

FINANCE COMMITTEE
June 6, 2018
Minutes

Members Present: Grebner, Crenshaw, Anthony (left at 6:08 p.m.), Louney (left at 6:28 p.m.), Tennis, Koenig, and Schafer

Members Absent: None.

Others Present: Treasurer Eric Schertzing, Christina Johnson, Bill Conklin, Melissa Buzzard, Tim Morgan, Matt Bennett, Michael Townsend, Lindsey LaForte, and others.

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

Approval of the May 16, 2018 Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MAY 16, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED.

Additions to the Agenda

Substitute –

7. Facilities – Resolution to Extend the Current Tri-County Office on Aging (TCOA) Lease Agreement

Limited Public Comment

Christina Johnson, Ingham County Assistant Prosecuting Attorney (APA) and Vice-President of Local 13, stated that she was before the Committee in order to speak about the wage reopener in August. She further stated that she wanted to describe her day tomorrow to show the amount of work that was placed on one APA.

Ms. Johnson state that her day would start with two preliminary examinations for criminal sexual conduct (CSC) cases, one where the victim was an 11-year-old female who was molested by her father and the other a rape case where the victim was an honors student and so shaken that Ms. Johnson was concerned that getting the victim to testify may be difficult; after that she had another preliminary examination for a repeat offender brought up on child pornography charges, and then a meeting with a judge and defense attorney for a murder trial that was set to begin soon. She further stated that she might have a chance to sit down at her desk at 4:00 p.m. to answer emails and phone calls from the day.

Ms. Johnson stated that she brought the 2018 Prosecuting Attorneys Coordinating Council 2018 – Annual Prosecution Survey. She stated that the salary range for Ingham County topped out at about \$98,000, but that salary was only for the Chief Deputy Prosecutor, so most were paid much less.

Ms. Johnson stated that most counties APA salaries top out at over six figures and Ingham County's was much less.

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

1. Clerk's Office – Resolution to Adopt a Marriage License Correction Fee
2. Sheriff's Office
 - a. Resolution to Authorize the Ingham County Sheriff's Office to Sell One Used Patrol Vehicle to the Ingham Intermediate School District
 - b. Resolution to Authorize a Purchase Order to Premier Custom Trailers, LLC
3. Treasurer's Office
 - a. Resolution to Increase Imprest Cash for the Potter Park Zoo
 - b. Resolution Amending Resolution 12-368, Approving the Establishment of a Property Assessed Clean Energy (PACE) Program
4. Community Corrections
 - a. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2018-2019 Fiscal Year
 - b. Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2018-2019
5. Animal Control – Resolution to Accept a Grant from the Banfield Foundation to Purchase Surgery and Exam Lights for the New Animal Shelter
6. 9-1-1 Dispatch Center – Resolution to Authorize Software Support Agreement with Tritech for the Computer Aided Dispatch (CAD) System
8. Health Department – Resolution to Enter Agreement with AGS Data, LLC
11. Road Department
 - a. Resolution to Authorize an Agreement for Architectural Design and Engineering Services
 - b. Resolution to Approve a Professional Engineering Services Contract for the Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation Project
 - c. Resolution to Approve Purchase of a Highway Easement for the Jolly-Okemos Project
 - d. Resolution to Authorize Contracts with Michigan Paving & Materials Company for

Items I through III of Bid Packet #116-18 Recycling & Resurfacing of Various County Primary Roads

THE MOTION CARRIED UNANIMOUSLY.

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

7. Facilities – Resolution to Extend the Current Tri-County Office on Aging (TCOA) Lease Agreement

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO ADOPT THE RESOLUTION.

Commissioner Schafer stated that he had been discussing this over email with Rick Terrill, Facilities Director. He further stated that Mr. Terrill had answered many of his questions about how the facility was maintained, such as trash services, snow removal, maintenance, and the cost square foot.

Commissioner Schafer stated that he also asked about rental rates of adjacent properties. He further stated that he had some experience in leasing commercial property.

Mr. Terrill stated that the resolution originally submitted was a bit less descriptive and after talking with the Finance Director and the County Attorney, they made changes to the resolution and submitted the substitute. He further stated that TCOA would be responsible for the maintenance costs to the building and charged for the square footage that they occupy.

Commissioner Anthony left the meeting at 6:08 p.m.

Chairperson Grebner stated that the concern was that the County was recovering the cost of the space that the TCOA used and the utilities in order to pay off bonds, but they probably could not charge beyond that amount.

Commissioner Schafer stated that his involvement in renting commercial property in the area led to some of his questions. He further stated that the County could not make a profit on this rental.

Commissioner Koenig stated that there was nothing legally to keep the County from making a profit.

Chairperson Grebner stated that perhaps that was something the County had decided previously to not seek a profit on this facility.

Mr. Terrill stated that according to the Finance Director, the County could not make a profit on TCOA lease based on legal precedent, which was the same with Families Forward and other departments housed within that building.

Commissioner Koenig asked if the County built the facility for the TCOA

Mr. Terrill stated that it had.

Commissioner Koenig stated that then it would have been a bonding project and then a profit would not have been allowed. She further asked if the TCOA was paying rent or if the lease only covered the maintenance on the space.

Mr. Terrill stated that they are paying for building expenses and maintenance costs.

Commissioner Grebner stated that if that had been set up as an enterprise fund the County could profit from it but those funds brought a whole other set of fun.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony

9. Parks Department – Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring a Fourth Round of Applications for the Trails and Parks Millage

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. LOUNEY, TO ADOPT THE RESOLUTION.

Commissioner Tennis stated that he had some concerns with the matching funds criteria changes. He further stated that limiting this to only monetary contributions may be easier for staff to calculate and the Parks Commission to consider, but he would rather be more complex in order to offer more opportunities to communities who may not be able to offer any monetary.

Commissioner Tennis stated that he had worked with the Parks Department staff to create guidelines for non-monetary match funds. He further stated that it was based on the State of Michigan Department of Natural Resources guidelines for non-monetary match funding.

Commissioner Tennis stated he would like to make a change to the number 3 criteria and include a match requirement language. He further stated that he was not sure if the match requirement language should be added as an attachment or not.

Discussion.

Commissioner Crenshaw stated that perhaps the requirements could be lessened down to the bullet points.

Melissa Buzzard, Trails and Millage Coordinator, stated that the guidelines for non-monetary match funding could be added as another attachment to the scoring criteria document.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE INGHAM COUNTY TRAILS AND PARKS PROGRAM SCORING CRITERIA AS FOLLOWS:

3. How the project provides for other available funders and partners.

Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions, or other funding sources will receive a higher priority than projects without other identified funding opportunities. ~~Only monetary contributions will be considered.~~ To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for.* The number of points a project will receive is determined by dividing the percent match by 10 then multiplying that number by three (ex. 63% match will receive 18.9 points).

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

Commissioner Tennis stated that he appreciated the work that the Parks Commission had done to come up with the formula to grand points for the match money criteria. He further stated that it was a much more elegant way of looking at that criteria than in the past.

Commissioner Tennis stated that he had a fear that too much weight was being put toward matching funds. He further stated that he understood that it was important for projects to have matching funds, but he wanted that to weigh equitably with the other factors.

Commissioner Tennis stated that during the Human Services Committee he had suggested reducing the multiplier to two but that idea was not accepted by the Committee. He further stated that it seemed that the Parks Department and Parks Commission may be more open to two and a half as the multiplier.

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Non-monetary match must meet the requirements as established in Attachment C: Match Requirement for Ingham County Trails & Parks Millage.

ATTACHMENT C

Match Requirement for Ingham County Trails & Parks Millage

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

Commissioner Koenig stated that there were reasons why the Park Commission wanted to heavily weigh the match funding requirement. She further stated that they had told the voters that the millage projects would receive a lot of match funding and that had not been the case.

Commissioner Koenig stated that match funding was happening at a much lower rate than expected and they wanted to encourage more.

Commissioner Tennis stated that he wanted to even out the consideration of the match funding versus other criteria.

Chairperson Grebner stated that he did not feel strongly either way because of the resolution that was adopted a few months ago that stated this was ranking for the Parks Commission and the Board of Commissioners had the final say in approving the funding of millage projects and did not have to follow the same criteria unless they wanted to do so.

Commissioner Koenig asked why the Committee was considering this resolution if it did not matter because the Board of Commissioners would do whatever they would like to. She further stated that next year, the Parks Commission may choose not to ask for approval of their criteria.

Chairperson Grebner stated that it was presented to the Committee and anything brought before the Committee could be tampered with.

THE AMENDMENT WAS ADOPTED. YEAS: Grebner, Crenshaw, Tennis, and Schafer
NAYS: Koenig and Louney ABSENT: Anthony

Chairperson Grebner stated that he was serious when he said that this criteria was the Parks Commission's criteria and not the Board of Commissioners' criteria. He further stated that it sounded harsh but the criteria were technically deficient.

Chairperson Grebner stated that the criteria were not perfectly assembled and it was possible to game the system. He further stated that it would be possible to make non-substantive changes to the application in order to receive a better score under this criteria.

Commissioner Koenig asked for an example of how community may take advantage of the scoring criteria.

Chairperson Grebner stated that if a community had a trail going by a nearby project they were already planning on investing in, the two projects could be combined in the application and made to look like there was a huge match contribution by using the funding already dedicated to the project the community had already planned on investing in. He further stated that, for example, a proposed trail was going through an existing park, it may be possible for a community to also plan on creating a baseball field and then count the trail land and the baseball field investment toward match funding.

Chairperson Grebner stated that there was a technical issue with the way the millage funding was calculated because the criteria should include a cost-benefit ratio. He further stated that if the cost-benefit criteria was rigorously defined it would be impossible to game the system.

Commissioner Louney left the meeting at 6:28 p.m.

Chairperson Grebner stated that, for example, project A and B were currently on an equal playing in the current criteria even though project A may cost twice as much as project B. He further stated that no additional points were awarded for projects that would be utilized by more people which would also be worked out in a cost-benefit calculation.

Chairperson Grebner stated if he was on the Park Commission he would probably be told to form a subcommittee and make these changes himself. He further stated that he had no desire to serve on any additional Committees.

Discussion.

Commissioner Koenig stated that at times, the Park Commission did take into account the location of the land and other criteria to determine funding. She further stated that they had also included the top-five trails preference to address some of these issues.

Chairperson Grebner stated that these this policy should be a guideline and not the final deal breaker as it was the Board of Commissioner that ultimately approved the millage funding.

Commissioner Koenig asked if next year the Parks Commission should just adopt the criteria for millage funding without having it approved by the Board of Commissioners.

Chairperson Grebner stated that he was indifferent to that.

Commissioner Tennis stated that it had been made clear by the Board of Commissioners that this was their final decision, but in order to make projects more likely to be approved it would be helpful for the Board of Commissioners to have input on the criteria.

Chairperson Grebner stated that what would be ideal would be for the Board of Commissioners to adopt all the projects put forth by the Parks Commission. He further stated that if the Committee or the Board of Commissioners saw something they did not like, they were free to fix them.

Discussion.

THE RESOLUTION, AS AMENDED, WAS ADOPTED UNANIMOUSLY. Absent:
Commissioners Louney and Anthony

10. Community Agencies – Resolution Approving Criteria for Evaluating 2019 Applications for Community Agency Funding

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

Commissioner Schafer asked about funding for the Ingham Conservation District.

Commissioner Tennis stated that the Conservation District had received community agency

funding before. He further stated that community agency funding had been narrowly defined to agencies providing food, shelter, and clothing.

Commissioner Tennis stated that he had never known the Conservation District to receive or apply for the funds.

Commissioner Schafer stated that he believed they received them in the past.

Michael Townsend, Budget Director, stated that funding to the Conservation District was in the budget, but not as agency funding.

THE RESOLUTION WAS ADOPTED UNANIMOUSLY. Absent: Commissioners Louney and Anthony

11. Road Department

- e. Resolution to Authorize Adjustment to the 2018 County Road Fund Budget

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

Commissioner Tennis asked about the additional funds from which were coming from the State of Michigan.

Bill Conklin, Ingham County Road Department Director, stated that the additional funds were coming from the PA 182 funding in addition to the Michigan Transportation Fund (MTF) which was funded via the fuel tax and vehicle registration.

Commissioner Tennis stated that a bit over \$1.3 million was coming from PA 182. He further asked if the MTF increase was \$800,000.

Mr. Conklin stated that the increase from the MTF was a moving target year-to-year and other at this time the increase of MTF budget this year was a result of a cost savings.

Commissioner Tennis stated that he wanted to know how much more funding the County would receive from the State this year.

Mr. Conklin stated that the \$800,000 was not an increase in State funding this year as it was a result of cost savings. He further stated that comparing 2018 (after the fuel tax was adopted) to 2015 (before the fuel tax was adopted), the County was receiving about \$3 million more transportation funds from the State.

Mr. Conklin stated that the funding of MTF continued to be a moving target because of the appropriations by the State were annual.

Commissioner Tennis asked if this funding was going toward a project that was more than general maintenance.

Mr. Conklin stated that this change in funding would be going to fund Agenda Item 11d.

Chairperson Grebner stated that these important questions were not asked at the County Services Committee because they were too busy. He further stated that this reiterated his idea that there should be a subcommittee of County Services to work directly with the Road Department.

Commissioner Koenig stated that Commissioner Grebner should head up such a subcommittee.

Commissioner Tennis stated that many counties had a Road Commission, perhaps it would be a wise move for Ingham County to also have one.

Commissioner Schafer stated that he would volunteer to be on a subcommittee working with the Road Department.

Chairperson Grebner stated that it would be better if Mr. Conklin had a dedicated set of Board of Commissioner members who would meet and listen to Road Department issues. He further stated that he did not really care about County roads since there were none in his district.

Commissioner Koenig stated that Commissioner Grebner should care because he drives on County roads.

Chairperson Grebner stated that he also drove on Ohio roads and other roads, but it did not mean that he took an interest in them.

THE RESOLUTION WAS ADOPTED UNANIMOUSLY. Absent: Commissioners Louney and Anthony

Announcements

Commissioner Schafer stated that he had a concern with the Personnel Subcommittee of the County Services Committee which was recently announced via email. He stated that he understood that these three Subcommittee members would be reviewing the 5 employees who directly reported to the Board of Commissioners.

Commissioner Schafer stated that he would like to also have a say in any of those reviews and believed that the entire Board of Commissioners should also have a say.

Chairperson Grebner stated that it may be a bit confusing, but that it was his understanding as members of the County Services Committee, that the Personnel Subcommittee were only setting up the process to review the employees or establishing an evaluation process.

Commissioner Schafer stated that he was a bit sensitive to being excluded from such an important process.

Chairperson Grebner stated that he was watching the process closely and would keep others up-to-date.

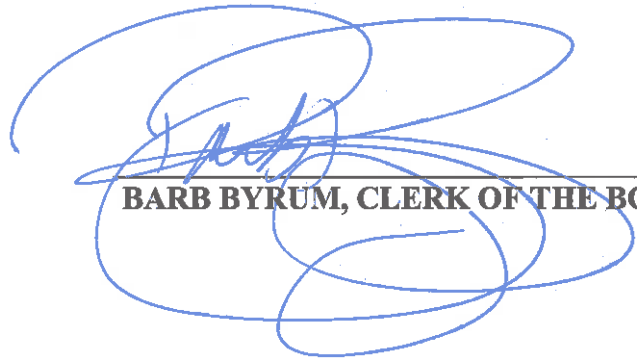
Commissioner Schafer stated that some Board of Commissioners members might have an issue with some staff, while others may have an issue with another staff member, so this process could be complicated.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:50 p.m.



BARB BYRUM, CLERK OF THE BOARD