4' US28 CHEXIT Device, Grooved	\$2,014.58	\$0.00	
24	0	Door Trim, 990DT US26D	\$135.14	\$0.00	
25	0	Power Supply, PS873 w/ 2QEL board	\$654.65	\$0.00	

Continued On Next Page ...

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE/COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A DEFECT BASIS - AS SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING.



Line	Qty	Description	Unit Price	Ext. Price
26	0	Strike, 1006 - 12/24VDC 630 FSE	\$340.34	\$0.00
27	0	Faceplate, 1006 Strike, K-Kit 630 finish	\$30.00	\$0.00
28	0	Misc Installation Hardware	\$25.00	\$0.00
29	0	Installation Labor	\$1,580.00	\$0.00
30		<b>INTERCOM EQUIPMENT</b>		
31	2	SURFACE MOUNT DOOR STATION	\$26.58	\$53.12
32	1	3-CALL SURFACE MT MASTER W/SEL DOOR RELEASE	\$173.03	\$173.03
33	1	Power Supply, 24vdc, 2A IUL	\$92.95	\$92.95
34	2	Relay, Door release - 12V DC N/O	\$16.00	\$32.00
35	1,000	Wire, 18-2 Shielded plenum	\$0.17	\$170.00
36	1	Misc Installation Hardware	\$50.00	\$50.00
37	1	Installation Labor	\$780.00	\$780.00
38		<b>PANIC ALARM EQUIPMENT</b>		
39	1	Panel, D7412GV3 w/Std Enc., Lock & Key	\$318.15	\$318.15
40	1	ALPHA NUMERIC COMMAND CENTER WITH VACUUM FLUORESC	\$162.02	\$162.02
41	4	Wireless Pendant (used w/DXR-701)	\$48.14	\$192.56
42	1	Wireless Receiver, 1 Channel	\$55.77	\$55.77
43	1	Piseco Buzzer Alert	\$50.00	\$50.00
44	1	Misc Installation Hardware	\$35.00	\$35.00
45	1	Installation Labor	\$520.00	\$520.00

IMPORTANT NOTE:

<b>SubTotal</b>	<b>\$22,710.81</b>
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$22,710.81</b>

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE/COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A "AS IS" BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM \$500 RESTOCKING FEE WITH ORIGINAL PACKAGING.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH VIDCOM SOLUTIONS TO PROVIDE AND TO INSTALL A SECURITY SYSTEM FOR THE OASIS CENTER AT THE CEDAR POINTE OFFICE COMPLEX**

WHEREAS, in 2008 Ingham County accepted a \$350,000 grant from the Department of Justice Office of Violence Against Women to fund a "Safe Haven" center for the exchange of dependent children between custodial and non-custodial parties with a history of domestic violence (hereafter to be referred to as the "Oasis Center"); and

WHEREAS, approval has been received from the Department of Justice and the Ingham County Board of Commissioners to enter into a lease for the operation of the Oasis Center at the Cedar Pointe Office Complex located at 5656 South Cedar Street in Lansing; and

WHEREAS, Department of Justice approval for the operation and subsequent reimbursement of expenses for the Oasis Center is contingent on the installation of a comprehensive security system; and

WHEREAS, the Ingham County Sheriff's Department submitted a security proposal for the Oasis Center on April 23, 2010; and

WHEREAS, this security proposal has been approved by the Department of Justice; and

WHEREAS, three vendors have submitted cost proposals for the implementation of the Sheriff's security proposal; and

WHEREAS, VidCom Solutions, the current provider of security services at the 911 Center, GPB/VMC, and Ingham County Family Center, submitted the lowest proposal in an amount not to exceed \$22,711; and

WHEREAS, the Steering Committee of the Oasis Center has reviewed the three proposals and has determined that the VidCom Solutions' proposal will best meet the needs outlined in the Sheriff's security proposal of April 23, 2010; and

WHEREAS, the Director of Purchasing has reviewed the three proposals and determined that the selection of the VidCom Solutions' proposal would be in conformity with Ingham County Purchasing policies.

THEREFORE BE IT RESOLVED that VidCom Solutions is hereby awarded a contract in an amount not to exceed \$22,711 for providing and installing the security system at the Oasis Center to be completed by September 30, 2012.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures and their subsequent Federal reimbursement in the Ingham County budget.

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.



## MEMORANDUM

**TO:** Resolution Group

**FROM:** Randy A. Marwede, Director, Ingham County Dept of Veteran Affairs

**DATE:** June 6, 2012

**RE:** Resolution Accepting Donations from Ted Powis, Norval Harris, American Legion Post 269, Michigan Association of County Veteran Counselors, and the National Association of County Veteran Counselors

This is a request to accept donations from Ted Powis (\$200), Norval Harris (\$100), American Legion Post 269 (\$200), the Michigan Association of County Veteran Counselors (\$500), and the National Association of County Veteran Counselors (\$500).

In September of 2011, the position of Deputy Director was eliminated and replaced with a Veterans Benefits Counselor. John Taylor was hired in October of 2011.

One of the requirements of a Veterans Benefits Counselor is that they be accredited with the US Department of Veteran Affairs. This includes attendance at specialized training and the passing of a test which are both overseen by the US Department of Veterans Affairs.

The National Association of County Veteran Counselors provides for accreditation training at their annual training conference. In 2012, this conference will be held in Atlantic City, NJ. The Ingham County Board of Commissioners and the Ingham County Controller have approved this Departments request for out of State travel for Mr. Taylor to attend this training. Estimated costs for this training are \$1850.

Mr. Powis and Mr. Harris are both members of the Ingham County Department of Veteran Affairs committee. They are donating \$200 and \$100 respectively towards the cost of sending Mr. Taylor to accreditation training in Atlantic City, NJ.

American Legion Post 269 from Haslett, MI is also donating \$200 towards the cost of this training. Earlier this year, this Department applied for and was granted a \$500 scholarship from the Michigan Association of County Veteran Counselors and a \$500 scholarship from the National Association of County Veteran Counselors. I recommend that these donations be accepted.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING DONATIONS AND SCHOLARSHIPS FOR ACCREDITATION  
TRAINING FOR COUNTY VETERAN COUNSELOR**

WHEREAS, Ingham County Board of Commissioners and the Ingham County Controller have approved out of state travel for a Veteran Benefit Counselor to attend accreditation training at the National Association of County Service Officers; and

WHEREAS, Anticipated costs for this training total \$1850; and

WHEREAS, the National Association of County Veteran Service Officers and Michigan Association of County Veteran Counselors have each awarded a \$500 scholarship to the Ingham County Veteran Benefit Counselor to attend this training; and

WHEREAS, American Legion Post 269, Haslett, MI has offered to donate \$200 towards the cost of this training; and

WHEREAS, Ted Powis has offered to donate \$200 towards the cost of this training; and

WHEREAS, Norval Harris has offered to donate \$100 towards the cost of this training; and

WHEREAS, as a result of this training and subsequent accreditation the Veteran Benefits Counselor will be able to serve the Ingham County veteran community in a more thorough and professional manner.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the scholarships and donations.

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 Ingham County Board of Commissioners thanks the National Association of County Veteran Counselors, Michigan Association of County Veteran Counselors, American Legion Post 269, Ted Powis, and Norval Harris for their assistance and wishes them continued success in the future.

## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

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

DATE: June 8, 2012

RE: Resolution to Provide On-call Bonus Payments to Physician Assistants Employed in the Ingham County Health Department

After-hour, weekend and holiday on-call has historically been provided through the Ingham Community Health Center Network by MNA Nurse Practitioners, ICEA Medical Social Workers, and PHN Public Health Nurses. The MNA, ICEA, and PHN collective bargaining agreements provide for on-call compensation.

In Resolution #03-042, on call bonus payments was authorized to include Physicians employed by the County under the Managerial and Confidential Employee Personnel Manual.

The County has agreed that Physician Assistants employed under the Managerial and Confidential Employee Personnel Manual will provide on-call coverage. Physician Assistants will be paid an "on-call" bonus rate. The "On-call" bonus rate will be paid quarterly and will include work-related telephone calls.

I recommend that the Board of Commissioners approve this resolution to provide on-call bonus payments to physician assistants employed by the Ingham County Health Department.

c: Debra Brinson  
Barb Mastin  
John Jacobs  
Jonathon MacGowen  
Carolyn Redman

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE ON-CALL BONUS PAYMENTS TO PHYSICIAN ASSISTANTS  
EMPLOYED IN THE INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, the after-hour, weekend and holiday on-call has historically been provided by MNA Nurse Practitioners, ICEA Medical Social Workers, and PHN Public Health Nurses, and the MNA, ICEA, and PHN collective bargaining agreements provide for on-call compensation; and

WHEREAS, in Resolution #03-042. On-call bonus payments included Physicians employed by the County under the Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the County has agreed that Physician Assistants employed by the County under the Managerial and Confidential Employee Personnel Manual shall begin to participate in the on-call coverage.

THEREFORE BE IT RESOLVED, that the Physician Assistants in the Health Department hired under the Managerial/Confidential Employee Personnel Manual shall receive and will be paid an "on-call" bonus equal to \$2.86/hour for weekdays (Monday through Friday), and \$3.23/hour for weekends and holidays.

BE IT FURTHER RESOLVED, that "on-call" bonus shall be paid quarterly, "on-call" status bonus shall include work-related telephone calls.



## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

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

DATE: June 7, 2012

RE: Recommendation to Amend Resolution 11-235

In Resolution 11-235, the Ingham County Board of Commissioners authorized the acceptance of the Child & Adolescent Health Center awards from the Michigan Department of Community Health (MDCH), which provided a total of \$3.375 million over five years.

The Michigan Department of Community Health (MDCH) notified the Health Department's Community Health Center Network (CHCN) of an increase in funding of approximately 10% (up to \$375,000 total or up to \$75,000 per year). The new grant allocations for the Child & Adolescent Health Centers are:

- Gardner SWP - \$110,000 (currently \$100,000)
- Willow - \$250,000 (currently \$225,000)
- Otto - \$195,000 (currently \$175,000)
- Sexton - \$195,000 (currently \$175,000)

The new base allocations will take effect this current fiscal year, 2012, and will be applicable to costs for the remainder of the fiscal year. MDCH plans to continue the new allocations for the remainder of the grant cycle, through FY 2017, upon approval of a revised budget and work plan.

MDCH conducted its three year review of the child and adolescent health center programs and strongly encouraged the CHCN to use these additional funds to address issues related to:

- Patient Centered Medical Home recognition
- Quality Assurance activities, including compliance monitoring
- Outreach and Enrollment activities related to Medicaid and other health insurance
- Outreach Activities related to youth retention and engagement

As a result, the CHCN will use these additional funds for the following activities:

- Contract with KMD Consulting for up to \$35,000 per year, not to exceed \$175,000 over the five year period to assist in coordinating Patient Centered Medical Home activities, assist in the development, tracking and training related to ongoing compliance monitoring, assist in outreach and enrollment activities to ensure youth are enrolled in an insurance plan and to assist in outreach and engagement activities to recruit and retain youth in care.

- Engage in health education and outreach activities at each of its four child and adolescent health centers for \$35,000 per year, not to exceed \$175,000 over the five year period to be used to fund special part time health advocates who will conduct outreach activities related to youth retention and engagement.

In addition, as a condition of these awards, the Ingham CHCN was required to establish a local community advisory committee, which was representative of the community and included a broad range of stakeholders and school staff. Resolution 11-235 approved an agreement with the School Community Health Alliance of Michigan with a cost of up to \$25,000 for these services. MDCH is now requiring the CHCN to allocate funds to establish a local community advisory committee at each of its four Child and Adolescent Health Centers. For this reason, the ICHD proposes to increase this agreement to up to \$30,000 per year, not to exceed \$150,000.

I recommend that the Board of Commissioners adopt the amendment to Resolution #11-235 and authorize acceptance of the Michigan Department of Community Health Child and Adolescent Health Center awards to support the continued operations of the Health Department's Child and Adolescent Health Centers.

- c: Debra Brinson, w/attachment  
John Jacobs, w/attachment  
Barbara Mastin, w/attachment  
Jonathon MacGowen, w/ attachment  
Jan Kimble, 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 ACCEPTANCE OF THE  
CHILD AND ADOLESCENT HEALTH CENTER AWARDS FROM THE  
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

**RESOLUTION #11-235**

WHEREAS, in January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School; and

WHEREAS, the ICHD CHCN also proposed the creation of a new school-based health center at a high school within the Lansing School District; and

WHEREAS, the Michigan Department of Community Health awarded the grants to the ICHD CHCN; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of Child and Adolescent Health Center awards, which continue funding the aforementioned health centers; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes and accepts these awards in the amounts of \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School. These awards will provide a total of almost \$3.4 million over five years to the Ingham County Health Department; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has indicated that the following positions must be established in order to effectively perform the requirements of these grant awards:

Community Health Representative II (UAW D) – 1.0 FTE  
Health Center Nurse (MNA 1) – 1.0 FTE  
Clinic Assistant I (UAW D) – 1.0 FTE  
Nurse Practitioner (MNA 6) – 1.0 FTE  
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE  
Health Educator II (ICEA PRO 9) – 0.5 FTE  
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

WHEREAS, as a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center; and

**RESOLUTION #11-235**

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the School-Community Health Alliance of Michigan to provide support and assist in parent and youth engagement to the committee as required; and

WHEREAS, the amount for this agreement will not exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School.

BE IT FURTHER RESOLVED, the grant agreements will be for the time period of October 1, 2011 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of the following positions:

Community Health Representative II (UAW D) – 1.0 FTE  
Health Center Nurse (MNA 1) – 1.0 FTE  
Clinic Assistant I (UAW D) – 1.0 FTE  
Nurse Practitioner (MNA 6) – 1.0 FTE  
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE  
Health Educator II (ICEA PRO 9) – 0.5 FTE  
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of an agreement with the School-Community Health Alliance of Michigan from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committee and that this agreement will not exceed \$25,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed, including a NextGen license for the Nurse Practitioner position.

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

**HUMAN SERVICES:** Yeas: Tennis, McGrain, Koenig, Nolan, Vickers, Dougan  
Nays: None Absent: None **Approved 7/25/11**

**COUNTY SERVICES:** Yeas: De Leon, Copedge, Celentino, Schor, Vickers, Dragonetti  
Nays: None Absent: None **Approved 7/19/11**

**FINANCE:** Yeas: Schor, Tsernoglou, Nolan, Bahar-Cook, Dougan  
Nays: None Absent: McGrain **Approved 7/20/11**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #11-235, TO ACCEPT INCREASED AWARDS TO SUPPORT THE CONTINUED OPERATIONS OF THE HEALTH DEPARTMENT'S CHILD AND ADOLESCENT HEALTH CENTERS**

WHEREAS, In Resolution #11-235, the Ingham County Board of Commissioners authorized the acceptance of \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School; and

WHEREAS, the Michigan Department of Community Health (MDCH) notified the Health Department's Community Health Center Network of an increase in funding of approximately 10% (up to \$375,000 total or up to \$75,000 per year). The new grant allocations for the Child & Adolescent Health Centers are:

- Gardner SWP - \$110,000 (currently \$100,000)
- Willow - \$250,000 (currently \$225,000)
- Otto - \$195,000 (currently \$175,000)
- Sexton - \$195,000 (currently \$175,000)

WHEREAS, the new base allocations shall take effect in fiscal year 2012 and shall be applicable to costs for the remainder of the fiscal year; and

WHEREAS, it is the intent of the Michigan Department of Community Health to continue the new allocations for the remainder of the grant cycle through FY 2017, upon approval of a revised budget and work plan; and

WHEREAS, the Ingham Community Health Center Board of Directors has approved the amendment to the existing agreements; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the amendments to Resolution #11-235 and authorize acceptance of the increased amounts to the Michigan Department of Community Health Child and Adolescent Health Center awards to support the continued operations of the Health Department's Child and Adolescent Health Centers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of up to \$375,000 in additional funds from the Michigan Department of Community to support the continued operations of the Health Department's Child and Adolescent Health Centers.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of an agreement with KMD consulting for up to \$35,000 per year from October 1, 2011 – October 31, 2016, not to exceed \$175,000 over the five year period to assist in coordinating Patient Centered Medical Home activities, assist in the development, tracking and training related to ongoing compliance monitoring, assist in outreach and enrollment activities to ensure youth are enrolled in an insurance plan and to assist in outreach and engagement activities to recruit and retain youth in care.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes up to \$35,000 per year, or up to \$175,000 over the five year period, to engage in health education and outreach activities at each of its four child and adolescent health centers to be used to fund special part time health advocates who will conduct outreach activities related to youth retention and engagement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to increase the agreement with the School-Community Health Alliance of Michigan by \$5,000 annually, from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committees and that this agreement will not exceed \$30,000 per year.

BE IT FURTHER RESOLVED, that all other terms and conditions of resolution 11-235 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

MEMO

To: County Services and Finance Committees  
From: Stacy Byers  
Date: May 14, 2012  
Re: Approval to close on the 2010 Baumer, Tomlinson and Scripter Properties

AGENDA ITEM TITLE: RESOLUTION APPROVING CLOSING ON THE 2010 BAUMER, TOMLINSON AND SCRIPTER PROPERTIES.

This resolution approves closing on the 2010 Baumer, Scripter and Tomlinson properties. All three farms have received matching funds from the Federal Farm and Ranchland Protection Programs (FRPP). The FOSP Board has completed all necessary due diligence and closing requirements, of both the FRPP and FOSP board. The FOSP Board has sufficient funds to purchase Conservation Easements on the three properties and closing would fulfill the Option Agreements.

<u>Name</u>	<u>Acres</u>	<u>Price</u>	<u>County</u>	<u>Federal</u>
Tomlinson	215	\$116,100.00	\$65,790.00	\$50,409.96
Scripter	109	\$78,300.00	\$44,370.00	\$33,930.00
Baumer	207	\$125,000.00	\$62,500.00	\$62,500.00

There may be future monitoring and enforcement costs (in the event of a conflict) associated with closing on the Tomlinson, Scripter and Baumer properties. Those costs are included in the FOSP Boards' budgeting process. The 2010 properties selected for purchase were obligated under the policy of making offers based on appraised values. The FOSP board is currently working with the purchasing department to develop a structure to purchase future easements (2011 and beyond) through a bargain sale arrangement, as suggested by Commissioner Grebner.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING PROCEEDING TO CLOSE ON PERMANENT CONSERVATION EASEMENT DEEDS FOR THE TOMLINSON, SCRIPTER AND BAUMER PROPERTIES**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and natural areas in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2010 cycle and has recommended to proceed with negotiations on the top ranked properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has executed a Cooperative Agreement between Ingham County and the United States to purchase permanent conservation easements on the Tomlinson, Scripter and Baumer properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board enlisted the services of Yankee Appraisal Associates and Williams and Associates, Inc. to determine values for the purchase of development rights on the Tomlinson, Scripter and Baumer properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds with the three property landowners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Tomlinson, Scripter and Baumer properties at a price not to exceed the amount listed in the chart below:

<u>Name</u>	<u>Acres</u>	<u>Price</u>	<u>County</u>	<u>Federal</u>
Tomlinson	215	\$116,200.00	\$65,790.00	\$50,410.00 (rounded)
Scripter	109	\$78,300.00	\$44,370.00	\$33,930.00
Baumer	207	\$125,000.00	\$62,500.00	\$62,500.00

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.



**To: County Services and Finance Committees**

**From:** Stacy Byers, Ingham County Farmland and Open Space Preservation Board

**Date:** 6/14/2012

**Re:** Resolution approving a Cooperative Agreement between the United States and Ingham County to accept \$324,450.00

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This resolution approves entering into a Cooperative Agreement with the United States for \$324,450.00 for the purchase of Permanent Conservation Easement Deeds on the top ranked properties of the 2011 Ingham County Farmland and Open Space Preservation Board application cycle. Eight properties were submitted for matching fund consideration, five were awarded funds.

There will be future costs associated with proceeding with negotiations on the top scoring properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process.

Attached is the 2012 Cooperative Agreement.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A COOPERATIVE AGREEMENT BETWEEN UNITED STATES AND  
INGHAM COUNTY TO ACCEPT \$324,450.00**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of Development Rights Ordinance in July 2004 and amended by resolution 10-99; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2011 and submitted 8 properties to the Federal Farm and Ranchland Protection Program, for consideration of matching funds; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase the Permanent Conservation Easement Deeds on the top ranked properties from the 2011 application cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG for \$324,450.00 between United States of America (The United States), acting by and through the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) on behalf of the Commodity Credit Corporation (CCC), and Ingham County for the implementation of the Farm and Ranch Lands Protection Program (FRPP), as attached.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign Agreement No. 73-5D21-11-31 NEST Agreement No. 735D2111016LG, after review and approval by County Attorney.

**AMENDMENT 1 TO  
 COOPERATIVE AGREEMENT  
 BETWEEN THE  
 UNITED STATES OF AMERICA  
 COMMODITY CREDIT CORPORATION  
 ACTING THROUGH THE  
 NATURAL RESOURCES CONSERVATION SERVICE  
 and  
 INGHAM COUNTY  
 for the  
 FARM AND RANCH LANDS PROTECTION PROGRAM**

Change IV. First Paragraph To:

**IV. OBLIGATION OF FUNDS**

Upon execution of this agreement, the United States shall obligate the sum of \$ 630,363.00 for the acquisition by Ingham County of conservation easements for the parcels listed on the Attachment. This agreement may be amended to obligate funds in Fiscal Year 2013 if the cooperating entity submits parcels that rank high enough to warrant the obligation of funds. Ingham County must close on the easement acquisition and request payment of this amount in accordance with Part VII of this Cooperative Agreement before the dates in Table 2. Ingham County must request payment in accordance with Part VII of this Cooperative Agreement no later than 23 months after the end of the fiscal year of fund obligation. Should the cooperating entity not meet the Closing Deadline or the Payment Request Deadline dates established in Table 2, any remaining funds may be de-obligated from this agreement unless the agreement is amended as provided for in paragraph XI D.

Table 1

<b>Fiscal Year</b>	<b>Attachment with Associated Parcels</b>	<b>Funds Obligated</b>	<b>Fund Citation</b>	<b>Budget Object Code</b>
2011	A	\$305,913.00	261169F	4115
2012	B	\$324,450.00	261269F	4115
2013	C	\$		

**Attachments**

Add Attachment B<sup>1</sup>- List of Pending Conservation Easement Offers on Which the Obligation of FY 2012 Funds is Based

All other terms, conditions, and provisions of the agreement remain in force and effect and are hereby made a part of this agreement.

IN WITNESS WHEREOF, the following authorized representatives of the United States and Ingham County have executed this Cooperative Agreement.

INGHAM COUNTY

By:

Chair of the Ingham County Board of Commissioners  
Ingham County

Date

UNITED STATES OF AMERICA  
COMMODITY CREDIT CORPORATION

By:

Garry Lee  
State Conservationist

Date

This action was authorized at an official meeting of Ingham County on the \_\_\_ day of \_\_\_\_\_, 2012 at [Mason, Michigan].

Attest: \_\_\_\_\_

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

Programs Funds: Authorized

\_\_\_\_\_  
Brian MacMaster/ASTC-P Date

FNM Funds: Available

\_\_\_\_\_  
Bruce Miles/Budget Officer Date

Amount: \$\_324,450.00\_\_\_\_\_

Acct. Code: \_261269F \_\_\_\_\_

<i>Landowners Name</i>	<i>Total Acres</i>	<i>Estimated Conservation Easement Value</i>	<i>Estimated Federal Contribution (no greater than 50%)</i>	<i>NEST Parcel ID Number</i>	<i>Selected for Funding (check)</i>
Gregory Shannon	211.1	\$211,000.00	\$83,329.00		x
Joanna Rogers	331.1	\$264,880.00	\$103,303.00		x
David and Marilyn Nussdorfer	159	\$95,400.00	\$37,206.00		x
Gerald and Martha Schwab	191	\$133,980.00	\$52,252.00		x
Matthew and Derick Rogers	115	\$124,000.00	\$48,360.00		x
<b>Totals</b>	<b>1047.2</b>	<b>\$829,260.00</b>	<b>\$324,450.00</b>		
Larry Richardson	60	\$48,000.00	\$18,720.00		
Ron, Pete, Fred and Tom Hudson	107.9	\$75,033.00	\$29,263.00		
Bruce and Audrey Thorburn	102	\$81,600.00	\$31,824.00		
<b>Totals</b>	<b>269.9</b>	<b>\$204,633.00</b>	<b>\$79,807.00</b>		

## Agenda Item 7

TO: Ingham County Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: June 8, 2012  
RE: MUNIS Software Maintenance Agreement

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Ingham County uses MUNIS software to maintain and account for all of our financial, purchasing and human resources activity.

We are very pleased with this software. It is a very powerful tool and works extremely well for our needs. During the past month, I have spent some time reviewing the software currently used by the County's Department of Transportation and Roads. While I have no specific complaints about this software, it has just reaffirmed to me how excellent MUNIS is.

The original proposed annual maintenance cost for MUNIS is \$140,300.46. This fee not only provides us with help when we have questions or problems, it also is used to upgrade the software so that it is state-of-the-art and in compliance with all current accounting and payroll requirements.

As an example, for 2012, the County's cost for health insurance needs to be reported on the employee's W-2. I have no concern about this because I am certain that MUNIS will have this change in place as they have in the past with similar issues. This is just an example of the many types of changes which need to be implemented to insure compliance.

We asked MUNIS to reconsider the annual 5% increase and they have agreed that the fee for 2012-13 can remain the same as last year in the amount of \$133,776.63.

I realize that \$134,000 is a great deal of money but this software is the foundation of our entire business operations. While we have had this software in use since 2005, this current version is still as efficient and valuable as it was then. The cost and time to replace such a highly-integrated system would be extremely high. The cost to replace software of this type could easily reach a \$1 million. In addition, it would realistically take at least six months of many employees' time to work exclusively on the installation of any new software. In my opinion, with all the other important projects the County is currently engaged in, this is not the appropriate time to consider making a change.

I am not saying this to make a "sales pitch" but I truly believe we cannot find a comprehensive package which would better meet our needs. While MUNIS is not perfect, neither is any other software package. They all have pros and cons and we have already successfully addressed the cons associated with MUNIS. I understand that there have been some issues with other Tyler products. Tyler has many divisions and we have never experienced any of these issues with the MUNIS division.

I strongly recommend passage of this resolution since failure to continue maintenance coverage could severely impact our operations. As I mention above, any updates to W-2s, 1099s, payroll rules or accounting standard changes would not be available if we do not continue to purchase this maintenance coverage.

If you have any questions or wish to discuss, please let me know.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

WHEREAS, the payment totaling \$133,776.63 for annual support is due for the 2012/2013 time period; and

WHEREAS, the annual contract amount is the same as the prior year; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize renewing a contract with Tyler Technologies for the annual maintenance contract for our MUNIS Software.

BE IT FURTHER RESOLVED, the total cost of \$133,776.63 will be paid from the Equipment/Maintenance Fund (636-95800-932020).

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

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

To: County Services Committee  
From: Mary A. Lannoye  
Subject: 2012 Managerial & Confidential Personnel Manual  
Date: May 30, 2012

In January 2012, we formed a Managerial/Confidential Elected Official Steering Committee. The Committee met on 3 different occasions and solicited input from employees covered by the plan regarding benefit and salary changes to the Managerial & Confidential (MCF) Personnel Manual. The recommendations are summarized below and in the attached resolution.

- Effective Date - The MCF Manual changes are effective the date of adoption of this resolution and expire on December 31, 2012.
- Compensation - There are no changes to the salary schedule.
- Pensions for Existing Employees - There are no changes for existing employees; however, all existing employees will increase their pension contributions by 1.8%.
- New hires - The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity.
- Steps - There are also a number of changes related to steps including: allowing the HR Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of the appropriate liaison committee to approve step increases for direct reports to the Board as opposed to the appropriate liaison Committee.

I realize these changes in starting step placements may cause consternation among the Committee members. Currently the County Service Committee must approve starting any new MCF employee above step one. The new Plan would allow the HR Director to approve starting a new MCF employee at step 2. This practice is consistent with other collective bargaining agreements.

As you are all aware there has been considerable debate among the committee members each time the Health Department brings a request to start a physician or dentist above the first step. This Plan would delegate that authority to the HR Director and the Health Officer. Since the plan expires on December 31, 2012, that should provide all of us a time frame in which to develop a more long-term solution.

And finally, the current practice has been that each employee is eligible to receive a step increase on their anniversary date, subject to approval by their supervisor, presiding judge, or the appropriate liaison committee (i.e. for Board direct reports). The new plan would change the approval process from the liaison committee to the Chair of the Committee.

I look forward to a continued discussion at Committee. Please feel free to contact me before hand to discuss any of these issues.



Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING MODIFICATIONS TO THE  
2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2012 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial/Confidential/Elected Officials Steering Committee, to the 2012 Managerial and Confidential Employee Personnel Manual as follows:

1. Change in language under Purpose and Intent: It is the intent of the Board of Commissioners that this Manual will be amended to equivalently match changes negotiated in collective bargaining agreements, including recognition of the earlier implementation of the 1.8% increase in employee's pension contribution.
2. Change in employee contribution toward retirement: Employees hired prior to the effective date of this agreement shall contribute an additional 1.8% of gross wages to the employee retirement, increasing the total contribution for Managerial employees to 8.19% and Confidential employees to 7.16%.
3. Add new retirement plan: Employees hired on or after the effective date of this agreement will be covered by the Municipal Employees' Retirement System's Hybrid Plan - consisting of a Defined Benefit (DB) component with a 1.0% Benefit Multiplier and a Defined Contribution (DC) component with an employer match of the Employee's contribution in an amount up to 2.5% of the employee's payroll.
4. Change in the language under Compensation Plan: 2. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee Chairperson of the Board of Commissioners.
5. Change in the language under Compensation Plan: 7. Upon justification by the department and approval of the Human Resources Director, a new employee may be started at step 2.  
At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at step 5 based on applicable experience.
6. Employees hired after the effective date of this agreement are not eligible to receive longevity bonus.
7. Decrease sick time accruals for employees hired on or after the effective date of this agreement as follows: Each full-time employee hired on or after the effective date of this agreement shall earn 3.69 hours per pay period. Three quarter-time and part-time employees shall earn 75% and 50% of that amount, respectively.

8. Change the donation of sick time to read: A total of 16 sick hours may be donated by an employee under this manual in any department, irrespective of the employee group affiliation or bargaining unit membership.
9. Change to Section J (2) regarding if the request for donated sick time is approved by the County Services Committee under the 6 step procedure outlined in the agreement and that the Sick Leave Donation Policy may be terminated by County Services Committee, in its discretion, after the expiration of this manual: *New language - Any decision by the County Services Committee shall not be subject to the Complaint Procedure.*
10. Change in Retiree Health Insurance: Employee hired on or after the effective date of the agreement shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service.  
Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.
11. Change in vacation leave earned: New employees hired on or after the effective date of this agreement shall be subject to the reduced accrual of vacation based on years of service.
12. Change in Other Specific Managerial Benefits (Appendix A): Elimination of dry cleaning and laundering allowance and elimination of clothing reimbursement.  
Addition of “on-call” language: In accordance with Ingham County Board of Commissioners Resolution #03-042, physicians employed by the County under the Managerial and Confidential Employee Personnel Manual shall participate in “on-call” coverage and shall be paid an “on-call” bonus. The “on-call” bonus shall be paid on quarterly.
13. Provide salary increases as follows: There will be no change in the compensation levels reflected in Appendix D for the duration of this agreement.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective the date of adoption of this resolution and shall expire on December 31, 2012.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS**

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the County Board of Commissioners have discussed changes in the MERS pension plans to be provided to future newly elected Board of Commissioners and Elected Officials, serving in their initial term of office effective January 1, 2013; and

WHEREAS, the Human Resources Department has discussed with MERS the establishment of Hybrid Plans for newly elected County Board of Commissioners, in division 16 and Elected Officials, in division 19 and prepared the attached MERS mandated resolution forms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for Board of Commissioners and Elected Officials, to be provided to those future newly elected to their initial term of office, effective January 1, 2013.

BE IT FURTHER RESOLVED that the County Controller/Administrator 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.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR  
MANAGERIAL AND CONFIDENTIAL EMPLOYEES**

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the County Board of Commissioners have discussed changes in the MERS pension plans to be provided to Managerial and Confidential Employees hired on or after June 12, 2012; and

WHEREAS, the Human Resources Department has discussed with MERS the establishment of Hybrid Plan for new hires in General Management - division 10 and Confidential - division 01 and prepared the attached MERS mandated resolution forms.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for Managerial and Confidential Employees hired on or after June 26, 2012.

BE IT FURTHER RESOLVED that Mary Lannoye, County Controller 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.

**MEMORANDUM**

**TO:** Human Services and Finance Committees  
**FROM:** Jared Cypher, Assistant Deputy Controller  
**DATE:** June 5, 2012  
**RE:** 2013 Community Agency Funding Process

This resolution establishes the criteria by which each agency's application will be evaluated for the 2013 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

In FY 2012, \$185,720 was made available for community agencies, and 29 agencies were awarded a total of \$178,595 with the remainder re-appropriated to the 2012 Contingency Fund.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING CRITERIA FOR RANKING 2013 APPLICATIONS FOR  
COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to 29 applicants requesting funding, with total requests of approximately \$200,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2013 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate, rank, and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2013.

BE IT FURTHER RESOLVED, because of economic constraints in Ingham County, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2013.