

COUNTY SERVICES COMMITTEE  
April 3, 2018  
Minutes

Members Present: Nolan, Sebolt (arrived at 6:01 p.m.), Hope, Grebner, Celentino, and Maiville

Members Absent: Naeyaert

Others Present: Treasurer Eric Schertzing, Doug Stover, Rick Terrill, Travis Parsons, Becky Bennett, Tim Dolehanty, Liz Noel, and others

The meeting was called to order by Chairperson Nolan 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 March 20, 2018 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE OF THE MARCH 20, 2018 HUMAN SERVICES COMMITTEE MEETING.

Commissioner Sebolt arrived at 6:01 p.m.

Commissioner Grebner clarified that he had meant he would like to create a Roads Subcommittee of County Services, not a Road Commission. He requested that the minutes be amended to reflect that distinction.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY.  
Absent: Commissioner Naeyaert

Additions to the Agenda

8. Treasurer's Office
  - a. Leave Extension Request Medical Leave of Absence (Not FMLA)
  - b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
  
9. Board of Commissioners
  - c. Resolution Recognizing April 10, 2018, as Equal Pay Day in Ingham County

Removed from the Agenda

6. Health Department – Resolution to Authorize Conversion of Nutrition Educator Positions

7. Human Resources
  - c. Collective Bargaining Update (*Closed Session*)

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. District Court – Resolution to Authorize an Agreement for a Policy for the Operation of Computer Network, Internet Access, and Email with the District Court
3. Facilities Department
  - a. Resolution to Authorize Purchase of a Liebert Cooling Unit
4. Road Department
  - a. Resolution to Approve Whitehills Lakes South Subdivision Traffic Control Orders
  - b. Resolution Resolution to Approve Jolly Oak Road/Water Lily Way Traffic Control Order
  - c. Resolution to Approve the Special and Routine Permits for the Road Department
5. Potter Park Zoo – Resolution to Purchase Flavor Burst Color Touch Panel
7. Human Resources
  - a. Resolution to Approve a Collective Bargaining Agreement with Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit
  - b. Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Vacation Leave Pay-Out
9. Board of Commissioners
  - c. Resolution Recognizing April 10, 2018, as Equal Pay Day in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

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

1. Equalization Department
  - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
  - b. Resolution to Award Contracts for Peer Review Group Members

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO APPROVE BOTH RESOLUTIONS.

Chairperson Nolan asked for background on the contracts in question. She further asked how long the monumentation and remonumentation commission had been around.

Doug Stover, Equalization Director, provided background on the formation of the peer review group and bid process for surveyors.

Chairperson Nolan stated the problem she had was that the peer review group was made up of the surveyors who would then be hired by the County.

Mr. Stover stated individuals needed to be surveyors to be a part of the peer review group.

Chairperson Nolan asked if it was required by law to have surveyors on the peer review group.

Mr. Stover stated he would have to look up the statute to determine the requirements for the peer review group. He explained the process regarding monumentation and remonumentation, and stated to his knowledge, the peer review group had always been made up of licensed surveyors.

Chairperson Nolan thanked Mr. Stover for spreading the wealth of the surveying work around.

Mr. Stover stated there were a lot of surveyors that participated in the projects 20 years ago, but many had since passed on or retired. He further stated there were not a lot of new people coming into the profession.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

1. Equalization Department
  - c. Resolution to Award Contracts for Remonumentation Project Surveyors

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Grebner explained his issue with the bid process that had been put back in place when he was not on the Board of Commissioners. He stated it was not a criticism of the current Equalization Director, but a previous Equalization Director had worked out a system to award each surveyor projects because they all agreed to bid the same amount.

Commissioner Grebner stated it was only a little bit of money, but it did drive him crazy that each of the surveyors got the same reasonable amount, and all of the projects were not given to one of the firms.

Discussion.

Commissioner Maiville stated Mr. Stover had explained why the system was like that, and he understood they took the lowest bid in the Request for Proposal (RFP) process.

Mr. Stover stated they took the lowest bid of each category, and then asked each surveyor that bid if they wanted projects at that amount.

Discussion.

Mr. Stover stated that the County taxable value this year would be about a 2.5% increase. He further stated he still had a lot of proofreading to do before it would be presented to the Board of Commissioners.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

3. Facilities Department
  - b. Facilities Condition Report (*Discussion*)

Rick Terrill, Facilities Director, presented the Facilities Condition Report to the Committee.

Commissioner Celentino stated the Annex building had received poor ratings in the Facility Condition Assessment Summary chart. He asked how many files were in the Annex.

Mr. Terrill stated the Circuit Court Clerk's Office and Friend of the Court had taken their files out of the Annex. He further stated there were still Equalization Department, Register of Deeds' Office, and Financial Services files in the Annex, but they were getting close to getting the files out of there.

Commissioner Celentino asked when Mr. Terrill expected all files to be moved out of the Annex.

Mr. Terrill stated he expected all of the files to be moved out of the Annex by 2019, because he wanted to include the demolition of the Annex in this 2019 Capital Improvement Plan. He further stated it was costing the County money to keep the building minimally maintained, and his hope was to have the building demolished for about \$200,000.

Chairperson Nolan asked if all of the other County Community Health Centers, besides the Forest Community Health Center, were rented.

Mr. Terrill stated all of the spaces the Community Health Centers were in were rented aside from Forest Community Health Centers. He further stated the Health Department location's lease agreements were being looked into.

Mr. Terrill stated the Facilities Department did not do improvements aside from changing light bulbs or other minimal maintenance in the Community Health Centers, because that was the owners' responsibility.

Commissioner Hope asked if the Road Department buildings had been assessed.

Mr. Terrill stated he had not assessed the three Road Department buildings yet, but they were mostly handled by Road Department staff. He further stated that he had spoken with Tom Gamez, Road Department Director of Operations, about replacing a roof on one of the buildings.

Commissioner Grebner stated the Road Department's building repair would not come from the General Fund.

Commissioner Grebner asked how many square feet the County had currently.

Mr. Terrill stated the County had almost a million square feet.

Commissioner Grebner stated that amount did not include rented buildings or Road Department buildings.

Chairperson Nolan asked if there was space in County buildings that other entities, like the Ingham County Land Bank, could rent as the buildings were being renovated and remodeled.

Mr. Terrill stated his goal was for the County to charge a nominal fee to house other entities in County space. He further stated that could mean adjustments needed to be made to existing space, but there were some limited unassigned space where they could make space.

Discussion.

Mr. Terrill stated in the coming weeks, the Board of Commissioners would see significant improvement with floor and wall finishes in the Health Department in the Human Services Building. He further stated he was pleased with the progress on the renovation and there had been minimal disruption to Health Department operations.

8. Treasurer's Office

a. Leave Extension Request Medical Leave of Absence (Not FMLA)

Treasurer Eric Schertzing introduced the memo to the Committee. He stated that the Committee needed to note the request in the minutes and accept the request with concurrence.

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO GRANT THE 90 DAY LEAVE EXTENSION REQUEST BY LAKIESHA ALLEN.

Chairperson Nolan asked if the requested leave cost the County money.

Treasurer Schertzing stated it had been a bit of an operational challenge in the Treasurer's Office, especially at this time of year. He further stated that he had been lucky that a retired employee had come back part-time to help, and they were making adjustments in the office.

Chairperson Nolan stated the Committee could cut the amount of days of leave granted.

Treasurer Schertzing stated it was the position of legal counsel that the County was best off, under the situation with the employee, to be as generous as possible.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

8. Treasurer's Office

- b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

Treasurer Schertzing provided background on the resolution.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Commissioner Celentino asked how the extra funding would work, and if the funding would come out of the General Fund or the Delinquent Tax Fund.

Tim Dolehanty, Controller, stated the funding would come from the Delinquent Tax Fund, and that would mean that there was \$300,000 less available if the General Fund needed it. He further stated he thought the funding for 2018 and 2019 would be fine, but he was less confident as the funding went further out over the five year span.

Discussion.

Treasurer Schertzing stated there was a lag of two to three years between the fiscal year and the actual year, which accounted for the years mentioned in the resolution.

Chairperson Nolan stated in her tenure on the Land Bank, they had taken out a loan through PNC Bank. She further stated she wanted this loan to be paid off, and the extra funding of \$300,000 over the next ten years, in addition to the amount the Land Bank put in from sales, should dissipate the loan within ten years.

Chairperson Nolan stated the reason the funding would be reassessed in 2022, was because that was the year the County anticipated a back-off in the Municipal Employees' Retirement System (MERS) payments. She further stated in 2022, it might be possible that the Delinquent Tax Fund could contribute even more to pay off the loan.

Discussion.

Mr. Dolehanty stated he was concerned about the wording of the last "Whereas" clause and suggested they reword it. He further stated that the pension assumptions would not end and the County would continue to have to pay that amount, and he projected that MERS would change the assumptions again to reduce the rate of returns to something lower than the current amount.

Mr. Dolehanty stated he thought there would be more pain in the County's future, but at least the current pain would have been realized and dealt with.

Discussion.

Commissioner Grebner stated that the Land Bank did not have a loan, it was a line of credit that they wanted to pay down. He further stated that the Delinquent Tax Fund and General Fund were essentially interchangeable, and all this allocation would do would be to change how the funds were handled.

Commissioner Grebner stated there was an implicit understanding that the Land Bank would not use these additional funds to do more programming, it would only be available to pay down the line of credit.

Discussion.

Treasurer Schertzing stated \$5 million line of credit with PNC Bank was divided into a \$2 million line of credit and \$3 million line of credit. He further stated that a renewal would be before the Board of Commissioners next year, and they could decide what amount they wanted because they would likely be below the \$3 million threshold by that point.

Chairperson Nolan stated she was also concerned that the interest rate on the line of credit continued to go up. She further stated the Land Bank was paying \$85,000 every year in interest, and they were essentially broke anyway.

Chairperson Nolan stated the Land Bank was doing a fabulous service for the City of Lansing and it was a valuable organization, but she would like to see the debt gone.

COMMISSIONER SEBOLT MOVED TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the level of County support to the Land Bank will be reassessed in 2022 after the impact of the **current** pension assumptions have ~~expired~~**been fully realized**.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

9. Board of Commissioners
  - a. Resolution of Support for Net Neutrality Protections

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated the word “free” was used in the resolution, but he did not think the resolution meant that the Internet was at no cost. He further stated he thought the resolution meant the Internet was “unrestricted.”

Commissioner Sebolt stated he was amenable to changing the word “free” in the resolution, to “unrestricted.”

THE RESOLUTION WAS AMENDED AS FOLLOWS:

WHEREAS, an ~~free~~ **unrestricted** and open Internet forms the backbone of the 21st Century economy; and

WHEREAS, the Ingham County Board of Commissioners recognizes the direct and substantial benefits that broadband connectivity and access to an ~~free~~ **unrestricted** and open Internet have in our communities; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports proposals that support an ~~free~~ **unrestricted** and open Internet accessible to all local communities that do not preempt state and local government ability to respond to the unique challenges faced in our communities.

This was considered a friendly amendment.

Commissioner Sebolt asked if it needed to be clarified to direct staff of the County Clerk to send copies to State and federal legislators.

Discussion.

THE RESOLUTION WAS AMENDED AS FOLLOWS:

BE IT FURTHER RESOLVED that the Board of Commissioners urges legislators at the state and federal level to protect, preserve, and enforce strong Net Neutrality protections in any regulatory framework because anything less will undermine the investment, innovation, and freedom Americans enjoy and expect online **and that this resolution be transmitted to such legislators.**

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

9. Board of Commissioners
  - b. Part Time Social Media Position (*Discussion*)

Chairperson Nolan asked if Mr. Dolehanty had more information about the social media position.



Mr. Dolehanty stated he did not have more information about the position. He further stated in previous discussions, it had been brought up to have a staff person handle all media relations, and this topic had been requested to be placed on the Committee's agenda.

Mr. Dolehanty stated he suggested having the position go through as part of the 2019 budget process.

Commissioner Hope asked where the position would be housed.

Mr. Dolehanty stated he did not think the Board of Commissioners Office had room for another staff member. He further stated there was another workstation in the Controller's Office that could work for a part-time position.

Commissioner Hope asked who the boss of the position would be.

Mr. Dolehanty stated either Becky Bennett, Board of Commissioners Office Director, or himself would likely be the boss.

Commissioner Grebner stated he assumed the position would be part of the budget proposal, and some department would submit the position as part of the budget.

Discussion.

Chairperson Nolan stated she thought in the past, it had been discussed that the position be put in the Board of Commissioners. She further stated she had meant that she wanted to discuss the position handling all media relations.

Commissioner Sebolt stated he did not think the position needed to be part-time, and that it needed to be full-time to make sure departments were staying on top of media. He further stated that one instance where the Board of Commissioners had been caught off-guard was during the Headlee Amendment override ballot question, because they did not have a dedicated person to draft op-eds or press releases to respond.

Commissioner Celentino stated he wondered about the amount of duties that position would have, as he could imagine in an election year they could be busy with issues facing the County, but he was not sure in off years. He asked if there would be data to support having a full-time media person.

Mr. Dolehanty stated the part of the analysis with Human Resources would include outlining what the duties of the position would be and how much time was required to do them.

Commissioner Maiville stated he thought other departments already had social media accounts and were doing well with them.

Chairperson Nolan stated her idea was to have a Health Department public relations person or the Animal Control public relations person would report their activities through the communications person, but not be supervised by the person.

Commissioner Hope stated as much as she was for transparency and better communication, she saw big trouble with this position.

Chairperson Nolan asked Commissioner Hope why she saw trouble with the position.

Commissioner Hope stated it was because of the County structure, and that the Chairperson was a relatively weak position, so she wondered who the position would answer to.

Chairperson Nolan asked if there was a sense from the Committee to continue the discussion regarding the position and ask staff to bring the Committee a position description.

Commissioner Grebner stated he suggested the Committee ask staff to come up with a budget proposal and work the position into a budget or the Board of Commissioners' Strategic Initiative Fund.

**Chairperson Nolan stated she would appreciate something concrete about the social media position coming back to this Committee before it was sent out during the budget process, to know what was going to be proposed.**

Announcements

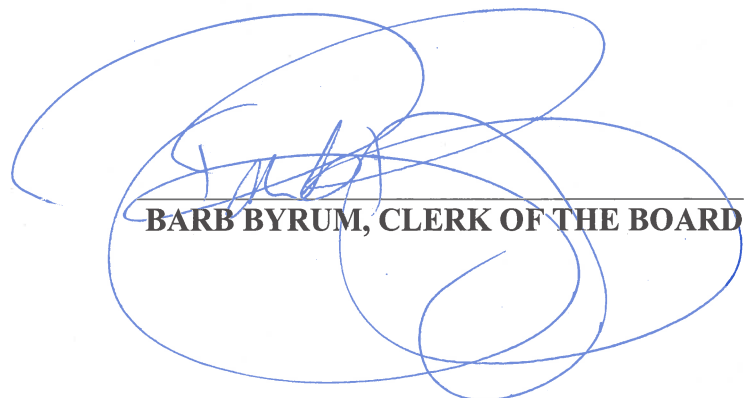
None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:08 p.m.



**BARB BYRUM, CLERK OF THE BOARD**