

CHAIRPERSON
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REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
CAROL KOENIG, CHAIR
DIANNE HOLMAN
VICTOR CELENTINO
DEB NOLAN
PENELOPE TSERNOGLOU
BRYAN CRENSHAW
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, OCTOBER 1, 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 [September 17, 2013](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Animal Control - Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County [Annex Facility](#) in Mason
2. Potter Park Zoo
 - a. Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program ([RAP](#)) [Grant Award](#) for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Authorizing the Potter Park Zoological Society to Retain Admission Monies for the [Boo at the Zoo](#) Event
3. Department of Roads - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Parks Department - Resolution Authorizing an Amendment to the 2014 Ingham County [Parks Fee](#) Schedule

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
September 17, 2013
Minutes

Members Present: Carol Koenig, Dianne Holman, Victor Celentino, Deb Nolan, Bryan Crenshaw, Penelope Tsernoglou, and Randy Maiville

Members Absent: None

Others Present: Becky Bennett, Timothy Dolehanty, Michelle Rutkowski, Sandra Dargatz, Willis Bennett, Stacy Byers, Rick Terrill, Jim Hudgins, Sandy Gower, Steve Walters, Debbie Edokpolo, Chuck Gray and others.

The meeting was called to order by Chairperson Koenig 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 August 20, 2013 and August 28, 2013 Minutes

The August 20, 2013 and August 28, 2013 Minutes were approved as submitted.

Additions to the Agenda

- 10c. Late – Resolution Honoring Delhi Township Fire Chief Richard Royston on the Event of His Retirement.
- 12. Late - Closed Session – Collective Bargaining Discussion

Limited Public Comment

None.

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

- 1. Health Department
 - a. Resolution to Authorize a 2013-2014 AmeriCorps* VISTA Grant
 - b. Resolution to Convert a Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Health Plan Management Assistant to Full Time in Health Plan Management Services
- 2. Economic Development - Resolution Terminating an Amendment to the Ingham County Brownfield Redevelopment Authority Brownfield Plan for Shaw's on Newton LLC and the Ingham County Land Bank Fast Track Authority
- 3. Fair - Resolution Authorizing Entering into a Contract with Laux Construction, LLC for General Contractor Services to Repair the Main Arena Roofing, Install New Eaves Troughs, and Upgrade the Heating System of the Main Arena at the Ingham County Fairgrounds

4. Facilities - Resolution Authorizing Entering into a Contract with D.C. Byers Co. / Detroit Inc. for Improvements to the Aviary & Reptilian House at Potter Park Zoo

6. Ingham County Road Department
 - a. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - b. Resolution to Authorize an Emergency Traffic Signal Maintenance Agreement with the Lansing Board of Water & Light
 - c. Resolution for Proposed MDOT Right of Way Permits Performance

7. Human Resources - Resolution to Adopt a Revised Equal Opportunity Employment Plan

8. Parks
 - a. Resolution to Accept a Charitable Donation from the Friends of Ingham County Parks
 - b. Resolution Approving the Transfer of Approved Capital Improvement Funds for Construction of a Cabana at Hawk Island County Park
 - c. Resolution Amending User Fees for the Hawk Island Snowpark

9. Controller's Office
 - a. Resolution to Authorize the Replacement of Leased Copiers with Purchased Copiers and to Setup Copier Replacement Chargebacks for Ingham County Departments

10. Board of Commissioners
 - a. Resolution Honoring Lansing for Cesar E. Chavez
 - b. Resolution Congratulating the Holt Jr. Rams U14 Class A Mason Pony League Champions

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. Farmland and Open Space Preservation Board - Resolution to Amend Resolution #13-38, Approving Proceeding to Close Permanent Conservation Easement Deed on Thorburn, Schwab and Nussdorfer Properties

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #13-38, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON THORBURN, SCHWAB AND NUSSDORFER PROPERTIES.

Comm. Holman asked for clarification if a property is closed on the books. Ms. Byers answered no then described the continuous monitoring of the property.

Comm. Nolan questioned why this took a year. Ms. Byers described the new procedure through the Purchasing Department stating she expects that it will be more efficient from this point on. Ms. Byers pointed out that there were many owner rejections because of land values.

MOTION CARRIED UNANIMOUSLY.

9. Controller's Office
 - b. Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE PARTICIPATION IN U.S. GEOLOGICAL SURVEY ENHANCED FLOOD WARNING SYSTEM.

The Committee discussed community participation, cost and the annual commitment.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOLMAN, TO AMEND THE RESOLUTION, THEREFORE BE IT RESOLVED, BY CHANGING "YEARS" TO "YEAR", STRIKING "2014 AND 2015" "ANNUAL" AND "EACH YEAR" THEN ADDING "AND SUBJECT TO RENEWAL"; AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes County participation in the USGS Enhanced Flood Warning System for the years 2013, ~~2014 and 2015~~ at a total annual cost not to exceed \$10,000 ~~each year~~, **and subject to renewal.**

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

The Committee asked the Controller to identify the line item adjustment in the resolution and present the changes at the Finance Committee tomorrow.

Comm. Holman stated she thinks this is a good program because of the changing climate (weather) and she is in favor of participating.

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

11. Board Referral - Letter from the Onondaga Township Supervisor Regarding Onondaga Township's Formal Request to Enter into an Intergovernmental Agreement to Maintain Ownership of Baldwin Park and the Adjacent Parcels

Comm. Celentino asked if the Parks Commission discussed this and if so what the consensus is. Comm. Koenig answered yes and the Parks Commission agreed it is a good idea. The Committee agreed they would have liked to see a map. Mr. Bennett described the location as a lengthy drive from Mason. He noted this agreement would be similar to Rayner Park. Comm. Maiville described how the park was purchased and that it is actually two parcels of land with a small portion on the river. The Committee discussed regional assets, geographical points of interest and maintenance costs.

The Board Referral was received and placed on file.

Announcements

None.

Public Comment

Chuck Gray, UAW, introduced himself to Comm. Crenshaw then asked for the Commissioners for their consideration of the one-time lump sum payment to the employees. He pointed out that the employees have not received a raise in some time and most employees will be pleased to receive the lump-sum payment. The Committee discussed the lump-sum payment, cost and taxes.

12. Closed Session – Collective Bargaining

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE:

YEAS, COMMISSIONERS: Koenig, Holman, Celentino, Nolan, Crenshaw, Tsernoglou, and Maiville

The Committee returned to regular session.

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

Respectfully submitted,

Julie Buckmaster

OCTOBER 1, 2013 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommendations are as follows:

1. ***Animal Control: Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County Annex Facility in Mason***

This resolution will authorize a contract with Hobbs and Black Architectural/Engineering firm to conduct Phase I of a building assessment of the Ingham County Annex Facility in Mason for a cost of \$42,243 pursuant to their Proposal dated July 2, 2013 in response to RFP #59-13, Architectural and Engineering Services for a Building Assessment of the Annex Building.

- 1) Phase I: Preliminary Conceptual Design and Projected Construction/Renovation Costs, which would include a 3-D rendering of the proposed site and Animal Control Department/Shelter Facility.
- 2) Phase II: Construction/Renovation Final Design Bid Documents is contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project.

The \$42,243 to pay for Phase I will come from the 2013 Ingham County Contingency Fund.

A process was initiated last April to explore a public/private partnership to raise capital funds and identify the costs to renovate a County Facility to house a new Animal Control Department/Shelter Facility. The Ingham County Animal Control Department, Ingham County Animal Control Advisory Committee, and Ingham County Animal Shelter Fund, a 501 (c) (3) non-profit organization have been exploring options to build a new adequate shelter to replace our current Ingham County Animal Control Department/Shelter. These organizations have identified private individuals who are interested in raising funds to build a new Animal Control Department/Shelter Facility. A previous resolution authorized the County to conduct a Request for Proposal process to identify an Architectural/Engineering firm to conduct a building assessment of the Ingham County Annex Facility in Mason. That RFP process identified the Hobbs and Black Architectural/Engineering firm as the most qualified for this project. This is a necessary step in order to develop cost estimates to renovate the building. Should the Board find look favorably on the results of the design phase, a third Resolution will be presented to conduct Construction/Renovation Final Design Bid Documents along with a plan to finance the project. The key here is what portion of those costs will be financed from County funds and what portion will be financed from donated funds. (See attached memo for details.)

RECOMMENDATION: Approve the resolution to authorize the architectural/engineering firm of Hobbs and Black to conduct a building assessment of the Ingham County Annex Facility in Mason, as presented.

2a. ***Potter Park Zoo: Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)***

Potter Park Zoo was offered an opportunity to participate in a program through MMRMA providing financial assistance toward the purchase of materials that encourage a safer and more efficient zoo facility. Grant funds will be used to reimburse Potter Park Zoo for half the cost of a grill guard for the zoo patrol vehicle. The grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed.

RECOMMENDATION: Approve the resolution recommending acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant award for a grill guard for the patrol car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA), as presented.

2b. ***Potter Park Zoo: Resolution Authorizing the Potter Park Zoological Society to Retain Admission Monies for the Boo at the Zoo Event***

Potter Park Zoological Society is a private, 501(c) 3 nonprofit fundraising organization that raises funds to support the Potter Park Zoo. Ingham County supports Potter Park Zoological Society fundraising events by allowing the Society to retain admission monies for Zoo Days which take place during normal hours of operation and Wonderland of Lights operating after hours. One Society event, "Boo at the Zoo," is a four day event which operates from 12:00-4:00 pm, two weekends in October. Potter Park Zoological Society provides necessary personnel to plan, implement, and facilitate "Boo at the Zoo".

RECOMMENDATION: Approve the resolution authorizing the Potter Park Zoological Society to retain admission monies for the Boo at the Zoo event, as presented.

3. ***Road Department: Resolution to Approve the Special and Routine Permits for the Ingham County Road Department***

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department.

RECOMMENDATION: Approve the proposed Resolution to approve special and routine permits for the Ingham County Road Department, as presented.

4. ***Parks Department: Resolution Authorizing an Amendment to the 2014 Ingham County Parks Fee Schedule***

The Ingham County Parks and Recreation Commission passed a resolution to eliminate a special event fee assessed against various special events held in the parks. Part of the special event process is to provide shelter space for free (to non-profit groups only) but charge the special event fee. This fee was approved by the County to offset labor costs associated with events. Through elimination of the special event fee and charging the shelter rental fee, event sponsors will pay a slightly lower cost and the Department will save a great deal of administrative time.

This resolution also authorizes an annual transfer of shelter fees collected for special events to the 208 fund. This will offset the labor costs in that budget and streamline the process for both the customers and staff.

RECOMMENDATION: Approve the resolution authorizing an amendment to the 2014 Ingham County Parks Fee Schedule, as presented.

Agenda Item 1

Dear Commissioners:

Our community can take great pride in having an animal Shelter filled with caring, skilled and dedicated staff and volunteers. Through a unique and successful partnership utilizing public and private dollars, Ingham County Animal Control with the support of the Ingham County Animal Shelter Fund operates a cruelty investigation program, lost and found registry, neighborhood licensing and vaccination program, low cost or free spay/neuter program, pet food assistance food bank and free dog house and straw program, and a foster home program. A newly established community outreach center in Lansing provides resources to pet owners and citizens who otherwise would not be able to access services in Mason due to logistics and lack of transportation. The proactive center also includes a humane education component for the at-risk youth in the area and is staffed entirely through volunteers.

Through ICAC, thousands of children and adults have had the chance to adopt a lifelong friend and companion; making possible a lifetime of love to countless animals.

Originally built in 1971, added onto and renovated several times, the Shelter is deteriorating due to age and the constant wear and tear of the thousands of animals and people that come through its doors annually. Lack of space makes renovations and additions impossible. It is time to re-build.

ICAC is taking steps to lay the foundation for a new Shelter; one that will withstand decades more of nonstop activity and provide respite to the animals that come to us. We have completed a needs assessment and a general building study and identified an underutilized county facility which potentially could undergo extensive rehabilitation to house the proposed Shelter.

The Ingham County Facilities Director, the Purchasing Director and several members of the Ingham County Shelter Fund Board along with the animal control director mutually agree that the Hobbs and Black Architectural/Engineering firm is best suited to conduct Phase I of the building assessment. Based on their experience in the construction of animal shelters we feel confident they were the best choice.

We are now working to assess the potential for community support for a new facility. We have enlisted the assistance of Castle & Associates, Inc. to interview a cross-section of community members to gather information to help us decide our Shelter's future.

Should you have any questions please do not hesitate to contact Jamie McAloon-Lampman, Director, at 517-676-8376 or ac_mcaloon@ingham.org.

I recommend your adoption of the attached Resolution.

Thank you so very much.

Jamie McAloon Lampman

MEMORANDUM

TO: Law & Courts, County Services, and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: September 13, 2013

SUBJECT: Proposal Summary for a Building Assessment of the Annex Building as a Possible Future Facility for the Animal Control Shelter

Project Description:

Ingham County sought proposals from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide for a building assessment of the Annex Building located in Mason, Michigan. The purpose of the building assessment is to evaluate the Annex Building as a possible future facility to house the Ingham County Animal Control Shelter.

Proposal Summary:

Vendors contacted: 70 Local: 19
 Vendors responding: 8 Local: 2

Company Name	Phase I Preliminary Design Services Cost	Phase II Construction Services (Assuming Starting Phase II within 1 Year from Completing Phase I)	Grand Total	Alternate #1: Phase II Construction (Assuming Starting Phase II within 2 Years from Completing Phase I)	Alt #1 Grand Total	Local
Bud Design & Engineering Services, Inc	\$17,900	\$73,500	\$91,400	\$73,500	\$91,400	No - Grand Blanc
Mayotte Group Architects	\$39,000	\$84,500	\$123,500	\$87,000	\$126,000	No - Lansing (Eaton County)
Hobbs+Black Associates, Inc	\$42,243	\$96,730	\$138,973	\$100,575	\$142,818	Yes - Lansing
Straub Pettitt Yaste	\$32,000	\$168,100	\$200,100	\$173,100	\$205,100	No - Clawson
Wigen Tincknell Meyer & Associates, Inc	\$59,866	\$154,665	\$214,531	\$162,368	\$222,234	No - Saginaw
M.C. Smith Associates and Architectural Group, Inc	\$44,178	\$178,500	\$222,678	\$183,855	\$228,333	No - East Grand Rapids
C2AE	\$42,500	\$205,500	\$248,000	\$205,500.00	\$248,000	Yes - Lansing
CHMP Inc	\$67,100	\$416,738	\$483,838	\$433,300	\$500,400	No - Grand Blanc

Local vendors not responding:

K L Design Group, LLC, East Lansing – No bid submitted due to their work load.

LSG Engineers & Surveyors, Inc., Lansing - No bid submitted due to their work load; however they would like to donate their Topographic and Boundary Surveying services for this project at no cost.

DLZ Michigan, Inc, Lansing – No bid submitted, no reason provided.

Other vendors not responding:

William A. Kibbe Associates, Saginaw – No bid submitted due to their work load.

Recommendation:

The Evaluation Committee recommends awarding a contract to Hobbs+Black Associates, Inc. In addition to submitting a responsive bid, Hobbs+Black Associates, Inc is a local vendor, licensed, insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the City Pulse, El Central, numerous construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ARCHITECTURAL/ENGINEERING FIRM OF
HOBBS AND BLACK TO CONDUCT A BUILDING ASSESSMENT OF THE INGHAM COUNTY
ANNEX FACILITY IN MASON**

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to ensuring a safe productive work environment along with clean and healthy facilities for animals, staff, volunteers, trustees and visitors, it requires adequate and necessary space and equipment to meet those needs; and

WHEREAS, each year more the more than 3,500 animals require shelter at ICAC and over 12,000 visitors come to the shelter annually, and over 8,000 citizen complaints are dispatched to animal control officers from this location; and

WHEREAS, as a result of limited space, the shelter lacks adequate storage, work space, customer service areas and cramped and outdated animal quarters, and a new facility will assist in addressing these issues; and

WHEREAS, the Ingham County Animal Control Department, Ingham County Animal Control Advisory Committee, and Ingham County Animal Shelter Fund, a 501 (c) (3) non-profit have been exploring options to build a new adequate shelter for some time; and

WHEREAS, the Ingham County Animal Control Department has identified private individuals that are interested in fund raising and donating funds to build a new Animal Control Department/Shelter Facility; and

WHEREAS, Ingham County has a facility located in Mason commonly known as the Ingham County Annex Facility located on 1.23 acres at 407 North Cedar that may be suitable for a new Animal Control Department/Shelter Facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to hire the firm of Hobbs and Black Architectural/Engineering firm to conduct Phase I of a building assessment of the Ingham County Annex Facility in Mason for a cost of \$42,243 pursuant to their Proposal dated July 2, 2013 in response to RFP #59-13, Architectural and Engineering Services for a Building Assessment of the Annex Building.

- 1) Phase I: Preliminary Conceptual Design and Projected Construction/Renovation Costs, which would include a 3-D rendering of the proposed site and Animal Control Department/Shelter Facility.
- 2) Phase II: Construction/Renovation Final Design Bid Documents is contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$42,243 from the 2013 Ingham County Contingency Fund to the Facilities Budget for this purpose.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.



**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

August 26, 2013

James Tissot
Ingham County
1301 South Pennsylvania Avenue
Lansing, MI 48912

RE: RAP

Dear Mr. Tissot:

I am pleased to inform you that the RAP application for your Bumper Guard project was approved. The Committee authorized 50% funding up to a maximum of \$250 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Ingham County of their payment of the project in full. Please send proof of payment along with invoice copies or other documentation of the expenditure. Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Ingham County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

Charles Schwab
Director of Risk Management

CS/llk

cc: Jill Rhode, Director of Finance Services
Boyd M. Smith, MMRMA Risk Manager

BOARD OF DIRECTORS

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7100-B L. B. RD., Farmington Hills

14001 Meridian Road • Livonia, MI 48151 • 734.513.0300 • 800.243.1026 • FAX 734.513.1318 • www.mmrra.org

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$250.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A GRILL GUARD FOR THE PATROL CAR AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo was offered the chance to participate in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for the patrol vehicle at Potter Park Zoo; and

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle and lighting system previously installed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the grant funds from MMRMA in the amount of \$250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE POTTER PARK ZOOLOGICAL SOCIETY TO
RETAIN ADMISSION MONIES FOR THE BOO AT THE ZOO EVENT**

WHEREAS, the Potter Park Zoological Society is a private, 501(c) 3 nonprofit fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, Ingham County supports Potter Park Zoological Society fundraising events by allowing the Society to retain admission monies for Zoo Days which take place during normal hours of operation and Wonderland of Lights operating after hours; and

WHEREAS, the Society event, "Boo at the Zoo" is a four day event which operates from 12:00-4:00 pm, two weekends in October; and

WHEREAS, Ingham County retains all admission monies for the four day "Boo at the Zoo" event; and

WHEREAS, last year, Boo at the Zoo admissions amounted to \$22,500 for the four event days and parking amounted to \$7,790; and

WHEREAS, the Potter Park Zoological Society provides the personnel, both paid staff and volunteers to plan, implement, and facilitate "Boo at the Zoo".

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes, from this day forward Potter Park Zoological Society shall retain all admission monies for the four day event, "Boo at the Zoo" when it takes place in October of each year.

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 ROAD DEPARTMENT

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads becomes the Ingham County Road Department per Resolution #13-289; 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 September 19, 2013 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: September 19, 2013

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2013-432	AT & T	CABLE / UG	AURELIUS RD BET HOLT RD & CEDAR ST	DELHI	14
2013-433	AT & T	CABLE / UG	BOND AVE BET CEDAR ST & COOLRIDGE RD	DELHI	14
2013-437	DELHI CHARTER TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2013-438	COMCAST	CABLE / UG	KELLER RD BET PINE TREE RD & TIFFANY LN	DELHI	13
2013-442	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	MERIDIAN	
2013-443	CONSUMERS ENERGY	GAS	CORNELL RD BET GRAND RIVER & ORLANDO RD	MERIDIAN	23
2013-444	COMCAST	CABLE / UG	JOLLY RD & HULETT RD	ALAIEDON	32
2013-445	CONSUMERS ENERGY	GAS	SHAFTSBURG RD BET SHERWOOD RD & BELL OAK RD	WILLIAMSTOWN	24
2013-449	INGHAM CO DRAIN COMM	STORM SEWER	AURELIUS RD BET CEDAR ST & NORWOOD AVE	DELHI	14
2013-451	S. SULSKI CONSTRUCTION	WATERMAIN	FIVE OAKS DR BET JOLLY RD & DUNCKEL RD	DELHI	2
2013-454	VEVAY TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	DEXTER TR BET HAWLEY RD & KELLY RD	VEVAY	14
2013-457	CONSUMERS ENERGY	GAS	MARSH RD & FRANKLIN ST	MERIDIAN	10
2013-460	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2013-461	BARNHART & SON INC	SANITARY	FIVE OAKS DR BET JOLLY RD & DUNCKEL RD	DELHI	2

PERMIT SUPERVISOR: _____

MANAGING DIRECTOR: _____

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: September 11, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing an Amendment to the
2014 Ingham County Parks Fee Schedule

This resolution authorizes an amendment to the 2014 Ingham County Parks fees.

The Ingham County Parks & Recreation Commission passed resolution #14-13 which eliminates the special event fee that is assessed to the various special events held in the parks. Part of the special event process is to provide shelter space for free (to non-profit groups only) but charge the special event fee. This fee was approved by the Ingham County Board of Commissioners resolution #11-165, to offset labor costs associated with events.

Staff has identified an excessive amount of administrative time associated with the implementation of this fee and that it is cumbersome and inefficient.

The special event fee offsets the labor costs within the Departments 208 operational budget. Shelter fees are part of our 508 Enterprise budget. By eliminating the special event fee and charging the shelter rental fee, the event will pay a slightly lower cost and the Department will save a great deal of administrative time.

This resolution also authorizes a once yearly transfer of the shelter fees collected for special events to the 208 fund. This will offset the labor costs in that budget and streamline the process for both the customer and staff.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE
2014 INGHAM COUNTY PARKS FEE SCHEDULE**

WHEREAS, Board of Commissioner Resolution #11-165 approved the 2014 Ingham County Parks Fee Schedule; and

WHEREAS, in 2011 a special event fee was proposed and approved by the Board of Commissioners in an effort to recoup labor costs associated with special events in the parks; and

WHEREAS, the collection of the special event fee has proved to be a cumbersome and inefficient process; and

WHEREAS, currently special events are not charged for the use of the shelter for their events; and

WHEREAS, a great deal of administrative time can be saved and the special event fee process can be streamlined for the customer by charging groups for the shelters needed based on their proposed attendance vs. a special event fee charge; and

WHEREAS, the difference in revenue which would be collected for shelter fees vs. special event fees was calculated and the difference was less than \$300.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an amendment to the 2014 Ingham County Parks Fee Schedule with the elimination of the current special event fee.

BE IT FURTHER RESOLVED, because special event fees support the Parks 208 General Operating Fund shelter fees generated by special events will be transferred annually from the Parks 508 Fund to the Parks 208 Fund.