



AGENDA
FINANCE & PHYSICAL RESOURCES COMMITTEE

Tuesday, February 6, 2007 – **8:30 a.m.**
Board Room – County Administration Building

- 1) Public Comment

- 2) **Consent Agenda** – All items listed under this item are considered to be routine by the Finance Committee and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda upon request of any Committee member and will be considered separately.
 - a) Approval of the Minutes of January 16, 2007
 - b) Auditing of Checks and Purchase Order Activity
 - c) **Community Development** – Report on Contracts Awarded – December 2006 and January 2007
 - Bd. 2/08** d) **Community Development** – Approve Contract with Senior Meals Program, Inc. and Authorize Board Chair to Sign
 - Bd. 2/22** e) **John Ball Zoological Garden** – Grant of Easement to MichCon
 - Bd. 2/22** f) **Parks** – Grant of Easement to Michcon
 - g) **Various** – Bid Award
 - h) **Various** - CIP Expenditures

- Bd. 2/22** 3) **Clerk/Register of Deeds** – Fee Adjustments

- Bd. 2/22** 4) **Fiscal Services** – Byron Township Proposed Downtown Development Authority District Amendment

- Bd. 2/22** 5) **Fiscal Services** - Status of Revenue Sharing Reserve Fund

- 6) **Miscellaneous**

- 7) **Adjournment**

The mission of Kent County government is to be an effective and efficient steward in delivering quality services for our diverse community. Our priority is to provide mandated services, which may be enhanced and supplemented by additional services to improve the quality of life for all our citizens within the constraints of sound fiscal policy.



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Community Development

PREPARED BY: Stephen Duarte, Deputy Director of Fiscal Services

SUBJECT: Approve Contract with Senior Meals Program, Inc. and
Authorize Board Chair to Sign

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve Community Development's request to enter into a contract with Senior Meals Program, Inc., (SMP) for the provision of home-delivered meals, and to authorize the Board Chair to sign the agreement.

PROPOSED TO GO TO THE BOARD ON FEBRUARY 8, 2007

SUMMARY OF REQUEST:

- The Community Development Department has used the services of Senior Meals Program since 1993.
- The proposed contract provides funding for home-delivered meals to diabetic seniors and disabled persons residing in the 32 CDBG-participating communities within Kent County.
- Approximately 8,658 meals would be provided under this proposed contract at a cost not to exceed \$10,737.
- Corporate Counsel has reviewed and approved the agreement.
- The contract period is January 1, 2007, to June 30, 2007.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED AGREEMENT NEW ACTIVITY

COST/FUNDING RECOMMENDATION: Grant Funds: \$10,737/Funds are available in the 2007 Community Development Budget. No County General Funds are required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** January 30, 2007



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: John Ball Zoological Gardens

PREPARED BY: Sangeeta Ghosh, Legal Analyst

SUBJECT: Grant of Easement to MichCon

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve a grant of gas main easement to Michigan Consolidated Gas Company (MichCon) and accept release of Right-of-Way from MichCon.

PROPOSED TO GO TO THE BOARD ON FEBRUARY 22, 2007

SUMMARY OF REQUEST:

- Pursuant to County Board's approval, John Ball Zoological Society (JBZ) provided for a new service drive at the rear of the John Ball Zoological Garden (Zoo). The new road has facilitated construction of new exhibits and the ability to service the Zoo from the back rather than requiring trucks to drive through visitor areas.
- The construction of the new road required MichCon to relocate a major gas main pipeline that existed on a prior easement, granted by the County to MichCon under the Right-of-Way agreement dated August 1, 1962. MichCon has been very responsive to the Zoo's schedule and expedited the relocation. The Zoo agrees to provide MichCon with a new 20 feet wide easement on County property bearing parcel number 41-13-26-301-001 reflecting the movement of the pipeline.
- Corporate Counsel has reviewed and approved execution of the easement agreement and the release.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED NECESSARY NEW ACTIVITY

COST/FUNDING RECOMMENDATION: No funding required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** January 30, 2007



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Parks

PREPARED BY: Sangeeta Ghosh, Legal Analyst

SUBJECT: Grant of Easement to MichCon

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve a grant of easement to Michigan Consolidated Gas Company (MichCon).

PROPOSED TO GO TO THE BOARD ON FEBRUARY 22, 2007**SUMMARY OF REQUEST:**

- MichCon desires to construct a pipeline for transportation of gas, oil, or other substances in, under and across property owned by the County in Byron Township, along Kent Trails.
- To accomplish the gas pipeline construction, MichCon has requested the County for a 10 feet wide easement on County's property bearing parcel number 41-21-04-503-002.
- MichCon has negotiated the terms of the easement with the Parks Department. Under the agreement, MichCon assumes all obligations associated with the use and maintenance of the gas pipeline, and has agreed to provide satisfactory indemnification to the County for any claims and liabilities arising out of the use of the easement. MichCon has also agreed to pay the County a sum of One Thousand (\$1,000.00) dollars for repaving of the affected section of Kent Trails, necessitated by the gas pipeline construction.
- The Parks Department is agreeable to the terms of the easement agreement with MichCon.
- The easement agreement has been approved by Corporate Counsel.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED NECESSARY NEW ACTIVITY

COST/FUNDING RECOMMENDATION: No funding required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE:

COUNTY ADMINISTRATOR: _____ **DATE:** January 30, 2007



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: County Clerk / Register of Deeds

PREPARED BY: Robert White, Fiscal Services Director

SUBJECT: Fee Adjustments

ACTION REQUESTED:

Recommend to the Board of Commissioners to approve various fee increases in the Clerk/Register's Office and approve one existing fee effective March 1, 2007.

PROPOSED TO GO TO THE BOARD ON FEBRUARY 22, 2007

SUMMARY OF REQUEST:

- As required by Fiscal Policy "Fees & Charges," departments are to review fees annually and to recommend changes to the Board of Commissioners.
- Most of the fees charged in the Clerk/Registers Office are set by statute (see attached fee schedule).
- Their request is to increase two fees, approve one new fee, and approve one existing fee.
- Two fee increases: MCL 55.285 allows a charge of up to \$10 dollars for notarizing documents and for certifying someone is a notary. The proposed fees for notarizing non-County documents will be increased by \$2 to \$4 and the cost for notary certification will be increased \$1 to \$2; both are added services for citizens.
- New fee: MCL 551.103(a) now allows the Board of Commissioners to set a fee for waiving the three day waiting period for a marriage license; the fee will be \$15.
- A fee for filing a "Single Status Form" is currently being charged.
- The County Clerk estimates an increase in revenue of at least \$2,800 annually.
- The Clerk recommends that any approved fee increases take effect March 1, 2007.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED NECESSARY NEW ACTIVITY

COST/FUNDING RECOMMENDATION: None/No funding is required.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** January 30, 2007



**FINANCE AND
PHYSICAL
RESOURCES
COMMITTEE
ACTION
REQUEST**

DEPARTMENT: Fiscal Services

PREPARED BY: Robert J. White, Fiscal Services Director

SUBJECT: Byron Township Proposed Downtown Development
Authority District Amendment

ACTION REQUESTED:

Recommend to the Board of Commissioners to exempt Kent County from tax increment capture in the Byron Township DDA proposed amended district and direct the Administrator/Controller to file a certified copy of this resolution with the Byron Township Clerk.

PROPOSED TO GO TO THE BOARD ON FEBRUARY 22, 2007

SUMMARY OF REQUEST:

- On January 22, 2007, Byron Township held a public hearing for the purpose of revising its Downtown Development Authority district. This district amendment includes eleven additional parcels, which total an approximate 100 acres. The original tax increment district was established in Calendar Year 2005. Kent County exempted itself from capture in the original tax increment district by action of the Board of Commissioners on December 15, 2005.
- Kent County annually contributes over \$6 million of its tax levy in the form of either tax payment or tax capture by all taxing increment authority districts to support economic development initiatives, which represents 5.8% of the County's tax levy.
- Failure to exempt Kent County's tax levy from capture in the expanded district will subject all growth in tax levy to capture for an indefinite time period. The resolution will declare the County's intent to exempt itself from property tax capture in the proposed amended tax increment district. Under current State Statute, the County is obliged to take this action in order to preserve this right to control the amount of County tax levy which would be subject to capture by the Authority. This resolution will take effect upon filing with the Clerk of Byron Township.
- The current Downtown Development Authority Act, under Section 14(4) does provide the County with the ability to enter into an agreement with the Tax Increment Authority to "...share a portion of the captured assessed value with the district." Should the County choose to opt out of tax increment capture in the newly constituted Byron Township Downtown Development Authority, it does retain the right to thereafter enter into an agreement with the tax financing authority to allow the capture of a "portion" of the tax increment.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON MANDATED RESOLUTION NEW ACTIVITY

COST/FUNDING RECOMMENDATION: No cost will be incurred. Adoption of the resolution exempts growth in County tax levy from "capture" by the Byron Township Downtown Development Authority.

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

COUNTY ADMINISTRATOR: _____ **DATE:** January 30, 2007