THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 22, 2014 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 October 8, 2014 Minutes
Additions to the Agenda
Limited Public Comment

   a. Resolution to Purchase Radios and an Interactive Smartboard for the Emergency Operations Center of Ingham County
   b. Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY2014 Homeland Security Grant Program Funds

2. 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), Continue a Probation Officer Position, and Enter into Subcontracts

3. Facilities Department - Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the Sheriff’s Office Command Conference Room

4. Health Care Services Millage - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Sparrow Health System and/or McLaren Greater Lansing

5. Farmland and Open Space Preservation Board - Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland Selection Criteria of the Farmland and Open Space Preservation Board
6. Health Department
   a. Resolution to Authorize Dental Services Agreements with Licensed Dentists for 2015
   b. Resolution to Authorize the 2014 - 2015 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates
   c. Resolution to Authorize an Agreement with Michigan Consumers for Health Care to Serve as a Local Community Navigator for Ingham County and Surrounding Communities
   d. Resolution to Appoint Dr. Michael Markey, M.D., to the Position of Chief Medical Examiner for Ingham County
   e. Resolution to Authorize an Agreement with Lansing-Mason Ambulance for Medical Examiner Transports
   f. Resolution to Adopt Amendments to the Ingham Community Health Center Board Bylaws

7. Parks Department
   a. Resolution Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing
   b. Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark
   c. Resolution Amending User Fees for the Hawk Island Snowpark

8. Potter Park Zoo
   a. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2015 Marketing
   b. Resolution Authorizing Reimbursement to the Potter Park Zoological Society for Administrative Support
   c. Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers
   d. Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo
   e. Resolution Authorizing the Acceptance of a $300.00 Risk Avoidance Program (RAP) Grant Award for Body Worn Cameras for Public Safety Personal at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
   f. Resolution Authorizing 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)

9. Financial Services Department
   a. Resolution to Waive the Public Act 152 Health Care Requirements for 2015
   b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2015 and Authorizing Letters of Agreement with Bargaining Units

10. Board of Commissioners - Resolution Appointing Timothy Morgan as Ingham County Parks Director
11. **Controller/Administrator’s Office**
   a. Resolution Authorizing a Transfer from the General Fund to the Juvenile Justice Millage Fund to Accurately Reflect Revenue Offsetting Child Care Fund Expenses
   b. Resolution to Adopt an Ordinance Amending the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests, to Provide for Collection of Unpaid Delinquent Taxes in the Same Manner as Delinquent Special Assessments
   c. Ingham County 2015 General Appropriations Resolution
   d. Resolution Authorizing Adjustments to the 2014 Ingham County Budget

12. **Board Referrals**
   b. Notice of Public Hearing from the City of Lansing Regarding the Establishment of an Obsolete Property Rehabilitation Exemption District for Property Located at 228 and 232 S. Washington Square, Lansing, Michigan
   c. Notice of Public Hearing from the City of Lansing Regarding the Creation of Lansing Industrial Development District (IDD-1-14) for Cameron Tool Corporation
   d. Notice of Public Hearing from the City of Lansing Regarding the Application of Cameron Tool Corporation for an Industrial Facilities Exemption Certificate (IFT-3-14)

**Announcements**

**Public Comment**

**Adjournment**

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854  Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
FINANCE COMMITTEE  
September 17, 2014  
Minutes - Draft

Members Present: Koenig (arrived at 6:05 p.m.), Anthony, Tennis, McGrain, Bahar-Cook, and Schafer

Members Absent: Vickers

Others Present: Allan Spyke, Teri Morton, Willis Bennett, Paul Pratt, Doug Stover, Ryan Buck, and others

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

Approval of the September 10, 2014 and September 17, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE SEPTEMBER 10, 2014 AND SEPTEMBER 17, 2014 MEETINGS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

Chairperson Koenig arrived at the meeting at 6:05 p.m.

Additions to the Agenda

None.

Substitutes –

1. Drain Office
   a. Resolution Pledging Full Faith and Credit to Fowler Drain Drainage District 2014 Bonds

5. Law & Courts Committee - Resolution Authorizing 2015 Agreements for Juvenile Justice Community Agencies

Commissioner Schafer stated that Commissioner Vickers would not be in attendance tonight. Commissioner Schafer further stated that Commissioner Vickers did not have any objections to the items on the agenda.

Chairperson Koenig pulled Agenda Items No. 6 and 12 from the agenda.
Commissioner Bahar-Cook stated that if the Committee passed Agenda Item No. 5, the County would be funding a new Juvenile Justice Community Agency, Small Talk Children’s Assessment Center – Sexual Trauma Center.

Limited Public Comment

None.

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

1. Drain Office
   b. Resolution Approving a United Auto Workers Letter of Understanding with Regard to On-Call Drain Office Employees

2. Sheriff’s Office - Resolution to Extend the Current Delhi Township Police Services Agreement from January 1, 2015 through December 31, 2018

3. Community Corrections Advisory Board - Resolution Authorizing a Reduced Contract for Ingham County/City of Lansing Community Corrections Programming with the Michigan Department of Corrections for Pretrial Defendant Electronic Monitoring Services with Sentinel, Inc. for these Services for FY 2014-2015

4. Circuit Court/Friend of the Court
   a. Resolution to Authorize a Time Extension for the Safe Haven Supervised Visitation and Safe Exchange Grant Program and Subcontracts
   b. Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program

5. Law & Courts Committee - Resolution Authorizing 2015 Agreements for Juvenile Justice Community Agencies

7. Michigan Department of Human Services/Michigan Rehabilitation Services - Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Human Services - Michigan Rehabilitation Services

9. Health Department
   a. Resolution to Accept Funding from the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Support the Healthy Start Grant
   b. Resolution to Accept an Expanded Services Award from the U.S. Department of Health and Human Services Health Resources and Services Administration
   c. Resolution to Extend the Lease Agreement for the Healthy Smiles Dental Center Located at 2815 S. Pennsylvania Ave., Suite 203, Lansing, Michigan
   d. Resolution to Enter into a Service Analysis Agreement with MAXIMUS Consulting Services, Inc.
e. Resolution to Authorize an Agreement with the National Association of County and City Health Officials (NACCHO) to Continue Work for the “Building Networks” Initiative

10. **Facilities Department** - Emergency Purchase Order for Cat Holding Roof Repair Memo

11. **Parks Department** - Resolution Authorizing the Transfer of Two (2) Parcels of Land to Meridian Township

13. **Equalization/Tax Mapping** - Resolution to Approve the 2014 Apportionment Report *(Report to be Distributed at the Meeting)*

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

1. **Drain Office**
   a. Resolution Pledging Full Faith and Credit to Fowler Drain Drainage District 2014 Bonds

Commissioner Bahar-Cook stated that she had asked the Budget Office to prepare an analysis of the bonds.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION PLEDGING FULL FAITH AND CREDIT TO FOWLER DRAIN DRAINAGE DISTRICT 2014 BONDS.

Teri Morton, Budget Director, presented a copy of the analysis to the Committee. Ms. Morton stated that the 2014 numbers appeared low because the County had already made payments. She further stated that if the Committee wanted to look at the annualized amount, the Committee should review the 2015 amounts.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

8. **Ingham Health Plan Corporation** - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Sparrow Health System and/or McLaren Greater Lansing

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO SUPPORT DSH PAYMENTS TO SPARROW HEALTH SYSTEM AND/OR MCLAREN GREATER LANSING.

Commissioner Bahar-Cook stated that there was a discrepancy between the number of individuals enrolled in the Ingham Health Plan (IHP) and the number that was expected to be enrolled. She further stated that this had led to an approximate $10 million reserve.
Commissioner Bahar-Cook asked why the millage was put before the voters if there was a $10 million reserve.

Robin Reynolds, IHP Chief Executive Officer, stated that the reserve would be drawn down and she would provide a plan to the Board of Commissioners via Jared Cypher, Deputy Controller.

Commissioner McGrain stated that the Human Services Committee would also be reviewing this issue.

Chairperson Koenig asked why enrollment was so low.

Ms. Reynolds stated that IHP de-enrolled everyone and now enrollees were coming back at a rate of about 100 per month.

Chairperson Koenig asked whether we still needed the IHP in light of the Affordable Care Act (ACA).

Ms. Reynolds stated that there were some groups who would not qualify for the ACA Exchange, Healthy Michigan, or Medicaid. She further stated that some groups included legal and nonlegal non-citizens. Ms. Reynolds stated that legal non-citizens who had resided in the U.S. for five years would be eligible for the IHP. She further stated that another group of IHP-eligible individuals would be those individuals who qualify for a hardship waiver from the ACA’s requirements. Ms. Reynolds stated that a hardship waiver would be in play when the Federal Government, under the ACA, determined that healthcare would still be unaffordable for an individual. She further stated that there were 14 hardship waivers available and the financial hardship waiver was the most common.

Commissioner Tennis stated that there was an estimated 3,000-5,000 people who were eligible for IHP, but not eligible for the ACA or Michigan programs. He further stated that there would be a need for healthcare in the long-term and the millage would go far to address that need.

Commissioner Bahar-Cook asked whether the IHP could find more enrollees utilizing the hardship waiver process.

Ms. Reynolds stated that the hardship waiver process was difficult, which hurt the ability to find enrollees. She provided the example that the waiver process was a paper process and it could not be requested online.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Vickers.

14. Board Referrals
   a. Notice of Public Hearing from the Charter Township of Delhi Regarding the Adoption of a Proposed Resolution Approving Brownfield Plan #4

There was no action taken on this item.
b. Letter from the City of East Lansing Regarding Form 4564 Assessing Officers Report for Industrial Facility Exemption Certificates for the City of East Lansing for 2014

There was no action taken on this item.

c. Notice of Hearing from Delhi Charter Township Regarding Application for Industrial Facilities Exemption Certificate by Eisen Electric Corporation

There was no action taken on this item.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 6:23 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office/Office of Homeland Security & Emergency Management - Resolution to Purchase Radios and an Interactive Smartboard for the Emergency Operations Center of Ingham County**

This resolution will authorize the purchase of the following technology equipment using FY2013 Homeland Security Grant Funding:

- Two (2) Portable Radios for Emergency Operations Center Staff - $3,917.29
- Interactive Smartboard for the Emergency Operations Center - $7,289.00

(see attached memo for details)

1b. **Sheriff’s Office/Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the State of Michigan Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY2014 Homeland Security Grant Program Funds**

This resolution will authorize entering into a contract with the State of Michigan to be the fiduciary agent for the FY2014 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of $1,003,010 for the time period of September 1, 2014 to May 31, 2016. The City of Lansing has been acting as the fiduciary for these grant funds for several grant cycles and has indicated they would like another government agency to take this over effective the FY2014 round of funding. Up to 5% of State Homeland Security Program (SHSP) funds awarded may be retained by Ingham County for management and administration (M&A) purposes associated with the SHSP award. Ingham County would be responsible for subcontracting out the funds to the Region 1 participating entities, grant reporting, procurement of goods and services in some cases and other grant related functions. (see attached memo for details)

2a. **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-MDCGP)and Enter into Subcontracts**

This resolution will authorize accepting a grant award contract in the amount of up to $135,000 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, 2014 through September 30, 2015 and continues the 55th District Court Sobriety Court for another round of grant funding.

The resolution also authorizes $137,123 of Ingham County in-kind funding, resulting in a total Sobriety Court budget of $272,348.

The resolution authorizes subcontracts as follows:

- Substance Abuse Testing – Alcohol and Drug Administrative Monitoring (ADAM) - In an amount not to exceed $12,288
- Cognitive Consultants – In an amount not to exceed $74,355

(see attached memo for details)
2b. **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), Continue a Probation Officer, and Enter into Subcontracts**

This resolution will authorize accepting a grant award contract in the amount of up to $275,000 in grant funding (along with an in-kind contribution of $66,379.75, for a total budget of $341,379.75) from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO). This second year grant will allow for the continuation of the 55TH District Court Michigan Mental Health Court Grant Program for the time period of October 1, 2014 through September 30, 2015.

In addition the resolution authorizes continued funding for a probation officer, and subcontracts as follows:

- Substance Abuse Testing – Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $21,876.31
- Mental Health Services– Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $183,149. Community Mental Health will also contribute in-kind matching funds not to exceed $25,464

(see attached memo for details)

3. **Facilities Department - Resolution Authorizing a Purchase Order to Myers Plumbing and Heating Inc. to Install an Air Conditioning Unit in the Sheriff’s Office Command Conference Room**

This resolution will authorize a purchase order to Myers Plumbing & Heating, Inc. to provide materials and labor to install a new air conditioning unit in the Sheriff’s Office command conference room for a not to exceed cost of $5,365.00. Funds are available within the 2014 Capital Improvement budget for this purpose.

(see attached memo for details)

4. **Health Care Services Millage - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Sparrow Health System and/or McLaren Greater Lansing**

This resolution authorizes the intergovernmental transfer of Health Care Service millage funds to the State of Michigan for the purpose of supporting Disproportionate Share Hospital (DSH) payments, so long as DSH funds are available. The financing mechanism supporting the intergovernmental transfer of funds for the purpose of supporting the DSH payment will likely be discontinued after the first quarter transfer in FY 2015.

As required, Sparrow Health System has signed an Indigent Care Agreement with the Ingham Health Plan Corporation (IHPC) for the time period of October 1, 2014 through September 30, 2015. The Michigan Department of Community Health has indicated that Sparrow Health System is eligible to receive Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer. Funds shall be used for the purpose of providing access to basic health care services to Ingham County residents whose individual income is less than $28,000, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance. Prior to the transfer of any Health Care Service millage funds, the Ingham Health Plan must submit expenditure and membership data for the prior quarter to Ingham County.
Farmland and Open Space Preservation Board – Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland Selection Criteria of the Farmland and Open Space Preservation Board

Selection Criteria approved for ranking applications to the Farmland and Open Space Preservation (FOSP) program requires numerous data sets, such as soils, parcel size, geographic location, and proximity to other protected properties to calculate an objective score. The FOSP Board entered into an agreement with Michigan State University Remote Sensing and Geospatial Information Systems Department (MSU RS&GIS) to complete open space modeling criteria to be applied to applications received in 2013. The FOSP Board seeks authorization to enter into a three month agreement with MSU RS&GIS at a cost not to exceed $8,930.00 for the purpose of data collection and preparation, geospatial modeling, and the development of land use cover maps for farmland applications.

6a. Health Department - Resolution to Authorize Dental Services Agreements with Licensed Dentists for 2015

This resolution authorizes Dental Services Agreements for the Health Department’s Ingham Community Health Centers. The Dental Service Agreements shall be for a maximum of 32 hours a week, at $57.43/hour (a 1% increase). The agreements shall also require the dentist to maintain professional liability insurance consistent with County policies. The Health Department will manage contractual services so as not to exceed the recommended budgeted amount for dental services contracts of $161,773 for 2015.

6b. Health Department - Resolution to Authorize the 2014 – 2015 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates

This resolution authorizes the 2014 - 2015 Schedule A Addendum to the BCBSM Administrative Services Agreement for the 2014-2015 agreement period in order to maintain BCBS services for paying claims for health care services provided to inmates of the Ingham County Jail.

6c. Health Department - Resolution to Authorize an Agreement with Michigan Consumers for Health Care to Serve as a Local Community Navigator for Ingham County and Surrounding Communities

This resolution authorizes an agreement with Michigan Consumers for Health Care (MCH) to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization. MCH will provide $20,000 in compensation to the Health Department to support staff members to provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. Registration and Enrollment staff will be certified as Navigators and available to assist local consumers in understanding their enrollment options. In an effort to ensure the Ingham County community has awareness and access for health care coverage, the Health Department will contract with Adams Outdoor Marketing Services for an amount up to $5,000 for outdoor and print marketing. In addition, up to $5,000 will be used for outreach engagements and incentives at community events. Up to $5,000 will be allocated for educational materials to improve health literacy, and $5,000 will be used to provide necessary staff training and development.

6d. Health Department – Resolution to Appoint Dr. Michael Markey, M.D., to the Position of Chief Medical Examiner for Ingham County

This resolution appoints Dr. Michael Markey, M.D. to the position of Chief Medical Examiner for Ingham County. Dr. Joyce deJong has been the County’s Chief Medical Examiner since 2011. Dr. deJong has resigned effective November 1, 2014. Dr. Michael Markey, M.D., currently serves as Medical Examiner for Eaton, Ionia, Isabella, Montcalm and Shiawassee Counties. Dr. Markey has agreed to serve as Chief Medical Examiner for Ingham County.
6e. **Health Department – Resolution to Authorize an Amendment to the Agreement with Lansing-Mason Ambulance for Medical Examiner Transports**

This resolution will authorize a contract with Lansing-Mason Ambulance for the period of October 1, 2014 through September 30, 2018. The flat rate per body transport shall be:

- 2014-15 - $85.00
- 2015-16 - $90.00
- 2016-17 - $95.00
- 2017-18 - $100.00

6f. **Health Department – Resolution to Adopt Amendments to the Ingham Community Health Center Board Bylaws**

This resolution adopts the amendment to the Ingham Community Health Center Board Bylaws. The Ingham Community Health Center Board must have established Bylaws in order to ensure compliance with federal statute and programmatic requirements as stipulated by Section 330 of the Public Health Services Act. The Health Center Board has reviewed and updated the current Bylaws and is requesting approval from the Ingham County Board of Commissioners. The proposed amendments to the Bylaws have been reviewed by the County Attorney. It has been determined that the proposed amendments are minor and technical in nature, and do not significantly alter the substance of the document.

7a. **Parks Department – Resolution Accepting a Grant of Easement over Property Owned by the City of Lansing and Located in the City of Lansing**

The Parks Department operates a Snowpark at Hawk Island County Park which offers snow tubing runs. A rope tow system pulls riders to the top of the hill to travel down "chutes" made of sculpted snow. The snow tubing hill has varying levels of runs, including smaller kids’ runs and runs for more advanced users. It was determined that additional land area was needed at the end of the tubing runs in order to promote user safety and enjoyment. The Parks Department seeks Board approval of an easement agreement with the City of Lansing to allow for extension of the tubing hill runs.

7b. **Parks Department – Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark**

The Parks Department proposes entering into an agreement with Westside YMCA to provide beginner snowboarding lessons at Hawk Island Snowpark. Under the proposed agreement, a user fee of $70 will be charged by the YMCA. The fee includes $40 per student paid to the Parks Department for payment of one (1) annual parking pass and the Snowpark user fee.

7c. **Parks Department – Resolution Amending User Fees for the Hawk Island Snowpark**

Parks Department employees will operate the Snowpark for the 2014-15 season, and the terrain park will no longer be offered. With these changes, fees previously tied to snowboarding activities are no longer needed. Fees for tubing will remain unchanged. Elimination of these fees will minimize confusion for both the customers and staff.
8a. *Potter Park Zoo* - Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2015 Marketing

The Potter Park Zoological Society supports educational programming, special events, operating costs, and capital improvements at the Potter Park Zoo. The proposed Resolution seeks formal transfer of $60,000 from proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2015 marketing purposes. This transfer is contingent upon approval of the 2015 budget.

8b. *Potter Park Zoo* - Resolution Authorizing Reimbursement to the Potter Park Zoological Society for Administrative Support

The Potter Park Zoo Board and the zoo management team incur joint administrative and financial services expenses in the management of the zoo. A funding arrangement between Ingham County and the Potter Park Zoological Society sets forth prorated funding responsibilities of both organizations. The proposed resolution would authorize transfer of $102,020 from the Potter Park Zoo Millage to the Potter Park Zoological Society to honor commitments of the funding arrangement. This transfer is contingent upon approval of the 2015 budget.

8c. *Potter Park Zoo* - Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers

The Potter Park Zoo management team wishes to continue providing excellent customer service and to improve upon existing standards in a financially prudent manner. In that spirit, the Zoo management team recommends allowing Potter Park Zoological Society to provide for management of all seasonal staff. The proposed resolution also provides for transfer of $141,000 from the Potter Park Zoo Millage to the Potter Park Zoo Society for management of all seasonal staff. This transfer is contingent upon approval of the 2015 budget.

8d. *Potter Park Zoo* - Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo

Potter Park Zoo proposes imposition of a flat fee of $4 per person for participants in charitable events held at the Zoo. This fee will cover Zoo expenses and increase the perceived value of holding a charitable event at the Zoo. The Zoo annually receives approximately 10 requests for pavilion reservations from non-profit groups. Most of these reservations are for the purpose of holding fundraising or promotional activities solely for the benefit of an individual charitable cause. These events have an average attendance of approximately 1,000 guests, with some events being much larger.

8e. *Potter Park Zoo* - Resolution Authorizing the Acceptance of a $300.00 Risk Avoidance Program (RAP) Grant Award for Body Worn Cameras for Public Safety Personal at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

The proposed resolution will authorize acceptance of grant funds from MMRMA to reimburse Potter Park Zoo for half the cost of Body Worn Cameras at Potter Park Zoo.

8f. *Potter Park Zoo* - Resolution Authorizing 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)

The proposed resolution will authorize acceptance of grant funds from MMRMA to reimburse Potter Park Zoo for half the cost of a grill guard to be installed on the patrol car stationed at Potter Park Zoo.
Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County will begin a partially self-insured health insurance program in 2015 which is anticipated to result in substantial savings. Uncertainty associated with the savings amount makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2015 as permitted by statute.

This proposed resolution grants final authorization to implement a comprehensive approach to healthcare management as outlined in an agreement between Ingham County and Cadillac Insurance Center Benefits Consulting Group (CICBCG) and authorized by Resolution 14-069. Components to the approach include:

- A Health Reimbursement Arrangement (HRA) wherein the County purchases a higher deductible health insurance plan (in this instance, $5,000 for individual and $10,000 for family plan) and then self-funds the difference between that plan and the current benefit level. This change does not change coverages provided to employees, but will save an estimated $1.4 million in health insurance expense.
- Implementation of the Medtipster program that allows employees and their dependents to access certain generic drugs free of charge.
- Implementation of the Teladoc program that provides employees and their dependents 24/7 access to physicians who are able to provide diagnoses and treatment plans for certain common, non-emergency illnesses and ailments.
- Implementation of a Cost Transparency program that allows employees and their dependents access to treatment cost data for non-emergency medical procedures. Incentives, including a $10 gift card and 25% of the total net savings for choosing a lower-cost option, will be provided to encourage participation.

Overall net savings associated with implementation of this comprehensive approach to healthcare management are projected at $1 million. This proposal would also authorize sharing half of the total savings with employees in participating employee groups through reduction of employee premium cost share beginning in 2016.
11a. **Controller’s Office - Resolution Authorizing a Transfer from the General Fund to the Juvenile Justice Millage Fund to Accurately Reflect Revenue Offsetting Child Care Fund Expenses**

This resolution will authorize a transfer of $110,157 from the unreserved fund balance in the general fund to the Juvenile Justice Millage fund. This is to more properly account for offsetting revenue to the Juvenile Justice Millage fund back to the last renewal of the millage in 2012. This change has already been done going forward starting with the current 2014 fiscal year. (see attached memo for details)

11b. **Controller’s Office - Resolution to Adopt an Ordinance Amending the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests, to Provide for Collection of Unpaid Delinquent Taxes in the Same Manner as Delinquent Special Assessments**

Public Act 284 was signed on September 10, 2014 amending the Excise Tax on Business of Providing Accommodations Act to enhance the County’s ability to collect unpaid delinquent accommodations taxes. Ingham County has experienced occasional difficulty collecting funds from a few hotel owners who collected the tax from their guests but failed to remit the money to the County. Although the Act requires a hotel-motel tax ordinance to provide for interest and a penalty on delinquent payments, and allows an ordinance to provide for a fine and/or imprisonment for a violation, these provisions did not provide the County with adequate leverage to collect the unpaid tax. The proposed resolution amends the Ingham County Accommodations Tax Ordinance to apply the new statutory authority to delinquent payments.

11c. **Controller’s Office – Ingham County 2015 General Appropriations Resolution**

This resolution will adopt the 2015 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 10, 2014.

11d. **Controller’s Office – Resolution Authorizing Adjustments to the 2014 Ingham County Budget and Contingency Fund Update**

This resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2014. The total increase to the General Fund is $40,956. (see attached memo for details)

**BOARD REFERRALS:**

12a. **Notice of Public Hearing from the City of Lansing Regarding the Establishment of an Obsolete Property Rehabilitation Exemption Certificate for Property Located at 228 and 232 S. Washington Square, Lansing, Michigan**

12b. **Notice of Public Hearing from the City of Lansing Regarding the Establishment of an Obsolete Property Rehabilitation Exemption District for Property Located at 228 and 232 S. Washington Square, Lansing, Michigan**

12c. **Notice of Public Hearing from the City of Lansing Regarding the Creation of Lansing Industrial Development District (IDD-1-14) for Cameron Tool Corporation**

12d. **Notice of Public Hearing from the City of Lansing Regarding the Application of Cameron Tool Corporation for an Industrial Facilities Exemption Certificate (IFT-3-14)**
TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and Emergency Management

DATE: October 9, 2014

RE: RESOLUTION TO PURCHASE RADIOS AND AN INTERACTIVE SMARTBOARD FOR THE EMERGENCY OPERATIONS CENTER OF INGHAM COUNTY

The Ingham County Office of Homeland Security and Emergency Management has applied for and been approved previously for FY2013 Region 1 Homeland Security Funds. A portion of these funds will be used to purchase (2) two portable radios for Emergency Operations Center Staff and an Interactive Smartboard for tracking/projecting incident locations/photographs in the Emergency Operations Center.
Agenda Item 1a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE RADIOS AND AN INTERACTIVE SMARTBOARD FOR THE EMERGENCY OPERATIONS CENTER OF INGHAM COUNTY

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has previously applied for and approved to receive pass through grant funds from the FY2013 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the following technology requests have been submitted and approved by the Michigan State Police Emergency Management and Homeland Security Division; and

WHEREAS, the purchase of this technology equipment will enhance the operational efficiency and capabilities of the Ingham County Emergency Operations Center.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the purchase of the following technology equipment using Homeland Security grant funding:

- Two (2) Portable Radios for Emergency Operations Center Staff - $3,917.29
- Interactive Smartboard for the Emergency Operations Center - $7,289.00

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary subcontract or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts Committee  
Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and 
Emergency Management

DATE: October 9, 2014

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF 
MICHIGAN, MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR 
MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPT THE 
FY2014 HOMELAND SECURITY GRANT PROGRAM FUNDS

The FY 2014 Homeland Security Grant Program (HSGP) is a primary funding mechanism that 
plays an important role in the implementation of the National Preparedness System by 
supporting the building, sustainment, and delivery of core capabilities essential to achieving the 
National Preparedness Goal of a secure and resilient Nation.

The purpose of this contract is to provide federal pass-through funds to the Region 1 Homeland 
Security Planning Board through the County of Ingham. The amount of funding being awarded 
to Region 1 is $1,003,010. The FY2014 HSGP covers eligible costs from September 1, 2014 to 
May 31, 2016. At least $250,753 of award funds must be dedicated toward Law Enforcement 
Terrorism Prevention Activities (LETPA). A Maximum of $501,505 of award funds may be used 
for personnel and personnel-related activities. A maximum of up to 5% of State Homeland 
Security Program (SHSP) funds awarded may be retained and used solely for management and 
administration (M&A) purposes associated with the SHSP Award. This 5% will be retained by 
the County of Ingham for M&A purposes.

The County of Ingham may only fund projects which directly support one of the FY2014 HSGP 
grant investments. The State of Michigan shall make final determination on how funds awarded 
under the grant agreement are allocated and/or spent, from projects reviewed and approved by 
the Region 1 Planning Board and submitted to the State of Michigan by the County of Ingham.
AGENDA ITEM 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH THE STATE OF MICHIGAN MAKING INGHAM COUNTY THE FIDUCIARY AGENT FOR MICHIGAN HOMELAND SECURITY REGION 1 AND ACCEPTING THE FY2014 HOMELAND SECURITY GRANT PROGRAM FUNDS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2014 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the total amount of grant funds available to Ingham County agencies is $53,267 from the State Homeland Security Program (SHSP) and $17,755 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $71,022; and

WHEREAS, the SHSP is a core assistance program that provides funds to build capabilities at the state, local, tribal, and territorial levels, to enhance national resilience to absorb disruptions and rapidly recover from natural disasters and terrorist incidents; and

WHEREAS, there are a number of projects benefiting Ingham County agencies presently approved or pending approval by the State of Michigan; and

WHEREAS, the total grant award for Michigan Homeland Security Region 1 for FY2014 is $1,003,010; and

WHEREAS, Ingham County will be the fiduciary agent for these grant funds for Michigan Homeland Security Region 1.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan to be the fiduciary agent for the FY2014 Department of Homeland Security - Homeland Security Grant Program and the acceptance $1,003,010 for the time period of September 1, 2014 to May 31, 2016.

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

To: Ingham County Law & Courts and Finance Committees
From: Da’Neese Wells
Date: 9/26/14
Subject: Sobriety Court Resolution for Fiscal Year 2015

Attached please find a resolution requesting authorization for the 55th District Court Sobriety Court to accept $135,000 in grant funding from the Michigan Drug Court Grant Program (MDCGP), administered by the State Court Administrative Office (SCAO).

The resolution also authorizes $137,123 Ingham County In-Kind funding, resulting in a total Sobriety Court budget of $272,348.

Lastly, the resolution authorizes subcontracts as follows:

1. Substance abuse testing with Alcohol and Administrative Drug Monitoring (ADAM) not to exceed $12,288
2. Counseling services with Cognitive Consultants not to exceed $74,355

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.
Intended 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 $135,000 to the Ingham County 55th District Court Sobriety Court Program for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the total grant budget of $272,348 to include SCAO/MDCGP grant funds in the amount of $135,000 and Ingham County in-kind matching funds of $137,123 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 are authorized for the following services in the following amounts:

- Substance Abuse Testing – Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $12,288
- Cognitive Consultants – not to exceed $74,355

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2014 and 2015 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 documents that are consistent with this resolution and approved as to form by the County Attorney.
Resolution Memo

To: Ingham County Law & Courts and Finance Committees
From: Da’Neese Wells
Date: 9/26/14
Subject: Mental Health Court Resolution for Fiscal Year 2015

Attached please find a resolution requesting authorization for the 55th District Court Mental Health Court to accept $275,000 in grant funding from the Michigan Mental Health Court Grant Program (MMHCGP), administered by the State Court Administrative Office (SCAO).

This is the second 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.

The resolution also authorizes $66,379.75 Ingham County In-Kind funding, resulting in a total Mental Health Court budget of $341,379.75.

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 $21,876.31
2. Mental health services with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) not to exceed $183,149

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), CONTINUE A PROBATION OFFICER POSITION, AND ENTER INTO SUBCONTRACTS

WHEREAS, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) estimates there are over 5,000 seriously mentally ill adults in our region; 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 $275,000 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 $341,379.75 to include SCAO/MMHCGP grant funds in the amount of $275,000, Ingham County in-kind matching funds not to exceed $66,379.75 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 $25,464 for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes continuation of one FTE grant-funded Probation Officer, an ICEA Court Professional, Grade 7, contingent upon the availability of grant funds.

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

- Substance Abuse Testing – Alcohol and Drug Administrative Monitoring (ADAM) – not to exceed $21,876.31
- Mental Health Services – Community Mental Health Authority of Clinton, Eaton, and Ingham Counties: not to exceed $183,149
BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2014 and 2015 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: Rick Terrill, Facilities Director
DATE: October 6, 2014
SUBJECT: RESOLUTION AUTHORIZING A PURCHASE ORDER TO MYERS PLUMBING AND HEATING INC. TO INSTALL AN AIR CONDITIONING UNIT IN THE SHERIFF’S OFFICE COMMAND CONFERENCE ROOM

The resolution before you authorizes a purchase order to Myers Plumbing and Heating Inc., to install an air conditioning unit in the Sheriff’s Office command conference room for a not to exceed cost of $5,365.00. Currently, there is not a unit in the room.

Myers Plumbing and Heating, Inc., who submitted the lowest quote, was chosen and have the recommendation of the Facilities Department. We are confident that Myers Plumbing and Heating, Inc. will provide us with the quality of service we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 245-31199-976000-4FC06 which has a balance of $12,000.00 for Sheriff’s Office air conditioner replacement.

I recommend approval of this resolution.
MEMORANDUM

TO: Law & Courts and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: October 9, 2014
SUBJECT: Proposal Summary for A/C Unit and Installation

Project Description:
Bids were sought from qualified and experienced mechanical contractors for the purpose of providing an A/C unit and installation at the Sheriff’s Command Conference Room.

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Plumbing &amp; Heating Inc. 16825 Industrial Parkway, Lansing MI 48906 (517)886-2255</td>
<td>$5,365.</td>
<td>No</td>
</tr>
<tr>
<td>Shaw-Winkler Inc. 4910 Dawn Ave, East Lansing MI 48823 (517) 351-5720</td>
<td>$8,374.</td>
<td>Yes</td>
</tr>
<tr>
<td>T.H. Eifert, 3302 W. St. Joseph Lansing MI 48917 (517)484-9944</td>
<td>$12,610.</td>
<td>Yes</td>
</tr>
<tr>
<td>AVERAGE</td>
<td>$8,783.</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation:
The Evaluation Committee recommends awarding a contract to Myers Plumbing & Heating Inc. Myers Plumbing & Heating Inc. submitted the lowest responsive proposal and is a registered vendor.
Introducing by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A PURCHASE ORDER TO MYERS PLUMBING & HEATING, INC.
TO INSTALL AN AIR CONDITIONING UNIT IN THE SHERIFF’S OFFICE
COMMAND CONFERENCE ROOM

WHEREAS, the Sheriff’s Office command conference room does not currently have an air conditioning unit; and

WHEREAS, working conditions are not always favorable when meetings are held in the conference room and there is no cool, circulating air; and

WHEREAS, Myers Plumbing and Heating, Inc., who submitted the lowest quote, was chosen and have the recommendation of the Facilities Department; and

WHEREAS, the Facilities Department is confident that Myers Plumbing and Heating, Inc. will provide the quality of service needed to complete this project successfully; and

WHEREAS, the funds for this project are available within CIP Line Item 245-31199-976000-4FC06 which has a balance of $12,000.00 for Sheriff’s Office air conditioner replacement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a purchase order to Myers Plumbing & Heating, Inc. of 16825 Industrial Parkway Lansing, Michigan 48906, to provide materials and labor to install an air conditioning unit in the Sheriff’s Office command conference room for a not to exceed cost of $5,365.00.

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: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: IGT supporting DSH payments

DATE: October 14, 2014

This resolution authorizes the intergovernmental transfer of Health Care Service millage funds to the State of Michigan for the purpose of supporting Disproportionate Share Hospital (DSH) payments, so long as DSH funds are available. The financing mechanism supporting the intergovernmental transfer of funds for the purpose of supporting the DSH payment will likely be discontinued after the first quarter transfer in FY 2015.

As required, Sparrow Health System has signed an Indigent Care Agreement with the Ingham Health Plan Corporation (IHPC) for the time period of October 1, 2014 through September 30, 2015. The Michigan Department of Community Health has indicated that Sparrow Health System is eligible to receive Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer.

Funds shall be used for the purpose of providing access to basic health care services to Ingham County residents whose individual income is less than $28,000, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance.

Prior to the transfer of any Health Care Service millage funds, the Ingham Health Plan must submit expenditure and membership data for the prior quarter to Ingham County.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO SUPPORT DSH PAYMENTS TO SPARROW HEALTH SYSTEM AND/OR MCLAREN GREATER LANSING

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, the Federal government has approved Michigan’s Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which created an “Indigent Care Agreements Pool” for hospitals qualifying for Medicaid Disproportionate Share (“DSH”) payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, Ingham Health Plan Corporation will enter into an Indigent Care Agreement with Sparrow Health System and/or McLaren Greater Lansing, requiring Ingham Health Plan Corporation to directly or indirectly operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State’s portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, certain intergovernmental transfers of public funds from Ingham County may be made to the State of Michigan to be used as the State’s share in claiming the Federal match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer and the County Controller/Administrator to implement intergovernmental transfers of up to $350,000 from the Health Care Services millage to the State of Michigan for the purpose of contributing to Disproportionate Share Hospital payments made through the Indigent Care Agreements Pool to Sparrow Health System and/or McLaren Greater Lansing.

BE IT FURTHER RESOLVED, that the intergovernmental transfers are authorized once the following conditions are in place:

- Sparrow Health System and/or McLaren Greater Lansing have signed Indigent Care Agreement(s) with the Ingham Health Plan Corporation for the time period of October 1, 2014 through September 30, 2015.
- The State has indicated via the Michigan Department of Community Health website or another mechanism that Sparrow Health System and/or McLaren Greater Lansing Center are eligible to receive Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer.
• Funds shall be used for the purpose of providing access to basic health care services to Ingham County residents whose individual income is less than $28,000, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance.

• Ingham Health Plan and Ingham County have signed an agreement that requires the Ingham Health Plan to submit data to Ingham County that includes, but is not limited to, Ingham Health Plan expenditures and enrollment for the prior quarter.

BE IT FURTHER RESOLVED, that this Resolution shall be effective October 1, 2014 through September 30, 2015.

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.
MEMORANDUM

To: County Services and Finance Committee

Date: October 9, 2014

From: Stacy Byers, Director FOSP Board

RE: RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND SELECTION CRITERIA OF THE FOSP BOARD

Project Description
The Ingham County Farmland Preservation Board contracted with MSU RS & GIS in the Geography Department for mapping services of the Open Space selection criteria in 2013. The FOSP Board would like to hire them for mapping services on the Farmland portion of the selection criteria. The County Board of Commissioners annually approves both the farmland selection criteria and the open space selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement.

Many variables are used to develop this comprehensive document. The Farmland Selection Criteria consists of four categories, Agricultural Characteristics, Development Pressure, Additional Ag Protection Efforts and Other Criteria. These categories each have variables that require data for application to the selection criteria. The end product is a qualitative score that is used to objectively rank and prioritize properties for protection.

MSU RS & GIS will reduce the opportunity for subjectiveness to arise in the ranking, and streamline the process to allow for better use of available data sets and technology.
Agenda Item 5

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND SELECTION CRITERIA OF THE FOSP BOARD

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

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008; and

WHEREAS, the Selection Criteria approved for ranking applications to the FOSP Program requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, to calculate an objective score; and

WHEREAS, the FOSP Board contracted with MSU RS & GIS to complete Open Space Modeling on applications in 2013; and

WHEREAS, the cost of this service is a not to exceed amount of $8,930.00 and the contractor will only bill for hours worked on the project; and

WHEREAS, the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a three month contract with Michigan State University Remote Sensing and Geospatial Information Systems in an amount not to exceed $8,930.00 for the purpose of data collection and preparation, geospatial modeling, and the development of land use cover maps for farmland applications.

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

TO: Human Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 8, 2014

RE: Recommendation to Authorize the 2015 Dental Services Agreements

The attached resolution will authorize the Dental Services Agreements for the Health Department’s Ingham Community Health Centers.

Qualified dentists are essential to ensure the delivery of high quality pediatric and adult oral health services within the Health Department’s Ingham Community Health Centers. These services provide needed revenue. To maintain both services and meet revenue projections each year, the Ingham Community Health Centers must competitively recruit and retain contractual dentists.

The Health Department’s FY 2015 Controller recommended budget includes $161,773 for contractual dentists to provide oral health services at the Healthy Smiles Dental Center and the Adult Health Center for 2015. The Health Department proposes a 1% increase in the contractual dentist hourly rate from $56.86/hour to $57.43/hour for 2015. This increase will enable the Health Department to offer a more competitive rate for recruiting and retaining qualified dentists, which has been a perennial challenge. This increase aligns with the CHC Provider Market Salary for Dentists ($103,387-$124,097) and is based on the updated market salary grades from the 2013-14 Health Center Salary Benefits Report by the National Association of Community Health Centers.

The Dental Service Agreements shall be for a maximum of 32 hours a week, at $57.43/hour. The agreements shall also require the dentist to maintain professional liability insurance consistent with County policies. The Health Department will manage contractual services so as not to exceed the recommended budgeted amount for dental services contracts of $161,773 for 2015.

I recommend that the Board authorize Dental Services Agreements at the hourly rate of $57.43/hour for a maximum of 32 hours a week for the period of January 1, through December 31, 2015.

c: Eric Thelen, 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 DENTAL SERVICES AGREEMENTS WITH LICENSED DENTISTS FOR 2015

WHEREAS, Ingham County’s Ingham Community Health Centers operates two dental health centers and uses a mix of employed and contracted dentists to provide dental services; and

WHEREAS, the Health Department’s 2015 Budget includes $161,773 for contractual dentists; and

WHEREAS, the Ingham Community Health Center Board of Directors supports dental services contracts with licensed dentists; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize dental services contracts with licensed dentists for the period of January 1, 2015 through December 31, 2015, at the rate of $57.43 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes dental services contracts with licensed dentists for the period of January 1, 2015 through December 31, 2015.

BE IT FURTHER RESOLVED, that the dentists shall be paid at the rate of $57.43 per hour, with total expenditures not to exceed $161,773.

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.
MEMORANDUM

TO: Human Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 6, 2014

RE: Resolution to Authorize the 2014-15 Schedule A Addendum to the Blue Cross Blue Shield
    Administrative Services Agreement for Services to Ingham County Jail Inmates

Ingham County and Blue Cross Blue Shield (BCBS) of Michigan entered into an agreement in 1996 wherein BCBS
of Michigan would pay the claims of health care services provided to inmates of the Ingham County Jail. This
agreement is updated annually by executing a Schedule A Addendum to the Administrative Services Contract. The
most recent Addendum was authorized through Resolution #13-454.

The Schedule A Addendum proposed through the attached resolution will cover the period of December 1, 2014
through November 30, 2015. There is one change to the 2014-15 Schedule A Addendum proposed by BCBS:
BCBS has removed the ceiling and floor to the total percent of Additional Administrative Compensation fees paid on
all claims.

The County has always paid a 9% Additional Administrative Compensation (AAC) fee on all paid hospital claims.
Under the terms of the proposed Addendum, the County will continue to pay the 9% AAC fee on all hospital claims,
as in previous years. The AAC as a percent of total paid claims had previously been set at no less than 8.78% and
no greater than 9.32% of total claims paid. In the proposed 2014-15 Schedule A Addendum, the ceiling and floor for
the AAC fee as a percentage of total paid claims is removed.

BCBS has been phasing out the ceiling and floor ranges for total paid claims from Schedule A Addendums for jail
services, citing that the use patterns from jails differ from other populations and are inconsistent with the application
of a total percent of claims range. Ingham County received one AAC fee settlement for the 2012-13 period for
$27,615, and will receive a second settlement for the 2013-14 period. Ingham County did not receive settlements
prior to these and will not receive any further settlements following the removal of the cap and floor from the
proposed 2014-2015 Schedule A Addendum.

According to BCBS, the AAC fee methodology changed as part of BCBS’s transition to the Michigan Operating
System. In the old system, AAC was billed as 13.5% of the billed hospital amount. Under the new Michigan
Operating System, AAC is calculated at 9% of the Hospital Discount. Since claims fluctuate each year, forcing the
claims fee to fluctuate, BSBS introduced floors and caps so neither the County nor BCBS would be adversely
affected by these fluctuations. It was later determined by BCBS that the unpredictable utilization and inmate counts
make the cap and floor not credible, as the BCBS cannot establish a good pattern or trend. BCBS discussed the
removal of the cap and floor from the 2014-15 Schedule A Addendum with the Chief Financial Officer in 2013, at
which time he was told 2014 would be the last year with a cap and floor for AAC.

I recommend that the Board of Commissioners authorize the 2014 - 2015 Schedule A Addendum to the BCBSM
Administrative Services Agreement for the 2014-2015 agreement period in order to maintain BCBS services for
paying claims for health care services provided to inmates of the Ingham County Jail.

c: Eric Thelen, w/ attachment
    Barbara Watts Mastin, w/attachment
RESOLUTION TO AUTHORIZE THE 2014 – 2015 SCHEDULE A ADDENDUM TO THE BLUE CROSS BLUE SHIELD ADMINISTRATIVE SERVICES AGREEMENT FOR SERVICES TO INGHAM COUNTY JAIL INMATES

WHEREAS, Ingham County and Blue Cross Blue Shield (BCBS) of Michigan entered into an agreement in 1996 wherein BCBS of Michigan would pay the claims of health care services provided to inmates of the Ingham County Jail; and

WHEREAS, that agreement is updated by executing a Schedule A attachment; and

WHEREAS, the current agreement was authorized in Resolution #13-454 for the period of December 1, 2013 through November 30, 2014; and

WHEREAS, BCBS of Michigan has proposed a 2014 – 2015 Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, BCBS has removed the cap and floor for the Additional Administration Compensation fee as a percent of total paid claims in the 2014-2105 Schedule A Addendum; and

WHEREAS, there are no other changes to the proposed 2014 – 2015 Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2014 - 2015 Schedule A Addendum to the BCBSM Administrative Services Agreement for inmates of the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached Schedule A Addendum to the Administrative Services Agreement with Blue Cross and Blue Shield of Michigan for paying claims for health care services provided to inmates of the Ingham County Jail.

BE IT FURTHER RESOLVED, that the Schedule A Addendum shall be effective December 1, 2014 through November 30, 2015.

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.
1. Group Name: Ingham County Inmates
2. Group Number/Cluster: 007004013
3. Contract Effective Date: December 1, 2007
4. ASC Funding Arrangement: Monthly Wire
5. Line(s) of Business:
   - [X] Facility
   - [X] Prescription Drugs
   - [ ] Facility Foreign
   - [ ] Dental
   - [ ] Facility Domestic
   - [ ] Vision
   - [X] Physician
   - [ ] Hearing
   - [ ] Master Medical
   *Domestic Facility Code(s):
6. Administrative Fees:
   - A. Administrative Fee: 11.00% of Paid Claims, 575 Contracts
   - B. Additional Agent Fee
   - C. Additional Administrative Compensation: Nine percent (9%) of the BCBSM discounts on Michigan hospital claims.
7. Stop-loss Coverage(s):
   - A. Stop-loss Coverage Purchased
     - [ ] Standard
     - [X] Specific Only
     - [ ] Specific and Aggregate
     - [ ] Aggregate Only
     - [X] None
   - B. Coverage Lines of Business
     - [ ] Facility
     - [X] Master Medical
     - [ ] Facility Foreign Payment
     - [X] Prescription Drugs
     - [ ] Facility Domestic Charge
     - [X] All Lines of Business (Aggregate Only)
     - [ ] Physician
   - C. Attachment Point(s) (per contract)
     - Specific: N/A
     - Aggregate: N/A
     - D. Total Stop-loss Premium
       - Cost Per Contract: N/A
       - Monthly Contracts: N/A
       - Monthly Premium: N/A
8. Late Payment Charges/Interest:
   - A. Weekly Late Payment Charge: 2%
   - B. Yearly Statutory Interest Charge (Simple Interest): 12%
   - C. Provider Contractual Interest
9. BCBSM Account: 1840-09397-3 Comerica 0720-00096
   - Wire Number: 1840-09397-3
   - Bank: Comerica
   - American Bank Assoc

Blue Cross Blue Shield of Michigan is an independent licensee of the Blue Cross and Blue Shield Association.

Ingham County Inmates  Group  007004013

8. Late Payment Charges/Interest:
   - A. Weekly Late Payment Charge: 2%
   - B. Yearly Statutory Interest Charge (Simple Interest): 12%
   - C. Provider Contractual Interest

9. BCBSM Account: 1840-09397-3 Comerica 0720-00096
   - Wire Number: 1840-09397-3
   - Bank: Comerica
   - American Bank Assoc

In the event the Schedule A in the form as submitted to Group by BCBSM ("this Schedule A") is not
signed by Group and delivered to BCBSM on or before the 15th day after the Renewal Date, Group’s administrative fee shall increase by $2 per contract per month during the Term until the first day of the month following BCBSM’s receipt of this Schedule A as signed by Group. Notwithstanding the foregoing, Group’s total increase in its administrative fee shall not exceed $10,000 per month.

11 BCBSM will charge an additional administrative fee of $4.00 per contract per month if an ASC customer obtains stop-loss coverage from a third-party stop-loss vendor.

12 Your rate does not include taxes or assessments under consideration by federal and state governments that, if enacted, would be added to your bill.

BCBSM:

BY: __________________________
    (Signature)

NAME: __________________________
    (Print)

TITLE: __________________________

DATE: __________________________

BY: __________________________
    (Signature)

NAME: __________________________
    (Print)

TITLE: __________________________

DATE: __________________________

THE GROUP:

BY: __________________________
    (Signature)

NAME: __________________________
    (Print)

TITLE: __________________________

DATE: __________________________

BY: __________________________
    (Signature)

NAME: __________________________
    (Print)

TITLE: __________________________

DATE: __________________________

Blue Cross Blue Shield of Michigan is an independent licensee of the Blue Cross and Blue Shield Association.

Ingham County Inmates
MEMORANDUM

TO: Human Services Committee
    Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: October 16, 2014

RE: Resolution to Authorize an Agreement with Michigan Consumers for Healthcare

The Michigan Consumers for Healthcare (MCH) coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions. The coalition will be Michigan’s only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations everywhere.

In Resolution 13-456, an agreement was authorized between the Health Department and MCH for navigation services. All of the funding was used towards the salary for Nancy Diawara, the identified Navigator located in the Registration and Enrollment Unit. MCH would like to contract with the Health Department for the second year to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization. MCH will provide $20,000 in compensation to the Health Department to support staff members to provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. Registration and Enrollment staff will be certified as Navigators and available to assist local consumers in understanding their enrollment options.

In an effort to ensure the Ingham County community has awareness and access for health care coverage, the Health Department will contract with Adams Outdoor Marketing Services for an amount up to $5,000 for outdoor and print marketing. In addition, up to $5,000 will be used for outreach engagements and incentives at community events. Up to $5,000 will be allocated for educational materials to improve health literacy, and $5,000 will be used to provide necessary staff training and development.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with MCH.

Attachment

c: Debbie Edokpolo w/attachment
    Eric Thelen w/attachment
    Sarah Bryant w/attachment
WHEREAS, Michigan Consumers for Healthcare (MCH) coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions; and

WHEREAS, The coalition will be Michigan’s only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations everywhere; and

WHEREAS, In Resolution #13-456, an agreement was authorized between the Health Department and MCH for navigation services; and

WHEREAS, MCH would like to contract with the Health Department for the second year to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization; and

WHEREAS, MCH will provide $20,000 in compensation to the Health Department to support staff members to provide outreach, education, and enrollment both through the Marketplace and the Healthy Michigan program. Registration and Enrollment staff will be certified as Navigators and available to assist local consumers in understanding their enrollment options; and

WHEREAS, the Health Department will contract with Adams Outdoor Marketing Services for an amount up to $5,000 for outdoor and print marketing; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Michigan Consumers for Healthcare for the period of October 1, 2014 to September 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Michigan Consumers for Healthcare to provide the Health Department up to $20,000 for Navigation Services in Ingham County.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2014 to September 30, 2015.

BE IT FURTHER RESOLVED, that a contract agreement is authorized with Adams Outdoor Marketing Services for an amount up to $5,000 for outdoor and print marketing.

BE IT FURTHER RESOLVED, that these funds were not anticipated in the 2015 Budget and the Controller is authorized to adjust the Health Department’s budget.

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

TO: Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 8, 2014

RE: Appointment of Chief Medical Examiner for Ingham County

In Resolution #11-335, Dr. Joyce deJong was appointed Chief Medical Examiner for Ingham County.

Since 2011, Ingham County has maintained an agreement with Sparrow Forensic Pathology for Medical Examiner Services.

Dr. deJong will resign from her position as Chief Medical Examiner for Ingham County effective November 1, 2014. Dr. Michael Markey, M.D., currently serves as Medical Examiner for Eaton, Ionia, Isabella, Montcalm and Shiawassee Counties. Dr. Markey has agreed to serve as Chief Medical Examiner for Ingham County.

I recommend that the Board of Commissioners accept the resignation of Dr. Joyce deJong and appoint Dr. Michael Markey, M.D., as Chief Medical Examiner for Ingham County.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DR. MICHAEL MARKEY, M.D., TO THE POSITION OF CHIEF MEDICAL EXAMINER FOR INGHAM COUNTY

WHEREAS, P.A. 1953, No. 181, requires that Michigan counties appoint a Medical Examiner who “. . . shall make investigations as to the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical attendance 48 hours prior to the time of death; or as the result of an abortion . . .”; and

WHEREAS, the current medical examiner, Dr. Joyce deJong, has resigned her position as Chief Medical Examiner for Ingham County effective November 1, 2014; and

WHEREAS, a system for determining the cause and manner of death also requires professional forensic pathology services including staff to receive and follow up on death reports, physicians to provide medical oversight of the process, and pathologists to conduct autopsies, when necessary; and

WHEREAS, In Resolution #10-406, Ingham County entered into an agreement with Sparrow Hospital for Medical Examiner Services; and

WHEREAS, Dr. Michael Markey, M.D., currently serves as Medical Examiner for Eaton, Ionia, Isabella, Montcalm and Shiawassee Counties; and

WHEREAS, that Dr. Markey is a board-certified forensic pathologist licensed to practice medicine in the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints Dr. Michael Markey, M.D. to the position of Chief Medical Examiner.

BE IT FURTHER RESOLVED, that the term of his appointment shall be for the period November 1, 2014 through February 28, 2015.

BE IT FURTHER RESOLVED, that all other terms and conditions in Medical Examiner Services Agreement with Sparrow Hospital for forensic pathology services remain unchanged.
Memorandum

TO: Human Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 8, 2014

RE: Transport Contract with Lansing-Mason Ambulance

Attached is a resolution to authorize an agreement with Lansing-Mason Ambulance Service for body transports. Body transports are a necessary part of the Medical Examiner’s responsibilities. Ingham County currently has an agreement with Sparrow Forensic Pathology for Medical Examiner Services.

The attached resolution will authorize a contract with Lansing-Mason Ambulance for the period of October 1, 2014 through September 30, 2018. The flat rate per body transport shall be:

2014-15 - $85.00
2015-16 - $90.00
2016-17 - $95.00
2017-18 - $100.00

As this agreement will allow the Lansing-Mason Ambulance to continue providing services in a cost-effective manner; $85.00 is a very reasonable rate for body transport. I recommend the Board of Commissioners adopt the attached resolution and authorize the agreement.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
LANSING-MASON AMBULANCE FOR MEDICAL EXAMINER TRANSPORTS

WHEREAS, the Ingham County Board of Commissioners has the responsibility to appoint the Ingham County Medical Examiner and support investigations as to the cause and manner of unexpected deaths; and

WHEREAS, these investigations often involve the transport of a body from the scene of death to the county morgue; and

WHEREAS, Ingham County has contracted with Lansing-Mason Ambulance Service for the past 14 years; and

WHEREAS, Ingham County Purchasing Department issued an RFP in 2009 for this service as requested by the Chief Medical Examiner; and

WHEREAS, the current agreement authorized in Resolution #09-232 expired on September 30, 2014; and

WHEREAS, the Health Officer recommends that Ingham County authorize an agreement with Lansing-Mason Ambulance Service for the period October 1, 2014 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement for the period October 1, 2014 through September 30, 2018 with the Lansing-Mason Ambulance Services, 4148 Legion Drive, Mason, Michigan 48854, for body transports authorized by the Medical Examiner’s Office.

BE IT FURTHER RESOLVED, the compensation per body transport shall be set at:

2014-15 - $85.00
2015-16 - $90.00
2016-17 - $95.00
2017-18 - $100.00

BE IT FURTHER RESOLVED, that the Board Chairperson be authorized to sign the agreement after review by the County Attorney.
MEMORANDUM

TO: Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 8, 2014
RE: Resolution to Adopt Amendments to the Ingham Community Health Center Board Bylaws

Attached is a resolution to adopt the amendment to the Ingham Community Health Center Board Bylaws.

The Ingham Community Health Center Board must have established Bylaws in order to ensure compliance with federal statute and programmatic requirements as stipulated by Section 330 of the Public Health Services Act. The Health Center Board has reviewed and updated the current Bylaws and is requesting approval from the Ingham County Board of Commissioners. Attached are the Bylaws in format, and with Track Changes.

The proposed amendments to the Bylaws have been reviewed by the County Attorney. It has been determined that the proposed amendments are minor and technical in nature, and do not significantly alter the substance of the document.

I recommend that the Ingham County Board of Commissioners authorize the Ingham Community Health Center Board Bylaws as amended.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Attachments: Board Bylaws Formatted
Board Bylaws Track Changes
INGHAM COMMUNITY HEALTH CENTER

BOARD BYLAWS
INHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS

ARTICLE I - NAME

The name of this Board shall be the Ingham Community Health Center Board of Directors (hereinafter “Community Health Center Board” or “Health Center Board”).

ARTICLE II - PURPOSE

The Community Health Center Board will assist the Ingham County Board of Commissioners (hereinafter “Ingham County Board of Commissioners” or “Board of Commissioners”) and the Ingham County Health Department (hereinafter “Ingham County Health Department” or “Health Department”), a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents through a network of community health centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have access to an organized system of health care, and to assure that County residents have adequate access to categorical public health programs and services, including family planning, sexually transmitted diseases, infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations. The Community Health Center Board, the Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall participate in the planning of and serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Federal Bureau of Primary Health Care, under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center and for application for operation of a Federally Qualified Health Center Look-Alike Entity. The Community Health Center Board shall monitor the Health Department’s implementation of the grant, if applicable.

ARTICLE III – MISSION AND OBJECTIVES

A. Mission

Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

B. Objectives
1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.

2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.

3. To assure that the Community Health Centers provide high quality primary care services.

4. To develop an integrated primary care program with other community health resources, including ongoing public health services.

5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.

6. To support Ingham County in its efforts to make categorical public health services (such as family planning, sexually transmitted disease—infec tion prevention, diagnosis, and treatment, breast and cervical cancer control, WIC and immunizations) available to the general population and especially to at-risk subgroups populations, including women in childbearing years, children, minorities, and other underserved populations.

ARTICLE IV - AUTHORITY OF INGHAM COUNTY BOARD OF COMMISSIONERS

The Ingham County Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et seq. The Ingham County Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11(l). The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to statute, the Board of Commissioners is required to provide for a health department to serve the needs of the community. MCL 333.2413.

The Ingham County Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

ARTICLE V - SIZE AND COMPOSITION

A. Size

The Community Health Center Board shall consist of no less than thirteen (13)
and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

B. Composition

1. A majority of the Community Health Center Board members shall be individuals who are or will be served by the Community Health Centers and who, as a group, represent the individuals being served or to be served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors.

2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.

3. The remaining Community Health Center Board members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns, or social service agencies within the community. Geographic factors also to be considered.

4. No less than one (1), but no more than two (2), Community Health Center Board members may—shall be Ingham County Board of Commissioners' members.

5. No Community Health Center Board member shall be an employee of a Health Department the Community Health Center or the spouse, or child, parent, brother or sister by blood or marriage of such an employee.

6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.

7. The Deputy Health Officer Executive Director for Community Health Care Services shall provide logistical and managerial assistance to the Community Health Center Board.

ARTICLE VI - MEMBERSHIP AND TERMS OF OFFICE

A. Community Health Center Board Appointments

On an annual—as-needed basis, the Community Health Center Board shall present between one (1) and three (3) recommend nominations for each vacant seat on the Community Health Center Board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees presented recommended by the Community Health Center Board. The Community Health Center Board
and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members, provider members, and consumers-at-large as set out in Article V above.

B. Terms of Office

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office.

C. Removal

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Ingham Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which the chair designated staff was not notified in advance of the meeting.

D. Vacancies and Resignations

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made, following the guidance in Section B, Subsequent Appointments, above. In the process of filling vacancies, the Community Health Center Board shall extend their best efforts to maintain the Community Health Center Board’s composition of consumer members, provider members, and consumers-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of her/his predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to effective date, if possible, in accordance with the established Board Member Resignation policy set forth by the Community Health Center Board.

E. Compensation

Members of the Community Health Center Board shall serve without compensation for membership. Members will be provided with a gas or bus card of a designated amount to cover transportation to and from monthly committee and monthly Community Health Center Board meetings. Requirements to receive this transportation assistance will follow the established Expense Reimbursement policy. However, Members may be reimbursed for reasonable expenses, such as transportation or parking for attendance at trainings actually incurred related to their service on the Community Health Center Board when such expenses are funded in the budget and authorized by the Community Health Center Board.
Authorization is required before expenses are incurred.

ARTICLE VII - MEETINGS AND VOTING

A. Annual Meeting

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

B. Regular and Special Meetings

Regular Meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976). The agenda of each meeting will be distributed to the membership no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976).

C. Notice of Special Meetings

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by facsimile, correspondence or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

D. Quorum

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions.

E. Voting

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

ARTICLE VIII - OFFICERS AND STAFF ASSISTANCE
A. Officers

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

B. Election and Terms of Office

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

C. Removal

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

D. Vacancy

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect an officer.

E. Chairperson

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board. The Chairperson shall make appointments to committees, seek input for committee assignments at a board meeting as necessary, with approval of a majority of Health Center Board members. The Chairperson shall arbitrate jurisdictional disputes between Community Health Center Board committees. The Chairperson shall be kept advised of the affairs of the Community Health Centers and ensure that all directives and policies are carried into effect. The Chairperson shall perform other duties as may be assigned by the Community Health Center Board.

F. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

G. Secretary
The Secretary shall keep the minutes of all meetings of the Community Health Center Board. The Secretary shall give notices of all meetings of the Community Health Center Board in accordance with the provisions of these Bylaws or as required by statute or resolution. The Secretary shall perform other duties as assigned by the Community Health Center Board.

H. **Deputy Health Officer Executive Director for Community Health Care Services**

The Deputy Health Officer Executive Director for Community Health Care Services shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Deputy Health Officer Executive Director for Community Health Care Services with concurrence of the Ingham County Health Officer, in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Deputy Health Officer Executive Director with contribution by the Ingham County Health Officer for Community Health Care Services, to be conducted in accordance with U.S. Department of Health and Human Services Federal Bureau of Primary Health Care Program expectations and Ingham County personnel policies.

I. **Staff Assistance**

The Deputy Health Officer Executive Director for Community Health Care Services shall ensure that secretarial and/or stenographic assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as reasonably requested.

**ARTICLE IX - COMMITTEES**

A. **Ad-hoc Committees**

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, may appoint shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature. An annual Ad-hoc
committee shall-may be established for the purpose of the Annual Executive Director Evaluation.

B. Standing Committees

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, appoint assign with the concurrence of a majority of Community Health Center Board members, the following standing committees:

1. A Finance Committee, composed of four (4) to five (5) members of the Community Health Center Board shall meet annually no less than four (4) and no more than 49% of all Community Health Center Board Members, shall meet ______ to develop the recommended Community Health Center network budget. The budget must be jointly approved by the Community Health Center Board and the Board of Commissioners. The Community Health Center Board in collaboration with the Board of Commissioners must approve any major change in the budget.

2. A Planning and Development Committee, composed of four (4) to five (5) members of the Community Health Center Board no less than four (4) and no more than 49% of all Community Health Center Board Members, shall meet _____ and be responsible for developing the goals and objectives of the Community Health Center Network, for monitoring and evaluating their implementation and progress, and for reviewing the Community Health Center Board’s bylaws. Additionally, this Committee will monitor local, state, and federal issues regularly informing the Community Health Center Board of these issues. An annual Community Health Center Board of Directors work plan will be established, reviewed, and modified as needed annually.

3. A Clinical Operations Quality and Access Committee, composed of four (4) to five (5) members of the Community Health Center Board no less than four (4) and no more than 49% of all Community Health Center Board Members, shall meet _____ and be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures retained by the Board of Commissioners. This Committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan’s implementation and results. This committee will meet at least quarterly.

3. A Personnel Committee composed of four to five (4-5) Community Health Center Board members shall meet annually to provide recommendations to the Community Health Center Board regarding the performance evaluation of the Executive Director for Community Health Care Services. The Personnel Committee will also be responsible for recommending a slate of candidates to fill the Community Health Center Board officer positions for the coming year. The recommendations shall be submitted to the Community Health Center Board during the last meeting prior to the Annual Meeting. In addition to the slate
recommended by the Personnel Committee, additional nominations may be made by a member or members of the Community Health Center Board from the floor at the Annual Meeting.

4. A Membership and Advocacy Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board Members, shall meet and be responsible for the recruitment of new Community Health Center Board Members in accordance with established Community Health Center Board policies. This committee shall also be responsible for the training and orientation of new Community Health Center Board Members. This committee shall also be assigned with recommending, preparing a roster of nominees a slate of officers for election of officers at the annual meeting.

The functions of the standing committees are advisory in nature. Any action or decision must be approved by the Community Health Center Board. No committee or individual member may decide any matter or action without specific Community Health Center Board approval. The Community Health Center Deputy Health Officer–Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly guidelines as presented in the annual workplan.

C. General Committee Procedures

1. Term: Each standing committee except the Nominating Committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.

2. Meeting Procedure: Every meeting of a standing committee of the Community Health Center Board shall be called by its chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by facsimile, correspondence or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of the committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976).

3. Membership: Only Community Health Center Board members may be appointed assigned to standing committees of the Community Health Center Board. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.
4. Voting: When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community Health Center Board Committees are advisory in nature and all actions shall be forwarded for review and action/inaction to the full Community Health Center Board.

ARTICLE X -- RESPONSIBILITIES OF THE COMMUNITY HEALTH CENTER BOARD

A. Personnel Policies and Procedures

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Ingham County Board of Commissioners.

B. Deputy Health Officer Executive Director for Community Health Care Services

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Deputy Health Officer Executive Director for Community Health Care Services, with concurrence of the Ingham County Health Officer, in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Ingham County Board of Commissioners. The Deputy Health Officer Executive Director for Community Health Care Services shall be an employee of Ingham County.

The Community Health Center Board, upon recommendation of the Community Health Center Personnel Committee, shall participate in the annual performance evaluation of the Deputy Health Officer Executive Director for Community Health Care Services with the contribution by the Ingham County Health Officer. The performance evaluation shall be conducted in accordance with the U.S. Department of Health and Human Services Federal Bureau of Primary Health Care Program expectations and Ingham County personnel policies.

C. Financial Management

The Community Health Center Board shall annually review the budget prepared by the Ingham County Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Budget Finance Committee. The Community Health Center
Board shall advise the Ingham County Board of Commissioners regarding this budget. The Community Health Center Board shall review and approve the annual Section 330 grant budget and recommend this budget to the Board of Commissioners, after review and recommendation by the Community Health Center Budget Finance Committee, at the time set forth in Article IX.B.12. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the Bureau of Primary Health Care. The Community Health Center Board shall review and approve any budget requirements to maintain the Federally Qualified Health Center Look-Alike status and recommend such budget to the Ingham County Board of Commissioners, after review and recommendation by the Community Health Center Board Budget Finance Committee.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the Federal Bureau of Primary Care that the Community Health Centers shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Ingham County Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.

Audits, as required by law for the 330 Grant Agreement and for Federally Qualified Health Center Look-Alike Entities, shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

D. Evaluate Community Health Center Activities

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall develop and implement a process for hearing and resolving review patient grievances.

E. Compliance With Laws

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

F. Health Care Policies

The Community Health Center Board shall work with the Ingham County Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of
services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

G. Grants

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

H. Administrative Assistance

The **Deputy Health Officer – Executive Director for Community Health Care Services** shall provide the administrative assistance necessary to fulfill the Community Health Center Board’s responsibilities.

I. Conflict of Interest

No employee, officer or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent or any member of his or her immediate family, his or her partner or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees and agents of the recipient shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

ARTICLE XI -- FISCAL YEAR

The fiscal year of the Community Health Center Board shall be from October 1 through September 30.

ARTICLE XII -- ORDER OF BUSINESS

The order of business of the Community Health Center Board at its regular and annual meetings, unless changed by a majority vote of its members, shall be as follows:

**Regular Meeting**

1. Call to order and Roll Call
2. Approval of agenda
3. Approval of Minutes/Public Comment
4. Public Comment (limited to 3 minutes unless extended by Chairperson)

Consent Agenda
- Minutes
- Committee Action Items
- Written Reports:
  - Executive Director
  - Medical Director
  - Dental Director

5. Reports
   - a. Deputy Health Officer for Community Health Care Services
   - b. Deputy Medical Director
   - c. Committees

65. Old business
76. New business
87. Public Comment
98. Adjournment

Annual Meeting
1. Call to order and Roll Call
2. Approval of agenda
3. Approval of Minutes/Public Comment
4. Public Comment (limited to 3 minutes unless extended by Chairperson)

Consent Agenda
- Minutes
- Committee Action Items
- Written Reports:
  - Executive Director
  - Medical Director
  - Dental Director

5. Chairperson’s annual report
6. Election of Community Health Center Board Officers
7. Old business
8. New business
9. Public Comment
10. Adjournment

ARTICLE XIII -- AMENDMENTS

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Ingham County Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and Ingham County.
Board of Commissioner’s Chairperson.

ARTICLE XIV -- PROXY

An absent Community Health Center Board member shall not be allowed to vote by proxy.

ARTICLE XV -- PARLIAMENTARY AUTHORITY

The Parliamentary Authority of the Community Health Center Board shall be Mason’s Manual of Legislative Procedure.

CONCLUSION

To the extent that any of the Ingham Community Health Center Board Bylaws are contrary to statutory requirements or Ingham County Board of Commissioners’ authorization, they shall be of no force or effect.

_________________________________________   ___________
Community Health Center Board Chairperson     Date

_________________________________________   ___________
Ingham County Board of Commissioner’s Chairperson    Date

_________________________________________   ___________
Executive Director of Ingham Community Health Centers    Date
WHEREAS, the Ingham County Health Department’s Community Health Services operates a network of community health centers (Ingham Community Health Centers), which provides primary health care services to more than 20,000 medically underserved individuals annually; and

WHEREAS, the Health Department operates ten health centers that are designated through the Centers of Medicare and Medicaid Services as Federally Qualified Health Centers (FQHC); and

WHEREAS, Congress has enacted preferential payment policy for FQHCs that helps ensure adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured; and

WHEREAS, the FQHC program as established through Section 330 of the Public Health Services Act requires a governing board with a majority of members who are patients of the health center; and

WHEREAS, the U.S. Department of Health and Human Services has provided guidance that this governance requirement can be filled by a public entity FQHC through a co-applicant Community Health Center Board and a Board of Commissioners; and

WHEREAS, the Community Health Center Board must have established Bylaws in order to ensure compliance with federal stature and programmatic requirements as stipulated by Section 330 of the Public Health Services Act; and

WHEREAS, the proposed amendments to the Bylaws have received legal review by a County Attorney; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Ingham Community Health Center Board’s amended Bylaws as presented.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Bylaws changes as developed by the Ingham Community Health Center Board of Directors.
Ingham Community Health Center Board of Directors

Article I – Name
The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter “Community Health Center Board.”

Article II – Purpose
The Community Health Center Board will assist the Ingham County Board of Commissioners, hereinafter “Board of Commissioners” and the Ingham County Health Department, hereinafter “Health Department,” a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to categorical public health programs and services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations. The Community Health Center Board, Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall participate in the planning of and serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Federal Bureau of Primary Health Care, under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center and for operation of a Federally Qualified Health Center Look-Alike Entity. The Community Health Center Board shall monitor the Health Department’s implementation of the grant.

Article III – Mission and Objectives

A. Mission
Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

B. Objectives
1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.
2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.
5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make categorical public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, WIC, and immunizations) available to the general
population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations.

**Article IV – Authority of Board of Commissioners**
The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et. seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11. The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to the statute, the Board of Commissioners is required to provide for a County Health Department to serve the needs of the community. MCL 333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

**Article V – Size and Composition**

**A. Size**
The Community Health Center Board shall consist of no less than thirteen (13) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

**B. Composition**
1. A majority of the Community Health Center Board members shall be individuals who are or will be served by the Community Health Centers and who, as a group, represent the individuals being served or to be served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors.
2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
3. The remaining Community Health Center Board members shall be representatives of the community in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
4. No less than one (1), but no more than two (2), Community Health Center Board members shall be Board of Commissioners’ members.
5. No Community Health Center Board member shall be an employee of the Community Health Center or the spouse, child, parent, brother or sister by blood or marriage of such an employee.
6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
7. The Executive Director shall provide logistical and managerial assistance to the Community Health Center Board.
Article VI – Membership and Terms of Office

A. Community Health Center Board Appointments
On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members, provider members, and consumers-at-large as set out in Article V above.

B. Terms of Office
Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office.

C. Removal
Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

D. Vacancies and Resignations
Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made. In the process of filling vacancies, the Community Health Board shall maintain the Community Health Center Board’s composition of consumer members, provider members, and consumers-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to the effective date, if possible, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

E. Composition
Members of the Community Health Center Board shall serve without compensation for membership. Members will be provided with a gas or bus card of a designated amount to cover transportation to and from monthly committee and monthly Community Health Center Board meetings. Requirements to receive this transportation assistance will follow the established Expense Reimbursement policy. Members may be
reimbursed for reasonable expenses, such as transportation or parking for attendance at trainings, actually incurred related to their service on the Community Health Center Board. Authorization is required before expenses are incurred.

Article VII – Meetings and Voting
A. Annual Meeting
   The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

B. Regular and Special Meetings
   Regular meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976.) The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

   Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such a time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

C. Notice of Special Meetings
   Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by facsimile, correspondence or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

D. Quorum
   A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions.

E. Voting
   All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

Article VIII – Officers and Staff Assistance
A. Officers
   The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.
B. Election and Terms of Office

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

C. Removal

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

D. Vacancy

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect and officer.

E. Chairperson

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board.

F. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

G. Secretary

The Secretary shall keep the minutes of all meetings of the Community Health Center Board. The Secretary shall give notices of all meetings of the Community Health Center Board in accordance with the provisions of these Bylaws or as required by statute or resolution. The Secretary shall perform other duties as assigned by the Community Health Center Board.

H. Executive Director

The Executive Director shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department
I. **Staff Assistance**

The Executive Director shall ensure that secretarial assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as reasonably requested.

**Article IX – Committees**

A. **Ad-Hoc Committees**

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature. An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

B. **Standing Committees**

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, assign with the concurrence of a majority of Community Health Center Board members, the following standing committees:

1. A Finance Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board members, shall develop the recommended Community Health Center network budget. The budget must be jointly approved by the Community Health Center Board and the Board of Commissioners. The Community Health Center Board in collaboration with the Board of Commissioners must approve any major change in the budget.

2. A Planning and Development Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board members, shall be responsible for developing the goals and objectives of the Community Health Center network, for monitoring and evaluating their implementation and process, and for reviewing the Community Health Center Board’s Bylaws. Additionally, this committee will monitor local, state, and federal issues regularly informing the Community Health Center Board of these issues. An annual Community Health Center Board work plan will be established, reviewed, and modified as needed annually.

3. A Quality and Access Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board members, shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (retained by the Board of Commissioners.) This committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan’s implementation and results.
4. A Membership and Advocacy Committee, composed of no less than four (4) and no more than 49% of all Community Health Center Board members, shall be responsible for the recruitment of new Community Health Center Board members in accordance with established Community Health Center Board policies. This committee shall also be responsible for the training and orientation of new Community Health Center Board members. This committee shall also be assigned with preparing a roster of nominees for election of officers at the annual meeting.

The functions of the standing committees are advisory in nature. Any action or decision must be approved by the Community Health Center Board. No committee or individual member may decide any matter or action without specific Community Health Center Board approval. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly guidelines as presented in the annual work plan.

C. General Committee Procedures

1. Term: Each standing committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.

2. Meeting Procedure: Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by facsimile, correspondence or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

3. Membership: Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.

4. Voting: When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board.

Article X – Responsibilities of the Community Health Center Board

A. Personnel Policies and Procedures

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and
dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

B. Executive Director

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Federal Bureau of Primary Health Care Program expectations and Ingham County personnel policies.

C. Financial Management

The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioners regarding this budget. The Community Health Center Board shall review and approve the annual Section 330 grant budget and recommend this budget to the Board of Commissioners after review and recommendation by the Community Health Center Finance Committee, at the time set forth in Article IX B.1. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the Federal Bureau of Primary Health Care. The Community Health Center Board shall review and approve any budget requirements to maintain the Federally Qualified Health Center Look-Alike status and recommend such budget to the Board of Commissioners, after review and recommendation by the Community Health Center Board Finance Committee.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the Federal Bureau of Primary Care that the Community Health Centers shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.
Audits, as required by law for the 330 grant agreement and for Federally Qualified Health Center Look-Alike entities, shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

D. Evaluate Community Health Center Activities
   The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaints.

E. Compliance with Laws
   The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

F. Health Care Policy
   The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

G. Grants
   The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

H. Administrative Assistance
   The Executive Director shall provide the administrative assistance necessary to fulfill the Community Health Center Board’s responsibilities.

I. Conflict of Interest
   No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee officer or agent or any member of his or her immediate family, his or her partner of an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents or the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest in not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

Article XI – Fiscal Year
The fiscal year of the Community Health Center Board shall be from October 1 through September 30

Article XII - Order of Business
The order of business of the Community Health Center Board at its regular and annual meetings, unless changed by a majority vote of its members, shall be as follows:

**Regular Meeting:**
I. Call to order and roll call  
II. Approval of agenda  
III. Public comment  
IV. Consent agenda  
   Minutes  
   Committee action items  
   Written reports  
   Executive Director  
   Medical Director  
   Dental Director  
V. Old business  
VI. New business  
VII. Public comment  
VIII. Adjournment

**Annual Meeting:**
I. Call to order and roll call  
II. Approval of agenda  
III. Public comment  
IV. Consent agenda  
   Minutes  
   Committee action items  
   Written reports  
   Executive Director  
   Medical Director  
   Dental Director  
V. Chairpersons annual report  
VI. Election of Community health Center Board Officers  
VII. Old business  
VIII. New business  
IX. Public comment  
X. Adjournment

**Article XIII – Amendments**
These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds (2/3) vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and the Board of Commissioners’ Chairperson.
Article XIV – Proxy
An absent Community Health Center Board member shall not be allowed to vote by proxy.

Article XV – Parliamentary Authority
The Parliamentary Authority of the Community Health Center Board shall be the Mason’s Manual of Legislative Procedure.

Conclusion
To the extent that any of the Community Health Center Board Bylaws are contrary to the statutory requirements or Board of Commissioner’s authorization, they shall be of no force or effect.

____________________________________________________
Community Health Center Board Chairperson       Date

____________________________________________________
Ingham County Board of Commissioner’s Chairperson       Date

____________________________________________________
Executive Director of Ingham Community Health Centers       Date
MEMO

Date: October 9, 2014
To: County Services & Finance Committees
From: Willis Bennett
Re: Resolution Accepting a Grant of Easement over Property Owned by the City of Lansing

The Ingham County Parks Department operates the Snowpark at Hawk Island County Park. The Snowpark offers snow tubing runs and rope tows pull riders to the top of the hill to travel down "chutes" made of sculpted snow. The snow tubing hill has varying levels of runs, including smaller kids’ runs and some for guests seeking a bit more of a thrill.

It was determined that for user safety and enjoyment, additional area is needed at the end of the tubing runs. This area is outside of County property. The City of Lansing is willing to provide an easement for a small section of Scott Woods Park for extending the area for tubing hill runs.

The Parks & Recreation Commission approved this resolution at their September 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this matter.
EASEMENT EXHIBIT

CLIENT:

INGHAM COUNTY PARKS DEPARTMENT
121 EAST MAPLE STREET
P.O. BOX 175
MASON, MICHIGAN 48854

ATTENTION: MR. WILLIS BENNETT

EASEMENT DESCRIPTION

AN EASEMENT OVER PART OF LOTS 30 AND 31 GOODHOME SUBDIVISION BEING A SUBDIVISION IN PART OF THE EAST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 27, TOWNSHIP 4 NORTH, RANGE 2 WEST, CITY OF LANSING, INGHAM COUNTY, MICHIGAN AS RECORD IN LIBER 9, PAGE 5, INGHAM COUNTY RECORDS AND OVER PART OF THE WEST 1/2, OF SAID SOUTHEAST 1/4 OF SAID SECTION 27, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 31, THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 31 A DISTANCE OF 197.17 FEET, THENCE N4°02'21"W 56.73 FEET, THENCE N36°26'31"W 138.38 FEET, THENCE N83°02'53"W 104.11 FEET, THENCE S87°35'22"W 104.11 FEET, THENCE S87°25'45"E 158.45 FEET TO THE NORTH LINE OF THE SOUTH 330 FEET OF SAID WEST 1/2, OF THE SOUTHEAST 1/4 OF SAID SECTION 27, THENCE S88°41'33"E EAST ALONG SAID NORTH LINE 83.69 FEET, THENCE N0°14'05"E 14.64 FEET TO THE POINT OF BEGINNING OF THE EASEMENT HERIN DESCRIBED.

THE NORTH LINE OF THE SOUTH 330 FEET OF THE WEST 1/2, OF THE SOUTHEAST 1/4, OF SAID SECTION 27 IS TAKEN TO BEAR S88°41'33"E AS DERIVED FROM THE MICHIGAN STATE PLANE COORDINATE SYSTEM.

Scale: 1" = 90'

Sheet 1 of 1
Resolutions

Resolutions

WHEREAS, the Ingham County Parks Department operates the Snowpark at Hawk Island County Park; and

WHEREAS, for user safety and enjoyment, additional area is needed at the end of the tubing runs outside of County property; and

WHEREAS, the City of Lansing is willing to provide an easement for a small section of Scott Woods Park for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an easement agreement with the City of Lansing, for the nominal consideration of $1.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of $50.00 to the City of Lansing for the fees associated with the City’s Act 33 Review Application.

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

Date: October 9, 2014
To: County Services & Finance Committees
From: Willis Bennett, Director
Re: Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark

For the 2014-2015 winter season at the Hawk Island Snowpark, the Parks Department is stepping away from the “extreme” features of the terrain park. Instead of the terrain park there will be more snow tubing runs and a separate area for beginner snowboarders, groomed for those just learning the sport.

It has been determined the Hawk Island Snowpark would benefit from the expertise and involvement of the Westside YMCA. This resolution authorizes entering into a contract with the Westside YMCA. The Westside YMCA would be responsible for providing snowboarding lessons to beginner snowboarders.

The term of the contract would be for the 2014/2015 winter season terminating on April 30, 2015 with a one year option to renew, based upon staff review and recommendation to the Parks Commission and Board of Commissioners.

This resolution will run concurrent with the Parks & Recreation Commission.
RESOLUTION APPROVING A CONTRACT WITH THE WESTSIDE YMCA TO PROVIDE BEGINNER SNOWBOARDING LESSONS AT THE HAWK ISLAND SNOWPARK

WHEREAS, it is the desire of Park staff to continue to provide good customer service and training for beginner snowboarders at the Hawk Island Snowpark; and

WHEREAS, it has been determined the Hawk Island Snowpark would benefit from the expertise and involvement of the Westside YMCA; and

WHEREAS, the Westside YMCA has agreed to provide and compensate an appropriate instructor, as well as promote and operate beginner snowboarding lessons at the Hawk Island Snowpark; and

WHEREAS, a user fee of $70 will be charged by the YMCA, including $40 per student paid to the Parks Department for payment of one (1) annual parking pass and the Snowpark user fee.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the Westside YMCA to provide beginner snowboarding lessons at the Hawk Island Snowpark.

BE IT FURTHER RESOLVED, the term of the Agreement would be for the 2014/2015 winter season terminating on April 30, 2015, with a one year option to renew based upon staff review and recommendation to the Parks & Recreation Commission and Board of Commissioners.

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

Date: October 8, 2014

To: County Services & Finance Committees

From: Willis Bennett, Parks Director

Re: Resolution Amending the Hawk Island Snowpark Fees

This resolution amends the user fees associated with snowboarding at the Hawk Island Snowpark. With the Parks Department operating the Snowpark this year and the terrain park no longer being offered, the fees associated with snowboarding are no longer needed. Fees for tubing will remain unchanged.

By eliminating these fees, there will be less confusion for both the customers and staff.

This resolution is running concurrent with the Parks & Recreation Commission

Please do not hesitate to contact me if you have questions regarding this issue.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING USER FEES FOR THE HAWK ISLAND SNOWPARK

WHEREAS, user fees were developed for the Hawk Island Snowpark and approved by the Ingham County Board of Commissioners in Resolutions #12-366 and #13-375; and

WHEREAS, snowboarding will no longer be offered at the Hawk Island Snowpark, making the associated user fees unnecessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rescinds the fees for daily and season passes for snowboarding at the Hawk Island Snowpark.

BE IT FURTHER RESOLVED, user fees for the tubing hill will remain unchanged.
WHEREAS, the electorate of Ingham County overwhelmingly approved the millage renewal proposal in November of 2010 to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

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

WHEREAS, in that capacity the Zoological Society supports: Marketing, Educational Programming, the Docent Association, the Teen Zookeeper Program, Special Events and the Zookambi Summer Camp; and

WHEREAS, the Zoological Society operates on a $1,800,000 budget, all of which is spent on supporting the Potter Park Zoo through educational programming, special events, operating costs, and capital improvements; and

WHEREAS, the Ingham County Board of Commissioners approved the transfer of $60,000 from the proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2014 marketing purposes; and

WHEREAS, the Potter Park Zoological Society has proposed at least $15,000 for advertising within the 2015 Society budget for a total of $75,000 to be spent on advertising and marketing.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a transfer of $60,000 from the proceeds of the Potter Park Zoo Millage to be used by the Potter Park Zoological Society for the 2015 marketing of the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING REIMBURSEMENT TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR ADMINISTRATIVE SUPPORT

WHEREAS, it is the desire of the Potter Park Zoo Board and the Zoo Management Team to continue to move toward an equitable and successful and seamless public/private partnership with Potter Park Zoological Society; and

WHEREAS, these two entities incur joint administrative and financial services expenses in the comprehensive management of the zoo; and

WHEREAS, the combined budget of the two entities is $5.2 million; and

WHEREAS, the Potter Park Zoological Society individual budget is $1.8 million or 33.9% of the total; and

WHEREAS, the Potter Park Zoo millage budget is $3.5 million or 66.1% of the total; and

WHEREAS, the Potter Park Zoological Society has assumed the responsibility of the majority of the administrative and financial services expense totaling $231,375.00 for FY 2014; and

WHEREAS, applying the above percentages to the administrative and financial services budget expenses for 2014 yields an allocation of $78,475 (33.9%) to Potter Park Zoological Society and $152,900 (66.1%) to Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society currently receives compensation from the County in the amount of $50,881.

THEREFORE BE IT RESOLVED, that the Zoo Board authorizes the transfer $102,020 from Potter Park Zoo to Potter Park Zoological Society to provide equity between the two entities.

BE IT FURTHER RESOLVED, that the transfer of funds for the year 2014 in the amount of $102,020 be made from fund balance line item #258-69200-818000-698010 from the Potter Park Zoo Millage to the Potter Park Zoological Society as a one-time transfer.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TRANSFER OF FUNDS AND AUTHORIZATION FOR THE POTTER PARK ZOOLOGICAL SOCIETY TO PROVIDE THE MANAGEMENT OF SEASONAL WORKERS

WHEREAS, it is the continuing desire of the Potter Park Zoo Board and the Zoo Management Team to work towards a successful private/public relationship with the Potter Park Zoological Society; and

WHEREAS, the Zoo Management Team wishes to continue to provide excellent customer service and be able to improve upon existing standards and proceed in a financially prudent manner; and

WHEREAS, the Zoo Management Team recommends that combining resources in the key customer service areas, by having all seasonal staff be hired, trained, supervised and paid by the Potter Park Zoological Society, will allow the Zoo to provide the most effective and consistent customer service; and

WHEREAS, the Zoo Management Team has identified funding within the 2015 approved Potter Park Zoo budget, which will provide for adequate staff as determined by the Zoo Director, as well as additional funds that can be transferred to other line items within the budget; and

WHEREAS, the Board of Commissioners Resolution #14-02 was approved for the transfer of funds to the Potter Park Zoo Society for the year of 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Potter Park Zoological Society to provide the management of the seasonal employees at the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the transfer of funds for the year 2015 in the amount of $141,000 from the Potter Park Zoo Millage to the Potter Park Zoo Society from the following line items:

- $47,874 from admissions seasonal wages, line item #258-69200-705000-32000
- $31,700 from seedeater seasonal, line item #258-69200-705000-31300
- $24,000 from animal/care seasonal, line item #258-69200-705000-31000
- $14,000 from parking seasonal, line item #258-69300-705000-35000
- $23,426 from grounds & maintenance seasonal, line #258-69200-705000-30000

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

TO: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: September 4, 2014
SUBJECT: Change of fees for charitable events at Potter Park Zoo

We are proposing a flat per person fee of $4 for the participants in charitable events at Potter Park Zoo. This fee will cover our expenses and increase the perceived value of holding a charitable event at Potter Park Zoo.

During the Potter Park Zoo season, running from April 1st to October 31st the Park receives approximately 10 requests for pavilion reservations from non-profit groups. Most of these reservations are for the purpose of holding fundraising or promotional activities solely for the benefit of their individual charitable cause. These events have an average attendance of approximately 1,000 guests, with some events being much larger. In years past, these groups have reserved the pavilions and received free entry to the zoo for their guests. By continuing this policy the loss of revenue to the zoo is considerable. One example of the lost revenue would be the 2013 Capital Area Down Syndrome Buddy Walk with an average attendance of 2,000 people. If we consider an admission rate of $4 there is a loss of $8,000 on one event alone. In the 2014 season we have scheduled the following charitable events so far:

<table>
<thead>
<tr>
<th>Event</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Walk</td>
<td>1000 guests</td>
</tr>
<tr>
<td>Rainbow Connection Walk</td>
<td>300 guests</td>
</tr>
<tr>
<td>Lansing Community College Zoo Day</td>
<td>1824 guests</td>
</tr>
<tr>
<td>Race to a Million Walk</td>
<td>200 guests</td>
</tr>
<tr>
<td>Tomorrows Child Jungle Jubilee</td>
<td>100 guests</td>
</tr>
<tr>
<td>Sparrow Run/Walk</td>
<td>100 guests</td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>2500 guests</td>
</tr>
<tr>
<td></td>
<td>6024 total guests</td>
</tr>
</tbody>
</table>

At the $4 proposed admission rate this is a revenue loss of $24,096 for the 2014 season, so far.
INTRODUCED BY THE COUNCIL SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE CHARITABLE EVENTS AT POTTER PARK ZOO

WHEREAS, the Potter Park Zoo wishes to establish a change of fees for charitable events which would cover the operational expenses of the zoo during these events; and

WHEREAS, the Potter Park Zoo has become an independent department within Ingham County and in the past has always mirrored the Parks Department fees; and

WHEREAS, the Potter Park Zoo charges for the use of the Pavilion rental only and entry fees to the zoo were waived; and

WHEREAS, the pavilion rental fees that are currently being charged will remain unchanged.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Potter Park Zoo charitable events fees to be charged a rate of $4.00 per person.

BE IT FURTHER RESOLVED, the charitable event fees will become effective upon approval of the Board of Commissioners.
To: Potter Park Zoo Board  
From: James Tissue, Security Coordinator  
Date: 08/29/2014  
RE: Body Worn Cameras

This is a resolution to accept $300.00 from the MMRMA for a RAP Grant that was used for Body Worn Cameras. These Cameras are issued to Public Safety Uniform Personal to assist them during their tour of duty.
RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $300.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR BODY WORN CAMERAS FOR PUBLIC SAFETY PERSONAL AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

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

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost for Body Worn Cameras at Potter Park Zoo; and

WHEREAS, use of these cameras will aid in proper documentation, accountability, and safety.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance grant funds from MMRMA in the amount of $300.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).
To: Potter Park Zoo Board  
From: James Tissue, Security Coordinator  
Date: 08/29/2014  
RE: RAP Grant

This is a resolution to accept $250.00 from the MMRMA for a Rap Grant that was used on the patrol vehicles at the zoo.
RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $250.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A GRILL GUARD FOR THE PATROL CAR AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

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

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

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle while adding additional lighting.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of $250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).
RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2015

WHEREAS, Public Act 152 of 2011 (MCL 15.563) places limits on public employer’s contributions toward their employee’s health benefits and requires that the employer cost be no more than 80% of the cost; and

WHEREAS, Section 8 of the Act (MCL 15.568) permits a local unit of government to exempt itself from provisions employer contribution limitations for the next succeeding year by a 2/3 vote of its governing body; and

WHEREAS, in 2015, the County will be self-insuring a portion of the health insurance cost which is anticipated to save money; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the 80% requirement and therefore the County administration is recommending that this requirement of Public Act 152 be waived for 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2015, yet attempt to meet all of the requirements of the act.
Agenda Item 9b

Introduced by the County Services Committee 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 2015 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 2015; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend changing the insurance provider for 2015 but the group does recommend implementing a Health Reimbursement Arrangement (HRA), purchasing higher deductible plan ($5,000 for individual and $10,000 for family plan) for some or all of the employee groups; and

WHEREAS, the Health Care Coalition also recommends that the County purchase additional services from Cadillac Insurance Center Benefit Consulting Group (CICBCG) which will further reduce health insurance rates, including Medtipster for pharmacy generic drugs, Telodoc for 24/7 physician access and a cost transparency program which compares the cost of medical services, consistent with the Agreement between CICBCG and Ingham County authorized by Resolution 14-069; and

WHEREAS, the estimated annual cost of providing the HRA and supplemental services totals $400,000 and overall savings of this comprehensive approach to healthcare management is estimated to be $1.4 million; and

WHEREAS, employee participation rate will ultimately impact total savings realized through implementation of this comprehensive healthcare management program.

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 2015 health insurance options including the implementation of the HRA plan.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to sign the said Letters of Understanding on behalf of Ingham 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, 2015, and that the Managerial/Confidential Personnel Manual shall be amended as necessary to incorporate provisions of the comprehensive healthcare management program.

BE IT FURTHER RESOLVED, that once the total annual savings for the comprehensive healthcare management program is determined, 50 percent of any net savings in health care costs will be dedicated to reducing employee premium cost share beginning in 2016, applied to all employee groups that agree to implement the comprehensive healthcare management program.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a supplemental agreement with CICBCG to provide services associated with the comprehensive healthcare management program, consistent with the program description and costs authorized by Resolution #14-069.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the appropriate documents on behalf of Ingham County after approval as to form by the County Attorney.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING TIMOTHY MORGAN AS
INGHAM COUNTY PARKS DIRECTOR

WHEREAS, the position of Parks Director was posted and advertised in accordance with Ingham County hiring procedures; and

WHEREAS, applicants were reviewed and screened and interviews were held by the Parks Director Search Committee; and

WHEREAS, the Parks Director Search Committee is recommending the selection of Timothy Morgan as Parks Director for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the recommendation of the Parks Director Search Committee and appoints Timothy Morgan as Ingham County Parks Director.

BE IT FURTHER RESOLVED, that Timothy Morgan will be placed on the current salary schedule for the Parks Director at MCF-13, Step 1 ($73,099) and will assume all duties and responsibilities inherent in that position effective December 1, 2014.
TO: Law & Courts and Finance Committees
FROM: Teri Morton, Budget Director
DATE: October 7, 2014
SUBJECT: Resolution Authorizing a Transfer from the General Fund to the Juvenile Justice Millage Fund to Accurately Reflect Revenue Offsetting Child Care Fund Expenses

Within the Child Care Fund, some expenses are offset by reimbursements from parents, the Friend of the Court, governmental benefits, as well as collection fees. These revenues primarily offset placement costs. Once these revenues are deducted from the Child Care Fund, the remaining costs are allocated 50% between the State of Michigan and the county’s local match. Before passage of the juvenile justice millage, this match was provided by the general fund. After the millage passed, these funds were used to offset many of the child care fund costs. The child care fund is organized into different categories, or “orgs,” to account for different programs. Some programs/orgs are now matched by the general fund and some by millage funds.

This offsetting revenue has historically been collected in what was, at the time, the first org in the child care fund (29266200), an org that is matched by the general fund. It has not been until recently that the Circuit Court/Family Division realized that these revenues should be more appropriately accounted for in the org used for placement costs (29266203), which are matched by millage funds. This issue became apparent as these revenues have become more substantial over the last few years, and as the Court has been scrutinizing its revenues and expenses even more diligently in an effort to contain costs and reduce usage of millage funds.

This change has been corrected going forward, beginning with the 2014 budget, by changing the account numbers used to record these revenues. However, the Controller’s Office is recommending that this correction also be made going back to the most recent renewal of the millage, budget year 2012. Total collections for 2012 and 2013 were $220,314. Fifty percent of this revenue was used to offset the general fund transfer to the child care fund, but should have offset the millage transfer. In order reflect this accurately, the Controller is recommending a transfer of $110,157 from the unrestricted fund balance in the general fund to the juvenile justice millage fund (F264). The attached resolution will authorize such a transfer.

Given the drawdown of fund balance from the juvenile justice millage fund each year beginning in 2011, it is especially important to recognize the proper recording of this revenue. In addition, funds were returned to the general fund from the child care fund in both 2012 and 2013, contributing to the general fund’s current unrestricted fund balance amount.

Please feel free to contact me if you have any questions or if you need any additional information.
Introducing the Law & Courts and Finance Committees of the:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TRANSFER FROM THE GENERAL FUND TO THE JUVENILE JUSTICE MILLAGE FUND TO ACCURATELY REFLECT REVENUE OFFSETTING CHILD CARE FUND EXPENSES

WHEREAS, within the Child Care Fund, some expenses, primarily placement costs, are offset by reimbursements from parents, the Friend of the Court, governmental benefits, as well as collections fees; and

WHEREAS, once these revenues are deducted from the Child Care Fund, remaining costs are allocated 50% between the State of Michigan and the county’s local match; and

WHEREAS, since passage of the juvenile justice millage, the local match for placements has been provided primarily by millage funds; and

WHEREAS, accounting within the Child Care Fund was not changed to reflect this shift in matching funds when the millage passed, resulting in these reimbursements being credited against general fund match; and

WHEREAS, this discrepancy has been corrected beginning with the 2014 budget through a change in revenue accounts; and

WHEREAS, going back to collections beginning with budget year 2012 (the most recent renewal of the millage), this would have resulted in an additional transfer of $110,157 from the general fund, thereby leaving an additional $110,157 within the juvenile justice millage fund.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a transfer of $110,157 from the unreserved fund balance in the general fund to the juvenile justice millage fund.

BE IT FURTHER RESOLVED, that the Controller’s Office is authorized to make any necessary budget adjustments consistent with this resolution.
TO: Ingham County Board of Commissioners  
FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator  
DATE: October 10, 2014  
SUBJECT: Collection of Accommodations Tax  

The Excise Tax on Business of Providing Accommodations Act (Public Act 263 of 1974) allows a county having a population of less than 600,000 persons, and having a city of at least 40,000, to levy an excise tax on hotels and motels. Revenue generated from this tax may be used for convention and entertainment facilities or the promotion of tourist and convention business in the county.

Ingham County has experienced occasional difficulty collecting funds from a few hotel owners, who collected the tax from their guests but failed to remit the money to the County. Although the Act requires a hotel-motel tax ordinance to provide for interest and a penalty on delinquent payments, and allows an ordinance to provide for a fine and/or imprisonment for a violation, these provisions did not provide the County with adequate leverage to collect the unpaid tax.

The Michigan Legislature passed SB 758 on September 10, 2014, which amended the statute to enhance the County’s ability to collect unpaid delinquent accommodations taxes. Effective September 23, 2014, the statute was amended as follows:

Sec. 4. A county levying a tax under this act may provide in the ordinance for 1 or more of the following:

(e) If the tax imposed under this act remains unpaid for more than 90 days, the treasurer of the county may collect the tax in the same manner as a delinquent special assessment, along with any associated interest, fees, and costs, under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

The Ingham County Accommodations Tax Ordinance will need to be amended in order for the County to apply this new statutory authority to delinquent payments. A draft ordinance amendment and resolution are provided for Board consideration. The County is not required to hold a public hearing on the amendment, but the Board may hold one if it so chooses. If adopted, the Ordinance Amendment takes effect upon publication of notice of its adoption in a newspaper of general circulation in the County.

Attachments
Introduced by the County Services Committee and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY ORDINANCE TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF EXCISE TAX ON PERSONS ENGAGED IN THE BUSINESS OF PROVIDING ROOMS FOR TRANSIENT GUESTS, TO PROVIDE FOR COLLECTION OF UNPAID DELINQUENT TAXES IN THE SAME MANNER AS DELINQUENT SPECIAL ASSESSMENTS

WHEREAS, the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests was adopted by the Board of Commissioners on May 13, 1975, and was subsequently amended on November 13, 1990, and October 8, 1991; and

WHEREAS, the enabling statute, 1974 PA 263, MCL 141.861 et seq., was recently amended by the Michigan Legislature, to enhance the County’s ability to collect unpaid delinquent taxes due under the Ordinance; and

WHEREAS, under 2014 PA 284 (eff. September 23, 2014), being MCL 141.864(e), if the tax imposed under the Ordinance remains unpaid for more than 90 days, the County Treasurer may collect the tax in the same manner as a delinquent special assessment, along with any associated interest, fees, and costs, under the General Property Tax Act, 1893 PA 206, MCL 211.1 to 211.155.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the Third Amendment to the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests, as amended, attached and incorporated by reference as Exhibit 1 to this Resolution, expressly providing for the collection by the County Treasurer of unpaid delinquent taxes due under the Ordinance in the same manner as a delinquent special assessment, along with any associated interest, fees, and costs, under the General Property Tax Act, 1893 PA 206.

BE IT FURTHER RESOLVED, that the Third Amendment to the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests, as amended, will be published in hard copy and on the County’s internet website.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.
THIRD AMENDMENT TO ORDINANCE TO PROVIDE FOR THE IMPOSITION AND COLLECTION OF EXCISE TAX ON PERSONS ENGAGED IN THE BUSINESS OF PROVIDING ROOMS FOR TRANSIENT GUESTS

THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:

Section 1. Amendment. Article IV, entitled TAX, of the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests, as amended, is amended by the addition of a new Section 4.6, to read as follows:

“Section 4.6. DELINQUENT UNPAID TAX. If the tax imposed under this Ordinance remains unpaid for more than 90 days after the due date, the County Treasurer may collect the tax in the same manner as a delinquent special assessment, along with any associated interest, fees, and costs, under the General Property Tax Act, 1893 PA 206, MCL 211.1 to 211.155.”

Section 2. Repeal. All ordinances or parts of ordinances inconsistent herewith are hereby repealed

Section 3. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 4. Effective Date. This Third Amendment to Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on ______________________, 2014.

_______________________________
Barb Byrum, Ingham County Clerk

Ingham County Board of Commissioners

_______________________________
Victor Celentino, Chairperson
TO: Finance Committee

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

RE: 2015 Appropriations Resolution

DATE: October 8, 2014

Attached is the 2015 Appropriations Resolution, which will adopt the 2015 operating and capital budgets and millage rates as recommended by the Finance Committee at its budget hearing held on September 10, 2014. The details of this budget can be found in the “2015 Ingham County Budget as Recommended by the Finance Committee” that is scheduled to be distributed at the October 14 Board of Commissioners meeting.

A public hearing on the 2015 Budget will be held at the Board of Commissioners meeting on Tuesday, October 28, 2014. A notice of public hearing will appear in the City Pulse on Wednesday, October 15, 2014.

Please feel free to contact me if you have any questions.
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 2015 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 2015 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 10, 2014 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 2014 tax year/2015 budget year for a total county levy of 10.1963 mills, including authorized levies for General Fund operations, special purpose, and Airport Authority millage:

2014/15 Millage Summary

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Millage</th>
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<tr>
<td>General Operations</td>
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<td>General Operations – Indigent Veterans Support</td>
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<tr>
<td>Special Purpose - Emergency Telephone Services</td>
<td>.8431</td>
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<tr>
<td>Special Purpose - County-wide Transportation</td>
<td>.4800</td>
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<tr>
<td>Special Purpose - County-wide Transportation</td>
<td>.1200</td>
</tr>
<tr>
<td>Special Purpose - Juvenile Justice</td>
<td>.6000</td>
</tr>
<tr>
<td>Special Purpose - Potter Park Zoo and Potter Park</td>
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<tr>
<td>Special Purpose – Farmland/Open Space Preservation</td>
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<tr>
<td>Special Purpose – Health Care Services</td>
<td>.5200</td>
</tr>
<tr>
<td>Trust &amp; Agency - Capital Region Airport Authority</td>
<td>.6990</td>
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</table>
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 2014/2015 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 the Mid-State Health Network, 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 2014/2015 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 2015 budget of funds not spent in 2014 for a specific project must be received by the Budget Office no later than March 16, 2015, otherwise the request for reappropriation will not be considered.
MEMORANDUM

October 9, 2014

TO:          Finance and Liaison Committees

FROM:        Teri Morton, Budget Director

RE:          Third Quarter 2014 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2014. The total increase to the General Fund is $40,956.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The largest adjustment this quarter is an increase to property tax revenue of one million dollars. This is a result of an increase of 1.43% in taxable value. When the 2014 budget was developed last year, it was assumed that there would be no increase in taxable value. Another large revenue increase is a $200,000 decrease in prior year property tax adjustments, resulting from a decrease in tax roll adjustments. Based on information from the State of Michigan Department of Treasury, there will also be an increase of $291,912 in liquor tax payments, 50% of which will be allocated to our substance abuse coordinating agency.

There are also some downward adjustments recommended for revenues. Based on current revenue projections, revenue adjustments are recommended for District Court ($200,000), Register of Deeds ($150,000), and the Sheriff’s state prisoner housing ($200,000). Revenue will also be reduced by $90,000 in the Circuit Court due to the change in jurisdiction for the State Court of Claims.

On the expenditure side, based on current projections, an increase in corrections overtime of $300,000 is being recommended, along with an increase of $65,000 for Circuit Court attorney fees. Due to an increase in claims, an increase in workers compensation budgets of $200,000 spread across all departments is also recommended.

In an effort to more accurately budget for the Health Department, a decrease in general fund appropriation of $670,000 is recommended for the Health Fund. This is due to a projected excess of $200,000 in non-general fund revenues, $100,000 excess in salary attrition, and expenditures projected at $370,000 less than budgeted. No adjustment is recommended to the Clinic Fund’s general fund appropriation. It is projected that the Clinic Fund will use less than its budgeted amount of fund balance, but that will need to be retained in the fund for the planned renovations to the McLaren building.
The net change from these adjustments will be a decrease of $810,956 in the general fund’s budgeted use of fund balance, from $4.08 million to $3.27 million.

The biggest adjustment outside of the general fund relates to several transfers within the Road Department budget. The net change will be a $500,000 reduction to the Road Department fund, which will be added to fund balance to be used in the 2015 budget.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $216,412. This resolution recommends a $10,000 use of contingency to fund the county’s 2014 contribution to the U.S. Geological Survey Enhanced Flood Warning System, which would reduce the contingency amount to $206,412. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
WHEREAS, the Board of Commissioners adopted the 2014 Budget on October 22, 2013 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2014 BUDGET 10/1/14</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
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<td>$40,956</td>
<td>$76,954,114</td>
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<tr>
<td>201</td>
<td>Road Department</td>
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<td>22,356,316</td>
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<td>Parks</td>
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<td>215</td>
<td>Friend of the Court</td>
<td>5,279,102</td>
<td>750</td>
<td>5,279,852</td>
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<td>221</td>
<td>Health</td>
<td>20,456,622</td>
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<td>19,986,622</td>
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<td>631</td>
<td>Building Authority Operating</td>
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<tr>
<td>636</td>
<td>Innovation &amp; Technology</td>
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<td>3,797</td>
<td>4,231,822</td>
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<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>828,084</td>
<td>4,094</td>
<td>832,178</td>
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### GENERAL FUND REVENUES

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<th>Revenue Source</th>
<th>2014 Budget – 10/1/14</th>
<th>Proposed Changes</th>
<th>2014 Proposed Budget</th>
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<tr>
<td><strong>Tax Revenues</strong></td>
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<td>County Property Tax</td>
<td>40,965,476</td>
<td>1,000,000</td>
<td>41,965,476</td>
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<td>Property Tax Adjustments</td>
<td>(450,000)</td>
<td>200,000</td>
<td>(250,000)</td>
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<td>Delinquent Real Property Tax</td>
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<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
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<td>(10,000)</td>
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<tr>
<td>Industrial Facility Tax</td>
<td>350,000</td>
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<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
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<tr>
<td><strong>Intergovernmental Transfers</strong></td>
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<tr>
<td>State Revenue Sharing</td>
<td>4,867,967</td>
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<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>2,199,176</td>
<td>291,912</td>
<td>2,491,088</td>
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<td>Court Equity Fund</td>
<td>1,485,000</td>
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<td>Use of Fund Balance</td>
<td>4,079,445</td>
<td>(810,956)</td>
<td>3,268,489</td>
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<td><strong>Department Generated Revenue</strong></td>
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<td>Animal Control</td>
<td>778,564</td>
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<tr>
<td>Circuit Court - Family Division</td>
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<td>Circuit Court - Friend of the Court</td>
<td>580,750</td>
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<td>Circuit Crt - General Trial</td>
<td>2,171,741</td>
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<td>Controller</td>
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<td>Cooperative Extension</td>
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<td>County Clerk</td>
<td>631,110</td>
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<tr>
<td>District Court</td>
<td>2,702,571</td>
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<td>Drain Commissioner/Drain Tax</td>
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<td>Economic Development</td>
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<td>Department</td>
<td>2014 Budget - 10/1/14</td>
<td>Proposed Changes</td>
<td>2014 Proposed Budget</td>
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<tr>
<td>------------------------------------------------</td>
<td>-----------------------</td>
<td>------------------</td>
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<tr>
<td>Equalization /Tax Mapping</td>
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<td>Financial Services</td>
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<td>Health Department</td>
<td>120,000</td>
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<td>Human Resources</td>
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<td>Probate Court</td>
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<td>Prosecuting Attorney</td>
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<tr>
<td>Register of Deeds</td>
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<tr>
<td>Remonumentation Grant</td>
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<td>Sheriff</td>
<td>6,602,013</td>
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<td>Treasurer</td>
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<td>Tri-County Regional Planning</td>
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<tr>
<td>Veteran Affairs</td>
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<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>76,913,158</strong></td>
<td><strong>40,956</strong></td>
<td><strong>76,954,114</strong></td>
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**GENERAL FUND EXPENDITURES**

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<tr>
<th>Item</th>
<th>2014 Budget - 10/1/14</th>
<th>Proposed Changes</th>
<th>2014 Proposed Budget</th>
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<td>Board of Commissioners</td>
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<td>One-time Wage Supplement</td>
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<td>District Court</td>
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<td>Probate Court</td>
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<td>Financial Services</td>
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<td>Budget 1</td>
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<td>County Attorney</td>
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<td>615,681</td>
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<td>Equalization/Tax Services</td>
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<td>Human Resources</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>6,063,657</td>
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<td>Purchasing</td>
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<td>Facilities</td>
<td>1,941,685</td>
<td>1,941,685</td>
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<td>Register of Deeds</td>
<td>505,548</td>
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<tr>
<td>Remonumentation Grant</td>
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<td>Treasurer</td>
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<td>Drain Commissioner</td>
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<td>Ingham Conservation District</td>
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<td>Equal Opportunity Committee</td>
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</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td>500</td>
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<tr>
<td>Historical Commission</td>
<td>500</td>
<td>500</td>
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<tr>
<td>Tri-County Regional Planning</td>
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<tr>
<td>Jail Maintenance</td>
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<tr>
<td>Sheriff</td>
<td>19,127,881</td>
<td>300,000</td>
<td>19,427,881</td>
</tr>
<tr>
<td>Tri-County Metro Squad</td>
<td>25,000</td>
<td>25,000</td>
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<tr>
<td>Community Corrections</td>
<td>97,215</td>
<td>97,215</td>
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<tr>
<td>Animal Control</td>
<td>1,487,493</td>
<td>1,487,493</td>
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<tr>
<td>Homeland Sec./Emergency Ops.</td>
<td>249,002</td>
<td>10,000</td>
<td>259,002</td>
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<tr>
<td>Board of Public Works</td>
<td>300</td>
<td>300</td>
<td></td>
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<tr>
<td>Drain Tax at Large</td>
<td>432,000</td>
<td>432,000</td>
<td></td>
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<tr>
<td>Health Department</td>
<td>4,409,972</td>
<td>(670,000)</td>
<td>3,739,972</td>
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<tr>
<td>Department</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
</tr>
<tr>
<td>----------------------------------</td>
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<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Community Health Centers</td>
<td>4,266,868</td>
<td>4,266,868</td>
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<td>Jail Medical</td>
<td>1,893,587</td>
<td>1,893,587</td>
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<tr>
<td>Medical Examiner</td>
<td>336,155</td>
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<tr>
<td>Substance Abuse</td>
<td>1,103,903</td>
<td>145,956</td>
<td>1,249,859</td>
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<td>Community Mental Health</td>
<td>1,751,631</td>
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<tr>
<td>Department of Human Services</td>
<td>1,774,863</td>
<td>1,774,863</td>
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<tr>
<td>Tri-County Aging</td>
<td>76,225</td>
<td>76,225</td>
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<tr>
<td>Veterans Affairs</td>
<td>499,554</td>
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<td>Cooperative Extension</td>
<td>474,127</td>
<td>474,127</td>
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<tr>
<td>Library Legacy Costs</td>
<td>80,148</td>
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<tr>
<td>Parks and Recreation</td>
<td>1,439,577</td>
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<td>Contingency Reserves</td>
<td>216,412</td>
<td>(10,000)</td>
<td>206,412</td>
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<tr>
<td>Legal Aid</td>
<td>20,000</td>
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<tr>
<td>2-1-1 Project</td>
<td>45,750</td>
<td>45,750</td>
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<td>Community Coalition for Youth</td>
<td>27,000</td>
<td>27,000</td>
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<tr>
<td>Capital Improvements</td>
<td>2,450,603</td>
<td>2,450,603</td>
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<tr>
<td>Workers Comp Costs (to be spread across departments)</td>
<td>0</td>
<td>200,000</td>
<td>200,000</td>
</tr>
</tbody>
</table>

**Total General Fund Expenditures**

76,913,158  40,956  76,954,114

**General Fund Revenues**

- **Circuit Court**: Decrease budget $90,000 due to Court of Claims no longer falling under the Thirtieth Circuit Court’s jurisdiction.
- **District Court**: Decrease revenue budget $200,000 to reflect current projections.
- **Register of Deeds**: Decrease revenue budget $150,000 to reflect current projections.
- **Current Year Prop. Tax**: Increase budget $1,000,000 due to unanticipated increase in 2014 taxable value.
- **Prior Year Prop. Tax**: Increase budget $200,000 due to a decrease in tax roll adjustments.
Liquor Tax/Subs. Abuse
Increase liquor tax revenue projection $291,912 per Michigan Department of Treasury estimate. Funds to be distributed 50% to substance abuse and 50% to the general fund.

Sheriff
Decrease state prisoner housing revenue $200,000 due to a decline in state prisoners being housed at the Jail.

Use of Fund Balance
Decrease budgeted use of fund balance $810,956 due to a net decrease in expenses and a net increase in revenues.

**General Fund Expenditures**

Circuit Court
Increase attorney fees budget $65,000 to reflect increase in use of appointed attorneys.

Sheriff
Increase corrections overtime $300,000 due to increased use of overtime primarily due to position vacancies.

Homeland Scrty/Em. Ops.
Increase budget $10,000 for second year of participation in the U.S. Geological Survey Enhanced Flood Warning System.

Health Department
Decrease general fund appropriation $670,000 to Health Fund due to projected revenue surplus ($200,000), salary attrition ($100,000), and various expenditure surpluses ($370,000).

Substance Abuse
Increase county’s appropriation to substance abuse $145,956. This is equal to 50% of the projected increase in liquor tax revenue.

Contingency
Decrease contingency $10,000 for second year of participation in the U.S. Geological Survey Enhanced Flood Warning System.

All Departments
Increase workers compensation budgets $200,000 due to increase in workers compensation claims.

**Non-General Fund Adjustments**

Road Department
Transfer $1,186,000 from asphalt and tack to the following areas; temporary salaries ($20,000), overtime ($163,000), salt ($170,000), culverts ($10,000), gravel/dust control ($50,000), cold patch ($23,000), Kinawa Road Project ($250,000), and add $500,000 to fund balance, to be used in 2015 budget.

Parks
Transfer funds from permanent wages and fringes to equipment repair and maintenance. ($7,919) Two employees are on leave without pay, requiring equipment to be sent out for repair in their absence.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friend of the Court</td>
<td>Increase Access &amp; Visitation Grant from $4,750 to $5,500 per Contract Amendment with State Court Administrative Office.</td>
</tr>
<tr>
<td>Health Fund</td>
<td>Adjust budget to reflect current projections as follows; increase non-general fund revenue $200,000, decrease wage and fringe costs $100,000, decrease other expenses $370,000, and decrease transfer in from general fund $670,000.</td>
</tr>
<tr>
<td>Public Improvements</td>
<td>Increase budget for replacement pump at Hawk Island ($5,800). This was approved as an emergency purchase in April.</td>
</tr>
<tr>
<td>Bldg Authority Operating</td>
<td>Transfer funds from Human Services Parking Lot project budget to cover the cost of a water heater for Tri-County Office on Aging. ($27,900) The water heater purchase was approved as an emergency purchase in July.</td>
</tr>
<tr>
<td>MIS</td>
<td>Increase budget to purchase two laptops and monitors. ($3,797)</td>
</tr>
<tr>
<td>Mach./Equip. Revolving</td>
<td>Increase CIP upgrade funds to purchase the following replacement equipment: one CPU for Parks ($724), two CPUs for the Treasurer’s Office ($1,447), one CPU and monitor for Animal Control ($853) and one printer for Facilities ($1,070).</td>
</tr>
</tbody>
</table>
### 2014 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R14-039: District Court Enforcement/Court Officer Pilot Project</td>
<td>(25,406)</td>
</tr>
<tr>
<td>R14-135: Probate Court Temporary Employee</td>
<td>(10,460)</td>
</tr>
<tr>
<td>R14-163: 1st Quarter Adjustment</td>
<td>(8,722)</td>
</tr>
<tr>
<td>R14-274: Life O’Riley Former Resident Assistance</td>
<td>(40,000)</td>
</tr>
<tr>
<td>R14-338: Jail Audio System</td>
<td>(24,000)</td>
</tr>
<tr>
<td>R14-348: Bank Reconciliations</td>
<td>(25,000)</td>
</tr>
<tr>
<td>Proposed: 2014 3rd Quarter Adjustment</td>
<td>(10,000)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$206,412</strong></td>
</tr>
</tbody>
</table>
City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, October 13, 2014 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, City Assessor, other interested persons and ad valorem taxing units to appear and be heard on the establishment of an Obsolete Property Rehabilitation Certificate (the "Certificate"), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 228 and 232 S. Washington Square, Lansing, Michigan, but more particularly described as follows:

228 S. WASHINGTON SQUARE – LOT 27 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

232 S. WASHINGTON SQUARE – LOT 28 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

Approval of this Certificate will provide the owner or potentially the developer of property an abatement of certain property taxes for the improvements to the property noted above. Further information regarding this issue may be obtained from Steven L. Willobee, Lansing Economic Area Partnership (LEAP), 1000 S. Washington Ave., Suite 201, Lansing, MI 48910, 517-702-3387.
BY THE DEVELOPMENT AND PLANNING COMMITTEE
RESOLUTION TO SET A PUBLIC HEARING REGARDING THE ESTABLISHMENT OF
AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE
228 and 232 S. Washington Square

WHEREAS, George F. Eyde Family LLC, owner of the property located at 228 and 232
S. Washington Square in the City of Lansing, Michigan (the “Property”) has applied to
the City of Lansing for the City to approve the issuance of an Obsolete Property
Rehabilitation Exemption Certificate (the “OPRA Certificate”), pursuant to the Michigan
Obsolete Property Rehabilitation Act, being Public Act 146 of 2000 (the “Act”); and

WHEREAS, the property in question of the Certificate is legally described as:

228 S. WASHINGTON SQUARE – LOT 27 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

232 S. WASHINGTON SQUARE – LOT 28 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

WHEREAS, an Obsolete Property Rehabilitation District was established by the Lansing
City Council on October 13, 2014 in accordance with the act; and

WHEREAS, the Act requires that before granting a Certificate the Lansing City Council
hold a public hearing in order to provide an opportunity for the applicant, the City
Assessor, a representative of the affected taxing units, the residents, and other
taxpayers of the City of Lansing general public appear and be heard regarding the
approval of the OPRA Certificate.

NOW THEREFORE BE IT RESOLVED that a public hearing be held in the City Council
Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing, Michigan, on
Monday, October 13, 2014 at 7:00 p.m. for the purpose of receiving public comment on
the establishment of an Obsolete Property Rehabilitation Certificate under the
provisions of Public Act 146 of 2000 and that the Clerk shall publish once in a
publication of general circulation within the community a notice of the scheduled public
hearing and that the notice appear not less than 10 or more than 30 days prior to the
date of the hearing and that the Clerk also cause the owner of property within the
proposed district to receive written notice of the public hearing to be delivered by
certified mail.

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SEP 26 2014
City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, October 13, 2014 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the establishment of an Obsolete Property Rehabilitation District (the “District”), pursuant to and in accordance with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of 2000, for property located at 228 and 232 S. Washington Square, Lansing, Michigan, legally described as follows:

228 S. WASHINGTON SQUARE – LOT 27 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

232 S. WASHINGTON SQUARE – LOT 28 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

Creation of this District will enable the owner or potentially the developer of property within the District to apply for an Obsolete Property Rehabilitation Exemption Certificate which would result in the abatement of certain property taxes. Further information regarding this issue may be obtained from Steven L. Willobee, Lansing Economic Area Partnership (LEAP), 1000 S. Washington Ave., Suite 201, Lansing, MI 48910, 517-702-3387.
BY THE DEVELOPMENT AND PLANNING COMMITTEE
RESOLUTION TO SET A PUBLIC HEARING REGARDING THE ESTABLISHMENT OF
AN OBSOLETE PROPERTY REHABILITATION DISTRICT
228 and 232 S. Washington Square

WHEREAS, the owner of property located at 228 and 232 S. Washington Square
in the City of Lansing, Michigan (the "Property") has requested in writing that the City of
Lansing establish an Obsolete Property Rehabilitation District (the "District") as enabled
by Public Act 146 of 2000, the "Obsolete Property Rehabilitation Act" (the "Act"), and

WHEREAS, the owner of the Property, George F. Eyde Family LLC, is the legal owner
of greater than fifty percent (50%) of all taxable value of the property located within the
proposed District, and

WHEREAS, the property in question and the proposed boundary of the District is legally
described as:

228 S. WASHINGTON SQUARE – LOT 27 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

232 S. WASHINGTON SQUARE – LOT 28 BOARD OF STATE
AUDITORS SUB REC L 1 P 26

and,

WHEREAS, the Act requires that before establishing a District the Lansing City Council
hold a public hearing in order to provide an opportunity for owners, residents or other
taxpayers of the City of Lansing to appear and be heard regarding the establishment of
the District.

NOW THEREFORE BE IT RESOLVED that a public hearing be held in the City Council
Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing, Michigan, on
Monday, October 13, 2014 at 7:00 p.m. for the purpose of receiving public comment on
the establishment of an Obsolete Property Rehabilitation District under the provisions of
Public Act 146 of 2000 and that the Clerk shall publish once in a publication of general
circulation within the community a notice of the scheduled public hearing and that the
notice appear not less than 10 or more than 30 days prior to the date of the hearing and
that the Clerk also cause the owner of property within the proposed district to receive
written notice of the public hearing to be delivered by certified mail.

RECEIVED
SEP 26 2014
City of Lansing
Notice of Public Hearing

The City Council of the City of Lansing will hold a public hearing on Monday, October 13, 2014, at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, Michigan, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing and other interested persons to appear and be heard on the creation of Lansing Industrial Development District (IDD-1-14) as requested by the applicant for the location indicated below:

Applicant: Cameron Tool Corporation
By: Tracy Selden
IDD Location: 1800 Bassett, Lansing, MI

Legally described as:

N 3 FT LOT 2 SHIRLEY PARK, ALSO LOTS 1 THRU 9 INCL, OUTLOTS A & B, ALL VAC SHIRANN ST SHIRANN SUB, ALSO PARTS LOTS 27 THRU 34 ASSESSORS PLAT NO 11 COM N LINE BASSETT ST 163 FT W OF E LINE LOT 30, TH N 231 FT TO N LINE LOT 31, W 1.5 FT, N 165 FT, W 167.76 FT, S 66 FT, W 169.65 FT, S 197.64 FT, E 85.66 FT TO POINT 90.34 FT W OF NE COR LOT 29, S 14.91 FT, E 80.99 FT, S 117.34 FT TO N LINE BASSETT ST, E 172.3 FT TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-004, and

PARTS LOTS 31, 33 & 34 COM SW COR LOT 31, TH E 125 FT, N TO S LINE LOT 34, E 169.65 FT, N 66 FT, W 283.88 FT TO E LINE LMRR, S'LY 264.03 FT ALONG R/W TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-093, and


Creation of IDD-1-14 as requested by Cameron Tool Corporation will make certain property investment (real and personal property) within the District eligible to be included in applications for tax abatements and/or exemptions. Further information regarding this application may be obtained from Mr. Karl Dorshimer, Lansing Economic Area Partnership, 1000 South Washington Ave., Ste. 201, Lansing, Michigan, 48910, (517) 702-3387.
BY THE COMMITTEE ON DEVELOPMENT AND PLANNING
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

Resolution Setting a Public Hearing for the Creation of
Industrial District IDD-1-14 for Cameron Tool Corporation

WHEREAS, the City Council of the City of Lansing has received a request from
Cameron Tool Corporation to create Lansing Industrial Development District (IDD-1-14)
comprising property commonly known as 1800 Bassett, Lansing, Michigan and
legally described as:

N 3 FT LOT 2 SHIRLEY PARK, ALSO LOTS 1 THRU 9 INCL, OUTLOTS A & B, ALL
VAC SHIRANN ST SHIRANN SUB, ALSO PARTS LOTS 27 THRU 34 ASSESSORS
PLAT NO 11 COM N LINE BASSETT ST 163 FT W OF E LINE LOT 30, TH N 231 FT
TO N LINE LOT 31, W 1.5 FT, N 165 FT, W 167.76 FT, S 66 FT, W 169.65 FT, S
197.64 FT, E 85.66 FT TO POINT 90.34 FT W OF NE COR LOT 29, S 14.91 FT, E
80.99 FT, S 117.34 FT TO N LINE BASSETT ST, E 172.3 FT TO BEG; ASSESSORS
PLAT NO 11 Tax ID 33-01-01-08-126-004, and

PARTS LOTS 31, 33 & 34 COM SW COR LOT 31, TH E 125 FT, N TO S LINE LOT 34,
E 169.65 FT, N 66 FT, W 283.88 FT TO E LINE LMR, S'LY 264.03 FT ALONG RW
TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-093, and

LOTS 27, 28 & W 25.7 FT LOT 29, EXC COM 9.3 FT W OF NE COR LOT 29, TH S
14.66 FT, W 80.99 FT, N 14.91 FT, E 81.04 FT TO BEG, EXC PARTS ABOVE LOTS
USED AS BASSETT ST RW ASSESSORS PLAT NO 11, Tax ID 33-01-01-08-126-082; and,

WHEREAS, prior to acting on this request, it is necessary to hold a public hearing on
the proposed creation of IDD-1-14, to allow for all residents, taxpayers and other
interested persons the right to appear and be heard;

NOW, THEREFORE, BE IT RESOLVED, that a public hearing be held in the City
Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing,
Michigan, on the 13th day of October, 2014 at 7:00 p.m., and that the City Clerk cause
to be published notice of such hearing in a publication of general circulation when all
persons interested may attend and be heard and make any objection they may have to
the proposed District, and that the City Clerk also cause the owners of real property
located within the proposed amended district to be notified of the request and the
scheduled public hearing.
City of Lansing
Notice of Public Hearing

The City Council of the City of Lansing will hold a public hearing on Monday, October 13, 2014, at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, Michigan, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing and other interested persons to appear and be heard on the application of Cameron Tool Corporation for an Industrial Facilities Exemption Certificate (IFT-3-14) pursuant to Public Act 198 of 1974, as amended, as requested by the applicant for the location indicated below:

Applicant: Cameron Tool Corporation
By: Tracy Selden
IFT Location: 1800 Bassett, Lansing, MI

Legally described as:

N 3 FT LOT 2 SHIRLEY PARK, ALSO LOTS 1 THRU 9 INCL, OUTLOTS A & B, ALL VAC SHIRANN ST SHIRANN SUB, ALSO PARTS LOTS 27 THRU 34 ASSESSORS PLAT NO 11 COM N LINE BASSETT ST 163 FT W OF E LINE LOT 30, TH N 231 FT TO N LINE LOT 31, W 1.5 FT, N 185 FT, W 167.76 FT, S 66 FT, W 169.65 FT, S 197.64 FT, E 85.66 FT TO POINT 90.34 FT W OF NE COR LOT 29, S 14.91 FT, E 80.99 FT, S 117.34 FT TO N LINE BASSETT ST, E 172.3 FT TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-004, and

PARTS LOTS 31, 33 & 34 COM SW COR LOT 31, TH E 125 FT, N TO S LINE LOT 34, E 169.65 FT, N 66 FT, W 283.88 FT TO E LINE LMRR, S'LY 264.03 FT ALONG R/W TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-093, and


Approval of IFT-3-14 as requested by Cameron Tool Corporation will make certain new property investment (real and personal property) eligible for tax abatements and/or exemptions. Further information regarding this application may be obtained from Mr. Karl Dorshimer, Lansing Economic Area Partnership, 1000 South Washington Ave., Ste. 201, Lansing, Michigan, 48910, (517) 702-3387.
BY THE COMMITTEE ON DEVELOPMENT AND PLANNING
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing received and filed an application from Neogen Corporation requesting an Industrial Facilities Exemption Certificate (IFT-3-14) pursuant to Public Act 198 of 1974, as amended; and

WHEREAS, prior to acting upon this request, it is necessary to hold a public hearing on Cameron Tool Corporation's application for an Industrial Facilities Exemption Certificate (IFT-3-14), to allow for any resident or taxpayer or ad valorem taxing unit the right to appear and be heard;

NOW, THEREFORE, BE IT RESOLVED that a public hearing be held in the City Council Chambers of the City of Lansing, 10th Floor, Lansing City Hall, Lansing, Michigan, on the 13th day of October, 2014 at 7:00 p.m., on the Cameron Tool Corporation application for an Industrial Facilities Exemption Certificate (IFT-3-14) located at 1800 Bassett, Lansing, MI within the boundary more particularly described as:

N 3,FT LOT 2 SHIRLEY PARK, ALSO LOTS 1 THRU 9 INCL., OUTLOTS A & B, ALL VAC SHIRANN ST SHIRANN SUB, ALSO PARTS LOTS 27 THRU 34 ASSESSORS PLAT NO 11 COM N LINE BASSETT ST 163 FT W OF E LINE LOT 30, TH N 231 FT TO N LINE LOT 31, W 1.5 FT, N 165 FT, W 167.76 FT, S 66 FT, W 169.65 FT, S 197.64 FT, E 85.66 FT TO POINT 90.34 FT W OF NE COR LOT 29, S 14.91 FT, E 80.99 FT, S 117.34 FT TO N LINE BASSETT ST, E 172.3 FT TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-004, and

PARTS LOTS 31, 33 & 34 COM SW COR LOT 31, TH E 125 FT, N TO S LINE LOT 34, E 169.65 FT, N 66 FT, W 283.88 FT TO E LINE LMR, S'LY 264.03 FT ALONG R/W TO BEG; ASSESSORS PLAT NO 11 Tax ID 33-01-01-08-126-093, and

LOTS 27, 28 & W 25.7 FT LOT 29, EXC COM 9.3 FT W OF NE COR LOT 29, TH S 14.66 FT, W 80.99 FT, N 14.91 FT, E 81.04 FT TO BEG, EXC PARTS ABOVE LOTS USED AS BASSETT ST R/W ASSESSORS PLAT NO 11, Tax ID 33-01-01-08-126-082,

and that the City Clerk cause the legislative body of each taxing unit levying ad valorem taxes on this property, as well as the owners of real property located within the stated boundary, be notified of this application and the scheduled public hearing.

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SEP 26 2014