

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
DIANNE HOLMAN, CHAIR  
PENELOPE TSERNOGLOU  
BRYAN CRENSHAW  
DEB NOLAN  
CAROL KOENIG  
VICTOR CELENTINO  
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, FEBRUARY 18, 2014 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 [February 4, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
  - a. Youth Commission
  - b. Women's Commission
2. Health Department - Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute ([MPHI](#)) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions
3. Fair - Resolution to Accept the [Donation](#) of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason
4. Road Department
  - a. Resolution Authorizing a Change of Contractors for [Janitorial Services & Supplies](#) for the Road Department
  - b. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with [Mannik & Smith Group, Inc.](#)
  - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Farm Preservation
  - a. Amendment to Resolution [#13-476](#) Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
  - b. Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2014 Farmland and Open Space Application Cycles and Approve the Farmland and Open Space Preservation Board to Host a [2014 Application Cycle](#)

6. Controller's Office
  - a. Resolution Authorizing a Contract with [CIC Benefit Consulting Group](#) for Health Care Consulting Services
  - b. Resolution to [Reclassify](#) the Animal Control Director Position
  
7. Board of Commissioners
  - a. Resolution Honoring [Brian Janetzke](#)
  - b. Discussion Regarding a Proposed Park Millage

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](http://www.ingham.org).

COUNTY SERVICES COMMITTEE  
February 4, 2014  
Draft – Minutes

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

Members Absent: None.

Others Present: Commissioner Sarah Anthony, Tim Dolehanty, Nancy Hayward, Travis Parsons, Bill Conklin, Jim Hudgins, Sandy Gower, Peter Kubacki, J.P. Buckingham, Becky Bennett, Kathleen Farhat, Barb Frazier and others.

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

Approval of the January 21, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JANUARY 21, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The minutes of the January 21, 2014 meeting were approved as presented.

Additions to the Agenda

- 5a. Substitute - Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.
8. Late – Resolution Approving a Collective Bargaining Agreement with Ingham County Employee’s Association – Park Rangers.
9. Late – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees under Ingham County Employee’s Association – Park Rangers.
10. Change – The Closed Session regarding the status of negotiations and the recent fact finding decision on ICEA Court Professionals was changed to agenda item #10.

Limited Public Comment

None.

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

3. Drain Commission - Resolution Pledging Full Faith and Credit to Green #4 Consolidated Drain Drainage District 2014 Bonds
5. Road Department
  - a. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.
  - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
6. Management Information Systems (MIS) - Resolution to Approve the Renewal of Cisco Smart Net from Information Systems Intelligence (ISI)
8. Human Resources - Resolution Approving a Collective Bargaining Agreement with Ingham County Employee's Association – Park Rangers.
9. Human Resources – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees under Ingham County Employee's Association – Park Rangers.

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. Interviews - Potter Park Zoo Board

The Committee interviewed Tyler Tulloch and Monica List for the Potter Park Zoo Board. There is one vacancy.

Chairperson Holman thanked the candidates for their interest in serving on the Potter Park Zoo Board. She said this decision process will move forward to the Ingham County Democratic Caucus at its next meeting and then the Board as a whole. Chairperson Holman said the applicants will then be notified of the Board's decision.

2. Interviews - Equal Opportunity Committee

The Committee interviewed Heather Yevseyev, Florensio Hernandez, Tyler Tulloch and Mark Eagle. There is one vacancy.

Chairperson Holman thanked the candidates for their interest in serving on the Equal Opportunity Committee. She said this decision process will move forward to the Ingham County Democratic Caucus at its next meeting and then the Board as a whole. Chairperson Holman said the applicants will then be notified of the Board's decision.

4. Health Department

- a. Resolution Authorizing the Elimination of Health Plan Management Services

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING THE ELIMINATION OF HEALTH PLAN MANAGEMENT SERVICES.

Discussion.

Commissioner Nolan relayed information she learned at the Human Services Committee meeting the night before. She stated that they are losing ten Union employees due to this elimination, however, historically Ingham County has tried to place those employees in other positions.

Nancy Hayward, Acting Health Officer, stated that they are working to place all of them and that is their ultimate goal.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Amend Resolution #13-486 to Correct a Position Number

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #13-486 TO CORRECT A POSITION NUMBER.

There was no discussion.

MOTION CARRIED UNANIMOUSLY.

5. Road Department

- b. Resolution Authorizing the Purchase of One Trimble R6 GNSS Base and R10 Rover System for the Road Department

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING THE PURCHASE OF ONE TRIMBLE R6 GNSS BASE AND R10 ROVER SYSTEM FOR THE ROAD DEPARTMENT.

Discussion.

Commissioner Nolan asked Bill Conklin, Managing Director of the Ingham County Road Department, about the 2014 State Budget Surplus he referred to and if that money is a guarantee.

Mr. Conklin stated that he is certain Ingham County will receive \$1.7 million.

Commissioner Nolan requested documentation to confirm that amount.

Commissioner Koenig asked for a status on the salt supply.

Mr. Conklin stated that the salt supply is good for now, but if the snow continues how it is now it could be tight. He then discussed recent requests from the City of Lansing for salt due to their low amount. Mr. Conklin explained that there is no contract with the City of Lansing for mutual aid for salt, but the Road Department does bill for the price of the salt and staff time.

MOTION CARRIED UNANIMOUSLY.

7. Economic Development - Resolution Approving the Ingham County Brownfield Redevelopment Authority Brownfield Plan for the Dart Bank Headquarters at 222 W. Ash Street and 368 S. Park Street City of Mason, Michigan

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION APPROVING THE INGHAM COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY BROWNFIELD PLAN FOR THE DART BANK HEADQUARTERS AT 222 W. ASH STREET AND 368 S. PARK STREET CITY OF MASON, MICHIGAN.

Discussion.

Sandy Gower, Economic Development Director, gave a brief overview of the plan for the redevelopment.

Peter Kubacki, President and CEO of Dart Bank, then went over the site plan and proposed structures.

Commissioner Nolan stated that she drove by the location and is glad the environmental issues are being addressed. She expressed a concern regarding a possible contamination due to run-off to Sycamore Creek.

J.P. Buckingham, of Triterra, explained that there is a sloping procedure to help stop contaminants.

Commissioner Koenig expressed concern regarding prior occupants of the property and the possibility of underground gas tanks still existing.

Mr. Kubacki stated that they have budgeted for possible situations like that and will be able to remedy the situation.

MOTION CARRIED UNANIMOUSLY.

10. Human Resources – Status of Negotiations and the Recent Fact Finding Decision on ICEA Court Professionals (*Closed Session*).

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN, TO ENTER INTO CLOSED SESSION AT APPROXIMATELY 7:06 P.M. FOR THE PURPOSE TO DISCUSS THE STATUS OF NEGOTIATIONS AND THE RECENT FACT FINDING DECISION ON ICEA COURT PROFESSIONALS.

ROLL CALL VOTE. Yeas: Commissioners Holman, Tsernoglou, Crenshaw, Nolan, Koenig, Celentino and Maiville. Nays: None. Absent: None.

Re-entered open session at approximately 7:43 p.m.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:45 p.m.

## **FEBRUARY 18, 2014 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

**The Controller/Administrator recommends approval of the following resolutions:**

2. **Health Department** - *Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions*

This resolution amends the agreement with MPHI originally authorized in Resolution #13-245, to accept an additional \$215,719. The additional grant funds will be used the following ways:

- To amend subcontracts with various community agencies to provide smart phones and tablets.
- To amend the agreement with Ingham Health Plan to provide staff training.
- A subcontract agreement with the Mid-Michigan District Health Department in the amount of up to \$55,000 to hire one Community Health Worker (CHW) to provide services to Clinton County Residents.
- Purchase 13 Smart phones including charging package (11 ICHD CHWs and two ICHD Clinical Supervisors) plus monthly fees, three computers (computers to be share between the eleven ICHD CHWs), three tablets to support new ICHD CHWs, and 11 wireless keyboards for CHWs' tablets
- Establish three temporary Community Health Worker (UAW/D) positions and two temporary Project Specialist (ICEA/5) positions for the duration of the grant.

3. **Fair** - *Resolution to Accept the Donation of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason*

Two push mowers operated by the Ingham County Fair have become unreliable. The Fair budget does not include an allocation for purchase of two new push mowers. D & G Equipment of Mason, a strong supporter of the Ingham County Fairgrounds, has generously donated two Exmark walk behind mowers valued at more than \$1,100 each. The Ingham County Fair Board requests approval of the Ingham County Board of Commissioners to accept this donation and to extend its appreciation to D & G Equipment.

- 4a. **Road Department** - *Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department*

The Road Department has determined that its janitorial services contractor has not performed in a minimally acceptable manner despite numerous communications seeking improved performance. Therefore, the Road and Purchasing Departments recommend termination of the current contract and, in order to avoid an extended interruption in cleaning services, that the next low bidder be awarded the Road Department cleaning contract at an annual cost not to exceed \$48,000.

**4b. Road Department - Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.**

The Ingham County Road Department (ICRD) received 2015 Local Bridge Program funding to remove and replace the Hull Road Bridge over Sycamore Creek. The bridge is located south of the City of Mason, between Coy Road and Tomlinson Road. Road and Purchasing Department staffs recommend that Mannik & Smith Group, Inc. of Lansing be retained to provide the requested bridge design services. Their estimated fee totals \$28,235.

**4c. 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 as necessary.

**5a. Farmland Preservation - Amendment to Resolution #13-476 Approving the Ranking of the 2013 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties**

This proposal to amend Resolution #13-476 would allow three new applications to be added to the list of top applicants. It is the intent of the Farmland and Open Space Preservation Board to submit all three new applications to the Federal Farm and Ranchland Protection Program 2014 application for matching funds. Future costs associated with proceeding with negotiations on the top scoring farms are included in the 2014 budget.

**5b. Farmland Preservation - Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2014 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2014 Application Cycle**

This resolution seeks Board approval the 2014 Farmland and Open Space Selection Criteria (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommended approval of the Selection Criteria for both the Farmland and Open Space Preservation programs.

**6a. Controller's Office - Resolution Authorizing a Contract with CIC Benefit Consulting Group for Health Care Consulting Services**

Proposals were sought from Ingham County and its Health Care Coalition for a health care benefits consultant to provide for cost-efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting. After conducting interviews with the top three finalists, the Evaluation Committee unanimously recommends awarding a three-year contract to CIC Benefit Consulting Group who submitted the most responsive and responsible proposal, in an amount not to exceed \$75,000 annually.

**6a. Controller's Office - Resolution to Reclassify the Animal Control Director Position**

This resolution authorizes reclassification of the recently vacated Animal Control Director position from a (MCF 11, \$63,641 - \$76,389) to a (MCF 12, \$68,331 - \$82,015) effective upon the passage of this resolution. The full increased personnel costs of this proposed reclassification would be \$6,786 at the top of the scale using annualized 2014 costs.

The current job description has not been reviewed since 2004, and the job responsibilities of the position have evolved over the years since then. Human Resources and the Controller's Office recommend this position be reclassified.

If the BOC approves this reclassification as proposed, the current Interim Director's salary will be increased to the starting rate (MCF 12, \$68,331) effective the first full pay period after the passage of this resolution.

**7. Board of Commissioners - Resolution Honoring Brian Janetzke**

This resolution acknowledges and offers congratulations to Brian Janetzke for earning the rank of Eagle Scout and extends sincere appreciation to Brian for serving as a positive role model for youth in our community.

**MEMORANDUM**

TO: Human Services Committee  
 County Services  
 Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 6, 2014

RE: Authorization to Amend the Agreement with MPHI to Accept Additional Funding

Resolution #13-245 authorized a grant agreement from the Michigan Public Health Institute (MPHI), in support of the MI Pathways to Better Health. The Health Department was awarded an amount of up to \$1,344,869 for the period July 1, 2013 through June 30, 2014.

The Michigan Public Health Institute (MPHI), received authorization from federal Centers for Medicare and Medicaid Services (CMS) to reallocate unspent grant funds from FY 12-13. MPHI will provide the Ingham County with \$215,719 additional dollars in unspent funds. The *Michigan Pathways to Better Health* (MPBH) uses Community Health Workers (CHW) to assist adult Medicaid or Medicare beneficiaries who have two or more chronic health to help lower their healthcare cost. The CHWs use evidence-based Pathways (protocols) to identify and resolve deficiencies in the Social Determinants of Health (such as housing, food, and education)

The attached resolution authorizes amendments to the following subcontract agreements to provide additional funding:

1. Allen Neighborhood Ctr	\$2,000.00	Provide one smart phone with monthly cost and tablet keyboard
2. North West Initiative	\$2,000.00	Provide one smart phone with monthly cost and tablet keyboard
3. Capital Area Community Services	\$3,000.00	Provide two smart phone with monthly cost and tablet keyboard
4. South Side Community Coalition	\$2,000.00	Provide one smart phone with monthly cost tablet keyboard
5. National Counsel on Alcohol of Lansing	\$2,000.00	Provide one smart phone with monthly cost and tablet keyboard
6. Tri-County Office on Aging	\$2,000.00	Provide one smart phone with monthly cost tablet keyboard
7. Volunteers of America	\$3,000.00	Provide two smart phone with monthly cost and tablet keyboard
8. Ingham Health Plan	Up to \$15,000	Provide training for all 20 staff including full Motivational Interviewing training
<b>New Subcontracts Below</b>		
Mid-Michigan District Health Department	Up-to \$55,000	To hire one CHW to provide services to Clinton County Residents

The following equipment will be purchased:

- 13 Smart phones including charging package (11 ICHD CHWs and 2 ICHD Clinical Supervisors) plus monthly fees
- 3 computers (computers to be share between the eleven ICHD CHWs)
- 3 tablets to support new ICHD staff
- 11 wireless keyboards for CHWs' tablets.

The following temporary positions shall be established for the duration of the grant:

- Community Health Workers UAW D (3 positions)
- Project Specialist ICEA 5 (2 positions)

I recommend that the Board of Commissioners authorize an amendment to the agreement with the Michigan Public Health Institute (MPHI) for the Michigan Pathways to Better Health Grant.

c: John Jacobs w/attachment  
Debbie Edokpolo w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) FOR THE PATHWAYS TO BETTER HEALTH GRANT AND AUTHORIZE EQUIPMENT PURCHASES AND ESTABLISH TEMPORARY POSITIONS**

WHEREAS, in 2004 the U.S. spent more on health care than any other country in the world as a percentage of gross domestic product (15.2% in 2004) and Michigan spent 13.5% of its gross state product (GSP) on personal health care in the same year; and

WHEREAS, current rate of growth in health care spending is unsustainable and ultimately damaging to our economy and the health system; and

WHEREAS, social determinants have an undeniable effect on health and well-being; and

WHEREAS, Ingham County was one of three sites selected to participate in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolution #13-245, the Board of Commissioners accepted a grant in the amount of \$1,344,869.00 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, The Michigan Public Health Institute (MPHI), received authorization from federal Centers for Medicare and Medicaid Services (CMS) to reallocate unspent grant funds from FY 12-13; and

WHEREAS, MPHI will provide Ingham County additional grant funds in the amount up to \$215,719; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners accept the additional funding in the amount of up to \$215,719 from the Michigan Public Health Institute.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the agreement with the Michigan Public Health Institute accepting additional funding in the amount of up to \$215,719.

BE IT FURTHER RESOLVED, that the subcontract agreements authorized in Resolution #13-245 be amended to increase the amount up to \$2,000 to provide smart phones with monthly cost and tablet keyboard for one Community Health Worker (CHW) to the following agencies:

Allen Neighborhood Center  
North West Initiative  
South Side Community Coalition  
National Counsel on Alcohol of Lansing  
Tri-County Office on Aging

BE IT FURTHER RESOLVED, that the subcontract agreements authorized in Resolution #13-245 be amended to increase the amount up to \$3,000 to provide smart phones with monthly cost and tablet keyboards for two CHWs to the following agencies:

Capital Area Community Services  
Volunteers of America

BE IT FURTHER RESOLVED, that the agreement with the Ingham Health Plan Corporation shall be amended in the amount of up to \$15,000 to provide training for all 20 staff including full Motivational Interviewing training.

BE IT FURTHER RESOLVED, a subcontract agreement is authorized with the Mid-Michigan District Health Department in the amount of up to \$55,000 to hire one CHW to provide services to Clinton County Residents.

BE IT FURTHER RESOLVED, that the following equipment will be purchased:

13 Smart phones including charging package (11 ICHD CHWs and 2 ICHD Clinical Supervisors) plus monthly fees

3 computers (computers to be share between the eleven ICHD CHWs)

3 tablets to support new ICHD CHWs

11 wireless keyboards for CHWs' tablets

BE IT FURTHER RESOLVED, that the following temporary positions are established for the duration of the grant: Community Health Worker (UAW/D, 3 positions) Project Specialist (ICEA/5, 2 positions).

BE IT FURTHER RESOLVED, that the funds to support this amendment shall be spent by June 30, 2014.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the subcontracts and any other documents after review by the County Attorney.

**Memorandum**

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: February 3, 2014

RE: Resolution to Accept the Donation of \$2,200 of New Lawn Maintenance Equipment from D & G Equipment of Mason

The two existing push mowers on the Ingham County Fairgrounds have surpassed their useful lifespan and have begun to fail and become unreliable in their performance and currently there is not existing funding to cover the purchase of two new push mowers for the 2014 season at the cost of \$1,100 each.

D & G Equipment of Mason is a strong supporter of the Ingham County Fairgrounds and is currently the preferred provider of lawn equipment with Ingham County, and has generously donated two Exmark walk behind mowers valued at more than \$1,100 each to the Ingham County Fairgrounds.

The Ingham County Fair Board would like to request that the Ingham County Board of Commissioners extends its appreciation to D & G Equipment for their generous donation of lawn equipment and their continued partnership with Ingham County.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE DONATION OF \$2,200 OF NEW LAWN MAINTENANCE EQUIPMENT FROM D & G EQUIPMENT OF MASON**

WHEREAS, the two existing push mowers have surpassed their useful lifespan and have begun to fail and become unreliable in their performance; and

WHEREAS, there is not existing funding to cover the purchase of two new push mowers for the 2014 season at the cost of \$1,100 each; and

WHEREAS, D & G Equipment of Mason is a strong supporter of the Ingham County Fairgrounds and is currently the preferred provider of lawn equipment with Ingham County; and

WHEREAS, D & G Equipment of Mason has generously donated two Exmark walk behind mowers valued at more than \$1,100 each to the Ingham County Fairgrounds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the donation of \$2,200 in new lawn maintenance equipment from D & G Equipment of Mason.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners extends its appreciation to D & G Equipment for their generous donation of lawn equipment and their continued partnership with Ingham County.

# MEMORANDUM

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To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: February 6, 2014

RE: Change of Janitorial Service Contractors for Road Department

Upon recommendation of the Purchasing and Road Departments, per Resolution 13-121, the Board of Commissioners accepted the low bid, and authorized entering into a contract with GDI Omni, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per bid packet 18-13 for a total 3 year cost of \$88,110.00, \$29,370.00 per year, for the three year period beginning from date of service contract execution in May 2013.

A contract was executed and dated May 3, 2013, with GDI Omini, Inc., which required certain performance as specified therein, as well as providing in section XIV therein provisions for contract termination if, in the opinion of the Road Department's Director of Operations, GDI Omni provided unsatisfactory performance on 3 occasions within any 12 month period.

The Road Department's Director of Operations has now found GDI Omni's performance has not been acceptable and not in compliance with the above cited contract on 3 occasions within the last 12 month period as documented by letters to GDI Omni, Inc., despite numerous communications with GDI, Omni, Inc., in an effort to get them to improve their performance over and above the three formal letters.

Thus the Road and Purchasing Departments now recommend the contract with GDI Omni, Inc., be terminated and that to avoid any extended interruption in cleaning services, the next low bidder per bid packet 18-13, Simply Superior, Grand Ledge, Michigan, who also was the Road Department's immediately previous cleaning contractor, be awarded the Road Department's cleaning contract for the next year from when a contract is executed with them, at the annual cost bid by Simply Superior of \$48,000.00 per year, \$4,000.00 per month.

Simply Superior remains willing to honor its bid per bid packet 18-13 as provided above, for a one year period, near then end of which the Road and Purchasing Departments will let another bid package for the Road Department's cleaning services for the next 3 year period.

Therefore Board approval of the attached resolution to effect this change in Road Department cleaning contractors is recommended by the Road and Purchasing Departments.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 6, 2014

SUBJECT: Proposal Summary for Janitorial Services for the Ingham County Department of Transportation and Roads

Project Description:

Proposals were sought from interested and qualified vendors experienced with cleaning commercial office buildings for the purpose of entering into a 3-year agreement with an option for a 2-year renewal to provide janitorial services at three Ingham County Department of Transportation and Roads facilities. The County requested cost information for providing cleaning services three times per week including supplies.

Proposal Summary:

Vendors contacted: 24 Local: 12  
 Vendors responding: 8 Local: 7

Company Name	3-Year Total	Local
GDI OMNI Inc.	\$88,110.00	Yes - Lansing
Simply Superior	\$144,000.00	No - Grand Ledge
Boling Janitorial Services Inc	\$145,429.64	Yes - Lansing
Romanow Building Services	\$149,101.65	Yes - Lansing
Diamond Shine Cleaning Service	\$150,223.23	Yes - Mason
Dan's Services	\$156,240.00	Yes - Williamston
D Squared Facilities Management Inc	\$172,800.00	Yes - Lansing
Dietz Janitorial Service	\$207,746.00	Yes - Holt

Recommendation:

The Evaluation Committee recommends awarding a 1-year contract to Simply Superior in an amount not to exceed \$144,000. The contractor will provide cleaning services three times a week as well as cleaning supplies. We are recommending the termination of the contract with GDI due to continuous poor performance at all Road Department facilities.

Simply Superior was the previous contractor prior to bidding this contract out last year. This contract will be rebid in January 2015.

Advertisement:

The RFP was advertised in the City Pulse 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 A CHANGE OF CONTRACTORS FOR JANITORIAL SERVICES & SUPPLIES FOR THE ROAD DEPARTMENT**

WHEREAS, the Road Department needs janitorial, cleaning and related services and supplies for all Road Department facilities; and

WHEREAS, the Purchasing Department in early 2013 released bid packet #118-13 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution in May 2013; and

WHEREAS, GDI Omni, Inc., Lansing, Michigan, submitted the lowest qualified and responsive bid for a total 3 year cost of \$88,110.00, \$29,370.00 per year, for all of the services required per bid packet #118-13, as shown on the attached Proposal Summary; and

WHEREAS, upon recommendation of the Purchasing and Road Departments, per Resolution #13-121, the Ingham County Board of Commissioners accepted the bid, and authorized entering into a contract with GDI Omni, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Department of Transportation & Roads per bid packet #118-13 for a total 3 year cost of \$88,110.00, \$29,370.00 per year, for the three year period beginning from date of service contract execution in May 2013; and

WHEREAS, a contract was executed and dated May 3, 2013, with GDI Omini, Inc., which required certain performance as specified therein, as well as providing in section XIV therein provisions for contract termination if, in the opinion of the Road Department's Director of Operations, GDI Omni provided unsatisfactory performance on 3 occasions within any 12 month period; and

WHEREAS, the Road Department's Director of Operations has found GDI Omni's performance has not been acceptable and not in compliance with the above cited contract on 3 occasions within the last 12 month period as documented by letters to GDI Omni, Inc., despite numerous communications with GDI, Omni, Inc., in an effort to get them to improve their performance over and above the three formal letters; and

WHEREAS, the Road and Purchasing Departments now recommend the contract with GDI Omni, Inc., be terminated and that to avoid any extended interruption in cleaning services, the next low bidder per bid packet #118-13, Simply Superior, Grand Ledge, Michigan, who also was the Road Department's immediately previous cleaning contractor, be awarded the Road Department's cleaning contract for the next year from when a contract is executed with them, at the annual cost bid by Simply Superior of \$48,000.00 per year, \$4,000.00 per month; and

WHEREAS, Simply Superior, Grand Ledge, Michigan, remains willing to honor its bid per bid packet #118-13 as provided above, for a one year period, near then end of which the Road and Purchasing Departments will let another bid package for the Road Department's cleaning services for the next 3 year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes terminating the existing Road Department cleaning services contract dated May 3, 2013, with GDI Omni, Inc., Lansing, Michigan, and accepts the second low bid submitted per bid packet #118-13, and authorizes entering into a one year contract with Simply Superior, Grand Ledge, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per same bid packet #118-13 for a total 1 year cost of \$48,000.00 for the one year period beginning from date of service contract execution.

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

# MEMORANDUM

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TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Road Department

DATE: January 22, 2014

SUBJECT: Hull Road Bridge Professional Engineering Services

The Ingham County Road Department (ICRD) received 2015 Local Bridge Program funding to remove and replace the Hull Road Bridge over Sycamore Creek. The bridge is located south of the City of Mason, between Coy Road and Tomlinson Road. The existing structure is deteriorated to the point where it is posted for reduced loading.

The ICRD solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the replacement of the Hull Road Bridge. During construction, traffic will be detoured around the construction zone.

The Purchasing Department advertised for Hull Road Bridge Professional Engineering Services and received six (6) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county. Both ICRD and Purchasing Department staff agree to recommend that Mannik & Smith Group, Inc. of Lansing, Michigan, be retained to provide the requested bridge design services. Their estimated fee totals \$28,235.00.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from Mannik & Smith Group, Inc.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 6, 2014

SUBJECT: Proposal Summary for Professional Engineering Services for the Hull Road Bridge Replacement Project for the Ingham County Road Department

Project Description:

Proposals were sought from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the Hull Road Bridge Replacement Project.

The project involves replacement of the Hull Road Bridge over the Sycamore Creek in accordance with the Michigan Department of Transportation (MDOT), Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR), and other required review agency requirements.

Proposal Summary:

Vendors contacted: 36 Local: 8  
 Vendors responding: 6 Local: 4

<b>Company Name</b>	<b>Total</b>	<b>Local</b>
Great Lakes Engineering Group	\$22,750	Yes - Lansing
ROWE Professional Services Company	\$26,333	No - Flint
Mannik Smith Group	\$28,235	Yes - Lansing
HH Engineering LTD	\$34,700	No - Detroit
DLZ Michigan Inc	\$37,738.99	Yes - Lansing
Fishbeck, Thompson, Carr & Huber, Inc.	\$40,651	Yes - Lansing

Local Vendors Not Responding

- Bergmann Associates, East Lansing – No bid submitted. The firm planned on submitting but they had noted the wrong due date.

Other Vendor Not Responding:

- Wade Trim Associates, Inc., Taylor – No bid submitted due to their work load.
- IBI Group Michigan LLC, Southfield – No bid submitted due to their work load.
- OHM Advisors, Livonia – No bid submitted because given past awarded prices and their distance to the bridge site that they would need to visit, they feel they could not be competitive on these projects.
- Tetra Tech, Brighton – No bid submitted due to other commitments including two large bridge load rating contracts from MDOT.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Mannik Smith Group based on its proposal dated December 19, 2013. Mannik provided the best overall value and has the experience and references required for this project.

While Great Lakes Engineering Group provided the lowest cost proposal, several areas of its proposal were lacking including resumes of key personnel and years of experience. Additionally, the Evaluation Team felt that Great Lakes lacked the experience required for the successful completion of this contract.

ROWE Professional Service Co. only included the cost for conducting two borings in its bid, not four as was required in the RFP. As such, when the cost of the two additional borings is considered, ROWE's overall cost is higher than Mannik's cost.

Advertisement:

The RFP was advertised in the Lansing State Journal, the City Pulse, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A  
BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT  
WITH MANNIK & SMITH GROUP, INC.**

WHEREAS, the Ingham County Road Department (ROAD DEPARTMENT) received 2015 Local Bridge Program to remove and replace the Hull Road Bridge over Sycamore Creek; and

WHEREAS, the ROAD DEPARTMENT solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Hull Road Bridge; and

WHEREAS, the Ingham County Purchasing Department advertised for Hull Road Bridge Professional Engineering Services and received six (6) proposals; and

WHEREAS, the ROAD DEPARTMENT and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Mannik & Smith Group, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Mannik & Smith Group, Inc., 721 N. Capital Avenue, Suite 2, Lansing, Michigan, based on its proposal dated December 19, 2013 for Hull Road Bridge Replacement Project Professional Engineering Services.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approved 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 became 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 their roles and responsibilities; and

WHEREAS, it is now 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 February 6, 2014 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: February 6, 2014

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>
2014-027	MASON ELEVATOR COMPANY	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2014-030	BLACKHAWK PRODUCE	AGRICULTURAL MULTIPLE MOVE	VARIOUS	STOCKBRIDGE	
2014-031	LANSING CHARTER TOWNSHIP	WATERMAIN	ANDRUS AVE BET MACON AVE & MITCHELL RD	LANSING	7
2014-033	AT & T	CABLE / UG	HOGSBACK RD & COLLEGE RD	ALAIEDON	31
2014-034	AT & T	CABLE / UG	HASLETT RD & SHAW ST	MERIDIAN	10
2014-035	FRONTIER	ANNUAL BLANKET	VARIOUS	VARIOUS	
2014-036	ACD.NET	CABLE / UG & OH	CEDAR ST BET WILLOUGHBY RD & AURELIUS RD	DELHI	2
2014-037	LANSING CHARTER TOWNSHIP	WATERMAIN	DEERFIELD AVE BET MICHIGAN AVE & IONIA ST	LANSING	18
2014-040	ACD.NET	CABLE / UG	OKEMOS RD & COYOTE CREEK DR	MERIDIAN	33
2014-042	LANSING CHARTER TOWNSHIP	WATERMAIN	CORNELIA DR BET MORRIS AVE & MITCHEL AVE	LANSING	7
2014-043	LANSING CHARTER TOWNSHIP	WATERMAIN	SYLVAN AVVE BET MORRIS AVVE & MITCHEL AVE	LANSING	7
2014-044	CONSUMERS ENERGY	GAS	DOGWOOD RD & EIFERT RD	DELHI	22

PERMIT SUPERVISOR: \_\_\_\_\_

MANAGING DIRECTOR: \_\_\_\_\_

**MEMORANDUM**

**TO:** COUNTY SERVICES AND FINANCE COMMITTEES

**DATE:** February 6, 2014

**FROM:** STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

**SUBJECT:** AMENDMENT TO RESOLUTION #13-476  
APPROVAL OF 2013 APPLICATION CYCLE RANKING TO INCLUDE THREE  
ADDITIONAL APPLICATIONS

This resolution amends resolution #13-476 which approved the 2013 application cycle ranking and established a priority for the top applications. The purpose for the amendment is to allow three new applications to be added to the list; The Schwab #2, Fogle and Koelling applications. It is the intent of the Farmland and Open Space Preservation Board to submit all three new applications to the Federal Farm and Ranchland Protection Program 2014 application for matching funds, with a deadline of March 7, 2014.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2014 budget. In the spirit of disclosure, Laurie Koelling, of the Koelling application is an active Farmland and Open Space Preservation Board member. Mrs. Koelling has, and will excuse herself from all meetings and discussion pertaining to the Koelling application.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**AMENDMENT TO RESOLUTION #13-476 APPROVING THE RANKING OF THE 2013 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES**

WHEREAS, Resolution #13-476 approved the ranking of the 2013 Farmland and Open Space Preservation Programs application cycle ranking and recommended to purchase permanent conservation easement deeds on the top ranked properties; and

WHEREAS, three new applications were received in December 2013 and the Farmland and Open Space Preservation Board wishes to include them in the 2013 ranking.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending resolution #13-476 to include three new applications, the Fogle, Schwab #2, and Koelling Farms as attached.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to proceed with negotiations on the top ranked Agricultural and Open Space properties.

Last Name	Application Cycle	Acres	Township	Ag Productivity - 20	Parcel Size - 20	Ag Income - 5	Proximity to Livestock - 5	Surrounding Land - 7	Sewer/Water - 10	Pop. Center - 30	Rd. Frontage - 8	Protected Prop - 20	Ag Zoning - 3	Block Apps - 15	Ag Charact. - 5	MAEAP - 5	Total	Status
1 Powell	2009	395.03	Williamstown	16.55	25	5	5	5	10	30	8	15	3	0	5	0	127.55	Declined offer
2 Shannon	2010	211.4	Williamstown	20	25	5	3	2	0	30	8	15	3	0	0	0	111	Declined offer
3 Schwab	2011	191.1	Delhi	11.57	19.1	0	3	5	10	28	6.21	15	1	0	0	0	98.88	Closed December 2013
37 Fogle	2013	79.8	Alaeldon	18	7.98	0	5	5	10	30	8	5	3	0	0	0	91.98	Active
4 Hudson	2011	107.19	Delhi	9.604	10.7	0	3	5	7	30	6.84	15	1	0	0	0	88.144	Declined offer - reappraising
5 Wiedema	2011	280.42	Aurelius	0	25	0	3	5	7	24	8	15	1	0	0	0	88	Declined offer
38 Schwab #2	2013	77.41	Delhi	10	7.74	0	0	5	10	28	3.124	20	3	0	0	0	86.864	Active
6 Nussdorfer	2011	140.78	Aurelius	4.75	14.078	0	3	5	5	22	8	20	3	0	0	0	84.828	Closed December 2013
8 Rogers, M.D (formally Todd)	2007	216.33	Onondaga	15.03	25	0	3	7	0	0	8	15	1	8	0	0	82.03	Declined offer
9 Johnson	2012	121	Aurelius	9.35	12.1	5	0	5	7	28	8	5	1	0	0	0	80.45	Pending Spring 2014
10 Peplowski	2009	141.7	Locke	13.38	17.71	0	0	7	10	22	8	0	1	0	0	0	79.09	Declined offer
11 Coliar	2012	40	Alaeldon	19.55	4	5	5	5	5	26	4	0	1	0	5	0	77.55	Pending Spring 2014
12 Thorburn	2011	102.1	Alaeldon	11.85	10.2	0	3	5	10	30	5.92	0	0	1	0	0	76.97	Closed February 2013
13 Kranz	2012	72	Vevay	16.7	7.2	5	5	5	7	24	6	0	1	0	0	0	76.9	Pending Spring 2014
14 Haimrich Sod Farm	2011	57.77	Meriden	10	5.77	5	0	2	5	30	0	15	3	0	0	0	75.77	Active
36 Koelling	2013	20	Alaeldon	10	2	0	5	5	10	30	1.491	5	3	0	0	0	71.491	Active
37 Haynes #3	2009	77	Aurelius	16.21	9.695	0	5	7	8	0	8	15	1	0	0	0	69.905	Pending Spring 2014
7 Snow	2009	319.52	Vevay	18.79	25	5	5	7	0	0	8	0	1	0	0	0	69.79	Active
8 Rogers	2007	331.1	Onondaga	14.96	25	0	0	7	0	0	8	0	1	8	0	0	68.96	Declined offer
9 Richardson	2007	60	Onondaga	14.16	7.5	0	0	7	8	0	8	15	1	8	0	0	68.66	Declined offer
10 Hector	2006	80		14.98	10.01	0	5	7	6	0	8	15	1	0	0	0	66.99	Active
11 Cavanaugh	2006	239	Bunkerhill	9.79	25	5	5	7	6	0	8	0	0	1	0	0	66.79	Active
12 Shaw L.	2007	161.66	Vevay	18.58	20.2	0	5	5	8	0	8	0	0	1	0	0	65.78	Active
13 Shaw D.	2007	140	Vevay	14.57	17.61	5	3	7	5	0	8	0	1	0	0	0	61.18	Active
14 Hutchinson	2006	77	Onondaga	14.69	9.782	5	5	7	0	0	0	15	1	0	0	0	57.472	Pending Spring 2014
15 Moredhouse	2009	109.57	Bunkerhill	19.59	13.69	0	0	7	6	0	8	0	1	0	0	0	55.28	Active
16 Fitzgerald	2010	56.44	Locke	20	7.055	5	0	7	6	0	8	0	1	0	0	0	54.055	Active
17 Brake	2010	75	Locke	15.6	9.375	0	5	7	6	0	2	0	1	0	0	0	45.975	Active
18 Shaw T.	2007	60	Vevay	15.74	7.5	0	5	7	5	0	1.87	0	1	0	0	0	43.11	Active
19 Wilner	2012	95	Leslie	9.5	5	5	5	7	5	0	8	0	1	0	0	0	40.5	Active
20 Clark R.	2009	52.95	Leslie	12.36	6.61	5	0	5	10	0	0	0	1	0	0	0	39.97	Active
21 Ball	2010	25	Locke	15.4	3.125	0	5	7	6	0	1	0	1	0	0	0	38.525	Active
22 Cavanaugh	2007	39.99	Bunkerhill	11.55	5	0	5	7	0	0	8	0	1	0	0	0	37.55	Active
31 Andrus	2011	65.1	Locke	16.7	6.5	0	3	7	0	0	2.86	0	1	0	0	0	37.06	Active
32 Cheney	2012	40	Vevay	13.8	4	0	0	7	5	0	4	0	1	0	0	0	34.8	Active
33 Klicker	2009	37	Whiteoak	18	4.62	0	0	7	0	0	0.55	0	1	0	0	0	31.17	Active
34 Hale	2009	100	Stockbridge	10.053	12.5	0	0	7	0	0	0.34	0	1	0	0	0	30.893	Active
35 Zimmerman	2011	80	Bunkerhill	11.75	8	0	0	7	0	0	1.86	0	1	0	0	0	29.61	Active

# MEMO

January 28, 2014

To: County Services Committee

From: Stacy Byers, Director FOSP Board

RE: RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2014 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE THE FARMLAND AND OPEN SPACE PRESERVATION BOARD TO HOST A 2014 APPLICATION CYCLE.

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**Summary of Proposed Action:**

This resolution approves the 2014 Farmland and Open Space Selection Criteria's (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2014 Selection Criteria's for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2014 Farmland and Open Space Preservation application cycle

**Financial Implications:**

There will be future costs associated with proceeding with a 2014 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to score and rank applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners and will seek matching funds from the Federal Farm and Ranch Land Protection Program. Those costs are included in the 2013 budget.

Introduced by The County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS:

**RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2014 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE THE FARMLAND AND OPEN SPACE PRESERVATION BOARD TO HOST A 2014 APPLICATION CYCLE**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (Board of Commissioner Resolution #10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mils in 2008 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria's be approved by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board approved the 2014 Farmland and Open Space Selection Criteria's on January 21, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2014 Farmland and Open Space Selection Criteria developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Farmland and Open Space Preservation Board hosting a 2014 farmland and open space preservation application cycle.

# Selection Criteria for Farmland Preservation Program

## 2014 Application Cycle

### Tier I Criteria

Agricultural Characteristics	57 points
Development Pressure	48 points
Additional Ag Protection Efforts	38 points
Other Criteria	<u>10 points</u>
<b>Tier I Total Points</b>	<b>153 points</b>

### AGRICULTURAL CHARACTERISTICS (57 POINTS)

#### 1) Agricultural Productivity – Prime and Unique Soils

**Maximum Points: 20**

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

15 points

Not prime or unique

0 points

*Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points*

*30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points*

*Total points = 18.5 points*

#### 2) Size of Parcel (s)

**Maximum Points: 20**

Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 200 acres receives 20 points. Parcels between 15 and 39.99 acres **must** be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points.

*Example: Parcel size is 150 acres:  $150 \times 0.1 = 15$*

*Example: Parcel is 85 acres:  $85 \times 0.1 = 8.5$*

*Example: Parcel is 350 acres:  $350 \times 0.1 = 35$ ; 20 points, the maximum possible*

*Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)*

#### 3) Additional Agricultural Income

**Maximum Points: 5**

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$10,000.00 annually.

*Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total points = 5 points*

#### 4) Proximity to Existing Livestock Farms

**Maximum Points: 5**

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)

Parcel is contiguous to an existing livestock operation

5 points

Parcel is located between 0.5 miles and 1 mile of an existing livestock operation

3 points

Parcel is located further than 1 mile from an existing livestock operation

0 points

*\*Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.*

**5) Amount of Undeveloped\* Land in the Surrounding Area**

**Maximum Points: 7**

A circle with a 1 mile radius and with a centroid (center point) generated by computer is used to calculate the points in this section.

- 75 % or more of the surrounding area is undeveloped land 7 points
- 50% or more but less than 75% of the surrounding area is undeveloped land 5 points
- 25% or more but less than 50% of the surrounding area is undeveloped land 2 points
- Less than 25% of the surrounding area is undeveloped land 0 points

\*For the purposes of this section, “undeveloped” means no permanent buildings, residential, commercial, industrial or otherwise.

**DEVELOPMENT PRESSURE (48 POINTS)**

**6) Proximity to Existing Public Sanitary Sewer or Water, or Both**

**Maximum Points: 10**

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

- Less than one-half (1/2) mile from sewer or water 5 points
- One-half (1/2) mile or more but less than 1 mile 7 points
- One (1) mile or more but less than 2 miles 10 points
- Two (2) miles or more but less than 5 miles 5 points
- More than 5 miles 0 points

*Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.*

**7) Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005**

**Maximum Points: 30**

- Farm boundary is 1 mile from, or within the population center 30 points
- Farm boundary is within 1 to 2 miles from population center 28 points
- Farm boundary is within 2 to 3 miles from population center 26 points
- Farm boundary is within 3 to 4 miles from population center 24 points
- Farm boundary is within 4 to 5 miles from population center 22 points
- Farm boundary is more than 5 miles from population center 0 points

*Example: Farm is located 2 miles from “designated population center”. Total points= 28 points*

**8) Road Frontage (paved or gravel)**

**Maximum Points: 8**

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

- Road frontage of 5280 feet (1 mile) or more 8 points
- Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile) 6 points
- Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile) 4 points
- Road frontage less than 1/4 mile 0 point

*Example: Parcel has 1 mile of road frontage. Total points = 8 points*

**ADDITIONAL AGRICULTURAL PROTECTION EFFORTS (38 POINTS)**

**9) Location to Protected Property**

**Maximum Points: 20**

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

- Parcel is adjacent to protected land 20 points
- Parcel is not adjacent but within 1/2 mile of protected land 15 points

Parcel is not adjacent but within 1 mile of protected land	10 points
Parcel is not adjacent but within 2 miles of protected land	5 points
<i>Example: Parcel is adjacent to property under a permanent conservation easement = 20 points</i>	

**10) Agricultural District Zoning**

**Maximum Points: 3**

Additional points are given to a parcel that is in a designated agricultural district.

Exclusive Agricultural District A-1: (Restricts residential development)	3 points
General Agricultural District A-2: (Rural residential zoning)	1 points
Non-Agricultural District	0 points

*Example: Parcel has been designated as an exclusive agricultural district, A-1 (maximum density 1 unit per 20 acres) under current zoning. Total Points = 3 points*

**11) Block Applications**

**Maximum Points: 15**

Emphasis is placed on applications which consist of one or more landowners who create a 50-acre or more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels included in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

One or more landowners apply together to create 1000 or more contiguous acres	15 points
One or more landowners apply together to create 750 to 999 contiguous acres	10 points
One or more landowners apply together to create 500 to 749 contiguous acres	8 points
One or more landowners apply together to create 300 to 499 contiguous acres	6 points
Contiguous acreage of 299 acres or less	0 points

*Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section).*

*Note: If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.*

**OTHER CRITERIA (10 POINTS)**

**12) Additional Agricultural Characteristics**

**Maximum Points: 5**

Additional agricultural characteristics are USDA certified organic farm or Centennial farm.

Parcel has one or more additional agricultural features	5 points
Parcel does not have an additional agricultural feature	0 points

**13) Michigan Agricultural Environmental Assurance Program (MAEAP)**

**Maximum Points: 5**

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified	5 points
Farm is not MAEAP verified	0 points

**TIER I: TOTAL POINTS POSSIBLE IS 153**

## Selection Criteria for **Open Space** Land Preservation Program 2014 Application Cycle

### Tier I Criteria Sections

Ecological, scenic, geological criteria	56 points
Property size and location criteria	<u>45 points</u>
<i>Total Points</i>	<b>101 points</b>

- A. Potential Conservation Area(s)** (from the Greening Mid-Michigan Project) **maximum points: 10**
1. **High Potential** 10 points
  2. **Medium Potential** 8 points
  3. **Low Potential** 6 points

*Example: parcel fall within a Medium Potential Conservation Area = 8 points*

**B. Water quality values**

1. **Riparian land** **maximum points: 5**

Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are:  $5 \times \text{linear feet of water frontage}/200 = \text{points}$ .

*Example: parcel has 75 feet of water frontage on the Red Cedar River:  $5 \times 75 = 375/200 = 1.875$  points*

2. **Land in the 100-year flood plain** **maximum points: 8**

Property that is 100% in the flood plain receives 8 points. Points for a property with less than 100% in the flood plain are:  $8 \times \text{percent in flood plain} = \text{points}$ .

*Example: 20 acres of an 80 acre parcel is in the 100-year flood plain:  $8 \times 25/100$  ( $20/80 = 0.25$ ) =  $200/100 = 2$  points*

3. **Wetlands, including buffer area** **maximum points: 4**

Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are:  $4 \times \text{percent in wetland} = \text{points}$ .

*Example: 5 acres of an 40 acre parcel is wetland:  $4 \times 12.5/100$  ( $5/40 = 0.125$ ) =  $50/100 = 0.5$  points*

4. **Aquifer recharge land** **maximum points: 8**

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula;  $8 \times \text{percent aquifer recharge land} = \text{points}$ .

*Example: 10 acres of a 20 acre parcel is aquifer recharge land:  $8 \times 50/100$  ( $10/20 = 0.50$ ) =  $400/100 = 4$  points*

**C. Habitats**

1. **Forestland** **maximum points: 5**

Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are:  $5 \times \text{percent in forest land} = \text{points}$ .

*Example: 15 acres of a 20 acres parcel is wooded:  $5 \times 75/100$  ( $15/20 = 0.75$ ) =  $375/100 = 3.75$  points*

2. **Others – grassland, shrub land, etc.** **maximum points: 3**

Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are:  $3 \times \text{percent in other types of habitat} = \text{points}$ .

*Example: 10 acres of a 15 acre parcel is grassland:  $3 \times 66/100$  ( $10/15 = 0.66$ ) =  $198/100 = 1.98$  points*

- D. Rare species** **maximum points: 10**

1. **State and federal threatened and endangered species on the property**

Up to 10 points may be given depending on rarity category; the higher the rarity category the more points given.

*Example: Parcel has a Copperbelly water snake on the property: =10 points*

- E. Physically (geologically) significant features** **maximum points: 3**

*Up to 3 points may be given. Example: property has a terminal marine.*

**PROPERTY SIZE and LOCATION CRITERIA (45 points)**

**F. Parcel size**

**maximum points: 25**

Parcels of 100 acres or greater receives 25 points. Points for a property of less than 100 acres are:  $25 \times$  acreage of parcel/100 = points.

*Example: Parcel is 40 acres in size:  $25 \times 40 = 1000/100 = 10$  points*

**G. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, Sept. 2005)**

**maximum points: 5**

Farm boundary is 1 mile from, or within the population center	5 points
Farm boundary is within 1 to 2 miles from population center	4 points
Farm boundary is within 2 to 3 miles from population center	3 points
Farm boundary is within 3 to 4 miles from population center	2 points
Farm boundary is within 4 to 5 miles from population center	1 points
Farm boundary is more than 5 miles from population center	0 points

*Example: Parcel is located 2 miles from “designated population center.” Total points= 4 points*

**H. Location with respect to other protected property**

**maximum points: 10**

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

Property is adjacent to protected land	10 points
Property is not adjacent but within 1/2 mile of protected land	8 points
Property is not adjacent but within 1 mile of protected land	6 points
Property is not adjacent but within 2 miles of protected land	4 points

*Example: Parcel is within 1 mile of an already protected property = 6 points*

**I. Road frontage (paved or gravel)**

**maximum points: 2**

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are:  $2 \times$  feet of road frontage/1320 = points.

*Example: Parcel has 500 feet of road frontage:  $2 \times 500 = 1000/1320 = 0.76$  points*

**J. Block applications**

**maximum points: 3**

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are:  $3 \times$  number of contiguous acres submitted/300 = points.

*Example: Parcel is applying with three other landowners to make a 450 acre block of land:  $3 \times 450 = 1350/300 = 4.5$  therefore the points received are 3, the maximum.*

**Note:** If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

**TOTAL TIER I POINTS POSSIBLE – 101**

**Applicants note:** Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

**MEMORANDUM**

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 9, 2014

SUBJECT: Proposal Summary for Health Care Consulting Services

Project Description:

Proposals were sought from Ingham County and its Health Care Coalition for a health care benefits consultant to provide for cost-efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting.

Ingham County is one member of a health care coalition consisting of three county-based employers: Ingham County, Tri-County Office on Aging, and the Capital Area District Library. The County and Coalition represent the combined interests of all employers in recommending a single contractor. The Coalition’s purpose is to conduct a detailed, informed analysis of employee health benefits and health benefit providers, and to make recommendations on behalf of all parties to ensure high quality, cost-efficient benefits and services to the 1,600 employees and retirees, and their 2,000 dependents represented in the Coalition.

Proposal Summary:

Vendors contacted: 23 Local: 4  
 Vendors responding: 7 Local: 0

Company Name	Yearly Cost	Total for 3 Years	Local
CIC Benefit Consulting Group	\$75,000	\$225,000	No - Cadillac
Professional & Personal Wellness	\$82,910 (Wellness Portion Only)	\$248,730 (Wellness Portion Only)	No - Battle Creek
Brown & Brown of Central Michigan, Inc.	\$85,000	\$255,000	No - Saginaw
Lovasco Consulting Group, Inc.	\$85,000	\$255,000	No - Detroit
The Segal Company (Midwest) Inc.	\$90,000	\$270,000	No - Southfield
AON Risk Service Central, Inc.	\$92,300	\$276,900	No - Grand Rapids
Gallagher Benefit Services, Inc.	\$93,333.34	\$280,000	No - Grand Rapids

Recommendation:

After conducting interviews with the top three finalists, the Evaluation Committee unanimously recommends awarding a 3-year contract to CIC Benefit Consulting Group who submitted the most responsive and responsible proposal, in an amount not to exceed \$75,000 annually.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle 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 A CONTRACT WITH CIC BENEFIT CONSULTING GROUP  
FOR HEALTH CARE CONSULTING SERVICES**

WHEREAS, the County and the Health Care Coalition require health care consulting services which will provide cost efficient benefit plan options, high quality assessment services, exceptional customer service, and timely and accurate reporting; and

WHEREAS, the Ingham County Purchasing Department has conducted a Request for Proposals process and the responses have been reviewed by a sub-committee of the Health Care Coalition; and

WHEREAS, this sub-committee recommends the selection of CIC Benefit Consulting Group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract with CIC Benefit Consulting Group at a cost not to exceed \$225,000 with the County's funding to come from the Employee Benefit Fund.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any appropriate documents on behalf of the county after approval as to form by the County Attorney.

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

FROM: John L. Neilsen, Chief Deputy Controller

DATE: February 5, 2014

RE: Resolution to Reclassify the Animal Control Director Position

Commissioners:

Attached you will find a Resolution along with the supporting documentation to reclassify the recently vacated Animal Control Director position from a (MCF11, \$63,641 - \$76,389) to a (MCF12, \$68,331 - \$82,015) effective upon the passage of this resolution. The full increased personnel costs of this proposed reclassification would be \$6,786 at the top of the scale using annualized 2014 costs.

As you will recall on January 28<sup>th</sup>, the Board of Commissioners adopted two companion Resolutions to begin an orderly transition plan to select a new Animal Control Director due to the recent resignation of the current Director Jamie McAloon Lampman effective February 5, 2014.

The first appointed Deputy Animal Control Director Anne Burns to serve as the Interim Animal Control Director effective February 6, 2014 until such time as a permanent Director is selected and assumes their duties.

The second appointed a Search Committee to select a new Animal Control Director as this is a Board appointment. The Law & Courts Chairperson Rebecca Bahar-Cook will serve as the Chairperson of the Animal Control Director Search Committee.

When Ms. McAloon Lampman announced her resignation, our Human Resources Director asked her to review the current job description in effect since 2004 and to update it if necessary to reflect the core functions of the job as she saw it after nine years as the Director. I also reviewed the proposed changes and agree that they are accurate and important additional responsibilities for the position that have evolved over the years.

The Human Resources Department then compared the current job description with the proposed new job description.

In reviewing the proposed job description we feel there is substantive change requiring substantial time and increased communication, influencing the factor regarding interpersonal and communication skills and job complexity. The fund raising aspect would also influence the points in the job financial impact factor. With the recommended adjustments in the points it would move to pay grade MCF 12.

Therefore, we have prepared this resolution and background material for your review and deliberation. Upon your final action on the resolution Human Resources will post and advertise for the Animal Control Director position through our normal employee selection processes as well as through state and national sources.

If the BOC approves this reclassification as proposed, the current Interim Director's salary will be increased to the starting rate (MCF 12, \$68,331) effective the first full pay period after the passage of this resolution.

I recommend your approval of the attached resolution.

cc: Tim Dolehanty  
Travis Parsons  
Becky Bennett

**MEMORANDUM**

TO: John Neilsen, Ingham County Chief Deputy Controller

FROM: Beth Bliesener, Employment Specialist

DATE: 1/31/2014

RE: Position Re-Classification — Animal Control Director MCF 11 to MCF 12

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Human Resources has evaluated and updated the Animal Control Director job description. After analysis, the classification has increased from a MCF 11 to a MCF 12. The position will be compensated at a salary range of (\$68,331 – \$82,015).

*Please use this memo as acknowledgement of Human Resources' participation and analysis of the proposed re-classification.*

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

**INGHAM COUNTY**  
**CURRENT JOB DESCRIPTION**

**ANIMAL CONTROL DIRECTOR**

**General Summary**

The Animal Control Director, reporting to the Board of Commissioners, has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall (a) manage a group of employees engaged in the enforcement of State and County laws, (b) be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, (c) advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and (d) must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

**Essential Functions**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Working through a lead person or subordinate supervisors, manages:
  - a. A group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws.
  - b. A group of employees engaged in the maintenance and disposition of animals in County Animal Control facilities as well as the maintenance of such facilities.
  - c. A clerical staff which acts in the capacity of Deputy Treasurer when issuing dog licenses.
  - d. The dispatch operation located at the Animal Control Shelter.
2. Performs the normal, managerial personnel management tasks such as:
  - a. Recruiting and selecting new employees.
  - b. Training subordinate personnel.
  - c. Evaluation of employees' performance.
  - d. Recommends setting and adjusting rates of pay.
  - e. Disciplining employees.
  - f. Handling complaints and grievances.
  - g. Work with the County Treasurer in the issuance of dog licenses.
3. Prepares budget request and administers the budget for the County Animal Control Program. Orders supplies and equipment as authorized.
4. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment, and facilities used in the Animal Control Program.
5. Acts as the primary spokesperson for the County Animal Control Program; answering questions and complaints from citizens, citizen groups, and various legally constituted bodies.
6. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
7. Interacts with other public and private organizations requiring a great deal of public relations' skills.

## **Animal Control Director/Animal Control**

### **Page 2**

8. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
9. Perform related duties as required.

### **Other Functions**

10. None listed.

### **Employment Qualifications**

**Education:** Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration, or related area.

**Experience:** Four years of work related experience and administration of an organization of comparable complexity.

**Other Requirements:** Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, this employee will be responsible for pushing, pulling, and lifting weights up to 100 lbs., in regular daily activities. Work requires frequent periods of standing for 30 minute intervals throughout the day and frequent extended periods of time sitting, bending and squatting. Occasional use of a ladder is necessary. Walks on various types of terrain indoors and outdoors, as a regular function of the job for scene investigations and regular animal control functions in assisting other personnel. Operates data entry, computer or other official equipment requiring manual dexterity. May capture and restrain animals to assist the officers, kennel persons and the general public.

### **Working Conditions:**

Works in office conditions and the animal shelter.  
Regular exposure to odors of animals.  
Exposure to noise of the impounded animals.  
Exposure to disease communicated by animals.  
Exposure to the risk of being bitten by animals.  
Exposure to animal feces and urine.  
Exposure to fumes from cleaning products.  
Exposure to parasites (fleas, ticks, mites).

**May, 2004  
MCF-11**

**INGHAM COUNTY**  
**PROPOSED JOB DESCRIPTION**

**ANIMAL CONTROL DIRECTOR**

**General Summary:**

The Animal Control Director reporting to the County Controller/Administrator or his/her designee has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall manage a group of employees engaged in the enforcement of State and County laws, be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

**Essential Functions:**

1. Formulates and implements the strategic goals and objectives of the organization. Provides leadership toward the achievement of the organization's philosophy, mission, annual goals, objectives and growth.
2. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment and facilities used in the Animal Control Program.
3. Working through a lead person or subordinate supervisors, manages a group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws, kennel staff, clerical staff and dispatch operations.
4. Performs personnel management functions, directly and through mid-level managers and supervisors. Examples include interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations. Works with multiple union groups and assists in negotiating contracts as requested.
5. Prepares budget request and administers the budget for the County Animal Control Program. Monitors expenditures though out the fiscal year.
6. Acts as the primary spokesperson for the County Animal Control program; provides oversight and direction for all communications representing the organization; maximizes public relations opportunities to enhance the image of Ingham County Animal Control in the community; represents Ingham County Animal Control before agencies and the public in delineating these positions affecting public policy, and assures the organization's mission, programs and services are consistently presented with a strong positive image.
7. Monitors animal welfare issues and ensures compliance with all applicable law and regulations; State and Federal law; networks with other local animal shelters, animal welfare and rescue groups establishing coalitions; and leads the development of community educational program promoting animal welfare.
8. Cultivate and maintains donors and prospective donors; works to develop, implement and oversee fundraising projects including, but not limited to special events, grant-writing, funding requests, and direct solicitations.

## **Animal Control Director/Animal Control**

### **Page 2**

9. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
10. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
11. Ability to establish working relationships with Board members, City and County officials, managers, staff volunteers and vendors.

### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field is required.

**Experience:** A minimum of 4 years of work related experience and administration of an organization of comparable complexity is required.

**Other Requirements:** Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

### **Physical Requirements:**

- Responsible for pushing, pulling and lifting weights up to 100lbs, occasionally.
- Work requires frequent periods of standing for 30 minute intervals though out the day and frequent periods of time sitting, bending and squatting.
- Walks on various types of terrain indoors and outdoors.
- May capture and restrain animals to assist the officers, kennel person and the general public.
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

**Animal Control Director/Animal Control**  
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*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**

- Works in office conditions and the animal shelter.
- Regular exposure to odors of animals.
- Exposure to noise of the impounded animals.
- Exposure to disease communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.
- Exposure to parasites (fleas, ticks, mites)

*January 2014*  
*MCF-12*

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECLASSIFY THE ANIMAL CONTROL DIRECTOR POSITION**

WHEREAS, the Animal Control Director position has recently become vacant; and

WHEREAS, the core duties of the Animal Control Director position were analyzed for the first time since 2004 to determine if any adjustments were warranted; and

WHEREAS, through the process of analyzing the duties of the Animal Control Director position by the Human Resources Department it was determined that the position should be reclassified.

THEREFORE BE IT RESOLVED, Position number 421001 Animal Control Director (MCF11, \$63,641 - \$76,389) is reclassified to (MCF12, \$68,331 - \$82,015) effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING BRIAN JANETZKE**

WHEREAS, Brian Janetzke graduated in June of 2013 from Everett where he received his Varsity Letters in Swimming and Band and the “4 Year Award” in Swimming; and

WHEREAS, he began his scouting career as a Cub Scout at Maple Grove School in 2001 then moved to North School in 2004 where he earned his Arrow of Light in 2006; and

WHEREAS, Brian then moved up to Troop 411 in the spring of 2006 participating under Scoutmasters Joe Demorest, Chuck Dye, and more recently Joe Prevo Jr. where he had been active up to his 18<sup>th</sup> birthday holding the positions of Assistant Patrol Leader, Senior Patrol Leader and instructor; and

WHEREAS, Brian has applied with the BSA to become and Assistant Scoutmaster at Troop 33 out of Judson Memorial Baptist Church; and

WHEREAS, with the help of Fenner Nature Center, family, friends, and fellow scouts under the direction of Jason Meyer of the Nature Center, Brian completed an eagle project consisting of re-building and relocating the Nature Center sign, constructing a park informational bulletin board and creating and installing a “Rock Garden” in the design of the new Fenner logo at Fenner Nature Center; and

WHEREAS, Brian supervised over 18 youths and adults who spent 292 hours planning and completing the project; and

WHEREAS, Brian has recently earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship while earning 21 merit badges before reaching the age of 18.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Brian Janetzke for earning the rank of Eagle Scout and extends its sincere appreciation to Brian for serving as a positive role model for the youth in our community.