

APPROVED  
02/07/2018

FINANCE COMMITTEE  
January 17, 2018  
Minutes

Members Present: Grebner, Anthony, Crenshaw, Koenig (arrived at 6:05 p.m.), McGrain, Tennis, and Schafer

Members Absent: None

Others Present: Clerk Barb Byrum, Sheriff Scott Wriggelsworth, Register of Deeds Derrick Quinney, Treasurer Eric Schertzing, Bradley Prehn, Ryan Buck, Bill Conklin, Michael Townsend, Liz Noel, and others

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

Approval of the December 6, 2017 Minutes

Chairperson Grebner stated Commissioner Hope had respectfully requested the following amendments be made to the December 6, 2017 Finance Committee minutes:

Commissioner Hope stated she agreed with Chairperson Grebner, and she was not criticizing the Parks Department, but the process that had been passed by the Board of Commissioners. She further stated that she noticed a lot of the proposals were either over-budget or under-budget, and she would like professional staff to take the lead in the grant writing process **wanted staff to take the lead because we use a competitive grant process in awarding millage funds.**

Commissioner Hope stated she understood the point that **it was hypothetically possible that we could end up with a figurehead or that figurehead electeds have previously served in Ingham County and elsewhere that some elected officials acted just as figureheads and did not work at a managerial level, and she thought it was ultimately enforced by the voters on who they wanted to elect.** She further stated that the Board of Commissioners had little oversight over County-wide elected officials, and she wondered if this would be an unrealistic expectation that the Board of Commissioners could do something to the elected officials if they did not follow the policy.

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE DECEMBER 6, 2017 FINANCE COMMITTEE MINUTES WERE APPROVED AS AMENDED. Absent: Commissioner Koenig

Additions to the Agenda –

None.

Substitute –

1. County Clerk – Resolution Authorizing Reimbursement of Special Election Expenses
4. Treasurer
  - b. Resolution to Provide Funding for Low Income Tax Preparation

Limited Public Comment

Bradley Prehn, UAW Chairperson, stated he was before the Committee in support of the Register of Deeds reorganization.

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

4. Treasurer
  - a. Resolution to Set Policy for Certain Delinquent Tax Payments
5. Human Resources Department
  - a. Resolution Approving a Collective Bargaining Agreement with ICEA-PHN Unit Job Description
6. Community Mental Health – Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program
7. Ingham Conservation District – Resolution Authorizing an Agreement with the Ingham Conservation District
8. Health Department
  - a. Resolution to Amend Resolution #17-358 to Authorize the Fifth Year of the Americorps\*VISTA Grant Cycle for 2017-2018
  - b. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
  - c. Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - d. Resolution to Authorize an Agreement with Southeastern Michigan Health Association
  - e. Resolution to Authorize Agreements with the Michigan Association of United Ways to Act as the Fiduciary/Payee for MI-CHAP
  - f. Resolution to Authorize a FY 2018 Subcontract with Refugee Development Center
  - g. Resolution to Amend Resolution #17-506
  - h. Resolution to Convert Full-Time Dentist Position
  - i. Resolution to Authorize Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding

9. Parks Department – Resolution to Authorize a Contract with M.C. Smith Associates and Architectural Group, Inc. to Provide Prime Professional Services for McNamara Landing Improvements
11. Controller's Office
  - b. Resolution to Authorize an Amendment to the Contract for Legal Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

Commissioner Koenig arrived at 6:05 p.m.

The rules were suspended to allow Commissioner Koenig to vote on the consent agenda.

Commissioner Koenig stated she approved of the items on the consent agenda.

Discussion.

Commissioner McGrain suggested the Committee discuss Agenda Item No. 2 first, as the Register of Deeds was at the meeting and was on time.

2. Register of Deeds – Resolution to Authorize a Reorganization within the Register of Deeds Office

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated he was concerned that the title of “Deputy Register of Deeds” sounded like it was the second person in command in the office. He asked if Human Resources had weighed in on the name of the position.

Register of Deeds Derrick Quinney stated he had not gotten any feedback from Human Resources regarding the title of the position, but Human Resources had been in support of the reorganization.

Discussion.

Trisha Gerring, Chief Deputy Register of Deeds, stated the County Clerk’s Office had Deputy Clerks and a Chief Deputy County Clerk.

Commissioner Tennis stated the Sheriff’s Office also had deputies.

Chairperson Grebner stated he believed the term “deputy” implied the position took an oath.

Ms. Gerring stated the employees in the Register of Deeds Office did not take an oath.

Discussion.

Commissioner Anthony stated in the memo, it stated that Human Resources acknowledged and signed off on the reorganization with some participation in process, so she thought the reorganization and titles made sense.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

1. County Clerk – Resolution Authorizing Reimbursement of Special Election Expenses

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner McGrain asked if the County Services Committee had voted on the amendment that was presented to the Finance Committee as the blue sheet stated the County Services Committee recommended the resolution.

Chairperson Grebner stated the County Services Committee did vote on the amendment, and they were recommending the resolution to the Board of Commissioners for adoption.

Clerk Byrum apologized to the Committee for being late, as she had a meeting with a voting rights group scheduled months before she knew she would be on the Committee's agenda.

Clerk Byrum stated the amended resolution was before the Committee in regards to reimbursement requests from municipalities for the November 2017 Election. She further stated the amended resolution took out reimbursing the cities of East Lansing, Lansing, Leslie and Williamston because they would have already had an election scheduled.

Clerk Byrum stated that Lansing City Clerk Chris Swope had withdrawn his reimbursement requests yesterday, as he had acknowledged there had been an error in communication between the two of them. She further stated that the City of East Lansing did not submit any requests for reimbursement, because they had recognized the City already had an election scheduled.

Clerk Byrum stated the County required receipts for reimbursement of \$2.00 parking fees, and some municipalities did not submit receipts in regards to their expenses. She further stated Leslie Township had submitted their receipts today.

Commissioner Koenig asked if the Committee should wait to approve the resolution until they could get the actual figures to reimburse the municipalities.

Clerk Byrum stated the actual figures were already available.

Commissioner Koenig asked if it was an exact amount, or if it was not to exceed a certain amount.

Chairperson Grebner stated the money would be paid from last year's supply item, and the money was already in the 2017 Election Supplies Account.

Clerk Byrum stated the cost of \$180,000 had been quoted as the County ballot printing and programming costs for the election.

Commissioner Koenig asked if the Committee should wait to approve the reimbursement requests.

Chairperson Grebner stated the Board of Commissioners was only authorizing the payment from a fund that was already sufficient to pay the reimbursement requests.

Commissioner Anthony stated another way to address the resolution would be to stipulate the total should not exceed a certain amount. She asked what the County's communication to municipalities on the reimbursement process had been.

Clerk Byrum distributed copies of the reimbursement request forms and accompanying receipts, as submitted by the municipal clerks. She stated she communicated with municipal clerks frequently, as her office worked with them on many fronts.

Clerk Byrum stated the reimbursement form used was a form from the State of Michigan, that had been changed to have the Ingham County seal on it, and municipalities used the form to request reimbursement from the State of Michigan after a statewide election. She further stated her office had given the municipal clerks a deadline in which they needed to have the form submitted by.

Clerk Byrum stated on the front of the form, it stated copies of receipts must be submitted with the forms. She further stated her office had followed up with many municipalities that had not submitted their forms on time, and there were still some that had not submitted receipts.

Clerk Byrum stated when the State of Michigan processed reimbursement claims, they did not require receipts, but they did tell municipalities to keep the receipts on hand in case of an audit.

Commissioner Schafer asked which townships had not submitted receipts.

Clerk Byrum stated Bunker Hill Township, Ingham Township, Lansing Township, Leroy Township, Meridian Township, Onondaga Township, Stockbridge Township, Wheatfield Township, and White Oak Township had not submitted receipts.

Commissioner Schafer asked what the deadline for submission was.

Clerk Byrum stated the deadline to send forms to her had long past. She further stated there was no requirement for the County to reimburse the municipalities' costs, nor was there a required time in which the County must reimburse by.

Chairperson Grebner stated that the deadline was March 1, 2018 in the amended resolution.

Discussion.

Commissioner Anthony asked that even though the County sent the reimbursement forms to the municipalities, there was no requirement for the County to reimburse the municipalities.

Clerk Byrum stated there was absolutely no requirement for the County to reimburse municipalities. She further stated in 2001 the Board of Commissioners had chosen to reimburse municipalities when the County had put a question on the ballot, and the attorney opinion had said that there was no requirement to reimburse the municipalities, but it was the Board of Commissioners' decision.

Commissioner Anthony stated that she would think if a reimbursement form was sent to the municipal clerks, it implied the County would reimburse their costs.

Clerk Byrum stated in her communication to the municipal clerks, she did not guarantee that the Board of Commissioners would reimburse the election expenses.

Discussion.

Clerk Byrum stated if the four cities that already had elections were taken out of the total reimbursed amount, the balance totaled \$119,540.79.

Commissioner Koenig asked why the Board of Commissioners should pay the reimbursement costs.

Clerk Byrum stated those were the expenses incurred by the municipal clerks, who had conducted an election because the Board of Commissioners had put a question on the ballot.

Commissioner Koenig asked if the County question was the only thing on the ballot in those jurisdictions.

Clerk Byrum stated that Mason Public Schools had jumped on the ballot since there was a County-wide question. She further stated the school district would likely not absorb any cost because the County question was on the top of the ballot.

Discussion.

Clerk Byrum stated there was sufficient money in the budget, because she was frugal, and because there was new election equipment and the County was now programming elections in-house. She further stated the cost she had quoted the Board of Commissioners to hold a County-

wide election never included the municipalities, just the County Clerk's costs of ballot printing, programming and vendor support.

Clerk Byrum stated she had stayed well below the estimated budget because of the new technology and the County was doing more in-house, and now she had remaining money in the supplies budget if the Board of Commissioners wanted to repay the municipal clerks.

Commissioner Koenig asked why the Board of Commissioners should not reimburse the municipalities.

Clerk Byrum stated she supposed if the Board of Commissioners did not want to be good neighbors, they could not reimburse the municipalities.

Discussion.

Ryan Buck, Chief Deputy County Clerk, stated Clerk Byrum was there to present the expenses to the Board of Commissioners, and it was up to the Board of Commissioners what they wanted to do.

Commissioner Schafer stated it was only common sense to reimburse costs for the local units of government that did not already have an election. He further stated he knew Wheatfield Township was concerned about the cost of the election.

Discussion.

Chairperson Grebner stated that the townships had also benefitted from the passage of the millage, because their millage ceilings had reset and they were now getting more money.

Discussion.

Chairperson Grebner stated that next time the Board of Commissioners put a question on the ballot, they should build into the resolution that by placing the question on the ballot the County intended to reimburse the municipalities for their election expenses. He further stated he thought the Board of Commissioners should have made the decision to reimburse municipalities or not in advance.

Chairperson Grebner stated townships like Wheatfield and Leroy were taking in \$100,000 in property taxes, and \$4,000 in election costs was a lot for an election they did not have much input in, aside from the Michigan Townships Association's representative on the Separate Tax Limitation Committee.

Commissioner McGrain stated he remembered talking about this early-on, and recalled the discussion where it was said municipalities would get a free ride with the election, and he was under the impression that all of the municipalities would get reimbursement. He asked if Clerk Swope had withdrawn his request.

Clerk Byrum stated Commissioner McGrain was correct about Clerk Swope's withdrawal of the reimbursement request. She further stated that the City of East Lansing had never submitted a request.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN. TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reimbursement of said election expenses for municipalities other than cities which held City Elections, upon presentation of suitable documentation by March 1, 2018, to be paid for by the 2017 Election Supplies Account, **not to exceed \$120,000.**

This was considered a friendly amendment.

Discussion.

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

3. Sheriff's Office

- a. Resolution to Authorize a Contract with the Michigan Department of Corrections to Rent up to 50 Beds to the Michigan Department of Corrections

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Chairperson Grebner asked how come the jail was still only charging \$35 per day, as that was the rate in 1996.

Sheriff Scott Wriggelsworth stated about a year ago, there had been another county that had charged less for the prisoners, and the State had taken the deal and moved the prisoners, so the County had to find revenue somewhere else.

Chairperson Grebner asked if this required another post to be open, it would cost more than \$35 per day to care for and house prisoners.

Sheriff Wriggelsworth stated the actual cost was about double the charge of \$35. He further stated when the Sheriff's Office had looked at the contract last year, it did garner about \$125,000 for the agency, because those posts were already staffed.

Sheriff Wriggelsworth stated he would love to get out of the contract business, because the County was always 31 days away from the State pulling out their prisoners. He further stated the reason that the rate was \$35 per day was because that was the going rate, and if the County tried to negotiate a better deal, then the State would move prisoners elsewhere.



Chairperson Grebner stated he thought the County should get out of the contract business, because if the County was thinking about building a new jail, it would not be lucrative to build in for extra beds for contracts.

Commissioner Koenig stated she had thought that the Sheriff's Office had excluded the revenue from the Michigan Department of Corrections (MDOC) beds, because of what it had done to the budget last time.

Chairperson Grebner stated that was a different contract.

Sheriff Wriggelsworth stated the number of MDOC beds in the old contract had been 100 and it had dropped to 50 and remained there, at the rate of \$35 per day.

Discussion.

Chairperson Grebner stated he thought there were also a handful of inmates that MDOC paid for because they were left with the County.

Sheriff Wriggelsworth stated the County received larger rates for a handful of prisoners each month. He further stated the Federal Bureau of Prisons also contracted with the County on an occasional basis when the County needed to hold some of their prisoners, so there were other ways to gain revenue.

Chairperson Grebner stated those were individual inmates, not a block of beds, so even if the County got out of the jail hotel business, the County would still have small amounts of transactions with those entities and gain revenue.

Sheriff Wriggelsworth stated many parole violators were housed under the MDOC contract for a higher rate until the State decided what to do with the prisoners.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

3. Sheriff's Office
  - b. Resolution to Authorize a Training Services Agreement with Bouck Corporation DBA MACNLOW Associates on Behalf of the Sheriff's Office and 9-1-1 Central Dispatch

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated this was an unusual contract because contract involved a County employee. He asked Sheriff Wriggelsworth to provide background on training from MACNLOW.

Sheriff Wriggelsworth stated over the past 20 years, MACNLOW had been providing training services to the County Sheriff's Office and 9-1-1 Center. He further stated that in 2017, \$0 was spent of the training budget for the Sherriff's Office and \$4500 was spent from the 9-1-1 Center because they did more trainings with their vacancies.

Commissioner McGrain asked what topic areas were covered in the training.

Sheriff Wriggelsworth explained the topics that were covered in training.

Commissioner Koenig stated MACNLOW was a highly regarded company. She asked Sheriff Wriggelsworth what the relationship was of Kristen Kemp to Andy Bouck, Undersheriff.

Sheriff Wriggelsworth stated Ms. Kemp was Undersheriff Bouck's sister.

Commissioner Koenig stated she would vote against the resolution because it made her feel uncomfortable.

Discussion.

Commissioner Tennis stated he understood the County did not want the appearance of conflict, but as long as it was disclosed and they were made aware of it, he was comfortable with the contract.

Sheriff Wriggelsworth stated the Sheriff's Office got free seats at the MACNLOW trainings, because they were held in the Grant Whittaker Room at the Sheriff's Office. He further stated that while employees participated in the trainings, the County did not have to pay for those trainings.

Chairperson Grebner stated that the ethics policy urged them to continually think about alternatives to this. He further stated that the County disfavored firms that it had ties to.

Commissioner McGrain asked how much of the training was being provided by Undersheriff Bouck.

Sheriff Wriggelsworth stated Undersheriff Bouck was a half-owner of the company and used to be a trainer for the County, but he was no longer allowed to train in-house.

THE MOTION CARRIED. **Yeas:** Anthony, Crenshaw, Grebner, Tennis, Schafer  
**Nays:** Koenig and McGrain **Absent:** None

4. Treasurer

- b. Resolution to Provide Funding for Low Income Tax Preparation

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

A discussion ensued regarding the amended language of the resolution.

The resolution was amended as follows:

WHEREAS, these efforts ~~assist~~ **enhance the economic condition of low and moderate income citizens**, and income tax refunds to this group of citizens ~~facilitates~~ **can help** payment of delinquent property taxes owed to Ingham County.

This was considered a friendly amendment.

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

5. Human Resources Department

- b. Resolution to Authorize Updates to the Trails & Parks Millage Program Coordinator

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY.

10. Road Department

- a. Resolution to Authorize Approval of the Final Plat of Georgetown No. 4

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated he had pulled the resolution to vote against it.

Chairperson Grebner asked if the County was required to accept the dedication of roads if they met the County's public road requirements.

Bill Conklin, Road Department Director, stated that Chairperson Grebner was correct.

Discussion.

Commissioner McGrain stated he would like to reassess, as he thought it was a problem that the County kept adding to its road inventory and it was not getting funding for them.

A discussion ensued regarding the Plat Act.

Commissioner Schafer asked if the Road Department would reject a private road that did not meet the County's specifications.

Mr. Conklin stated the Road Department would reject a private road if it was not up to County standards.

Discussion.

THE MOTION CARRIED. **Yeas:** Anthony, Crenshaw, Grebner, Koenig, Tennis, Schafer  
**Nays:** McGrain **Absent:** None

10. Road Department

- b. Resolution to Authorize Three New Positions and Reclassify One Existing Position for the Road Department

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated the Road Department was getting more money, and the resolution was a product of that.

Commissioner McGrain stated the Road Department was adding two engineering technicians, to an area that had five engineers. He further stated his surprise was that positions were not being added to operations, but rather engineering.

Commissioner McGrain asked if the Road Department was that far behind, to call for a more top-heavy organization.

Mr. Conklin stated that Road Department needed contractors would pick up a lot of the work, especially in the Metro Lansing area, where the roads needed a lot of work. He further stated that the engineering department had been understaffed for some time and a lot of overtime had been worked in that area so he was trying to balance that out.

Mr. Conklin stated the Road Department had picked up some un-typical work through economic development grants that increased the burden on the department. He further stated with the road funding increase, it would increase the burden on the engineering department to design and administer contracted improvement.

Mr. Conklin stated he planned to add positions to operations in the future, and he would be back before the Board of Commissioners to request those positions. He further stated he would like to add two employees to every County garage over the next few years.

THE MOTION CARRIED UNANIMOUSLY.

11. Controller's Office

- a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated he wanted to point out that the difference between proper costing and improper costing of the reclassification. He further stated that proper costing added \$200,000 to the long-term base expenditure rate of the County, which was 0.25% of the entire County budget.

Chairperson Grebner stated the reclassification was overdue and the Board of Commissioners had been discussing it for years.

THE MOTION CARRIED UNANIMOUSLY

Announcements

None.

Public Comment

Discussion.

Adjournment

The meeting was adjourned at 6:56 p.m.



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**BARB BYRUM, CLERK OF THE BOARD**

