

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
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, SEPTEMBER 17, 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 [August 20, 2013](#) and [August 28, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

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
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
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
 - b. Resolution to Authorize Participation in U.S. Geological Survey Enhanced [Flood](#) Warning System
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](#)
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

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

August 20, 2013

Minutes

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

Members Absent: Debbie De Leon

Others Present: Becky Bennett, Timothy Dolehanty, Travis Parsons, Michelle Rutkowski, Barb Mastin, Sandra Gower, Michael Ashton, William Conklin, Willis Bennett, Rick Terrill, Jill Rhode, Jim Hudgins, Ronda Oberlin, Paul Pratt, Sherri Graham, Chuck Gray and others.

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

Approval of the July 16, 2013 Minutes

The July 16, 2013 Minutes were approved as submitted.

Additions to the Agenda

2. Updated Information: City of Lansing – Funding Request for Enhanced Flood Warning Project.
- 8c. Late - Resolution to Authorize Comlink to Provide Voice, Internet, and Network Redundancy.

Limited Public Comment

None.

1. Update: Activities of the Greater Lansing Convention and Visitor's Bureau

Jack Schripsema, President/CEO Greater Lansing Convention and Visitor's Bureau (GLCVB).

Handout: In Greater Lansing Tourism Counts

Mr. Schripsema described the GLCVB's mission, service boundaries and types of activities that draw visitors to the Greater Lansing area. He explained how the GLCVB collaborates with hotels and various venues with the objective to generate overnight visitation.

Mr. Schripsema overviewed the 2011 versus 2012 visitor statistics, dollars spent by day trippers and overnight stays, in addition to, employment generated from tourism. He noted the last analysis was done in 2005 and current numbers have increased since then.

Mr. Schripsema explained how the GLCVB budget is funded giving the examples of taxes, membership dues, and sponsorships. He reviewed the number of GLCVB employees and described their duties. He noted that the GLCVB was DMAI accredited in 2007 and reaccredited in 2012. He then described the certified Tourism Ambassador Program (www.teamlansing.org) including the number of participations.

Mr. Schripsema overviewed nights booked, occupancy, and average daily rates and compared them to other major cities in the State of Michigan. He referenced the Star Report January through June 2013 stating Lansing is leading the occupancy growth.

Mr. Schripsema introduced the 2013 business plan that focuses on the leisure market and ultimate getaway packages. He then described the new advertising campaigns plus the Visitors Guide and free mobile app (<http://m.lansing.org>). He informed the Committee that the GLCVB won the Diamond Award presented by the Michigan Society of Association Executives (MSAE) for Best Website (www.lansing.org).

Mr. Schripsema highlighted upcoming events the GLCVB will host including the 20th annual “Be A Tourist in your Own Town Program” to be held on May 31, 2014.

Mr. Schripsema invited the Commissioners to tour the new visitors’ center in East Lansing across from the Broad Art Museum, as well as, the visitors’ center in Lansing across from the Cooley Law School Stadium home to the Lugnuts.

The Committee discussed areas of growth in the Greater Lansing area and number of hotels in communities statewide.

Comm. Koenig stated that many residents may not be aware of the Hawk Island tubing, ski and snowboarding hill. She then complimented Ms. Pingston for her work with the Ingham County Fair. Comm. Maiville echoed Comm. Koenig. Comm. Nolan pointed out Potter Park Zoo should also be promoted. Mr. Schripsema described upcoming promotions for the Zoo. He then described other upcoming promotional events, forums and commercials.

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

3. Health Department - Resolution to Authorize a 2013-2014 AmeriCorps Grant and Establish a Position
4. Human Resources - Resolution Certifying Representatives for the MERS Annual Meeting
5. Economic Development - Resolution Authorizing the Execution of Agreements for the Implementation of a Community Development Block Grant for Public Infrastructure Improvements for the Jackson National Life Insurance Company Expansion Project
6. Facilities - Request to Grant a 90 Day Extension to Tom Larkins

8. MIS
 - a. Resolution to Authorize FD Hayes to Install New Fiber to the 911 Center
 - b. Resolution to Authorize Engaging Dewpoint to Review and Provide Project Management of the Deployment of the Jail Communications and Control System

9. Fair Board and Fair Manager - Resolution Authorizing the Memorial Designation of the Poultry Barn on the Ingham County Fairgrounds as the Louis Bauer Poultry Barn

10. Road Department
 - a. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - b. Resolution Authorizing an Agreement for Cost Sharing for Norwood Drainage Improvements, Delhi Township
 - c. Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation
 - d. Resolution to Approve Revising the Local Road Program Agreement with Meridian Township for the Rehabilitation and Resurfacing of Cornell Road, M-43 to Orlando Drive, for the Ingham County Road Department
 - e. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Bid Packet #100-13 Recycling & Asphalt Resurfacing Cornell Road Meridian Township

12. Board of Commissioners
 - a. Resolution Recognizing the 175th Anniversary of the Organization of Vevay Township
 - c. Resolution Amending the Ingham County Ordinance Establishing Park Rules and Regulations

MOTION CARRIED UNANIMOUSLY. Absent: Comm. De Leon

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. De Leon

2. City of Lansing - Funding Request for Enhanced Flood Warning Project

Ronda Oberlin, Emergency Management Specialist.

Ms. Oberlin described the locational boundaries of impact in the flood warning project, location of the flood gauges, and the convergence of the waterways. She noted that the gages are read locally by volunteers.

Ms. Oberlin informed the Committee funding has been provided by the US Army Corps of Engineers, US Geological Survey and the city of Lansing. She then listed critical facilities in the affected area, along with, potential community partners. She informed the Committee of recent funding discussions with potential partners, unfunded balance and how the funds will be used.

Ms. Oberlin described the importance of this project including making decisions to evacuate affected areas giving the example of the zoo and hospitals. The Committee discussed what facilities are located in the affected area.

Vice-Chairperson Koenig stated she would have appreciated more information regarding the specific dollar amount being asked of the County. She pointed out that there are many facilities in the affected area and if everyone participated the cost to each would be greatly reduced. Comm. Nolan acknowledged this is an important project and agrees that it should be a community effort. She stated the County could contribute a reasonable amount in conjunction with a community effort. Ms. Oberlin acknowledged that they may not have been aggressive enough on fund raising. The Committee suggested working with local units of government and discussed other potential funding sources.

Comm. Celentino asked when the decision needs to be made. Ms. Oberlin explained a commitment needs to be submitted in October; however, the funds are not needed now. She estimated the funds would be needed in a year or two.

Comm. Holman asked for more information on the scope of the project. Ms. Oberlin provided Comm. Holman with the updated project data.

The Committee asked that Ms. Oberlin work with the Controller on a resolution that identifies a specific dollar amount plus provide the Committee with additional information on other participants.

7. Financial Services - Resolution to Reaffirm that Health Insurance Benefits will be Provided to Employee's Other Qualified Adults

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO REAFFIRM THAT HEALTH INSURANCE BENEFITS WILL BE PROVIDED TO EMPLOYEE'S OTHER QUALIFIED ADULTS.

Comm. Maiville asked for clarification if this is for domestic partner benefits. Ms. Rhode answered yes and provided the number of other qualified adults along with the annual cost.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION 1ST WHEREAS STRIKE THE WORD "THE", PLUS THE THEREFORE BE IT RESOLVED CHANGE "RESTATEMENT" TO "REINSTATEMENT", AS FOLLOWS:

1ST WHEREAS:

WHEREAS, ~~the~~ Ingham County has traditionally provided health insurance benefits to employee's other qualified adults; and

THEREFORE BE IT RESOLVED

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to the immediate ~~restatement~~ **reinstatement** of health insurance benefits for other qualified adults using the same criteria in place prior to the passage of PA 297.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. De Leon

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Comm. De Leon

8. MIS

- c. Resolution to Authorize Comlink to Provide Voice, Internet, and Network Redundancy.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE COMLINK TO PROVIDE VOICE, INTERNET, AND NETWORK REDUNDANCY.

Mr. Ashton described the drawback and expense of the existing copper lines. He explained the need to replace the copper lines along with the damaged and/or substandard fiber. He informed the Committee of the annual infrastructure savings.

Mr. Ashton described the connection and networking issues with the 911 Center and Livingston County, as well as, the back-up capacity.

Comm. Nolan thanked Mr. Ashton and Mr. Dolehanty for working through the 911 issues. Mr. Ashton also gave credit to many others for their input on the issues.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. De Leon

11. Parks Department - Resolution Authorizing Deer Hunting at Lake Lansing Park-North

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING DEER HUNTING AT LAKE LANSING PARK-NORTH.

Comm. Tsernoglou stated because there are no clear statistics or sufficient data she is not convinced hunting will decrease or impact the number of deer at the Park. She stated she would prefer non-lethal methods to reduce the deer population. Comm. Holman echoed Comm. Tsernoglou. Comm. Tsernoglou suggested Mr. Bennett continue to look at alternatives. Vice-Chairperson Koenig agreed there is insufficient data, nonetheless, the purpose is to reduce car accidents and this is an in-expensive solution.

Mr. Bennett described how the County and Meridian Township is monitoring the deer population with a deer enclosure area (fencing that keeps deer out, but allows virtually every other animal to enter). He stated that observation of grazing patterns and plant growth help to identify if the deer population has decreased. He informed the Committee that there was a decline in the population after deer hunting last year. He noted that this year the distance between the enclosure areas will be increased.

Mr. Bennett stated he will continue to collect data and look into alternatives.

MOTION CARRIED with Comm. Tsernoglou Voting “no”. Absent: Comm. De Leon

12. Board of Commissioners

- b. Resolution Transferring the Board of Commissioners Authority to Appoint, Supervise and Remove Certain Positions to the Controller/Administrator

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TRANSFERRING THE BOARD OF COMMISSIONERS AUTHORITY TO APPOINT, SUPERVISE AND REMOVE CERTAIN POSITIONS TO THE CONTROLLER/ADMINISTRATOR.

Comm. Nolan informed the Committee that she requested this resolution because the Controller is at the facilities on a day-to-day basis while the Commissioners are not. She informed the Committee of what positions report to the Commissioners by statute.

The Committee discussed the benefit of the Controller having the ability to supervise the Animal Control Director, Fair Board Executive Director and the Parks Director. The Committee discussed appointments, hiring and firing functions along with historical employment decisions made by the Board of Commissioners. The Committee discussed retaining the function of appointing individuals to the respective departments. Comm. Nolan pointed out that the Commissioners still have authority over the Controller.

MOVED BY COMM. CELENTINO, TO AMEND THE RESOLUTION HEADING BY STRIKING THE WORD “APPOINT,”, AND IN THE 2ND WHEREAS CHANGE THE WORD “THIS” TO “THE”, THEN ADD “TO SUPERVISE AND TERMINATE” AFTER THE WORD “AUTHORITY” THEN ADD THE SENTENCE “RETAINING THE AUTHORITY TO APPOINT” AFTER “CONTROLLER/ADMINISTRATOR.”, LASTLY TAKE OUT THE REFERENCE TO “APPOINTMENT” IN THE THEREFORE BE IT RESOLVED, 1ST AND 2ND BE IT FURTHER RESOLVED, AS FOLLOWS:

HEADING:

RESOLUTION TRANSFERRING THE BOARD OF COMMISSIONERS AUTHORITY TO ~~APPOINT~~, SUPERVISE AND REMOVE CERTAIN POSITIONS TO THE CONTROLLER/ADMINISTRATOR

2ND WHEREAS:

WHEREAS, the Board wishes to transfer the ~~this~~ authority **to supervise and terminate** for several positions to the Controller/Administrator. **Retaining the authority to appoint.**

THEREFORE BE IT RESOLVED:

THEREFORE BE IT RESOLVED, that the Ingham County Animal Control Ordinance, Article III, is hereby amended to reflect that the Controller/Administrator shall have direct **appointment**, supervision, and removal authority for the position of Animal Control Director, as set forth in the attached Ordinance Amendment.

1ST & 2ND BE IT FURTHER RESOLVED:

BE IT FURTHER RESOLVED, that the Controller/Administrator shall have direct authority for the **appointment**, supervision, and removal of the Fair Board Executive Director effective upon the approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator shall have the authority for the **appointment**, supervision, and removal of the Parks Director effective upon the approval of this resolution.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. De Leon

The Committee asked if Mr. Dolehanty would like to make any comments about this amendment. Mr. Dolehanty stated there is a hiring process through the Human Resources Department then suggested that because there are advisory groups for these departments it would be advantageous to include one of their representatives in the hiring process.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Comm. De Leon

Announcements

Comm. Nolan introduced a high school/college friend from out of town.

Vice-Chairperson Koenig reminded the Committee of the August 28, 2013 Budget Hearing.

Ms. Bennett reminded the Committee that the Finance Committee meets on August 22, 2013, Thursday, at 6:00 p.m.

Public Comment

None.

The meeting adjourned at approximately 7:32 p.m.

Respectfully submitted,

Julie Buckmaster

COUNTY SERVICES COMMITTEE

August 28, 2013

Minutes

Members Present: Carol Koenig, Victor Celentino, Deb Nolan, Penelope Tsernoglou, and Randy Maiville

Members Absent: Debbie De Leon and Dianne Holman

Others Present: Becky Bennett, Timothy Dolehanty, Teri Morton, Jill Rhode, Travis Parsons, Michelle Rutkowski, Angela Wittrock, Kathleen Farhat, Doug Stover, Jim Hudgins, Sandy Gower, Rick Terrill, Willis Bennett, Michael Ashton, Sandra Dargatz, Sue Pigg, Stacy Byers, Kyle Cobe, Bill Conklin, Sheldon Lewis, Sherri Graham, Dan Halfmann, Chuck Gray and others.

The meeting was called to order by Vice-Chairperson Koenig at 5:05 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Additions to the Agenda

None.

Limited Public Comment

None.

Vice-Chairperson Koenig asked the Department Heads who are accepting of the 2014 Controller's Recommended Budget to please state their approval. The following were present and accepted the recommended budget:

1. Budget Hearings
 - a. Tri-County Regional Planning, Sue Pigg
 - b. Treasurer, Timothy Dolehanty on behalf of Eric Schertzing
 - c. Road Department, Bill Conklin
 - d. Register of Deeds, Kyle Cobe
 - e. Purchasing, James Hudgins
 - f. Potter Park Zoo, Sherrie Graham
 - g. Parks, Willis Bennett
 - h. MIS, Michael Ashton
 - i. Human Resources, Travis Parsons
 - j. Hotel/Motel, Ms. Morton
 - k. Financial Services, Jill Rohde
 - l. Farmland and Open Space Preservation Millage, Stacy Byers
 - m. Fair, Sandra Dargatz
 - n. Facilities, Rick Terrill
 - o. Equalization, Doug Stover
 - p. Economic Development, Sandy Gower
 - q. Drain Commissioner, Sheldon Lewis
 - r. County Clerk, Angela Wittrock

- s. County Attorney, Timothy Dolehanty on behalf of the County Attorney
- t. Controller/Administrator, Timothy Dolehanty
- u. Board of Commissioners, Becky Bennett
- v. Advisory Boards/Agencies
 - 1. Women's Commission, Becky Bennett
 - 2. Historical Commission, Becky Bennett
 - 3. Equal Opportunity Committee, Becky Bennett

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE FOLLOWING DEPARTMENTS:

1. Budget Hearings
 - a. Tri-County Regional Planning
 - b. Treasurer
 - c. Road Department
 - d. Register of Deeds
 - e. Purchasing
 - f. Potter Park Zoo
 - g. Parks
 - h. MIS
 - i. Human Resources
 - j. Hotel/Motel
 - k. Financial Services
 - l. Farmland and Open Space Preservation Millage
 - m. Fair
 - n. Facilities
 - o. Equalization
 - p. Economic Development
 - q. Drain Commissioner
 - r. County Clerk
 - s. County Attorney
 - t. Controller/Administrator
 - u. Board of Commissioners
 - v. Advisory Boards/Agencies
 1. Women's Commission
 2. Historical Commission
 3. Equal Opportunity Committee

MOTION CARRIED UNANIMOUSLY. Absent: Comms. De Leon and Holman

2. Ingham Conservation District Request for Funds

Ms. Beloskur, Executive Director, Ingham Conservation District informed the Committee that the Ingham Conservation District is working on being more cost effective by using more volunteers, building community partnerships and going paperless. She stated that the website visits have doubled and requests for more information have increased 300% over the past two years. She gave examples of recent partnerships.

Comm. Nolan reminded the Committee that after the economy crashed the decision was made to cut funding for the Ingham Conservation District. Comm. Nolan asked Ms. Beloskur to explain why the Ingham Conservation District is unique and does not overlap other agencies work. Ms. Beloskur explained that they partner, or say, support organizations such as the Health Department or MSU on larger grant projects. She gave the example of the Red Cedar monitoring project. Comm. Nolan asked for clarification that this is not overlapping services that are provided by the Health Department, Farmland and Open Space Preservation, and Drain Commission. Ms. Beloskur explained the Health Department is doing their analysis from a community health perspective and the Conservation District is monitoring water from an ecological perspective. She acknowledged that the Conservation district has some of the same interests as the Drain Commission; however, the Conservation District is a boots on the ground organization, getting people involved in the program through outreach and bringing in federal dollars. Comm. Koenig asked how many farmers and other entities has Ms. Beloskur spoken with. Ms. Beloskur described recent events held for farmers. Comm. Celentino asked if other governmental agencies are being asked for funding support. Ms. Beloskur informed the Committee of the agencies she has been in contact with stating that is an area that they are working toward. Comm. Celentino stated he was pleased to hear that is part of the long term plan. Comm. Celentino highlighted other reasons why the Commissioners previously cut funding.

Ms. Beloskur requested \$7,895.00 and asked for a working relationship with the County beyond the funding.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG TO ADD TO THE “Z” LIST: \$7,895.00 IN OPERATIONAL FUNDING FOR THE INGHAM CONSERVATION DISTRICT FROM THE INGHAM COUNTY BOARD OF COMMISSIONERS.

Comm. Nolan expressed her concern that she is still not clear on what the Conservation District is doing differently than other organization, furthermore, she cannot clearly explain or justify funding to her constituents. Ms. Beloskur stated she understand the difficulty because it is a broad resource for landowners to improve how they are managing their natural resources on their land. She described working with kids, farmers, and landowners along with various workshops.

MOTION CARRIED with Comm. Nolan Voting “no”. Absent: Comms. De Leon and Holman

3. Final Ranking

The following was placed on the “Z” list: \$7,895.00 In Operational Funding for the Ingham Conservation District from the Ingham County Board of Commissioners.

Comm. Nolan informed the Committee that it is her intent to ask each Committee to consider using the “Z” List funds to increase employee compensation by 1%. She provided the Committee with the overall expense and funding sources with the anticipation of increasing revenues to support the increase. The Committee discussed employee compensation over the past five years, collective bargaining, revenue projections, annual funding and various scenarios for an increase including a one-time lump-sum payment. The Committee questioned if there would be Departments or groups not eligible. The Committee agreed this discussion could continue at Caucus or Board Leadership. Comm. Nolan stated she will do more research prior to that meeting.

The Committee asked what Law & Courts put on the “Z” List. Comm. Celentino informed the Committee of the \$19,822 for a 0.5 Lobby Control Position with the Sheriff’s Department and Office of Homeland Security and Emergency Management. Ms. Morton explained the reason for the request.

(Comm. Celentino left at 5:30 pm)

Announcements

Chuck Gray, UAW, stated he was glad to hear the Committee is thinking about the employees. He stated times have been tight and positions left open with employees doubling up on work loads. He stated that he did not want the Commissioners to forget the employees recognized the County’s troubles when they took a pay cut. He stated the last pay increase was in 2011.

Public Comment

None

The meeting adjourned at approximately 5:39 p.m.

Respectfully submitted,

Julie Buckmaster

SEPTEMBER 17, 2013 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommendations are as follows:

1a. Health Department: Resolution to Authorize a 2013-2014 AmeriCorps*VISTA Grant

This resolution authorizes a new AmeriCorps*VISTA Program grant of \$143,952 for the 2013-2014 fiscal year. A total of eight FTE AmeriCorps*VISTA members will be placed in selected host sites in support of projects that target low-income populations and to provide capacity-building at a low cost for our community- and faith-based organizations. Additional dollars offered by MSU Extension totaling \$22,182 and cash contributions from the external host sites totaling \$30,875 will be used to cover the \$34,254 (salary and fringe) for the part-time coordinator, plus \$18,803 for training/travel, supplies; and partial AmeriCorps* VISTA member support. The VISTA Deferred Revenue Cost Share Fund totaling \$50,412 is available for current or future years use if needed.

RECOMMENDATION: Approve the resolution to accept an AmeriCorps*VISTA grant in the amount of \$143,952, to authorize an associated agreement with Corporation for National and Community services, and to allocate a required non-federal match of \$53,057, as presented.

1b. Health Department: Resolution to Convert a Community Health Representative II Position to a Billing and Reporting Clerk I and Increase a Health Plan Management Assistant to Full Time in Health Plan Management Services

The Health Department seeks authorization to convert a vacant Community Health Representative II (UAW/D) position to a limited term Billing and Reporting Clerk I (UAW/E), and to increase a vacant Health Plan Management Assistant (UAW/E) to full-time in Health Plan Management Services. The total additional cost is estimated to be \$12,150. However, Health Plan Management Services received 9,000 additional Plan A members through the April 2013 Adult Benefit Waiver open enrollment and anticipates \$175,000 in additional revenue from August 2013 through January 2014. These additional funds will be utilized to cover increased expenses.

RECOMMENDATION: Approve the resolution to convert a Community Health Representative II position to a Billing and Reporting Clerk I and increase a Health Plan Management Assistant to full time in Health Plan Management Services, as presented.

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

On February 12, 2008 the Board of Commissioners approved a Brownfield Plan for Shaw's on Newton LLC in Meridian Charter Township (Resolution #08-023). This project is no longer viable and while some clean-up activities were completed, the redevelopment has not occurred. The Brownfield Redevelopment Financing Act allows for termination of a brownfield plan if the project fails to occur for at least five years following approval (MCL 125.2666(8)(b)).

RECOMMENDATION: Approve the resolution to terminate 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, as presented.

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***

The (original) existing roof and eaves troughs on the Main Arena have deteriorated over time and are in need of repair. In addition, the current mechanical heating system is inefficient in its current state and requires upgrading to allow for the system to modulate internal air temperatures within the Main Arena. The Purchasing and Facilities Departments both concur that a contract should be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount not to exceed \$165,996.00.

RECOMMENDATION: Approve the 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, as presented.

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

Potter Park Zoo seeks improvements to the Aviary and Reptilian House. The scope of work includes, but is not limited to, removal and replacement of approximately 160 square feet of exterior wall with new 8"x8"x4" Glass Block, and tuck pointing of approximately 84 square feet of exterior face brick veneer. Proposals were sought from 69 vendors, with three responding by the established deadline date. The Evaluation Committee recommends awarding a contract to D.C. Byers Co./Detroit Inc. at a total not to exceed cost of \$37,840.

RECOMMENDATION: Approve the resolution authorizing a contract with D.C. Byers Co. / Detroit Inc. for improvements to the aviary and reptilian house at Potter Park Zoo, as presented.

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***

Revised appraisals were required for the Schwab and Nussdorfer properties by the Federal Farm and Ranchland Protection Program because previous appraisals were more than 12 months old. The new appraisals resulted in an increased value for the properties.

RECOMMENDATION: Approve the resolution to authorize proceeding to close permanent conservation easement deed on Thorburn, Schwab and Nussdorfer properties, as presented.

6a. ***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.

6b. Road Department: *Resolution to Authorize an Emergency Traffic Signal Maintenance Agreement with the Lansing Board of Water and Light*

The Road Department seeks an agreement with Lansing Board of Water and Light (LBW&L) for emergency traffic signal maintenance, continuing a practice in place since May 2002. Under the agreement, LBW&L will provide back-up when the Road Department Signal Technician is unavailable to fulfill assigned work duties. The Ingham County Road Department maintains traffic signals at 68 intersections as well as numerous red/yellow flashers and school zone signals.

RECOMMENDATION: Approve the resolution to authorize an Emergency Traffic Signal Maintenance Agreement with the Lansing Board of Water and Light, as presented.

6c. Road Department: *Resolution for Proposed MDOT Right of Way Permits Performance*

Road Department crews occasionally need permits from the Michigan Department of Transportation (MDOT) to work in state highway rights-of-way. Such needs typically involve placement of temporary signing for county road detours associated with a construction or maintenance project. MDOT standardized a performance resolution for adoption by municipalities to establish permit performance and indemnity conditions. This resolution must be passed and executed based on the approved MDOT form, which varies from typical County resolution formats

RECOMMENDATION: Approve the draft resolution for proposed MDOT right-of-way permits performance, as presented.

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

The Equal Opportunity Committee (EOC) recommended updates to the Equal Opportunity Employment Plan to reflect current practices of the EOC and the departments under the jurisdiction of the Board of Commissioners. The last review and update was conducted in 2007.

RECOMMENDATION: Approve the resolution to adopt a revised Equal Opportunity Employment Plan, as presented.

8a. Parks Department: *Resolution to Accept a Charitable Donation from the Friends of Ingham County Parks*

The Parks Department seeks formal acceptance of a \$5,000 donation from the Friends of Ingham County Parks to be used to offset construction costs of a Cabana at Hawk Island.

RECOMMENDATION: Approve the resolution to accept a \$5,000 charitable donation from the Friends of Ingham County Parks, as presented.

8b. Parks Department: *Resolution Approving the Transfer of Approved Capital Improvement Funds for Construction of a Cabana at Hawk Island County Park*

Park officials wish to transfer of \$6,000 from the 2013 Ingham County Parks Capital Improvement budget to the Cabana project at Hawk Island. Commissioners originally earmarked \$8,000 for purchase of soccer goals, but these goals are no longer needed. Addition of a Cabana at Hawk Island will allow better service to park guests and create a new revenue source for the Department.

RECOMMENDATION: Approve the resolution to authorize transfer of approved capital improvement funds for construction of a cabana at Hawk Island County Park, as presented.

8c. Parks Department: *Resolution Amending User Fees for the Hawk Island Snowpark*

The Parks Department proposes to amend the Snowpark fee schedule approved in 2012 (Resolution #12-366). Revenue earned from the fee schedule was not sufficient to cover the operational expenses of the facility. The goal of park officials was to increase fees by a reasonable amount, but not to the point of negatively affecting use. Ingham County park fees remain much lower than other facilities around the state even with the proposed increases. This resolution allows for incentive programs as approved by the Controller. These incentives could include the use of Groupons, weekday or late season discounts. The Parks and Recreation Commission officially supported this amendment at their August meeting.

RECOMMENDATION: Approve the Resolution Amending User Fees for the Hawk Island Snowpark, as presented.

9a. Controller: *Resolution to Authorize the Replacement of Leased Copiers with Purchased Copiers and to Set up Copier Replacement Chargebacks for Ingham County Departments*

Ingham County currently leases 81 copy machines and many of these leases are due to expire. Rather than simply renew the leases, the Purchasing and MIS departments evaluated the option of purchasing copy machines. It was determined that replacing leased copy machines with purchased machines will result in a minimum annual savings of \$39,500.

RECOMMENDATION: Approve the resolution to authorize replacement of leased copiers with purchased copiers and to set up copier replacement chargebacks for Ingham County departments, as presented.

9b. Controller: *Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System*

City of Lansing Emergency Management Chief Michael R. Hamel seeks a financial contribution of \$30,000 from Ingham County to offset expenses for a proposed Enhanced Flood Warning System developed by the U.S. Geological Survey (USGS). Citing unique problems associated with the configuration of rivers and dams in the Lansing area, Mr. Hamel asserts implementation of the USGS model will result in more accurate forecasts that will enable local officials, residents, and critical infrastructure managers to take protective actions in a flood emergency.

RECOMMENDATION: Approve the resolution to authorize participation in U.S. Geological Survey Enhanced Flood Warning System, as presented.

10a. Board of Commissioners: *Resolution Honoring Lansing for Cesar E. Chavez*

The proposed resolution honors the memory of Cesar E. Chavez in appreciation of the many accomplishments he made to enhance the quality of life of millions of Americans, particularly in Ingham County.

RECOMMENDATION: Approve the resolution Honoring Cesar E. Chavez, as presented.

10b. Board of Commissioners: *Resolution Congratulating the Holt Jr. Rams U14 Class A Mason Pony League Champions*

This proposed resolution offers congratulations to the Holt Jr. Rams U14 Class "A" team members on their great success.

RECOMMENDATION: Approve the resolution congratulating the Holt Jr. Rams U14 Class A Mason Pony League Champions, as presented.

MEMORANDUM

TO: Human Services Committee
 County Services Committee
 Finance Committee

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

DATE: September 5, 2013

RE: Resolution to Authorize a 2013-2014 AmeriCorps*VISTA Grant

This is a recommendation to authorize an agreement with the Corporation for National and Community Services (CNCS) to operate an AmeriCorps*VISTA project in Ingham County.

AmeriCorps*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps*VISTA Program grant of \$143,952 for the 2013-2014 fiscal year. A total of 8 FTE AmeriCorps*VISTA members will be placed in host sites selected through an RFP process.

Our pool of VISTA members will support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community- and faith-based organizations. The list of those agencies is attached.

Additional dollars offered by MSU Extension totaling \$22,182 and the VISTA Deferred Revenue Cost Share Fund totaling \$50,412 are being utilized to cover \$36,560 (salary and fringe) for the part-time coordinator, plus staff training/travel; and partial AmeriCorps*VISTA member support.

The grant requires a match.

	Amount	Percent
Grant	\$143,952	90%
Match	\$15,836	10%*
Total	\$159,788	

*Grant guidelines direct applicants to hold the CNCS share at \$11,136 per member.

The match is drawn from:

- 1) Cash contributions from the external host sites totaling \$32,000;

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the National Corporation for Community Service for the first year of this AmeriCorps*VISTA Program.

- c: Debbie Edokpolo w/attachment
- John Jacobs w/attachment
- Isaias Solis w/attachment

AmeriCorps*VISTA Project

Community- and faith-based organizations who are approved (as of 09/05/13) to receive a VISTA member are:

Capital Area College Access Network

Center for Financial Health

Greater Lansing Housing Coalition

Ingham Change Initiative

Ingham Great Start Collaborative- Lansing Early Childhood Equity Project

REACH Studio Art Center

Northwest Initiative

Tri-County Office on Aging

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396

TO: Debbie Edokpolo, Assistant Deputy Health Officer
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 9/5/13
RE: HR Analysis to establish a new position—AmeriCorps State Specialist, position number=TBD

Regarding your request to establish a new position, Human Resources can confirm the following:

1. The recently created classification of AmeriCorps State Specialist appears to meet your operational needs.
2. The AmeriCorps State Specialist position is compensated at an ICEA PRO 5 salary level.
3. The ICEA PRO has been notified of this new position. I anticipate their full support will follow shortly.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final steps in the process: contacting Budgeting, writing a memo of explanation and preparing a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2013-2014 AMERICORPS* VISTA GRANT

WHEREAS, the Ingham County Health Department on behalf of the Power of We Consortium was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010; and

WHEREAS, annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) has provided Ingham County with up to eight (8) AmeriCorps* VISTA members to perform volunteer services to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, VISTA members provide expanded capacity to community-based organizations that are engaged in work that helps meet Ingham County's long-term goals of fostering economic well-being, assisting in meeting basic needs and fostering appropriate youth development; and

WHEREAS, a mechanism has been established for collecting cost share from each VISTA host site for the purpose of paying for cost-shared members in future years (Resolution #06-333); and

WHEREAS, the Health Department has successfully collected required funds from host sites to cover the costs of AmeriCorps* VISTA members; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award; and

WHEREAS, a part-time AmeriCorps* VISTA Specialist (ICEA/5) is established to function as the coordinator, train staff and attend trainings for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept an AmeriCorps* VISTA grant in the amount of \$143,952 from the Corporation for National and Community Services for the period of October 1, 2013 through November 15, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps*VISTA grant in the \$143,952, and authorizes an agreement from the Corporation for National and Community Services for the period of October 1, 2013 through November 15, 2014.

BE IT FURTHER RESOLVED, that a non-federal match of \$53,057 is authorized, obtained through cash contributions of up to \$3,860 from each of the AmeriCorps* VISTA host sites, as selected through a Request for Proposal process, and \$22,182 offered by MSU Extension.

BE IT FURTHER RESOLVED, that a part-time AmeriCorps* State Specialist (ICEA/5) position is established as the coordinator, to train staff and attend trainings for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget and position allocation adjustments to the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: September 12, 2013

RE: Resolution to Convert a Vacant Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Vacant Health Plan Management Assistant from Part-time to Full-time

The Health Plan Management Services (HPMS) Unit currently serves 14 health plans with over 38,000 members and 28 different benefits. These increased member numbers reflect an addition of 9,000 new Plan A members resulting from the April 2013 Adult Benefit Waiver open enrollment. Over the past twelve months, a total of seven positions have either been eliminated or become vacant in HPMS.

There is now an immediate need for additional staff in order for HPMS to continue to meet their contractual obligations and provide services at the required levels.

In November, 2012, the Claim Services Coordinator position (601066) became vacant. The billing and reporting duties from this position were reassigned to a Community Health Representative II, UAW/D, (601081). After evaluation by Human Resources, the employee was paid Out of Class at the Community Health Representative IV (UAW/F) rate. The employee resigned her position effective August 1, 2013. We are requesting that the vacant CHR II (601081) be converted to a Billing & Reporting Clerk I, UAW/E – limited term. The Budget Office has calculated that this conversion will cost an additional \$2,415 (2012 rates). Claims processing and Customer service are key components of the current HPMS business model.

The Health Plan Management Assistant position (601082), UAW/E, was established as a shared time position. When half of this position became vacant, the ICHD continued fund it as a part-time position. The employee in this position resigned effective July 26, 2013. We are requesting that this position be increased to full-time. The Budget Office has calculated that this increase will cost an additional \$9,735 (2012 rates).

The additional cost of these position conversions will be fully funded through increase Health Plan member revenues collected from August 2013 through January 2014 of approximately \$175,000.

Human Resources and the UAW support these position changes.

I recommend that the Board of Commissioners adopt the attached resolution to convert a CHR II position to a Billing & Reporting Clerk I and increase the Health Plan Management Assistant to full-time, to allow HPMS to continue to provide services to outside agencies on a contractual basis. Both positions will be posted as limited term.

c: Nancy Hayward w/attachments
John Jacobs w/attachments
Travis Parsons, w/attachments
Chuck Gray, w/attachments

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Health Plan Management Services, under the Ingham County Health Department, is funded through contracts for services which includes administrative oversight of 14 County Health Plans in 29 counties; and

WHEREAS, Health Plan Management Services, received 9,000 additional Plan A members through the April 2013 Adult Benefit Waiver open enrollment; and

WHEREAS, Health Plan Management Services has reviewed the current operational needs and determined the unit lacks the staff resources to adequately fulfill its contractual obligations; and

WHEREAS, Human Resources has evaluated two positions in Health Plan Management Services and supports the conversion of a vacant CHR II (UAW/D), Position #601081, to a Billing & Reporting Clerk I (UAW/E) and to increase the vacant Health Plan Management Assistant (UAW/E), Position #601082 to full-time status; and

WHEREAS, the Budget Office has calculated that the funding of the Health Plan Assistant position will cost an additional \$9,735 (2012 rates) and the conversion of the Community Health Representative II will cost an additional \$2,415 (2012 rates); and

WHEREAS, the additional cost of these position changes will be fully funded through increased Health Plan member revenues collected from August 2013 to January 2014 of an approximate amount of \$175,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the conversion of the vacant Community Health Representative II (UAW/D), Position #601081 to a limited term Billing and Reporting Clerk (UAW/E) position and that the vacant Health Plan Management Assistant (UAW/E), Position #601082 to be increased to full-time in Health Plan Management Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the vacant Community Health Representative II (UAW/D), Position #601081 to a limited term Billing and Reporting Clerk I (UAW/E) and that the vacant Health Plan Management Assistant (UAW/E), Position #601082 to be increased to full-time in Health Plan Management Services.

BE IT FURTHER RESOLVED, that the Billing and Reporting Clerk I and the Health Plan Management Assistant positions will be posted as limited term.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments in the Health Department's 2013 budget for Health Plan Management Services.

Agenda Item 2

TO: County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Termination of Brownfield Plan Shaw's on Newton LLC

DATE: September 5, 2013

On February 12, 2008 the Board of Commissioners adopted Resolution #08-023 approving a Brownfield Plan for Shaw's on Newton LLC in Meridian Charter Township. This project is no longer viable and while some clean-up activities were completed, the redevelopment has not occurred.

In accordance with PA 502 of 2012 (amended PA 381 of 1996) Section 16 (8) (b), "The governing body may terminate a brownfield plan or plan amendment for an eligible property if the project for which eligible activities were identified in the brownfield plan or plan amendment fails to occur with respect to the eligible property for at least 5 years following the date of the resolution approving the brownfield plan or amendment."

Termination of this plan does not prohibit approval of a new brownfield plan for this site should another development come forward.

Introduced by County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, on February 12, 2008 the Ingham County Board of Commissioners adopted Resolution #08-023 approving 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 for redevelopment of five parcels of property in Meridian Charter Township, Michigan tax ID numbers 33-02-02-04-201-002, 33-02-02-04-201-003, 33-02-02-04-201-004, 33-02-02-04-251-002 and 33-02-02-04-251-001 (the "Property") containing 13.7 acres, into a combination retail, commercial and multi-unit residential development and provides; and

WHEREAS, in accordance with Section 16 (8) (b) of Public Act 502 of 2012 (the "Act") which amended Public Act 381 of 1996, the governing body may terminate a brownfield plan or plan amendment for an eligible property if the project for which eligible activities were identified in the brownfield plan or plan amendment fails to occur with respect to the eligible property for at least 5 years following the date of the resolution approving the brownfield plan or plan amendment: and

WHEREAS, the redevelopment of the property has not occurred.

THEREFORE BE IT RESOLVED, pursuant to the authority vested in the Ingham County Board of Commissioners by Public Act 502 of 2012 and in accordance with the provisions of Section 16 (8) (b) of the Act that the 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 is hereby terminated.

BE IT FURTHER RESOLVED that the Economic Development Coordinator shall send notice of termination of the plan to the Ingham County Brownfield Redevelopment Authority, the Ingham County Treasurer and the Meridian Charter Township Treasurer.

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: September 9, 2013

RE: Authorization to Enter into a Contract with Laux Construction, LLC for Repair of the Main Arena Roof, Installation of New Eaves Troughs, and Upgrading of the Heating System of the Main Arena at the Ingham County Fairgrounds

The Main Arena at the Ingham County Fairgrounds was constructed in 1984 with the intent of being used as an enclosed pavilion, however as the Fairgrounds has continued to develop its book of business and the Main Arena has evolved to keep pace. In the late 1990's, the Main Arena was upgraded with the current heating system to accommodate the year-round usage of that facility for both animal and people-based events. Currently, the Main Arena hosts over 70 events throughout the year; having become the site for most of the major events on the Fairgrounds on an annual basis.

The current condition of the (original) existing roof and eaves troughs on the Main Arena have failed and have deteriorated over time and are in need of repair and the current mechanical heating system is inefficient in its current state and requires upgrading to allow for the system to modulate internal air temperatures within the Main Arena.

Funding for this project has been budgeted and approved in the 2013 CIP account number 56176900-976000 for \$80,000.00. There is an additional \$253,300.00 in Hotel/Motel reserve funds available to the Fair for capital improvements on the Fairgrounds, of which the Fairgrounds would like to have \$85,996.00 transferred to account number 65176900-976000 to assist with the completion of this capital project.

The Purchasing and Facilities Departments both concur that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount not to exceed \$153,700.00, plus a contingency of \$12,296.00 for any unforeseen circumstances that may arise with this type of repair and upgrading; for a total cost of \$165,996.00.

The construction phase would be October 24, 2013, through November 15, 2013, to ensure that the Main Arena roofing, eaves troughs, and heating system are adequate to withstand the forces placed upon it by the coming winter months.

Sincerely,

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 9, 2013
SUBJECT: Proposal Summary for Ingham County Fairgrounds Main Arena Improvements

Project Description:

Proposals were sought from experienced and qualified general contractors for the Fairgrounds Main Arena Improvements Project at the Ingham County Fairgrounds. The scope of work includes, but is not limited to, replacing existing exhaust fans; installing new gas fired radiant heaters in entrance vestibule; installing new temperature sensors and carbon monoxide sensors; modifying temperature controls; and, upgrading existing make-up air units as outlined by manufacturers’ assessment and recommendations. The scope of work also includes Alternate 1A – making roofing repairs utilizing a coatings system that covers penetrations and seams.

Proposal Summary:

A total of 7 vendors attended the mandatory pre-proposal meeting.

Vendors contacted: 42 Local: 15
 Vendors responding: 2 Local: 2

Company Name	Base Bid	Alternate 1A – Roof Repairs	Total	Local
Laux Construction LLC	\$46,000	\$107,700	153,700	Y
Moore Trospen Construction Co.	\$135,600	\$104,200	239,800	Y

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction LLC. The cost of the project is \$153,700 which is reflective of the payment of prevailing wages plus a \$12,296 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$165,996. An 8% contingency was recommended by the County’s consultant. In addition to submitting the lowest responsive and responsible proposal, Laux Construction LLC is a registered local vendor, bonded, insured, and has previous experience working with Ingham County.

Advertising:

The Request for Proposals was advertised in the Lansing State Journal, City Pulse, various construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the current condition of the existing roof and eaves troughs on the Main Arena have failed and have deteriorated over time and are in need of repair; and

WHEREAS, the current mechanical heating system is inefficient in its current state and requires upgrading to allow for the system to modulate internal air temperatures within the Main Arena; and

WHEREAS, the funds for this project have been budgeted and approved in the 2013 CIP account number 56176900-976000 for \$80,000.00; and

WHEREAS, there is \$253,300.00 in Hotel/Motel reserve funds available to the Fair for capital improvements; and

WHEREAS, after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount not to exceed \$153,700.00; and

WHEREAS, a contingency of \$12,296.00 is being requested by the Facilities Department for any unforeseen circumstances that may arise with this type of repair and upgrading.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Laux Construction, LLC 4218 Charlar Dr., Holt, MI 48842, for general contractor services to repair the existing roof with a coating system, install new eaves troughs, and upgrade the current mechanical heating system for a not to exceed cost of \$153,700.00 plus a contingency of \$12,296.00 for a total cost of \$165,996.00.

BE IT FURTHER RESOLVED, the Ingham County Board authorizes the transfer of \$85,996.00 in Hotel/Motel reserve funds to the 2013 CIP account number 56176900-976000.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 4, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH D.C. BYERS CO. /DETROIT, INC. FOR IMPROVEMENTS TO THE AVIARY & REPTILIAN HOUSE AT POTTER PARK ZOO**

The resolution before you authorizes entering into a contract with D.C. Byers Co. / Detroit, Inc. for improvements to the Aviary and Reptilian House at Potter Park Zoo.

The glass block is broken and the tropical species are very susceptible to the cold, the house is outdated and in need of improvements.

D.C. Byers Co. / Detroit, Inc., who submitted the lowest responsive and responsible bid in the amount of \$32,880.00, were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments.

The bid amount does not include two alternates, if required, alternate #1 for payment and performance bonds in the amount of \$460.00 and alternate #2 for cost for winter conditions in the amount of \$1,000.00 for a total cost not to exceed \$34,340.00.

The Facilities Department would like to ask for a \$3,500.00 contingency for any unseen circumstances that may arise with this type of project. This will bring the project total to a not to exceed cost of \$37,840.00.

Funds for this project are available in the approved Potter Park Zoo Millage Funded CIP # 258-69900-977000-1301Z, which has a balance of \$29,887.00.

Improvements to the Aviary and Reptilian House are a high priority and therefore to complete this project, the Facilities Department is asking for a line item transfer in the amount of \$8,000.00 from the approved Potter Park Zoo Millage Funded CIP # 258-69900-977000-1302Z for the Bongo Barn Door Project which has a balance of \$10,000.00.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: September 5, 2013

SUBJECT: Proposal Summary for the Improvements to the Aviary and Reptilian House at Potter Park Zoo

Project Description:

Proposals were sought from experienced and qualified contractors for improvements to the Aviary and Reptilian House at Potter Park Zoo. The scope of work includes, but is not limited to, removal and replacement of approximately 160 square feet of exterior wall with new 8"x8"x4" Glass Block (Pittsburgh Glass Style Essex AA), and tuck pointing of approximately 84 square feet of exterior face brick veneer.

Proposal Summary:

A total of 10 vendors attended the mandatory pre-proposal meeting.

Vendors contacted: 69 Local: 22

Vendors responding: 3 Local: 0

Company Name	Base Bid	Alternate #1 – Payment and Performance Bonds	Alternate #2 – Cost for Winter Conditions	Total	Local
D.C. Byers Co./Detroit Inc.	\$32,880	\$460	\$1,000	\$34,340	No - East Lansing (Clinton County)
Ram Construction Services	\$27,800	\$450	\$6,500	\$34,750	No - Wyoming
Boss Construction, Inc.	\$35,510	\$1,390	\$2,500	\$39,400	No - Taylor

Vendors Not Responding

Cusack’s Masonry Restoration, Inc., Hubbardston – No bid submitted due to insufficient time to respond.

Cherry Ridge Construction, Fremont– No bid submitted, no reason provided.

Recommendation:

The Evaluation Committee recommends awarding a contract to D.C. Byers Co./Detroit Inc. The cost of the project is \$34,340 which is reflective of the payment of prevailing wages plus a \$3,500 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$37,840. In addition to submitting the lowest responsive and responsible proposal, D.C. Byers Co./Detroit Inc. is a registered vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the Lansing State Journal, City Pulse, various construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH D.C. BYERS CO. /
DETROIT INC. FOR IMPROVEMENTS TO THE AVIARY & REPTILIAN HOUSE AT
POTTER PARK ZOO**

WHEREAS, the glass block is broken and the tropical species are very susceptible to the cold, the house is outdated and in need of improvements; and

WHEREAS, D.C. Byers Co. / Detroit, Inc. who submitted the lowest responsive and responsible bid in the amount of \$32,880.00, were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments; and

WHEREAS, the bid amount does not include two alternates, if required, alternate #1 for payment and performance bonds in the amount of \$460.00 and alternate #2 for cost for winter conditions in the amount of \$1,000.00 for a total cost not to exceed \$34,340.00; and

WHEREAS, the Facilities Department would like to ask for a \$3,500.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available in the approved Potter Park Zoo Millage Funded CIP # 258-69900-977000-1301Z which has a balance of \$29,887.00; and

WHEREAS, improvements to the Aviary and Reptilian House are a high priority and therefore the Facilities Department is asking for a line item transfer in the amount of \$8,000.00 from the approved Zoo Millage Funded CIP # 258-69900-977000-1302Z for the Bongo Barn Door Project which has a balance of \$10,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with D.C.Byers Co. / Detroit, Inc. 16429 Upton Road Suite #3, East Lansing, MI. 48823-4315 for the improvements to the Aviary and Reptilian House at Potter Park Zoo for a not to exceed cost of \$37,840.00.

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

MEMO

To: County Board of Commissioners
 Date: September 5, 2013
 From: Stacy Byers, Director, Ingham County Farmland and Open Space Preservation Board
 Re: Amendment to Resolution #13-38 approving closing on the Thorburn, Schwab and Nussorder properties.

The appraisals for the Schwab and Nussdorfer properties were required by the Federal Farm and Ranchland Protection Program to be updated due to them being more than 12 months old. The new appraisals reflected approximately two new sales of comparable agricultural land which caused an increase in the value from the March 12, 2012 appraisal date. The Farmland and Open Space Board is pleased with the new sales data now available, and is seeking approval to close at the new values.

Based on March 12, 2012 accepted values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Schwab	\$87,000.00	\$85,000.00	\$2000.00	\$51,850.00	\$33,150.00
Nussdorfer	\$83,000.00	\$83,000.00	\$0.00	\$50,630.00	\$32,370.00

Based on August 10, 2013 values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Schwab	\$157,419.00	\$155,419.00	\$2000.00	\$103,167.00	\$52,252.00
Nussdorfer	\$124,000.00	\$124,000.00	\$0.00	\$86,794.00	\$37,206.00

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #13-38, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON THORBURN, SCHWAB AND NUSSDORFER PROPERTIES

WHEREAS, the Ingham County Board of Commissioners passed Resolution #13-38 approving closing on the Thorburn, Schwab and Nussdorfer Properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board was required to update the appraisals of the Nussdorfer and Schwab properties by the Federal Farm and Ranchland Protection Program; and

WHEREAS, the updated Nussdorfer and Schwab property appraisals, conducted by a State Certified Appraiser, showed an increase in value from the March 12, 2012 appraisal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Nussdorfer and Schwab properties at a price not to exceed the amount listed in the chart below:

Based on August 10, 2013 values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Schwab	\$157,419.00	\$155,419.00	\$2000.00	\$103,167.00	\$52,252.00
Nussdorfer	\$124,000.00	\$124,000.00	\$0.00	\$86,794.00	\$37,206.00

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners are hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

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 5, 2013 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: September 5, 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>
2013-389	DELHI TOWNSHIP	SANITARY	SYCAMORE ST	DELHI	23
2013-390	GREAT LAKES COMNET	CABLE / UG	HOWELL RD & CEDAR ST	ALAIEDON	31
2013-391	FRONTIER	CABLE / UG	MT. PLEASANT RD BET DEXTER TR & SWAN RD	STOCKBRIDGE	5
2013-392	DELHI TOWNSHIP	WALKWAY CONSTRUCTION	HOLT RD BET THORBURN ST & DEPOT ST	DELHI	14
2013-401	GREAT LAKES COMNET	CABLE / UG	DEPOT ST BET HOLT RD & KELLER RD	DELHI	14
2013-405	ALAIEDON TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SANDHILL RD BET COLLEGE RD & HAGADORN RD	ALAIEDON	6 & 7
2013-406	ACD.NET	CABLE / UG	GRAND OAK DR BET ENGLISH OAK DR & PINE TREE RD	DELHI	2
2013-410	AT & T	CABLE / UG	WILLOUGHBY RD & CEDAR ST	DELHI	10
2013-412	CONSUMERS ENERGY	GAS	CEDAR ST & HOGSBACK RD	ALAIEDON	31
2013-415	CONSUMERS ENERGY	GAS	MT HOPE RD & MAUMEE DR	MERIDIAN	28
2013-416	INGHAM CO DRAIN COMM	STORM SEWER	VARIOUS	WILLIAMSTOWN	
2013-421	DELHI TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	DELHI	
2013-422	AT & T	CABLE / UG	UNIVERSITY PARK DR & ALAIEDON PKWY	ALAIEDON	4
2013-423	ADC.NET	CABLE / UG	VARIOUS	DELHI	23
2013-429	HAROLD & MARJORIE SHOOTER	LAND DIVISION	HASLETT RD	LOCKE	9

PERMIT SUPERVISOR: _____

MANAGING DIRECTOR: _____

MEMORANDUM

TO: County Services and Finance Committees

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

DATE: August 26, 2013

SUBJECT: Emergency Traffic Signal Maintenance Agreement

The Ingham County Road Department (ICRD) has 68 signalized intersections, for which we maintain the traffic regulating signal equipment. We also maintain numerous red/yellow flashers and school zone installations. Our traffic regulating signals are located in Delhi Township, Lansing Township, Leslie Township, Meridian Township, and Vevay Township. We also maintain traffic regulating signals, by contract, within the City of Mason and the Village of Webberville.

The former Ingham County Road Commission has arranged for emergency traffic regulating signal maintenance help from the Lansing Board of Water & Light (LBW&L) since May 2002. The agreement is intended to give us “back-up” when our only Signal Technician is unavailable to fulfill his work duties, such as FMLA leave, vacation leave, etc.

The reason for this memo and resolution is to execute a new Emergency Traffic Signal Maintenance Agreement. The agreement would start when executed by both parties and run through April 30, 2016.

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 AN EMERGENCY TRAFFIC SIGNAL MAINTENANCE
AGREEMENT WITH THE LANSING BOARD OF WATER & LIGHT**

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) has 68 signalized intersections with traffic regulating signal equipment, which are maintain by ROAD DEPARTMENT staff; and

WHEREAS, the ROAD DEPARTMENT has arranged for emergency traffic regulating signal maintenance help from the Lansing Board of Water & Light (LBW&L) since May 2002; and

WHEREAS, the agreement with the LBW&L is intended to provide “back-up” when the ROAD DEPARTMENT’s only Signal Technician is unavailable to fulfill his duties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Lansing Board of Water & Light, Lansing, Michigan, to provide emergency traffic signal maintenance from the date of execution though April 30, 2016.

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

MEMORANDUM

To: County Services Committee

From: William Conklin, Managing Director
Department of Transportation & Roads

Date: September 6, 2013

RE: Proposed MDOT ROW Permits Performance Resolution

Attached is a proposed resolution requested by the Michigan Department of Transportation (MDOT) to be placed on file for all occasions when the Road Department must obtain a permit from MDOT for any and all work in MDOT state highway rights of way (ROW) by Road Department crews to establish permit performance and indemnity conditions required by MDOT for these permits. Per MDOT's requirements, this resolution must be passed and executed based on the attached MDOT form, which varies in format somewhat from typical County resolution formats.

Road Department crews may on occasion need an MDOT permit to work in state highway ROW's for purposes typically involving placement of temporary signing for county road closure detours when replacing cross-culverts and/or other work on County roads requiring closure and detour of the county road using an MDOT highway as part of the detour route.

In the past, most county road closure detour routes on state highways have been part of county primary road federal aid projects administered by MDOT's Local Agency Programs office, thus having the issues covered in the attached resolution directly administered by MDOT. Our upcoming Cornell Road project is however a local road project not involving MDOT administration, but needing a longer term detour route posted on Grand River Avenue (M-43) between Marsh and Cornell Roads in Meridian Township, which is under MDOT jurisdiction. Thus for the Cornell Road and any other similar Road Department administered projects in the future needing a detour route on state highways, the attached resolution is required by MDOT.

The County Attorney has reviewed the proposed resolution and recommended inclusion of the following additional language in paragraph 1:

“It is expressly understood and agreed that nothing in this Resolution/Agreement shall be construed as a waiver by either the GOVERNMENTAL AGENCY or the DEPARTMENT of any governmental immunity they and their officers, employees and agents may have, as provided by statutes and court decisions.”

Thus Road Department staff recommends and requests Board of Commissioners approval of the attached resolution with the addition of the above language recommended by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ADOPTION OF A PERFORMANCE RESOLUTION FOR
GOVERNMENTAL AGENCIES, AS REQUIRED BY THE MICHIGAN DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the Michigan Department of Transportation (MDOT) requires that the attached Performance Resolution for Governmental Agencies be passed and placed on file for all occasions when the Road Department must obtain a permit from MDOT for any and all work in MDOT state highway rights of way by the Road Department to establish permit performance and liability conditions required by MDOT.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby adopts the attached Performance Resolution for Governmental Agencies as required by the Michigan Department of Transportation.

BE IT FURTHER RESOLVED, that the adoption of the attached Performance Resolution for Governmental Agencies should not be construed as a waiver by either Ingham County, the Ingham County Road Department, MDOT, the State of Michigan, or their officers, employees and agents of any governmental immunity they may have, as provided by statutes and court decisions.

BE IT FURTHER RESOLVED, that the Road Department is directed to provide MDOT with a certified true copy of the attached Performance Resolution.

**PERFORMANCE RESOLUTION FOR
GOVERNMENTAL AGENCIES
(as modified by Ingham County Attorney)**

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way" (form 2205), or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way" (form 2205B).

RESOLVED WHEREAS, the County of Ingham on behalf of the Ingham County Road Department
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
- 1A. **(Ingham County addition)** It is expressly understood and agreed that nothing in this Resolution/Agreement shall be construed as a waiver by either the GOVERNMENTAL AGENCY or the DEPARTMENT of any governmental immunity they and their officers, employees and agents may have as provided by statutes and/or court decisions.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.

5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY:

Managing Director, Operations Director, County Highway Engineer, Design Engineer, Sign-Signal Supervisor, all District Maintenance Supervisors, or their designees.

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the Board of Commissioners of the County of Ingham at a regularly scheduled public meeting held on the 24th day of September, A.D 2013.

Signed

Title _____

September 5, 2013

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO ADOPT A REVISED EQUAL OPPORTUNITY EMPLOYMENT PLAN

The Equal Opportunity Committee (EOC) has completed the review and update of the Ingham County Equal Opportunity Employment Plan (EOE Plan). The last review and update was conducted in 2007.

The EOC are recommending updates to the EOE Plan to reflect current practices of the EOC and the departments under the jurisdiction of the Board of Commissioners. The updates have been reviewed by legal counsel at Cohl, Stoker and Toskey and are set out in italicized and bolded lettering in the attached EOE Plan document.

The attached resolution adopts proposed updates and revisions. An Equal Opportunity Committee representative is happy to meet with the County Services Committee to answer any questions regarding the review and recommendations.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A REVISED EQUAL OPPORTUNITY
EMPLOYMENT PLAN**

WHEREAS, Ingham County has been committed and maintains its commitment to equal opportunity and non-discrimination for all persons; and

WHEREAS, this commitment is reflected in an Equal Opportunity Employment Plan; and

WHEREAS, the current Equal Opportunity Employment Plan was last reviewed in 2007; and

WHEREAS, the Equal Opportunity Committee has devoted time and effort in developing a proposed updated and revised Equal Opportunity Employment Plan; and

WHEREAS, changes to the proposed revised Equal Opportunity Employment Plan have been made based on suggestions from the Equal Opportunity Committee and review by legal counsel; and

WHEREAS, the revised plan re-emphasizes the Ingham County Board of Commissioners' goal to recruit and maintain a highly qualified and diverse workforce; and

WHEREAS, the Ingham County Board of Commissioners urges the support of this plan by all offices and agencies of the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached revised Equal Opportunity Employment Plan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all county departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this plan and work to further the achievement of the stated goals.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners requests and encourages all county wide elected officials and Chief Judges to voluntarily adopt this plan and to work to further the achievement of stated goals, as they have done with prior plans.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends the Equal Opportunity Committee for its time and effort devoted to revising and updating this plan.

INGHAM COUNTY EQUAL OPPORTUNITY EMPLOYMENT PLAN

2013

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INGHAM COUNTY
EQUAL OPPORTUNITY EMPLOYMENT PLAN
PREAMBLE AND PURPOSE

It is the goal of Ingham County (hereinafter referred to as the "County") to recruit and maintain a diverse workforce in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification). The County shall pursue an aggressive recruitment and personnel development program in order to maintain a highly qualified and diverse work force.

I. THE INGHAM COUNTY EQUAL OPPORTUNITY EMPLOYMENT PLAN

Based on the above-stated goal, the County does hereby adopt the Ingham County Equal Opportunity Employment Plan (hereinafter referred to as the "EOE Plan" or "Plan"). This Plan is an integral part of the total Human Resources management program. The County shall pursue a program of recruitment, hiring and promotions of highly qualified employees and applicants, and may consider training projects based on available resources.

This Plan assigns responsibilities and provides for the presentation of reports and annual evaluations. The Plan requires the County to ensure that all Human Resources related decisions are based upon an individual's ability to meet the requirements of the job, and that the County shall monitor and eliminate, if possible, any barriers that interfere with equal opportunity in all segments of the Human Resources program. This Plan precludes quotas and reductions in job related qualifications to increase employment of women, minorities and individuals with disabilities. The Ingham County Equal Opportunity Committee (*hereinafter referred to as the "EOC"*) may recommend adjustments to job-related qualifications after an investigation and determination is made by the Ingham County Equal Opportunity Committee that the recommended job-related qualifications are appropriate, and does not violate Proposition 2. The goals should not be construed as quotas, which must be met, or ceilings that will prevent the hiring or promotion of the most qualified people. Therefore, the County shall hire and promote the most qualified individuals regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age, or political affiliation (except where age, sex, or lack of disability constitutes a bona fide occupational qualification), in order to meet the labor force demands of the County.

New County employees shall be provided a copy of the Plan, and all County employees will receive a copy of any updated version of the Plan. The Plan will also be made available to all applicants for County employment or any interested parties upon request.

Pursuant to state law, the Board of Commissioners acknowledges the fact that this Equal Opportunity Employment Plan is not enforceable to Department Heads who are elected officials.

However, the Board of Commissioners will use all of its persuasive abilities to encourage elected officials to concur with the Equal Opportunity Plan.

II. EQUAL OPPORTUNITY COMMITTEE (EOC)

The Ingham County Board of Commissioners (hereinafter referred to as the "Board of Commissioners") has appointed a committee consisting of interested citizens to act under the terms of the Plan. This committee will be known as the Ingham County Equal Opportunity Committee (hereinafter referred to as the "EOC"). The EOC is an advisory committee. The EOC will perform the following functions:

- Serve as advisors to the Board of Commissioners on matters that will ensure equal opportunity for all County employees, as well as applicants for County employment.
- Make recommendations to the County Services Committee and/or the Board of Commissioners as necessary to carry out the County's commitment to equal opportunity.
- Review reports submitted by the Human Resources Director.
- Verify *annually* that banks or other savings institutions holding County funds are equal opportunity employers and lenders.
- Verify *annually* that possible County purchasing is done from equal opportunity employers.
- Review periodic reports and annual evaluations of the ethnic and gender status of the County's employee base solely for the purpose of determining a need for further inquiry to ascertain whether there has been specific prior discrimination in hiring practices to evaluate applicable hiring criteria to ensure that they are reasonably job-related and do not arbitrarily exclude members of the underutilized group, or to indicate the need for inclusive outreach efforts to ensure that members of the underutilized group have equal opportunity to seek employment with the affected department.
- Provide an annual report to the County Services Committee based on its work during the previous calendar year.
- Review the Plan for its continued relevance at least every *three (3) years or as necessary*.

All meetings of the EOC are open to the public and provide for an opportunity for limited public comment. However, the EOC reserves the right to limit access to its meetings at those times when the facts involved in a complaint against the County are being discussed, subject to the requirements of the Michigan Open Meetings Act.

III. HIRING AND PROMOTION PROCESS

It is the position of the County that it is an Equal Opportunity Employer.

The Human Resources Department will evaluate and monitor the interview and selection process of each County department to ensure that the Plan is adhered to and no person is denied employment or promotional opportunities because of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age, or political affiliation (except where age, sex, or lack of disability constitutes a bona fide occupational qualification).

The Board of Commissioners recognizes that by law, County elected officials may choose to use an alternate process for their confidential administrative staff. Example, chief deputies.

A. Recruitment

All advertisement for open positions will identify the County as an Equal Opportunity Employer. The County will implement a program of intensive recruitment of qualified individuals directed toward the community-at-large; making sure no segment of the community is excluded from County job opening notifications. Internal dissemination of the EOE Plan in meetings with Department Heads and the Human Resources Department representative shall also be made on a semi-annual basis. At these meetings, Department Heads shall be advised of the EOE Plan and their responsibilities under it.

A bi-weekly listing of open positions is transmitted to the community organizations for information purposes. The job listing shall be displayed in County buildings and offices. Additionally, the posting is sent to local United States Post Offices, state unemployment offices in Lansing, and the Placement Offices of Michigan State University, Lansing Community College and other local agencies such as community and ethnic organizations and federal or state-funded employment and training programs. The County will also list all openings on the County's Internet site and Intranet site. Notices of openings may be placed in local newspapers including local foreign language publications, and out-of-town newspapers when positions may be difficult to fill.

At least annually a Human Resources Representative will contact and work with local educational institutions in an effort to encourage graduates to apply for open County positions.

At least annually, or as directed by EOC, and after reviewing hiring data, Human Resources will undertake efforts to assure that advertising and recruiting efforts provide equal opportunity, non-discrimination and diversity and continues to enhance the County's recruitment strategies to put forth best faith efforts to attracting a qualified and diverse applicant pool .

Recruitment and interviews may be conducted at the offices of various agencies within the Community which provide facilities and programs for employment.

The County will continue and, whenever possible based on available resources allocated by the Board of Commissioners for such purposes, expand the practices of student internships and work-study programs that may encourage students to consider County government employment.

B. Job Openings

The Human Resources Department will be informed of any job openings through the use of a Personnel Action Request and Job Requisition form completed by a Department Head.

The Human Resources Department will post the current job opening in the Ingham County Job Opportunity Bulletin, as well as other venues. Each position will be posted for two ***business*** weeks, unless insufficient applications are received, at which time the job posting can remain active at the discretion of the Human Resources Department.

C. Application Process

All applicants will apply for County positions through the Human Resources Department. The Human Resources Department will make the appropriate effort to accommodate all applicants in regard to any special needs the applicant may have. Applications are available in the Human Resources Office or by request through the U.S. Mail. Applications are also available "on line" at the County's Internet site (www.ingham.org) in a real time mode, or a printable format using Adobe Acrobat reader.

D. Interviews and Hiring

The Human Resources Department will be responsible for:

- Developing hiring policies and procedures for County agencies.
- Posting job descriptions.
- Reviewing job applications *and to proceed with those that* meet the minimum qualifications.
- Referring the most qualified applicants, based on established screening criteria, to the hiring department for review.
- Reviewing department's employment package for compliance with Human Resources Department guidelines, prior to hire.

The hiring department will be responsible for developing an employment package that includes:

1. A job description.
2. An interview panel.
3. The interview panel rating forms and standardized job related questions; for example:
 - a. Knowledge of job to be performed
 - b. Education and experience
 - c. Special training that is job related
 - d. Interpersonal skills
 - e. Communication skills
 - f. Personal demeanor
4. *A guide of* how each interview question is weighted in the overall scoring.
5. An interview rating sheet on qualified applicants referred by the Human Resources Department.
6. The interview panel recommendation on the top candidate(s) to the hiring supervisors. The hiring supervisor will make the final decision.
7. Submit the total employment package with the recommended hiring decision to the Human Resources Department for review prior to any job offer.

Department heads are required, and elected officials are highly encouraged, to use interview panels which reflect the diversity of the County's population.

The Human Resources Department shall assist departments in achieving compliance with this EOE Plan. The Human Resources Director is to report to the County Services Committee where there is concern regarding the efforts of departments to comply with this plan.

E. Unsuccessful Applicants

An applicant not hired into the position for which she/he has applied shall be considered an unsuccessful applicant. Only applicants that are referred by the Human Resources Department and interviewed but not hired by the hiring department will be notified of the hiring department's decision.

Applications of unsuccessful applicants will be placed in the active application file for a period of 1 year. During this year, the applicant may be considered for any other position that they feel they are qualified for by simply submitting a cover letter for a designated position if the Human Resources Department receives the same by the end of the business day Friday of the deadline week.

At the end of the 1st year for an application and at the start of the 2nd year, all applications are placed into an inactive status and removed to a separate storage area where they will be held for a period of 1 additional year. During this second year, an application may be reactivated, although a new application would be required to be completed and attached to any existing applications for the applicant. After this second full year of the application and on a yearly basis all applications 2(+) years of age shall be shredded for security and confidentiality reasons and then properly recycled.

For purposes of recruitment only and in specific instances where normal advertisement and Job Vacancy Bulletin Posting do not adequately draw a reasonable number of applications, applicants from previous related positions with similar job classifications may be notified through use of a database system.

The use of this database would be to notify all applicants from the previous related position(s) applied for that there is a similar opening. It would then be the applicant's responsibility to notify the Employment Office through the use of a cover letter or a new application (when necessary) that they wish to be considered for the existing vacancy. Upon receipt of their request they would again be considered along with all other applicants for the existing vacancy and thus, the process would repeat itself again.

F. Promotions

All open County employment vacancies will be listed in the Ingham County Jobs Opportunity Bulletin. Current employees who apply shall be screened and may be interviewed. The procedure of referring the best candidates shall be consistently followed. Department Heads are encouraged to communicate to the Human Resources Department current employees whom they feel would qualify for open positions. Career ladder referrals are made in accordance with the appropriate collective bargaining agreement.

Among the positive factors to be considered in the promotion of supervisors and managers is their record at efforts in complying with this Equal Opportunity Employment Plan.

IV. HUMAN RESOURCES DEPARTMENT REPORTS

The Human Resources Department will compile:

- Demographic characteristics of the County's population as a whole.
- Demographic characteristics of the County's employee base.
- County's internal applicant flow, and

- Current department demographic representations, to compare the relative proportion of the protected classes in the County's employee base to the County's population as a whole.

These reports will be reviewed for indications of discrimination or barriers to the employment opportunities of individuals covered under the Plan. The County population demographics will be determined using the most current U.S. Census data.

Data interpretation that does not appear discriminatory in intent, but which may have a discriminatory effect, are also subject to review. There is, however, a limit to the responsibility of the Human Resources Department. It is paramount to discover and document the basis for any perceived discrimination and justify any action taken based on the perception. The responsibility of showing that there is no actual discrimination, rests within that department. Therefore, documentation is essential.

V. EMPLOYMENT PRACTICES

A. Development and Training

The County may provide opportunities for training to current employees by continuing its policy of reimbursing the cost of tuition and related expenses for employees who pursue further education and training related to their current or advanced County employment on their own time as budget resources allow. The County may also allow and encourage its employees to participate in seminars, workshops and the like at County expense and time, based on budgeted resources and the work load demands of the office.

B. In-service Training

The Human Resources Department will conduct periodic in-service training consisting of employment practices and issues for Department Heads, manager, supervisors, and elected officials. The County Services Committee and EOC shall assist and give input to the Human Resources Department in developing appropriate in-service training.

C. New Employee Orientation

During the first week of their employment, all new employees must attend an orientation session at the Human Resources Department office, which will include, among other things, receiving a copy of the Plan.

D. Compensation

All County positions have salary ranges established by the Human Resources Department and approved by the Board of Commissioners. These salary ranges are on file at the Human Resources Department office. Persons hired begin at the starting salary as determined by the appropriate collective bargaining agreement in affect for the new hire.

Since 1973, positions within the County are classified according to systems adopted by various collective bargaining units and approved by the Board of Commissioners.

VI. ENFORCEMENT OF THE PLAN

A. Filing a Complaint

1. Applicants

If an applicant for employment believes that he/she has not been treated fairly, or been discriminated against in any way, in the hiring process by any segment of Ingham County Government, he/she has the right to contact the Human Resources Department or the EOC about such treatment. Any such complaints must be in writing and signed by the claimant. The complaint must contain at least a current telephone number and/or address that will allow the Human Resources Department or the EOC to contact the claimant. Any complaints received by the EOC will be referred to the Human Resources Department for review and investigation. The Human Resources Department will report to the EOC the status of any complaints. Complaints brought directly to the Human Resources Director will be reported to the EOC. Any complaints against the Human Resources Director will be referred to the County Controller. The County Controller will also keep the EOC informed of the status of any complaints handled by that department.

Please note that the Plan does not preclude any other legal rights available to any claimant.

2. Current Employees

All County collective bargaining agreements prohibit discrimination and have appropriate grievance procedures to process a complaint. However, every County employee can also avail himself or herself of the complaint procedure outlined thereafter.

Please note that the Plan does not abrogate any other legal rights available to any claimant.

B. Complaint Procedural Steps

A representative of the Human Resources Department will contact the claimant as soon as reasonably possible after receipt of the complaint to ascertain and establish the facts of the complaint. All such contact between the Human Resources Department will be kept as confidential as possible for as long as practicable. All investigations will be made in a timely manner.

The representative of the Human Resources Department will submit a report to the EOC.

C. Corrective Action

Where there are demonstrated concerns regarding compliance with this plan, the Board of Commissioners may, through the County Services Committee or the Human Resources Department, where appropriate and as provided by law, take the following action or actions including but not limited to:

1. Direct the appropriate Department Head, manager, and/or employee(s) to address the facts of the complaint in person at a County Services Committee meeting.
2. Impose or extend a hiring delay.

3. Require the Human Resources Department to participate in the final interview and hiring process of the employment vacancy complained of. Additionally, the County Services Committee may designate one of its members or authorize an EOC member to be present.
4. Have final approval of the hiring decision.
5. Discipline those Department Heads, managers, and/or employees who violate state, federal, or local discrimination laws or ordinances. Such discipline, where appropriate, may include termination of employment.

A. Reprisal or Retaliation

The County will not permit or tolerate any form of reprisal or retaliation against a County employee or applicant reporting any legitimate incident prohibited by this policy. Any County employee doing so will be subject to corrective action, up to and including, termination, as determined by the Employer in accordance with the appropriate collective bargaining agreement, if any.

VII. SEXUAL HARASSMENT

A. The County regards sexual harassment as a very serious matter and prohibits it in the workplace by any person and in any form. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of these three criteria are met:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B. The following are examples of prohibited unwanted conduct. This list is only for illustrative purposes, and is not intended to be a complete list of prohibited conduct.

- Demanding sexual favors in exchange for favorable hiring, reviews, assignments, promotions, continued employment or promises of the same.
- Continued or repeated sexual jokes, language, epithets, flirtation, advances, innuendo, or propositions.
- Verbal communication of a sexual nature.
- Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies.
- Sexually degrading or vulgar words to describe an individual.
- Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting, or obscene comments or gestures.
- The display in the workplace of sexually suggestive objects, pictures, graffiti, posters, or cartoons.
- Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex, sexual orientation, or gender identity.
- Retaliation against associates for complaining about such behaviors.
- Asking questions about sexual conduct, sexual orientation, or gender identity.

C. Sexual Harassment Away From Work

The prohibition of sexual harassment is not limited to unwanted conduct in the workplace and may include conduct outside the work environment.

D. Reporting Sexual Harassment

1. Any County employee who believes he or she has been subjected to sexual harassment shall report the alleged misconduct as soon as possible to their Department Head who shall immediately investigate same and try to resolve the complaint. The Department Head shall notify the Human Resources Director or his/her designee of the complaint. If the matter is not resolved by the Department Head, the following process, (2), shall be utilized. However, if the complaint is against the Department Head, the below process shall be used.
2. Any County employee or applicant for County employment who believes he or she has been subjected to sexual harassment should report the alleged misconduct as soon as practicable to the Ingham County Human Resources Department, the Human Resources Director (hereinafter referred to as the "Director"), or his or her designee, if not resolved by the Department Head. Any complaints against the Human Resources Director will be referred to the County Controller. Although the complaint does not have to be in writing initially, the Human Resources Department may require that the facts of the complaint be memorialized in writing and signed by the claimant. Any such complaint provided to anyone associated with the Human Resources Department will be provided as soon as practicable to the Director or his or her designee. The claimant must provide at least a current telephone number and/or address that will allow the Director or his or her designee to contact the claimant.

This sexual harassment policy shall only apply to those complaints of sexual harassment against a currently-employed County employee at the time of the complaint. The same procedure will be used for complaints against all employees, regardless of an employee's status as a Department Head or a supervisor.

If a current County employee or applicant for County employment is unsure of the nature of the alleged harassment, they should contact the Human Resources Department.

E. Investigation of Sexual Harassment Complaints by the Human Resources Director or his/her designee.

Any complaint will be discreetly investigated as promptly as is practicable. The Director or his/her designee, may request to discuss the facts of the complaint with the respondent party, any other County employee, or any others that may have relevant information about the complaint. The process of any such interview will be left strictly to the discretion of the Director.

Upon completion of the investigation by the Director, the findings will be provided to the appropriate party to take appropriate action, which could include, but is not limited to, counseling, reprimand, suspension, or dismissal of the County employee engaging in such conduct, made in accordance with the appropriate collective bargaining agreement or employment plan. The appropriate party is based on the following criteria:

- If the complaint was against a County employee, then the finding will be provided to the employee's Department Head and/or the Human Resources Director, where applicable;
- If the complaint was against a Department Head reporting directly to the County Controller, then the findings will be provided to the County Controller;
- If the complaint was against a Department Head appointed by the Board of Commissioners, the findings will be provided to the County Services Committee.
- If the complaint was against an elected official, the findings will be provided to the County Services Committee, who will respond in whatever manner it determines appropriate.

The Equal Opportunity Committee shall be informed on an ongoing basis of all sexual harassment investigations.

F. Reprisal or Retaliation

The County will not permit or tolerate any form of reprisal or retaliation against a County employee or applicant reporting any legitimate incident prohibited by this policy. Any County employee doing so will be subject to corrective action, up to and including, termination, as determined by the Employer in accordance with the appropriate collective bargaining agreement, if any.

G. Non-employment Related Sexual Harassment

This prohibition of sexual harassment applies to any County employee against anyone the County serves in its various capacities as the government of Ingham County.

H. Confidentiality

Any complaints filed, including all information and documents pertaining to the complaint, shall remain confidential as long as practicable.

VIII. PURCHASING AND CONTRACTING

It is the policy of the County that all vendors who provide goods and services to the County will, as a condition or providing such goods and services, adhere to all Federal, State, and Local laws, ordinances, rules, regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment by such vendor. These laws, ordinances, rules, regulations, and policies include, but are not limited to, the following:

- The Elliot-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereafter.
- The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA 12101 et seq.), as amended, and regulations promulgated there under.
- Title 7 of the Civil Rights Act of 1964.

Furthermore, all vendors will, as a condition of providing goods and services, as required by law and/or this Plan, not discriminate against persons to be served or an employee or applicant of any such vendor with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification).

Please see the attached for the latest Board resolution dealing with Purchasing and Contracting dated December 10, 2002 which may be amended from time to time.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 30, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution accepting a charitable donation from the Friends of Ingham County Parks

This resolution authorizes the acceptance of a \$5,000 donation from the Friends of Ingham County Parks towards the construction of a Cabana at Hawk Island.

The Friends applied for and received a grant from a local foundation that requests to remain anonymous. The Friends have become more active in fundraising and promotion of the Parks and this is a great example of their success.

The Parks & Recreation Commission approved the acceptance of this donation with the passage of a resolution at their August 2013 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A CHARITABLE DONATION FROM
THE FRIENDS OF INGHAM COUNTY PARKS**

WHEREAS, The Friends of Ingham County Parks whose mission, since the year 1999, is to support the Ingham County Parks through fundraising and volunteerism and have received a \$5,000 grant, which will be donated to the Ingham County Parks; and

WHEREAS, the Friends of Ingham County Parks financially supported Friday evening band shell concerts at Lake Lansing Park-South, stewardship efforts in the parks, and miscellaneous expenditures for the parks, for a total 2012 donation of \$31,000 to the Ingham County Parks; and

WHEREAS, over the course of more than a decade of service to the Ingham County Parks, this group of supportive citizens have now raised over \$591,000; and

WHEREAS, the Friends of Ingham County Parks are a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Ingham County Parks; and

WHEREAS, the intent of this charitable gift is that the funds are to be used solely and exclusively to benefit the Ingham County Parks.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of a donation of \$5,000 from the Friends of Ingham County Parks to the Ingham County Parks, to support the construction of a Cabana at Hawk Island County Park.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 30, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: **RESOLUTION APPROVING THE TRANSFER OF APPROVED CAPITAL IMPROVEMENT FUNDS FOR CONSTRUCTION OF A CABANA AT HAWK ISLAND COUNTY PARK**

This resolution authorizes the transfer of \$6,000 from the 2013 Ingham County Parks Capital Improvement budget, “purchase of soccer goals” to the Cabana project at Hawk Island. \$8,000 was approved for the purchase of soccer goals which is no longer necessary.

Park Staff has identified the need for more picnic shelter space at Hawk Island, our busiest park. With the addition of this cabana, we will be able to better serve our guests and create a new revenue source for the Department.

Staff has researched many different options and found a shade structure similar to the shade kites already located at Hawk Island. By using this option, staff can provide all of the labor necessary for construction, which makes this project cost effective. The revenue from rentals will offset the cost of the project in less than 3 years.

Our intention is to add up to two more shade structures at Hawk Island and if practical, in other parks when funding is available.

I have detailed information about the design of the shade structure and location in the park which I will have available at the Committee meeting.

The Parks & Recreation Commission approved this transfer with the passage of a resolution at their August 2013 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE TRANSFER OF APPROVED CAPITAL IMPROVEMENT FUNDS FOR CONSTRUCTION OF A CABANA AT HAWK ISLAND COUNTY PARK

WHEREAS, park staff has identified the need for additional picnic shelters at Hawk Island County Park, as well as additional revenue sources; and

WHEREAS, constructing a new structure at Hawk Island would provide the much needed and requested picnic site and additional revenue for the Department; and

WHEREAS, park staff has researched appropriate shade structures, identified a location and provided a cost estimate of \$11,000 for construction; and

WHEREAS, the Friends of Ingham County Parks has applied for and received a \$5,000 grant in support of the construction of a new cabana; and

WHEREAS, funds approved in the 2013 Capital Improvement Budget for the purchase of soccer goals for the Hope Soccer Complex in the amount of \$8,000, are no longer needed and are available to be transferred to this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of \$6,000 from line 508-75940-735100 in the approved 2013 Ingham County Parks Capital Improvement funds for the purchase of soccer goals to the cabana construction project at Hawk Island.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary fund transfers.

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 4, 2013

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Approving Amended User Fees for the Hawk Island Snowpark

This resolution amends the Snowpark fee schedule approved in 2012, Resolution #12-366. The revenue received from that fee schedule was not sufficient to cover the operational expenses of the facility.

There is a contract in place with Superparks for the management of the Snowpark, which will be amended to provide clearer direction for both Superparks and the County. The revenue collected at the Snowpark is split with Superparks with the County receiving 25% of the gross ticket sales.

Last winter, we were pleased with the approximately 8,000 visits to the park, considering there was no advertising and it was our first year of operation. Even with that reasonable visitation, we did not collect enough revenue to cover our expenses.

By working with the Assistant Deputy Controller and Superparks, the attached fee schedule has been developed in an effort to increase revenue yet not have fees so high that guests are discouraged from using the facility.

As part of the clarification of the contract language, the County will be staffing the revenue collection areas along with the lift operations. Based upon the visitation last winter and the new fee schedule, we anticipate collecting enough revenue to offset our labor costs, but not much more. In addition to the labor, the County is responsible for utilities and some minor maintenance costs.

To collect enough revenue to cover the utilities, we would need to raise the fees to a level that would likely discourage use. There will be some additional revenue this winter, as Superparks will provide equipment rentals and lessons and we anticipate higher visitation with the addition of advertising. This will bring us closer to the breakeven point. Our goal was to increase fees in a reasonable amount but not to the point of negatively affecting use. Even with these increases, we are still much lower than other facilities around the state.

In addition, this resolution allows for the ability to offer incentive programs as approved by the Controller. These incentives could include the use of Groupons, weekday or late season discounts.

The Parks & Recreation Commission supported this amendment of the Hawk Island Snow Park fee structure with a resolution passed at their August meeting.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING USER FEES FOR THE HAWK ISLAND SNOWPARK

WHEREAS, user fees developed for the Hawk Island Snowpark, as approved by the Ingham County Board of Commissioners in Resolution #12-366, were not sufficient to cover operational costs and an increase in fees will aid in attaining a breakeven status; and

WHEREAS, Ingham County has contracted with Superparks, LLC for the operation of the Snowpark and their professional staff worked cooperatively with County staff during the 2012-13 winter season; and

WHEREAS, fees approved for the 2012-13 season were approximately 67% below the industry standard for facilities of this size; and

WHEREAS, upon discussion between County staff and Superparks, LLC, adjustments to the Snowpark user fees are recommended.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Hawk Island Snow Park fees be amended as shown below.

BE IT FURTHER RESOLVED, that reasonable discount programs will be offered periodically through the 2013-14 season as recommended by a joint decision of County staff and Superparks, LLC and approved by the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that staff is directed to collect user demographic information.

BE IT FURTHER RESOLVED, that this fee structure becomes effective upon passage of this resolution by the Ingham County Board of Commissioners.

Rates During Operational Hours	Tubing Hill 2 hours		Terrain Park	
	M-F	S, S & Holidays	M-F	S, S & Holidays
Adult (age 13 and up)	\$10	\$12	\$15	\$20
Child (age 12 and under)	\$5	\$8	\$12	\$15
Family (2 adults & 2 children)	\$25	\$35	N/A	
	\$5 each additional child			
Season Pass – Adult (age 13 and up)	\$149			
Season Pass – Child (age 12 and under)	\$99			
Rates During Non-Operational Hours (By Reservation Only)				
Group (1 – 50 people)	Normal fee per person, plus \$50			
Group (50 + people)	Normal fee per person, plus \$100			
Each additional hour	\$10/ each adult, \$5/ each child			

MEMORANDUM

September 4, 2013

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: **Resolution to Authorize the Replacement of Leased Copiers with Purchased Copiers and to Set Up Copier Replacement Chargebacks for Ingham County Departments**

Ingham County currently leases 81 copiers. Many of these leases are currently up for renewal. Rather than simply renew the leases, the Purchasing and MIS departments have evaluated the option of purchasing copiers. It has been determined that replacing the leasing of copiers with purchased machines will result in a minimum annual savings of \$39,500.

In 2013, 35 copiers are in need of replacement. Funds are available within the Equipment Revolving Fund for this purpose. This resolution would authorize the purchase of these 35 copiers at a cost of up to \$175,000.

In order to provide for future replacement of the purchased copiers, departments will be charged back for the cost over 5 years. Funds will be made available in department budgets by decreasing their budgets for copier rental. These chargebacks will begin in 2014.

Purchase of copiers identified as being in need of replacement in 2014 will be authorized as part of the 2014 quarterly adjustment process. In future years, copier replacement will be included as part of the capital budget process.

Approval of this resolution is recommended. Feel free to contact me if you have any questions or if you require any additional information.

cc: Mike Ashton, MIS Director
Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REPLACEMENT OF LEASED COPIERS WITH
PURCHASED COPIERS AND TO SET UP COPIER REPLACEMENT CHARGEBACKS FOR
INGHAM COUNTY DEPARTMENTS**

WHEREAS, Ingham County currently leases 81 copiers and many of these leases are currently up for renewal; and

WHEREAS, current leases vary in length from three to five years and the projected need for replacement is a minimum of five years, in many cases longer; and

WHEREAS, replacing these leases with purchased copiers would save a minimum of \$39,500 annually; and

WHEREAS, funds are available within the Equipment Revolving Fund to purchase up to 35 copiers in 2013 and departmental chargebacks will be established in order to accumulate funds for future replacement of these copiers as necessary; and

WHEREAS, the number of copiers to be replaced in 2014 will be identified and the budget will be amended in a quarterly budget adjustment resolution in 2014, and copier replacement will become part of the capital budget process in future years.

THEREFORE BE IT RESOLVED, that the purchase of up to 35 copiers is authorized for an amount of up to \$175,000 from the Equipment Revolving Fund, in accordance with County Purchasing Policies.

BE IT FURTHER RESOLVED, that departmental copier replacement chargebacks will be established beginning in 2014 to allow for replacement of copiers every five years.

BE IT FURTHER RESOLVED, that departmental replacement chargebacks will be funded by the reduction of copier lease expenses within department budgets.

BE IT FURTHER RESOVLED, that the Controller is authorized to make any necessary adjustments to the 2013 and 2014 budgets consistent with the resolution.

LANSING FIRE DEPARTMENT

815 Marshall St.
Lansing, Michigan 48912
(517) 483-4186
FAX (517) 483-7641
mhamel@lansingmi.gov

August 29, 2013

To: Ingham County Comptroller

From: Lansing Emergency Management Chief
Michael R. Hamel

Project: Enhanced flood Warning Project

Dear Mr. Dolehanty

Last summer the Lansing office of emergency management started meeting with our partners to support with an enhanced flood warning study (three year study). This study will be completed by the USGS and will create a set of complex predictive models that will give us the ability to accurately forecast flood levels. This will also benefit Ingham County through the Ingham County office of Emergency Management who will also have access to the models.

To complete this project the total cost is \$240,000 plus the installation of a river gauge on the sycamore creek in Ingham County (Holt Road and 127). The cost of the gauge is \$15,700 with an annual maintenance fee of \$5000 per year for three years. The cost of the project is divided up by three agencies, USGS (Federal Grant), USACE (Federal Grant), and the City of Lansing. Each agency is responsible for \$80,000 of the \$240,000 and the City is also responsible for the river gauges. This brings our share up to \$109,700.

Over the past eight months we have met with Meridian Township, LBWL, MaClaren of greater Lansing, Accident fund, Lansing officials, Ingham County officials and MSU. These meeting were in regards to partnering with a request of support to pay for this project. So far we have the following toward this project:

Lansing \$32,000
BWL \$15,000

Other support has come from Williamston, East Lansing, MSU and Meridian in support of the river gauges being installed in Williamston to support this project. They have all chipped in to pay the \$19,700 or equipment and the annual \$15,500 annual fee required in Williamston. This was completed in 2012.

The remaining agencies are working through their process to determine their contribution to support this important project. We have made it clear to all supporters that this project will last three years and that support can come in any one or all of the years.

We are asking Ingham County to support this project and are requesting \$10,000 each year for the current budget year and the next two for a total of \$30,000.

Thank you from Lansing Emergency Management for your consideration and support of this project. Together we can achieve a disaster resilient community.

Michael R. Hamel
City of Lansing Emergency
Management Chief

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN U.S. GEOLOGICAL SURVEY
ENHANCED FLOOD WARNING SYSTEM**

WHEREAS, the configuration of rivers and dams in the Lansing area creates unique problems for flood forecasters and the National Weather Service cannot accurately predict flooding in our area; and

WHEREAS, the United States Geological Survey (USGS) Enhanced Flood Warning project will develop complex models that will more accurately forecast flood events thereby enabling local officials, residents, and those managing critical infrastructure to take the best possible protective actions; and

WHEREAS, this project will address a critical need in Lansing, East Lansing, Delhi Township, Alaiedon Township and Lansing Township; and

WHEREAS, the total project cost of \$240,000 is divided equally among USGS, Army Corps of Engineers and the City of Lansing; and

WHEREAS, the City of Lansing is also responsible for maintenance of river gages at an additional annual cost of \$29,700; and

WHEREAS, financial commitments of \$47,000 toward implementation of an enhanced flood warning system were received from the City of Lansing (\$32,000) and the Lansing Board of Water and Light (\$15,000); and

WHEREAS, \$35,200 in financial support for other flood monitoring projects was received in 2012 from the City of Williamston, City of East Lansing, Meridian Township and Michigan State University; and

WHEREAS, the Ingham County Board of Commissioners desires to participate in the enhanced flood warning system.

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.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary budget adjustments to reflect this participation in the USGS Enhanced Flood Warning System.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary documents on behalf of Ingham County after approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LANSING FOR CESAR E. CHAVEZ

WHEREAS, the Lansing for Cesar Chavez Committee is sponsoring its 3rd Annual Tejano/Latino Music Fest scheduled for September 13 and 14, 2013, as part of keeping the legacy of the great American Hero Cesar E. Chavez alive; and

WHEREAS, Cesar E. Chavez was a farm worker, an advocate of civil rights, spiritual figure, environmentalist and crusader for nonviolent civil disobedience, which manifested through fasts, strikes and boycotts focused on safe working condition, fair wages, housing, and the banning of child labor; and

WHEREAS, the Lansing for Cesar E. Chavez invites the entire City of Lansing and its surrounding communities to participate in the 3rd Annual Tejano/Latino Music Fest that will include, Tejano music, Mexican Folkloric Dance, singers seven music bands, food, merchandise and community vendors, activities for children and dancing for adults; and

WHEREAS, Cesar E. Chavez has inspired millions of people, was a recipient of the Martin Luther King Jr. Peace Prize and also awarded the Presidential Medal of Freedom, America's highest civilian honor, for his outstanding contributions to our country; and

WHEREAS, the Lansing for Cesar E. Chavez Committee is working diligently to eventually dedicate an arch/gateway entering into the Cesar E. Chavez Plaza from the proceeds of the Annual Tejano/Latino Music Fests and encourages the citizens of Lansing, Ingham County and the State of Michigan to learn about Cesar E. Chavez; and

WHEREAS, the philosophy, "Si se Puede" or "Yes we Can" influenced millions of Americans to seek economic and social equality.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez in appreciation of the many accomplishments he made to the quality of life of millions of Americans, particularly in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate the 3rd Annual Tejano/Latino Music Fest and join the Board of Commissioners in honoring this great American hero.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONGRATULATING THE HOLT JR. RAMS U14 CLASS A
MASON PONY LEAGUE CHAMPIONS**

WHEREAS, the Holt Jr. Rams U14 Class “A” won the Mason Pony League Championship; and

WHEREAS, the victory completed a 24-6 season and 9-3 league record for the Jr. Rams which included a “three peat” victory of the Boyne Mountain Jewel Tourney.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Holt Jr. Rams U14 Class “A” team members on their great success.

BE IT FURTHER RESOLVED, that the Board extends its best wishes in all life’s endeavors to team members Alex Stockwell, Jesse Heikkien, Burrell Jones, Ethan Miller, Preston Estrata, Jake Denison, Troy Geouden, Scott Barger, Kenny Schmidt, Jacob Schuler.

BE IT FURTHER RESOLVED, the Board congratulates head coach Mike Dennison, assistant coach JR Miller, and scorekeeper Noel Heikken on the accomplishments of these young men.

Onondaga Township

AGENDA ITEM # 11

P. O. Box 67
4756 Baldwin Street
Onondaga, Michigan 49264
Phone 517-628-2654 * Fax 517-628-2712

AUG 05 2013

July 28, 2013

Mr. Willis Bennett

RE: Baldwin Park

I am appreciative of your willingness to have met with myself and Russell Bodell, Township Trustee, regarding the future of Baldwin Park. As indicated in our meeting, Onondaga Township is prepared to assume full control of, and maintenance thereof, of Baldwin Park.

The township's Planning Commission will be charged with the development of a Master Plan for Parks and Recreation for Onondaga Township, which to a great degree will include Baldwin Park, along with other natural resources that this township has at its disposal.

I would note here that the Township Board is well aware of the financial straits that have become an albatross upon all local governments, including that of the Parks Division of Ingham County. It is that issue that plays a significant part in our willingness to assume control and maintenance over Baldwin Park, and ultimate full ownership of the property through an intergovernmental agreement that is mutually beneficial to all residents of the county, and those of Onondaga Township proper.

Please accept this as my formal request to have this concept taken to the Parks Commission for their consideration, in essence, formally turning over the property commonly known as Baldwin Park, and the adjacent unimproved parcels attached, to Onondaga Township for our use and for our control and maintenance of the same.

If you have further questions or would like to discuss this in person or have my attendance at a Parks Commission meeting regarding this request, please advise. I am more than willing to discuss this in any detail necessary to make this a win-win situation for both of Ingham County and my constituents in Onondaga Township,