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DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DEBBIE DE LEON, CHAIR
CAROL KOENIG
VICTOR CELENTINO
DIANNE HOLMAN
DEB NOLAN
PENELOPE TSERNOGLOU
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, JANUARY 15, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 4, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Friend of the Court – Resolution to Authorize a [Re-Organization](#) in the Friend of the Court
2. Health Department
 - a. Resolution to Authorize [Amendment #1](#) to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
 - b. Recommendation to Start a [Physician Assistant](#) at Step 3
3. Human Resources - Resolution Changing the Non-Judicial County-Wide Elected Officials [Contribution](#) to MERS Retirement
4. Department of Transportation and Roads
 - a. Resolution to Authorize Approval of the [Final Plat](#) of Sierra Ridge Estates No. 2 and Acceptance of Sacramento Way and Fresno Lane as Public Roads
 - b. Resolution to Authorize a Service Contract with [Bentley Systems, Incorporated](#)
 - c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Transportation and Roads in Relation to Federally Funded [Bridge Projects](#) Located at Gramer Road over the Red Cedar River Holt Road over Deer Creek Webberville Road over the Red Cedar River
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Department of Transportation and Roads
 - e. Resolution Authorizing Ingham County to Support the County Road Association [Ballot Proposal](#) for a \$1000 One-Time Special Assessment on each County, in Order to Provide Increased Advocacy Resources for Addressing Transportation Funding Issues

5. Parks Department - Resolution Authorizing Changes to User Fees for Exploring Nature Day Camp at Burchfield Park
6. Board of Commissioners - Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

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
December 4, 2012
Minutes

Members Present: Dianne Holman, Andy Schor, Mark Grebner, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: None

Others Present: Becky Bennett, Board Chairperson Copedge, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Sue Chamberlain, Eric Schertzing, Chuck Gray, Jim Hudgins, Willis Bennett, Renée Branch Canady, Debbie Miller and others.

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

Approval of the November 20, 2012 Minutes

The November 20, 2012 Minutes were approved as amended:

Page 3, 2nd paragraph, 4th Sentence, Change “if she had” to “Ms. Dargatz to describe her”, as follows: Chairperson Holman asked **Ms. Dargatz to describe her** Fair experience.

Additions to the Agenda

- 1b. Pulled – Interviews – Historical Commission

- 5. Substitute – Resolution to authorize the ~~Reclassification~~ Conversion of a Community Health Representative III (~~Position #601177~~) to a Community Health Representative IV

- 10c. Late – Resolution Approving a Collective Bargaining Agreement with the FOP – 911 Non-Supervisory

- 10c. Late – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired FOP -911 Non-Supervisory

- 10c. Late – Resolution Authorizing the Establishment of FOP 911- Non-Supervisors (Former City of Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan.

- 10c. Late - Resolution Authorizing the Establishment of FOP - 911 Non-Supervisors (Former City of East Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan

- 10d. Late – Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580 - 911 Supervisors.

- 10d. Late – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Teamsters Local 580 - 911 Supervisors
- 10d. Late – Resolution Authorizing the Establishment of a Teamsters Local 580 - 911 Supervisors as a Division with the MERS Defined Benefit Pension Plan
- 11. Pulled - 55th District Court - Resolution Approving a Reorganization (Materials to be Distributed at a Later Date)

Limited Public Comment

Debbie Miller, Current Fair Board President, provided examples of questions the Committee could ask the Fair Board applicants and most importantly asked the Committee to encourage attendance to the Fair Board meetings, in addition to, a willingness to work.

(Comm. Schor arrived at 6:05 pm)

Comm. Vickers asked if there have been problems with attendance. Ms. Miller answered yes.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 2. Treasurer - Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
- 4. Department of Transportation and Roads - Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads
- 5. Health Department - Resolution to authorize the ~~Reclassification~~ Conversion of a Community Health Representative III (~~Position #601177~~) to a Community Health Representative IV
- 6. Controller's Office
 - a. Resolution Approving Various Contracts for the 2013 Budget Year
- 7. Board of Commissioners - Resolution Honoring Dr. Martin Luther King, Jr.
- 9. Potter Park Zoo - Resolution Authorizing the Establishment of a Curator Position at the Potter Park Zoo

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. Interviews
 - a. Fair Board

The Committee interviewed Sue Chamberlain and Gloria Keene for the Fair Advisory Board. Cheryl Levine and Norman Grant were absent from the interview. There is 1 vacancy.

3. Purchasing - Resolution to Authorize a Contract with Presort Services, Inc.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH PRESORT SERVICES, INC.

Comm. Vickers asked for the annual cost. Mr. Hudgins stated that although he does not have the exact figure last year 400,000 pieces of mail was sent countywide at a discounted postage rate. He noted that the price does fluctuate with the cost of postage. He then summarized how Presort's business works. The Committee discussed cost of postage and Presort fees.

MOTION CARRIED UNANIMOUSLY.

6. Controller's Office
 - b. Resolution Authorizing the Controller to Make Year End Budget Adjustments and to Amend the 2013 Parks Budget

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END BUDGET ADJUSTMENTS AND TO AMEND THE 2013 PARKS BUDGET.

Ms. Lannoye pointed out that a position has not yet been identified in the last BE IT FURTHER RESOLVED.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION, THE LAST BE IT FURTHER RESOLVED, STRIKING "POSITION NUMBER xxxxxx, (-----)" AND REPLACING WITH "AN ICEA ASSISTANT PARKS MANAGER", AS FOLLOWS:

BE IT FURTHER RESOLVED, THAT AN ICEA ASSISTANT PARKS MANAGER IS REMOVED FROM THE POSITION ALLOCATION LIST EFFECTIVE JANUARY 1, 2013.

MOTION CARRIED UNANIMOUSLY.

Comm. Vickers asked Mr. Bennett if this will have an effect on the Parks operations. Mr. Bennett overviewed the number of managers and assistant managers described their duties and the pending need for rotation. Comm. Vickers asked if any employees will be leaving or retiring. Mr. Bennett stated not at this time. Ms. Lannoye explained that she, Mr. Parsons and Mr. Gray will work together with Mr. Bennett to find a placement for the individual whose position is being eliminated.

Comm. De Leon questioned the contingency update third quarter adjustment for Jail Medical Services. Ms. Lannoye explained that because it was the intent to contract for Jail Medical Services an adjustment was made in the previous quarter to account for the Health Department and Sheriff's Office different fiscal years. Since then it was determined that the County will not contract Jail Medical Services and an adjustment may be needed. Ms. Lannoye stated this will be discussed at the Finance Committee meeting.

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

8. Housing Commission/CDBG - Resolution to Transfer the Community Development Block Grant Program to the Treasurer's Office

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION TO TRANSFER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO THE TREASURER'S OFFICE.

Comm. Vickers questioned what led to this decision. Ms. Lannoye explained it was started by the Housing Commission looking at the scope of the program. She explained discussions began because Bruce Johnston, who has always helped with the grant, is retiring and Mr. Schertzing thought this would be better coordinated in the Treasurer's Office. She added there were discussions amongst Commissioners at Caucus about a month ago, then a smaller group of Commissioners met with her and Mr. Schertzing and it was agreed to formalize the transfer. Comm. Vickers expressed his concern that there is rural funding through the grant.

The Committee discussed the CDBG, Housing Commission and Land Bank.

MOTION CARRIED UNANIMOUSLY.

10. Human Resources
 - a. Resolution Approving Modifications to the 2013 Managerial and Confidential Personnel Manual

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2013 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL.

Mr. Parsons explained that Item 1 identifies the change in the defined benefit for the Managerial and Confidential Pension Plan subsequent to other bargaining units' tentative agreements. He then pointed out that "Appendix E, Items 2-6" deal with only the managerial employees of the former Road Commission who are now transferring to the Ingham County Department of Transportation and Roads, a County Department. He described the benefit differences that will be preserved from the former Road Commission including: holidays, retirement, retiree health, leave time and banked sick leave. He summarized the differences of the employee contributions coming from the former Road Commission.

Comm. Celentino asked if various bargaining units with the County have different holiday schedules. Mr. Parsons answered yes giving the example of the 24/7 operational facilities. Comm. Celentino asked for clarification if the Department of Transportation and Roads employees, represented or not, have the same holiday schedule. Mr. Parsons stated they have the same schedule.

Mr. Parsons further described the employee contributions toward Retirement and Health Care. Ms. Lannoye informed the Committee that the Department of Transportation and Roads Retirement and Retiree Health plans are consistent with their bargaining agreements which expire at the end of 2013 just like this plan will. She noted the plans will be addressed this upcoming year because of the different provisions. Mr. Parsons noted these changes are a bridge to get through the year. Ms. Lannoye stated that new hires are subject to retiree health care only for themselves. Ms. Lannoye informed the Committee that the Managers are on the County's Health Care Plan and the employees went with PHP which was a significant savings to them.

Mr. Parson pointed out the attachments included in this agenda are part of this resolution and are required in order to make the changes.

MOTION CARRIED UNANIMOUSLY.

b. Resolution Authorizing Establishing Uniform Transfer Provision

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING ESTABLISHING UNIFORM TRANSFER PROVISION.

Mr. Parsons explained this resolution eliminates a barrier for promotion within the bargaining groups giving the employees the flexibility to remain with their defined benefit pension plan or choose the hybrid plan. He noted that those in the hybrid plan do not have the option to choose a defined benefit plan. He described the MERS Uniform Transfer provision and Alternate Transfer Provision. Comm. Grebner asked if this will have an effect on the multipliers. Mr. Parsons stated that is a different issue and that is an issue that is being addressed.

MOTION CARRIED UNANIMOUSLY.

- 10c. Resolution Approving a Collective Bargaining Agreement with the FOP – 911 Supervisory
- 10c. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired FOP - 911 Non-Supervisory
- 10c. Resolution Authorizing the Establishment of FOP 911- Non-Supervisors (Former City of Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan.
- 10c. Resolution Authorizing the Establishment of FOP -911 Non-Supervisors (Former City of East Lansing Employees) as a Division within the MERS Defined Benefit Pension Plan

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTIONS: RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FOP – 911 SUPERVISORY AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED FOP -911 NON-SUPERVISORY AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FOP 911- NON-SUPERVISORS (FORMER CITY OF LANSING EMPLOYEES) AS A DIVISION WITHIN THE MERS DEFINED BENEFIT PENSION PLAN. AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF FOP -911 NON-SUPERVISORS (FORMER CITY OF EAST LANSING EMPLOYEES) AS A DIVISION WITHIN THE MERS DEFINED BENEFIT PENSION PLAN.

Mr. Parsons announced that after much hard work a tentative three-year agreement has been reached with the FOP 911 Non-Supervisory – Collective Bargaining Unit. He overviewed wages, pension, retiree health, sick leave and longevity.

Comm. Vickers asked how the transfer of funds to MERS will work. Mr. Parsons explained the city of Lansing is having an actuarial done for each employee and the City of East Lansing will have their actuarial done by MERS. He noted that he has not received either.

Mr. Parsons pointed out the order of resolutions: 1) To approve the tentative agreement 2) Establish a Hybrid Plan 3) MERS paperwork establishing former City of Lansing Employees Defined Benefit Pension Plan 4) MERS paperwork establishing former City of East Lansing Employees Defined Benefit Pension Plan.

Comm. Grebner asked if Lansing and East Lansing wage structures can be merged in a year. Mr. Parsons explained how that will be accomplished through shift premiums and longevity. Comm. Grebner questioned how many different plans the County is managing. Mr. Parsons explained that MERS also administers plans that no longer exist.

MOTION CARRIED UNANIMOUSLY.

10d. Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580-911 Supervisors.

10d. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Teamsters Local 580-911 Supervisors

10d. Resolution Authorizing the Establishment of a Teamsters Local 580 -911 Supervisors as a Division with the MERS Defined Benefit Pension Plan

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTIONS: RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 580-911 SUPERVISORS. AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED TEAMSTERS LOCAL 580-911 SUPERVISORS AND RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TEAMSTERS LOCAL 580 - 911 SUPERVISORS AS A DIVISION WITHIN THE MERS DEFINED BENEFIT PENSION PLAN.

Mr. Parsons stated this is similar to the FOP tentative agreement in 10c. Comm. De Leon questioned if step increases are automatic. Ms. Lannoye stated that it is automatic unless a Supervisor stops it and some employees report to the Board of Commissioners. Comm. Grebner questioned if there are any Supervisors from East Lansing. Mr. Parsons answered no.

Mr. Parsons concluded by stating the FOP ratified their agreement yesterday and the Teamsters will take theirs for ratification on Thursday. Comm. Schor asked that the Commissioners be advised if the agreement has not been ratified.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Schor congratulated Chairperson Holman on a job well done in a difficult year. He wished everyone on the Committee the best in 2013. He also thanked staff and Mr. Gray for their work throughout the year.

Comm. Vickers informed the Committee that Comm. Grebner's retirement party was very nice and there was a good turn out.

Public Comment

None.

The meeting adjourned at approximately 7:17 p.m.

Respectfully submitted,

Julie Buckmaster

JANUARY 15, 2013 COUNTY SERVICE MEETING STAFF REVIEW SUMMARY

ACTION ITEMS

The Controller recommends approval of the following action items:

1. Friend of the Court - *Resolution to Authorize a Re-Organization in the Friend of the Court.*

The resolution eliminates 2 vacant positions and authorizes 2 new positions. The current year savings is estimated at \$30,195 and \$9,525 general fund. The affected unions (UAW and ICEA) have been notified of the proposed reorganization, and neither union has indicated objection. Please refer to Shauna Dunnings memo for additional details.

- 2(a). Health Department - *Resolution to Authorize Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health.*

The resolution authorizes acceptance of an additional \$61,177 in funding for the Breast and Cervical Cancer Program. The increase is due to an increased caseload allocation. To meet the increased caseload the Health Department is recommending the establishment of a temporary three quarter time Nurse Case Manager (MNA/3) position.

- 2(b). Health Department - *Memo from Dr. Canady requesting authorization to start a Physician Assistant at Step 3.*

3. Human Resources - *Resolution Changing the Non-Judicial County-Wide Elected Officials Contribution to MERS Retirement.*

Resolution #12-351 authorized an employee pension contribution increase of 1.8% effective January 1, 2013 for the county wide elected officials. This resolution would decrease the amount of the increase to 1.2% in order to match several collective bargaining agreements that have already been approved as well as the change in the Managerial Confidential Compensation Manual.

- 4(a). Department of Transportation and Roads - *Resolution to Authorize Approval of the Final Plat of Sierra Ridge Estates No. 2 and Acceptance of Sacramento Way and Fresno Lane as Public Roads.*

The resolution formally accepts Sacramento Way and Fresno Lane as public roads that meet Ingham County Department of Transportation & Roads standards.

- 4(b). Department of Transportation & Roads - *Resolution to Authorize a Service Contract with Bentley Systems, Incorporated.*

The resolution authorizes a service contract with Bentley Systems, Incorporated to provide the Road Department's annual road design (GEOPAK) and graphics (MicroStation) software license and technical support. The department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors. The cost of the contract shall not exceed \$7400 and is identical to last year's costs. Bentley Services is the sole source for this service.

4(c). Department of Transportation and Roads - *Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Transportation and Roads in Relation to Federally Funded Bridge Projects Located at Gramer Road over the Red Cedar River, Holt Road over Deer Creek, and Webberville Road over the Red Cedar River.*

The Department received federal Local Bridge Program Funding to perform bridge rehabilitation and preventive maintenance on the aforementioned bridges. The contractual responsibilities for this contract 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, attached to the funding, are defined. A second party contract between MDOT and the Ingham County Department of Transportation and Roads (ICDT&R) is required to define our (Requesting Agency) responsibilities and to administer the construction contract on Moot's behalf. The MDOT and ICDT&R second party contract is the subject of this resolution.

4(d). Department of Transportation & Roads - *Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads.*

The resolution authorizes 31 special permits.

4(e). Department of Transportation & Roads - *Resolution Authorizing Ingham County to Support the County Road Association Ballot Proposal for a \$1000 one-time Special Assessment on each County, in Order to Provide Increased Advocacy Resources for Addressing Transportation Funding Issues.*

The Board of Directors of CRAM has issued an official ballot requesting approval to amend their bylaws by authorizing a one-time special assessment of \$1000 to each member. The \$1,000 assessment would be in addition to Ingham's 2013 annual dues of \$12,600. The assessment would be used to hire a multi-client lobbying firm in order to assist CRAM with advocacy issues related to transportation funding. The ballot language actually requires that each Commission formally approve or disapprove the ballot question. I would recommend approving this relatively small increase in order to assist CRAM in the next year or so that they can more effectively lobby legislators on all of our behalf.

5. Parks Department - *Resolution Authorizing Changes to User Fees for Exploring Nature Day Camp at Burchfield Park.*

The resolution authorizes \$10 per session increase to user fees for the day camp program and also establishes a prorated weekly fee to reflect a 4 day camp week versus a 5 day camp week (i.e. July 4th) the Parks & Recreation Commission supported to changes to the day camp fee schedule at their November 2012 meeting.

OTHER ACTION ITEMS

6. Board of Commissioners - *Resolution Recognizing Black History/Cultural Diversity Month in Ingham County*

MEMORANDUM

TO: LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES

FROM: SHAUNA DUNNINGS, DEPUTY COURT ADMINISTRATOR/FOC

RE: PROPOSAL TO REORGANIZE FOC STAFF

DATE: DECEMBER 21, 2012

Since 2004, FOC has eliminated nine positions: Parenting Time Advocate, Secretary, Cashier, Accounting Supervisor, Account Coordinator, Conciliator/Investigator, Court Service Officer, Caseworker and File Clerk. FOC has recently posted four casework positions (due to three retirements which have been announced, and one vacancy created by an internal promotion last June), which will leave the division with two additional vacancies: those of Casework Supervisor (which has been vacant since the retirement of Kathy Hanselman at the end of May), and the Family Services Enforcement Facilitator position vacated by Tarra Ray on October 29.

Having had sufficient time to evaluate the impact of a vacant supervisory position, it is our belief that consolidating the Casework and Enforcement staff under one supervisor, while at the same time transferring supervisory responsibility for the Family Services area from Enforcement to Conciliations/Investigations, has resulted in a successful rebalancing of supervisory and administrative duties to the extent that it will not be necessary to fill the vacant Casework Supervisor position.

However, it has also become apparent that the clerical/operations section of the office, which has had a higher proportion of its personnel eliminated than any other, is increasingly stretched thin since the retirement of Pam Kramer as Account Coordinator (UAW Level F) at the beginning of September, and the subsequent elimination of her position at the end of the FOC fiscal year on 9/30/12. This position, the original duties of which became obsolete upon the assumption of most local receipting and disbursement responsibilities by the Michigan Disbursement Unit, had taken on new responsibilities for the MiCSES entry of adjustments and Court Orders, and was able to assist in the coverage of the cashier, switchboard and reception areas. Thus, in order to ensure adequate coverage, and to assist in the timely and accurate entry of Court Orders, I would request that the supervisory position (ICEA Court Professionals PRO9) be eliminated, and replaced with a new Court Records Clerk position (UAW D). Currently there are four other Court Records Clerks.

With regards to the vacant Family Services Enforcement Facilitator position (ICEA Court Professional PRO7), I would recommend that this position be reclassified as a Conciliator/Investigator (ICEA Court Professional PRO8) and that the Family Services Enforcement Facilitator's responsibilities be divided among all of the Conciliator/Investigators (currently there are seven other Conciliator/Investigators). This would allow for better backup and coverage for the Family Services area, and, in addition, would assist the Conciliation/Investigations area in becoming more caught up-to-date than current staffing levels are able to accommodate.

The annualized 2013 and long-term savings realized from this reorganization are as follows:

		Total Cost	Total Cost	Gen. Fund	Gen. Fund
		<u>Entry Level</u>	<u>Topped Out</u>	<u>Entry Level</u>	<u>Topped Out</u>
<u>Current:</u>					
Casework Supervisor	Court Prof. 9	\$89,803	\$106,811	\$30,533	\$36,316
Fam. Services					
Facilitator	Court Prof. 7	\$77,879	\$92,502	\$36,759	\$43,661
<u>Proposed:</u>					
Conciliator/					
Investigator	Court Prof. 8	\$83,491	\$99,233	\$39,408	\$46,838
Court Records Clerk	UAW D	\$53,996	\$63,451	\$18,359	\$21,573
Net Savings:		\$30,195	\$36,629	\$9,525	\$11,566

The above figures were provided by the Budget Office, and document the net general fund savings from the proposed reorganization as \$9,525 in 2013, and \$11,566 in annual long-term/permanent savings.

While obviously we would prefer to be able to eliminate a position altogether, given the magnitude of previous cuts, FOC no longer has the slack to currently recommend the elimination of an additional FTE. As an alternative, this proposed reorganization would result in both long-term savings to Ingham County, and allow FOC to more efficiently and cost-effectively provide services to the public as dictated by Federal Regulation, State Statute, and Michigan Court Rule.

This reorganization is supported by Chief Judge Lawless, the Circuit Court Administrator, and the Human Resources Director. In addition, both the UAW and the ICEA have been notified of this proposal, and neither union has indicated objection. A representative of Friend of the Court will be in attendance at the Law & Courts, County Services and Finance Committee meetings to answer any questions.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE FRIEND OF THE COURT

WHEREAS, the position of Casework Supervisor (#142019, ICEA Court Professional PRO9) became vacant effective May 31, 2012 as a result of a retirement; and

WHEREAS, the position of Family Services Enforcement Facilitator (#142065 ICEA Court Professional PRO7) became vacant effective October 29, 2012 as a result of a resignation; and

WHEREAS, having had sufficient time to evaluate the impact of these vacancies, the Friend of the Court desires to eliminate both positions and replace them with an additional Conciliator/Investigator (ICEA Court Professional PRO8) and an additional Court Records Clerk (UAW D); and

WHEREAS, it is the belief of the Friend of the Court that this reorganization will allow for more cost-effective and efficient service to the public; and

WHEREAS, the Budget Office has calculated that this reorganization will result in 2013 net general fund savings of \$9,525, and 2013 net total savings of \$30,195; and

WHEREAS, the Budget Office has calculated that this reorganization will result in annual long-term, permanent net general fund savings of \$11,566, and annual long-term, permanent net total savings of \$36,629; and

WHEREAS, the Human Resources Director has reviewed this reorganization with the Friend of the Court and concurs with their proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of positions #142019 and #142065.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of an additional Conciliator/Investigator (ICEA Court Professional PRO8), and an additional Court Records Clerk (UAW D).

BE IT FURTHER RESOLVED, that this reorganization will become effective February 1, 2013.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Friend of the Court 2013 Budget and Position Allocation List in accordance with this Resolution.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée B. Canady, Ph.D., Health Officer

DATE: January 3, 2013

RE: Resolution to Authorize Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

Attached is a resolution to authorize Amendment #1 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$5,093,196 to \$5,154,373 for a total increase of \$61,177. The Amendment makes the following specific changes in the budget:

1. Increases support for the Breast and Cervical Cancer Control program to \$483,502 (an increase of \$60,352).
2. Increases the Family Planning /BCCCP Joint Project to \$9,075 (an increase of \$825).

The increase in BCCCP funding is due to an increased caseload allocation for FY 2013 and not anticipated in the FY 2013 budget. To meet the increased caseload, I am recommending to establish a temporary Three Quarter Time Nurse Case Manager (MNA/3).

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment
Karen Jennings w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1
TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Community Health (MDCH) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2012-2013 Agreement for the delivery of public health services under the Comprehensive agreement process as authorized by Resolution #12-311; and

WHEREAS, the MDCH has proposed an amendment to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,093,196 to \$5,154,373 for a total increase of \$61,177.

BE IT FURTHER RESOLVED, that the net increase consists of the following specific changes to program budgets:

1. Increases support for the Breast and Cervical Cancer Control program to \$483,502 (an increase of \$60,352).
2. Increases the Family Planning /BCCCP Joint Project to \$9,075 (an increase of \$825).

BE IT FURTHER RESOLVED, that a temporary three-quarter time Nurse Case Manager (MNA/3) is established in the Breast and Cervical Cancer Program for the duration of the Agreement, through September 30, 2013.

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #1 of the 2012-2013 CPBC grant documents electronically through the Mi-E Grants system after review by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2013 Budget as required to implement this resolution.

MEMORANDUM

TO: County Services Committee
FROM: Renée Branch Canady, PhD, MPA, Health Officer
DATE: January 4, 2013
Re: Recommendation to Start a Physician Assistant at Step 3

We have completed the interview process for the Physician Assistant position in the Health Department. We have selected Whitney Strong, PA-C. Ms. Strong has two years emergency department experience with acute, chronic, and trauma patients of all ages. Her references state that she has a high level of independent clinical decision making skills, very good assessment skills, is highly dependable (never out or sick), receives excellent reviews relative to her communication skills with staff and patients, and is proficient with electronic health records.

Ms. Strong's current salary is more than the MCF/12 2011 Step 5 rate. The position that she will fill has been vacant for more than one year. Few applicants have applied for this position and the two that were previously offered the position declined because they received offers with higher salary elsewhere. We have lost revenue and productivity while this position has been vacant. The Health Department would be fortunate to be able to secure such a skilled and highly recommended candidate.

I am requesting authorization to offer Ms. Strong a salary at MCF12/3, \$74,861.

c: Debra Brinson
John Jacobs
Barb Mastin
Travis Parsons

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CHANGING THE NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS
CONTRIBUTION TO MERS RETIREMENT**

WHEREAS, Resolution #12-351, authorized certain retirement benefit modifications including an additional employee contribution of 1.8% of gross wages to employee retirement for Non-Judicial County-Wide Elected Officials who began serving prior to January 1, 2013; and

WHEREAS, Ingham County's rapidly changing economic projections have supported an increase of 1.2% in employee contributions in several other MERS Divisions.

THEREFORE BE IT RESOLVED, effective January 1, 2013 the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff and Treasurer, shall contribute an additional 1.2% of gross wages to employee retirement, increasing the total contribution to 9.66%.

BE IT FURTHER RESOLVED, this does not apply to Non-Judicial County-Wide Elected Officials who will be covered under the MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to the approval as to form, by the County Attorney.

**RESOLUTION FOR CHANGING MERS BENEFITS
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the County of Ingham
 _____ (Participating Municipality)
3303 adopts the following benefits for: Cnstatnl Officials- Division 19 (County-wide Elected)
 _____ (Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated _____

BENEFIT MULTIPLIER

From _____ To _____ Effective Date _____
 (Current Benefit Multiplier) (New Benefit Multiplier)

Provisions for Earlier Normal Retirement

F50/25 F50/30 F(N)-Years and Out (Specify number of years) _____
 F55/15 F55/20 F55/25 F55/30
 Effective Date _____

EMPLOYEE CONTRIBUTION RATE

New Rate 9.66%
 Effective Date 1/1/2013

**ADDITIONAL BENEFITS
AFFECTING FUTURE RETIREES**

FAC 3 FAC 5 V-6 V-8 V-10 RS - 50%
 D-2 E-2 DROP+ with _____ %
 Effective Date _____

RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES

E Standard E-1
 E - Other (Specify Factor _____ Adjustment Years _____)
 Effective Date _____

WINDOW PERIOD (If applicable)

From _____ To _____
 (Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY Board of Commissioners

 Governing Body Date of Meeting

 Authorized Signature Title Date

NOTE: Standard/Nonstandard Benefit Provisions—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

MEMORANDUM

To: County Services Committee

From: Francisco Llinas, Permits/Development Supervisor
Robert Peterson, Director of Engineering
Department of Transportation & Roads

Date: December 10, 2012

Subject: Final Plat of Sierra Ridge Estates No. 2

On August 29, 2002 the former Road Commission, now Ingham County Department of Transportation and Roads, approved the Master Plan for the residential subdivision called Sierra Ridge Estates, Section 4, Meridian Township, which consists of five (5) phases of construction. The preliminary plat of Sierra Ridge Estates No. 1 (phase 1 of the Master Plan) was also approved on August 29, 2002 then shortly afterward the infrastructure for Sierra Ridge Estates No. 1 was constructed, including the public roads servicing the phase 1 lots. Said road infrastructure was accepted as public roads on April 23, 2004. The preliminary plat of Sierra Ridge Estates No. 2 (phase 2 of the Master Plan) was approved on August 19, 2006. Similarly, the road infrastructure for Sierra Ridge Estates No. 2 was constructed, per road department standards. It is now time to accept the constructed Sierra Ridge Estates No. 2 roadways as public roads.

The Sierra Ridge Subdivision No. 2 road infrastructure construction meets Ingham County Department of Transportation and Roads standards. All road construction is in accordance with the approved road and drainage plans, dated January 14, 2008. The proprietor, Gerald S. Fedewa, has submitted all the required fees, insurance, testing results, certifications, and a \$30,000 irrevocable letter of credit as assurance for the final course of asphalt. **Mr. Fedewa is requesting Sierra Ridge Estates No. 2 plat approval and acceptance of the plat's roadways, Sacramento Way and Fresno Lane as public roads.**

Per state statute, final plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request approval and signature of a "True Copy" of the actual plat document from all of the half dozen or so agencies that must approve the document. Once signed true copies are collected from each agency, the proprietor can request the plat review at the state level, which if acceptable eventually will lead to the second step of the process – signature of the final mylar plat document.

Lastly, the road department has historically allowed placement of the final course of asphalt after the lots within the plat are built-out. This method of pavement construction avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses in the roadway construction and the ability to remedy those weaknesses, and provides a better end product. We collect a cash bond (irrevocable letter of credit) as assurance that the proprietor will place the final course of asphalt.

RECOMMENDATION:

We are asking for approval of the final plat of Sierra Ridge Estates No. 2, acceptance of Sacramento Way and Fresno Lane into the county road system, and approval of a Bituminous Paving Agreement for the final course of asphalt road pavement. Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPROVAL OF THE FINAL PLAT OF
SIERRA RIDGE ESTATES NO. 2 AND ACCEPTANCE OF SACRAMENTO WAY AND
FRESNO LANE AS PUBLIC ROADS**

WHEREAS, on August 29, 2002, the former Road Commission, now Ingham County Department of Transportation and Roads approved the Master Plan for the residential subdivision called Sierra Ridge Estates, which consists of five (5) phases of construction; and

WHEREAS, the preliminary plat of Sierra Ridge Estates No. 1 (phase 1 of the Master Plan) was also approved on August 29, 2002 then shortly afterward the infrastructure for Sierra Ridge Estates No. 1 was constructed, including the public roads servicing the phase 1 lots. Said road infrastructure was accepted as public roads on April 23, 2004; and

WHEREAS, the preliminary plat of Sierra Ridge Estates No. 2 (phase 2) was approved on August 19, 2006. Similarly, the road infrastructure for Sierra Ridge Estates No. 2 was constructed, except for the final course of asphalt, per road department standards; and

WHEREAS, the Sierra Ridge Subdivision No. 2 road infrastructure construction meets Ingham County Department of Transportation and Roads procedures and guidelines. All construction is in accordance with the approved road and drainage plans, dated January 14, 2008; and

WHEREAS, The proprietor, Gerald S. Fedewa, has submitted all the required fees, insurance, testing results, certifications, and a \$30,000 irrevocable letter of credit as assurance for the final course of asphalt; therefore Mr. Fedewa is requesting Sierra Ridge Estates No. 2 plat approval and acceptance of the Sierra Ridge Estates No. 2 roadways, Sacramento Way and Fresno Lane as public roads; and

WHEREAS, the Department of Transportation and Roads, Permits/Development Supervisor and Director of Engineering has recommended that the Board of Commissioners recommend approval of said variances.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the "True Copy" and subsequent final mylar plat document of Sierra Ridge Estates No. 2 in accordance with state statute.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to accept the Sierra Ridge Estates No. 2 roadways, Sacramento Way and Fresno Lane as public roads.

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.

MEMORANDUM

To: County Services Committee
Finance Committee

From: Robert Peterson, Director of Engineering
Department of Transportation & Roads

Date: December 7, 2012

Subject: Authorization to Contract for Services with Bentley Systems, Inc.

This is a recommendation for the Board of Commissioners to authorize a service contract with Bentley Systems, Incorporated to provide the Road Department's annual road design (GEOPAK) and graphics (MicroStation) software license and technical support. The department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors.

Using sophisticated software, such as Bentley Systems, is the only efficient way to generate road and bridge plans for the road and bridge construction industry. We have been using the Bentley MicroStation product for about 20 years and purchased the GEOPAK product last year. The GEOPAK purchase replaced a design software package called EaglePoint that no longer supports our Bentley MicroStation graphics software. We utilized the EaglePoint design software for 15 years before last year's GEOPAK purchase. The Michigan Department of Transportation (MDOT) uses the same Bentley Systems products as is recommended herein.

The authorization requested amounts to a renewal of last year's service contract. The costs are identical to those from last year. Bentley Systems, Incorporated is the sole source for this service. We license two seats of the GEOPAK software and five seats of the MicroStation software.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and authorize the service contract with Bentley Systems, Incorporated.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE CONTRACT WITH
BENTLEY SYSTEMS, INCORPORATED**

WHEREAS, the Road Department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors; and

WHEREAS, using sophisticated software, such as Bentley Systems products, is the only efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the authorization requested amounts to a renewal of last year's service contract and the costs are identical to those from last year; and

WHEREAS, Bentley Systems, Incorporated is the sole source for this service; and

WHEREAS, the Department of Transportation and Roads, Director of Engineering has recommended that the Board of Commissioners authorize a contract with Bentley Systems, Incorporated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Bentley Systems, Incorporated, 685 Stockton Drive, Exton, Pennsylvania, based on its Renewal Advice document dated November 12, 2012, for road design (GEOPAK) and graphics (MicroStation) software license and technical support.

BE IT FURTHER RESOLVED, that the agreement shall be in affect from February 17, 2013 through February 17, 2014.

BE IT FURTHER RESOLVED, that for the term of this agreement, the Bentley GEOPAK software license and technical support fees shall be \$3,300.00 for two seats and the Bentley MicroStation software license and technical support fees shall be \$4,100.00 for five seats.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed \$7400.00 to Bentley Systems, Incorporated for the purchase of the Bentley road design (GEOPAK) and graphics (MicroStation) software license and technical support.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Department of Transportation & Roads

DATE: December 7, 2012

SUBJECT: Bridge Structure Rehabilitation and Preventative Maintenance for:
Gramer Road over the Red Cedar River
Holt Road over Deer Creek
Webberville Road over the Red Cedar River

The Ingham County Department of Transportation and Roads received federal Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Gramer Road over the Red Cedar River, the Holt Road over Deer Creek, and the Webberville Road over the Red Cedar River bridges. These three projects will be packaged together as a single construction contract.

The contractual responsibilities for this contract 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, attached to the funding, are defined. A second party contract between MDOT and the Ingham County Department of Transportation and Roads (ICDT&R) is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT's behalf. The MDOT and ICDT&R second party contract is the subject of this memo.

Approval of the attached resolution is recommended.

Agenda Item 4c

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 THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS IN RELATION TO FEDERALLY FUNDED BRIDGE PROJECTS LOCATED AT GRAMER ROAD OVER THE RED CEDAR RIVER HOLT ROAD OVER DEER CREEK WEBBERVILLE ROAD OVER THE RED CEDAR RIVER

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) had applied for and obtained Local Bridge Program funding through the Federal Surface Transportation Program to perform bridge rehabilitation and preventative maintenance work on the Gramer Road over the Red Cedar River, the Holt Road over Deer Creek, and the Webberville Road over the Red Cedar River bridges, hereafter called the (PROJECT) prior to becoming the ROAD DEPARTMENT; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor. The COUNTY on behalf of the ROAD DEPARTMENT, in turn, must therefore enter into an associated contract with the State of Michigan/MDOT, consistent with the requirement for state and federal funding requirements.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Gramer Road over the Red Cedar River, the Holt Road over Deer Creek, and the Webberville Road over the Red Cedar River PROJECT's construction.

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.

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 DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission becomes the Ingham County Department of Transportation and Roads per Resolution #12-123; and

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

WHEREAS, this will now be 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 January 3, 2013 as submitted.

**INGHAM COUNTY
DEPARTMENT OF TRANSPORTATION AND ROADS**

DATE: January 3 , 2013

LIST OF CURRENT PERMITS ISSUED

2012-0437	CONSUMERS ENERGY	GAS	HASLETT RD BET VAN ATTA RD AND MERIDIAN RD	MERIDIAN	12
2012-0438	COMCAST	CABLE / UG	FIVE OAKS DR BET JOLLY RD AND DUNCKEL RD	DELHI	2
2012-0439	MDOT	TRAFFIC CONTROL	HOLT RD BET COLLEGE RD AND HAGADORN RD	ALAIEDON	18 & 19
2012-0441	CONSUMERS ENERGY	GAS	MARK AVE BET SPRINGFIELD LN AND AUTUMN LN	LANSING	11
2012-0442	COMCAST	CABLE / UG	HOLLOWAY DR BET HOLT RD AND COLLEGE RD	DELHI	24
2012-0447	LANSING CHARTER TOWNSHIP	WATER MAIN	STONER RD BET ST. JOSEPH ST AND KALAMAZOO ST	LANSING	18
2012-0448	WIDOPENWEST	CABLE / UG	BARTON RD BET SHERWOOD RD AND GERMANY RD	WILLIAMSTOWN	22 & 23
2012-0450	LANSING CHARTER TOWNSHIP	WATER MAIN	EDGEMONT BLVD BET SAGINAW ST AND WAVERLY RD	LANSING	7
2012-0451	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	CENTRAL PARK DR BET MARSH RD AND OKEMOS RD	MERIDIAN	15 & 16
2012-0453	COMCAST	CABLE / UG	HANNAH BLVD AND EYDE PKWY	MERIDIAN	29
2012-0454	FEB ENTERPRISES INC	CURB CUT	HASLETT RD BET OKEMOS RD AND PARK LAKE	MERIDIAN	9
2012-0455	ITC TRANSMISSION	ANNUAL BLAKET PERMIT	VARIOUS	VARIOUS	
2012-0456	METC	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0457	HOMEWORKS TRI-COUNTY ELECTRIC	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0458	COMCAST	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0459	AT & T	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0461	LANSING CHARTER TOWNSHIP	WATER MAIN	WAVERLY RD BET ST JOSEPH ST AND OLD LANSING RD	LANSING	18
2012-0462	LANSING CHARTER TOWNSHIP	WATER MAIN	GRACE ST BET MICHIGAN AVE AND IONIA ST	LANSING	18
2012-0464	DTE ENERGY	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0465	MASON ELEVATOR CO	AGRICULTURAL	VARIOUS	VARIOUS	

		MULTIPLE MOVE PERMIT			
2012-0466	COMCAST	CABLE / UG	SUNDWIND DR BET AEOLIA DR AND BENNETT RD	MERIDIAN	32
2012-0467	COMCAST	CABLE / UG	KILLARNEY DR BET PATRICK CIR AND RUNNYMEDE DR	DELHI	21
2012-0468	COMCAST	CABLE / OH	CEDAR ST BET HARPER RD AND HOWELL RD	DELHI	25
2012-0469	GREAT LAKES COMNET	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0470	TDS TELECOM	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0471	CONSUMERS ENERGY	ANNUAL BLANKET PERMIT	VARIOUS	VARIOUS	
2012-0472	COMCAST	CABLE / UG	MARSH RD BET CENTRAL PARK DR AND NEWMAN RD	MERIDIAN	22
2012-0474	COMCAST	CABLE / UG	PINE HOLLOW DR BET MEADOW WOODS DR AND WOODCLIFF LN	MERIDIAN	5
2012-0475	COMCAST	CABLE / UG	WILLOUGHBY RD BET CEDAR ST AND AURELIUS RD	DELHI	10
2012-0476	LANSING CHARTER TOWNSHIP	WATER MAIN	WAVERLY RD BET ST JOSEPH ST AND OLD LANSING RD	LANSING	18
2012-0477	SUNRISE AGGREGATES, LLC	HAUL ROUTE	IVES RD BET DEXTER TRAIL AND ROLFE RD	VEVAY	22

PERMIT SUPERVISOR: _____

MANAGING DIRECTOR: _____

COUNTY ROAD ASSOCIATION OF MICHIGAN

417 SEYMOUR, STE 1 - LANSING, MI 48933
TELEPHONE (517) 482-1189 -FAX (517) 482-1253

TO: ALL COUNTY ROAD COMMISSIONS

FROM: JOHN D. NIEMELA, DIRECTOR

SUBJECT: AMENDMENT TO CONSTITUTION AND BYLAWS

DATE: DECEMBER 5, 2012

Enclosed with this letter is a ballot on the question of amending the Association Constitution and Bylaws (CBL). The ballot question, a one-time special assessment of \$1,000 to each member to be used by the association to provide necessary advocacy resources, was authorized by action of the Board of Directors on December 3, 2012, in accordance with the CBL. Proposed amendments to the CBL require a majority vote by letter ballot of all active member county road commissions for adoption.

Background: Given the demands of the continually changing political environment brought about by term limits, it has become more important than ever for CRAM to broaden its operations in terms of advocacy, communication and education in order to be an effective voice for the local road system and Michigan's 83 county road agencies.

CRAM is the voice for all 83 county road agencies. One of our greatest strengths is that we are the collective voice of all counties. In recent months, the ability to work with a multi-client lobbyist has given us a considerable advantage in communicating on your behalf. It has helped us to deliver our messages more effectively and provides increased access to key legislators and decision makers.

As we continue to fight for increased funding for the county road and bridge network and hold off policies that would be detrimental to the local road network, we must prioritize our short and long-term advocacy efforts to ensure that we are as effective as possible in advancing your legislative priorities.

We know that Gov. Rick Snyder is supportive of increased road funding; however, he has not always shared a favorable view of local road agencies. The Governor is supportive of a plan that changes the current distribution formula to provide the lion's share of new revenue to MOOT. It appears that the Michigan Senate will move forward with a transportation funding proposal in February. We must have as many feet on the ground as possible to educate members of the Michigan House of Representatives and Senate, as well as the Governor on the importance of properly funding the county road and bridge network.

It is no longer enough for organizations to focus their advocacy efforts on members of key committees. Working with multi-client lobbyists provides an advantage as we seek to educate and build relationships with the 28 House freshmen and the many returning members who may be changing committee assignments as the new legislative session begins in January.

It is also crucial to remember that our advocacy efforts promote a broad transportation agenda and are not limited to funding or even to issues related to roads and bridges. CRAM also represents county road agencies' concerns in issues such as wetland mitigation; nuisance animals; MDEQ permitting; and oversize/overweight vehicle configurations.

The additional \$1,000 one-time supplemental assessment of all members would provide CRAM with the resources needed to engage the additional support and services necessary to appropriately address county road funding needs related to increased transportation funding.

The funds would be utilized to secure additional support and services including but not limited to:

A. Independent Consulting/Advocacy-CRAM and CRASIF are currently contracting with multi-client lobby firms to advocate for county road agencies. As issues emerge and the legislature moves forward with a transportation funding package, it may become necessary to secure additional government relations or public affairs support to help us effectively communicate your message to lawmakers and the Snyder Administration. The monthly fees for this service would vary based on the issues and tactics involved, but would average \$5,000 per month.

B. Education materials-It may become necessary to develop materials to convey our message and educate lawmakers including third-party white papers, reports, or needs studies. Depending on the depth of study, these studies range from \$10,000 for a white paper to \$30,000-\$40,000 for a comprehensive report.

C. Implement Results of Comprehensive Communications Audit-The CRAM Board has authorized contracting for a comprehensive communication audit. This audit process will lead to enhanced credibility of the ASSOCIATION, particularly around legislative issues, and ensure better cost-effectiveness of our communication and advocacy efforts. The audit will provide quantitative and qualitative data with which to measure the success of our lobbying and public relations activities. Revenues will be needed to implement the recommendations of this audit.

If you have any questions, please feel free to call me.

Once you have filled out the ballot, please place it in the enclosed **BALLOT** envelope, seal it, place it in your own road commission envelope with the word **BALLOT** on the face, and mail it to the Association office so that it will **arrive by January 28, 2013**. The sealed ballots will be turned over to the Canvassing Committee for opening and tabulation.

Enclosure

OFFICIAL BALLOT

In accordance with Article X of the Constitution and Bylaws of the County Road Association, a majority vote by letter ballot is required for adoption of an amendment to the Constitution and Bylaws.

Proposed amendment recommended by the Board of Directors:

INSERT A NEW SUBDIVISION VIII IN ARTICLE VIII, AS FOLLOWS:

SECTION 1, VIII. FOR THE FISCAL YEAR ENDING MARCH 31, 2013, THERE SHALL BE A ONE-TIME SPECIAL ASSESSMENT OF \$1,000 TO EACH MEMBER TO BE USED BY THE ASSOCIATION TO PROVIDE NECESSARY ADVOCACY RESOURCES TO BE STRATEGICALLY POISED FOR ADDRESSING TRANSPORTATION FUNDING ISSUES IN A PROACTIVE MANNER. THE AMOUNT SHALL BE BILLED TO THE MEMBERSHIP IMMEDIATELY UPON ADOPTION OF THIS AMENDMENT.

DOES YOUR COMMISSION APPROVE? YES () NO ().

Please place ballot in the enclosed BALLOT envelope, seal it, place it in your own road commission envelope with the word BALLOT on the face and return so that it will arrive by January 28, 2013 to:

COUNTY ROAD ASSOCIATION OF MICHIGAN 417 SEYMOUR, SUITE ONE LANSING
MI 48933

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY TO SUPPORT THE COUNTY ROAD ASSOCIATION BALLOT PROPOSAL FOR A \$1000 ONE-TIME SPECIAL ASSESSMENT ON EACH COUNTY, IN ORDER TO PROVIDE INCREASED ADVOCACY RESOURCES FOR ADDRESSING TRANSPORTATION FUNDING ISSUES

WHEREAS, the Board of Directors of the County Road Association of Michigan (CRAM) has issued an official ballot amending the Boards bylaws by authorizing an one-time special assessment of \$1000 to each member; and

WHEREAS, the \$1000 assessment would be in addition to Ingham County's 2013 annual dues of \$12,600; and

WHEREAS, the special assessment would be used by the Association to provide advocacy resources in order to address transportation funding issues in a proactive manner; and

WHEREAS, each Commission must formally approve or disapprove the ballot question.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a yes vote on the proposed ballot initiative.

BE IF FURTHER RESOLVED, that the Managing Director of the Ingham County Department of Transportation and Roads is hereby instructed to complete and return the "Official Ballot" to the CRAM Board of Directors.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
 (517) 676-2233; Fax (517) 244-7190

MEMO

DATE: December 12, 2012

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing Changes to User Fees for the Exploring Nature Day Camp at Burchfield Park

Parks Resolution #08-05 stated that fees and charges for Exploring Nature Day Camp be established at a level that allowed the program to operate on a break even or better basis, and authorized the Director to establish operating conditions, hours, fees and charges. Parks Resolution #03-07 established user fees for the 5 day camp at \$80.00 for the 9:00 a.m. to 4:00 p.m. session and \$110.00 for the 7:30 a.m. to 5:30 p.m. extended session and Parks Resolution #37-10 established Non-Ingham County resident rates of \$90.00 and \$120.00.

This resolution authorizes a \$10 per session increase to User Fees for Exploring Nature Day Camp at Burchfield Park as recommended by park staff and shown in the chart below:

Session time	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$90.00	\$100.00
7:30 a.m. to 5:30 p.m.	\$120.00	\$130.00

In addition, in order to address questions participants pose when charged full price for 5 days of camp while only attending 4 days of camp during the week of July 4th this resolution authorizes the user fee be prorated to reflect a 4 day camp week vs a 5 day camp week as shown in the chart below:

4 Day Week	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$72.00	\$80.00
7:30 a.m. to 5:30 p.m.	\$96.00	\$104.00

Board of Commissioners Resolution #11-049 allows the Ingham County Parks and Recreation Commission to make user fee recommendations to the Ingham County Board of Commissioners for activities within the County Parks. The Parks & Recreation Commission supported the changes to the day camp fee schedule at their November 2012 meeting.

This resolution supercedes all previous resolutions relating to Exploring Nature Day Camp user fees.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CHANGES TO USER FEES FOR EXPLORING NATURE DAY CAMP AT BURCHFIELD PARK

WHEREAS, Parks Resolution #08-05 stated that fees and charges for Exploring Nature Day Camp be established at a level that allowed the program to operate on a break even or better basis, and authorized the Director to establish operating conditions, hours, fees and charges; and

WHEREAS, Parks Resolution #03-07 established user fees for the 5 day camp at \$80.00 for the 9:00 a.m. to 4:00 p.m. session and \$110.00 for the 7:30 a.m. to 5:30 p.m. extended session and Parks Resolution #37-10 established Non-Ingham County resident rates of \$90.00 and \$120.00; and

WHEREAS, Board of Commissioners Resolution #11-049 allows the Ingham County Parks and Recreation Commission to make user fee recommendations to the Ingham County Board of Commissioners for activities within the County Parks; and

WHEREAS, in order to address questions participants pose when charged full price for 5 days of camp while only attending 4 days of camp during the week of the 4th of July park staff recommends fees for the week of July 4th be prorated; and

WHEREAS, park staff has recommended all other user fees for the Exploring Nature Day Camp at Burchfield Park be increased by \$10.00 per session; and

WHEREAS, the Parks & Recreation Commission supported the changes to the day camp fee schedule at their November 2012 meeting.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the following user fee schedule for Exploring Nature Day Camp at Burchfield Park at the rates indicated in the chart below:

Session time	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$90.00	\$100.00
7:30 a.m. to 5:30 p.m.	\$120.00	\$130.00

BE IT FURTHER RESOLVED, the week of Nature Day Camp that encompasses the week of July 4th be prorated to reflect a 4 day camp week vs a 5 day camp week at the rates indicated in the chart below:

4 Day Week	Ingham County Resident	Non-Ingham County Resident
9:00 a.m. to 4:00 p.m.	\$72.00	\$80.00
7:30 a.m. to 5:30 p.m.	\$96.00	\$104.00

BE IT FURTHER RESOLVED, this resolution supercedes all previous resolutions relating to Exploring Nature Day Camp user fees.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY
MONTH IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2013 as “Black History/Cultural Diversity Month” in Ingham County.