

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
BRYAN CRENSHAW
TERI BANAS
REBECCA BAHAR-COOK
KARA HOPE
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 1, 2015 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 17, 2015](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

PLEASE NOTE THE START TIME OF THIS MEETING WILL BE 7:00 PM

1. Drain Commissioner - Resolution Rescinding the 2014 Increase in Funding for the Revolving [Drain Fund](#) (Fund 802)
2. Women's Commission - Women's Commission Resolution Requesting Verification of Accurate Identification and Resource Allocation of Potential Victims of [Human Trafficking](#) through the Department of Health and Human Services (*Informational*)
3. Health Department - Resolution to Authorize the Status Change of a [Medical Assistant](#) from .75 FTE to 1.0 FTE
4. Innovation & Technology - Resolution to Authorize the Purchase, Installation and Configuration of the Primary and Secondary [Storage Area Networks](#) from Avalon Technologies
5. Road Department
 - a. Charter Township of Meridian's Response to the [Forsberg Drive Abandonment](#) Public Hearing Scheduled for the November 24, 2015 Board of Commissioner's Meeting
 - b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County in Relation to State Funded [Bridge Project Located at Marsh Road](#) over the Canadian National Railroad
 - c. Resolution to Authorize a Bridge Engineering Design Services Contract Extension with the Great Lakes Engineering Group, LLC for the Southbound [Okemos Road Bridge Repair](#) Project
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

6. Human Resources
 - a. Resolution Approving a Collective Bargaining Agreement with [Local #1499](#) of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25
 - b. Resolution Approving Modifications to the 2016 [Managerial and Confidential Employee Personnel Manual](#)
 - c. Resolution Approving the Conversion of Employees in the Ingham County Employees' Association – Professionals from [MERS Division 12 to Divison HJ](#)
 - d. Resolution Approving Implementation of a [Code Red Alert System](#) with Capital City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. – Corrections Non-Supervisory Unit
 - e. Discussion Regarding the Accrual of Sick Time for Part Time Employees

7. Controller's Office
 - a. Resolution Authorizing the Controller/Administrator to Make Year End [Budget Adjustments](#)
 - b. Resolution to Negotiate a [Tax Sharing Agreement](#) with Delhi Charter Township Downtown Development Authority

8. Board of Commissioners
 - a. Resolution Honoring [Dr. Martin Luther King, Jr.](#)
 - b. Resolution Authorizing a Contract with WebQA for a [FOIA Management](#) Program

9. Ethics Policy
 - a. Resolution to Adopt a [Whistleblower Protection Policy](#)
 - b. Vendor Ethics Resolution (*Resolution and Policy will be handed out at the Meeting*)
 - c. Resolution Asking [County-Wide Elected Officials](#) to Adopt the Ingham County Ethics Policy
 - d. Resolution to Authorize an Agreement with Plante and Moran, PLLC to Review County [Contracts](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
November 17, 2015
Draft – Minutes

Members Present: Celentino, Bahar-Cook, Banas, Crenshaw, Hope, Maiville, and Koenig

Members Absent: None

Others Present: Travis Parsons, Becky Bennett, Teri Morton, Jim Hudgins, Bill Conklin, Christopher Potts, Mark Eagle, Tamara Warren, Luther Bonner, Todd Heywood, Frank Chain, Henry Rojas, and others

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

Approval of the November 3, 2015 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE NOVEMBER 3, 2015 MEETING.

The minutes were amended as follows:

Commissioner Hope suggested that the size of the ethics policy be reconsidered for the sake of ~~making it easier for employees to read~~ brevity.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

Marsha Cavin, former Ingham County employee, addressed the committee about receiving medical and retirement benefits.

Commissioner Celentino asked if she would be comfortable setting up an appointment with Travis Parsons, Human Resource Director.

She answered that she would.

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

3. Equal Opportunity Commission
 - b. Resolution Supporting Amendments to the Elliot-Larsen Civil Rights Act

4. Innovation & Technology Department - Resolution Authorizing an Amendment to Resolution #15-408 to Authorize the Use of Funds from the Community Health Center Fund for the IT Infrastructure of the Forest Community Health Center (FCHC)
5. Road Department
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Historical Commission - Interview

Christopher Potts interviewed for appointment to the Historical Commission.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BANAS, TO RECOMMEND CHRISTOPHER POTTS TO THE HISTORICAL COMMISSION.

2. Economic Development Corporation Board of Directors - Interviews

Luther Bonner interviewed for appointment to the Economic Development Corporation Board of Directors.

3. Equal Opportunity Commission
 - a. Presentation of Annual Report

Tamara Warren, Chair of the Ingham County Equal Opportunity Committee (EOC), and Mark Eagle, Member of the EOC, presented the annual report.

Commissioner Bahar-Cook asked if the report would be shared with the Women's Commission.

Ms. Warren answered that they planned on it.

Commissioner Bahar-Cook asked if they were involved in the diversity events LEAP was doing.

Ms. Warren stated that she would like to be involved in the future.

Commissioner Bahar-Cook asked what would be done with the recommendations in the report.

Chairperson Celentino answered that the recommendations would be taken into consideration and discussed.

Commissioner Crenshaw asked if they knew of current handicap impediments throughout the County.

Mr. Eagle answered that he knew of one, but he wanted to do a full review of it.

Commissioner Banas asked how people with disabilities were encouraged and accommodated with seeking employment with County.

Mr. Eagle stated that he could not find reliable data to put into the report.

Ms. Warren stated that a member on the committee, a state employee, provided information on the state level.

Commissioner Bahar-Cook thanked Ms. Warren and Mr. Eagle for the time they spent on the report. She asked if she could have an electronic copy of the report.

Commissioner Crenshaw asked what the goal for the scholarship was.

Ms. Warren answered that they wanted \$1,000.00, but would be fine with \$500.00.

Chairperson Celentino congratulated Ms. Warren for her completion of her Chairperson position and congratulated Mr. Eagle on his upcoming Chairperson position.

5. Road Department

- a. Memo Regarding the Abandonment of the Public Road Right-of-Way Known as Forsberg Drive Located in Section 35, Meridian Township, Ingham County, Michigan

Bill Conklin, Managing Director of the Road Department, addressed the Committee regarding the abandonment of the public road right-of-way known as Forsberg Drive.

There was a discussion regarding the abandonment of Forsberg Drive.

Chairperson Celentino stated that it would be referred back to County Services after the public meeting.

6. Controller' Office

- a. Resolution Approving Various Contracts for the 2016 Budget Year

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2016 BUDGET YEAR.

Commissioner Bahar-Cook asked if some of the contracts were not going out to bid because the vendor was listed in the approved budget.

Teri Morton, Budget Director, stated that some of the contracts were for maintenance.

There was a discussion regarding non-maintenance contracts.

Commissioner Bahar-Cook struck approval for Eagle Claims and Infinisource.

There was a discussion regarding the responsibilities of committees to pay attention to contracts.

Ms. Morton stated that she would look at other committees as well.

Commissioner Koenig stated disliked the language of the resolution.

COMMISSIONER KOENIG MOVED TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, county policy requires that all contracts ~~over \$5,000~~ be approved by the **Chair and those over \$5,000 be approved by the** Board of Commissioners; and

The motion was considered friendly.

Commissioner Bahar-Cook stated that it would be easier for the Finance Committee to discuss the resolution if everything that was not a maintenance contract was noted as to why it was not going out to bid.

Ms. Morton recommended approving the resolution to limit the number of resolutions coming before the Board. She stated that striking any contract from the list could be done. She further stated that she would take another look at the non-maintenance contracts.

Commissioner Hope asked if there was a way to see the information in condensed form.

Ms. Morton stated that there might not be enough time to approve contracts by the end of the year if they were not approved at the County Services Committee. She further stated that a late agenda item could be added to change the resolution.

There was a discussion regarding sending some of the contracts out for an RFP.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

6. Controller' Office
 - b. Follow-up on Ethics Discussion

Ms. Morton, reviewed the County Services Committee Ethics Action Items.

There was a discussion regarding Ingham County Department heads conducting ethics training.

Commissioner Hope noted that Barb Byrum, County Clerk, conducted her department's ethics training on November 17, 2015.

Commissioner Hope stated that Ethics Action #6 was missing mention of an investigation of facts to see if internal control failed.

There was a discussion regarding Ethics Action #6 and the review of internal controls.

Commissioner Banas asked if the review of internal controls started with the IT Department.

Chairperson Celentino stated that he did not know.

Jim Hudgins, Director of Purchasing, addressed the Committee regarding the new Standards of Conduct.

Commissioner Bahar-Cook stated that she would like the Board Coordinator to be placed as a contact for reporting improper or illegal behavior.

There was a discussion regarding listing the Board Coordinator as a contact.

Commissioner Crenshaw stated that there was no clear indication that the standards of conduct was for vendors.

Mr. Hudgins stated that he would add "Vendors" to the title and that he planned for vendors to have to check a box noting that they would follow the Standards of Conduct before completing the vendor registration process. He further stated that he would like it included in any future contracts and purchase orders.

Commissioner Banas asked if there was anything in the Standards of Conduct outlining the consequences of violating it.

Mr. Hudgins answered no, but that it could be done.

There was a discussion about adding penalties of violating the Standards of Conduct to vendor contracts.

Commissioner Hope and Commissioner Koenig suggested sending the Standards of Conduct to the County Attorney for review.

Commissioner Bahar-Cook asked what the timeframe for getting it online was.

Mr. Hudgins answered that it is estimated to take a couple of weeks.

Commissioner Hope suggested training for employees involved in the purchasing process.

Mr. Hudgins stated that it was included in the Summary of Ingham County Purchasing Policies. He presented and reviewed the Summary of Ingham County Purchasing Policies.

There was a discussion about including cooperative agreements in the Summary of Ingham County Purchasing Policies.

Commissioner Bahar-Cook suggested adding Cooperative Agreements to the Quick Reference Guide. She further stated that she would like a flow chart outlining who makes money spending decisions.

Commissioner Bahar-Cook asked if the filing contracts with the Clerk's Office should be added somewhere.

Chairperson Celentino stated that the County already had a policy regarding contract obtaining.

There was a discussion regarding the filing of contracts.

Jim Hudgins stated that the county needed a good contract management module to help process the filing of contracts.

Chairperson Celentino suggested that the Controller might provide an update to County Services every few months regarding the status of the contract filing process.

There was a discussion regarding contract management modules.

Mr. Hudgins stated that a contract management module would ease the process of filing contracts.

Commissioner Banas suggested adding a contract management module to the budget process. She stated that there needed to be a central and organized way to deal with all the contracts throughout the County.

Ms. Morton stated that efforts were made with the previous Clerk to establish a similar system but ran into problems.

There was a discussion regarding contract management modules.

Commissioner Banas asked how a member of the public might find a contract.

Chairperson Celentino answered that in most cases, they would contact Becky Bennett, Board Coordinator.

Ms. Bennett stated that she forwards all requests to the department that held the contract, but that the Clerk's Office was supposed to have all the contracts on record.

Commissioner Banas stated that an article in the Lansing State Journal inferred that the investigation was stymied by the Clerk's Office not having the contracts on file. She further stated that the article did not provide any evidence as to how it harmed the investigation.

Commissioner Bahar-Cook suggested reviewing previous policies to cut down on the number of policies implemented and to update already existing policies.

Chairperson Celentino suggested creating a subcommittee to review policies.

Commissioner Koenig stated that she thought there were not enough policies. She suggested adding to the flow chart a section about submitting contracts to the Clerk's Office.

Chairperson Celentino stated that the Clerk's Office was having troubles with their storage space. He reviewed an email from the Controller. He asked Mr. Hudgins if the Clerk and he spoke.

Mr. Hudgins stated that he had not. He further stated that Tim Dolehanty, Controller/Administrator, suggested going out for an RFP for offsite record storage.

Chairperson Celentino asked it was suggested to go offsite.

Ms. Morton stated that nothing in the courthouse met the environmental and fire suppression needs of the documents. She further stated that something like what happened with the Annex might need to be done.

There was a discussion regarding the space utilization study.

Ms. Morton stated that there was a meeting between Mr. Dolenhanty and the Clerk.

Commissioner Bahar-Cook stated that she would like to see an estimated cost to go offsite and to retrofit space in the courthouse to store the documents.

Mr. Hudgins stated that the Clerk's safe room, on the first floor of the courthouse, was a being looked at as a potential place to store the documents.

Commissioner Hope stated that the space issue had been an ongoing issue. She expressed frustration over it not being solved. She asked why Tim Dolehanty was not there.

Ms. Morton stated that he had a family commitment.

Commissioner Koenig stated that some of the documents might need to be sorted. She further stated that the issue may not have been solved because there were competing issues regarding the safety, placement, and value of the documents.

Chairperson Celentino stated that the meeting between the Controller and the Clerk needed to be reported so the Committee could discuss it.

Mr. Hudgins stated he was working with the Health Department to do an RFP for offsite storage.

Commissioner Banas suggested removing all "please"s from the Standards of Conduct.

Travis Parsons, Human Resources Director, reviewed the Whistleblower Protection Policy.

Commissioner Crenshaw asked if it was incumbent on the employee or supervisor to report the behavior to Human Resources.

Mr. Parsons answered that he intended it to say that it was incumbent on the supervisor.

Commissioner Crenshaw suggested wording it so that the supervisors must report to Mr. Parsons.

Commissioner Banas asked how an employee having problems with their supervisor might handle reporting unethical behavior.

Mr. Parsons answered that he could add a caveat stating that employees could come directly to him.

There was a discussion about adding the Board Coordinator as a contact for reporting unethical behavior.

Commissioner Bahar-Cook stated that elected officials were not mentioned in the policy and suggested adding a procedure for how they might report unethical behavior.

There was a discussion regarding how unionized employees would report ethics issues.

Mr. Parsons clarified that the role of unions was more for support.

There was a discussion regarding the Farmland and Open Space Pres. Board meeting on a December 12, 2015.

Chairperson Celentino clarified that Human Resources should have a draft a resolution for the Whistleblower Protection Policy.

8. Board Referral - Letter to Commissioner Bahar-Cook from the Michigan Airport Jobs and Infrastructure Coalition Regarding a Request to Join the Coalition

Chairperson Celentino stated

There was a discussion regarding

7. Human Resources - Labor Negotiation Discussion (*Closed Session*)

Announcements

Commissioner Bahar-Cook thanked Chairperson Celentino for his leadership.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:10 p.m.

DECEMBER 1, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Drain Commissioner** - *Resolution Rescinding the 2014 Increase in Funding for the Revolving Drain Fund (Fund 802)*

In August, 2014 the Board of Commissioners approved Resolution 14-345 to authorize transfer of \$6 million from the General Fund fund balance to the Revolving Drain Fund to cover certain preliminary work associated with the Groesbeck Park Drain project. The Drain Commissioner recently received bond proceeds for the Groesbeck Park Drain petition and paid \$5,621,188.55 to Fund 802, including over \$126,000 in interest. A resolution is offered to transfer \$6 million from the Revolving Drain Fund back to the General Fund.

2. **Women's Commission** - *Women's Commission Resolution Requesting Verification of Accurate Identification and Resource Allocation of Potential Victims of Human Trafficking through the Department of Health and Human Services (Informational)*

House Bill 5012, designed to protect and assist potential victims of human trafficking, went into effect on January 14, 2015. The Women's Commission seeks to create a plan to facilitate implementation of House Bill 5012 (now MLC 750.451) and to appoint a committee to work in conjunction with the Department of Health and Human Services to fulfill its requirements. The committee would then provide recommendations to the Ingham County Board of Commissioners to support allocation of resources to the Department of Health and Human Services to accommodate implementation of this statute.

3. **Health Department** - *Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE*

This resolution authorizes the conversion of position #601192, currently a .75 FTE Medical Assistant I (UAW Grade 1) to 1.0 FTE Medical Assistant I. Through Resolution #15-375, Ingham County Health Department (ICHD) accepted \$215,200 of Health Center Expanded Services funds from the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) for the period of September 1, 2015 through August 31, 2016. This award included funds to support the conversion of this position. The employee in this position and the UAW have been contacted and agree to the conversion from a .75 FTE to a 1.0 FTE.

4. **Innovation and Technology** - *Resolution to Authorize the Purchase, Installation and Configuration of the Primary and Secondary Storage Area Networks from Avalon Technologies*

In 2013 the Innovation and Technology (IT) Department replaced a five-year old Storage Area Network (SAN). In 2014 the SAN was expanded to accommodate an upgrade of the 911 Computer Aided Dispatch system. The currently SAN configuration is operating at 82.22% capacity. The Secondary /

Disaster Recovery (DR) SAN operates at 83.17% capacity. Overall performance impacts begin to suffer when the SAN reaches 80% capacity.

Major projects scheduled over the next 12 to 18 months will increase network storage requirements. Projects include, but are not limited to, Electronic Records Managements (EMR) Onbase/Imagesoft implementation for the County Clerk and Circuit Court, introduction of body cameras for the Sheriff's Office, and the addition of video surveillance cameras at the new Heath Center, Mason Courthouse, and Human Services Building.

Based on the current growth trends and cost effectiveness of quantity buying, the IT Department proposes the purchase an additional 119 Tera Bytes (TB) of storage space for the primary SAN and 110 TB for the Secondary/DR SAN. This additional capacity will place the primary SAN at 11.73% and the Secondary/DR SAN at 11.28% of capacity. Under this recommendation, Avalon Technologies would undertake configuration, installation and support for this expansion at a cost not to exceed \$242,134. Funds were allocated for this project in the IT Networking Hardware fund.

5a. Road Department - Charter Township of Meridian's Response to the Forsberg Drive Abandonment Public Hearing Scheduled for the November 24, 2015 Board of Commissioner's Meeting

For information purposes, the Road Department provided a resolution of support for abandonment of Forsberg Drive from Meridian Charter Township.

5b. Road Department - Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County in Relation to State Funded Bridge Project Located at Marsh Road over the Canadian National Railroad

The Road Department received funding from the Local Bridge Program to remove and replace the Marsh Road Bridge superstructure over the Canadian National Railroad. In response the Road Department recommends approval of a resolution to authorize entering into an agreement with the Michigan Department of Transportation for this project at a total estimated cost of \$1,645,800. Funding sources consist of \$1,563,500 from the state Local Bridge Program funding and \$82,300 from the Road Department.

5c. Road Department - Resolution to Authorize a Bridge Engineering Design Services Contract Extension with the Great Lakes Engineering Group, LLC for the Southbound Okemos Road Bridge Repair Project

A recent biennial bridge inspection revealed that a number of the southbound Okemos Road Bridge's beams had deteriorated to the point where the bridge inspection consultant recommended that the outside lane be immediately closed to traffic. Road Department staff closed the lane over the bridge shortly after receiving the recommendation.

The Road Department recommends approval of a resolution to approve a contract extension to the original bridge engineering services, Great Lakes Engineering Group, LLC, for the Okemos Road Bridge repair project. Approval of the resolution would authorize additional professional engineering services at a cost not to exceed \$13,500.

5d. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

6a. Human Resources Department - Resolution Approving a Collective Bargaining Agreement with Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement between Ingham County and Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 for the period January 1, 2016 through December 31, 2017

6b. Human Resources Department - Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2016 through December 31, 2016. Changes include recognition that the employee health insurance program will be subject to annual modification for plan year 2016, and recognition of a 1% increase in wages.

6c. Human Resources Department - Resolution Approving the Conversion of Employees in the Ingham County Employees' Association – Professionals from MERS Division 12 to Division HJ

A collective bargaining agreement between Ingham County and Ingham County Employees' Association - Professionals covers the period from January 1, 2015 to December 31, 2017. The agreement includes provisions for conversion to a Hybrid Pension Plan provided through the Municipal Employees' Retirement System (MERS). The Human Resource Department recommends approval of funding for this conversion at a cost of \$21,097.

6d. Human Resources Department - Resolution Approving Implementation of a Code Red Alert System with Capital City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. – Corrections Non-Supervisory Unit

Ingham County, the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. have identified ongoing challenges in filling unscheduled overtime assignments. All parties desire to supplement the contract regarding unscheduled overtime through use of a Code Red Alert System. The Human Resources Department recommends approval of a resolution recognizing this change through a Letter of Understanding.

6e. Human Resources Department - Discussion Regarding the Accrual of Sick Time for Part Time Employees

Human Resources Department representative will be in attendance to discuss accrual of sick time for part-time employees.

7a. Controller's Office - Resolution Authorizing the Controller/Administrator to Make Year End Budget Adjustments

The Budget Office recommends approval of a resolution to authorize the County Controller to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with the Uniform Budgeting and Accounting Act, and to balance the 2015 Budget. The General Fund budget will be adjusted to \$80,787,322 for the fourth quarter of 2015. The resolution also amends the Road Department budget to recognize an additional \$517,120 in unbudgeted funds from the State of Michigan Motor Vehicle Highway fund, and an additional \$115,492 in Federal Aid of which \$71,000 will be applied to and increase the drain assessment budget. The remaining \$561,612 will decrease the budgeted use of fund balance from \$1,753,674 to \$1,192,062.

7b. Controller's Office - Resolution to Authorize Negotiation of a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

The Delhi Charter Township Downtown Development Authority (DDA) seeks to extend the life of the DDA by 10 years. Currently set to expire in 2025, this action would potentially result in capture of additional County revenue to offset DDA expenditures. Unlike traditional tax capture programs, Delhi Township must secure a revenue sharing agreement with Ingham County before any County funds can be captured. A resolution is offered that would direct the Controller and Corporation Counsel to negotiate the terms of a new Revenue Sharing Agreement.

8a. Board of Commissioners - Resolution Honoring Dr. Martin Luther King, Jr.

This proposed resolution honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County. The resolution also encourages citizens to celebrate the Dr. Martin Luther King, Jr. Birthday holiday and to join the Board of Commissioners in honoring this great American hero and role model.

8b. Board of Commissioners - Resolution Authorizing a Contract with WebQA for a FOIA Management Program

Changes to the Michigan Freedom of Information Act (FOIA), coupled with a large volume of FOIA requests received by the County, necessitate purchase a FOIA management program. This web-based program will provide a more efficient and manageable process to receive, complete, manage and track FOIA requests.

9a. Human Resources Department – Resolution to Adopt a Whistleblower Protection Policy

Ingham County seeks to provide a safe work environment, free from retaliation or reprisal, for anyone who in good faith reports suspected wrongdoing by another employee, board member, vendor, contractor or volunteer. The proposed resolution would formally adopt a Whistleblower Protection Policy.

9b. Resolution to Adopt a Vendor Ethics Policy - (Resolution and Policy will be handed out at the meeting)

The proposed resolution would formally adopt a Vendor Ethics Policy.

9c. Resolution asking County-Wide Elected Officials to Adopt the Ingham County Ethics Policy

As suggested by the County Services Committee, a resolution is offered to request that each Constitutional and statutory elected County official confirm his/her adoption of the Ingham County Ethics Policy by way of a written and signed statement provided to the Board office.

9d. Resolution to Authorize an Agreement with Plante and Moran, PLLC to Review County Contracts

The County Services Committee suggested that the Controller oversee an inventory of recently approved contracts to determine how many were subject to competitive bidding and how many were to result of a cooperative purchase arrangement. The Controller/Administrator was also asked to audit department activity with individual vendors. In addition to these tasks, the County Services Committee asked that Corporation Counsel review internal controls to determine if systematic failures exist, and to suggest ways to correct any such failures.

In order to accomplish these tasks in a timely and effective manner, a proposal was sought from County auditor Plante and Moran, PLLC, to systematically review a representative sample of all agreements with private vendors since July, 2013. This timeframe should allow for adequate review of multi-year contracts as well as one-time, single-purpose contracts. In addition, in light of recent discoveries involving the Innovation and Technology (IT) Department, all contracts and agreements that involve that department would be reviewed. Plante and Moran proposed a total cost of \$_____ to complete this task.

MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM: DRAIN COMISSIONER PATRICK E. LINDEMANN

RE: REVOLVING DRAIN FUND 802

DATE: NOVEMBER 17, 2015, effective November 25

In August of 2014 I sought and received a \$6 million increase in the use of county fund balance for Fund 802, the Revolving Drain Fund. (See Resolution 14-345) I promised the Finance Committee at that time to seek to reduce the use of fund balance when the Groesbeck Park Drain petition project was bonded. (That project has been using about \$5.5 million of the money set aside in Fund 802.)

On November 24, I received the bond proceeds for the Groesbeck Park Drain petition and paid \$5,621,188.55 to Fund 802, including over \$126,000 in interest.

I am happy to request that \$6 million be withdrawn from the Revolving Drain Fund (Fund 802), reducing its maximum balance to the 2010 level of \$1 million. This is accomplished by the attached Resolution.

The Fund will be used under the same terms and conditions as has been true since 2010. The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

My staff or I will attend the December 1 and 2 Committee meetings to answer questions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESCINDING THE 2014 INCREASE IN FUNDING
FOR THE REVOLVING DRAIN FUND (FUND 802)**

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was \$1,000,000 in 2010; and

WHEREAS, this amount was increased to \$7,000,000 in 2014; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners rescind the \$6,000,000 increase from the Revolving Drain Fund, making the total available balance again \$1,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of \$1,000,000.
2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.
3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").
4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.
5. The interest rate will be determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.
7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the \$707,500 in cash provided under Resolution 10-159 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

INGHAM COUNTY BOARD OF COMMISSIONERS

PRESENTED BY THE INGHAM COUNTY WOMENS COMMISSION

RESOLUTION REQUESTING VERIFICATION OF ACCURATE IDENTIFICATION AND RESOURCE ALLOCATION OF POTENTIAL VICTIMS OF HUMAN TRAFFICKING THROUGH THE DEPARTMENT OF HEALTH & HUMAN SERVICES

WHEREAS: Senate Bill 5012 was approved and signed by the Governor and went into effect on January 14, 2015; and

WHEREAS: Senate Bill 5012; An ACT to amend 1931 PA 328, entitled “An act to revise, consolidate, codify, and add to the statues relating to crimes; to define crimes and prescribe the penalties and remedies; to provide for restitution under certain circumstances; to provide for the competency of evidence at the trial of persons accused of crime; to provide immunity from prosecution for certain witnesses appearing at criminal trials; to provide for liability for damages; and to repeal certain acts and parts of acts inconsistent with or contravening any of the provisions of this act, “by amending section 451 (MLC 750.451), as amended by 2002 PA 44; and

WHEREAS: Senate Bill 5012, Section 7 states; Excluding any reasonable period of detention for investigation purposes, a law enforcement officer who encounters a person under 18 years of age engaging in any conduct that would be a violation of section 448,449, 450, or 462, or a local ordinance substantially corresponding to section 448,449, 450, or 462, if engaged in by a person 16 years of age or over shall immediately report to the Department of Human Services a suspected violation of human trafficking involving a person under 18 years of age in violation of sections 462a to 462h; and

WHEREAS: Senate Bill 5012, Section 8 states; The Department of Human Services shall begin an investigation of a human trafficking violation reported to the Department of Human Services under subsection (7) within 24 hours after the report is made to the Department of Human Services, as provided in section 8 of the child protection law, 1975 PA 238, MCL 722.628. The investigation shall include a determination as to whether the person under 18 years of age is dependent and in danger of substantial physical or psychological harm under section 2(b)(3) of chapter XIA of the probate code of 1939, 1939 PA 288, MCL 712A.2; and

WHEREAS: On November 21, 2013 A Polaris Project Report announced that from December 7, 2007 to December 31, 2012, cases of human trafficking were reported in all 50 states and D.C. More than 42% of sex trafficking cases referenced pimp-controlled prostitution, and more than 27% of labor trafficking cases referenced domestic work; and

WHEREAS: On November 21, 2013 A Polaris Project Report showed the analysis of five years of data highlights the most common forms of human trafficking reported to the hotline. More than 42% of sex trafficking cases referenced pimp-controlled prostitution. Most frequently, callers reported that pimps had recruited their victims in social settings by showing romantic interest and later forcing them to provide commercial sex. In a majority of reports, sex acts were advertised or facilitated online. Traffickers were most often U.S. citizen males exploiting young adult and minor females. More than 60% of these cases referenced U.S. citizen victims; and

WHEREAS: The Department of Human Services is now known as the Department of Health & Human Services; and

THEREFORE BE IT RESOLVED: that the Ingham County Board of Commissioners request the Ingham County Health Director to provide information to the Commissioners and members of the Ingham County Women's Commission on the County's plan to facilitate this new law; and

BE IT FURTHER RESOLVED: that if such a plan to facilitate House Bill 5012 does not exist, the County will designate a committee of individuals to look into the qualifications that should be considered to facilitate this new law and have such committee work in conjunction with the Department of Health & Human Services to fulfill the requirement outlined. Such committee will then provide recommendations to the Ingham County Board of Commissioners in writing; and

BE IT FURTHER RESOLVED: that the Ingham County Board of Commissioners review the committee's recommendations, allocate the necessary resources to the Department of Health & Human Services that will accommodate this new requirement and then follow up to ensure that they have put a plan in place to identify victims of human trafficking and to follow the new procedures for processing these cases as identified by this bill; and

BE IT FURTHER RESOLVED: that the Ingham County Board of Commissioners write a letter to law enforcement agencies in Ingham County making them aware of House Bill 5012 and providing them with a specific number and designated contact person in the Department of Health & Human Services, in the event law enforcement identifies an individual meeting the criteria outlined in this bill that would require them to report to the Department of Health & Human Services.

Agenda Item 3

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 5, 2015

SUBJECT: Resolution Authorizing Status Change for Position #601192

This resolution authorizes the conversion of position #601192, currently a .75 FTE Medical Assistant I (UAW Grade 1) to 1.0 FTE Medical Assistant I.

Through Resolution #15-375, Ingham County Health Department (ICHHD) accepted \$215, 200 of Health Center Expanded Services funds from the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) for the period of September 1, 2015 through August 31, 2016. This award included funds to support the conversion of this position.

The employee in this position and the UAW have been contacted and agree to the conversion from a .75 FTE to a 1.0 FTE.

The Ingham Community Health Center Board has reviewed this conversion and supports the proposed status change of the position.

I recommend that the Ingham County Board of Commissioners authorize the conversion of position #60119, currently a .75 FTE Medical Assistant I (UAW Grade 1) to a 1.0 FTE Medical Assistant I.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE STATUS CHANGE OF A MEDICAL ASSISTANT
FROM .75 FTE TO 1.0 FTE**

WHEREAS, position #601192, Medical Assistant I is a .75 FTE position (UAW Grade 1); and

WHEREAS, the Ingham County Health Department received additional expanded services funds to support increasing the position to 1.0 FTE; and

WHEREAS, the employee in this position has been contacted and agrees to the conversion from a .75 FTE to a 1.0 FTE; and

WHEREAS, the UAW has been notified about this status change; and

WHEREAS, the Ingham Community Health Center Board has reviewed this conversion and supports the proposed status change of position #601192 Medical Assistant 1 (UAW Grade 1) from a .75 FTE to a 1.0 FTE; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed status change of position #601192 Medical Assistant I (UAW Grade 1) from a .75 FTE to a 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of position #601192 Medical Assistant I (UAW Grade 1) from a .75 FTE to a 1.0 FTE.

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

Agenda Item 4

To: County Services and Finance Committees
From: Vince Foess, CIO (interim)
Date: September 17, 2015
Re: Ingham County Storage Area Network (SAN) expansion

Dear Commissioners,

In 2013 the Innovation and Technology Department released RFP 28-13 seeking a replacement for the County's 5 plus year old Storage Area Network (SAN). In 2014 the SAN was expanded to accommodate an upgrade of the 911 Computer Aided Dispatch system. Currently SAN configuration has a total of 172.47 Tera Bytes (TB) of space with 30.66 TB free putting the SAN at 82.22% full. The Secondary / Disaster Recovery (DR) SAN has 156.46 TB with 26.34 TB free putting it at 83.17% full. Overall performance impacts begin to suffer when the SAN reaches 80% capacity.

We have three major projects in the coming 12-18 months that will increase the storage requirements on the network. These are the Electronic Records Managements (EMR) Onbase/Imagesoft implementation for the County Clerk and Circuit Court, the introduction of Body Camera's for the Sheriff's Office, and the addition of more video surveillance cameras at the new Heath Center, Mason Court House, and Human Services Building.

Based on the current growth rate of our data and cost effectiveness of quantity buying we are proposing to purchase an additional 119 TB of storage space for the primary SAN and 110 TB for the Secondary/DR SAN. This will place us at 11.73% and 11.28% of the SAN's maximum capacity.

The original SAN and subsequent upgrades were purchased from DELL via the vendor Avalon Technologies. We request authorization to purchase this additional storage from DELL/Avalon under a cooperative contract through Midwestern Higher Education Commission (MHEC) Contract #MHEC-07012015.

The funding would come from the Ingham County Innovation and Technology Network Maintenance Fund. There is a request in the FY 2016 budget for this SAN expansion, however, in order to address the more immediate need for storage, we would use the available funds in FY15 to cover this expense and defer other less urgent planned purchases until 2016.

Thank you.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION AND CONFIGURATION
OF THE PRIMARY AND SECONDARY STORAGE AREA NETWORKS
FROM AVALON TECHNOLOGIES**

WHEREAS, the Ingham County primary and secondary Storage Area Network (SAN) has surpassed 80 percent utilization; and

WHEREAS, the SAN storage use has increased and is expected to continue to increase every month with the storage of electronic records and video recording; and

WHEREAS, the current total SAN space on the primary and secondary SAN's are 172 and 156 Tera Bytes; and

WHEREAS, the additional storage purchase will increase the primary and secondary SAN space to 261.81 and 207.12 Tera Bytes of storage; and

WHEREAS, Avalon Technologies was awarded the SAN bid in 2013 from RFP 28-13 and under a cooperative contract for this purchase is the vendor of choice for purchasing and installation of the expansion to the County's primary and secondary Disaster Recovery SAN; and

WHEREAS, the total cost for hardware, software, support, and installation is \$242,134.00 from Avalon Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase, configuration, installation and support for an expansion of the primary and secondary SAN from Avalon Technologies for a total amount of \$242,134, with funds to be allocated from the Innovation and Technology Department's Networking Hardware fund.

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

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

FORSBERG DRIVE
PUBLIC ROAD RIGHT-OF-WAY
ABANDONMENT

RESOLUTION

At the regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 3rd day of November 2015, at 6:00 p.m., Local Time.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka,
Veenstra, Wilson

ABSENT: None

The following resolution was offered by Trustee Scales and supported by Trustee Wilson.

WHEREAS, The Ingham County Road Department has received a petition to abandon the public road right-of-way known as Forsberg Drive and dedicated for public use as part of The Ponderosa subdivision; and

WHEREAS, the abandonment of a public road right-of-way is governed by state statute MCL 224.18, Public Act 283 of 1909, as amended; and

WHEREAS, the Ingham County Board of Commissioners has scheduled a public hearing on November 24, 2015 to gather input on the proposed abandonment of Forsberg Drive; and

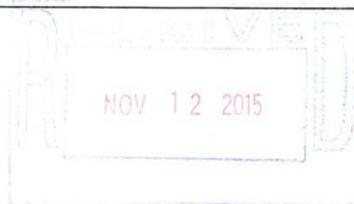
WHEREAS, the Township Board wishes to support the petitioners' request for the abandonment of Forsberg Drive, subject to reservation of pedestrian bicycle pathway and emergency pathway connection.

NOW, THEREFORE, BE IT RESOLVED THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN hereby supports the petition for abandonment of the public road right-of-way known as Forsberg Drive located in The Ponderosa subdivision.

BE IT FURTHER RESOLVED that the Clerk of the Charter Township of Meridian is directed to forward a signed copy of this resolution to the Ingham County Board of Commissioners and the Ingham County Road Department prior to the public hearing scheduled for November 24, 2015.

ADOPTED: YEAS: Trustees Scales, Styka, Wilson, Supervisor LeGoff, Clerk Dreyfus,
Treasurer Brixie

NAYS: Trustee Veenstra

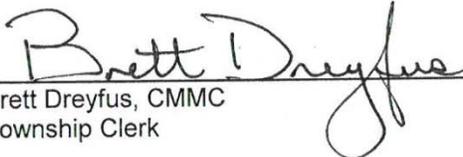


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**Forsberg Drive
Public Road ROW
Abandonment
Page 2**

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 3rd day of November 2015.



Brett Dreyfus, CMMC
Township Clerk

Agenda Item 5b

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: November 17, 2015

SUBJECT: Marsh Road Bridge Superstructure Replacement Project

The Ingham County Road Department (ICRD) received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad. The bridge is located near Haslett, just north of Haslett High School. The superstructure replacement was recommended by our bridge inspection consultant based on their 2013 biennial bridge inspection report.

The superstructure replacement project generally involves replacement of all the bridge elements above the abutments and piers, which involves new beams, concrete deck, railings, and guardrail. The construction is proposed to be performed using half-width construction, which involves building the bridge superstructure a half at a time while maintaining traffic on the other half. Construction is scheduled to coincide with Haslett's school summer break starting in June 2016.

The estimated costs for the project are as follows:

State Local Bridge Funding	\$1,563,500
Road Department Match:	<u>\$ 82,300</u>
	\$1,645,800

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY IN RELATION TO STATE FUNDED BRIDGE PROJECT LOCATED AT MARSH ROAD OVER THE CANADIAN NATIONAL RAILROAD

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad, per a recommendation by our bridge inspection consultant; and

WHEREAS, the superstructure replacement construction is scheduled to coincide with Haslett’s school summer break starting in June 2016; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with state and federal funding requirements; and

The estimated costs for the project are as follows:

State Local Bridge Funding	\$1,563,500
Road Department Match:	<u>\$ 82,300</u>
	\$1,645,800

WHEREAS, the Road Department match is included in the 2016 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreement #15-5501 with the State of Michigan/MDOT to effect rehabilitation work on the Marsh Road Bridge over the Canadian National Railroad for a total estimated cost of \$1,645,800 consisting of \$1,563,500 of state Local Bridge Program funding and \$82,300 of Road Department funds.

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

Agenda Item 5c

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: November 18, 2015

SUBJECT: Southbound Okemos Road Bridge Engineering Services Contract Extension

A recent biennial bridge inspection revealed that a number of the southbound Okemos Road Bridge's beams had deteriorated to the point where the bridge inspection consultant recommended that the outside lane be immediately closed to traffic. Road Department staff closed the lane over the bridge shortly after receiving the recommendation.

Since the bridge carries a large amount of traffic and is the along the main artery connecting I-96 and M-43 (Grand River Avenue), we intend to repair the beams as soon as possible and open the bridge to normal traffic. Road Department staff is pursuing funding for the repairs, but we would also like to have the bridge repair design services performed by our current bridge inspection consultant during the same timeframe.

We have negotiated a fair cost with our bridge consultant to put together bidding documents for the southbound Okemos Road Bridge repairs. The additional engineering design services amount to \$13,500.00, which can be absorbed by the Road Department consultant budget.

The reason for this memo and resolution is to request acceptance of a contract extension to the original bridge engineering services contract with Great Lakes Engineering Group, LLC. for the Okemos Road Bridge repair project. And authorize the payment of \$13,500.00 to be drawn from the Road Department's consultant services budget line item to pay for the additional professional engineering services.

Approval of the attached resolution is requested.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH
GREAT LAKES ENGINEERING GROUP, LLC**

RESOLUTION # 15 - 75

WHEREAS, the Ingham County Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the Road Department bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals; and

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Rowe Professional Services Company of Flint, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan, based on its unit price proposal dated February 3, 2015, for 2015 & 2016 biennial bridge inspections and as-needed services.

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

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville

Nays: None **Absent:** None **Approved 3/3/15**

FINANCE: Yeas: Anthony, Bahar-Cook, Tennis, Tsernoglou, Schafer, Case Naeyaert

Nays: None **Absent:** McGrain **Approved 3/4/15**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A BRIDGE ENGINEERING DESIGN SERVICES CONTRACT
EXTENSION WITH THE GREAT LAKES ENGINEERING GROUP, LLC
FOR THE SOUTHBOUND OKEMOS ROAD BRIDGE REPAIR PROJECT**

WHEREAS, pursuant to Resolution No. 15-075, the County has contracted with Great Lakes Engineering Group, LLC to provide professional engineering services to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, during performance of the work, a recent bridge inspection revealed that a number of the southbound Okemos Road bridge's beams had deteriorated to the point where the bridge inspector recommended that the outside lane be immediately closed to traffic; and

WHEREAS, the Road Department is pursuing funding to repair the deteriorated beams as soon as possible to ensure that all lanes crossing the structure can be open to serve the public; and

WHEREAS, the Road Department negotiated a scope of work and cost to put together bidding documents for the southbound Okemos Road Bridge repairs that is not to exceed \$13,500.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract extension with the Great Lakes Engineering Group, LLC to design the southbound Okemos Road Bridge repair project and authorizes the payment of \$13,500.00 to be drawn from the Road Department's consultant services budget line item to pay for their additional professional engineering services.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract amendment documents necessary to implement this resolution upon approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 17, 2015 as submitted.

November 17, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 – Collective Bargaining Agreement

On Thursday, November 12, 2015, AFSCME put before their members for vote a proposed tentative agreement negotiated on November 6, 2015. The AFSCME members approved the agreement. Highlights of the agreement include the following:

- Contract Duration (Article 19): through December 31, 2017
- Salary Schedule (Appendix A):
 - 2016 – Effective the first full pay period following January 1, 2016, add a 1% wage increase to the 2015 wage schedule.
 - 2017 – Effective the first full pay period following January 1, 2017, add a 1% wage increase to the 2016 wage schedule and a one issue reopener for either party.
 - A one-time lump sum payment of \$250.00 (not on the wage scale and less applicable payroll withholdings) paid by separate run in January 2016.
- Dental Insurance and Vision Insurance (Article 13 – Wages and Benefits)
 - 2016 Plan Year - Employees shall receive the plan options as recommended by the Health Care Coalition and approved by the Board of Commissioners.
- Leave Time (Article 15):
 - Employees upon Thirteen or more years of service shall earn leave time credits according to the revised accrual schedule.
- General (Article 16):
 - Employer shall provide for all highway worker classification employees. Excluding Highway Worker 7 and Mechanics, an annual work related clothing allowance in the amount not to exceed \$200.00 per calendar year.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT
WITH LOCAL #1499 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES AFL-CIO, COUNCIL 25**

WHEREAS, an agreement has been reached between representatives of Ingham County and Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25 for the period January 1, 2016 through December 31, 2017.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE
2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

WHEREAS, the 2015 Managerial and Confidential Employee Personnel Manual will expire on December 31, 2015; and

WHEREAS, there are recommended updates to the 2016 Managerial/Confidential Employee Personnel Manual; and

WHEREAS, the provisions of the manual have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners hereby approves the following update to the 2016 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section E. Health Insurance Program: Subject to annual modification for plan year 2016.
2. Change in Appendix D - Compensation Levels: Effective the first full pay-period following January 1, 2016, the wages will be increased by 1%.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2016 and shall expire on December 31, 2016.

November 3, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Re: Ingham County Employees' Association - Conversion from MERS Defined Benefit Pension Plan (DB), Division 12 to Hybrid Pension Plan, Division HJ

Hybrid Pension Plans were introduced for new hires through negotiations for successor agreements subsequent to December 31, 2011. The plan document for the Hybrid Plan provided full-time employees, hired before adoption of the Plan, the option to convert to the Hybrid Plan in accordance with the terms of the Plan, pursuant to Municipal Employees' retirement System (MERS) requirements, and MERS Uniform Hybrid Program Resolution as adopted by the Board of Commissioners.

After implementation of the collective bargaining agreements, existing employees in a couple of bargaining units made inquiries about converting from defined benefit plans to hybrid plans. The inquiries initiated the first step in the conversion education process. MERS required the County to offer general employee educational sessions to assess interest in the conversion process across all divisions. This was done in November 2014.

Subsequent to the initial education sessions, the Ingham County Employees' Association – Professional Unit was the only division that expressed interest in moving forward with the potential conversion process. In February 2015, an interest list was developed by ICEA and MERS provided unaudited preliminary calculations of the cost based on the members listed.

The conversion must be offered to all employees in the division and MERS provided an actuarial valuation. ICEA and the County split the cost of the initial actuarial valuation for the division.

In June 2015, educational sessions were offered again to explain the defined benefit conversion process. MERS created informational packets for each member eligible to convert, providing specific information on the current value of their defined benefit plan and the projected conversion value of the hybrid plan. A conversion window was opened and two employees (Laura Bartley and Dana Watson) elected to complete the process.

MERS finalized the calculations for the conversion process of the two ICEA employees. The County understood the need to contribute an additional amount to ensure that the employee's account was converted at 80% of the Present Value. The conversion leaves an unfunded liability for both the DB division 12 and the DB portion of Hybrid division HJ. Funding the present value liability is recommended but it is the County's option. For the Division 12 DB liability, to get to 80% funded based on 2014 liability for these 2 individuals the estimated amount would be \$5,687.72. In order to fund the Present Value of their pension under the DB portion of Hybrid, the County would need to submit \$15,410.

With the concurrence of the County Controller, I am requesting approval the resolution and funding of the conversion, at a cost of \$21,097.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE CONVERSION OF EMPLOYEES IN THE INGHAM COUNTY EMPLOYEES' ASSOCIATION – PROFESSIONALS FROM MERS DIVISION 12 TO DIVISION HJ

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Ingham County Employees' Association - Professionals for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the agreement included provision of a Hybrid Pension Plan provided through the Municipal Employees' Retirement System (MERS); and

WHEREAS, full-time employees may convert to the Hybrid Plan, at their option, in accordance with the terms of the Plan, pursuant to MERS requirements, and MERS Uniform Hybrid Program Resolution as adopted by the County Board of Commissioners; and

WHEREAS, two employees desired to execute that option and they have completed the MERS Hybrid Retirement Benefit Plan Election Form; and

WHEREAS, MERS conducted a projection study and cost valuation and discussed with Ingham County the conversion cost of the two employees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner hereby approves the funding of the conversion at a cost of \$21,097.

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners authorizes the County Controller/Administrator to make the necessary MERS contribution consistent with this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING IMPLEMENTATION OF A CODE RED ALERT SYSTEM WITH
CAPITAL CITY LODGE NO. 141, FRATERNAL ORDER OF POLICE, LABOR PROGRAM INC. –
CORRECTIONS NON-SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal order of Police, Labor Program Inc. for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties have identified a hardship in filling unscheduled overtime assignments; and

WHEREAS, the parties wish to supplement the contract regarding unscheduled overtime and the use of a Code Red Alert System; and

WHEREAS, a Letter of Understanding addressing the use of a Code Red Alert System through December 31, 2016 has been prepared between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program, Inc.; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and the Ingham County Sheriff and the Capitol City Lodge No. 141, Fraternal Order of Police, Labor Program, Inc.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that said Letter of Understanding between Ingham County, the Ingham Sheriff, and Capitol City Lodge #141 Fraternal Order of Police Labor Program Inc., Corrections Non-Supervisory Union is incorporated by reference and attached to this resolution.

LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LODGE #141
FRATERNAL ORDER OF POLICE LABOR PROGRAM INC.
CORRECTIONS NON-SUPERVISORY UNIT

CODE RED ALERT SYSTEM

WHEREAS, the COUNTY OF INGHAM and the INGHAM COUNTY SHERIFF (hereinafter referred to as the "Employer") and Capitol City Lodge #141, Fraternal Order of Police labor Program Inc., (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Corrections Non-Supervisory employees unit from January 1,2015, through December 31,2017; and

WHEREAS, the Parties wish to supplement the contract regarding unscheduled overtime and the use of a Code Red Alert system for unit employees.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as to the following unscheduled overtime process:

1. Overtime will be offered by seniority to Corrections Deputies working the shift.
2. Overtime will then be offered to Corrections Deputies as listed through the CODE RED ALERT system.
 - a. Corrections Deputies, Corrections Command officers, and all Law Enforcement Deputies and Command Officers shall be entered into the CODE RED ALERT system. Contact phone numbers will be entered into the system for text message and phone call notification.
 - b. Deputies changing their contact number shall notify their supervisor and the Executive Assistant to the Sheriff and any changes shall be made to the system.
3. After a CODE RED ALERT message is broadcast, interested Corrections Deputies are to call into the Command Officer on duty if they wish to volunteer to work the overtime assignment within 30 minutes.
 - a. The first Corrections Deputy who calls in within the 30 minutes will be granted the overtime assignment.
 - b. If no Corrections Deputy calls in then it goes to the first Corrections Command Officer who calls in.
 - c. If no response by Corrections Deputies or Corrections Command Corrections is received within 30 minutes, then a second CODE RED ALERT shall go out to the Law Enforcement and Law Enforcement Command units. The overtime shall be given to the first person to call in from either Law Enforcement Unit.

4. The Deputy or Command Officer who will work the overtime assignment will be so notified by the Command Officer. The Deputy or Command Officer receiving the assignment will report for duty within 1 hour from the confirming notification.
5. Corrections or Law Enforcement Deputies or Command Officers reporting for duty under the CODE RED ALERT will receive a **\$50 RED ALERT bonus** in addition to wages and overtime for hours worked
6. If the CODE RED ALERT system is not operational, Corrections Command will only be responsible for calling those employees who normally work the hours of the overtime opening.
 - a. Overtime from 0645 - 1900 will be offered to Day shift.
 - b. Overtime from 1845 - 0700 will be offered to Night shift.
7. If the overtime is not filled voluntarily, it will be assigned to a Deputy currently working or coming into work, based on the least amount of overtime hours worked.
8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect, except as stated above.

This Letter of Understanding will be effective through December 31, 2016, at which time the CODE RED ALERT system in response to unscheduled overtime shall expire. Any modification of this Agreement must be in writing and signed by the parties hereto.

COUNTY OF INGHAM

**CAPITOL CITY LODGE #141,
Fraternal Order of Police Labor Program Inc.**

Brian McGrain, Chairperson Date

Tom Krug, Executive Director Date

SHERIFF OF INGHAM COUNTY

Sheriff Gene Wriggelsworth Date

Steven T. Lett, Attorney Date

Jack Bonner Date

November 17, 2015

TO: County Services and Finance Committees
FROM: Teri Morton, Budget Director
RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2015 Budget. The General Fund budget will be adjusted to the amount of \$80,787,322 for the fourth quarter of 2015.

This resolution will also amend the Road Department budget to recognize an additional \$517,120 in unbudgeted funds from the State of Michigan Motor Vehicle Highway (MVH) fund and an additional \$115,492 in Federal Aid. \$71,000 of these funds will be used to increase the drain assessment budget. The remaining \$561,612 will decrease the budgeted use of fund balance from \$1,753,674 to \$1,192,062.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$44,884. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

Should you have any questions or require any additional information, please don't hesitate to contact me.

2015 CONTINGENCY

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 th and 54A District Courts	(127,985)
R15-384: 911 Center Facilitation Services	(6,500)
R15-400: Strategic Planning Facilitator	(49,990)
R15-404: 3 rd Quarter Adjustment	1,052
Current Contingency Amount	\$44,884

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE
YEAR END BUDGET ADJUSTMENTS**

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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller/Administrator to make necessary year end transfers to comply with state statute; and

WHEREAS, the Road Department has received an additional \$517,120 in unbudgeted funds from the State of Michigan Motor Vehicle Highway (MVH) fund, and \$115,492 in Federal Aid funds, and these funds will be used to increase the drain assessment budget and to decrease the budgeted use of fund balance.

THEREFORE BE IT RESOLVED, that the Controller/Administrator is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2015 Ingham County General Fund budget at \$80,787,322.

BE IT FUTHER RESOLVED, that the Road Department budget is amended to recognize \$517,120 in additional MVH funds, to recognize \$115,492 in additional Federal Aid funds, to increase the drain assessment budget by \$71,000, and to decrease the budgeted use of fund balance from \$1,753,674 to \$1,192,062.

Agenda Item 7b

TO: County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: December 1, 2015
SUBJECT: Delhi Charter Township Downtown Development Plan Amendment

The Delhi Charter Township Downtown Development Authority (DDA) seeks to extend the life of the DDA by 10 years. Currently set to expire in 2025, this action would potentially result in capture of additional County revenue to offset DDA expenditures. However, unlike traditional tax capture programs, Delhi Township must secure a revenue sharing agreement with Ingham County before any County funds can be captured.

New projects proposed in the DDA plan amendment center mostly on improvements to the Cedar Street corridor between Willoughby Road and Harper Road. A description of some projects is offered in a correspondence from the DDA dated October 23, 2015 (attached). Total capture amounts by year under the current and proposed plans are provided below:

Annual County Revenue Capture			
<u>Year</u>	<u>Current Plan</u>	<u>Proposed Plan</u>	<u>Difference</u>
2015	\$ 1,047,334	\$ 1,047,334	\$ 0
2016	\$ 660,837	\$ 660,837	\$ 0
2017	\$ 670,749	\$ 670,749	\$ 0
2018	\$ 680,811	\$ 680,811	\$ 0
2019	\$ 691,023	\$ 691,023	\$ 0
2020	\$ 701,388	\$ 701,388	\$ 0
2021	\$ 444,943	\$ 711,909	\$ 266,966
2022	\$ 451,617	\$ 722,588	\$ 270,970
2023	\$ 458,391	\$ 733,426	\$ 275,035
2024	\$ 465,267	\$ 744,428	\$ 279,160
2025	\$ 472,246	\$ 755,594	\$ 283,348
2026	\$ 0	\$ 766,928	\$ 766,928
2027	\$ 0	\$ 778,432	\$ 778,432
2028	\$ 0	\$ 790,108	\$ 790,108
2029	\$ 0	\$ 801,960	\$ 801,960
2030	\$ 0	\$ 813,990	\$ 813,990
2031	\$ 0	\$ 826,199	\$ 826,199
2032	\$ 0	\$ 838,592	\$ 838,592
2033	\$ 0	\$ 851,171	\$ 851,171
2034	\$ 0	\$ 863,939	\$ 863,939
2035	\$ 0	\$ 876,898	\$ 876,898
TOTAL	\$ 6,744,607	\$ 16,328,304	\$ 9,583,697

Figures in the preceding table assume an annual growth taxable value growth rate of 1.5%. Capture amounts include county operating millage and all special voted millages.

The Michigan Association of Counties (MAC) offered a seven-point plan for amending tax capture statutes to better serve county governments. If not addressed under the current model, these points can be incorporated into any new revenue sharing agreement.

Allow for County opt-out when TIF plan expires

The revenue sharing model adopted by Delhi Township requires County approval of an interlocal agreement before any capture occurs, thereby meeting this objective.

Assure determination of need is met on renewal

DDA officials confirmed that many properties along the Cedar Street corridor that fall within established DDA boundaries are in a state of deterioration.

Reserve a seat at the table for all “investors”

MAC promotes appointing a representative of the Board of Commissioners (a major investor) to the DDA Board. Township officials were resistant to this suggestion stating they would then be inundated with similar requests from all “investors” (i.e. CATA, CADL, etc.).

Reset base year taxable value upon renewal

A reset of base year taxable value in this instance would probably result in the DDA seeking 100% capture, thereby defeating the purpose of the suggested reset.

Discontinue collection of special millages

MAC argues that voters approve special millage requests believing that all new taxes will be directed to a stated purpose (zoo, trails and parks, juvenile justice, etc.). Township officials acknowledge they do not capture any part of a special township fire millage, but do capture funds from all special county millages.

Enforce automatic return of surplus funds

All funds capture by the DDA offset current expenses or have been earmarked for specific projects or bond payments.

Require modified tax billing

Tax bills sent to property owners should indicate amounts captured for DDA purposes.



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

October 23, 2015

Ingham County Board of Commissioners
PO Box 319
Mason, MI 48854

Dear Commissioners:

Enclosed is a Notice of Public Hearing for proposed amendments to the Development Plan and Tax Increment Financing Plan for the Delhi Charter Township Downtown Development Authority. The public hearing is scheduled for Tuesday, November 17, 2015 at 7:30 p.m. in the Community Services Center Multipurpose Room at 2074 Aurelius Road, Holt, Michigan.

As you may recall, the Delhi Charter Township Board had the foresight in 1987 to establish the Delhi DDA to serve as the catalyst for developing our community's downtown district. As you know, the Downtown Development Authority Act allows for the capture of the incremental growth of local property taxes over a period of time to fund public infrastructure improvements. By using tax increment financing, the Delhi DDA has been able to fund large-scale public infrastructure projects, such as water, sewer, and public road improvements, which has stimulated development within the downtown district.

In 2012, we celebrated the 25th Anniversary of the Delhi DDA and highlighted its accomplishments. As a result of the Delhi DDA's use of tax increment financing to pay for public improvements, while the population of the Township grew by 36% over that 25-year timeframe, the development of the downtown district has grown significantly more.

- The tax base within the downtown district grew by over 450% (from \$41.67 million to over \$188.56 million).
- The tax base within the Tech Park grew by nearly 6,000% (from \$306,660 to over \$18.3 million).
- More than 625 jobs were added in the Tech Park.

The Delhi DDA has a proven track record of success in spurring development in our community. But our job is not yet done. There is much more to do to continue developing our downtown district, encouraging economic growth, expanding employment opportunities, and improving the quality of life within our community. In order to achieve these goals, the Delhi DDA will be seeking to amend our DDA and TIF Plan to extend the duration of the DDA and add additional projects, which include street and corridor improvements and acquiring properties for redevelopment.

As you may know, the Downtown Development Authority Act allows taxing jurisdictions within a downtown development authority's district boundaries that are subject to the tax capture by the downtown development authority to "opt out" of that tax capture when the downtown development authority is created. According to an Opinion of the Michigan Attorney General issued in 2010, if a downtown development authority's district boundaries are altered or amended, a taxing jurisdiction that is subject to the tax capture of the downtown development authority may "opt out" of the tax capture. The DDA Act also authorizes a downtown development authority to enter into agreements with the taxing jurisdictions and the government body of a municipality in which the development area is located in order to share a portion of the captured taxes.

While the Delhi DDA will be amending our Plan to include new projects and extend the duration of the Delhi DDA, we will not be altering or amending the boundaries of the downtown district. Nonetheless, the Delhi DDA desires to enter into tax sharing agreements with the taxing jurisdictions in order to share a portion of the captured taxes going forward.

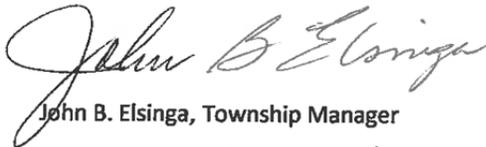
As indicated in the proposed tax sharing agreement, which is also enclosed, the Delhi DDA would continue to keep 40% of the tax increment revenue that is captured, while returning 60% of the tax increment revenue that is captured to the taxing jurisdiction. This will enable the Delhi DDA to use tax increment financing to pay for the public improvements necessary to encourage continued development in our downtown, while also allowing the respective taxing jurisdiction to realize some of the financial benefits of the increased tax base in the downtown district.

If you have any questions, please contact us. We would like the opportunity to meet with you and address any questions you may have.

Sincerely,



Howard C. Haas, Executive Director Delhi DDA



John B. Elsinga, Township Manager



Tracy L.C. Miller, Director of Community Development

Enclosures

CHARTER TOWNSHIP OF DELHI

**AMENDMENTS TO THE
DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCE PLAN**

Original Adoption – July 21, 1987

1st Amendment Adoption – December 1, 1987

2nd Amendment Adoption – February 6, 1990

3rd Amendment Adoption – May 20, 1997

4th Amendment Adoption – October 21, 2003

5TH AMENDMENT

APPROVED & ADOPTED BY TOWNSHIP BOARD

ON _____

INTRODUCTION

The following amendments to the existing Development Plan and Tax Increment Finance Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the "Authority").

Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the "Act") (MCL 125.1664 and MCL 125.1667), the following amendments (the "Plan Amendments") modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

PART I [Section 14(1) of the Act; MCL 125.1664(1)]

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART II [Section 17(2)(a) of the Act; MCL 125.1667(2)(a)]

THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART III [Section 17(2)(b) of the Act; MCL 125.1667(2)(b)]

THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]

THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

In addition to the projects listed in the existing Development Plans & Tax Increment Financing Plans, the Authority proposes to undertake the following projects.

1. Street and Corridor Improvements.

The Authority will undertake or assist in the financing of various public improvements within the development area, including, but not necessarily limited to public road improvements, access management improvements, and other modifications to enhance traffic circulation and pedestrian safety by creating a more walkable community, better access to businesses, enhanced aesthetics, and a sense of place; relocation of utilities underground.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$12.5 million

2. LED Message Display Board.

The Authority will acquire and install a LED message display board within the Development Area to be used for purposes that include, but are not limited to, marketing initiatives that benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$25,000.00

3. Acquisition of Properties.

The Authority will acquire key properties to facilitate strategic redevelopment in a manner consistent with the Township's place-making goals to benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$1 million

4. Decorative Street Lighting.

The Authority will install and replace decorative street lighting throughout the Development Area to benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$1.475 million

PART V [Section 17(2)(e) of the Act; MCL 125.1667(e)]

A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. In addition, the duration of the Development Plan & Tax Increment Financing Plan and amendments thereto shall be extended until December 31, 2035.

PART VI [Section 17(2)(f) of the Act; MCL 125.1667(f)]

A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART VII [Section 17(2)(g) of the Act; MCL 125.1667(g)]

A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

Not applicable.

PART VIII [Section 17(2)(h) of the Act; MCL 125.1667(h)]

A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, OR UTILITIES.

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.

PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]

AN ESTIMATE OF THE COST OF THE DEVELOPMENT, A STATEMENT OF THE PROPOSED METHOD OF FINANCING THE DEVELOPMENT, AND THE ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. The Township or the Authority may issue bonds as authorized by the Act to finance all or a portion of the identified projects, as set forth in the existing plans. The Authority may also use installment purchase contracts, where eligible, to finance certain projects. The Authority may use proceeds from the sale of property, leases, licenses, or other miscellaneous revenue to finance all or a portion of the above-described projects. The Authority may use revenues capture by the Tax Increment Financing Plan to pay for all or a portion of the above-described projects.

PART IX-A [Section 17(2)(j) of the Act; MCL 125.1667(j)]

DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART IX-B [Section 17(2)(k) of the Act; MCL 125.1667(k)]

THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

Not applicable.

PART X [Section 17(2)(l) of the Act; MCL 125.1667(l)]

ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED.

No families or individuals are proposed to be displaced by the proposed project.

PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]

A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

PART X-B [Section 17(2)(n) of the Act; MCL 125.1667(n)]

PROVISION FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE DEVELOPMENT AND FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES, INCLUDING LITIGATION EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE STANDARDS AND PROVISIONS OF THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 [42 U.S.C. SECTIONS 4601, ET SEQ].

Not applicable.

PART X-C [Section 17(2)(o) of the Act; MCL 125.1667(o)]

A PLAN FOR COMPLIANCE WITH ACT NO. 227 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 213.321 TO 213.332 OF THE MICHIGAN COMPILED LAWS.

Not applicable.

PART XI [Section 14(1) of the Act; MCL 125.1664(1)]

A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

**TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY AND
THE COUNTY OF INGHAM**

THIS AGREEMENT made as of the [REDACTED] by and between the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 4415 W. Holt Road, Holt, Michigan 48842 (the "DDA") and THE COUNTY OF INGHAM, whose address is Courthouse, Mason, Michigan 48854 (the "County"), and acknowledged and agreed to by Delhi Charter Township, whose address is 2074 Aurelius Road, Holt, Michigan 48842.

WITNESSETH:

WHEREAS, the DDA is a downtown development authority incorporated in 1987 pursuant to PA 1975 No. 197 (MCL 125.1651 *et seq*) (the "Act"); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing jurisdictions which are authorized to levy taxes on the property within the downtown district ("Development Area"); and

WHEREAS, the County is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), ". . . to enter into agreements with the taxing jurisdictions and the governing body of a municipality in which the Development Area is located to share a portion of the captured assessed value of the district"; and

WHEREAS, in accordance with that section the parties desire to enter into this Tax Sharing Agreement;

NOW THEREFORE IT IS MUTUALLY AGREED AS FOLLOWS:

1. **Downtown Development and Tax Increment Financing Plan.** The DDA Development Plan and Tax Increment Financing Plan, as amended, attached hereto as Exhibit A, is hereby acknowledged and agreed by the County to be the Plan and downtown district to which this Agreement pertains, and that the activities and projects described therein are eligible for funding in whole or in part by taxes and revenue resulting from the assessed valuation and tax revenue captured by the DDA.

2. **Tax Sharing and Reduction Of Captured Assessed Valuation.**
Pursuant to Section 14(4) of the Act, it is agreed that as to the County's tax rate:

- A. For the six (6) year period commencing in 2005 through 2010, the DDA will retain eighty percent (80%) of the assessed/taxable valuation which would have been captured but for this Agreement and the County will retain twenty percent (20%), i.e., the DDA will continue to retain 80% of the captured tax revenue and the remaining 20% shall be paid to the County.
- B. For the five (5) year period commencing in 2011 through 2015, the DDA will retain sixty percent (60%) of said captured assessed/taxable value and the County will retain forty percent (40%), i.e., the DDA will continue to retain 60% of the captured tax revenue and the remaining 40% shall be paid to the County.
- C. For the five (5) year period commencing in 2016 through 2020, the DDA will retain forty percent (40%) of said captured assessed/taxable value, and the County sixty percent (60%), i.e.,

40% of the captured tax revenue will continue to be retained by the DDA and the remaining 60% shall be paid to the County.

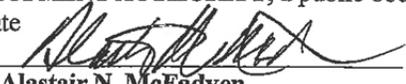
- D. For the four (4) year period commencing in 2021 through 2024, the DDA will retain twenty-five percent (25%) of said captured assessed/taxable value, and the County will continue to retain seventy-five percent (75%), i.e, the DDA will continue to retain 25% of the captured tax revenue and the remaining 75% shall be paid to the County. After 2024, no further capture of tax revenue will be made by the DDA.

Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2005 (actually in advance of the 2005 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

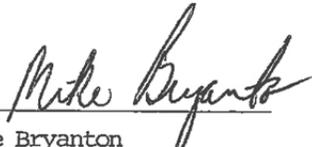
3. **Plan Amendments.** The parties acknowledge and agree that the DDA and the Delhi Charter Township Board of Trustees (the governing body of the municipality) may from time to time amend the Plan as they deem appropriate pursuant to the Act; provided, however, no such amendment shall have the effect of modifying the provisions of paragraph 2 relating to tax sharing without the consent of the County.

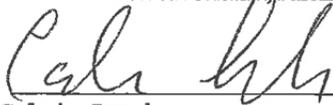
IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

**DELHI CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY**, a public body
corporate

By: 
Its: Executive Director

AND:

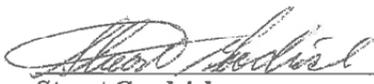

By: Mike Bryanton
Its: Clerk

COUNTY OF INGHAM, Michigan

By: Calvin Lynch
Its: Chairman

**ACKNOWLEDGMENT AND AGREEMENT
OF DELHI CHARTER TOWNSHIP**

Delhi Charter Township herewith acknowledges that its Township Board, its governing body and the "governing body of the municipality" as defined in the Act, has certain oversight authority over the Delhi Charter Township Downtown Development Authority and its development and tax increment financing plan. Delhi Charter Township, by execution of this Agreement, covenants and agrees to be bound by the terms of this Agreement, and that no modification or amendment of the Development or Tax Increment Financing Plan relating to the tax sharing provisions of paragraph 2 above shall be adopted without the consent of the County.

DELHI CHARTER TOWNSHIP,
a Michigan municipal corporation,


By: **Stuart Goodrich**
Its: **Supervisor**

Instrument Prepared By:
J. RICHARD ROBINSON, P.C.
Attorney and Counsellor at Law
2169 Jolly Road, Suite 1
Okemos, Michigan 48864
517-349-3703
JRR/mjb

APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

By: 
Timothy M. Perrone

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO NEGOTIATE A TAX SHARING AGREEMENT WITH
DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY**

WHEREAS, the Delhi Township Downtown Development Authority (DDA) was incorporated in 1987 pursuant to the Downtown Development Authority Act (MCL 125.1651 *et seq.*) (the Act); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing authorities which are authorized to levy taxes on property within the established downtown district; and

WHEREAS, Ingham County is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), "...to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the development area is located to share a portion of the captured assessed value of the district"; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into a Tax Sharing Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator and County Attorney to negotiate a Tax Sharing Agreement with the Delhi Charter Township DDA following parameters established by the Board of Commissioners.

BE IT FURTHER RESOLVED, that any tentative Tax Sharing Agreement shall be presented to the Ingham County Board of Commissioners for final approval.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 18th of January, 2016 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH WEBQA
FOR A FOIA MANAGEMENT PROGRAM**

WHEREAS, due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 and the volume of FOIA requests received by Ingham County, it is necessary to purchase a FOIA Management Program; and

WHEREAS, a web-based FOIA Management Program will provide a more efficient and manageable process to receive, complete, manage and track FOIA requests; and

WHEREAS, this application will serve as a resource for citizens to submit FOIA requests and inquire about the status of their requests on a web-based program; and

WHEREAS, this application will be utilized County-wide to assist in the processing and management of FOIA requests by the Ingham County FOIA Coordinator and FOIA Coordinators within each department, particularly those that receive a large number of requests; and

WHEREAS, the County Purchasing Policy permits foregoing the competitive bidding process where staff determines that utilizing a cooperative contract provides the best value to the County; and

WHEREAS, this purchase will be made piggybacking on the Oakland County, Michigan Contract No. 004527, with an expiration date July 31, 2020, which was the result of a competitive bidding and awarding process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners (Board) hereby authorizes entering into a five-year contract with WebQA, 900 S. Frontage Road, Suite 110, Woodbridge, Illinois, 60517, for the purchase of a web-based FOIA Management program for a total not-to exceed amount of \$16,940, which includes a one-time set up cost of \$5,000, eight redaction licenses for \$2,400, and software licenses for \$9,540 for 2016.

BE IT FURTHER RESOLVED, that, if needed, the Board authorizes the purchase of additional on-line and on-site training and redaction licenses at the costs quoted in the Oakland County Master Agreement with WebQA, dated August 1, 2015.

BE IT FURTHER RESOLVED, that the funds will be appropriated from the Contingency Fund.

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

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

Agenda Item 9a

November 21, 2015

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO ADOPT A WHISTLEBLOWER PROTECTION POLICY

In response to the directive of the County Services Committee to research and propose a Whistleblower Protection Policy, Human Resources in conjunction with legal counsel at Cohl, Stoker and Toskey, has finalized the attached policy for your approval.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A WHISTLEBLOWER PROTECTION POLICY

WHEREAS, Ingham County is committed to providing a safe environment, that is free from retaliation or reprisal, for anyone who, in good faith, suspects and reports wrongdoing by another employee, a board member, a vendor, a contractor or a volunteer; and

WHEREAS, the County Services Committee requested development of a Whistleblower Protection Policy; and

WHEREAS, the County Services Committee has reviewed and discussed the proposed Whistleblower Protection Policy; and

WHEREAS, the proposed Whistleblower Protection Policy has been reviewed by legal counsel.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Whistleblower Protection Policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this personnel policy and work to further the achievement of the stated goals.

A. PURPOSE AND APPLICABILITY

The policy advises employees, contractors, and volunteers when and how to report wrongdoing and of their protection against reprisal or retaliation for reporting. Any person who has knowledge of, or, in good faith, suspects any wrongdoing regarding services, equipment or supplies within the County financial practices, or violation of the County Standards of Conduct should report it internally so that an investigation can be conducted and appropriate action taken. Retaliation or reprisal against anyone for such a report is strictly prohibited.

B. DEFINITION

Wrongdoing: In addition to a violation of Federal or state law, wrongdoing includes violation of County Standards of Conduct and impermissible practices. Wrongdoing also includes a gross waste of public funds from any source; financial fraud, gross mismanagement of a federal contract or grant; an abuse of authority; a substantial and specific danger to public health or safety; or a violation of law, rule or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant).

C. AUTHORITY AND RESPONSIBILITY

The Human Resources Director is responsible for investigating any reports of wrongdoing and monitoring actions for retaliation or reprisal against anyone making such a report. However, if a report relates to the Human Resources Director, in that case the report shall be made to Controller and the Controller shall be responsible for the procedures that would otherwise be assigned to the Human Resources Director under this Policy.

The Controller, in conjunction with the Human Resources Director, is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

D. PROCEDURE

1. Anyone who becomes aware of or, in good faith, suspects wrongdoing by another employee, a board member, a vendor, a contractor or a volunteer should report it to his or her immediate supervisor or the Board Coordinator or the Human Resources Director.
2. An individual making the report may do so by reporting the concern in writing and submitting it to his/her immediate supervisor or the Board Coordinator or the Human Resources Director.
3. The immediate supervisor or the Board Coordinator will report it to the Human Resources Director for follow-up.

4. If the report is made to a County Commissioner or County-wide Elected Official, it will then be reported to the Human Resources Director for follow-up.
5. Alternatively, a message may be left on the Human Resources Department's main number (517) 887-4327. Anyone making an anonymous report must realize that the Human Resources Department will not be able to ask additional questions of the person reporting nor advise the person of the outcome. The Human Resources Department will attempt to maintain the confidentiality of the person reporting the concern to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the County or law enforcement to conduct an adequate investigation.
6. An individual making the report may voluntarily include his/her union in any of the aforementioned reporting processes.
7. Self-reporting is also encouraged. Anyone who self-reports wrongdoing or a violation of law will be given due consideration in mitigation of any disciplinary action that may be taken.
8. Upon a report of wrongdoing, the Human Resources Department will then conduct an investigation into the allegation to determine the nature, scope, and duration of wrongdoing.
9. If the charges are substantiated, then the Human Resources Director will work with the impacted Department Director to develop a plan for corrective action.
10. Retaliation or reprisal in any form against anyone who makes a report of wrongdoing, cooperates in an investigation or participates in the compliance program is strictly prohibited. If an employee or a contractor believes that an adverse action in the form of reprisal or retaliation has been taken against him or her as the result of making a report or cooperation in an investigation pursuant to this or any other compliance policy, he or she should report it to the Human Resources Director. Any individual within the County who retaliates against another individual who has reported a violation in good faith or who, in good faith, has cooperated in the investigation of a violation may be subject to discipline, including termination of employment.
11. The Human Resources Director shall maintain a log of all reports of compliance concerns.
12. Anyone reporting a violation must act in good faith, and have reasonable and credible grounds for believing that the information shared in the report indicates that a violation has occurred. Anyone who makes a report of wrongdoing maliciously, frivolously or in bad faith may be subject to disciplinary action.
13. Ingham County seeks to investigate all non-frivolous claims of wrongdoing internally so that corrective action can be instituted.
14. Ingham County encourages the reporting to the Human Resources Director so that appropriate corrective action can be instituted. However, any person who discovers wrongdoing that is a false claim or statement may report that information to the Department of Justice of the U.S. Attorney by filing a complaint under seal in the court pursuant to the False Claims Act. Any person may otherwise report wrongdoing that constitutes fraud, waste, and abuse in connection with any federal contract or grant to the Human Resources Director.

E. DOCUMENTATION

For additional federal laws on Whistleblower and Retaliation Protections see:

www.dol.gov/compliance/guide/whistle.htm

www.dol.gov/compliance/laws/comp-whistleblower.htm

Michigan Whistleblower Protection Act:

www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-469-of-1980.pdf

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ASKING COUNTY-WIDE ELECTED OFFICIALS TO ADOPT
THE INGHAM COUNTY ETHICS POLICY**

WHEREAS, on May 23, 1995 the Ingham County Board of Commissioners adopted a set of Ethics Policies intended to guide the conduct of Commissioners, Board staff and other County employees; and

WHEREAS, experience with those policies has been generally positive; and

WHEREAS, several ideas for extending, clarifying and improving those policies have been put forth; and

WHEREAS, Constitutional and statutory elected County officials are responsible for adoption of policies and procedures governing their respective offices; and

WHEREAS, from time to time circumstances arise which may bring such officials' public duties into conflict with a private role; and

WHEREAS, such conflicts may arise from circumstances which are innocent, unexpected, complicated or ambiguous; and

WHEREAS, Constitutional and statutory elected County officials and their staffs would often benefit from clear rules and the existence of a neutral mechanism for resolving controversy; and

WHEREAS, public confidence would be well-served by adopting such rules and safeguarding the reputation of Ingham County government.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners requests that each of the Constitutional and statutory elected County officials consider these policies, consider how they might be applied, and asks them to adopt the Ingham County Ethics Policy for application in the administration of their respective offices.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners requests that each Constitutional and statutory elected County official confirm his/her adoption of the Ingham County Ethics Policy by way of a written and signed statement provided to the Board office.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
PLANTE AND MORAN, PLLC TO REVIEW COUNTY CONTRACTS**

WHEREAS, the County Services Committee suggested that the Controller/Administrator oversee an inventory of recently approved contracts to determine how many were subject to competitive bidding and how many were to result of a cooperative purchase arrangement; and

WHEREAS, the Controller/Administrator was also asked to audit department activity with individual vendors; and

WHEREAS, the Controller/Administrator proposes to review a representative sample of all agreements with private vendors since July, 2013; and

WHEREAS, the County Services Committee asked that Corporation Counsel review internal controls to determine if systematic failures exist, and to suggest ways to correct any such failures; and

WHEREAS, in light of recent discoveries involving the Innovation and Technology Department, it would be sensible to review all contracts and agreements that involve that department; and

WHEREAS, Plante and Moran, PLLC, the County auditor, proposes to work with the Controller/Administrator and Corporation Counsel to accomplish these tasks.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Plante and Moran, PLLC, to review a representative sample of all agreements with private vendors since July, 2013 for consistency with County policies and procedures, and to review all contracts and agreements that involve the Innovation and Technology Department, at a cost not to exceed \$_____.

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

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