

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
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 16, 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 25, 2013](#) and [October 2, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. 55th District Court
 - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office-Michigan Drug Court Grant Program ([SCAO-MDCGP](#)) and Enter into Subcontracts
 - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program ([SCAO-MMHCGP](#)), Hire a Probation Officer and Enter into Subcontracts
2. Circuit Court /Friend of the Court - Resolution to Authorize a Lease Extension Agreement for the Friend of the Court [Safe Haven](#) Grant Program
3. Community Corrections Advisory Board - Resolution Authorizing the Selection of and Entering into a Contract with [Sentinel Offender Services](#) to Provide an Offender and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
4. Circuit Court /Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County [Family Dependency](#) Treatment Court
5. Veteran's Affairs - Resolution Accepting a Grant from the Michigan Department of Military and Veteran Affairs for the Purpose of Increasing Awareness of Veteran [Benefits](#)
6. Health Department - Resolution to Authorize an Agreement with Intelligent Medical Objects, Inc. ([IMO, Inc.](#)) for IMO Problem IT Terminology Service
7. Ingham County HazMat Team - Resolution to Update the Ingham County Hazmat Team Operation Procedures [Manual](#) and Cost Recovery Fee Schedule

8. Fair - Resolution Authorizing Entering into a Contract with [Ace Pyro, LLC](#) to Provide the Fireworks Show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds
9. Department of Roads - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Roads in Relation to Federally Funded [Bridge Projects](#) Located at Noble Road Over Doan Creek Gale Road Over Willow Creek
10. Financial Services
 - a. Resolution to Accept the Recommendation of the Ingham County [Health Care Coalition](#) for Employee Benefits for 2014 and Authorizing Letters of Agreement with Bargaining Units
 - b. Resolution to Authorize the Implementation of an Employee's Cost Sharing Agreement for [Dental and Vision](#)
11. Parks Department - Resolution Approving a Contract Amendment with [Superparks LLC](#) (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park
12. Controller / Administrator's Office
 - a. Resolution to Authorize Participation in U.S. Geological Survey Enhanced [Flood](#) Warning System
 - b. Ingham County 2014 General [Appropriations](#) Resolution
 - c. Resolution Authorizing Entering into a 9-1-1 Telephone System Agreement with [Carousel Industries, Inc.](#) for the Ingham County 9-1-1 Central Dispatch Center
 - d. Resolution Authorizing Entering into a 9-1-1 Telephone System Maintenance Agreement with [Carousel Industries, Inc.](#) for the Ingham County 9-1-1 Central Dispatch Center
 - e. Resolution to [Restructure](#) Controller/Administrator Office Positions
 - f. Resolution to Approve a One-Time Lump Sum Wage [Supplement](#) to Certain Employees of Ingham County
13. Board Referral – Letter from the Charter Township of [Meridian](#) Advising that the Zoning Board of Appeals of the Charter Township of Meridian has Scheduled a Public Hearing for Wednesday, October 9, 2013 Regarding a Variance Request from Joan Allman (Laurie) Blosser

Announcements
Public Comment
Adjournment

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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 25, 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, Deb Nolan, Kara Hope, Timothy Dolehanty, John Neilsen, Jared Cypher, Beth Hamilton, Renée Branch Canady, John Jacobs, Debbie Edokpolo, Allan Spyke, Gene Wriggelsworth, Willis Bennett, Travis Parsons, Bill Conklin, Chuck Gray, Mark Stevens and others

The meeting was called to order by Chairperson McGrain at 5:35 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Additions to the Agenda

Limited Public Comment - Additional Information: Handout “One-Time Lump Sum Wage Supplement Options”

Limited Public Comment

Comm. Nolan stated she understands the importance of the Sheriff’s request for a lobby attendant and agrees; however, there are Z-List Funds remaining. She stated although it is not a significant amount of money for the employees it lets them know the Commissioners are thinking about them and understand their sacrifices. She referred to the options in the handout and suggested a thank you letter accompany the supplement. The Committee briefly discussed the various options presented, in addition to, fund balances.

Chuck Gray, UAW, thanked the Committee for their consideration and acknowledgement of the employees sacrifices.

1. Overview of Liaison Committee Recommendations

Comm. McGrain pointed out the Z-List items are identified in the blue packet.

2. Review and Action on Law & Courts Committee Recommendations
3. Review and Action on Human Services Committee Recommendations
4. Review and Action on County Services Committee Recommendations

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE LAW & COURTS COMMITTEE, HUMAN SERVICES COMMITTEE AND COUNTY SERVICES COMMITTEE RECOMMENDATIONS.

Comm. Schafer informed the Committee he will be voting no because he believes the Sheriff’s Office has had more reductions than it deserves. He also expressed his concern for school safety.

Comm. Vickers asked to divide the question by Committee. Chairperson McGrain agreed to do so.

Law & Courts:

MOTION, TO APPROVE THE LAW & COURTS COMMITTEE RECOMMENDATION, CARRIED with Comms. Vickers and Schafer Voting “no”. Absent: Comm. Bahar-Cook and Comm. Koenig

Human Services:

MOTION, TO APPROVE THE HUMAN SERVICES COMMITTEE RECOMMENDATION, CARRIED with Comm. Schafer Voting “no”. Absent: Comm. Bahar-Cook and Comm. Koenig

County Services:

MOTION, TO APPROVE THE COUNTY SERVICES COMMITTEE RECOMMENDATION, CARRIED with Comm. Schafer Voting “no”. Absent: Comm. Bahar-Cook and Comm. Koenig

5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

Comm. Schafer expressed his concern that the return on investment rate seems unrealistically high for the retirement plan. Comm. Tennis noted that the rate is set by MERS and not the County staff, furthermore, the rate it is established by an actuarial analysis over a 20 to 25 year period. Comm. Tennis informed the Committee that he recently attended a retirement presentation by the Office of Retirement Services at the State of Michigan then shared the average rate of return state employees have seen over the years.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO INCORPORATE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUNDS INTO RECOMMENDED BUDGET, AS FOLLOWS:

LAW & COURTS: \$19,822 FOR A 0.5 LOBBY CONTROL POSITION WITH THE SHERIFF’S DEPARTMENT AND OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT.

COUNTY SERVICES: \$7,895.00 IN OPERATIONAL FUNDING FOR THE INGHAM CONSERVATION DISTRICT FROM THE INGHAM COUNTY BOARD OF COMMISSIONERS.

HUMAN SERVICES: \$14,280 TO THE COMMUNITY AGENCIES BUDGET INCREASING THE TOTAL TO \$200,000

(COMM. BAHAR-COOK ARRIVED AT 5:54 P.M.)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

Comm. McGrain informed the Committee that he and Comm. Nolan toured the 2-1-1 Call Center in Jackson, Michigan. He stated that the 2-1-1 Center has a significant shortfall in their operating revenue due in part to state level cuts. He suggested adding \$10,000 or \$12,000 to the Z-List because Ingham County residents are one-third of the 2-1-1 calls. Comm. McGrain described the 2-1-1 services.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. ANTHONY, TO INCORPORATE \$12,000 TO THE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUNDS FOR THE UNITED WAY 2-1-1.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

Comm. Tennis suggested adding the One-Time Lump Sum Wage Supplement Option to the Z-List for the purpose of discussion.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFER, TO INCORPORATE A \$150.00 ONE-TIME LUMP SUM WAGE SUPPLEMENT OPTION TO THE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUNDS.

The Committee discussed funding, contingency fund balance and budget years 2013 and 2014.

MOVED BY COMM. VICKERS TO AMEND THE AMOUNT FROM \$150.00 TO A \$200.00 ONE-TIME LUMP SUM WAGE SUPPLEMENT OPTION TO THE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUNDS.

MOTION FAILED DUE TO LACK OF SUPPORT. Absent: Comm. Koenig

The Committee discussed the amount of the wage supplement and Commissioner Nolan's intent, along with, contingency funds, reserves, the public improvement fund and returning unused Z-List funds to the general fund. Comm. McGrain questioned the reserve fund balance. Ms. Morton provided the reserve fund balance. He then stated he would prefer returning money to the general fund balance.

MOTION, TO INCORPORATE A \$150.00 ONE-TIME LUMP SUM WAGE SUPPLEMENT OPTION TO THE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUNDS, CARRIED with Comms. McGrain and Bahar-Cook Voting "no". Absent: Comm. Koenig

The Committee discussed the relationship and activities of the Conservation District, prior funding and the return on investment. Comm. Vickers further described the Conservation District activities and how they differ from the Drain Commission and the Agricultural Preservation Board notably soil analysis and natural habitats for animals. Comm. Nolan informed the Committee that she voted no on this at the County Services Budget Hearing.

(Comm. Koenig arrived at 6:12 pm.)

Comm. McGrain reviewed the following items to be placed on the Z-List: Conservation District, \$7,895.00; Community Agencies, \$14,280; Sheriff's Office 0.5 Lobby Control Position, \$19,822; United Way 2-11, \$12,000 and One-Time Lump Sum Wage Supplement, \$225,742.50.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE INCORPORATING ALL STRATEGIC PLANNING INITIATIVE (Z-LIST) ITEMS AND PUT THE REMAINDER BACK INTO THE FUND BALANCE.

Comm. Bahar-Cook expressed her concern that reserves are still being used, in addition to, using funds in the correct budget year. The Committee discussed the specifics of the wage supplement including the use of funds in the 2013 and 2014 budget years, budget adjustments, reopeners, anticipated date of disbursement, staff processing hours and employee exclusions for example: elected officials and seasonal employees. The Committee acknowledged that this item needs to be clearly defined in order to move forward. Ms. Morton suggested presenting a resolution at the County Services Liaison Meeting that defines the intent, process and funding. The Committee agreed.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. VICKERS, TO REMOVE THE A \$150.00 ONE-TIME LUMP SUM WAGE SUPPLEMENT OPTION FROM THE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUNDS.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO PLACE \$246,003 INTO THE FUND BALANCE.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE ALL THE ITEMS ON THE STRATEGIC PLANNING INITIATIVE (Z-LIST):

Comm. Anthony asked to divide the question by item. Chairperson McGrain agreed to do so.

1. \$7,895.00: Conservation District

MOTION TO APPROVE \$7,895 FOR THE CONSERVATION DISTRICT CARRIED with Comm. Anthony Voting "no".

2. \$14,280: Community Agencies

MOTION, TO APPROVE \$14,280 FOR THE COMMUNITY AGENCIES CARRIED UNANIMOUSLY.

3. \$19,822: for a 0.5 Lobby Control Position with the Sheriff's Department and Office of Homeland Security and Emergency Management

MOTION TO APPROVE \$19,822 FOR A 0.5 LOBBY CONTROL POSITION CARRIED UNANIMOUSLY.

4. \$12,000: United Way 2-1-1

MOTION, TO APPROVE \$12,000 FOR THE UNITED WAY 2-1-1, CARRIED UNANIMOUSLY.

5. \$246,003.00 Return to the Fund Balance

MOTION TO APPROVE RETURNING \$246,003 TO FUND BALANCE CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO SUSPEND THE BOARD RULES TO ALLOW COMMS. KOENIG AND BAHAR-COOK TO VOTE ON AGENDA ITEMS 2, 3 AND 4.

MOTION CARRIED UNANIMOUSLY.

Comm. Bahar-Cook and Comm. Koenig each voted yes to approve Agenda Items 2, 3 and 4

6. Adoption of Finance Recommended Budget

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE FINANCE COMMITTEE RECOMMENDED BUDGET, PLACING \$53,997 IN THE STRATEGIC PLANNING INITIATIVE (Z-LIST) FUND AND THE REMAINING \$246,003 INTO FUND BALANCE.

MOTION TO APPROVE THE FINANCE COMMITTEE'S RECOMMENDATIONS, CARRIED with Comm. Schafer Voting "no".

Announcements

None.

Public Comment

Dr. Branch Canady thanked the Committee for the support for the United Way 2-1-1

The meeting adjourned at approximately 6:30 p.m.

Respectfully submitted,

Julie Buckmaster

FINANCE COMMITTEE
October 2, 2013
Minutes

Members Present: Sarah Anthony, Carol Koenig, Don Vickers and Randy Schafer

Members Absent: Brian McGrain, Rebecca Bahar-Cook and Todd Tennis

Others Present: Teri Morton, Becky Bennett, Doug Stover, Judge Boyd, Jim Hudgins, Renée Branch Canady, Willis Bennett and others.

The meeting was called to order by Vice-Chairperson Anthony at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the September 18, 2013 Minutes

The September 18, 2013 Minutes were approved as submitted.

Additions to the Agenda

4. Amended - Law & Courts Committee - Resolution Authorizing 2014 Agreements for Juvenile Justice Community Agencies. **The Law and Courts Committee amended the resolution as follows:**

Child and Family Services Capital Area	\$44,640
Resolution Services Center of Central Michigan	\$22,560
Lansing Teen Court	\$28,800

- 4a. Late - Resolution Approving the Appointment of Mark Blumer Attorney Magistrate of the 55th District Court
11. Late - Resolution to Authorize the Transfer of the Recording Secretary Position from the Board of Commissioners Office to the County Clerk’s Office

Limited Public Comment

None.

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

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

- 4a. Law & Courts Committee - Resolution Approving the Appointment of Mark Blumer Attorney Magistrate of the 55th District Court
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

MOTION CARRIED UNANIMOUSLY. Absent: Comms. McGrain, Bahar-Cook and Tennis

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

MOTION CARRIED UNANIMOUSLY. Absent: Comms. McGrain, Bahar-Cook and Tennis

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

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO APPROVE THE 2013 APPORTIONMENT REPORT.

Mr. Stover, Equalization Director, informed the Committee there were no changes since last year. He stated there may be an amendment coming in November depending on the results of a Williamston School District ballot question.

Comm. Vickers pointed out that Onondaga's state equalized value (SEV) is greater than Leslie Township.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. McGrain, Bahar-Cook and Tennis

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

The Board Referral was received and placed on file.

11. Resolution to Authorize the Transfer of the Recording Secretary Position from the Board of Commissioners Office to the County Clerk's Office

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSFER OF THE RECORDING SECRETARY POSITION FROM THE BOARD OF COMMISSIONERS OFFICE TO THE COUNTY CLERK'S OFFICE.

Ms. Bennett stated that it is the County Clerk's statutory duty to take the minutes for the Board of Commissioners meetings. She described two recent proposals from the Clerk. The first proposal would have the Recording Secretary working for the Clerk with several additional duties. The second proposal was amended to allow the Recording Secretary to continue working for the Board Coordinator but with additional duties. Ms. Bennett stated it is her opinion that it would not be physically possible for a part-time employee to handle the proposed workload and schedule.

Comm. Koenig asked Ms. Buckmaster, Recording Secretary, if things had remained the same would she have stayed in the position. Ms. Buckmaster answered yes, and it is not her desire to change jobs. Ms. Koenig asked if the Recording Secretary's duties remained exactly the way they are today, the same hours, the same position and the same work, then you would stay on with the County. Ms. Buckmaster asked if this would include Ms. Bennett as her supervisor. Comm. Koenig answered yes. Ms. Buckmaster answered yes. Comm. Koenig stated that she wanted this to be on the record.

Ms. Bennett pointed out that Ms. Buckmaster did try adding the regular Board meeting minutes to her schedule, along with the Liaison Committee minutes, when Mr. Bryanton was the County Clerk. The day and night schedule proved to be too demanding for a part-time employee. Comm. Koenig pointed out this is a transition that in her opinion the Commissioners do not want to see happen. Comm. Anthony agreed stating after speaking with Commissioners the sentiment has been if it is not broken don't fix it and there has not been anything wrong with the current system. However, to be compliant with Michigan Law something needs to take place.

Comm. Vickers questioned how this position was put under the responsibility of the Board of Commissioners, Board Coordinator, in the first place. Ms. Bennett stated this has been this way since she has worked here, over 30 years. Comm. Vickers asked if there are rules in the statute to allow this to happen. Ms. Bennett stated there is Attorney General Opinion which says it is the statutory duty of the County Clerk to take the minutes for all Board of Commissioners meetings where there is a quorum. Commissioner Vickers asked if the statute states the Clerk may deputize an individual. Comm. Schafer pointed out the Clerk could have deputized the individual in the Recording Secretary Position and the position could remain the same.

Comm. Schafer stated when talking about additional duties the Clerk would like added it will be hard pressed to find someone, stating he can see the Clerk coming back for a full-time position and more money. Ms. Bennett pointed out that the additional duties the Clerk proposed for the Recording Secretary are already included in the job description of a current employee of the County Clerk.

Comm. Koenig asked what would happen if this were not approved tonight. Ms. Bennett stated that County Services Committee approved the resolution; therefore, it will move forward to the Regular Board Meeting. Comm. Koenig pointed out it would go to the Full Board with a message from the Finance Committee that they were not in agreement.

MOTION FAILED with Comms. Anthony, Koenig, Vickers and Schafer Voting “no”. Absent: Comms. McGrain, Bahar-Cook and Tennis

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:13 p.m.

Respectfully submitted,

Julie Buckmaster

OCTOBER 16, 2013 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. *55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MMHCGP), and Enter into Subcontracts*

This resolution will authorize accepting a Grant Award Contract in the amount of up to \$147,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO). This contract is for the time period of October 1, 2013 through September 30, 2014 and continues the 55th District Court Sobriety Court for another round of grant funding.

The resolution also authorizes \$125,946 Ingham County In-Kind funding, resulting in a total Sobriety Court budget of \$272,946.

The resolution authorizes subcontracts as follows:

1. Substance abuse testing with Alcohol and Administrative Drug Monitoring (ADAM) not to exceed \$12,225
2. Counseling services (with a provider yet to be determined via the RFP process) not to exceed \$59,250

(See attached memo for details.)

- 1b. *55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Hire a Probation Officer and Enter into Subcontracts*

This resolution will authorize accepting an Grant Award Contract in the amount of up to \$261,000 in grant funding (along with in-kind contribution of \$39,647.95, for a total budget of \$316,606.95) from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). This new grant will allow for the establishment of the 55TH District Court Michigan Mental Health Court Grant Program for the time period of October 1, 2013 through September 30, 2014.

In addition the resolution authorizes hiring a probation officer, and subcontracts as follows:

1. Substance abuse testing with Alcohol and Administrative Drug Monitoring (ADAM) not to exceed \$7,335
2. Mental health services with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) not to exceed \$185,917.40
3. Mental health services for uninsured participants not eligible for CMHA/CEI services (Providers To Be Determined) not to exceed \$5,000

(See attached memo for details.)

2. Circuit Court/Friend of the Court - Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program

This resolution will authorize a lease amendment extension to the current agreement with JWW Company, LLC at 5656 South Cedar Street, Lansing, Michigan in the building known as Cedar Pointe. This space is for the Safe Haven Program and grant funds are budgeted to pay this lease. The term of the lease amendment extension shall be from October 1, 2013 through September 30, 2014 at \$13.00 per square foot (\$2,260.92 per month; \$27,132 per year).

In addition, Section 4.1.D of the Lease is amended to reflect the Tenant's intention to apply the \$13,565.52 rental pre-payment currently held by Landlord to the rental due under the Lease extension for the period from April 1, 2014 through September 30, 2014. (See attached memo for details.)

3. Community Corrections Advisory Board – Resolution Authorizing the Selection of and Entering into a Contract with Sentinel Offender Services to Provide an Offender and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement

This resolution will authorize entering into a new contract with Sentinel Offender Services for electronic monitoring program services for an initial three (3) year performance period beginning December 1, 2013 through November 30, 2016, to be automatically renewed thereafter for periods of one year not to exceed an additional two years, This recommendation is from the Electronic Monitoring Oversight Committee (EMOC), in conjunction with the County Purchasing Department after conducting an RFP process. After receiving six responses to the RFP, the EMOC evaluated and ranked the responses, guided by the County Purchasing Department. Sentinel Offender Services received the highest ranking. The County provides indigent services not to exceed \$50,000 this year. Future years are subject to approval in the County budget process each year throughout the contract performance period. For non-indigent clients, the vendor is paid through client fees directly. (See attached memo for details.)

4. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

This resolution will authorize accepting a Grant Award Contract in the amount of \$72,000 to continue the Ingham County Circuit Court's Family Dependency Treatment Court from October 1, 2013 through September 30, 2014.

This grant will allow for the continuation of the current grant funded position and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Alcohol Drug Administrative Monitoring, Inc. (ADAM.), Forensic Fluids, a psychiatrist to be determined, and a medical doctor to be determined. (See attached memo for details.)

5. Veterans Affairs – Resolution Accepting a Grant from the Michigan Department of Military and Veteran Affairs for the Purpose of Increasing Awareness of Veteran Benefits

This resolution accepts a grant from the Michigan Department of Military and Veteran Affairs in the amount of \$11,946 for the purposes of increasing awareness of veteran benefits. It is anticipated that this award will be used for media outreach such as newspapers, to upgrade office brochures, and other efforts to reach Ingham and Clinton County veterans.

6. *Health Department - Resolution to Authorize an Agreement with Intelligent Medical Objects, Inc. (IMO, Inc.) for IMO Problem It Terminology Service*

This resolution authorizes an agreement between the Health Department and IMO, Inc. to provide an IMO Problem IT Terminology Service which includes the Service for an Annual End-user Fee of \$6,000 plus Consulting Services for Installation of Problem IT for \$2,500, for a total amount of \$8,500 over a three year period of November 1, 2013 through October 31, 2016. The agreement will automatically renew for subsequent one year periods unless otherwise terminated by either party. Funds for the agreement are included in the 2014 budget. The product offered by IMO, Inc., offers a service that addresses Ingham Community Health Center's need to update to the ICD-10-CM coding system and improve the code search functionality of Next Gen Electronic Health Records and Patient Management System Software.

7. *Ingham County HazMat Team – Resolution to Update the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule*

This resolution updates the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule. The HazMat Team is recommending to increase the hourly individual flat rate and per hour HazMat vehicle rate. This fee has not been increased since the mid - 1990's and this resolution will update the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule to increase the hourly flat rate from \$20 an hour per individual to \$30 an hour per individual, and from \$250 per hour for the HazMat vehicle to \$300 per hour.

8. *Fair – Resolution Authorizing Entering into a Contract with Ace Pyro, LLC to Provide the Fireworks Show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds*

The Ingham County Fair Winter Festival presents an opportunity to partner with the City of Mason during their annual Lighted Parade. This event includes carnival rides, a string quartet providing holiday music, craft fair, and a crescendo of a holiday fireworks display as the closing of events at the Fairgrounds. The Fair Board and Staff recommend that a contract be awarded to ACE Pyro, LLC, of Manchester, Michigan to perform a fireworks display on the Ingham County Fairgrounds on Friday, November 29, 2013, in an amount not to exceed \$5,100.00

9. *Road Department – Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Roads in Relation to Federally Funded Bridge Projects Located at Noble Road Over Doan Creek Gale Road Over Willow Creek*

The Ingham County Department of Transportation and Roads received federal Local Bridge Program funding to replace Noble Road over Doan Creek and Gale Road over Willow Creek. The two projects will be packaged together as a single construction contract. A second party contract is necessary to define responsibilities of the County and to administer a contract on behalf of MDOT.

10a. *Financial Services – Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2014 and Authorizing Letters of Agreement with Bargaining Units*

The proposed resolution authorizes an increase to the health insurance benchmark by 2% over the 2013 amount. It also changes the prescription co-pays for the Standard and High plans from \$2/\$25/\$50 to \$5/\$30/\$60 (30 day generic/preferred brand/other brand retail).

10b. *Financial Services – Resolution to Authorize the Implementation of an Employee’s Cost Sharing Agreement for Dental and Vision*

Ingham County provides self-insured dental and vision coverage to full-time employees at no cost. Employees are not required to enroll in the plan. Following this protocol, the County will incur additional tax liability under provisions of the Affordable Care Act beginning in 2014. However, this new tax liability can be avoided if an employee contribution is imposed. The Health Care Coalition agreed to implement a \$1 per month employee contribution toward dental and vision coverage. In exchange, County administration has agreed to a wage increase of \$1.00 per month to offset this increase.

11. *Parks – Resolution Approving a Contract Amendment with Superparks LLC (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park*

This resolution authorizes an amendment to the contract with Superparks for the operation of the snowpark at Hawk Island Park. An amendment such as this is necessary to clarify the terms and conditions of the contract so that both parties fully understand their roles, as well as making the day to day operation of the hill run more smoothly.

12a. *Controller’s Office – Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System*

City of Lansing Emergency Management Chief Michael R. Hamel seeks a financial contribution of \$30,000 from Ingham County to offset expenses for a proposed Enhanced Flood Warning System developed by the U.S. Geological Survey (USGS). Citing unique problems associated with the configuration of rivers and dams in the Lansing area, Mr. Hamel asserts implementation of the USGS model will result in more accurate forecasts that will enable local officials, residents, and critical infrastructure managers to take protective actions in a flood emergency.

The attached resolution was approved by the County Services Committee at its meeting held on September 17. The Finance Committee tabled the resolution at its meeting held on September 18 in order to reconsider the resolution when representatives from the City of Lansing would be available to address questions. Michael Hamel and Rhonda Oberlin from the City of Lansing are scheduled to be in attendance to discuss the resolution at this meeting.

12b. *Controller’s Office – Ingham Count 2014 General Appropriations Resolution*

This resolution will adopt the 2014 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 25, 2013.

12c. *Controller's Office – Resolution Authorizing Entering into A 9-1-1 Telephone System Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center*

This resolution will authorize entering into a new contract with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center's 9-1-1 Telephone System Agreement. This vendor was recommended by the manufacturer of our Cassidian 9-1-1 Telephone System and is on the GSA Governmental Purchasing Contract. After review of the proposal and checking with references Staff is recommending this agreement for an expenditure of up to \$90,940 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with their proposal with an additional \$9,060 Contingency for a total project cost of up to \$100,000.

Funds are proposed to come from the 911 Emergency Telephone Dispatch Services - 911 fund balance. (See attached memo for details.)

12d. *Controller's Office – Resolution Authorizing Entering into A 9-1-1 Telephone System Maintenance Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center*

This resolution will authorize entering into a new contract with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center's 9-1-1 Telephone System Maintenance Agreement. This vendor was recommended by the manufacturer of our Cassidian 9-1-1 Telephone System and is on the GSA Governmental Purchasing Contract. After review of the proposal and checking with references Staff is recommending this maintenance agreement for \$73,463.

Funds are within the existing Ingham County 9-1-1 Central Dispatch Center budget. (See attached memo for details.)

12e. *Controller's Office – Resolution to Restructure Controller/Administrator Office Positions*

A number of job responsibility changes and committee assignments prompted a review of several positions in the Controller's Office. The proposed resolution recognizes these changes and restructures office personnel in accordance with findings of the Human Resources Department.

12f. *Controller's Office – Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County*

Various committees expressed a desire to provide employees with a non-precedent setting one-time lump sum wage supplement of \$150 not added to base salaries. The proposed resolution seeks to accomplish this goal within the framework of existing state and federal labor statutes.

BOARD REFERRAL:

13. Board Referral - Letter from the Charter Township of Meridian Advising that the Zoning Board of Appeals of the Charter Township of Meridian has Scheduled a Public Hearing for Wednesday, October 9, 2013 Regarding a Variance Request from Joan Allman (Laurie) Blosser

Agenda Item 1a

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 10/2/13
Subject: Sobriety Court Resolution for Fiscal Year 2014

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept \$147,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

This is the largest grant award we have received for Sobriety Court in recent years. We received \$100,000 in FY2010, \$110,000 in FY2011, and \$64,500 in both FY2012 and 2013. With the decreased funding the last two years, some services were cut (such as bus passes to defray participants' transportation costs) and some services were funded by Ingham County In-Kind Funding and donations from the Ingham County Sobriety Court Foundation. However, the grant application for FY2014 successfully sought to restore those grant funded services and to expand the grant program to cover substance abuse and limited psychological counseling expenses. The additional \$82,500 grant funds received this year will be used for these expenditures.

The resolution also authorizes \$125,946 Ingham County In-Kind funding, resulting in a total Sobriety Court budget of \$272,946.

Lastly, the resolution authorizes subcontracts as follows:

3. substance abuse testing with Alcohol and Administrative Drug Monitoring (ADAM) not to exceed \$12,225
4. counseling services (with a provider yet to be determined via the RFP process) not to exceed \$59,250

The 55th District Court has received grant funding from these programs for several years and seeks to continue. The program serves an average of 100 participants, graduates an average of 30 participants annually and is staffed by four employees (one full-time, three part-time).

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE-MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP) AND ENTER INTO SUBCONTRACTS

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, capacity of the program has grown past its original stated capacity of 70 offenders; and

WHEREAS, the increased caseloads seriously threaten the level and quality of services; and

WHEREAS, sources of sobriety court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Drug Court Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a State Court Administrators Office grant including the SCAO-MDCGP grant in the amount of \$147,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of \$272,946 to include SCAO/MDCGP grant funds in the amount of \$147,000 and Ingham County in-kind matching funds of \$125,946 with no local hard cash matching funds required to continue the Sobriety Court Program.

BE IT FURTHER RESOLVED, grant-funded Sobriety Court program direct service subcontracts for the following services in the following amounts:

- Substance Abuse Testing – Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$12,225
- Counseling – Provider To Be Determined - not to exceed \$59,250.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2013 and 2014 55th District Court budget and Position Allocation List.

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

Agenda Item 1b

To: Ingham County Law & Courts and Finance Committees
From: Da'Neese Wells
Date: 10/2/13
Subject: Mental Health Court Resolution for Fiscal Year 2014

Attached please find a resolution requesting authorization for the 55th District Court Mental Health Court to accept \$261,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

This is the first year we have received a grant from the Michigan Mental Health Court Grant Program. The basic premise of the program is a collaborative relationship between the 55th District Court and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) designed to link mentally ill criminal defendants to appropriate treatment in hopes of better addressing the needs of individuals with mental illness, reducing recidivism and enhancing public safety.

According to CMHA-CEI, there were 3,844 adults with diagnoses of severe and persistent mental illness receiving their services in FY2012 and an estimated 5,454 seriously mentally ill adults in our region, which suggests that only three-fifths of the population with qualifying mental illnesses were served last year. CMHA/CEI further indicates 346 inmates in the Ingham County Jail received mental health intervention last year; estimating 72% were previous patients. Acceptance of the grant funding will allow the 55th District Court and CMHA-CEI to maximize the limited resources available to both agencies through improved coordination.

The resolution also authorizes \$39,647.95 Ingham County In-Kind funding, resulting in a total Mental Health Court budget of \$316,606.95.

Additionally, the resolution authorizes hiring a probation officer, and subcontracts as follows:

1. Substance abuse testing with Alcohol and Administrative Drug Monitoring (ADAM) not to exceed \$7,335
2. Mental health services with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) not to exceed \$185,917.40
3. Mental health services for uninsured participants not eligible for CMHA/CEI services (Providers To Be Determined) not to exceed \$5,000

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT STATE COURT ADMINISTRATIVE OFFICE-MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM (SCAO-MMHCGP), HIRE A PROBATION OFFICER AND ENTER INTO SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are 5,454 seriously mentally ill adults in our region; and

WHEREAS, CMHA-CEI Correctional Assessment Treatment Services reports serving 346 Ingham County Jail inmates in 2012, estimating 72% were previous mental health consumers; and

WHEREAS, the 55th District Court has identified a need for specialized case handling for mentally ill defendants; and

WHEREAS, research indicates such specialized case handling results in lower recidivism rates, increased public safety and more efficient public sector spending; and

WHEREAS, the 55th District Court and CMH-CEI have received a grant from the State Court Administrative Office - Michigan Mental Health Court Grant Program in the amount of \$261,000 to implement a Mental Health Court at the 55th District court; and

WHEREAS, implementation of the Mental Health Court will require hiring an additional probation officer to provide staffing for the program; and

WHEREAS, sources of Mental Health Court grant funding have been identified which would not obligate the County to provide matching funds, including but not limited to the SCAO-Michigan Mental Health Grant Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with the State Court Administrative Office - Michigan Mental Health Court Grant Program for a total budget not to exceed \$316,606.95 to include SCAO/MMHCGP grant funds in the amount of \$261,000, Ingham County in-kind matching funds not to exceed \$39,647.95 with no local hard cash matching funds, and Community Mental Health Authority of Clinton, Eaton, and Ingham Counties in-kind matching funds not to exceed \$15,959 for the time period of October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes one FTE Grant-funded Probation Officer, an ICEA Court Professional, Grade 7 (\$49,848 - \$59,841), contingent upon the availability of grant funds.

BE IT FURTHER RESOLVED, grant funded Mental Health Court program direct service subcontracts for the following services in the following amounts:

- Substance Abuse Testing – Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed \$7,335
- Mental Health Services – Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed \$185,917.40
- Mental Health Services for uninsured participants not eligible for CMHA/CEI services - Provider To Be Determined - not to exceed \$5,000

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2013 and 2014 55th District Court budget and Position Allocation List.

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

Memorandum

To: Law and Courts and Finance Committees
From: Robert J. Hotchkiss, Assistant Friend of the Court/Legal
Date: 10/10/2013
Re: Request to approve Resolution to Extend Safe Havens Lease Agreement

The Friend of the Court is attaching one Resolution for consideration.

Background Information

The Ingham County Friend of the Court, in partnership with MSU Chance at Childhood and End Violent Encounters (EVE, Inc.) received a grant from the U. S. Department of Justice, Office on Violence Against Women, to establish a Safe Exchange and Visitation Center for families experiencing domestic violence. Ingham County has requested an extension of the Safe Havens Grant through the U.S. Department of Justice, and the grant extension has been approved. The grant extension would cover the period between September 30, 2013 and September 30, 2014.

Lease with Cedar IV, LLC

Members of the consulting committee previously chose 5656 S. Cedar Street, Lansing, Michigan (also known as the Oasis Family Center) for the visitation center. The Office on Violence Against Women, U. S. Department of Justice then approved this site, and has approved the use of proceeds from the Safe Havens Grant to cover the associated costs. The current lease expired on September 30, 2013. The Landlord, Cedar IV, LLC (formerly JWJ Company, LLC) has agreed to a one year extension of the Lease, starting on October 1, 2013 through September 30, 2014. The Landlord has provided the terms and conditions of the extended Lease which is being reviewed by the County Attorney.

Financial Implications

Per the First Amended Lease there will be no increase in the monthly rental amount (\$2,260.92 per month) during the lease extension period. Further, a deposit of \$13,565.52 was pre-paid when the initial lease was signed on March 28, 2012. This deposit shall be applied to the monthly rent due for the period beginning April 1, 2014 and ending on September 30, 2014. Funding will be provided by the Safe Havens Grant. There is no request for County funds to be used.

I recommend your approval of the attached Resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LEASE EXTENSION AGREEMENT FOR THE FRIEND OF THE COURT SAFE HAVEN GRANT PROGRAM

WHEREAS, the Office on Violence Against Women, U. S. Department of Justice has awarded to Ingham County a \$350,745 “Safe Haven” grant, for purposes of providing supervised visitation and safe visitation exchange services; and

WHEREAS, the Office on Violence Against Women, U. S Department of Justice award approved by the Board of Commissioners (Resolution #08-286) was extended until September 30, 2014 by the Office on Violence Against Women; and

WHEREAS, the grant from the Office on Violence Against Women, U. S Department of Justice requires obtaining office space for a supervised visitation center; and

WHEREAS, the Safe Haven Grant Consulting Committee identified space, and the Office on Violence Against Women, U. S. Department of Justice, previously approved the space recommended by the consulting committee at 5656 South Cedar Street (Cedar Pointe Building) in Lansing; and

WHEREAS, by prior Resolution (#12-21) adopted on January 24, 2012 the Ingham County Board of Commissioners authorized the initial lease agreement with JWW Company, LLC (n/k/a Cedar IV LLC) for 2,087 square feet of rental space at the building known as Cedar Pointe; and

WHEREAS, the terms of the current lease is due to expire on September 30, 2013; and

WHEREAS, the Landlord, CEDAR IV, LLC, has agreed to extend the lease for the term of one year, commencing October 1, 2013 to September 30, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease amendment extension to the agreement with JWW Company, LLC at 5656 South Cedar Street, Lansing, Michigan in the building known as Cedar Pointe.

BE IT FURTHER RESOLVED, that the term of the lease amendment extension shall be from October 1, 2013 through September 30, 2014 at \$13.00 per square foot (\$2,260.92 per month; \$27,132 per year).

BE IT FURTHER RESOLVED, that Section 4.1.D of the Lease is hereby amended to reflect Tenant’s intention to apply the \$13,565.52 rental pre-payment currently held by Landlord to the rental due under the Lease extension for the period from April 1, 2014 through September 30, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments in the Ingham County Friend of the Court 2013 and 2014 budgets with the funds to come from the Safe Haven Grant.

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

Agenda Item 3

TO: Law & Courts and Finance Committee

FROM: Mary Sabaj
Community Corrections Manager

DATE: September 25, 2013

RE: Resolution Authorizing The Selection Of And Entering Into A Contract With Sentinel Offender Services To Provide An Offender And County Funded Electronic Monitoring Program Subject To A Final Contract Agreement

This Resolution authorizes entering into a renewal contract for electronic monitoring services with Sentinel Offender Services. The current contract with Sentinel expires on November 30, 2013. The recommended performance period for the new contract is December 1, 2013 through November 30, 2016 (three years) to be automatically renewed for two additional one year periods. The Scope of Services for the new contract will remain the same.

An RFP process was conducted by the Electronic Monitoring Oversight Committee (EMOC), in conjunction with the County Purchasing Department. Six proposals were received and evaluated by the EMOC. Based on the outcome of the evaluation process, the same vendor was chosen and is being recommended to continue to provide these services.

The fee schedule for the new contract reflects the provision of some additional types of electronic monitoring equipment that were not included in the original agreement. The fee schedule also reflects different daily rates for offender pay services and the County funded services for eligible indigent users. The daily rates for the new contract are the same or lower than current rates in both of these categories.

County funded services not to exceed \$50,000 are subject to approval in the County budget process each year throughout the contract performance period. Sentinel will be paid directly by the user for offender pay services they provide and the County will reimburse Sentinel for eligible indigent user services.

The Electronic Monitoring Oversight Committee (EMOC) recommends that the attached resolution be approved.

MEMORANDUM

TO: Law & Courts & Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: October 3, 2013
 SUBJECT: Proposal Summary for Electronic Monitoring Services

Project Description:

Proposals were sought from qualified and experienced providers of electronic monitoring services for the purpose of entering into a contract to provide all equipment and services necessary to implement and maintain a comprehensive electronic monitoring program for the County’s detention and correctional facilities.

Bid Summary:

Vendors contacted: 11 Local: 5
 Vendors responding: 6 Local: 2

Company Name	Local
American Interlock LTD	No - Royal Oak
Judicial Services Group, Ltd DBA: JSG Monitoring	Yes - Lansing
Sentinel Offender Services, LLC	No - Irvine
House Arrest Services Inc	No - Eastpointe
Rancilio Home Confinement Services DBA: Ranco Home Confinement Services Inc	No - Clinton Township
ATU Monitoring & Recovery Service Company, LLC (Parent Company is Leo's Bail Bonds Agency Company, Inc.)	Yes - Mason

Recommendation:

The Evaluation Committee recommends awarding a contract to Sentinel Offender Services, LLC at prices quoted in its July 29, 2013 response to RFP #27-13 Electronic Monitoring Services.

Advertisement:

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE SELECTION OF AND ENTERING INTO A CONTRACT WITH SENTINEL OFFENDER SERVICES TO PROVIDE AN OFFENDER AND COUNTY FUNDED ELECTRONIC MONITORING PROGRAM SUBJECT TO A FINAL CONTRACT AGREEMENT

WHEREAS, the contract that provides electronic monitoring services will expire on November 30, 2013, the Electronic Monitoring Oversight Committee recommends that the County authorize entering into a new contract with Sentinel Offender Services subject to a final contract agreement; and

WHEREAS, the Electronic Monitoring Oversight Committee (EMOC) is charged with the oversight of electronic monitoring services with the voting membership consisting of representatives appointed by the Department Head or Elected Official from the Sheriff's Office, Community Corrections; 55th District Court, Circuit Court; Circuit Court Pretrial Services; Prosecutor's Office and the Friend of the Court; and

WHEREAS, the Electronic Monitoring Oversight Committee (EMOC), in conjunction with the County Purchasing Department, developed and distributed an RFP and established a timeline for completion of the RFP process with the goal of maintaining the availability of electronic monitoring services without interruption; and

WHEREAS, after distributing and receiving six responses to the RFP, the EMOC evaluated the and ranked the responses, guided by the County Purchasing Department, with Sentinel Offender Services receiving the highest ranking; and

WHEREAS, Sentinel Offender Services is willing to provide services pursuant to the attached scope of services and fee schedules for an offender pay program and County reimbursement for services provided to eligible indigent offenders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize entering into a contract with Sentinel Offender Services for electronic monitoring program services as set forth in the Scope of Services and Fee Schedules for an initial three (3) year performance period beginning December 1, 2013 through November 30, 2016, to be automatically renewed thereafter for periods of one year not to exceed an additional two years, absent written notice of termination by either party no later than 90 days prior to the end of the performance periods.

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.

SENTINEL OFFENDER SERVICES SCOPE OF SERVICES

- A. Accept referrals from multiple referral sources (e.g., Circuit and District Courts, Pretrial Services, Ingham County Sheriff's Office) from within Ingham County. Demonstrate the ability to work with criminal justice personnel to successfully implement and maintain local electronic monitoring programs.
- B. Provide all services locally on-site at the Ingham County Jail using a community-based program approach that will include client orientation and enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral, client orientation, fee assessment and collection (including County enrollment fee), staff availability for weekend and emergency program enrollment and equipment installation, staff availability for Court testimony upon request, problem resolution, and equipment updates.
- C. Provide a case management program that requires regular in-person reporting, on-site breath testing, verification of activities for each participant while away from their residence, violation reports to department staff, daily review of participant activity and compliance with program rules and curfew schedules, and provides referral information regarding other community resources and services as appropriate.
- D. Serve as a collaborative partner by developing and maintaining strong working relationships with referral sources and other County personnel and by serving as an active, participating member of the EM Oversight Committee, including attending regular meetings to ensure successful implementation, successful ongoing operations and problem resolution.
- E. Provide an offender funded client fee structure that will allow electronic monitoring to be available to the largest possible number of clients with varying financial capabilities, including provisions for indigent offenders.
- F. Provide a County funded fee structure for indigent user services. Eligibility for indigent services is established by County policy and determined and documented on a case-by-case basis by the vendor. Service charges for eligible indigent users will be invoiced by the vendor and reimbursed by the County on a monthly basis.
- G. Provide a full range of reliable, user-friendly, tamper-proof equipment to include home monitoring, active and passive GPS (that allows direct contact between the supervising program and the offender) and Breath Alcohol monitoring.
- H. Provide secure and reliable monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources.
- I. Provide non-compliance alerts and notifications to referral source personnel as specified by the referring agency.
- J. Collect program data and statistics and financial information for all services and provide to the County in the format and frequency requested by the County.

**SENTINEL OFFENDER SERVICES
FEE SCHEDULES**

OFFENDER PAY FEE SCHEDULE

Equipment	Sentinel Daily Rates
RF Landline	6.50
RF Cellular	8.00
One Piece	9.25
GPS Landline	9.25
GPS Cellular	11.25
RF/MEMS	9.40
MEMS Landline	7.45
MEMS Cellular	8.25
ScramX Landline	9.85
ScramX Cellular	11.85
Soberlink2	8.20

**COUNTY PAY FEE SCHEDULE
FOR ELIGIBLE INDIGENT OFFENDERS**

Equipment	Sentinel Daily Rates
RF Landline	4.95
RF Cellular	6.90
One Piece	7.55
GPS Landline	7.55
GPS Cellular	9.55
RF/MEMS	8.00
MEMS Landline	5.65
MEMS Cellular	6.00
ScramX Landline	8.75
ScramX Cellular	10.50
Soberlink2	6.25

MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow

DATE: September 24, 2013

RE: **Family Dependency Treatment Court Grant**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court's Family Dependency Treatment Court.

The award allows the Family Court to continue the funding for the special part time Program Assistant position, transportation of clients to court ordered treatment programs, rewards and incentives, cognitive behavioral therapy programming, relapse prevention sessions, therapeutic parenting time, substance testing, risk assessment, psychiatric consultation and assessment, and medical consultation.

The resolution requests the authorization to accept the grant, to allow for the continuation of the current grant funded position and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism, Dr. Kathleen Jager, House Arrest Services, Alcohol Drug Administrative Monitoring, Inc (ADAM.), Forensic Fluids, a psychiatrist to be determined, and a medical doctor to be determined.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court's Family Dependency Treatment Court for purposes of eliminating barriers to treatment as well as continuing funding a position; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include transportation, rewards and incentives, therapeutic parenting time, substance testing, cognitive behavioral therapy, relapse prevention programming, in-patient treatment, risk assessment, psychiatric consultation and assessment, and medical consultation; and

WHEREAS, the grant award also includes money to continue the funding of a Family Dependency Treatment Court Program Assistant who will work with the Coordinator and Case Managers of the program to ensure the specialty court participants attend testing and treatment, receive incentives and rewards, have additional professional contacts when needed and assist in data collection and input; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2014; and

WHEREAS, the grant award will pay for up to three employees to attend the annual Drug Court conference held in Lansing, Michigan in 2014; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$72,000 for the purposes of eliminating barriers to treatment, providing rewards and incentives, participation in the annual Drug Court conference and continued employment of a Special Part Time Family Dependency Treatment Court Program Assistant Grant position without benefits at a UAW B pay grade for the time period of October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Kathleen Burns Jager, PH.D., LMFT, LLP is authorized to provide therapeutic parenting time at a cost of \$63.00 per hour, not to exceed \$7,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism is authorized to provide cognitive behavioral therapy at \$35 per session and relapse prevention at a cost of \$25.00 per session, not to exceed \$8,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$2,800 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50 per day for SCRAM alcohol tether, \$7.00 per day for the MEMS3000 in home PBT machine, and \$5.75 per day for the Soberlink portable PBT device, not to exceed \$20,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Alcohol Drug Administrative Monitoring Inc. (ADAM) is authorized to provide substance abuse testing at a cost of \$25 for EtG tests, \$40 for K2 tests, and \$37 for mouth swabs not to exceed \$2,075 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide mouth swab substance abuse testing at costs not exceeding \$15 5-panel tests, \$18 10-panel tests, \$18 EtG tests; and \$22 special request tests (i.e. synthetic marijuana); the total costs not to exceed \$5,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with a psychiatrist specializing in addiction (to be determined) is authorized to provide case consultation at a cost not to exceed \$200 per hour, psychiatric evaluations at a cost not to exceed \$250 per evaluation, and follow-up appointments not to exceed \$90 per session; the total cost not to exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with a physician (to be determined) is authorized to provide case consultation at a cost of \$200 per hour not to exceed \$2,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that 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.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2013 and 2014 Circuit Court Family Division budget and Position Allocation List.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING A GRANT FROM THE MICHIGAN DEPARTMENT OF MILITARY AND VETERAN AFFAIRS FOR THE PURPOSE OF INCREASING AWARENESS OF VETERAN BENEFITS

WHEREAS, Ingham County Board of Commissioners are in support of increasing awareness of the benefits to which veterans and their dependents are entitled; and

WHEREAS, there are 15,438 veterans in Ingham County, many of them combat veterans of WWII, Korea, Vietnam, Persian Gulf, Iraq, Afghanistan and other United States Military Expeditions; and

WHEREAS, Based on the United States Department of Veteran Affairs GDX Report, Ingham County veterans/dependents along with other Michigan veterans/dependents are ranked well below the national per capita; and

WHEREAS, Ingham County Department of Veteran Affairs has been awarded a grant in the amount of \$11,946 from the Michigan Department of Military & Veteran Affairs for the purposes of increasing awareness of veteran benefits; and

WHEREAS, our veterans are entitled to pension and compensation benefits, health care benefits, disability benefits, and G.I. Bill education benefits; and

WHEREAS, the Ingham County Department of Veteran Affairs will strive to identify our veterans and their families and help them receive the benefits they deserve and have earned; and

WHEREAS, the Veteran Affairs Director recommends that the Board of Commissioners accept the grant in the amount of \$11,946 from the Michigan Department of Veteran Affairs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant from the Michigan Department of Military and Veteran Affairs in the amount of \$11,946 for the purpose of increasing awareness of veteran benefits.

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

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

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: September 24, 2013

Subject: Authorization to Approve an Agreement with Intelligent Medical Objects, Inc. (IMO, Inc.) for IMO Problem IT Terminology Service

In 2012, Ingham County Health Department's Community Health Centers launched Electronic Health Records (EHR) using Next Gen Electronic Health Records and Patient Management System Software (Next Gen). While Next Gen has many advantages and benefits, one limitation is the diagnostic code feature of the software, in that the search function is not user friendly and requires health center staff to use an outside internet search engine to identify appropriate codes for specific diagnosis and medical history descriptions.

Further, the U.S. Health Resources and Services Administration will require all grantees to transition from the current ICD-9-CM diagnostic coding system to ICD-10-CM version by October 1, 2014 in order to remain in compliance. The ICD-10-CM coding system expands the current coding system from 17,000 to 235,000 codes to provide greater specificity and description in patient records and improve care. At this time, Next Gen has not released an update to its software for ICD-10-CM.

Intelligent Medical Objects, Inc., or IMO, Inc., offers a service that addresses Ingham Community Health Center's need to update to the ICD-10-CM coding system and improve the code search functionality of Next Gen. IMO, Inc. provided Ingham County Health Department a free trial of the IMO Problem IT Terminology Service (the "Service") along with a web based training for health center end users in July of 2013. Following the training and 30 days of the free trial period, positive feedback was gathered from health center end user staff. There is strong support from Ingham's health center staff to adopt IMO's Service. IMO, Inc. has extended the free trial access to the Service through the present date, but the free trial access will expire within the next thirty days.

The Service is recommended by Next Gen and is fully compatible with Next Gen software. There are no other services available to the knowledge of the Ingham County Health Department staff that were involved in the review and trial of the Service which fulfill Ingham Community Health Center's specific needs and are compatible with Next Gen.

The cost of the Service includes a one-time implementation fee, referred to as "Consulting Services for Installation of Problem IT", of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service including consulting services to be provided by IMO, Inc. over the three year agreement period. There is also a licensing fee per end user, referred to as "Service for an Annual End-user Fee", at the rate of \$6000 for 51-100 licensed users. Currently, Ingham Community Health Centers has approximately 86 active provider licenses for EHR. The Community Health Center Board has reviewed this Service and supports the agreement between the Health Department and IMO, Inc. The expenditures related to these services are included in the Health Department's 2014 budget.

I recommend that the Board of Commissioners adopt the attached resolution and authorize execution of an agreement with IMO, Inc. to provide the Service to the Ingham County Health Department.

c: John Jacobs, w attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH INTELLIGENT MEDICAL OBJECTS, INC. (IMO, INC.) FOR IMO PROBLEM IT TERMINOLOGY SERVICE

WHEREAS, the Health Department transitioned to the use of Next Gen Electronic Health Records and Patient Management System (Next Gen) throughout its Community Health Centers in 2012; and

WHEREAS, the Health Department's Community Health Centers must transition from current ICD-9-CM diagnostic coding system to ICD-10-CM version by October 1, 2014 in order to remain in compliance with the U.S. Health Resources and Services Administration policy; and

WHEREAS, Next Gen has presented challenges in relation to its limited diagnostic code search capability and has not yet released a solution for updating their Electronic Health Record and Patient Management System for ICD-10-CM; and

WHEREAS, Intelligent Medical Objects, Inc. (IMO, Inc.) offers IMO Problem IT Terminology Service (the "Service") which provides advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen, using approximately 235,000 ICD-10-CM codes including mapping of 17,000 expiring ICD-9-CM codes to new ICD-10-CM codes; and

WHEREAS, IMO, Inc.'s Service is compatible and recommended for use with Next Gen and will ensure that the Community Health Centers will be fully compliant with required ICD-10-CM diagnostic code use requirements from HRSA by October 1, 2014 and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care; and

WHEREAS, the cost of the Service includes a one-time implementation fee, referred to as "Consulting Services for Installation of Problem IT." of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service and consulting services to be provided by IMO, Inc. over the three year agreement period; and

WHEREAS, the cost of Service also includes a licensing fee per end user, referred to as "Service for an Annual End-user Fee," of \$6,000 for 51-100 licensed users and Ingham Community Health Centers has approximately 86 active provider licenses for EHR; and

WHEREAS, these costs will be managed through the community health center funds and will require no additional funds; and

WHEREAS, IMO, Inc. is the only vendor who interfaces with Next Gen; and

WHEREAS, the Health Center staff has had trialed the Service for over 30 days within the last year and has expressed satisfaction with the Service and expressed support for the adoption of the Service; and

WHEREAS, the Community Health Center Board supports the agreement between the Health Department and IMO, Inc.; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with IMO, Inc. for the Service for the period of October 1, 2013 through September 30, 2016 with automatic renewal at the end of the term unless either party provides notice otherwise.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement between the Health Department and IMO, Inc. to provide an IMO Problem IT Terminology Service which includes the Service for an Annual End-user Fee of \$6,000 plus Consulting Services for Installation of Problem IT for \$2,500, for a total amount of \$8,500 over a three year period.

BE IT FURTHER RESOLVED, that the agreement shall be for the period November 1, 2013 through October 31, 2016 and will automatically renew for subsequent one year periods unless otherwise terminated by either party.

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

Agenda Item 7

TO: Human Services and Finance Committee
FROM: Herb Corey, Local Emergency Planning Coordinator
DATE: September 13, 2013
RE: Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule

Commissioners:

Attached you will find a proposed Resolution to update the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule. The HazMat Team is recommending to increase the hourly individual flat rate and per hour HazMat vehicle rate.

This fee has not been increased since the mid 1990's and this resolution will update the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule to increase the hourly flat rate from \$20 an hour per individual to \$30 an hour per individual and from \$250.00 per hour for the HazMat vehicle to \$300 per hour. The current the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule is attached for your review.

These fee increases will be effective November 1, 2013 should you approve this resolution.

I recommend approval of the attached resolution.

**INGHAM COUNTY HAZMAT TEAM
OPERATIONS PROCEDURES**

COST RECOVERY

I. PURPOSE

1. To provide a standard billing procedure for cost recovery of the Ingham County HazMat Team.

II. SCOPE

This procedure is to be followed by command staff of the HazMat Team.

III. PROCEDURE

1. HazMat Coordinator is responsible for preparing a bill for the Incident Commander. If not completed on site of incident, coordinator has ten (10) working days to complete billing and submit to fire chief having jurisdiction over incident.
2. Billing will be based on a flat rate of \$20.00 an hour per individual and \$250.00 per hour for the vehicle. All cost for replacement of supplies and equipment will be based on a replacement or repair cost.
3. Billing will be itemized for individuals and list their name and fire department.
4. The coordinator will cut an R/O (Requisition Order) for each fire department supporting the incident, identifying each individual with that unit. R/O will be submitted to the Emergency Management Program Manager for development of P/O (Purchase Order). P/O will be submitted for payment to each fire department.
5. Incident commander or fire chief having jurisdiction will be responsible for collection of all fee/cost related to the incident. Fire chief will submit payment of cost acquired at incident (if collected) and make payment/check to Ingham County Treasury, HazMat Team.

This policy is under the direction of the HazMat Steering Committee of Ingham County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE THE INGHAM COUNTY HAZMAT TEAM OPERATION PROCEDURES MANUAL AND COST RECOVERY FEE SCHEDULE

WHEREAS, Ingham County approved participation in and the establishment of the Ingham County HazMat team through resolution # 96-29; and

WHEREAS, the Ingham County HazMat Team is now recommending a update to the Ingham County Hazmat Team Operation Procedures Manual And Cost Recovery Fee Schedule to increase the hourly flat rate and per hour HazMat vehicle rate.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County HazMat team to update the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule to increase the hourly flat rate from \$20 an hour per individual to \$30 an hour per individual and from \$250.00 per hour for the HazMat vehicle to \$300 per hour.

BE IT FURTHER RESOLVED, that these fee increases will be effective November 1, 2013.

BE IT FURTHER RESOLVED, that the Board of Commissioners may revise these fees from time to time by resolution upon recommendation from the Ingham County HazMat Team.

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: October 3, 2013

RE: Authorization to Enter into a contract with ACE Pyro, LLC to provide the fireworks show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds.

The Ingham County Fairgrounds hosts multiple events annually, in support of the Ingham County Board of Commissioners strategic goals to enhance the services offered to the community, which provides the Fair Board and Staff with numerous opportunities to diversify the events spearheaded by the Fair team.

The Winter Festival presents that opportunity to partner with the City of Mason during their annual Lighted Parade and expand the offerings during this event with the Fair offering carnival rides, a string quartet providing holiday music, craft fair, and a crescendo of a beautiful holiday fireworks display as the closing of the event on the Fairgrounds.

The funds for this event have been budgeted and approved in the 2013 operational budget for \$5,100.00, account number 0561-760-130-818000.

The Fair Board and Staff concur that a contract be awarded to ACE Pyro, LLC, 13001 E Austin, Rd. Manchester, MI 48158, to perform a fireworks display on the Ingham County Fairgrounds as a part of the Winter Fest celebration on Friday, November 29, 2013, in the amount not to exceed \$5,100.00

ACE Pyro, LLC meets all of the Michigan Municipal Risk Authority guidelines and requirements for the performance of this show.

Sincerely,

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ACE PYRO, LLC TO PROVIDE THE FIREWORKS SHOW FOR THE INGHAM COUNTY FAIR WINTER FESTIVAL ON THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goals to enhance the services offered to the community; and

WHEREAS, the Fair Board has passed a resolution supporting the pursuit of the continue diversification of the types of events offered to our community, which in turn assists with expanding our revenue base; and

WHEREAS the funds for this event have been budgeted and approved in the 2013 operational budget for \$5,100.00, account number 561-760-130-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to ACE Pyro, LLC, 13001 E Austin, Rd. Manchester, MI 48158, to perform a fireworks display on the Ingham County Fairgrounds as a part of the Winter Fest celebration on Friday, November 29, 2013, in the amount not to exceed \$5,100.00, account number 561-760-130-818000.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Department of Transportation & Roads

DATE: September 27, 2013

SUBJECT: Bridge Replacement for: Noble Road over Doan Creek
Gale Road over Willow Creek

The Ingham County Department of Transportation and Roads received federal Local Bridge Program funding to replace the Noble Road over Doan Creek and Gale Road over Willow Creek. The two projects will be packaged together as a single construction contract.

The contractual responsibilities for this contract are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities, attached to the funding, are defined. A second party contract between MDOT and the Ingham County Department of Transportation and Roads (ICDT&R) is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT's behalf. The MDOT and ICDT&R second party contract is the subject of this memo.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY DEPARTMENT OF ROADS IN RELATION TO FEDERALLY FUNDED BRIDGE PROJECTS LOCATED AT NOBLE ROAD OVER DOAN CREEK GALE ROAD OVER WILLOW CREEK

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) had applied for and obtained Local Bridge Program funding through the Federal Surface Transportation Program to replace the Noble Road over Doan Creek and Gale Road over Willow Creek, hereafter called the (PROJECT) prior to becoming the ROAD DEPARTMENT; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor. The COUNTY on behalf of the ROAD DEPARTMENT, in turn, must therefore enter into an associated contract with the State of Michigan/MDOT, consistent with the requirement for state and federal funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to affect the Noble Road over Doan Creek and Gale Road over Willow Creek bridge replacement PROJECT's construction.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution.

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 4, 2013
RE: 2014 Benefit Changes

Attached are two resolutions to implement the changes to the health and dental and vision insurance plans for 2014.

Health Insurance:

This resolution authorizes two changes. It increases the benchmark by 2% over the 2013 amount. It also changes the prescription co-pays for the Standard and High plans from \$2/\$25/\$50 to \$5/\$30/\$60 (30 day generic/preferred brand/other brand retail).

Based upon the most recent calculation, the County will be in compliance with the State mandated hard caps for 2014 without including the Road employees but we are **very** close. Since the Road employees are still negotiating and we have not received final official rates from PHP which may change slightly from the rates we are currently using, we are recommending we waive the hard cap requirement for 2014 just as a precaution.

Dental and Vision:

The County currently provides self-insured dental and vision coverage to our employees at no cost to them and they are not required to enroll in the plan. Unless this is changed, we will be liable for additional taxes under Federal health care reform beginning in 2014.

The Health Care Coalition has agrees to implement a \$1 per month employee contribution to dental and vision. The County administration has agreed to increase the impacted employee's pay by \$1 per month to offset this increase. The second resolution authorizes this agreement.

Travis Parson and I will be attending the meetings to answer any question you may have. If you need any additional information, please let me know.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2014 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS

WHEREAS, the Ingham County Health Care Coalition investigated various plan designs and options for the County's health care plan for 2014; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend changing the insurance provider for 2014 but the group does recommend making a change to the co-pay for prescriptions; and

WHEREAS, the Health Care Coalition recommends that the co-pays for prescriptions for the Standard and High Plans be changed from \$2/\$25/\$50 to \$5/\$30/\$60 (30 day generic/preferred brand/other brand retail); and

WHEREAS, the benchmark used to determine the employee's contribution rate is recommended to be increased 2% from the amount used in 2013 in accordance with historical practice; and

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions towards their employee's health benefits; and

WHEREAS, based on the 2014 health insurance options recommended by the Health Care Coalition, the County may not be in compliance with the dollar caps established in Section 3 of Public Act 152 of 2011; and

WHEREAS, Section 4 of Public Act 152 of 2011 authorizes a public entity, by a majority vote of their board, to alternatively comply with the Act using a statutory percentage limit; and

WHEREAS, Section 4 requires that an employer's share of the costs for medical benefits shall not exceed 80% of the total medical benefit plan coverage costs; and

WHEREAS, based on current enrollment and the provider rates presented to the Health Care Coalition, Ingham County would be in compliance with Section 4 of PA 152 in 2014; and

WHEREAS, in the event the County is projected to exceed the 80% employer cost limitation provided in Section 4 of Public Act 152 of 2011, the County Controller shall notify the Health Care Coalition; and

WHEREAS, it is the intent of the Board of Commissioners that the County make continued progress to comply with all sections of Public Act 152.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2014 health insurance options including the change in the prescription co-pay.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended health insurance benefits to the Managerial and Confidential Employees effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised Health Insurance Plan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby elects to comply with Section 4 of Public Act 152 of 2011 for the 2014 medical benefit plan coverage year instead of the requirements of Section 3 in that same Act.

BE IT FURTHER RESOLVED, that the County Controller shall ensure that the employer's share of the medical benefit plan premiums for each individual elected county official does not exceed 80%

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE IMPLEMENTATION OF AN EMPLOYEE'S COST SHARING AGREEMENT FOR DENTAL AND VISION

WHEREAS, the County currently provides a self-insured dental and vision plan at no cost to the employees; and

WHEREAS, since this plan is provided at no cost and the employees do not select to participate, there will be additional taxes due under Federal Health Care Reform beginning in 2014 unless the plan is changed; and

WHEREAS, the Health Care Coalition has agreed to implement a \$1 per month charge per employee for the cost of dental and vision; and

WHEREAS, the County administration has agreed to increase each impacted employee's monthly pay by \$1 to offset this cost and will require all employees to choose to participate in the plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2014 dental and vision plan.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended dental and vision benefit to the Managerial and Confidential Employees effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised dental and vision Plan.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Contract Amendment for Hawk Island Snowpark
DATE: October 3, 2013

This resolution authorizes an amendment to the contract with Superparks for the operation of the snowpark at Hawk Island Park. An amendment such as this is necessary to clarify the terms and conditions of the contract so that both parties fully understand their roles, as well as making the day to day operation of the hill run more smoothly. Major changes to the agreement are as outlined below:

REVENUE

Ingham County and Superparks, LLC will split the Snow Park's receipts collected from all points of fees and sales pertaining to the Snow Park with seventy-five percent (75%) to Superparks, LLC and twenty-five percent (25%) to Ingham County as follows:

- (a) 75/25 split of gross receipts from Snowpark admission fee;
- (b) 75/25 split of net receipts from all other Snowpark activities, including rentals, concessions, special events and classes

SCOPE OF SERVICES

County Responsibilities

Labor associated with Minor/Routine/Preventive Equipment Maintenance, Site Maintenance & Modifications (with input from Superparks), Ticket Sales & Revenue Collection, Tube Rental (part of ticket sales), Food/Beverage/Retail and Staff, Permitting (State of MI), Radios and Communication Devices, Lift Operations Staff.

Superparks Responsibilities

Major Equipment Maintenance, Lift Operations, Hill Monitoring, Slope Maintenance and Grooming (includes build-outs/construction), Snowmaking, Site Safety (all accident reports to Park Mgt. by end of day), Ski School, Snowboard Rental, Special Events (15 days notice & responsible for food vendors beyond what is already provided), Marketing (with Parks Director approval 30 days in advance), Additional Equipment and related expenses (groomer, snowmakers, hand tools, upgrades to existing equipment).

MEETINGS

There will be daily progress meetings including the Parks Director, Ryan Neptune, or their designees. There will be monthly planning and review meetings with the Parks Director and Ryan Neptune.

STAFFING & EQUIPMENT

Superparks will provide the schedule and manage all the professional staff, and Ingham County will provide appropriate staffing on-site to fulfill all obligations included in the scope of services needed to operate the facility. The timeline for such negotiations shall not exceed thirty (30) days after such exercise of the non renewal option. In the event the parties cannot agree on a rate of the property improvements the County agrees to reimburse at depreciation value. Superparks agrees to present the County with proof of expenses at time of purchase or installation for such equipment or property improvements. The County will allow access to Superparks to tools and equipment they might have in inventory if needed to perform the Work. Any new equipment needed will be purchased and supplied by Superparks. The County agrees to pay all of the utilities and County personnel and labor cost separate and apart from this Agreement.

RENEWAL & TERMINATION

If the County does not renew this Agreement and or cancels it at anytime as provided for herein, the County agrees to pay Superparks for any venue property improvements it has invested during the term of the Agreement at a rate to be negotiated by the County and Superparks. The County must inform Superparks of its intent to renew or not renew the Agreement seventeen months prior to the end date of the Agreement, which is August 31, 2015. This ties the decision to renew/not renew with the annual April 1st review date that is already in the contract. Additionally, either party may terminate this Agreement, with or without cause, by delivery of written notice of the termination to the other party not less than ninety (90) days prior to the effective date of termination.

All other terms and conditions of the original agreement remain in place.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A CONTRACT AMENDMENT WITH SUPERPARKS LLC (PLANET)
TO DESIGN, CONSTRUCT, MAINTAIN, AND MANAGE THE HAWK ISLAND SNOW PARK**

WHEREAS, the Ingham County Board of Commissioners adopted resolution #12-254 to approve a contract with Superparks LLC (Planet) to design, construct, maintain, and manage the Hawk Island Snow Park; and

WHEREAS, after the 2012/2013 season it became apparent that modifications to the agreement were necessary; and

WHEREAS, Ingham County staff and Superparks had several meetings and communications to determine the most appropriate modifications to the agreement.

THEREFORE BE IT RESOLVED, effective upon execution of the amendment, the consideration for this Agreement shall be to split the Snow Park's receipts collected from all points of fees and sales pertaining to the Snow Park with seventy-five percent (75%) to Superparks, LLC and twenty-five percent (25%) to Ingham County as follows:

- (a) 75/25 split of gross receipts from Snowpark admission fee;
- (b) 75/25 split of net receipts from all other Snowpark activities, including rentals, concessions, special events and classes.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners approves such other amendments as negotiated between the Controller's Office and Superparks.

BE IT FURTHER RESOLVED, all other terms and conditions of the agreement authorized by resolution #12-254 remain unchanged.

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

LANSING FIRE DEPARTMENT

815 Marshall St.
Lansing, Michigan 48912
(517) 483-4186
FAX (517) 483-7641
mhamel@lansingmi.gov

August 29, 2013

To: Ingham County Comptroller

From: Lansing Emergency Management Chief
Michael R. Hamel

Project: Enhanced flood Warning Project

Dear Mr. Dolehanty,

Last summer the Lansing office of emergency management started meeting with our partners to support with an enhanced flood warning study (three year study). This study will be completed by the USGS and will create a set of complex predictive models that will give us the ability to accurately forecast flood levels. This will also benefit Ingham County through the Ingham County office of Emergency Management who will also have access to the models.

To complete this project the total cost is \$240,000 plus the installation of a river gauge on the sycamore creek in Ingham County (Holt Road and 127). The cost of the gauge is \$15,700 with an annual maintenance fee of \$5000 per year for three years. The cost of the project is divided up by three agencies, USGS (Federal Grant), USACE (Federal Grant), and the City of Lansing. Each agency is responsible for \$80,000 of the \$240,000 and the City is also responsible for the river gauges. This brings our share up to \$109,700.

Over the past eight months we have met with Meridian Township, LBWL, MaClaren of greater Lansing, Accident fund, Lansing officials, Ingham County officials and MSU. These meeting were in regards to partnering with a request of support to pay for this project. So far we have the following toward this project:

Lansing \$32,000
BWL \$15,000

Other support has come from Williamston, East Lansing, MSU and Meridian in support of the river gauges being installed in Williamston to support this project. They have all chipped in to pay the \$19,700 or equipment and the annual \$15,500 annual fee required in Williamston. This was completed in 2012.

The remaining agencies are working through their process to determine their contribution to support this important project. We have made it clear to all supporters that this project will last three years and that support can come in any one or all of the years.

We are asking Ingham County to support this project and are requesting \$10,000 each year for the current budget year and the next two for a total of \$30,000.

Thank you from Lansing Emergency Management for your consideration and support of this project. Together we can achieve a disaster resilient community.

Michael R. Hamel
City of Lansing Emergency
Management Chief

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PARTICIPATION IN U.S. GEOLOGICAL SURVEY ENHANCED FLOOD WARNING SYSTEM

WHEREAS, the configuration of rivers and dams in the Lansing area creates unique problems for flood forecasters and the National Weather Service cannot accurately predict flooding in our area; and

WHEREAS, the United States Geological Survey (USGS) Enhanced Flood Warning project will develop complex models that will more accurately forecast flood events thereby enabling local officials, residents, and those managing critical infrastructure to take the best possible protective actions; and

WHEREAS, this project will address a critical need in Lansing, East Lansing, Delhi Township, Alaiedon Township and Lansing Township; and

WHEREAS, the total project cost of \$240,000 is divided equally among USGS, Army Corps of Engineers and the City of Lansing; and

WHEREAS, the City of Lansing is also responsible for maintenance of river gages at an additional annual cost of \$29,700; and

WHEREAS, financial commitments of \$47,000 toward implementation of an enhanced flood warning system were received from the City of Lansing (\$32,000) and the Lansing Board of Water and Light (\$15,000); and

WHEREAS, \$35,200 in financial support for other flood monitoring projects was received in 2012 from the City of Williamston, City of East Lansing, Meridian Township and Michigan State University; and

WHEREAS, the Ingham County Board of Commissioners desires to participate in the enhanced flood warning system.

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 at a total cost not to exceed \$10,000 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 (Homeland Security/Emergency Operations Special Projects).

BE IT FURTHER RESOLVED, that if the total cost of the project is not realized Ingham County reserves the right to withdraw their contribution of \$10,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary budget adjustments to reflect this participation in the USGS Enhanced Flood Warning System.

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

Agenda Item 12b

TO: Finance Committee
FROM: Timothy J. Dolehanty, Controller\Administrator
RE: 2014 Appropriations Resolution
DATE: October 4, 2013

Attached is the 2014 Appropriations Resolution, which will adopt the 2014 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 25, 2013. The details of this budget can be found in the “2014 Ingham County Budget as Recommended by the Finance Committee” that is scheduled to be distributed at the October 8 Board of Commissioners meeting.

A public hearing on the 2014 Budget will be held at the Board of Commissioners meeting on Tuesday, October 22, 2013. A notice of public hearing will appear in the City Pulse on Wednesday, October 9, 2013.

Please feel free to contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2014 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2014 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners' resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committees' recommendations and together with its own Strategic Planning Initiatives Fund allotment has presented a recommended balanced budget to the Board of Commissioners and to the public; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution.

THEREFORE BE IT RESOLVED, that the 2014 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 25, 2013 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2013 tax year/2014 budget year for a total county levy of 10.1963 mills, including authorized levies for General Fund operations, special purpose, and Airport Authority millage:

2013/14 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.3512
General Operations – Indigent Veterans Support	.0330
Special Purpose - Emergency Telephone Services	.8431
Special Purpose - County-wide Transportation	.4800
Special Purpose - County-wide Transportation	.1200
Special Purpose - Juvenile Justice	.6000
Special Purpose - Potter Park Zoo and Potter Park	.4100
Special Purpose – Farmland/Open Space Preservation	.1400
Special Purpose – Health Care Service	.5200
Trust & Agency - Capital Region Airport Authority	.6990

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2013/2014 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to Community Mental Health, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2013/2014 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution #90-274, as amended by Resolutions #94-93 and #04-253.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the County's Purchasing Procedures, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the County's Purchasing Procedures.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the County is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that budgets for all funds are adopted on a January 1st fiscal year, with the following exceptions: Friend of the Court Services Fund (215), County Health Fund (221), Community Corrections Fund (267), Community Development Block Grant Fund (287), DHS - Child Care Fund (288), DHS - Social Welfare Fund (290), Family Division – Child Care Fund (292), Prosecuting Attorney Cooperative Reimbursement Grant Fund (298), and Community Health Center Network Fund (511), all of which are adopted on an October 1st fiscal year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the Purchasing Department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the County as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to sell at fair-market value any used Ingham County Patrol Vehicles to the Ingham Intermediate School District for its Law Enforcement Program.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2014 budget of funds not spent in 2013 for a specific project must be received by the Budget Office no later than March 17, 2014, otherwise the request for reappropriation will not be considered.

Agenda Item 12c and 12d

TO: Law & Courts and Finance Committee
FROM: John Neilsen, Deputy Controller
DATE: October 2, 2013
RE: Two Companion 9-1-1 Resolutions to enter into contract with Carousel Industries, Inc.

Commissioners:

Attached is two companion 9-1-1 Resolutions to enter into contract with Carousel Industries, Inc. that should be considered as a package for your considerations and adoption.

The 9-1-1 phone system in use at the Ingham County Center is a cooperative venture that brought Clinton, Eaton, Ingham and Livingston counties (CEIL group) together to share the purchase and shared infrastructure of a Geo -diverse 9-1-1 phone system. The system was a change from the old analog copper phone lines to a new and NextGen ready IP or computer based phone system. This new 9-1-1 phone system allows us to avail ourselves of the technology that today's smart phones are able to provide. Unfortunately since our go live date at the 9-1-1 Center in late June of 2012 we have been beset with problems with the Phone System. Livingston County has been live the longest followed by Ingham County.

After these problems have not been resolved to our satisfaction, we requested assistance from the phone manufacturer Cassidian. We were interested in exploring a range of options including hiring an independent consultant to review our system. After discussions with Cassidian , the Engineer that designed our phone system and a team from Cassidian came out for a site visit and reviewed both the Livingston and Ingham County 9-1-1 Center installations and recommended a number of changes and corrective actions as part of a report.

Eaton and Clinton Counties have not gone live yet as they have been waiting for the problems to be resolved in the Geo Diverse phone system that is currently live in Livingston and Ingham County. Eaton County and Clinton County have determined it is in their best interests to proceed with installing there new 9-1-1 phone system as a stand alone system and to no longer pursue connecting with Livingston and Ingham County at this time. We then requested a proposal from Carousel Industries, Inc. for a proposal to carry out the recommendations from the Cassidian Report.

Given these developments we are recommending the resolution to approve the Ingham County 9-1-1 Central Dispatch Center's 9-1-1 Telephone System Agreement. This vendor was recommended by the manufacturer of our Cassidian 9-1-1 Telephone System and is on the GSA Governmental Purchasing Contract. After review of the proposal, sign off by Cassidian and checking with references Staff is recommending this agreement for the amount of up to \$ 90,940 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with their proposal with an additional \$ 9,060 Contingency for a total project cost of up to \$ 100,000 which is Ingham Count's share of the project.

Essentially, we are recommending taking down the more complex Livingston and Ingham County Geo diverse 9-1-1 Phone system and going to a more simple and basic stand alone system, making the changes and corrective actions as recommended by Cassidian, do extensive testing for robust and adequate fiber connections between Ingham and Livingston County and when and if it is practical, reconnect the two 9-1-1 Centers as a Geo diverse system. Funds are proposed to come from the 911 Emergency Telephone Dispatch Services - 911 fund balance.

In addition, the companion resolution should also be approved to authorize entering into a new contract with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center's 9-1-1 Telephone System Maintenance Agreement.

Staff is recommending this maintenance agreement for up to \$ 74,463.

Funds are within the existing Ingham County 9-1-1 Central Dispatch Center budget for this purpose.

The CEIL group is working on a revised Agreement and other issues associated with moving towards our 9-1-1 phone system as a stand alone systems. We will be reporting back on those implications later.

I recommend your approval of both resolutions.



Proposal For: Ingham County-Lansing, MI
Solution Proposed Sentinel Patriot Single System
Date: October 7, 2013

Summary

Install four (4) new Sentinel Patriot Server and one (1) new Aurora Server
Existing Sentinel Workstation Hardware and Software Licensing will be reused
Existing AudioCode FXS/FXO Gateways will be reused
Three (3) New Cisco 2960 Switches
New 42U Cabinet and Peripheral Equipment for backroom equipment
1 Year of Software Support for Sentinel and Aurora
Fortinet FG-40C Firewall for Remote Managed Services VPN Security
OPTIONS: 19" rack in lieu of cabinet, M1K Gateways, Aurora Advanced Reporting Bundle
OPTIONS: Managed Services (M&R, Anti Virus and Patch Management)
OPTIONS: Critical Spares and HP Extended Warranties for five (5) DL380 Servers

Pricing is valid for 90 days

Ingham	\$165,402.20
Total Solution:	\$165,402.20

All new products are guaranteed to be as specified by the manufacturer's documentation, and are provided with the manufacturer's standard Product warranty. All refurbished components are covered by a Carousel direct warranty.

Customer is responsible for any electrical service, environmental conditions and cable work needed to support the quoted Products, unless otherwise specified on the Quote. Any changes to the above Products and /or Scope of Work will require the written authorization of both Carousel and the Customer. Pricing does not include taxes and freight charges, and as applicable, these costs will be added to the invoice.

All work is done subject to the terms and conditions of Carousel's Master Sales Agreement (available at <http://www.carouselindustries.com/services/master-sales-agreements/>), unless Carousel and the Customer have previously agreed to otherwise in writing.

By signing below, Customer makes an offer to purchase the Products and/or Services above from Carousel. Carousel's acceptance of this offer to purchase shall be evidenced by the conversion of the Quote into a Carousel Service Order, and the return of the Service Order number to the Customer.

By: _____ **Title:** _____ **Date:** _____



Proposal For: Ingham County- Lansing, MI

Solution Proposed: Sentinel Patriot Single System

Date: October 7, 2013

Sentinel Patriot System

Qty.	Part No.	Description	Unit Price	U/M	Total
Sentinel Patriot					
2	873099-00103.3	SENT PAT 3.3 LIC/DOC/MED	\$2,142.86	EA	\$4,285.71
2	873099-03001	PAT/CM CAD INTF LIC	\$714.29	EA	\$1,428.57
1	809800-35061	PATRIOT SYS CFG	\$1,428.57	EA	\$1,428.57
Server Equipment					
4	62040-G614402	SVR BASE RACK DL380/G7	\$4,191.43	EA	\$16,765.71
4	64000-20057	HD DRIVE 300GB SAS 10K G7	\$624.29	EA	\$2,497.14
<i>Note: (2) Drives for mirrored array in MDS server and (2) Drives for mirrored array in DDS server.</i>					
2	04000-30182	USB/SRL HUB KIT	\$465.71	EA	\$931.43
2	04000-00397	SVR WIN 2008 + 10 CAL	\$1,465.71	EA	\$2,931.43
2	04000-00101	PAT PTS CENT OS	\$0.00	EA	\$0.00
2	809800-35056	PAT SVR CFG	\$714.29	EA	\$1,428.57
1	870890-07501	CPR/SYSPREP IMAGING	\$0.00	EA	\$0.00
Workstation Equipment					
<i>Note: Will be utilizing existing workstations.</i>					
18	809800-35001	PAT 3.X SW SPT 1YR	\$1,414.29	EA	\$25,457.14
Sentinel Patriot IRR Module					
18	809800-35016	PAT/CM IRR SW SPT 1YR	\$255.71	EA	\$4,602.86
Sentinel Monitor					
1	809800-35026	SEN MNTR SW SPT 1YR	\$900.00	EA	\$900.00
Enclosure, Peripherals & Gateways					
1	00600-20042	CABINET 42U 19IN	\$4,714.29	EA	\$4,714.29
1	63009-192801	MNTR RACK KYBD 1U 19IN	\$995.71	EA	\$995.71
1	06500-02300	SHELF 19IN CAB MT BLK	\$114.29	EA	\$114.29
1	04000-00706	FAN KIT BLK	\$242.86	EA	\$242.86
1	00600-20142	CABINET ROOF FAN HOLE	\$211.43	EA	\$211.43
1	04000-50032	SEISMIC BRACING KIT	\$28.57	EA	\$28.57
1	04000-008B8	KVM SWITCH 8-PORT	\$994.29	EA	\$994.29
1	04000-00607	CBL KVM USB CONSOLE	\$197.14	EA	\$197.14
8	04000-60611	CBL KVM USB 10FT	\$118.57	EA	\$948.57
1	04000-RMU19	BRKT 19IN RACK ARBITR 8P	\$42.86	EA	\$42.86
1	809800-80044	SVR CAB CFG FEE	\$1,571.43	EA	\$1,571.43
1	863014-00102	PERIPHERAL KIT	\$5,457.14	EA	\$5,457.14
3	04000-29616	SWITCH 2960 + CBL 24-PORT	\$1,371.43	EA	\$4,114.29
3	04000-02963	SPT 24X7 24-P 2960 1YR	\$334.29	EA	\$1,002.86
1	04000-01584	BLKBX TL158A-R4 DATACAST	\$502.86	EA	\$502.86
1	04000-01010	CBL DB25M/DB25M 10FT	\$11.43	EA	\$11.43
Sentinel Patriot System/Software Support Subtotal					\$83,807.14

Aurora - MIS System

Qty.	Part No.	Description	Unit Price	U/M	Total
Aurora 2.2 - Standard MIS System					
1	873399-00102.2	AURORA 2.2 DOC/MED	\$0.00	EA	\$0.00
1	873391-00501	AURORA STD LIC	\$2,857.14	EA	\$2,857.14
1	04000-00339	SQL 2008R2 CAL RUN ENT	\$251.43	EA	\$251.43



18	809800-03301	AURORA STD SPT 1YR	\$205.71	EA	\$3,702.86
Aurora Server Equipment					
1	62040-J163841	SVR RACK DL380P/G8	\$4,761.43	EA	\$4,761.43
1	64021-10025	KYBD/MOUSE BNDL	\$62.86	EA	\$62.86
1	06500-00201	2-POST RELAY RACKMNT KIT	\$244.29	EA	\$244.29
1	64000-20066	HARD DRIVE 600GB SAS 10K	\$910.00	EA	\$910.00
4	64000-20067	HARD DRIVE 300GB SAS 15K	\$1,180.00	EA	\$4,720.00
<i>Note: Configure server with R10 (4 x 300GB) and 18GB RAM. Server is configured for up to 500,000 calls per year.</i>					
2	64000-40094	8GB RAM ML350P/DL380P/G8	\$357.14	EA	\$714.29
1	04000-00396	SVR WIN 2008 + 5 CAL	\$1,221.43	EA	\$1,221.43
1	04000-00340	SQL 2008R2 SVR RUN ENT	\$98.57	EA	\$98.57
1	04000-00426	PRESENT TENSE CLIENT	\$78.57	EA	\$78.57
1	809800-01416	MIS SVR CFG	\$714.29	EA	\$714.29
1	65000-00124	CBL PATCH 15FT	\$20.00	EA	\$20.00
Aurora - MIS /Software Support Subtotal					\$20,357.14

Summary

Qty	Product Code	Product Description	Unit Price
1		Sentinel Patriot System (Equipment/Licensing)	\$52,847.14
1		Software Support 1YR (Sentinel/IRR/Monitor)	\$30,960.00
1		Aurora - MIS System	\$16,654.28
1		Software Support 1YR (Aurora)	\$3,702.86
1		Carousel Security Appliances, 3YR Installed	\$4,956.67
1		Carousel Industries Installation	\$11,250.00
1		Carousel Industries - Project Management	\$3,375.00
1		Carousel Travel Expenses	\$1,856.25
1		Carousel Onsite Support- 1 Year	\$39,800.00

Pricing is valid for 90 days

Total Equipment & Services Cost: \$165,402.20

Total This Site: \$165,402.20



Optional Items

Qty.	Part No.	Description	Unit Price	U/M	Total
2-Post Rack					
1	06500-55053	EQUIPMENT RACK 19IN	\$392.86	EA	\$392.86
4	06500-00201	2-POST RELAY RACKMNT KIT	\$244.29	EA	\$977.14
1	63002-172805	MNTR NEC 17IN	\$312.86	EA	\$312.86
1	04000-004B4	KVM 4-PORT SWITCH	\$631.43	EA	\$631.43
1	04000-008B8	KVM SWITCH 8-PORT	\$994.29	EA	\$994.29
1	04000-00607	CBL KVM USB CONSOLE	\$197.14	EA	\$197.14
4	04000-60611	CBL KVM USB 10FT	\$118.57	EA	\$474.29
1	04000-RMM19	BRKT 19IN RACK MTG/ARBTR	\$45.71	EA	\$45.71
Mediant 1000 Modular Gateways					
4	04000-00129	MED 1000B CHASSIS BNDL	\$1,835.00	EA	\$7,340.00
4	04000-00186	SW SPT M1000 GATEWAY 1YR	\$300.00	EA	\$1,200.00
18	04000-00116	MED 1000 FXO-LS BNDL	\$346.00	EA	\$6,228.00
8	04000-00119	MED 1000 FXS BNDL	\$332.00	EA	\$2,656.00
Aurora Modules					
1	873391-00901	AURORA ADV RPT PKG LIC	\$5,000.00	EA	\$5,000.00

OPTIONAL SECTION: Managed Services

Qty.	Part No.	Description	Unit Price	U/M	Total
1	809800-14151	Monitoring & Response Activation Fee M&R ACT FEE MED SITE	\$3,285.71	EA	\$3,285.71
Monitoring & Response License Fees					
3	871499-01206	M&R 3.0 LIC SVR	\$534.29	EA	\$1,602.86
3	809800-14161	M&R 3.0 SVR SRVC 1YR <i>Note: For (2) DDS Servers, (1) Aurora Server</i>	\$1,857.14	EA	\$5,571.43
18	871499-01211	M&R 3.0 WKST LIC	\$101.43	EA	\$1,825.71
18	809800-16161	M&R 3.0 WKST SRVC 1YR <i>Note: For (18) Workstations</i>	\$514.29	EA	\$9,257.14
18	871499-01210	M&R 3.0 IP DEVICES LIC	\$101.43	EA	\$1,825.71
18	809800-16166	M&R 3.0 IP DEV SRVC 1YR <i>Note: For (2) MDS Servers, (12) Gateways, (1) Firewall, (3) Cisco Switches</i>	\$514.29	EA	\$9,257.14
Managed Services - Implementation Fee					
<i>Note: For (2) DDS Servers, (1) Aurora Server, (18) Workstations.</i>					
21	809800-14152	MGD SERV DEV & IMPL	\$107.14	EA	\$2,250.00
Anti-Virus Solution					
21	809800-14171	VIRUS PROTECT 3.0 SVC 1YR	\$134.29	EA	\$2,820.00
Patch Management Solution					
21	809800-16146	PATCH MGMT 3.1 SVC 1YR	\$317.14	EA	\$6,660.00
Managed Services Subtotal					\$41,070.00

OPTIONAL SECTION: Optional Parts/Spares

Qty.	Part No.	Description	Unit Price	U/M	Total
Cassidian Communications 4X Equipment - Recommended Spares					
1	04000-00129	MED 1000B CHASSIS BNDL	\$2,621.43	EA	\$2,621.43
1	04000-00186	SW SPT M1000 GATEWAY 1YR	\$428.57	EA	\$428.57
1	04000-00116	MED 1000 FXO-LS BNDL	\$494.29	EA	\$494.29
1	04000-00119	MED 1000 FXS BNDL	\$474.29	EA	\$474.29
1	04000-00132	MED 1000B PWR SPLY BNDL	\$507.14	EA	\$507.14
1	04000-00125	MEDIANT 1000 CPU BNDL	\$1,427.14	EA	\$1,427.14
1	04000-29616	SWITCH 2960 + CBL 24-PORT	\$1,371.43	EA	\$1,371.43
1	04000-02963	SPT 24X7 24-P 2960 1YR	\$334.29	EA	\$334.29



OPTIONAL SECTION: Extended Warranties

<i>Qty</i>	<i>Part No.</i>	<i>Description</i>	<i>Unit Price</i>	<i>U/M</i>	<i>Total</i>
5	04000-01525	Server Extended Warranty WARR 24X7 DL380 3YR <i>Note: Upgrade & uplift from 3YRs warranty 9x5 NBD to 3YRs, 24x7, 4 hour response time.</i>	\$1,275.71	EA	\$6,378.57
		Or			
5	04000-01526	WARR 24X7 DL380 5YR <i>Note: Upgrade & uplift from 3YR warranty 9x5 NBD to 5YRs, 24x7 response time.</i>	\$3,017.14	EA	\$15,085.71

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A 9-1-1 TELEPHONE SYSTEM
AGREEMENT WITH CAROUSEL INDUSTRIES, INC.
FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 911 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County installed and is operating a Cassidian 9-1-1 Phone System and has experienced problems with the system; and

WHEREAS, at Ingham County's request Cassidian conducted a site visit and reviewed both the Livingston and Ingham County 9-1-1 Center installations and recommended a number of changes and corrective actions; and

WHEREAS, Ingham County has obtained a proposal from Carousel Industries, Inc. to make the changes and corrective actions pursuant to the Cassidian report.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Carousel Industries, Inc. for an expenditure of up to \$90,940 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with their proposal with an additional \$9,060 Contingency for a total project cost of up to \$100,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A 9-1-1 TELEPHONE SYSTEM
MAINTENANCE AGREEMENT WITH CAROUSEL INDUSTRIES, INC.
FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 911 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the one year warranty period has expired for the Cassidian 9-1-1 Phone System; and

WHEREAS, County Staff has reviewed a proposal to provide 9-1-1 Phone System maintenance services and is recommending entering into contract with Carousel Industries, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a Maintenance Agreement for the Cassidian 9-1-1 Phone System with Carousel Industries, Inc.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$74,463 out of the Ingham County 9-1-1 Central Dispatch Center budget for these purposes.

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

MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

DATE: October 9, 2013

RE: Resolution to Restructure Controller/Administrator Office Positions

Among issues identified by Commissioners to be addressed upon my arrival at Ingham County was the organizational structure of the Controller/Administrator office. A number of changes in responsibilities assigned to various employees prompted this suggestion. The following narrative offers a brief explanation of the proposal, and Figure 1 provides a graphic representation. Implementation of the proposed structure will cost an additional \$51,707 annually.

Administrative Analyst

When the Administrative Analyst position became vacant, our incumbent Administrative Assistant expressed interest in filling the position. Following an internal review of education and experience requirements, requirement of a bachelor's degree was changed to allow a combination of work experience and education attainment. Human Resources (HR) conducted a job description review and classified the newly-described position as grade 7 on the Managerial and Confidential (MCF) scale.

Administrative Assistant / Executive Secretary

Promotion of our Administrative Assistant to Administrative Analyst provided an opportunity to review the Administrative Assistant position as measured against contemporary responsibilities of the Controller's Office. HR performed a job description review based on a revised job description. Through this analysis it was determined the position should be reclassified as Executive Secretary and placed at grade 4 on the MCF scale. Upon approval by the Board of Commissioners, this position will be the subject of an internal posting. If no qualified candidates are identified, we will then follow up with a general public posting.

Deputy Controller

In recognition of the current division of work responsibilities, the proposed structure calls for elimination of the Assistant Deputy Controller position and reassignment of the incumbent as Deputy Controller. At the same time, the reorganization structure recognizes the importance of a clear hierarchy and chain of command through establishment of a Chief Deputy Controller position. Although HR analysis of both positions resulted in placement at MCF grade 16, the proposed structure preserves past practice and provides flexibility in workload assignments.

Figure 2 and Figure 3 portray workload assignments for the Controller / Administrator, Chief Deputy Controller, and Deputy Controller.

Current Structure

Proposed Structure

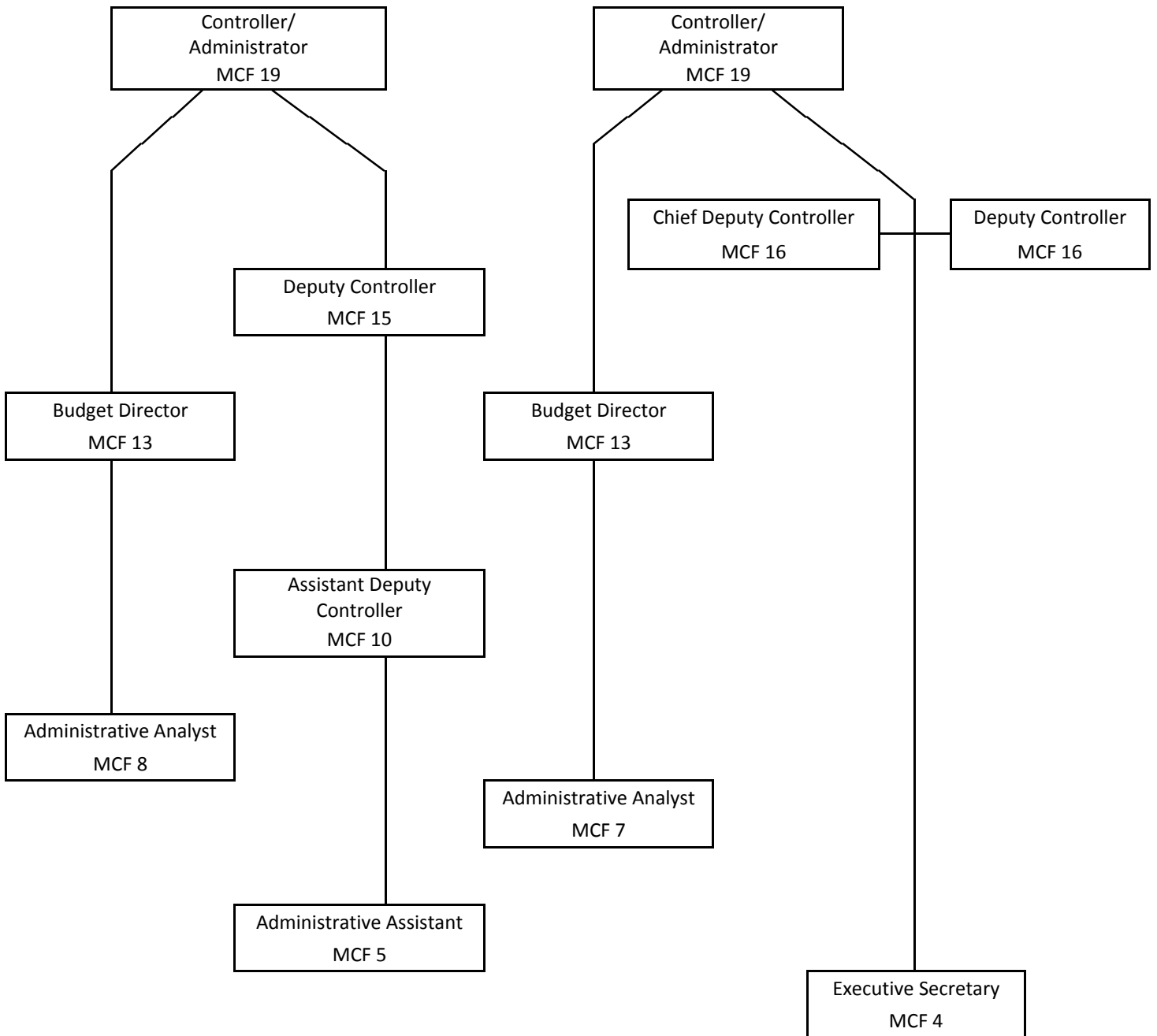


Figure 1: Current and proposed structure of the Ingham County Controller/Administrator office.

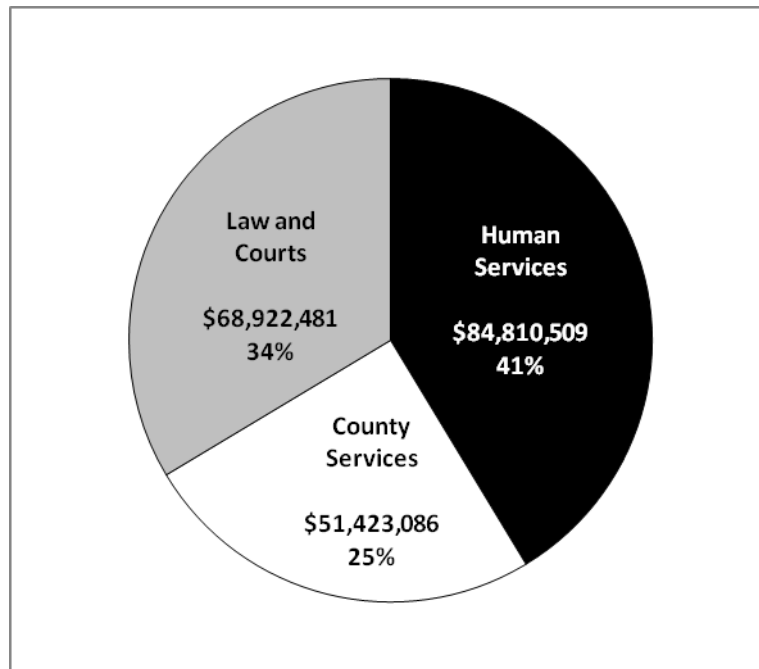
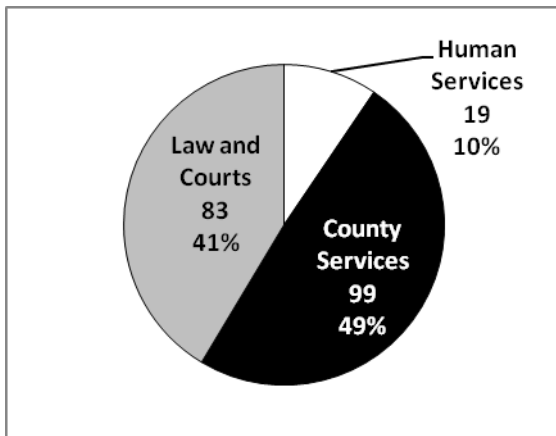


Figure 2: Workload assignments of the Controller/Administrator, Chief Deputy Controller, and Deputy Controller will primarily follow the Board of Commissioners standing committee structure. Detail of other specific responsibilities is provided in each job description.

Direct Supervision



Other Reporting

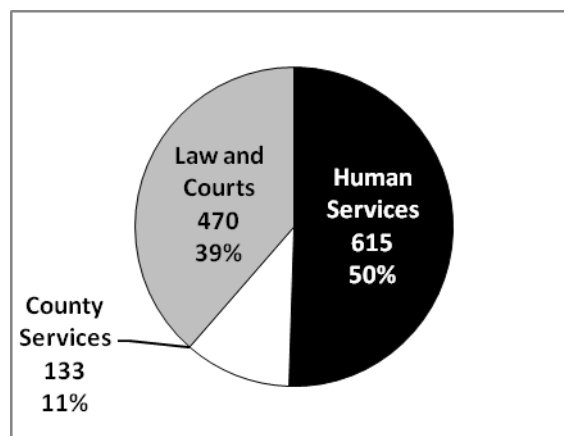


Figure 3: Personnel reporting assignments of the Controller/Administrator, Chief Deputy Controller, and Deputy Controller will primarily follow the Board of Commissioners standing committee structure. Employees falling under the “direct supervision” status work in appointed offices. In contrast, those in the “other reporting” category are employed in offices supervised by county-wide elected officials or through other county agencies supervised by independent oversight boards.

**INGHAM COUNTY
JOB DESCRIPTION**

EXECUTIVE SECRETARY, CONTROLLER

General Summary: Under supervision of the Controller, the Executive Secretary provides a variety of clerical support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answers telephones; and maintains office filing systems. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests. Assists the Community Corrections Advisory Board (CCAB) and Budget Office with general secretarial and administrative support functions.

Essential Functions:

1. Provides secretarial and administrative support to Controller's Office including setting-up and typing correspondence, resolutions, reports, surveys and other documents. Proofreads and edits documents.
2. Upon direction of the Controller, prepares and organizes agendas for various meetings including standing committees of the Board of Commissioners, Building Authority and other groups as assigned. Assembles, copies and distributes meeting support documents.
3. Pays invoices and performs wire transfers for Controller's Office, CCAB Office and Budget Office.
4. Prepare biweekly payroll for the Controller's Office and Community Corrections and enter personnel action requests.
5. Acts as procurement card site coordinator for Controller's Office, CCAB Office and Budget Office.
6. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
7. Responsible for general administrative and clerical support functions to include scheduling of meetings, mailings, creating address label files, proofreading documents and assisting with special events.
8. Prepares annual schedule for Board meetings and Liaison Committee meetings.
9. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information.
10. Establishes and maintains office filing systems, and provides other general administrative/clerical support.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required.

Experience: A minimum of two years of secretarial or related administrative experience is required.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ANALYST

General Summary: Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Assists in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
7. Provides technical assistance to operating departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
8. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
9. Supervises and trains part-time budget intern(s).

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

A minimum of one of the following combinations is required:

1. Twelve credits of college and 3-5 years of related experience
OR
2. One year of college and 2-3 related years of experience
OR
3. An Associate's Degree and 1-2 years of related experience
OR
4. A Bachelor's Degree and 6 months of related experience

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

**INGHAM COUNTY
JOB DESCRIPTION**

Deputy Controller

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to assigned County departments, offices and agencies. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Function as Acting Controller/Administrator in the absence of both the Controller and the Chief Deputy Controller. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
 - a. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
 - b. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
 - c. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
 - d. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
 - e. Works in cooperation with standing committees of the Board of Commissioners, as assigned, to ensure adequate and full implementation and administration of adopted Board policies and procedures. Makes recommendations regarding current and future programs. Recommends action on claims to assigned departments, offices and agencies.
 - f. Works with assigned Committee Chair to develop meetings agendas; provides the Board of Commissioners' Office with resolutions and materials for agenda packets.
 - g. Staffs various advisory committees as assigned.
 - h. Serves as the Controller's liaison to other agencies as assigned.
2. Carries out special projects and prepares reports.
3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

4. Works as a member of the County Administrative team to ensure special projects run smoothly.
5. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.
6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in the absence of both the Controller and the Chief Deputy Controller.
7. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.
8. Works with the Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.
9. Supervises by recommending the hiring, discipline and termination of employees in conjunction with the Department Head of assigned areas.
10. Oversees contract compliance of vendors, agencies and municipalities on behalf of the County.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

**INGHAM COUNTY
JOB DESCRIPTION**

Chief Deputy Controller

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to assigned County departments, offices and agencies. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Functions as Acting Controller/Administrator in his/her absence. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
 - a. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
 - b. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
 - c. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
 - d. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
 - e. Works in cooperation with standing committees of the Board of Commissioners, as assigned, to ensure adequate and full implementation and administration of adopted Board policies and procedures. Makes recommendations regarding current and future programs. Recommends action on claims to assigned departments, offices and agencies.
 - f. Works with assigned Committee Chair to develop meetings agendas; provides the Board of Commissioners' Office with resolutions and materials for agenda packets.
 - g. Staffs various advisory committees as assigned.
 - h. Serves as the Controller's liaison to other agencies as assigned.
2. Carries out special projects and prepares reports.
3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

4. Works as a member of the County Administrative team to ensure special projects run smoothly.
5. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.
6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in his/her absence.
7. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.
8. Works with the Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.
9. Supervises by recommending the hiring, discipline and termination of employees in conjunction with the Department Head of assigned areas.
10. Oversees contract compliance of vendors, agencies and municipalities on behalf of the County.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESTRUCTURE CONTROLLER/ADMINISTRATOR
OFFICE POSITIONS**

WHEREAS, Ingham County established the office of Controller/Administrator with various responsibilities and duties as defined by state statute (MCL 46.13b); and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of each position in the Controller/Administrator office; and

WHEREAS, through reassignment of duties and sharing of personnel resources, it was determined that the Controller/Administrator office could be reorganized to promote operational efficiencies; and

WHEREAS, an Administrative Analyst position recently became vacant; and

WHEREAS, the current Administrative Assistant/Controller possesses the necessary skills, education and experience to fulfill duties assigned to an Administrative Analyst; and

WHEREAS, it is feasible to accomplish many tasks performed by the Administrative Assistant/Controller through designation as Executive Secretary/Controller; and

WHEREAS, duties and responsibilities associated with the Assistant Deputy Controller position have evolved to encompass the same duties and responsibilities of a Deputy Controller.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following staffing changes shall be implemented:

- Position number 212002/Administrative Analyst is reclassified from MCF08, \$49,404 - \$59,301 to MCF07, \$45,144 - \$54,190.
- Incumbent Administrative Assistant/Controller is reassigned as Administrative Analyst
- Position number 223002/Administrative Assistant/Controller (MCF05, \$38,710 - \$46,467) is reclassified as Executive Secretary/Controller (MCF04, \$36,246 - \$43,504).
- Position of Chief Deputy County Controller is created (MCF16, \$91,846 - \$110,242).
- Incumbent Deputy Controller is reassigned as Chief Deputy Controller
- Position number 223005/Deputy Controller is reclassified from MCF15, \$85,145 - \$102,200 to MCF16, \$91,846 - \$110,242.

- Position number 223004/Assistant Deputy Controller (MCF10, \$58,928 - \$70,732) is reassigned as Deputy Controller (MCF16, \$91,846 - \$110,242).
- Position number 223004/Assistant Deputy Controller is eliminated.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A ONE-TIME LUMP SUM WAGE SUPPLEMENT
TO CERTAIN EMPLOYEES OF INGHAM COUNTY**

WHEREAS, the Ingham County Board of Commissioners (“Board”) has examined the Comprehensive Annual Financial Report for the year ended December 31, 2012; and

WHEREAS, the Board has examined current expenditure levels for Fiscal Year 2013 for the various departments, agencies, offices and activities, which it by law or by policy must finance or assist in financing; and

WHEREAS, the Board has reviewed the recommended budget for Fiscal Year 2014 and concluded sufficient funds are available to finance all mandatory County-funded services at or beyond minimum serviceable levels; and

WHEREAS, Ingham County employees have not received a wage adjustment for several years; and

WHEREAS, the Board desires to provide a non-precedent setting, one time lump sum wage supplement to certain regular full-time and part-time employees of Ingham County; and

WHEREAS, the Board understands that any wage adjustment is subject to collective bargaining rules and regulations as a mandatory subject of negotiation; and

WHEREAS, the Board has reviewed and determined that sufficient funds exist in the uncommitted fund balance of the general fund to accommodate such payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a non-precedent setting, one-time lump sum wage supplement not added to the wage scale totaling \$150 to eligible county employees as follows:

1. All full-time employees, part-time employees and three-quarter time employees within the Managerial and Confidential classification employed by Ingham County on October 31, 2013.
2. All full-time employees, part-time employees and three-quarter time employees recognized in the following collective bargaining units employed by Ingham County on October 31, 2013, subject to ratification of a formal Letter of Understanding: FOP Animal Control, FOP Corrections, FOP 911 Non-Supervisory, ICEA County Professionals, ICEA Assistant Prosecuting Attorneys, ICEA Public Health Nurses, MAP Law Enforcement, OPEIU Family Court, Teamsters 580 – Zoo, Teamsters 580 – 911 Supervisory, UAW TOPS, UAW Zoo

3. All full-time employees, part-time employees and three-quarter time employees recognized in the following collective bargaining units employed by Ingham County on October 31, 2013, upon ratification of a Collective Bargaining Agreement currently under negotiation: AFSCME Road Employees, OPEIU Supervisory, OPEIU Office and Professional Tech, ICEA Park Rangers, ICEA-FOC Park Crew Leaders, MNA Nurse Practitioners/Clinic Nurses
4. All full-time employees, part-time employees and three-quarter time employees of the FOP Supervisory Officers collective bargaining unit employed by Ingham County on October 31, 2013, subject to completion of the Act 312 arbitration process and subject to ratification of a formal Letter of Understanding.
5. All full-time and part-time employees of the ICEA – Professional Court Employees collective bargaining unit employed by Ingham County on October 31, 2013, subject to completion of the MERC Fact Finding process and subject to ratification of a formal Letter of Understanding.
6. Seasonal employees, temporary employees, special part-time employees and elected officials shall not be eligible for payment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the FY 2013 Ingham County General Fund Budget.

CHARTER TOWNSHIP OF MERIDIAN # 13

Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

RECEIVED

SEP 23 2013

INGHAM COUNTY CLERK

September 20, 2013

RE: Zoning Board of Appeals #13-09-11-1 (Joan Allman (Laurie) Blosser)

Dear Property Owner:

This is to notify you that the Zoning Board of Appeals of the Charter Township of Meridian has scheduled a public hearing for Wednesday, October 9, 2013 regarding a variance request from Joan Allman (Laurie) Blosser. The meeting will begin at 6:30 p.m. in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI, 48864 (517-853-4560).

The request is an appeal of the decision by the Director of Community Planning and Development regarding a nonconforming use at 8752 Coleman Road.

The purpose of the public hearing is to give the Zoning Board of Appeals an opportunity to hear all persons interested and involved in the request. Your comments may be made in writing addressed to the Zoning Board of Appeals at the above address or at the public hearing.

If you have any questions, please feel free to contact me at (517) 853-4580 or email me at wyatt@meridian.mi.us.

Sincerely,

Martha K. Wyatt
Associate Planner/Landscape Architect

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**ZONING BOARD OF APPEALS #13-09-11-1
(JOAN ALLMAN (LAURIE) BLOSSER)**



**APPEAL THE DECISION OF THE
DIRECTOR OF COMMUNITY PLANNING &
DEVELOPMENT REGARDING A
NONCONFORMING USE AT
8752 COLEMAN ROAD**

CHARTER TOWNSHIP OF MERIDIAN

