THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 19, 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 August 22, 2012 Minutes
Additions to the Agenda
Limited Public Comment

1. **Prosecuting Attorney**
   a. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding
   b. Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Continuation of its Victims of Crime Act (VOCA) Program

2. **Sheriff’s Office**
   a. Resolution to Authorize the Ingham County Sheriff’s Office to Extend a Contract with Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections
   b. Resolution to Authorize the Ingham County Sheriff’s Office and the Michigan Department of Corrections to Enter into a Rental Agreement for 64 Beds within the Ingham County Jail

3. **Local Emergency Planning Committee** - Resolution Authorizing the Lansing/Ingham CERT Program to Accept Donations from Organizations, Groups and Individuals to Support Emergency Preparedness and Response


5. **Special Transportation Millage** - Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 Through December 31, 2015

6. **MSU Extension** - Resolution to Amend the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County to Add a 4-H Program Coordinator Position to the Agreement
7. **Health Department**
   a. Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail
   b. Resolution to Authorize an Amendment to Resolution #12-106 to Authorize a Subcontract with the Nurse Family Partnership Program
   c. Resolution to Authorize a 2012-2013 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement

8. **Facilities - Emergency Purchase Order - 2 Kettles for Jail Kitchen** *(Additional Information to be Distributed at Meeting)*

9. **Potter Park Zoo**
   a. Resolution Appointing Sherrie Graham as the Potter Park Zoo Director and Authorizing an Amendment to the Existing Contract with the Potter Park Zoo Society
   b. Resolution Authorizing an Amendment to the Agreement with the City of Lansing for the Lease and Operations of the Potter Park Zoo *(Discussion Item Only)*

10. **Human Resources**
    a. Resolution Authorizing the Human Resources Department to Contract with the Tri-County Office on Aging to Provide Human Resources Services
    b. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials *(Referred by the Board of Commissioners)*
    c. Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual *(Referred by the Board of Commissioners)*
    d. Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees

11. **Board of Commissioners** - Resolution to Submit to the Electorate a Special Millage Question to Support Parks that are an Asset to the Region *(Referred)*

12. **Board Referrals**
    a. Notice with Attachment of Public Hearing from City of East Lansing Regarding The Brownfield Redevelopment Authority Amended Plan #16
    b. Notice of Public Hearing from Charter Township of Meridian Regarding the Commission Review #12053 (Planning Commission) 2005 Master Plan Amendment
    d. Letter from City of East Lansing with Attached Form 4564, Assessing Officers Report for Industrial Facility Exemption Certificates for the City of East Lansing for 2012

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.
FINANCE COMMITTEE
August 22, 2012
Minutes

Members Present: Mark Grebner, Brian McGrain, Rebecca Bahar-Cook, and Steve Dougan

Members Absent: Deb Nolan and Todd Tennis

Others Present: Board Chairperson Copedge, Mary Lannoye, Teri Morton, Travis Parsons, Willis Bennett, Sara Deprez, Maureen Winslow, Rick Terrill, Jim Hudgins, Chuck Gray, Jamie Mc Aloon Lampman, Renée Branch Canady, Deb Brinson, John Jacobs, Lance Langdon, Chad Gamble, Lisa McCormick, Tom Curtis, Joseph Neff, Judge Janelle Lawless, David Easterday, Bill Conklin, 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 July 18, 2012 Minutes
The July 18, 2012 Minutes were approved as submitted.

Additions to the Agenda
11a. Late - Resolution to Approve Entering Into a 12-Month Agreement with ACD.Net for the Purchase of a Backup Network Circuit for the 911 Phone System
13a. Pulled – Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain City of Lansing Parks
15. Substitute - Ingham Health Plan - Resolution to Submit to the Electorate a Special Millage Question for Health Services for Low Income Uninsured Families and Adults Living in Ingham County
16b. Late – Resolution to Submit to the Electorate a Special Millage Question To Support Parks That Are An Asset to the Regional

Limited Public Comment
Chuck Gray, UAW, asked the Committee to Table Item #6 noting other Committees have delayed the vote.

Robin Turner, Community Health Center Board, expressed her support of keeping the Otto Community Health Center open. She provided an overview of how the clinic had changed over the years. Comm. Grebner asked how long the School District will allow the County to occupy the building. Ms. Turner stated at least one year and beyond that it will be determined.

Joseph Neff expressed his appreciation that the Otto Clinic could remain open since he has been going there for many years for his medical needs.

Tom Curtis thanked the Committee for their commitment of having a clinic on the north side of the County in order to increase capacity and improve resident’s quality of life.
MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. **Treasurer** - Resolution Authorizing an Extension of Temporary Principal Residence Auditor Assistant

   b. Resolution Authorizing a Battery Replacement Project for the Public Safety Wireless Voice Communication System

4. **Animal Control** - Resolution to Reorganize Animal Control Positions and Waive the Hiring Freeze and Provide Backfill

7. **Health Department**
   a. Resolution to Authorize an Agreement with Cornerstone Consulting, LLC for the Purpose of Developing a Strategic Plan for the Health Department Community Health Centers
   b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program
   c. Resolution to Authorize a Business Associate Agreement with Vision Data Technologies, Inc. for the Participation in the BridgeIT Data Repository
   d. Resolution to Authorize Amendment #4 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
   e. Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services
   f. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for Medication Collection and Disposal
   g. Resolution to Accept Funds from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration for the Healthy Start Grant and Establish Perinatal Systems Project Coordinator/Senior Public Health Nurse and Health Educator II Positions
   h. Resolution to Authorize the Conversion of the Otto Community Health Center from a School-Based Health Center to a General Community Health Center and Establish a Primary Care Physician

8. **Fair Board**
   b. Resolution to Transfer Funds from Hotel Motel Tax Fund to the Fairgrounds Capital Improvement Account

11. **MIS** - Resolution to Approve the Contract Amendment with AT&T to Provide Network Connectivity to the Road Department Administrative Building and Sexton High School
   a. Resolution to Approve Entering into a 12-Month Agreement with ACD.Net for the Purchase of a Backup Network Circuit for the 911 Phone System
12. **Facilities**
   
   b. Resolution Awarding a Contract to Pro Tech Environmental Services for the Removal of Mold, Clean Up of the Crawlspace and Encapsulation of the Crawlspace Floor and Walls

13. **Parks**
    
   d. Resolution Approving an Increase in Soccer Usage Fees for the Hope Soccer Complex

14. **Department of Transportation & Roads**
    
   a. Resolution Authorizing the Purchase of One Stump Grinder for the Department of Transportation & Roads
    
   b. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Department of Transportation and Roads
    
   c. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Department of Transportation and Roads
    
   d. Resolution to Approve Local Road Agreement with Delhi Township for the Ingham County Department of Transportation and Roads
    
   e. Resolution To Approve Local Road Agreement with Leslie Township For The Ingham County Department Of Transportation And Roads
    
   f. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Department of Transportation and Roads
    
   g. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item I of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various Meridian Township Local Roads
    
   h. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various Meridian Township Local Roads
    
   i. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item III of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various Lansing Township Local Roads
    
   j. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item IV of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various Lansing Township Local Roads
    
   k. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item V of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various Delhi Township Local Roads
    
   l. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VI of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various Delhi Township Local Roads
    
   m. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VII of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Jewitt Road, Tomlinson To Kipp Roads Vevay Township
    
   n. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VIII of the 2012 Local Road Program Bid Packet 1639 Asphalt Paving of Baseline Road, Moechel Road to the South County Line Stockbridge Township
Resolution to Approve Waterborne Pavement Marking Agreement with City of Leslie for the Ingham County Department of Transportation and Roads

Resolution to Approve Waterborne Pavement Marking Agreement with City of Mason for the Ingham County Department of Transportation and Roads

Resolution to Approve Waterborne Pavement Marking Agreement with City of Williamston for the Ingham County Department of Transportation and Roads

Resolution to Approve Waterborne Pavement Marking Agreement with Village of Webberville for the Ingham County Department of Transportation and Roads

Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Absent: Comms. Nolan and Tennis

1. Prosecuting Attorney - Resolution to Authorize a Juvenile Accountability Grant from the Capital Region Community Foundation and Sub-Contract with the Dispute Resolution Center of Central Michigan

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE A JUVENILE ACCOUNTABILITY GRANT FROM THE CAPITAL REGION COMMUNITY FOUNDATION AND SUB-CONTRACT WITH THE DISPUTE RESOLUTION CENTER OF CENTRAL MICHIGAN.

Comm. Dougan suggested changing the title to the correct name as indicated in the 4th WHEREAS.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE TITLE OF THE RESOLUTION AS FOLLOWS:

RESOLUTION TO AUTHORIZE A JUVENILE ACCOUNTABILITY GRANT FROM THE CAPITAL REGION COMMUNITY FOUNDATION AND SUB-CONTRACT WITH THE RESOLUTION SERVICES CORPORATION OF CENTRAL MICHIGAN

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

   a. Resolution to Enter into a Contract with Westshore Services for Outdoor Warning Sirens Utilizing the FY2010 Homeland Security Grant Program Funds

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH WESTSHORE SERVICES FOR OUTDOOR WARNING SIRENS UTILIZING THE FY2010 HOMELAND SECURITY GRANT PROGRAM FUNDS.
Comm. Dougan noted that this did not go out for bid. Mr. Hudgins noted this is the sole source for this service.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE 3RD WHEREAS BY STRIKING “HAS BEEN” AND CHANGING TO “WAS PREVIOUSLY IDENTIFIED”, AND AS FOLLOWS:

WHEREAS, vendor has been was previously identified for this grant project.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Absent: Comms. Nolan and Tennis

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

c. Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2012

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2012.

Comm. Dougan expressed his concern that this is nearing the last three months of the fiscal year. Ms. Morton explained this is a grant the County receives every year and it overlaps the County’s calendar year.

Comm. Dougan suggested adding approximately 37% into the resolution as discussed in the memo.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE 3RD WHEREAS STRIKING “A PORTION” AND REPLACING WITH “APPROXIMATELY 37%”, AND AS FOLLOWS:

WHEREAS, the award reimburses Ingham County for a portion approximately 37% of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Absent: Comms. Nolan and Tennis

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

5. Circuit Court/Family Division
   a. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency
MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY.

Comm. Dougan stated it is his opinion the 3rd WHEREAS is redundant because it is in the 1st Be It Further Resolved.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION BY STRIKING THE 3RD WHEREAS, AS FOLLOWS:

WHEREAS, the term of the contract with Ms. Michelle Shannon would be for one year, beginning September 1, 2012 and expiring on August 31, 2013; and

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Absent: Comms. Nolan and Tennis

Comm. Dougan asked how this results in a budget savings. Ms. Winslow explained this will allow this attorney to set aside a docket for these cases resulting in fewer adjournments. There will not be the need to pay attorneys to coming back. She explained how this worked in Judge Garcia’s docket and this is implementing that example with this new contract.

Comm. McGrain expressed his concern that the 2013 budget has not been passed and this is utilizing 2013 funds. Ms. Morton stated this money would be coming from the same line item it has in prior years.

Comm. Bahar-Cook asked how this selection was made. Ms. Winslow stated that Judge Economy’s Office was happy with Ms. Shannon’s work and she has practiced for approximately 6 years. Comm. Bahar-Cook asked if Ms. Shannon currently has interaction with the Courts. It was noted that Ms. Shannon is currently on the Court Appointed list.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

b. Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY AND TRUANCY MATTERS.

Comm. McGrain disclosed that he may know Mr. Peter Brown.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

c. Resolution Requesting an Amendment to the Family Division 2011/12 Childcare Fund for Additional Money for the Private Institution Budget
MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION REQUESTING AN AMENDMENT TO THE FAMILY DIVISION 2011/12 CHILDCARE FUND FOR ADDITIONAL MONEY FOR THE PRIVATE INSTITUTION BUDGET.

Comm. McGrain asked where the funds are being transferred from. Ms. Winslow stated the IMPACT fund because the County is not utilizing their services at this time.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

d. Resolution to Authorize Entering into a Contract with House Arrest Services, Inc.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH HOUSE ARREST SERVICES, INC.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE 6TH WHEREAS STRIKING “AN AMOUNT NOT TO EXCEED”, AND AS FOLLOWS:

WHEREAS, the Family Division has been budgeted for an amount not to exceed $30,000 in the 2012 budget and it is anticipated this same amount will continue in the 2013 budget.

Comm. Dougan asked if Leon Urban was given the opportunity to bid on this. Ms. Winslow answered yes. Mr. Hudgins stated his company is ATU Monitoring and they neglected to provide a breakdown of costs. Comm. Dougan asked Mr. Hudgins make ATU Monitoring aware the reason they were not awarded the contract was because they were non-responsive to the breakdown request. Mr. Hudgins stated he will do so after the resolution passes.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

6. Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (Tabled at the June 20, 2012 Meeting)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO TABLE THE RESOLUTION UNTIL LATER IN THE MEETING.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

8. Fair Board
   a. Resolution Authorizing the Use of Hotel/Motel Funds for Advertising for the 2012 Ingham County Fair

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE USE OF HOTEL/MOTEL FUNDS FOR ADVERTISING FOR THE 2012 INGHAM COUNTY FAIR.
Comm. Dougan asked for clarification of what year this is for. Chairperson Grebner stated this is for the 2012 Fair. Comm. Dougan asked why this is after the fact. Chairperson Grebner stated that it was discovered by Mr. Brail that the Hotel/Motel Fund was piling up and could be used for advertising rather than depleting other funds. He noted other managers were not aware of how to use this fund. Chairperson Grebner described how the Hotel/Motel taxes are disbursed amongst the County.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

9. Housing Commission - Resolution to Authorize an Extension to the 2009 Community Development Block Grant Approved in Resolution #09-092

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AUTHORIZE AN EXTENSION TO THE 2009 COMMUNITY DEVELOPMENT BLOCK GRANT APPROVED IN RESOLUTION #09-092.

Comm. Dougan asked why this is a short extension. Ms. Lannoye will provide the Committee with more information why the September 30, 2012 term.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

10. Financial Services - Resolution Authorizing Signature for Western National Life Deferred Comp Plan

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURE FOR WESTERN NATIONAL LIFE DEFERRED COMP PLAN.

Comm. Dougan expressed his concern of the dilemma when vendors change. He hopes this will force other insurance agency’s to disclose inactive funds so people can make decisions to cash out or roll over their money.

Comm. Dougan suggested the County make an effort for those employees with relatively low investment be given the opportunity to cash out or roll over the funds within 60 days of leaving their employment.

Comm. Dougan asked how long ago this may have been. Ms. Lannoye estimated the 1970’s.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

12. Facilities
   a. Resolution Awarding a Contract to Camelot Services Co., to Provide Carpet Cleaning Services to Various County Facilities

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AWARDSING A CONTRACT TO CAMELOT SERVICES CO., TO PROVIDE CARPET CLEANING SERVICES TO VARIOUS COUNTY FACILITIES.
Comm. Dougan noted that in the memo it says Camelot Services is a local vendor; however in the resolution it states they are located in Portage, Michigan. Mr. Hudgins stated they do have a legitimate office in Lansing. Chairperson Grebner noted that their bid was the lowest.

Board Chairperson Copedge noted that there is a 20% difference in the lower bids asking if the lowest bid is reasonable. Mr. Hudgins described their experience and references.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

13. Parks
   b. Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the Hawk Island Snow Park

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING A CONTRACT WITH ANDERSON-FISHER & ASSOCIATES FOR THE GRADING AND LANDSCAPING OF THE HAWK ISLAND SNOW PARK.

Comm. Dougan referenced the “dirt” agreement when creating the hill then asked if this should be accounted for the same way. Ms. Morton noted that this is for an undesignated balance of $4,400 into the project and may not be worth the time it would take to set it up that way. Ms. Lannoye noted this is part of the approved budget for the Snow Park.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

c. Resolution Approving a Contract with Superparks LCC (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park

Note: Superparks LCC should be Superparks LLC throughout the resolution.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING A CONTRACT WITH SUPERPARKS LLC (PLANET) TO DESIGN, CONSTRUCT, MAINTAIN, AND MANAGE THE HAWK ISLAND SNOW PARK.

Comm. Bahar-Cook questioned how the County will recoup their investment when paying out 75%. Mr. Terrill and Mr. Bennett provided the projected revenue and expenses. Mr. Bennett explained the only expenses are electricity and staffing the admissions booth. Ms. Lannoye stated that the County will receive 100% of the parking revenues.

Comm. McGrain asked why the County is moving toward this model now. Mr. Bennett explained the opportunity was not there in the beginning. He explained how he met Ryan Neptune a professional snowboarder who saw a potential for the County and asked to be a partner. Mr. Bennett noted that the County would need to rent all of the equipment and Superparks LLC already owns equipment plus they inherent all of the risk. Mr. Bennett explained that Superparks LLC will run snow making equipment, grooming, staffing the hill, and marketing in addition to bring in special events. Ms. Lannoye stated from a liability standpoint these people know how to run this type of park.
Comm. Dougan asked how many operational days are anticipated. Mr. Terrill stated they will start in November and run through March weather permitting including artificial snow. Mr. Bennett noted they will be open weekends, holidays and winter breaks.

Comm. McGrain asked what a reasonable estimate of the return on investment is, weather permitting. Ms. Lannoye estimated 7 to 8 years. Mr. Terrill noted this contract is only for three years with a two year option to determine if this is beneficial to the County.

Comm. McGrain asked if there are other vendors that do this. Mr. Terrill noted the County is very fortunate to be working with Superparks LLC. They are an international company who has worked on X-games and the Olympics.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

Note: (Agenda Item 13a.) Comm. Grebner asked Mr. Bennett if the County will be taking back the mowers (at a cost). Mr. Willis Bennett stated that is the language in the contract. Chad Gamble, Public Service Director, City of Lansing stated although they are not flush with cash they will follow the contract to the best of their ability.

16. Controller’s Office -
   a. Resolution Authorizing the 2012 Community Agency Agreement for Legal Services of South Central Michigan

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING THE 2012 COMMUNITY AGENCY AGREEMENT FOR LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN.

Comm. Dougan asked why this is being present so late in the year for a 2012 contract. Ms. Morton stated this is in the budget; however, it was an oversight in the continuing contracts resolution and this needs the Board’s formal authorization. Funds have not been released to Legal Services of South Central Michigan.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

15. Ingham Health Plan - Resolution to Submit to the Electorate a Special Millage Question for Health Services for Low Income Uninsured Families and Adults Living in Ingham County

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR HEALTH SERVICES FOR LOW INCOME UNINSURED FAMILIES AND ADULTS LIVING IN INGHAM COUNTY.

Comm. Dougan stated that although he vote no on Monday at the Human Services meeting he wanted to commend Dr. Branch Canady and Ms. Robin Reynolds for their efforts, putting in the homework, and going about the request the right way.
Comm. Bahar-Cook asked if the $3.3 million will solve the shortfall. Ms. Reynolds stated that it is contingent upon the State of Michigan passing the Medicaid expansion and if they pass it then yes. Chairperson Grebner stated if there is a shortage of money it is not a County requirement to serve everyone. Ms. Reynolds stated that was correct.

Ms. Reynolds provided Comms. Bahar-Cook and Grebner with the handout “Frequently Asked Questions” that was provided to the Human Services Committee.

Comm. McGrain expressed his concern that after review there will still be thousands without coverage and the IHP has found a potential way to extend a benefit. Comm. McGrain stated he is in favor of the millage question being put on the ballot in November.

Comm. Bahar-Cook expressed her concern regarding the timing of putting this on the ballot along with the fact it is not a quick question to vote on amongst all the other questions being presented on the ballot. She stated she understands there is the need for money.

Board Chairperson Grebner shared his experience with ballot language and millage elections, how the public votes, and believes that Ingham County voters are typically in favor of this type of service.

Comm. Bahar-Cook suggested changing the resolution to include “not covered by the Affordable Care Act” to better describe what is being presented at first glance.

MOVED BY COMM. BAHAR-COOK TO AMEND THE RESOLUTION TITLE TO INCLUDE “NOT COVERED BY THE AFFORDABLE CARE ACT” AFTER INGHAM COUNTY AND AS FOLLOWS:

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR HEALTH SERVICES FOR LOW INCOME UNINSURED FAMILIES AND ADULTS LIVING IN INGHAM COUNTY NOT COVERED BY THE AFFORDABLE CARE ACT

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Nolan and Tennis

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BY STRIKING WHOSE INDIVIDUAL INCOMES ARE BETWEEN $17,500 TO $28,000, AND WHO ARE NOT ELIGIBLE FOR MEDICAID UNDER THE FEDERAL AFFORDABLE CARE ACT, AND REPLACING WITH WHO ARE NOT ELIGIBLE FOR MEDICAID UNDER THE FEDERAL AFFORDABLE CARE ACT AND WHOSE INDIVIDUAL INCOME IS LESS THAN $28,000, AND AS FOLLOWS:

INGHAM COUNTY HEALTH SERVICES MILLAGE
Shall Ingham County be authorized to levy up to 0.52 additional mills for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act and whose individual income is less than $28,000 and who do not have medical insurance? If this proposal is approved, Ingham County
will use these funds to help pay for doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses for low-income residents whose employers do not offer health insurance or who cannot afford to purchase health insurance. This proposal would increase the Constitutional limitation of the amount of property taxes which may be assessed each year against all the taxable real and personal property in Ingham County by up to 0.52 mills ($0.52 per thousand dollars of state taxable valuation) as new additional millage for a period of three years (2012-2014 inclusive). If levied in full, this millage would raise an estimated $3,349,707 in the first calendar year

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Nolan and Tennis

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BY ADDING “ACCESS TO” AFTER “FOR” AND BEFORE “DOCTOR” AND AS FOLLOWS:

INGHAM COUNTY HEALTH SERVICES MILLAGE
Shall Ingham County be authorized to levy up to 0.52 additional mills for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act and whose individual income is less than $28,000 and who do not have medical insurance? If this proposal is approved, Ingham County will use these funds to help pay for access to doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses for low-income residents whose employers do not offer health insurance or who cannot afford to purchase health insurance. This proposal would increase the Constitutional limitation of the amount of property taxes which may be assessed each year against all the taxable real and personal property in Ingham County by up to 0.52 mills ($0.52 per thousand dollars of state taxable valuation) as new additional millage for a period of three years (2012-2014 inclusive). If levied in full, this millage would raise an estimated $3,349,707 in the first calendar year


16. Controller’s Office -
   b. Resolution to Submit to the Electorate a Special Millage Question To Support Parks That Are An Asset to the Regional

Comm. Bahar-Cook stated she is introducing this resolution requesting the millage be placed on the November ballot. She overviewed her conversation with Mayor Bernero and the City of Lansing’s budget shortfall. She further explained this will not solve the shortfall; however, the River Trail is an Ingham County asset. Comm. Bahar-Cook stated that although this has not gone through the typical procedure it does not make it a bad idea. She informed the Committee she will bring this to the Full Board Floor as a personal.
Comm. McGrain stated he has also spoke with Mayor Bernero. Comm. McGrain stated his thinking is beyond the River Trail and connecting it outside of the city furthering it into Mason that speaks as a regional asset along with other parks such as Lake Lansing, Fenner, Burchfield, and even the zoo. However, there are upcoming County budget concerns and challenges. He stated he would like more time to consider the millage but it does make sense to him.

Mr. Gamble stated that the City would just like to place this question on the ballot and explained the City of Lansing’s deficit and the Mayor is looking to regionalize where it is cost effective. He noted the concept is not to keep pace with the Jones’ but to set the bar for the Jones’. This is a way to diversify and regionalize. He noted that they would have liked to come up with this idea sooner but the light bulb just went on.

Comm. Bahar-Cook thanked Ms. Lannoye for her help preparing the resolution quickly. She noted that the language is written so that can decide how the money is used after much more thought is given, like what was done with the Juvenile Justice Millage.

Comm. Dougan stated the first time that he had seen this was on Saturday via an email forwarded by Chairperson Grebner. He noted that the request on Saturday was for 0.25 mils and today it is 0.50 mils. Comm. Dougan expressed his concern that accepting this resolution to place the millage on the ballot undermines the efforts, homework and many months the Health Department and Ingham Health Plan has spent working through their ballot language and educating the Commissioners. He further expressed his concern that these ballot question are happening at the same time.

Comm. Dougan stated that after conversations with a Delhi Township Manager he discovered this has been discussed long before now. There were back door conversations apparently it has been in the works since 2011 and that is a concern. Comm. Dougan agreed with Chairperson Grebner’s email that this should be vetted out. He again expressed his concern that having two questions on the ballot asking for similar amounts reduces the chances of either being approved.

Chairperson Grebner questioned how this would operate because the language excludes other municipalities where there are parks. Comm. Bahar-Cook stated that was not the intent. Chairperson Grebner stated this appears that the County will be financing the City of Lansing and questioning would the River Trail remain under the control of the City of Lansing. Mr. Gamble stated that is something to work out with Mr. Bennett because there are other facilities that have come under the operation of the County. These types of partnerships can be worked out like the Zoo, Hawk Island and the Soccer complex because these are regional facilities used by more people outside the city than in the city. Chairperson Grebner gave a brief history of the Hawk Island cooperation. Mr. Gamble stated he can not speak for former problems the cooperation between himself and Mr. Bennett is the way things are done now. Mr. Gamble stated this has not been a fully vetted process and yes the City has been talking about a regional trail for a year; however, the light bulb came on about this recently. The City does appreciate the opportunity for consideration.
Comm. McGrain questioned who controls the money stating that needs to be discussed. He further questioned what is regional. He would like to know before Tuesday how much it costs to run the River Trail. Mr. Gamble provided general figures for running the River Trail.

Chairperson Grebner expressed his concern of turning the money over to the City of Lansing because they pay more for labor/employees. Mr. Gamble stated that they City is willing to work with the County. Mr. Gamble stated that the City will be looking to reduce their labor costs during their negotiations in three years. Comm. Grebner stated that the County would not be interested how well the City negotiates if the County is to operate them then the County will operate without paying Lansing’s costs. The goal should be cooperation with all local units of government. Ms. Lannoye expressed her concern that the City of Lansing is not renewing the current maintenance agreement for mowing.

Comm. Dougan questioned if rural parks in the County are regional enough because Rayner Park was closed. He overviewed those who work in the City and pay City taxes but live in other areas may not find this to be a benefit. He described many people pay non-homestead taxes in the City whereby taxes were recently increased.

Chairperson Grebner suggested conversations with other units of government, the Parks Board, County Services Committee and holding a public hearing. He suggested starting the conversation and placing this on the November 2013 ballot. Chairperson Grebner stated that something should not be called regional just to obtain funding but because people from outside the municipality use it and it is sustainable. Mr. Gamble suggested that may be a day late and a dollar short with regard to budget issues and with the current relationship he is confident it can be hammered out this November.


6. Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual (Tabled at the June 20, 2012 Meeting)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO REMOVE THE RESOLUTION FROM THE TABLE.

Mr. Parsons provided a handout that was emailed to the Commissioners’ and overviewed the changes made to the plan. The Committee discussed the changes.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Nolan and Tennis

Chairperson Grebner along with Comm. Dougan suggested that at the Regular Board meeting on Tuesday it may be helpful to “take from” the table the “Countywide and future BOC” resolutions that had been tabled at a prior meeting. They noted it would be helpful if this were mentioned on the Regular Meeting Agenda.
17. **Board Referrals**
   a. Letter from Leap Inc. Regarding City of Lansing Notice of Public Hearing
   b. Rehmann Robson Year Ending December 2011 Ingham County Audit (Report Previously Distributed at the July 24, 2012 Board of Commissioners’ Meeting)

The Board Referrals were received and placed on file.

**Announcements**
None.

**Public Comment**
None.

The meeting adjourned at approximately 8:16 p.m.

Respectfully submitted,

Julie Buckmaster
RESOLUTION ACTION ITEMS:

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

1a. **Prosecuting Attorney - Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Crime Victim Rights Funding**

This resolution authorizes a contract renewal with the State of Michigan Department of Community Health in the amount of $199,600 for the time period October 1, 2012 through September 30, 2013. The Ingham County Prosecutor’s Office is required by statute to provide Victim Rights to any victim that meets the criteria under the Crime Victim Rights Act. The funds are used for personnel costs and supplies for the Victim Rights Unit.

Funds are anticipated within the 2012 and 2013 Prosecutor’s Office budget.

1b. **Prosecuting Attorney - Resolution Authorizing a Contract with State of Michigan, Department of Community Health, Crime Victim Services Commission for Continuation of its Victims of Crime Act (VOCA) Program**

This resolution authorizes a contract renewal with State of Michigan Department of Community Health in the amount of $70,786 for the time period October 1, 2012 through September 30, 2013. The grant funds Prosecutor’s Domestic Violence Unit in place since 1998 to provide victims of domestic violence with services and support.

Funds are anticipated within the 2012 and 2013 Prosecutor’s Office budget.

2a. **Sheriff’s Office - Resolution to Authorize the Ingham County Sheriff’s Office to Extend a Contract with Michigan Department of Corrections to Rent 190 Beds to the Michigan Department of Corrections**

This resolution authorizes Ingham County and the Ingham County Sheriff’s Office to extend the contract with the Michigan Department of Corrections to rent 190 beds at a cost of $36.00 per day per bed for an additional two years effective the fiscal years October 1, 2012 through September 30, 2014.

**Financial Implications:**

2012/13 Budgeted annual revenue from this contract. 190 beds * $36 per day = $6,840 per day * 365 days = $2,496,600

2013/14 Annual Revenue from this contract. 190 beds * $36 per day = $6,840 per day * 365 days = $2,496,600

The revenue received from the renting of the beds is anticipated in the 2013 budget.

2b. **Sheriff’s Office - Resolution to Authorize the Ingham County Sheriff’s Office and the Michigan Department of Corrections to Enter into a Rental Agreement for 64 Beds within the Ingham County Jail**

This resolution authorizes entering into a new bed rental agreement with the Michigan Department of Corrections to rent an additional 64 beds at a cost of $35.00 per day per bed for the fiscal year October 1, 2012 through September 30, 2013. This would reopen Post 3 which was closed in January of 2011. Most inmates housed under this agreement will be males convicted of felony firearm convictions with less than 24 months remaining on their sentence.
Financial Implications: 2012/13 Budgeted annual revenue from this contract. 64 beds * $35 per day = $2,240 per day * 365 days = $817,600

If approved, the revenue received from the renting of the beds will be included in the 2013 budget.

3. **Local Emergency Planning Committee - Resolution Authorizing the Lansing/Ingham CERT Program to Accept Donations from Organizations, Groups and Individuals to Support Emergency Preparedness and Response**

This is a general resolution to authorize the acceptance of future donations from organizations, groups and individuals for the purchase of emergency response items to help support the Community Emergency Response Team (CERT). This is recommended by the subcommittee of the Ingham County Local Emergency Planning Committee (LEPC). An account has already been established, account # 797-364400 from previous donations.

4. **Office of Homeland Security & Emergency Management - Resolution to Purchase (2) In-Car Video Units from L-3 Mobile Vision, Inc. using Homeland Security Grant Program Funds**

This resolution authorizes the purchase of two (2) additional Digital In-Car Camera Systems from L3 Mobile Vision. These units would be placed in patrol vehicles in Leslie and Stockbridge. This purchase will complete the Homeland Security grant project to put these cameras in all out county Ingham County Police vehicles.

The project was funded by a 2009 Homeland Security Grant. The City of Lansing serves as the fiduciary for this grant program. The future maintenance and replacement costs will be the responsibility of the local units of government.

5. **Special Transportation Millage - Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 Through December 31, 2015**

This resolution authorizes the second amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2012 through September 30, 2013. For the period October 1, 2012 through September 30, 2013 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of $3,159,496 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of $645,000 of the funds will be used to pay for the actual expenses of operating, administrating and marketing CATA Rural Services. The amount of $112,327 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2013 Fiscal Year. These amounts include the additional .12 mills authorized by voters in the August 2012 primary election.

6. **MSU Extension - Resolution to Amend the Agreement with Michigan State University for Educational Services Provided by Michigan State University Extension to Add a 4-H Coordinator Position to the Agreement**

This resolution amends the 2012 Memorandum of Agreement (MOA) for Michigan State University Extension to add a 4-H Program Assistant position to the agreement. The 4-H Program Assistant is currently a County position, and it is vacant. For the 2013 budget, it is recommended that this position be folded into the MOA, and be employed by MSU. If approved, this resolution makes that position a part of the MOA for the final quarter of FY 2012 at a cost of $14,000. Funds are available in the 2012 budget, as MSU Extension will more than meet their hiring delay target.
7a. **Health Department - Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail**

This resolution authorizes a contract with Armor Correctional Health Services for medication passing services at the Ingham County Jail. Armor will provide medication passing services six hours per day for a total of 42 hours per week at a rate not to exceed $88,000 per year. The existing FY 2012/2013 Jail Medical budget will be managed to allow for payment of this contract. The recommended budget for 2013 proposes to contract for all jail medical services. However, this contract will not be implemented until January 1, 2013 at the earliest. Significant discussion with the vendor will be necessary should the final budget be adopted to include the full jail medical contract. At some point, it would then be necessary to invoke the contract’s early termination clause. The attached memorandum from the Health Department provides more specific details and history behind the issue of medication passing.

7b. **Health Department - Resolution to Authorize an Amendment to Resolution #12-106 to Authorize a Subcontract with the Nurse Family Partnership Program**

This resolution authorizes a subcontract with the Nurse Family Partnership Program in the amount of $45,000 for technical support, training and materials specific to the Nurse Family Partnership model. Funds for this agreement were provided by CPBC Amendment #2 in Resolution #12-106.

7c. **Health Department - Resolution to Authorize a 2012-2013 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement**

This resolution authorizes the 2012-2013 Agreement for the Delivery of Public Health Services under the Comprehensive Agreement Process (formerly known as the Comprehensive Planning, Budgeting and Contracting (CPBC) Process). The agreement serves as the vehicle for accepting slightly more than $5.0 million in state and federal grant and formula funding to support a number of public health services. Please see the attached memorandum for more details.

8. **Facilities - Emergency Purchase Order- 2 Kettles for Jail Kitchen (Additional Information to be Distributed at Meeting)**

Based on the recommendation of the Sheriff’s Office and our Facilities staff, the Controller authorized the purchase of 2 Kettles for the Jail kitchen. Pursuant to County policy, I am hereby notifying the Committee of the emergency purchase.

9a. **Potter Park Zoo - Resolution Appointing Sherrie Graham as the Potter Park Zoo Director and Authorizing an Amendment to the Existing Contract with the Potter Park Zoo Society**

Last year the Board appointed Ms. Graham as the Interim Zoo Director and authorized a contract with the Zoo Society to share her services. The County agreed to reimburse the Zoo Society $4,000 per month for her services. Because Ms. Graham was a contract employee she could not directly hire, fire, or discipline employees. The Zoo’s accreditation agency is insisting that Ms. Graham must have direct supervisory authority. Therefore, it is necessary to change the arrangement with the Zoo Society. This resolution appoints Ms. Graham as the permanent Zoo Director and places her into a special part time County position with an annual salary of $47,265. She will continue to work part-time as the Executive Director of the Zoo Society.
10a.  **Human Resources** - Resolution Authorizing the Human Resources Department to Contract with the Tri-County Office on Aging to Provide Human Resources Services

The resolution authorizes a one-year agreement from January 1, 2012 through December 31, 2012 in the amount of $40,028

10b.  **Human Resources** - Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials

This resolution failed to win approval of the County Services Committee at their July 17 meeting. Finance passed the resolution at their July 18, meeting. The resolution was amended on the board floor at the July 24, 2012 Board meeting and then tabled. At the August 28 Board meeting, the resolution was sent back to the County Services and Finance Committees.

The resolution authorizes the establishment of MERS Hybrid pension plans for newly elected Board members and elected officials. The original resolution included a hybrid pension with a DB multiplier of 1.0 and an employer DC contribution of 2.5%. The amended resolution increased the DB multiplier to 1.5. The Controller continues to support the original proposal.

10c.  **Human Resources** - Resolution Approving Modifications to the 2012 Managerial & Confidential Personnel Manual

This resolution failed to win approval of the County Services Committee at the June 5, 2012 meeting. Before the motion to approve the resolution failed, the Committee did approve an amendment that would remove the authorization to start health care providers at step 5. The Finance Committee tabled the resolution until their August 22 meeting at which time it was approved. At the August 28 Board meeting the resolution was sent back to the County Services and Finance Committees.

Please refer to the May 30, 2012 memorandum from Mary Lannoye for a detailed explanation of the changes. The 2 main changes are an increase in employee pension contributions of 1.8% and the establishment of a hybrid pension plan for new hires. A substitute will be offered at the Committee meeting that changes the effective date of the contract to January 1, 2013 and places the management staff at the Department of Transportation and Roads under this plan.

10d.  **Human Resources** - Resolution Authorizing the Establishment of MERS Hybrid Plans for Managerial and Confidential Employees

The resolution would effectuate the pension changes outlined in the Managerial and Confidential Personnel Manual by establishing a hybrid pension plan that includes a DB Multiplier of 1.0 and an employer DC contribution of 2.5%.

**OTHER ACTION ITEM**

11.  **Board of Commissioners** - Resolution to Submit to the Electorate a Special Millage Question to Support Parks that are an Asset to the Region

This resolution was referred to the Committee by the Board at their August 28 meeting. The Controller’s Office suggests that the Committee direct the Controller and the Parks Board to work with the Parks and Recreation Commission and develop recommendations and/or a plan regarding this issue.
DISCUSSION ITEM

9b. **Potter Park Zoo - Resolution Authorizing an Amendment to the Agreement with the City of Lansing for the Lease and Operations of the Potter Park Zoo.** (Discussion item only)

This resolution would authorize a contract amendment that would remove all references that the Zoo will operate under the direction of the Ingham County Parks and Recreation Commission. The resolution directs the Controller and the County Attorney to contact the City and request approval of the contract amendment. Upon execution of the amendment the Potter Park Zoo will no longer operate under the direction and control of the Parks Commission and instead will be established as a separate County department reporting to the County Controller. The resolution also acknowledges that the Potter Park Zoo Board would continue to monitor the Zoo operations and provide advice and recommendations to the Board of Commissioners.

BOARD REFERRALS

12a. Notice with Attachment of Public Hearing from City of East Lansing Regarding The Brownfield Redevelopment Authority Amended Plan #16

12b. Notice of Public Hearing from Charter Township of Meridian Regarding the Commission Review #12053 (Planning Commission) 2005 Master Plan Amendment


12d. Letter from City of East Lansing with Attached Form 4564, Assessing Officers Report for Industrial Facility Exemption Certificates for the City of East Lansing for 2012
MEMO

TO: Law Enforcement and Finance Committees
FROM: Lisa McCormick, Chief Assistant Prosecutor
DATE: August 30, 2012
RE: Resolution to Accept Grant Funds

The Ingham County Prosecutor’s Office Victim Rights Unit has since the Victim Rights Laws were enacted provided victims with services and support. We have received this award every year and the grant period is from October 1, 2012 to September 30, 2013. The amount of the award is $199,600.00. The county does provide a match and this money is already accounted for in the 2012 and 2013 budget. We have also had some savings since we have had a vacancy in the unit since March of 2012. We hope to fill that position by October 1, 2012.
INTRODUCED BY THE LAW ENFORCEMENT AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH STATE OF MICHIGAN, DEPARTMENT OF COMMUNITY HEALTH, CRIME VICTIM SERVICES COMMISSION FOR CRIME VICTIM RIGHTS FUNDING

WHEREAS, the Ingham County Prosecutor’s Office is required by statute to provide Victim Rights to any victim that meets the criteria under the Crime Victim Rights Act; and

WHEREAS, the Ingham County Prosecutor’s Office has been awarded a grant in the amount of $199,600 to subsidize our office with salaries and fringe benefits so that rights can be provided to victims in compliance with State Law; and

WHEREAS, this revenue will only be used to subsidize salaries, fringe benefits and supplies for the Victim Rights Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with State of Michigan Department of Community Health in the amount of $199,600 for the time period October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Prosecutor’s Budget effective October 1, 2012 through September 30, 2013.

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

TO:    Law Enforcement and Finance Committees

FROM:  Lisa McCormick, Chief Assistant Prosecutor

DATE:  August 29, 2012

RE:    VOCA Grant

The Ingham County Prosecutor’s Office Domestic Violence Unit has since 1998 provided victims of domestic violence with services and support. The Domestic Violence Unit is a VOCA funded program that provides victim advocacy to survivors of domestic violence in Ingham County. We have received this award every year since 1998. The amount of the grant for October 1, 2012 to September 30, 2013 is $70,786. There are no additional county funds. However, the Ingham County Prosecutor’s Office has agreed as a condition of this award to provide a local match in the amount of $17,697 worth of volunteer labor.

The Coordinator and volunteer advocates provide emotional support, outreach, education on the criminal justice system, court advocacy and referrals to community sources for support. We assist victims of domestic violence in their pursuit of accessing their rights as victims, understanding and participating in criminal prosecution, and increasing their supports and safety throughout the criminal justice process.
Agenda Item 1b

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH STATE OF MICHIGAN, DEPARTMENT OF COMMUNITY HEALTH, CRIME VICTIM SERVICES COMMISSION FOR CONTINUATION OF ITS VICTIMS OF CRIME ACT (VOCA) PROGRAM

WHEREAS, the Prosecutor’s Domestic Violence Unit has, since 1998, provided victims of domestic violence with services and support; and

WHEREAS, the Ingham County Prosecutor’s Office has applied for and received a grant award in the amount of $70,786, to provide for continued funding of the Prosecutor’s Domestic Violence Unit; and

WHEREAS, the Ingham County Prosecutor’s Office has agreed as a condition of this award to provide a local match in the amount of $17,697 worth of volunteer labor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with State of Michigan Department of Community Health in the amount of $70,786 for the time period October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Prosecutor’s Budget effective October 1, 2012 through September 30, 2013.

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

FROM: Allan C. Spyke, Undersheriff

DATE: August 31, 2012

RE: MDOC Bed Contract

Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff’s Office to extend the contract with the Michigan Department of Corrections to rent 190 beds at a cost of $36.00 per day per bed for an additional two years effective the fiscal years October 1, 2012 through September 30, 2014.

The funds received by the county for leasing these contractual beds are used to reduce the general fund cost of operating the jail. In addition, these funds are used to finance the operational costs for six deputies and the construction and debt cost of the Low Security 90 bed wing at the Jail that the County opened in 2004.

Financial Implications: 2012/13 Budgeted annual revenue from this contract. 190 beds * $36 per day = $6,840 per day * 365 days = $2,496,600
2013/14 Annual Revenue from this contract. 190 beds * $36 per day = $6,840 per day * 365 days = $2,496,600

The revenue received from the renting of the beds is anticipated in the 2013 budget.

Other Implications: This contract has been in place since August 2, 2004.

I recommend your approval.
Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO EXTEND A CONTRACT WITH MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT 190 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS

WHEREAS, the Ingham County Board of Commissioners has established a design rated capacity of 665 beds, (601 beds are currently being utilized due to the previous closure of Post 3) which includes 472 County beds (401 County beds are being utilized as a result of the previous closure) and 190 contractual beds; and

WHEREAS, the funds received by the county for leasing these contractual are used to reduce the general fund cost of operating the jail; and

WHEREAS, the Ingham County Board of Commissioners has approved renewing the contract through September 30, 2012; and

WHEREAS, the Ingham County Sheriff’s Office has negotiated a two year extension of the agreement with the Michigan Department of Corrections to rent 190 beds at a cost of $36.00 per day per bed effective October 1, 2012 through September 30, 2014; and

WHEREAS, the revenue received from the renting of the beds is anticipated in the 2013 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff’s Office to extend the contract with the Michigan Department of Corrections to rent 190 beds at a cost of $36.00 per day per bed effective October 1, 2012 through September 30, 2014 for an additional revenue of up to $4,993,200.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chair and County Clerk to sign any necessary agreements approved as to form by the County Attorney consistent with this resolution.
TO: Law Enforcement and Finance Committees

FROM: Allan C. Spyke, Undersheriff

DATE: September 4, 2012

RE: MDOC Bed Contract

Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff’s Office to enter into a bed rental agreement with the Michigan Department of Corrections to rent an additional 64 beds at a cost of $35.00 per day per bed for the fiscal years October 1, 2012 through September 30, 2013.

The resolution will allow the County to rent the remaining 64 beds which are located on Post 3 which is currently closed. This rental agreement with the Michigan Department of Corrections is currently being used by nine other Michigan Counties to include Clare, Iron, Jackson, Mason, Osceola, Van Buren, Midland and Ottawa. The rental agreement is allowed by the Reimbursement to Counties for Certain Expenses (Excerpt) Act 16 of 1978. Most inmates housed under this agreement will be males convicted of felony firearm convictions with less than 24 months remaining on their sentence.

The funds received by the county for leasing these rental beds are used to reduce the general fund cost of operating the jail.

Financial Implications: 2012/13 Budgeted annual revenue from this contract. 64 beds * $35 per day = $2,240 per day * 365 days = $817,600

If approved, the revenue received from the renting of the beds will be included in the 2013 budget.

Other Implications: Other contracts have been in place with the MDOC since August 2, 2004.

I recommend your approval.
RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE AND THE MICHIGAN DEPARTMENT OF CORRECTIONS TO ENTER INTO A RENTAL AGREEMENT FOR 64 BEDS WITHIN THE INGHAM COUNTY JAIL

WHEREAS, the Ingham County Board of Commissioners has established a design rated capacity of 665 beds, (601 beds are currently being utilized due to the previous closure of Post 3) which includes 472 County beds (401 County beds are being utilized as a result of the previous closure) and 190 contractual beds; and

WHEREAS, the funds received by the County for leasing these contractual beds is used to reduce the general cost of operating the jail; and

WHEREAS, the Reimbursement to Counties for Certain Expenses (Excerpt) Act 16 of 1978, allows County Jails to receive $35.00/day/inmate held in a County Jail; and

WHEREAS, nine other Michigan Counties either are participating in Housing MDOC Inmates under this Act to include Clare, Iron, Jackson, Mason, Osceola, Van Buren, Midland and Ottawa; and

WHEREAS, the Ingham County Sheriff’s Office and the Michigan Department of Corrections wish to enter into a rental agreement for an additional 64 male beds which will increase the number of contractual beds from 190 to 254 and increase the established design rated capacity of 601 beds to 665 beds which includes 408 County beds and 254 contractual beds; and

WHEREAS, the revenue received from the renting of beds will be anticipated in future budgets.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes Ingham County and the Ingham County Sheriff Office to enter into an agreement with the Michigan Department of Corrections to rent 64 additional beds at a cost of $35.00 dollars per day, per bed effective October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary revenue and expense budget adjustments in the Ingham County Sheriff’s Office 2012/13 budgets and Position Allocation Lists.

BE IT FURTHER RESOLVED, identified building maintenance expenses of up to $7,000 will be paid for from the Inmate Trust Fund 595 30110 726010 for the amount of $2,800 and from the Jail Building Maintenance and Repair account 101 31100 931000 for the amount of $4,200.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chair and County Clerk to sign any necessary agreements approved as to form by the County Attorney consistent with this resolution.
M E M O R A N D U M

TO:        Law Enforcement Committee
           Finance Committee

FROM:      Herb Corey, PEM
           L.E.P.C. Coordinator

DATE:      September 7, 2012

RE:        Resolution to accept future donations from organizations, groups and individuals for the purchase of emergency response items

Commissioners:

The Community Emergency Response Team (CERT) subcommittee of the Ingham County Local Emergency Planning Committee (LEPC) would like to propose a general resolution accepting future donations from organizations, groups and individuals for the purchase of emergency response items to help support this team. An account has already been established, account # 797-364400 from previous donations.

I recommend your approval.
INTRODUCED BY THE LAW ENFORCEMENT AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE LANSING/INGHAM CERT PROGRAM TO ACCEPT DONATIONS FROM ORGANIZATIONS, GROUPS AND INDIVIDUALS TO SUPPORT EMERGENCY PREPAREDNESS AND RESPONSE

WHEREAS, organizations, groups and individuals, in support of the Lansing/Ingham Community Emergency Response Team (CERT) wish to donate funds to the Lansing/Ingham CERT program; and

WHEREAS, the Ingham County Board of Commissioners established via a previous resolution a Trust and Agency account for these donated funds; and

WHEREAS, the Lansing/Ingham CERT program will use these funds to support CERT volunteer training and response efforts, in support of public safety agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of donated funds from organizations, groups and individuals for the purchase of CERT equipment and training material.

BE IT FURTHER RESOLVED, that the Controller/Administrator will deposit these donations into the Trust and Agency account # 797-364400.
Agenda Item 4

TO: LE Committee
    Finance Committee


DATE: August 14, 2012

RE: RESOLUTION TO PURCHASE (2) IN-CAR VIDEO UNITS FROM L-3 MOBILE VISION, INC USING HOMELAND SECURITY GRANT PROGRAM FUNDS

Ingham County has accepted the FY 2010 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY 2010 HSGP funds and will reimburse Ingham County. The projects that’ll be funded have been reviewed and approved by the Ingham County Local Planning Team (LPT). The Leslie/Stockbridge In-Car Camera ($10,000.00) projects are a continuation of a previous project. This will complete the project started in 2008.
Agenda Item 4

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE (2) IN-CAR VIDEO UNITS FROM L-3 MOBILE VISION, INC. USING HOMELAND SECURITY GRANT PROGRAM FUNDS

WHEREAS, the Ingham County Sheriff’s Office – Homeland Security & Emergency Management in 2009 purchased Digital In-Car Camera Systems from L3 Mobile Vision for out county police agencies; and

WHEREAS, the Ingham County Sheriff’s Office – Homeland Security & Emergency Management applied for and received in 2009, a Homeland Security grant from the US Department of Homeland Security State Homeland Security Grant Program (SHSP), passed through the MI State Police for the purchase of those Digital In-Car Camera Systems; and

WHEREAS, the Ingham County Board of Commissioners approved acceptance of the above grant; and

WHEREAS, the Ingham County Sheriff’s Office – Homeland Security & Emergency Management would like to purchase two (2) additional Digital In-Car Camera Systems from L3 Mobile Vision to complete the project. These units would be placed in patrol vehicles in Leslie and Stockbridge; and

WHEREAS, the purchase of these two (2) additional Digital In-Car Camera Systems, would allow all police agencies in the County, under current staffing levels, to have complete coverage of patrol units on patrol with digital camera capabilities; and

WHEREAS, the total cost of the purchase for two (2) Digital In-Car Camera Systems from L3 Mobile Vision is $9,679.00, which the Sheriff’s Office – Homeland Security & Emergency Management will use the $10,000.00 allotted for this project, to pay for this purchase.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves L3 Mobile Vision proposal for the purchase of two (2) In-Car cameras plus the associated computer hardware for operation and storage at a cost not to exceed $10,000.00 to be funded through the SHSP Grant funds.

BE IT FURTHER RESOLVED, the Controller/Administrator’s Office is authorized to make the necessary budget adjustments and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary subcontract or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE SECOND AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2012 through September 30, 2013 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.
CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.

2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of $645,000 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.

3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of $3,159,496 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.

4. The amount of $112,327 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2013 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.
MEMORANDUM

TO: Board of Commissioners

FROM: Don Lehman
MSU Extension District 8 Coordinator

DATE: September 6, 2012

RE: Amendment to Resolution #11-390

There have been agreements between MSU and Michigan counties for nearly a century. Through the standard base agreement for fiscal year 2012, the Assessment Fee of $115,269 was reduced by $50,278 to offset the County paid 4-H Program Assistant. Due to the resignation of the 4-H Program Assistant in May, it has created an option to transfer this position to an employee of Michigan State University. This change has been included in the 2013 budget but the need for additional 4-H Program support leads us to request a change in the Assessment in the 2012 budget year.

For the period January 1, 2012 to December 31, 2012, the County shall pay to MSUE $150,191 which is the cost of the assessment plus any additional personnel costs. The increase in the assessment of $14,000 results in the transfer of the County 4-H Program Assistant position to MSU Extension for the period of 10/1-12/31/2012. The Assessment Fee consists of $78,991 ($115,269 minus County Paid 4-H staff salary & fringe amount of $36,278) and $71,200 for additional personnel, as described in Exhibit A (Annual Work Plan-Amendment 1).
Agenda Item 6

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY TO ADD A 4-H PROGRAM COORDINATOR POSITION TO THE AGREEMENT

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, a written agreement, including the annual work plan, was approved through Resolution #11-390, that outlines the provision that each party will provide for the continued operation of the Michigan State University Extension Office in Ingham County for the next five years; and

WHEREAS, the resignation of a County employee who provided 4-H programming support to Michigan State University Extension Office in Ingham County in accordance with the agreement, has created an option of transferring the 4-H Program responsibility to an employee of Michigan State University; and

WHEREAS, it is believed by both parties that amending the annual work plan to accomplish this provides financial and organizational benefits to both organizations; and

WHEREAS, with a start date of October 1, 2012, 1.0 FTE 4-H Program Coordinator will be hired by MSUE to provide these services for an increase of $14,000 for the period of October 1 through December 31, 2012.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the amended Annual Work Plan (Exhibit A) that includes a county assessment of $150,191 with MSU Extension for the period of January 1, 2012 through December 31, 2012 for delivery of Extension services and education.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract/placement documents that are consistent with this resolution and approved as to form by the County Attorney.
EXHIBIT A: 2012 Annual Work Plan – Amendment #1 (September 6, 2012)

A. Specific Contributions by MSUE:

1. At least 1.0 FTE extension educator whose primary office of operation will be the county Extension office included in assessment.

2. .8 FTE additional extension educator (Horticulture) at $71,200 (FTE * rate).

3. 1.5 FTE 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office at $14,000 (FTE * prorated).

4. No additional 4-H program coordinators/other paraprofessional at ______ (FTE * rate).

5. Administrative oversight included in annual assessment.

6. Access to extension educators with expertise in each of the MSUE Institutes included in annual assessment.

7. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.

8. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in appendix A. The office space must be at least comparable to the average office space used by County employees.

2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.

3. Operating expenses for the office and Personnel.

4. The Assessment Fee of $78,991 ($115,269 minus County Paid 4-H staff salary & fringe amount of $36,278) and $71,200 for additional personnel, as described above in Section A.
C. Assessment to County:

For the period January 1, 2012 to December 31, 2012, the County shall pay to MSUE $150,191 which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to CANR Budget and Finance, 210 Ag Hall, Michigan State University, East Lansing, MI 48824.

MICHIGAN STATE UNIVERSITY  
By: _________________________________  
Daniel T. Evon, Director,  
Contract & Grant Administration  
Its: _________________________________  
Date: ______________________________

INGHAM COUNTY  
By: _________________________________  
Its: ________________________________  
Date: ______________________________
Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

It is our goal to provide the safest computing environment we can. Besides employing CISSP and Microsoft certified technicians to manage our systems, IT providers who work with us can be assured that best practices are followed in data security at each step.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. However, networks that support our employees are not expected to see traffic from gaming within some of these applications – most notably, services such as “Mafia Wars” or “Farmville”, which can be resource intensive. MSUE staff and others can refer to the standing Social Media Policy for more details.

The easiest way to allow access to necessary applications needed by Extension personnel is to allow the full MSU Internet Protocol Range access to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. The MSU-owned ranges are:

NetRange: 35.8.0.0 - 35.10.255.255
CIDR: 35.10.0.0/16, 35.8.0.0/15

If you would like to narrow the scope further for additional protection, the addresses that will need to be allowable include:

35.9.160.36 (1935,443) (authentication)
35.8.201.221 (10020) (ProofPoint)
35.9.83.132 (all) (vpn.msu.edu)
35.9.121.194 (443) (SharePoint)
35.9.121.211 & 212 (443) (Exchange)
35.8.10.135 (adobe connect)

The following clients are necessary on all computers – Outlook (preferably 2010, MSUE provides Office 2010 licensing), Lync 2010 Client, SAP client, VPN client. (IE 7.0 or higher)

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.
Appendix B
Specification of the Allocation of Costs

Annual assessment funds will cover
- salary and fringe for 4-H Coordinators
- travel required by academic educator and/or paraprofessional staff, including the 4-H Coordinators
- computer
- cell phone costs
- expenses associated with programmatic work

County will be expected to provide
- office space
- utilities for office space
- at least one landline for phone service
- high speed internet access
- any computer needs of the clerical staff
- any travel the clerical staff may need to carry out as part of their work assignment
- other expenses associated with direct constituent service requests
MEMORANDUM

TO:        Law Enforcement  
           Human Services Committee  
           Finance Committee

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

DATE:      September 5, 2012

RE:        Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail

This is a recommendation to authorize a contract with Armor Correctional Health Services, Inc. for medication passing services at the Ingham County Jail. In November 2011, the Ingham County Sheriff’s Office requested that the responsibility of passing medications to the inmates at the Ingham County Jail transition from the deputies in the Ingham County Sheriffs Office to the Health Department as medication errors were the majority of discipline matters among Fraternal Order of Police bargaining unit members.

The Health Department concluded that the only efficient way to provide medication passing services was through a contract to ensure appropriate coverage at all times. The Health Department’s current 24/7/365 staffing pattern of the Jail Nurses does not allow for medication passing unless Jail Nurse duties focus solely on medication passing and not on providing medical care to the inmates. The Health Department explored its ability to hire permanent staff to provide medication passing services but due to the need for 24/7/365 coverage, this option was not cost effective because of the overtime hours that would result with the use of part time employees. The Health Department worked in conjunction with the Ingham County Purchasing Department to release a Request for Proposals for medication passing at the Ingham County Jail in November 2011.

At that time, the Health Department received responses from two vendors: Armor Correctional Health Services, Inc. and Optimal Staffing Solutions, Inc. The Health Department’s Chief Operating Officer, Medical Director, and Community Health Center Supervisor evaluated the two responses and unanimously agreed to recommend Optimal Staffing Solutions, Inc. for the contract due to the fact that they could guarantee 24/7/365 coverage, their cost was the lowest and they were a local vendor.

In Resolution #12-114, the Ingham County Board of Commissioners approved a contract with Optimal Staffing Solutions, Inc. Unfortunately, Optimal Staffing Solutions, Inc. was unable to agree to a contract. In July 2012, the Health Department issued a Request for Proposals Re-Bid. This request returned responses from Armor Correctional Health Services, Inc., ASAP MedStaff and Personnel World. Again, the Health Department’s Chief Operating Officer, Medical Director, and Community Health Center Supervisor evaluated the proposals. Armor Correctional Health Services, Inc. was not the lowest bidder but they had comparable pricing, the most experience and references, and they carry medical malpractice insurance. The lowest bidder but did not have experience or references with respect to medication passing, nor do they carry medical malpractice insurance.
Reference checks confirm that Armor Correctional Health Services, Inc. has extensive experience providing correctional health services. Armor Correctional Health Services, Inc. proposed to provide medication passing services during two three hour shifts per day at a rate of $39.51 per hour for a part time (.38 Full Time Equivalent (FTE)) Licensed Practical Nurse and $23.84 per hour for a part time (.68 FTE) Medical Assistant. They propose to provide these services for a total of 42 hours per week at a rate not to exceed $82,101 per year.

The Health Department seeks approval for up to $88,000 for this service to allow for overtime as needed. This contract will be paid using funds from the FY 2012/2013 Jail Medical Budget. If the Sherriff’s Office chooses to reopen a post, medication passing services may require more than three hours per shift. If costs exceed $88,000 per year, the Health Department will seek funds from bed rental payments in any reopened posts.

I recommend that the Ingham County Board of Commissioners authorize an agreement with Armor Correctional Health Services, Inc.

c: Debra A. Brinson, w/ attachment
   John Jacobs, w/ attachment
   Barbara Mastin, w/ attachment
   Jonathon MacGowen, w/ attachment
   Carolyn Redman, w/ attachment
   Greg Harless, w/attachment
   Sam Davis, w/attachment
   Kathy Cole, w/attachment
TO: Human Services, Law Enforcement, and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: September 6, 2012

SUBJECT: Medication Passing Services Proposal Summary

Project Description:
This project solicited proposals from qualified and experienced firms for the provision of medication passing services to inmates at the Ingham County Jail. The Contractor will provide appropriate staff 24/7/365, inclusive of holidays, to pass medications to the inmates two times each day in full compliance with the conditions defined in the RFP, contract, and with all governing federal, state and local laws, statutes, rules and regulations.

Proposal Summary:
Vendors contacted: 6  Local: 3
Vendors responding: 2  Local: 1

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Annual Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel World(^1)</td>
<td>$68,240</td>
<td>N – Lansing (Eaton Co.)</td>
</tr>
<tr>
<td>Armor Correctional Health Services</td>
<td>$82,101</td>
<td>N – Miami, FL</td>
</tr>
<tr>
<td>ASAO MedStaff</td>
<td>$132,480</td>
<td>Y - Lansing</td>
</tr>
</tbody>
</table>

Vendors not responding:
1. Correct Care Solutions, Nashville, TN – Staffing only programs are a challenging business model for CCS; rather, CCS specializes in comprehensive health programs.
2. CE&A Professional Services, Mason – CE&A’s core business is geared more to drug and alcohol testing.
3. Aerotek, Okemos – Due to the nature of the position and the job duties involved, its corporate policy would not be able to insure individual contractors in the prison environment.

Recommendation:
The Evaluation Committee recommends awarding a 1-year contract with an option to renew for two additional years to Armor Correctional Health Services. Armor carries medical malpractice insurance, has the most experience and references (19 current contracts to pass medications) of all respondents, and has qualified and experience staff who would work on this contract.

\(^1\)Personnel World does not have any experience or references with respect to medication passing and, as such, is not being recommended for the award of this contract.

Advertisement:
The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.
Agenda Item 7a

Introduced by the Law Enforcement, Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH ARMOR CORRECTIONAL HEALTH SERVICES, INC. FOR MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, the Ingham County Health Department assumed the responsibility of providing and managing medical services for Ingham County Jail inmates January 1, 2007; and

WHEREAS, the Health Department and the Sheriff’s Office are committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, medication passing is a necessity in the delivery of health care services to jail inmates; and

WHEREAS, the Ingham County Sheriff’s Office requested that the passing of medications to the inmates at the Ingham County Jail transition from the Sherriff’s Office to the Ingham County Health Department; and

WHEREAS, the Ingham County Purchasing Department issued a Request for Proposals Re-Bid in July 2012 for medication passing to support the health care needs of the inmates at the Ingham County Jail; and

WHEREAS, the responses were evaluated by the Health Department’s Chief Operating Officer, Medical Director, and Community Health Center Supervisor; and

WHEREAS, the group unanimously agreed that Armor Correctional Health Services, Inc. presented the best response and their proposal showed extensive correctional health care experience; and

WHEREAS, the Health Officer recommends a contract with Armor Correctional Health Services, Inc. for medication passing services at the Ingham County Jail; and

WHEREAS, the proposed rate of service is $39.51 per hour for a part time (.38 Full Time Equivalent (FTE)) Licensed Practical Nurse and $23.84 per hour for a part time (.68 FTE) Medical Assistant; and

WHEREAS, Armor Correctional Health Services, Inc. will provide medication passing services six hours per day for a total of 42 hours per week at a rate not to exceed $88,000 per year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Armor Correctional Health Services, Inc. for medication passing services at the Ingham County Jail.

BE IT FURTHER RESOLVED, the period of the agreement shall commence October 1, 2012 through September 30, 2013 with the option to automatically renew from year to year unless terminated as set forth in the agreement.

BE IT FURTHER RESOLVED, that Armor Correctional Health Services, Inc. shall provide medication passing services at a rate of $39.51 per hour for a part time (.38 Full Time Equivalent (FTE)) Licensed Practical Nurse and $23.84 per hour for a part time (.68 FTE) Medical Assistant, not to exceed $88,000 per year, to be managed from within the FY 2012/2013 Jail Medical Budget.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.
MEMORANDUM

TO: Human Services Committee

FROM: Renée B. Canady, PhD, MA, Health Officer

DATE: September 6, 2012

RE: Authorization to Amend Resolution #12-106

In Resolution #12-106, the Board of Commissioners authorized Amendment #2 to the Comprehensive, Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

In this Amendment, we received new funding for the Nurse Family Partnership Program (NFP). NFP is an intensive maternal and child health program offered to select local health departments by MDCH. The NFP model is thoroughly researched and the results show measurable improvements in maternal and child health outcomes.

A subcontract is required by the NFP to provide service support to the Health Department NFP program. Unfortunately, Resolution #12-106 did not include authorization for this subcontract.

I recommend that the Board of Commissioners adopt the amended resolution to authorize the subcontract with the Nurse Family Partnership Program.

c: John Jacobs w/attachment
   Regina Traylor w/attachment
   Debbie Edokpolo w/attachment
   Nancy Hayward w/attachment
RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #12-106 TO AUTHORIZE A SUBCONTRACT WITH THE NURSE FAMILY PARTNERSHIP PROGRAM

WHEREAS, in Resolution #12-106, the Board of Commissioners authorized Amendment #2 to the Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health; and

WHEREAS, the Amendment provided additional funding for the Nurse Family Partnership Services Program; and

WHEREAS, Resolution #12-106 did not include specific authorization for a subcontract with the Nurse Family Partnership Program; to provide technical support, training and materials specific to the Nurse Family Partnership model; and

WHEREAS, the Health Officer recommends an amendment to Resolution #12-106 to authorize a subcontract with the Nurse Family Partnership Program for the period of June 1, 2012 through September 30, 2012.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract with the Nurse Family Partnership Program in an amount not to exceed $45,000 for the period of June 1, 2012 through September 30, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the subcontract after review by the County Attorney.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-106 remain unchanged.
MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: September 9, 2012

RE: 2012-2013 Agreement for the Delivery of Public Health Services under the Comprehensive Agreement Process (formerly known as the Comprehensive Planning, Budgeting and Contracting (CPBC) Process)

Under the Public Health Code, the State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The agreement for the delivery of public health services under the Comprehensive Agreement Process (formerly known as the Comprehensive Planning, Budgeting and Contracting (CPBC) Process) is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting slightly more than $5.0 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Essential Local Public Health Operations, Community Health Assessment activities and categorical programs including:

AIDS/HIV Prevention and Care
Bioterrorism Emergency Preparedness
Breast and Cervical Cancer Control
Building Healthy Communities
Children’s Special Health Care Services
Communicable Disease Prevention
Family Planning
Food Vendor and Restaurant Inspection
Immunizations
Lead Safe Homes
Maternal and Child Health Programs
Tobacco Reduction
Tuberculosis Control
Sexually Transmitted Disease Control
Vision and Hearing Screening
Well and Septic Inspection
The WIC Program
The attached resolution will authorize the 2012-2013 Agreement. The Michigan Department of Community Health has set grant and formula funding levels based on its appropriation act for FY 2013. These levels are included in the Health Department’s FY 2013 budget. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Program and Nurse Family Partnership programs. These all consist of state and federal funds and are included in the Department’s FY 2013 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of the Health Department’s 2012 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

The Comprehensive Agreement process—and all contracts with the Michigan Department of Community Health—are entirely electronic. Therefore, in the proposed resolution, the Board authorizes Renee Canady, PhD, Health Officer and John Jacobs, Chief Financial Officer to submit the 2012-2013 grant electronically.

This resolution and the corresponding Agreement represent important financial support for the Health Department programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. The MDCH will propose future amendments to the Agreement should appropriation levels and/or formulas change.

Attachment

c: John Jacobs w/attachment
   Bob Townsend w/attachment
Agenda Item 7c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2012-2013 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

WHEREAS, the responsibility for protecting the public health is a shared responsibility between the State and county governments in Michigan; and

WHEREAS, the Michigan Department of Community Health and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public’s health; and

WHEREAS, the Michigan Department of Community Health is in the process of establishing tentative grant funding levels for 2012-2013; and

WHEREAS, the Michigan Department of Community Health has proposed a 2012-2013 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2012-2013 Comprehensive Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2012-2013 Agreement with the Michigan Department of Community Health for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the Agreement shall be October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately $5.0 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County’s contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2013 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2012 through September 30, 2013 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Program in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Oakland and Washtenaw Counties, which is a program included in the Comprehensive Agreement.
BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract for the period October 1, 2012 through September 30, 2013 with the Nurse Family Partnership Program; to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County, W. K. Kellogg Foundation and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2012 through September 30, 2013:

- Allen Neighborhood Center $115,487
- NorthWest Initiative $115,487
- Carefree Medical Clinic $10,800
- South Lansing Community Development Association $24,952
- South Side Community Coalition $103,086
- Capital Area Community Services $4,000
- Child Abuse Prevention Services $52,250
- Catholic Charities St. Vincent Home $128,250
- Cristo Rey $61,750
- Family and Community Development Services $105,000
- Greater Lansing African American Health Institute $77,904

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, PhD, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit the 2012-2013 Comprehensive Agreement grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2013 Budget as necessary upon its adoption in order to implement this Resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts and lease agreements associated with the CPBC agreement after review by the County Attorney.
To: County Services and Finance Committees  
From: Rick Terrill, Facilities Director  
Date: September 12, 2012  
Re: Emergency PO’s to replace two (2) Kettles in the Ingham County Jail Kitchen

Dear Committee Members,

Ingham County Facilities is requesting two emergency Purchase Order’s be authorized to replace the two (2) kettles in the Jail kitchen. A PO for the purchase of two (2) gas kettles and a PO for the gas piping modifications are needed.

The kettles are 15 years old; we are currently working with just one kettle as the other is in need of repair, once again. The kettles were evaluated, by Midwest Food Equipment and were found to need new elements, at a replacement cost of $10,000.00 for each kettle. However due to their age, the manufacturer will not guarantee how long the repairs will last and it is recommended that the kettles be replaced.

The two kettles will be purchased from HPS for a total cost of $51,310.00, which includes installation. The current kettles are electric; they will be replaced with gas kettles due to the cost of electric kettles being much higher.

Myers Plumbing and Heating will perform the gas piping modifications, to accommodate the new kettles. The total cost will be $2,400.00.

The kettles are used every day, and are critical to have working as to not disrupt food preparation/distribution for over 600 inmates and staff.

We are requesting a line item transfer of $51,310.00, from approved CIP project 245-30199-976000 2FC11, which has a balance of $90,000.00 for the Sheriff’s Department roof replacement. The funds would be transferred into 664-31199-978000-2FC21, to be used for kettle replacement.

There is an approximate lead time of 20 days for the new kettles and according to Midwest Food Equipment; we are on borrowed time with the one kettle that is working.

If you have any questions, please feel free to contact me at (517) 676-7310.

Sincerely,

Rick Terrill
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING SHERRIE GRAHAM AS THE POTTER PARK ZOO DIRECTOR AND AUTHORIZING AN AMENDMENT TO THE EXISTING CONTRACT WITH THE POTTER PARK ZOO SOCIETY

WHEREAS, on November 8, 2011 the Board of Commissioners approved resolution #11-346 authorizing a contract amendment with the Potter Park Zoo Society for its Director Sherrie Graham to also serve as the Interim Director of the Potter Park Zoo; and

WHEREAS, on January 24, 2012 the Board of Commissioners also approved Resolution #12-xxx authorizing a contract amendment that provided for the county to reimburse the Zoo Society for Ms. Graham’s services in the amount of $4,000 per month; and

WHEREAS, the Potter Park Zoo Board is recommending that Ms. Graham be appointed the permanent Director and continue to serve as the Executive Director of Zoo Society; and

WHEREAS, in order for Ms. Graham to directly supervise Zoo employees she would have to become a county employee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes a special part time Zoo Director position under the Managerial and Confidential Plan.

BE IT FURTHER RESOLVED that as a special part time position the employee will not be eligible for County paid fringe benefits including but not limited to healthcare, health waiver, life insurance, dental insurance, disability insurance, vacation time, sick time or longevity.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners appoints Sherrie Graham as the Potter Park Zoo Director, with a gross annual wage of $47,265.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to the existing agreement with the Potter Park Zoo Society in order to clearly delineate Ms. Graham’s dual responsibilities as Zoo Society Director and Potter Park Zoo Director.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract amendment subject to approval as to form by the County Attorney.
Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF LANSING FOR THE LEASE AND OPERATIONS OF THE POTTER PARK ZOO

WHEREAS, the Board of Commissioners authorized an agreement with the City of Lansing for the lease and operation of the Potter Park Zoo in Resolution#07-058; and

WHEREAS, the agreement is still in effect today; and

WHEREAS, the agreement with the City contains references that the Zoo will operate under the direction and control of the Ingham County Parks & Recreation Commission; and

WHEREAS, the Ingham County Board of Commissioners would like to remove the Potter Park Zoo from under the control of the Parks & Recreation Commission and establish it as a separate county department reporting to the County Controller.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the contract with the City of Lansing for the lease and operations of the Potter Park Zoo that would eliminate all references that the Zoo will operate under the direction of the Ingham County Parks and Recreation Commission.

BE IT FURTHER RESOLVED, that the County Controller and the County Attorney are hereby authorized to contact the City of Lansing and request approval of the contract amendment.

BE IT FURTHER RESOLVED, that the Chairperson of the Board and the County Clerk are authorized to sign the amendment subject to approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, upon execution of the contract amendment the Potter Park Zoo will no longer operate under the direction and control of the Ingham County Parks and Recreation Commission, and instead will be established as a separate county department reporting to the County Controller.

BE IT FURTHER RESOLVED that the Potter Park Zoo board would continue to monitor Zoo operations and provide advice and recommendations to the Board of Commissioners.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE HUMAN RESOURCES DEPARTMENT TO CONTRACT WITH THE TRI-COUNTY OFFICE ON AGING TO PROVIDE HUMAN RESOURCES SERVICES

WHEREAS, the Office on Aging requires human resources services for its personnel; and

WHEREAS, the County has proposed to continue to provide the Office on Aging the human resources services which the Office on Aging requires; and

WHEREAS, the Office on Aging accepts the County’s proposal, subject to the terms and conditions of this Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract to be executed for the Ingham County Human Resources Department to provide the Tri-County Office on Aging with human resources services from January 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED, the Office on Aging shall compensate the County for human resources services performed under this Agreement, in total amount not to exceed $40,028.00 for the term of this Agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the attached contract document as to form by the County Attorney.
2012 SCOPE OF INGHAM COUNTY HUMAN RESOURCES SERVICES
TO BE PROVIDED TO
TRI-COUNTY OFFICE ON AGING

1. Interviewing
   a. Research and create recruitment strategies for job openings.
   b. Screen and refer candidates for phone interviews. Conduct phone interviews as needed.
   c. Create, edit and track interview questionnaires for face-to-face interviews.
   d. Conduct face-to-face interviews with applicable Supervisors.
   e. Make hiring recommendation to Supervisors, Program Directors and/or Executive Director.

2. Job descriptions and salary determination
   a. Create, edit and maintain job descriptions.
   b. Research, analyze and advise on the Agency’s job descriptions and compensation rates as requested.

3. Policy and Procedure interpretation and support.
   a. Provide guidance and technical support to staff regarding Human Resources policies.
   b. Make recommendations to create or edit Human Resources policies as needed.
   c. Working with the Leadership Team, coordinate and assist with revisions to the Employee Handbook, Agency Safety Handbook and all Human Resources policies, procedures and manuals. Responsible for organizing and tracking drafts through the approval process.

4. Employee Relations
   a. Work with the Leadership Team to facilitate consistent application of Human Resources policies.
   b. Monitor Employee Suggestion Box submissions. Prepare responses with input and approval from the Leadership Team and Executive Director.
   c. Draft disciplinary notices for Executive Director’s review.
   d. Deliver disciplinary notices to employees with repetitive performance issues. Issue final warning.
   e. Notify employees of terminations. Responds to unemployment claims. Serve as primary contact to the Agency’s legal counsel regarding UIA appeals.
   f. Investigate allegations of harassment and hostile work environments. Recommends appropriate actions to the Executive Director.

5. Meetings
   a. Attend Leadership Team meetings
   b. Attend Board Meetings. Prepares quarterly activity report for review by the Executive Director and Assistant Director prior to submission to the Board.
   c. Coordinate and arrange quarterly in-service training meetings for employees. Facilitate as needed.
   d. Serve as liaison to the Personnel Committee of the Board and coordinate with them to prepare the Executive Director’s annual performance evaluation.
6. Miscellaneous
   a. Prepare weekly activity log and submit to Executive Director and Assistant Director.
   b. Conduct quarterly benefit and attendance audits.
   c. Conduct needs assessments and helps identify training opportunities to enhance employee development.
   d. Provide information and input on various issues including, but not limited to, FMLA, ADA, OSHA, MIOSHA, Workers Compensation, Safety, Leave of Absence requests.

HR Analyst work time shall be divided between TCOA and Ingham County on a half-day basis (morning for TCOA/afternoons for Ingham County). This division is flexible and recognizes the ever-changing dynamics of Human Resources work activities.
Introduce 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 adoption of this resolution will not set a precedent for other collective 
bargaining contracts, which are currently in negotiations.

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.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

[s]hall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board “shall determine ... and establish” all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.

- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January, 2012, (to be known as the ADOPTION DATE), the County of Ingham hereby adopts Benefit Program H for (MERS municipality/court) Board of Commissioners - Division 16 (specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)a of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

- The DB Component shall be exclusively funded by the employer, with no member contributions permitted.
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement (“Adoption Agreement,” Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

- For the DB Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.
- For the DC Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member’s federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.
  The multiplier shall be one of the following dependent upon the division’s social security coverage status:
  
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  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).
  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.
  ☐ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):

Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:

1. Lump sum distribution to the vested former member or beneficiary.
2. Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
3. Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
4. No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)

(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ________________, 20__ (insert month and year) which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

1. **The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).**

2. **The funded level for the member’s specific MERS division** (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):

   - Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
   - If greater than the division’s funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _% funded basis (insert number greater than the division’s Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

### III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

**IT IS ADDITIONALLY RESOLVED,** as provided in each of the following paragraphs:

(A) Effective on the **Adoption Date**, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the **Adoption Date** shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee’s written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ____________, 20__, (insert month and year), which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20____ (Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees’ Retirement System of Michigan

Dated: ______________________, 20____ (Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: January 2013.

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: ______________________. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: ______________________.

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

Board of Commissioners - Division 16

Specify employee classification and division numbers
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant ______% of Earnings or $___________ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute ______% of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to “pick up” the Mandatory/Required Employee contribution. The “pick-up” provision allows the employer to direct mandatory employee contributions to be pre-tax.

☐ Yes ☐ No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

☐ Weekly ☐ Bi-weekly ☑ Monthly

V. EARNINGS

Earnings shall be defined as “compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☐ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

% after 1 year of service.
% after 2 years of service.
% (not less than 25%) after 3 years of service.
% (not less than 50%) after 4 years of service.
% (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified: ______).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is “No,” not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including “401(k)”) or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ____________ , 20____.

Employer: ______________________________________________________________________

Authorized Signature: ______________________________________________________________________

Title: ______________________________________________________________________

Witness: ______________________________________________________________________
## IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>Employer Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>1.5%</td>
<td>1.5%</td>
</tr>
<tr>
<td>2.0%</td>
<td>2.0%</td>
</tr>
<tr>
<td>2.5%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

shall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board “shall determine ... and establish” all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January 20JJL (to be known as the ADOPTION DATE), the County of Ingham (MERS municipality/court) hereby adopts Benefit Program H for Elected Officials - Division 19 (specify division numbers) first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member contributions permitted.
• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.
• For the DC Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member’s federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.
  The multiplier shall be one of the following dependent upon the division’s social security coverage status:

<table>
<thead>
<tr>
<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1.00%</td>
<td>□ 1.00%</td>
</tr>
<tr>
<td>□ 1.25%</td>
<td>□ 1.25%</td>
</tr>
<tr>
<td>□ 1.50%</td>
<td>□ 1.50%</td>
</tr>
<tr>
<td>□ 2.00%</td>
<td>□ 2.00%</td>
</tr>
</tbody>
</table>

  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).

  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

  □ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member’s or beneficiary’s accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)
(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _________________, 20__ (insert month and year) which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality,

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member’s accrued benefit that may be transferred. The assumptions are:

1. The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%).)

2. The funded level for the member’s specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):
   - Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
   - If greater than the division’s funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on ___% funded basis (insert number greater than the division’s Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee’s written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _________________. 20___, (insert month and year), which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20___ __________________________ (Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees’ Retirement System of Michigan

Dated: _________________________, 20___ __________________________ (Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Hybrid under MERS Plan Document ("MERS Hybrid DC")** as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. **EMPLOYER:** County of Ingham

II. **EFFECTIVE DATE**

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: January 2013.

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _____________. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _____________.

III. **ELIGIBILITY REQUIREMENTS**

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

**Elected Officials - Division 19**

Specify employee classification and division numbers
IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant ___ schedule __% of Earnings or $__________ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute ___% of Earnings for the calendar year as a condition of participation in the Plan. (Write “0” if no contribution is required.) If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to “pick up” the Mandatory/Required Employee contribution. The “pick-up” provision allows the employer to direct mandatory employee contributions to be pre-tax.

☐ Yes  ☐ No

[Note to Employer: Picked up contributions are excludable from the Employee’s gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

☐ Weekly  ☐ Bi-weekly  ☐ Monthly

V. EARNINGS

Earnings shall be defined as “compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee’s W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☐ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

____% after 1 year of service.
____% after 2 years of service.
____% (not less than 25%) after 3 years of service.
____% (not less than 50%) after 4 years of service.
____% (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. “Normal Retirement Age” shall be presumed to be age 60 (unless a different normal retirement age is here specified: _____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is “No,” not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including “401(k)”) or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ____________, 20__.

Employer: __________________________________________

Authorized Signature: __________________________________________

Title: __________________________________________

Witness: __________________________________________
IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>Employer Match</th>
</tr>
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<tbody>
<tr>
<td>1.0%</td>
<td>1.0%</td>
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<tr>
<td>1.5%</td>
<td>1.5%</td>
</tr>
<tr>
<td>2.0%</td>
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</tr>
<tr>
<td>2.5%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>
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 manual 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 manual 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 manual are not eligible to receive longevity bonus.

7. Decrease sick time accruals for employees hired on or after the effective date of this manual as follows: Each full-time employee hired on or after the effective date of this manual 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 manual 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 manual 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 manual 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 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 manual.

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 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 26, 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.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

[s]hall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine ... and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of ________________, 20__, (to be known as the ADOPTION DATE), the County of Ingham ________________, hereby adopts Benefit Program H for (MERS municipality/court) General Management - Division 10 and Confidential - Division 01 (specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member contributions permitted.

• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.

• For the DC Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member's federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  
  (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.

  The multiplier shall be one of the following dependent upon the division’s social security coverage status:

<table>
<thead>
<tr>
<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00%</td>
<td>1.00%</td>
</tr>
<tr>
<td>1.25%</td>
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</tbody>
</table>

  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).

  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

  □ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(i) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member’s or beneficiary’s accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)

(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee’s written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS’ receipt of the Resolution, here designated as being the month of ________, 20___, (insert month and year) which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this subparagraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

(1) The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).

(2) The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):
- Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
- If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED

Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ____________, 20__, (insert month and year), which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20__ (Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Declaration of Trust and certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20__ (Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: 

   Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: 

   Month and Year. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: 

   Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

General Management - division 10

Confidential - division 01

Specify employee classification and division numbers
IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant \( \text{see schedule} \% \) of Earnings or \( \$ \) \( \text{for the calendar year} \) (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute \( \% \) of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

   If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

   The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

   [Yes \( \Box \) No \( \Box \)]

   [Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

   [Weekly \( \Box \) Bi-weekly \( \Box \) Monthly \( \Box \)]

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☒ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year:  ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☒ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

____% after 1 year of service.
____% after 2 years of service.
____% (not less than 25%) after 3 years of service.
____% (not less than 50%) after 4 years of service.
____% (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. “Normal Retirement Age” shall be presumed to be age 60 (unless a different normal retirement age is here specified: ____).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is “No,” not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes  ☒ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including “401(k)” or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ____________, 20____.

Employer: __________________________________________

Authorized Signature: __________________________________

Title: ________________________________________________

Witness: ______________________________________________
IV. Contribution Provision (page 2, Form MD-044)

1. Schedule of Employer Contributions (maximum cap of 2.5%)

<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>Employer Match</th>
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</thead>
<tbody>
<tr>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>1.5%</td>
<td>1.5%</td>
</tr>
<tr>
<td>2.0%</td>
<td>2.0%</td>
</tr>
<tr>
<td>2.5%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>
INTRODUCED BY COMMISSIONER BAHAR-COOK OF THE:

TINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION TO SUPPORT PARKS THAT ARE AN ASSET TO THE REGION

WHEREAS, the City of Lansing operates several parks that are considered an asset to the region, such as the River Trail, Ranney Skate Park, and Fenner Nature Center; and

WHEREAS, the City of Lansing has requested that a millage be placed on the ballot for the purpose of maintaining these parks that are used by people from throughout the region; and

WHEREAS, the County also operates a number of parks that are considered assets to the region, such as Hawk Island, Lake Lansing Park North, Lake Lansing Park South, and Burchfield Park; and

WHEREAS, other cities, villages, and townships within the County also maintain and operate parks that are considered regional assets; and

WHEREAS, the County has the authority to place a county-wide millage on the ballot.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on November 6, 2012.

PARKS THAT ARE AN ASSET TO THE REGION
MILLAGE QUESTION

For the sole purpose of providing a dedicated millage and funding source for parks operated by the County of Ingham, or other municipal parks located in Ingham County which the County has a contract to operate, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 50/100 (0.5) of one (1) mill, $0.50 per thousand dollars of state taxable valuation, for a period of four (4) years (2012-2015) inclusive. If approved and levied in full, this Millage will raise an estimated additional $3,262,857 for the parks systems in the first calendar year of the levy based on state taxable valuation.

YES [ ]

NO [ ]

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

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the November 6, 2012 ballot and to be prepared and distributed in the manner required by law.
July 25, 2012

Ms. Mary Lannoye  
Controller  
Ingham County  
PO Box 319  
Mason, MI 48854

RE: Brownfield Redevelopment Authority Amended Plan #16

Dear Ms. Lannoye:

The Brownfield Redevelopment Authority (BRA) of the City of East Lansing, Michigan has approved the Amended Brownfield Plan #16 (the “Plan”) and has forwarded it to the East Lansing City Council for review and a public hearing. The Plan pertains to the Interstate Partners Project (1525 W. Lake Lansing Road), a bank branch and office building development at the southwest corner of Lake Lansing and Coolidge Roads.

Per the requirements of Public Act 381 of 1996, as amended, the City is required to provide notice regarding the Plan. East Lansing City Council has scheduled a public hearing to consider the Plan on **Wednesday, August 8, 2012 at 7:30 p.m.** Details of the public hearing are included on the enclosed notice along with the proposed Plan.

The City Council welcomes your written or verbal comments on any and all aspects of the proposed Plan. If you have any questions regarding the Amendment, please contact me at 319-6864.

Sincerely,

Timothy H. Dempsey  
Director – Planning and Community Development

Encl. 2
July 26, 2012

Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Re: Commission Review #12053 (Planning Commission)
2005 Master Plan Amendment

Dear Commissioners:

Notice is hereby given that the Planning Commission of the Charter Township of Meridian will hold a public hearing to introduce proposed amendments to the 2005 Master Plan, including a revised Future Land Use Map, in support of an Urban Services District. The hearing will be held on Monday, August 13, 2012, at 7:00 p.m. in the Meridian Municipal Building, Town Hall Room, 5151 Marsh Road, Okemos 48864-1198 (phone 517-853-4560), to receive comments from all persons interested in the proposed amendments.

Information is available on-line at www.meridian.mi.us or may be examined at the Department of Community Planning and Development, 5151 Marsh Road, Okemos, Michigan 48864-1198, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Sincerely,

Holly Cordill
Planning Commission Secretary
Report CIN Number: A-05-12-19332

BOARD OF COMMISSIONERS
INGHAM COUNTY
121 EAST MAPLE STREET
P.O. BOX 319
MASON, MICHIGAN 48854

Dear Board Members:

We have completed our initial review of the audit report on the County for the period January 1, 2011 through December 31, 2011. The report was received by the Federal Audit Clearinghouse on June 27, 2012 (identification number 148721). Based on our initial review, we believe the audit, performed by REHMANN ROBSON, Certified Public Accountants, met Federal audit requirements.

For your convenience, the findings and recommendations are summarized in Attachment A and identified by Federal department responsible for resolution. Final determinations with respect to actions to be taken on Department of Health and Human Services (HHS) recommendations will be made by the HHS resolution agency identified on Attachment A. Please respond to the following HHS resolution official at the address below within 30 days from the date of this letter:

**HHS RESOLUTION OFFICIAL**

Department of Health and Human Services
ASFR/Office of Finance, Division of Systems
Policy and Audit Resolution

Email Address: auditresolution@hhs.gov
(please include the CIN number in the subject line)

Your written response may consist of: (1) any comments or additional information that you believe may have a bearing on the final determination of actions to be taken with respect to the HHS recommendations, (2) an update of comments submitted with the report or (3) confirmation that your previous comments and corrective action plan remain unchanged for the
recommendations summarized in Attachment A. The above common identification number (CIN) should be referenced in all correspondence relating to this report. All correspondence, including requests for additional time to prepare your response, should be submitted to the HHS resolution official address. Please do not send your comments or requests to the National External Audit Review Center.

In accordance with the principles of the Freedom of Information Act (Public Law 90-23), reports issued on the Department's grantees and contractors are made available, if requested, to members of the press and general public to the extent information contained therein is not subject to exemptions in the Act which the Department chooses to exercise. (See 45 CFR Part 5 Section 5.21 of the Department's Public Information Regulations.)

If you have any questions, please contact our office at (800)732-0679.

Sincerely,

Patrick J. Cogley
Regional Inspector General for Audit Services

Attachment
<table>
<thead>
<tr>
<th>Recommendation Codes</th>
<th>Page</th>
<th>Amount</th>
<th>Resolution Agency</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>209901100</td>
<td>7, 13</td>
<td>N/A</td>
<td>HHS/DSPAR</td>
<td>2011-FS-1. Material Audit Adjustments. This is a material weakness. We recommend procedures be strengthened to ensure proper preparation of the financial statements.</td>
</tr>
<tr>
<td>016900105</td>
<td>14, 15</td>
<td>N/A</td>
<td>HHS/HRSA</td>
<td>ARRA-2011-SA-1, 2010-2. Allocation and Certification of Payroll Expenditures. This is a repeat finding. We recommend procedures be strengthened to ensure salaries and wages charged to Federal programs are supported by employee time certifications.</td>
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</table>

Management Letter

<table>
<thead>
<tr>
<th>A1</th>
<th>N/A</th>
<th>Footnote A</th>
</tr>
</thead>
</table>

Footnote A: This finding and related recommendation has not been identified for formal Federal resolution by HHS. Appropriate corrective action should be taken by County, as recommended by the auditors. This action could involve necessary financial adjustments to Federal program accounts and reports.
August 24, 2012

Board of Commissioners
Ingham County Courthouse
PO Box 319
Mason, Michigan 48854

Dear Board of Commissioners:

Please find enclosed Form 4564, Assessing Officers Report for Industrial Facility Exemption Certificates, for the City of East Lansing for 2012.

Michigan Compiled Law (MCL) 207.567 requires the East Lansing City Assessor to provide annual notification to the State Tax Commission, the legislative body of each unit of government which levies taxes on property subject to an industrial facility exemption certificate, and the holder of the certificate. The notification is to include the determination of the value of property subject to an industrial facility exemption certificate. This letter and the enclosed report are provided to comply with the provisions of MCL 207.567 for 2012.

Please contact me at 517-319-6827 or by email at dlee@cityofeastlansing.com with any questions regarding this matter.

Sincerely,

David C. Lee
City Assessor

Enclosure
Assessing Officers Report for Industrial Facility Exemption Certificates
Issued under authority of Public Act 198 of 1974. Filing is mandatory.

In accordance with the requirements of Section 17 of Public Act 198 of 1974, as amended, the city or township assessor is required to furnish an annual report not later than October 15, showing the taxable valuations of real and personal property on the Industrial Facilities Tax Roll as of the preceding December 31, as finally equalized.

For assistance with this form, please see the Instructions page or contact the Local Audit and Finance Division at (517) 373-3227.

THIS FORM IS FOR TAX YEARS 2008 AND AFTER

Assessment as of December 31, 2011 for the 2012 Tax Year
Due by October 15, 2012

City / Twp / Vlg Codes

City / Twp / Vlg CODE*  33201
City / Twp / Vlg CITY OF EAST LANSING
County INGHAM
Assessor's Name David C. Lee
Phone Number 517-319-6827

*Townships responsible for certificates issued by a village should report the village certificates under the village code.

SCHOOL DISTRICTS

<table>
<thead>
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<th>Code</th>
<th>School District Codes</th>
<th>Enter this reference number on subsequent pages</th>
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<tr>
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<td></td>
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SCHOOL SUMMARY

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<tr>
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<th>New</th>
<th>Replacement</th>
<th>TOTALS</th>
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<tr>
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<td>$97,300</td>
<td>$97,300</td>
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<tr>
<td></td>
<td>$0</td>
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</tr>
<tr>
<td>Grand Total</td>
<td>$0</td>
<td>$97,300</td>
<td>$97,300</td>
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School Summary Totals include Renaissance Zone exempt taxable value

SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Taxable Value of IFT Personal on Industrial Class Land</th>
<th>Taxable Value of IFT Personal on Commercial Class Land</th>
<th>Taxable Value of all other IFT Personal</th>
<th>Taxable Value of IFT Real</th>
<th>Total Taxable Value</th>
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<tbody>
<tr>
<td>Total New</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Total Replacement</td>
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<td>$97,300</td>
<td>$97,300</td>
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<tr>
<td>Grand Total</td>
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<td>$0</td>
<td>$0</td>
<td>$97,300</td>
<td>$97,300</td>
</tr>
</tbody>
</table>

Summary Totals exclude Renaissance Zone exempt taxable value

This report is to be sent certified mail (MCL 207.567(2)) to:
1. Michigan Department of Treasury, Local Audit and Finance Division, PO Box 30728, Lansing, MI 48909-8228.
2. Each tax levying unit involving the certified property.
3. The holder of the certificate.
### CITY OF EAST LANSING, INGHAM COUNTY

**Assessing Officers Report for Industrial Facility Exemption Certificates**  
Assessment as of December 31, 2011 for the 2012 Tax Year

#### NEW CERTIFICATES

List certificates in numeric order

<table>
<thead>
<tr>
<th>Cert. No.</th>
<th>Certificate Holder</th>
<th>School District Reference Number</th>
<th>Taxable Value of IFT Personal on Industrial Class Land</th>
<th>Taxable Value of IFT Personal on Commercial Class Land</th>
<th>Taxable Value of all other IFT Personal</th>
<th>Taxable Value of IFT Real Property</th>
<th>Total</th>
<th>Project Status</th>
<th>Specify if Parcel is located in:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ABC COMPANY</td>
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<td>250</td>
<td>500</td>
<td>100</td>
<td>200</td>
<td>1,050</td>
<td></td>
<td>X</td>
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[Check box if continued on additional pages]

**Help?**

Need more lines?

Continued on page 3
## REPLACEMENT CERTIFICATES

List certificates in numeric order.

<table>
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<th>Cert. No.</th>
<th>Certificate Holder Name</th>
<th>School District Reference Number</th>
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<th>Frozen Personal Taxable Value</th>
<th>Frozen Total Taxable Value</th>
<th>Project Status</th>
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<td>500</td>
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<td>700</td>
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Check box if continued on additional pages.

[Need more lines?]