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REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
BRIAN McGRAIN, CHAIR
SARAH ANTHONY
REBECCA BAHAR-COOK
TODD TENNIS
CAROL KOENIG
DON VICKERS
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 2, 2013 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 [September 18, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Equalization/Tax Mapping - Resolution to Approve the 2013 [Apportionment Report](#) (*Report to be Distributed at the Meeting*)
2. Sheriff's Office/Homeland Security - Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant ([EMPG](#)) for FY 2013
3. Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2013-2014 Fiscal Year
4. Law & Courts Committee - Resolution Authorizing 2014 [Agreements](#) for Juvenile Justice Community Agencies
5. Animal Control - Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County [Annex Facility](#) in Mason
6. MSU Extension - Resolution to Authorize an Amendment to the Agreement for [Extension Services](#) Between Michigan State University and Ingham County
7. Health Department - Resolution to Authorize a [Letter of Agreement](#) Between the Ingham County Health Department, Power of We Consortium and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

8. Potter Park Zoo
 - a. Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant Award for a [Grill Guard](#) for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Authorizing the Potter Park Zoological Society to Retain Admission Monies for the [Boo at the Zoo](#) Event
9. Parks Department - Resolution Authorizing an Amendment to the 2014 Ingham County [Parks Fee Schedule](#)
10. Board Referral - Letter from David C. Lee, East Lansing City Assessor, with the 2013 Assessing Officers Report for Industrial Facility [Exemption Certificates](#) for the City of East Lansing

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
September 18, 2013
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Todd Tennis, Carol Koenig, Don Vickers, and Randy Schafer

Members Absent: None

Others Present: Teri Morton, Timothy Dolehanty, Jill Rhode, Renée Branch Canady, Paul Pratt, Cindy Mohan, Carla Clos, Dave Massaron, Paul Stauder, Douglas Kelly, Rhonda Swayze, Maureen Winslow, John Jacobs, Sandra Dargatz, Jim Hudgins, Rick Terrill, Willis Bennett, Chuck Gray and others.

The meeting was called to order by Chairperson McGrain at 6:01 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 22, 2013 Minutes

The August 22, 2013 Minutes were approved as submitted.

Additions to the Agenda

13b. Substitute - Controller’s Office - Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System. **The County Services Committee amended the resolution as follows:** THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes County participation in the USGS Enhanced Flood Warning System for the years 2013, ~~2014 and 2015~~ at a total ~~annual~~ cost not to exceed \$10,000 ~~each year and subject to renewal~~.

BE IT FURTHER RESOLVED, that funds are available in the contingency fund which will be transferred to line item 101-42604-967000 (HS/Em Ops Special Projects).

15. Late - Discussion One-Time Lump Sum Wage Supplement Options

Limited Public Comment

None.

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

2. Circuit Court/Family Court

a. Resolution to Accept FY 2014 Swift and Sure Sanctions Probation Program (SSSPP) Grant Funds; Continue the Grant Funded Special Part-Time Position of a SSSPP Assistant Prosecuting Attorney; and Create a Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position for FY 2013-2014

4. Ingham Health Plan - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Ingham Regional Medical Center and Sparrow Health System
5. Health Department
 - b. Resolution to Convert a Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Health Plan Management Assistant to Full Time in Health Plan Management Services
 - c. Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultation
 - d. Resolution to Authorize an Agreement with Southeast Michigan Health Association
 - e. Resolution to Authorize a 2013-2014 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement
7. Department of Human Services - Resolution to Establish a Trust and Agency Account for the Ingham County Department of Human Services
8. Fair - Resolution Authorizing Entering into a Contract with Laux Construction, LLC for General Contractor Services to Repair the Main Arena Roofing, Install New Eaves Troughs, and Upgrade the Heating System of the Main Arena at the Ingham County Fairgrounds
9. Facilities - Resolution Authorizing Entering into a Contract with D.C. Byers Co. / Detroit Inc. for Improvements to the Aviary & Reptilian House at Potter Park Zoo
11. Ingham County Road Department - Resolution to Authorize an Emergency Traffic Signal Maintenance Agreement with the Lansing Board of Water & Light

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. Health Department
 - a. Resolution to Authorize a 2013-2014 AmeriCorps* VISTA Grant

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE A 2013-2014 AMERICORPS* VISTA GRANT.

Comm. Anthony thanked and congratulated Dr. Branch Canady along with several organizations listed in the packet including the Power of WE. Dr. Branch Canady stated she will relay the message.

MOTION CARRIED UNANIMOUSLY.

6. MIS - Resolution to Authorize PTD Technology to Secure the HPMS Application

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE PTD TECHNOLOGY TO SECURE THE HPMS APPLICATION.

Comm. McGrain stated he is pleased the MIS Department is taking information security seriously, as technology changes, through their continued efforts.

MOTION CARRIED UNANIMOUSLY.

1. Drain Commissioner's Office - Discussion Item: Drain Financing Review & Discussion

Presentation: Paul Pratt, Deputy Drain Commissioner; Cindy Mohan, Drain Accountant; David Massaron, Miller Canfield; Paul Stauder, Stauder, Barch & Associates Inc. and Douglas Kelly, Clark Hill

Mr. Kelly informed the Committee he has worked with many Drain Commissioners throughout the State of Michigan. He overviewed drain law, petitions and maintenance then defined drainage districts, the number of districts, miles of drains and drain activities. Mr. Kelly noted that the drain code mandates certain actions by the Drain Office which are unlike a city. For example there are no general funds.

Mr. Kelly stated that the Drain Offices run in arrears. He described the early expenses as: receipt of petition, appeals, engineering survey and plans, potential to obtain easements and DEQ permits. Sometimes this takes more than one fiscal year to complete and can cause a delay in revenues for several years. This creates a need for upfront borrowing and eventually properties are assessed. He clarified that drain maintenance is different than petitions; however, drain maintenance can lead to the exposure of potential liability (flooding). This is financed with surplus construction funds for the specific drain. If, there are no excess funds then maintenance is done through a special assessment. He noted there are limitations on funds and miles.

Mr. Massaron informed the Committee that Miller Canfield acts as bond council and he primarily works with the Drain Commissioners in 25± counties in regard to public financing. He pointed out until recently drain financing was not so complicated. He described what is considered short and long term financing projects, time constraints, call provisions, payoff, and anticipating interest rates. He explained full faith in credit, risk and its effect on a County's credit rating. He stated there are safeguards in the drain code to financially protect the County such as deficiency assessments. Mr. Massaron stated the County Drain Commissioner has the option to pay up front, borrow or come to the County for Full Faith in Credit.

Comm. Vickers asked if contingency funds can be used for short-term borrowing. Mr. Massaron explained inter-fund borrowing is permitted short term if immediate resources are available for repayment. He noted there are specific qualifications set by the Attorney General and there are also federal regulations. The Committee discussed maintenance funding.

Comm. Schafer asked how foreclosed properties in the Land Bank that are going to auction are handled. Chairperson McGrain informed Comm. Schafer the Treasurer will be providing a presentation on that topic soon. Mr. Kelly pointed out the title companies should be able to identify if there is an assessment on a property. Comm. Schafer questioned the County's risk by pledging Full Faith in Credit. Mr. Massaron explained typically counties establish criteria based on the impact of pledging versus not pledging. Mr. Stauder stated that having worked with many counties across the state it is his opinion that Ingham County at this time would be considered to have a low debt load by rating agencies and when adding all of the overlapping debt there is a moderate debt load. He reminded the Committee that the Full Faith in Credit is backed by a special assessment in place and the rating firms tend to discount or back out risk.

Comm. McGrain questioned the usage of thirteen month notes opposed to those less than one year. Mr. Massaron stated it is his opinion that the reason is accounting rules and timing of a project. Mr. Stauder explained year end reporting. Ms. Clos stated to think of short term as interim, for example carrying the debt until properties are assessed. Mr. Stauder stated a term is determined by the project and need to finance or refinance. Mr. Massaron added there are IRS requirements for payoff and timing of the bond. Ms. Clos stated that interest rates are also determined by term. Mr. Pratt described the rate benefit of having the Full Faith and Credit by the County. Mr. Pratt pointed out that each drainage district is its own entity.

2. Circuit Court/Family Court

- b. Resolution Requesting an Amendment to the Family Division 2012/13 Child Care Fund for Additional Funds Necessary for Payments to the State Institution Budget

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION REQUESTING AN AMENDMENT TO THE FAMILY DIVISION 2012/13 CHILD CARE FUND FOR ADDITIONAL FUNDS NECESSARY FOR PAYMENTS TO THE STATE INSTITUTION BUDGET.

Ms. Winslow described Act 220/150, placement decisions, sentencing, expenses and budget adjustments. She further described how efforts are being made to work within the budget; nevertheless they cannot control what is happening on the outside. The Committee discussed placement costs.

MOTION CARRIED UNANIMOUSLY.

10. Farmland and Open Space Preservation Board - Resolution to Amend Resolution #13-38, Approving Proceeding to Close Permanent Conservation Easement Deed on Thorburn, Schwab and Nussdorfer Properties

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #13-38, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON THORBURN, SCHWAB AND NUSSDORFER PROPERTIES.

Comm. McGrain questioned why this took so long. Mr. Dolehanty informed the Committee that Ms. Byers was at the County Services Liaison meeting and attributed the time to the newness of the RFP process along with federal requirements and an undesirable rate per acre of land. The Committee discussed recent land sales and the rate per acre being offered. Comm. Vickers reminded the Committee that this is not an easy process including time between appraisals, paperwork, negotiations and land owner acceptance.

MOTION CARRIED UNANIMOUSLY.

12. Parks

- a. Resolution to Accept a Charitable Donation from the Friends of Ingham County Park
- b. Resolution Approving the Transfer of Approved Capital Improvement Funds for Construction of a Cabana at Hawk Island County Park

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION (a) TO ACCEPT A CHARITABLE DONATION FROM THE FRIENDS OF INGHAM COUNTY PARKS AND (b) APPROVING THE TRANSFER OF APPROVED CAPITAL IMPROVEMENT FUNDS FOR CONSTRUCTION OF A CABANA AT HAWK ISLAND COUNTY PARK.

Comm. McGrain asked for more information regarding the cabana. Mr. Bennett provided an image of the cabana that sits on a concrete pad. He explained the cabana may be reserved and is located in an area that overlooks the lake and is near the parking lot and restrooms. He stated cabana rental revenue should cover the costs in three years. The Committee discussed the Capital Improvement and Enterprise Funds.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution Amending User Fees for the Hawk Island Snowpark

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AMENDING USER FEES FOR THE HAWK ISLAND SNOWPARK.

Comm. Vickers asked what the County's share of revenue is and is there discussion of the County managing the Snowpark. Mr. Bennett stated the County's share is 25% of gross ticket sales then explained SuperParks ability to draw in visitors along with their industry specific qualifications including: capacity, ramps and jumps. He noted they will be providing an American made line of snowboards and ski equipment for Ingham County.

The Committee discussed fees, visitation and advertising. Mr. Bennett informed the Committee that the Parks Department is focused on increasing visitation locally by working with schools while the vendor promotes the Snowpark with professionals and MSU students. He noted that the vendor pays 95% of advertising.

Comm. Anthony asked if demographic data is available. Mr. Bennett explained until now only a cash register has been used; however, a new system is being put in place that has the ability to generate demographic data.

Comm. Bahar-Cook expressed her concern that while County residents pay taxes to Ingham County they are not receiving the benefit of a cost reduction in fees at the Snowpark. She suggested a structure like the Potter Park Zoo. Mr. Bennett informed the Committee he would like to see the Snowpark self-supporting before offering reductions. Comm. Koenig pointed out that weather is a factor of revenue. The Committee discussed the County resident versus non-resident fees.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION BY INCREASING THE FEES BY \$1.00 FOR NON-INGHAM COUNTY RESIDENTS.

Comm. Tennis suggested it may be easier if the season pass were reduced for Ingham County residents. Mr. Bennett stated that would be easier to administer. The Committee discussed the number of annual passes versus daily passes and means of verifying residency.

COMM. BAHAR-COOK WITHDREW HER MOTION. COMM. ANTHONY WITHDREW HIS/HER SUPPORT OF THE MOTION.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION BY DISCOUNTING THE SEASON PASS BY \$10.00 FOR INGHAM COUNTY RESIDENTS.

Comm. Schafer expressed his concern that the Parks Commission had done quite a bit of work on this resolution to establish fees. Comm. Vickers questioned if this will affect the collaboration efforts with SuperParks. Mr. Bennett answered yes and changes would need to be made. The Committee discussed the collaboration with SuperParks along with the budget plus sending the resolution back to the Parks Commission.

COMM. BAHAR-COOK WITHDREW HER MOTION. COMM. ANTHONY WITHDREW HER SUPPORT OF THE MOTION.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. KOENIG TO TABLE THE RESOLUTION AND SEND BACK TO THE PARKS COMMISSION.

Comm. Bahar-Cook asked what the consequences are for delaying the resolution one month. Mr. Bennett explained the passes would not be printed in time.

COMM. VICKERS WITHDREW HIS MOTION. COMM. KOENIG WITHDREW HER SUPPORT OF THE MOTION.

Comm. Bahar-Cook suggested raising the season pass fee on non-county residents.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION BY ADDING \$10.00 TO THE NON-COUNTY RESIDENT SEASON PASS.

Commissioners McGrain and Schafer each stated they were not in favor of the amendment.

MOTION, ON THE AMENDMENT, CARRIED with Comms. McGrain and Schafer Voting “no”.

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

13. Controller’s Office

- a. Resolution to Authorize the Replacement of Leased Copiers with Purchased Copiers and to Setup Copier Replacement Chargebacks for Ingham County Departments

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO AUTHORIZE THE REPLACEMENT OF LEASED COPIERS WITH PURCHASED COPIERS AND TO SETUP COPIER REPLACEMENT CHARGEBACKS FOR INGHAM COUNTY DEPARTMENTS.

Comm. Vickers asked how many people operate the copiers. Mr. Hudgins explained most departments have their own copiers and those individuals operate the copier. Comm. Vickers noted that in his experience it is better to limit the number of individuals who have access to the copier.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE PARTICIPATION IN U.S. GEOLOGICAL SURVEY ENHANCED FLOOD WARNING SYSTEM.

The Committee discussed who is contributing to the warning system, who will maintain the alarm, recent flooding issues and what happens if project funds are not realized.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION BY ADDING A BE IT FURTHER RESOLVED “BE IT FURTHER RESOLVED, THAT IF THE TOTAL COST OF PROJECT IS NOT REALIZED INGHAM COUNTY RESERVES THE RIGHT TO WITHDRAW THEIR CONTRIBUTION OF \$10,000.

The Committee questioned what happens after flood levels can be forecasted.

MOTION CARRIED UNANIMOUSLY.

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

The Committee noted that Comm. McGrain may not be present at the next meeting and asked for a presentation on this agenda item the next time he will be Chairing the Finance Committee meeting.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG TO TABLE THE RESOLUTION UNTIL THE NEXT FINANCE COMMITTEE THAT WILL BE CHAIRED BY CHAIRPERSON MCGRAIN.

MOTION CARRIED UNANIMOUSLY.

(Comm. Schafer left at 7:34 p.m.)

14. Board Referral - Notice of Hearing from Delhi Charter Township for an Application for Industrial Facilities Exemption Certificate by Fibertec, Inc.

The Board Referral was received and placed on file.

3. Special Transportation Millage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

This resolution was referred back to Committee at the August 27, 2013 Board of Commissioners meeting. The Finance Committee approved this resolution at the August 22, 2013 Finance Committee meeting.

15. Late – Discussion - One-Time Lump Sum Wage Supplement Options

Handout: One-Time Lump Sum Wage Supplement Options.

Mr. Gray, UAW, stated he is an advocate for the membership and this was first brought up by Comm. Nolan. He stated the majority of employees would appreciate the wage supplement and the employees are grateful the Commissioners recognize their work. Cindy Mohan, Local 43 thanked the Committee for their consideration she noted their preference is a percentage increase. The union representatives acknowledged this is a one-time supplement.

The Committee discussed the budget deficit, purpose of Z-List funds, employee eligibility, percentage versus equitable amount, insurance increases, changes in retirement benefit, timing of potential disbursement, wage reopeners and acknowledging positions are not being added to the County.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 7:53 p.m.

Respectfully submitted,

Julie Buckmaster

OCTOBER 2, 2013 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. Equalization/Tax Mapping – Resolution to Approve the 2013 Apportionment Report (Report to be Distributed at the Meeting)

This resolution will approve the millages to be apportioned and spread on taxable valuations of real and personal property within the county, as required by State Law.

2. Sheriff's Office/Homeland Security – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2013

This resolution will authorize acceptance of the annual funds for the EMPG grant for FY2013. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sergeant Robert Ott). This is a performance based grant and requires meeting goals set by the State of Michigan. This is a federal pass-through grant to the Michigan State Police. This year's amount is \$45,939.00. (See attached memo.)

3. Community Corrections Advisory Board – Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2013-2014 Fiscal Year

This resolution authorizes a contract renewal with the City of Lansing for \$12,500 for the time period of July 1, 2013 through June 30, 2014 to accomplish specific activities. Funds are anticipated in the 2013/14 budget. (See attached communication for details.)

4. Law and Courts Committee - Resolution to Authorizing 2014 Agreements for Juvenile Justice Community Agencies

This resolution will authorize contracts for the 2014 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$96,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #13-329, "Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar", and other background material were distributed to the Board of Commissioners at their September 24, 2013 meeting per the adopted Calendar.

There were a total of three applications received for funding requests for this fiscal year:

For 2014 the individual agency requests for funds are:

Child and Family Services Capital Area -	\$ 46,500
Resolution Services Center of Central Michigan -	25,000
Lansing Teen Court -	<u>30,000</u>
	\$ 101,500

Therefore, the County has \$101,500 in requests for funding with an allocation of \$96,000 available, resulting in requests exceeding available funds by \$5,500. (See attached memo.)

5. *Animal Control - Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County Annex Facility in Mason*

This resolution will authorize a contract with Hobbs and Black Architectural/Engineering firm to conduct Phase I of a building assessment of the Ingham County Annex Facility in Mason for a cost of \$42,243 pursuant to their Proposal dated July 2, 2013 in response to RFP #59-13, Architectural and Engineering Services for a Building Assessment of the Annex Building.

- 1) Phase I: Preliminary Conceptual Design and Projected Construction/Renovation Costs, which would include a 3-D rendering of the proposed site and Animal Control Department/Shelter Facility.
- 2) Phase II: Construction/Renovation Final Design Bid Documents is contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project.

The \$42,243 to pay for Phase I will come from the 2013 Ingham County Contingency Fund.

Last April, the Committee began this process to explore a public/private partnership to raise capital funds and identify the costs to renovate a County Facility to house a new Animal Control Department/Shelter Facility. The Ingham County Animal Control Department, Ingham County Animal Control Advisory Committee, and Ingham County Animal Shelter Fund, a 501 (c) (3) non-profit have been exploring options to build a new adequate shelter for some time to replace our current Ingham County Animal Control Department/Shelter. These organizations have identified private individuals that are interested in fund raising and donating funds to build a new Animal Control Department/Shelter Facility. This previous resolution authorized the County to conduct a Request for Proposal process to identify an Architectural/Engineering firm to conduct a building assessment of the Ingham County Annex Facility in Mason. That RFP process has identified the Hobbs and Black Architectural/Engineering firm as the most qualified firm for this project. This is a necessary step in order to identify the actual estimated costs to renovate the facility. Then a third Resolution will be presented to conduct Phase II: Construction/Renovation Final Design Bid Documents along with a plan to finance the project. The key here is what portion of those costs will be financed from County funds and what portion will be financed from donated funds. (See attached memo for details.)

6. *MSU Extension – Resolution to Authorize an Amendment to the Agreement for Extension Services Between Michigan State University and Ingham County*

This resolution amends the agreement for extension services between Michigan State University and Ingham County. Resolution #12-426 authorized the annual work plan agreement between Ingham County and Michigan State University Extension (MSUE). The 2013 work plan required MSUE to provide 0.8 FTE Extension Educator (Horticulture) at an annual cost to Ingham County of \$71,200. Due to retirement, this position has been vacant since May 2013 and will not be occupied until January 1, 2014; and since there is a vacancy in the Extension Educator (Horticulture) position from 6/01/13 to 12/31/13, MSUE has agreed that the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533. This will reduce the annual cost to Ingham County from \$186,469 to \$144,936.

7. *Health Department - Resolution to Authorize a Letter of Agreement Between the Ingham County Health Department, Power of We Consortium and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties*

This resolution authorizes a Letter of Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties to fund the Power of We Consortium Community Data Committee Ad-Hoc Committee for the period September 25, 2013 through September 24, 2014. The \$20,000 provided by CMH will be used for convening, planning, staff time, and the development of a work plan aimed at identifying a needs assessment project to incorporate Community Mental Health indicators into the *Power of We Consortium's Indicators of Well-Being Report*.

8a. *Potter Park Zoo – Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)*

Potter Park Zoo was offered an opportunity to participate in a program through MMRMA providing financial assistance toward the purchase of materials that encourage a safer and more efficient zoo facility. Grant funds will be used to reimburse Potter Park Zoo for half the cost of a grill guard for the zoo patrol vehicle. The grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed. This resolution will authorize acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant award for a grill guard for the patrol car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA).

8b. *Potter Park Zoo – Resolution Authorizing the Potter Park Zoological Society to Retain Admission Monies for the Boo at the Zoo Event*

Potter Park Zoological Society is a private, 501(c) 3 nonprofit fundraising organizations that raises funds to support the Potter Park Zoo. Ingham County supports Potter Park Zoological Society fundraising events by allowing the Society to retain admission monies for Zoo Days which take place during normal hours of operation and Wonderland of Lights operating after hours. One Society event, "Boo at the Zoo," is a four day event which operates from 12:00-4:00 pm, two weekends in October. Potter Park Zoological Society provides necessary personnel to plan, implement, and facilitate "Boo at the Zoo". This resolution will authorize the Potter Park Zoological Society to retain admission monies for the Boo at the Zoo event.

9. Parks – *Resolution Authorizing an Amendment to the 2014 Ingham County Parks Fee Schedule*

The Ingham County Parks and Recreation Commission passed a resolution to eliminate a special event fee assessed against various special events held in the parks. Part of the special event process is to provide shelter space for free (to non-profit groups only) but charge the special event fee. This fee was approved by the County to offset labor costs associated with events. Through elimination of the special event fee and charging the shelter rental fee, event sponsors will pay a slightly lower cost and the Department will save a great deal of administrative time.

This resolution also authorizes an annual transfer of shelter fees collected for special events to the Parks Operating Fund (F208). This will offset the labor costs in that budget and streamline the process for both the customers and staff.

BOARD REFERRAL:

10. Board Referral - *Letter from David C. Lee, East Lansing City Assessor, with the 2013 Assessing Officers Report for Industrial Facility Exemption Certificates for the City of East Lansing*

Agenda Item 1

To: Finance Committee
Ingham County Board of Commissioners

From: Douglas Stover, Director
Equalization/Tax Mapping

Date: September 13, 2013

Re: 2013 County Apportionment Report

Attached please find the resolution approving the 2013 apportionment report for presentation at the Finance Committee meeting on October 2, 2013. The Apportionment Report is not complete at this time. I will distribute the report to you prior to the meeting.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2013 APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on taxable valuations of real and personal property within the county.

THEREFORE BE IT RESOLVED that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2013 is hereby approved.

Agenda Item 2

TO: Law & Courts and Finance Committees

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

DATE: September 13, 2013

RE: EMPG grant for the FY2013

This resolution is to accept the funds for the EMPG grant for the FY2013. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (SGT Robert Ott). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the MI State Police. This year's amount is \$45,939.00 which is 38.0896% of the Program Manager's reported Salary & Benefits.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2013

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2013, required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the FY 2013 the Emergency Management Performance Grant from the State of Michigan for \$45,939.00, for the time period of October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2013 Budget.

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

Agenda Item 3

TO: Law and Courts and Finance Committees
FROM: Mary Sabaj
Community Corrections Manager
DATE: September 17, 2013
RE: Contract with the City of Lansing for FY 2013-2014

This Resolution approves entering a contract with the City of Lansing for \$12,500 to be used to support CCAB administrative costs and collaborative efforts with the 54-A District Court and Probation Office.

The contract allocates the funds as follows:

CCAB Manager Personnel Costs	\$ 5,740
CCAB Operating Expenses:	\$ 6,760
Staff Consultant Contract	\$5,740
Public Education & Training	\$1,020
Total	\$12,500

Collaborative Efforts with the 54-A District Court and Probation Office include the following:

Work with 54-A Probation, CEI-CMH Coordinating Agency, treatment providers, and jail personnel, to facilitate and coordinate substance abuse assessments and the transfer of 54-A District Court sentenced inmates from the jail to residential treatment programs.

Include 54-A District Court and Probation personnel in 100% of all Jail Utilization Coordinating Committee (JUCC) meetings and/or other related committee meetings and activities.

Obtain FY 2013-2014 State of Michigan Department of Corrections – Office of Community Corrections funding for community-based sanctions and services.

Provide jail resource utilization information to increase awareness regarding utilization by responding to specific data requests from 54-A District Court Judges and Probation in cases where the data is available and by distributing the following data reports on an ongoing basis to 54-A District Court and Probation personnel.

Co-sponsor “Women Achieving Success” education and training workshops for women probationers and parolees in collaboration with the Circuit Court, 54-A and 55th District Courts for the purpose of providing information and resources for taking control of their lives and maintaining successful and productive lives in the community.

Provide an in-jail education opportunity for inmates to begin the process of change by gaining an understanding of basic cognitive change skills.

Introduced by Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF LANSING
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING
COMMUNITY CORRECTIONS FOR THE CITY 2013-2014 FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to Community Corrections for the City 2013-2014 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$12,500 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$12,500 for the time period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 4

To: Ingham County Finance and Law & Courts Committees
From: John Neilsen, Deputy Controller
Date: September 20, 2013
Re: Resolution to Authorizing 2014 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2014 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$96,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Law & Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #13-329, "Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar", and other background material were distributed to the Board of Commissioners at their September 24, 2013 meeting per the adopted Calendar.

The current 2013 allocation is as follows:

- Child and Family Services Capital Area	\$ 46,500
- Resolution Services Center of Central Michigan	23,500
- Lansing Teen Court	<u>30,000</u>
	\$ 100,000

For 2014, \$96,000 is available for this purpose, the requests exceed available funds by \$5,500.

For 2014 the individual agency requests for funds are:

- Child and Family Services Capital Area	\$ 46,500
- Resolution Services Center of Central Michigan	25,000
- Lansing Teen Court	<u>30,000</u>
	\$101,500

This will be the seventh Juvenile Justice Community Agency Process. The second round was for eighteen months for the time period July 1, 2007 through December 31, 2008, as a one-time transitional process. For the third round and hereafter the Juvenile Justice Community Agency Process is an annual process for the duration of the millage period to coincide with the County calendar fiscal year.

This resolution is consistent with a Board of Commissioners' 2014 Budget priority objective as adopted by Resolution #13-187.

e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2014 AGREEMENTS FOR JUVENILE JUSTICE
COMMUNITY AGENCIES**

WHEREAS, a Juvenile Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006 and 2012 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #13-329 reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2014 Juvenile Justice Community Agency Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2014 through December 31, 2014, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2014 Budget as stated below, and for the services to Ingham County residents previously approved by the Judiciary Committee:

Child and Family Services Capital Area	\$
Resolution Services Center of Central Michigan	\$
Lansing Teen Court	\$

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

Agenda Item 5

Dear Commissioners:

Our community can take great pride in having an animal Shelter filled with caring, skilled and dedicated staff and volunteers. Through a unique and successful partnership utilizing public and private dollars, Ingham County Animal Control with the support of the Ingham County Animal Shelter Fund operates a cruelty investigation program, lost and found registry, neighborhood licensing and vaccination program, low cost or free spay/neuter program, pet food assistance food bank and free dog house and straw program, and a foster home program. A newly established community outreach center in Lansing provides resources to pet owners and citizens who otherwise would not be able to access services in Mason due to logistics and lack of transportation. The proactive center also includes a humane education component for the at-risk youth in the area and is staffed entirely through volunteers.

Through ICAC, thousands of children and adults have had the chance to adopt a lifelong friend and companion; making possible a lifetime of love to countless animals.

Originally built in 1971, added onto and renovated several times, the Shelter is deteriorating due to age and the constant wear and tear of the thousands of animals and people that come through its doors annually. Lack of space makes renovations and additions impossible. It is time to re-build.

ICAC is taking steps to lay the foundation for a new Shelter; one that will withstand decades more of nonstop activity and provide respite to the animals that come to us. We have completed a needs assessment and a general building study and identified an underutilized county facility which potentially could undergo extensive rehabilitation to house the proposed Shelter.

The Ingham County Facilities Director, the Purchasing Director and several members of the Ingham County Shelter Fund Board along with the animal control director mutually agree that the Hobbs and Black Architectural/Engineering firm is best suited to conduct Phase I of the building assessment. Based on their experience in the construction of animal shelters we feel confident they were the best choice.

We are now working to assess the potential for community support for a new facility. We have enlisted the assistance of Castle & Associates, Inc. to interview a cross-section of community members to gather information to help us decide our Shelter's future.

Should you have any questions please do not hesitate to contact Jamie McAloon-Lampman, Director, at 517-676-8376 or ac_mcaloon@ingham.org.

I recommend your adoption of the attached Resolution.

Thank you so very much.

Jamie McAloon Lampman

MEMORANDUM

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

FROM: Jim Hudgins, Director, Purchasing Department

DATE: September 13, 2013

SUBJECT: Proposal Summary for a Building Assessment of the Annex Building as a Possible Future Facility for the Animal Control Shelter

Project Description:

Ingham County sought proposals from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide for a building assessment of the Annex Building located in Mason, Michigan. The purpose of the building assessment is to evaluate the Annex Building as a possible future facility to house the Ingham County Animal Control Shelter.

Proposal Summary:

Vendors contacted: 70 Local: 19
 Vendors responding: 8 Local: 2

Company Name	Phase I Preliminary Design Services Cost	Phase II Construction Services (Assuming Starting Phase II within 1 Year from Completing Phase I)	Grand Total	Alternate #1: Phase II Construction (Assuming Starting Phase II within 2 Years from Completing Phase I)	Alt #1 Grand Total	Local
Bud Design & Engineering Services, Inc	\$17,900	\$73,500	\$91,400	\$73,500	\$91,400	No - Grand Blanc
Mayotte Group Architects	\$39,000	\$84,500	\$123,500	\$87,000	\$126,000	No - Lansing (Eaton County)
Hobbs+Black Associates, Inc	\$42,243	\$96,730	\$138,973	\$100,575	\$142,818	Yes - Lansing
Straub Pettitt Yaste	\$32,000	\$168,100	\$200,100	\$173,100	\$205,100	No - Clawson
Wigen Tincknell Meyer & Associates, Inc	\$59,866	\$154,665	\$214,531	\$162,368	\$222,234	No - Saginaw
M.C. Smith Associates and Architectural Group, Inc	\$44,178	\$178,500	\$222,678	\$183,855	\$228,333	No - East Grand Rapids
C2AE	\$42,500	\$205,500	\$248,000	\$205,500.00	\$248,000	Yes - Lansing
CHMP Inc	\$67,100	\$416,738	\$483,838	\$433,300	\$500,400	No - Grand Blanc

Local vendors not responding:

K L Design Group, LLC, East Lansing – No bid submitted due to their work load.

LSG Engineers & Surveyors, Inc., Lansing - No bid submitted due to their work load; however they would like to donate their Topographic and Boundary Surveying services for this project at no cost.

DLZ Michigan, Inc, Lansing – No bid submitted, no reason provided.

Other vendors not responding:

William A. Kibbe Associates, Saginaw – No bid submitted due to their work load.

Recommendation:

The Evaluation Committee recommends awarding a contract to Hobbs+Black Associates, Inc. In addition to submitting a responsive bid, Hobbs+Black Associates, Inc is a local vendor, licensed, insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the City Pulse, El Central, numerous construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ARCHITECTURAL/ENGINEERING FIRM OF
HOBBS AND BLACK TO CONDUCT A BUILDING ASSESSMENT OF THE INGHAM COUNTY
ANNEX FACILITY IN MASON**

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to ensuring a safe productive work environment along with clean and healthy facilities for animals, staff, volunteers, trustees and visitors, it requires adequate and necessary space and equipment to meet those needs; and

WHEREAS, each year more the more than 3,500 animals require shelter at ICAC and over 12,000 visitors come to the shelter annually, and over 8,000 citizen complaints are dispatched to animal control officers from this location; and

WHEREAS, as a result of limited space, the shelter lacks adequate storage, work space, customer service areas and cramped and outdated animal quarters, and a new facility will assist in addressing these issues; and

WHEREAS, the Ingham County Animal Control Department, Ingham County Animal Control Advisory Committee, and Ingham County Animal Shelter Fund, a 501 (c) (3) non-profit have been exploring options to build a new adequate shelter for some time; and

WHEREAS, the Ingham County Animal Control Department has identified private individuals that are interested in fund raising and donating funds to build a new Animal Control Department/Shelter Facility; and

WHEREAS, Ingham County has a facility located in Mason commonly known as the Ingham County Annex Facility located on 1.23 acres at 407 North Cedar that may be suitable for a new Animal Control Department/Shelter Facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to hire the firm of Hobbs and Black Architectural/Engineering firm to conduct Phase I of a building assessment of the Ingham County Annex Facility in Mason for a cost of \$42,243 pursuant to their Proposal dated July 2, 2013 in response to RFP #59-13, Architectural and Engineering Services for a Building Assessment of the Annex Building.

- 1) Phase I: Preliminary Conceptual Design and Projected Construction/Renovation Costs, which would include a 3-D rendering of the proposed site and Animal Control Department/Shelter Facility.
- 2) Phase II: Construction/Renovation Final Design Bid Documents is contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$42,243 from the 2013 Ingham County Contingency Fund to the Facilities Budget for this purpose.

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

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Amendment to the Agreement with Michigan State University for Extension Services
DATE: September 19, 2013

Resolution #12-426 authorized the annual work plan agreement between Ingham County and Michigan State University Extension (MSUE). The 2013 work plan required MSUE to provide 0.8 FTE Extension Educator (Horticulture) at an annual cost to Ingham County of \$71,200.

Due to retirement, this position has been vacant since May 2013 and will not be occupied until January 1, 2014; and since there is a vacancy in the Extension Educator (Horticulture) position from 6/01/13 to 12/31/13, MSUE has agreed that the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533. This will reduce the annual cost to Ingham County from \$186,469 to \$144,936.

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT FOR
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY**

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 through December 31, 2016; and

WHEREAS, the annual work plan for 2013 was approved through Resolution #12-426; and

WHEREAS, the 2013 work plan required MSUE to provide 0.8 FTE Extension Educator (Horticulture) at an annual cost to Ingham County of \$71,200; and

WHEREAS, due to retirement, this position has been vacant since May 2013 and will not be occupied until January 1, 2014; and

WHEREAS, due to the vacancy in the Extension Educator (Horticulture) position from 6/01/13 to 12/31/13, MSUE has agreed that the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the amended Annual Work Plan (attached) that includes a county assessment of \$144,936 with MSU Extension for the period of January 1, 2013 through December 31, 2013 for delivery of Extension services and education.

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

Amendment EXHIBIT A: Annual Work Plan (Ingham, 2013)

- 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).
The support ends on May 31, 2013, due to the position being vacant from June 1, 2013 to December 31, 2013. The position will be filled on January 1, 2014.
 3. 1.5 FTE 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office.
 1. No additional 4-H program coordinators/other paraprofessional at _____ (FTE * rate).
 2. Administrative oversight included in annual assessment.
 3. Access to extension educators with expertise in each of the MSUE Institutes included in annual assessment.
 4. 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.
 5. 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 \$115,269 and \$71,200 for additional personnel, as described above in Section A.
Due to the vacancy in the extension educator (horticulture) position from 6/01/13 to 12/31/13, as listed in A-2 of this document, the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533.
- C. Assessment to County:
- For the period January 1, 2013, to December 31, 2013, the County shall pay to MSU \$144,936, which is the cost of the assessment plus any additional personnel costs. For the period 1/01/13 to 6/30/13, the county shall pay to MSUE \$87,302, and for the period of 7/01/13 to 12/31/13, the county will pay to MSU \$57,634, which is the cost of the assessment plus 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: _____

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, Ph.D., Health Officer

DATE: September 17, 2013

RE: Resolution to Authorize a Letter of Agreement Between Ingham County Health Department, Power of We Consortium and Community Mental Health Authority of Clinton, Eaton and Ingham Counties

This is a recommendation to authorize a Letter of Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties to fund the Power of We Consortium Community Data Committee Ad-Hoc Committee. Funds will be used for convening's, planning, staff time, and the development of a work plan aimed at identifying a needs assessment project to incorporate Community Mental Health indicators into the *Power of We Consortium's Indicators of Well-Being Report*.

The Power of We Consortium, formerly the Ingham Interagency Human Services Advisory Committee (HSAC), is an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promote systems reform in Ingham County. The PWC is often referred to as a "community collaborative" or a "network of networks" and capitalizes on the power of social capital (such as trust, civic involvement, and connection) and diversity to achieve positive results for the community.

The Community Data Committee of the Power of We Consortium was developed in response to a clear and urgent need for scale appropriate data that informed local residents, service providers, local governments, and policy makers about the most pressing issues that impact the health and well-being of our community.

The Community Data Committee is comprised of a wide representation of organizations across the Tri-county area including Tri County Regional Planning Commission, Michigan State University, Barry-Eaton District Health Department, Ingham County MSU Extension, Ingham County Health Department, Mid-Michigan District Health Department, Michigan Department of Education, CEI Community Mental Health, Eaton ISD, Ingham ISD, Birth to Five Great Start Collaborative, Tri-County Office on Aging, City of Lansing, Ingham County Commissioners, Capital Area United Way, and Public Sector Consultants.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the Letter of Agreement to accept \$20,000 from the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the period September 25, 2013 through September 24, 2014.

c: Debbie Edokpolo w/attachment
John Jacobs w/attachment
Isaias Solis w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LETTER OF AGREEMENT BETWEEN THE INGHAM COUNTY HEALTH DEPARTMENT, POWER OF WE CONSORTIUM AND THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES

WHEREAS, the Power of We Consortium, formerly the Ingham Interagency Human Services Advisory Committee (HSAC), is an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promotes systems reform in Ingham County; and

WHEREAS, the Community Data Committee of the Power of We Consortium was developed in response to a clear and urgent need for scale appropriate data that informed local residents, service providers, local governments, and policy makers about the most pressing issues that impact the health and well-being of our community; and

WHEREAS, the purpose of the funds are to enhance data collection mechanisms via the development of a work plan aimed at identifying a needs assessment project to incorporate Community Mental Health indicators into the *Power of We Consortium's Indicators of Well-Being Report*; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the CEICMH funds by allocating the aforementioned amounts to the Community Data Committee to conduct a more comprehensive community health assessment; and

WHEREAS, in an effort to make the most of Ingham County's resources, Community Mental Health of CEI recognizes the value of, and is committed to, hundreds of partnerships with a wide range of parties. These partnerships, carried out in the form of multiple party collaborative efforts and two-party agreements, are fundamental to the provision of comprehensive and seamless mental health care service delivery; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a Letter of Agreement between the Ingham County Health Department's Power of We Consortium and Community mental health Authority of Clinton, Eaton, and Ingham Counties in the amount of \$20,000 for the period of September 25, 2013 through September 24, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a Letter of Agreement between the Ingham County Health Department's Power of We Consortium and Community Mental Health Authority of Clinton, Eaton and Ingham Counties in the amount of \$20,000 for the period of September 25, 2013 through September 24, 2014.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department's budget.

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



MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

August 26, 2013

James Tissot
Ingham County
1301 South Pennsylvania Avenue
Lansing, MI 48912

RE: RAP

Dear Mr. Tissot:

I am pleased to inform you that the RAP application for your Bumper Guard project was approved. The Committee authorized 50% funding up to a maximum of \$250 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Ingham County of their payment of the project in full. Please send proof of payment along with invoice copies or other documentation of the expenditure. Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Ingham County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

Charles Schwab
Director of Risk Management

CS/llk

cc: Jill Rhode, Director of Finance Services
Boyd M. Smith, MMRMA Risk Manager

BOARD OF DIRECTORS

NICHOLE BOGARD Chair Huron County	DEBRA KUZICKY Vice Chair Washtenaw County	WILL REALE Family Clermont	BOB WILSON City of Ann Arbor	CHRIS FORT City of Warren	ROCKY TOWNSON Genesee County	WILL ALBY City of Grand Haven	RICHARD BEAINE City of Farmington Hills	JAMES CHARNEY City of Southfield	WILLIAM WELLS City of Westland
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1100-08 L. 0-0000, Rev. 04/01/08

14001 Meridian Road • Livonia, MI 48151 • 734.513.0300 • 800.240.1026 • FAX 734.513.0308 • www.mmrra.org

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$250.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A GRILL GUARD FOR THE PATROL CAR AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo was offered the chance to participate in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for the patrol vehicle at Potter Park Zoo; and

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the grant funds from MMRMA in the amount of \$250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE POTTER PARK ZOOLOGICAL SOCIETY TO
RETAIN ADMISSION MONIES FOR THE BOO AT THE ZOO EVENT**

WHEREAS, the Potter Park Zoological Society is a private, 501(c) 3 nonprofit fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, Ingham County supports Potter Park Zoological Society fundraising events by allowing the Society to retain admission monies for Zoo Days which take place during normal hours of operation and Wonderland of Lights operating after hours; and

WHEREAS, the Society event, “Boo at the Zoo” is a four day event which operates from 12:00-4:00 pm, two weekends in October; and

WHEREAS, Ingham County retains all admission monies for the four day “Boo at the Zoo” event; and

WHEREAS, last year, Boo at the Zoo admissions amounted to \$22,500 for the four event days and parking amounted to \$7,790; and

WHEREAS, the Potter Park Zoological Society provides the personnel, both paid staff and volunteers to plan, implement, and facilitate “Boo at the Zoo”.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes, from this day forward Potter Park Zoological Society shall retain all admission monies for the four day event, “Boo at the Zoo” when it takes place in October of each year.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 11, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Amendment to the
2014 Ingham County Parks Fee Schedule

This resolution authorizes an amendment to the 2014 Ingham County Parks fees.

The Ingham County Parks & Recreation Commission passed resolution #14-13 which eliminates the special event fee that is assessed to the various special events held in the parks. Part of the special event process is to provide shelter space for free (to non-profit groups only) but charge the special event fee. This fee was approved by the Ingham County Board of Commissioners resolution #11-165, to offset labor costs associated with events.

Staff has identified an excessive amount of administrative time associated with the implementation of this fee and that it is cumbersome and inefficient.

The special event fee offsets the labor costs within the Departments 208 operational budget. Shelter fees are part of our 508 Enterprise budget. By eliminating the special event fee and charging the shelter rental fee, the event will pay a slightly lower cost and the Department will save a great deal of administrative time.

This resolution also authorizes a once yearly transfer of the shelter fees collected for special events to the 208 fund. This will offset the labor costs in that budget and streamline the process for both the customer and staff.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE
2014 INGHAM COUNTY PARKS FEE SCHEDULE**

WHEREAS, Board of Commissioner Resolution #11-165 approved the 2014 Ingham County Parks Fee Schedule; and

WHEREAS, in 2011 a special event fee was proposed and approved by the Board of Commissioners in an effort to recoup labor costs associated with special events in the parks; and

WHEREAS, the collection of the special event fee has proved to be a cumbersome and inefficient process; and

WHEREAS, currently special events are not charged for the use of the shelter for their events; and

WHEREAS, a great deal of administrative time can be saved and the special event fee process can be streamlined for the customer by charging groups for the shelters needed based on their proposed attendance vs. a special event fee charge; and

WHEREAS, the difference in revenue which would be collected for shelter fees vs. special event fees was calculated and the difference was less than \$300.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an amendment to the 2014 Ingham County Parks Fee Schedule with the elimination of the current special event fee.

BE IT FURTHER RESOLVED, because special event fees support the Parks 208 General Operating Fund shelter fees generated by special events will be transferred annually from the Parks 508 Fund to the Parks 208 Fund.



AGENDA ITEM # 10

CITY OF EAST LANSING
The Home of Michigan State University

September 11, 2013

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

RECEIVED
SEP 12 2013

Dear Board of Commissioners:

Please find enclosed Form 4564, *Assessing Officers Report for Industrial Facility Exemption Certificates*, for the City of East Lansing for 2013.

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 2013.

410 Abbot Road
East Lansing, MI 48823
(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

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, 2012 for the 2013 Tax Year

Due by October 15, 2013 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 School District Codes Enter this reference number
Code School District on subsequent pages

33010	EAST LANSING	1
		2
		3
		4
		5
		6

SCHOOL SUMMARY

School District	New	Replacement	TOTALS
EAST LANSING	\$0	\$97,300	\$97,300
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Grand Total	\$0	\$97,300	\$97,300

School Summary Totals include Renaissance Zone exempt taxable value

SUMMARY

	Taxable Value of IFT Personal on Industrial Class Land	Taxable Value of IFT Personal on Commercial Class Land	Taxable Value of all other IFT Personal	Taxable Value of IFT Real	Total Taxable Value
Total New	\$0	\$0	\$0	\$0	\$0
Total Replacement	\$0			\$97,300	\$97,300
Grand Total	\$0	\$0	\$0	\$97,300	\$97,300

Summary Totals exclude Renaissance Zone exempt taxable value

This report is to be sent certified mail (MCL 207.567(2)) to:

- Michigan Department of Treasury, Local Audit and Finance Division, PO Box 30728, Lansing, MI 48909-8228.
- Each tax levying unit involving the certified property.
- The holder of the certificate.

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