

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, JUNE 3, 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 [May 20, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Presentation - Capital Regional International Airport Authority
2. Prosecuting Attorney - Resolution to Approve a Temporary Prosecutor's [Warrant Clerk](#) and the Transfer of Prosecuting Attorney Funds
3. Facilities - Resolution Creating Two New Building [Maintenance Positions](#) for the Ingham County Community Health Center
4. Health Department - Discussion Regarding Proposed Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
5. Road Department
  - a. Resolution to Approve Local Road Agreement with [Leroy Township](#) for the Ingham County Road Department
  - b. Resolution to Approve Local Road Agreement with [Vevay Township](#) for the Ingham County Road Department
  - c. Resolution to Approve Local Road Program Agreement with [Delhi Township](#) for the Ingham County Road Department
  - d. Resolution to Approve a Second Party Agreement Between MDOT and Ingham County and a Third Party Agreement Between Capstone Collegiate Communities and Ingham County in Relation to [Signal Installation Projects](#) at Hagadorn Road and Eyde Parkway and Hannah Boulevard and Esoteric Way
  - e. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for [Shoeman Road](#) from the North County Line to Haslett Road
  - f. Resolution Authorizing the Purchase of One Used Telescopic [Boom Excavator](#) for the Ingham County Road Department
  - g. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

6. Board of Commissioners - Resolution Amending the Ingham County Board Rules to Assign the Human Services Committee as the Liaison for the [Youth Commission](#)

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

May 20, 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: Kara Hope, Tim Dolehanty, Bill Conklin, Rick Terrill, Michael Ashton, Sandy Gower, Wayne Bennett, Paul Pratt, Becky Bennett, Jennifer Shuster 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 May 6, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MINUTES OF THE MAY 6, 2014 COUNTY SERVICES COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Register of Deeds - Resolution Authorizing a Contract for Microfilm and Indexing Services for the Register of Deeds
3. Animal Control - Resolution to Authorize Continuation of the Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department
4. Parks
  - a. Resolution Authorizing the Utilization of Grant Matching Funds for the Lake Lansing Park-South Beach House Renovation Project

- b. Resolution Authorizing the Signing of a Road Assessment Petition for the Pavement of a Gravel Portion of Perry Road
  
- 5. Economic Development - Resolution Approving the Ingham County Brownfield Authority Brownfield Plan for the New Dunkin Donuts/Sunoco Development Located at 3340 Okemos Road and 2221 University Park Drive, Alaiedon Township, Michigan
  
- 6. Innovation & Technology (IT) Department - Resolution to Authorize the Establishment of a Deputy Information Officer and Project Manager in the Innovation & Technology Department
  
- 7. Facilities
  - a. Resolution Authorizing a Purchase Order to Sunrise Seamless, LLC to Replace the Gutters and Downspouts at the Ingham County Annex Building
  - b. Resolution Authorizing a Contract with VJM Design and Build Corporation to Provide Asphalt Roof Replacement on Pavilion II at Potter Park
  - c. Resolution Authorizing the Ingham County Building Authority to Proceed with the Health Department Renovations to the Human Services Building and to Authorize a Contract with the Architectural and Engineering Firm of Hobbs and Black to Provide Architectural and Engineering Services for the Renovation Project
  
- 8. Road Department
  - a. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Bennett Road from Hagadorn Road to Okemos Road
  - c. Resolution to Approve a Second Party Agreement Between the Michigan Department Of Transportation (MDOT) and the Ingham County Road Department in Relation to Intersection Reconstruction Projects Located at the College Road and Kipp Road Intersection, Williams Road and DeCamp Road Intersection, and the Williams Road and Fogg Road Intersection
  - d. Resolution Authorizing the Purchase of 2014 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department
  - e. Resolution Authorizing the Purchase of 2014 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department
  - f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
- 9. Board of Commissioners
  - a. Resolution Honoring Wade Alexander Yauk
  - b. Resolution Honoring Benjamin Michael Thoenes

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. Drain Office - Resolution to Authorize the Ingham County Board of Commissioners to File a Petition with the Ingham County Drain Commissioner for Maintenance and Improvements to the Montgomery Drain (also known as the Montgomery Drain Extension)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE THE INGHAM COUNTY BOARD OF COMMISSIONERS TO FILE A PETITION WITH THE INGHAM COUNTY DRAIN COMMISSIONER FOR MAINTENANCE AND IMPROVEMENTS TO THE MONTGOMERY DRAIN (ALSO KNOWN AS THE MONTGOMERY DRAIN EXTENSION).

Discussion.

Paul Pratt, Deputy Drain Commissioner, addressed the Committee regarding the resolution. He discussed the support the project has received and also highlighted the petition process and Drainage Board process.

Commissioner Nolan stated that Patrick Lindemann, Drain Commissioner, and Paul Pratt, Deputy Drain Commissioner, made an effort to talk to all of the Committee members regarding this project.

MOTION CARRIED UNANIMOUSLY.

8. Road Department
  - b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture for the Road Department

Bill Conklin, Managing Director of the Ingham County Road Department, addressed the Committee regarding the resolution. He described the road project that will use the crumb rubber modified asphalt paving mixture on Bennett Road between Hagadorn and Okemos Roads. Mr. Conklin explained how this type of asphalt mixture is more expensive than regular asphalt.

Commissioner Celentino initiated a brief discussion with Mr. Conklin regarding the Millage Proposal that Lansing Township has placed on the August 5, 2014 ballot.

MOTION CARRIED UNANIMOUSLY.

9. Board of Commissioners

- c. Update - Farmland and Open Space Preservation Board Appointment (*No Material*)

Becky Bennett, Board Coordinator, informed the Committee that Mr. Robert Fogg plans to apply for the Farmland Preservation Program as a landowner and is therefore ineligible at this time to fill the vacancy on the Farmland and Open Space Preservation Board. She stated that he said he plans to apply to the Board again in the future if a vacancy is available.

The Committee decided to continue to interview other candidates for the current vacancy.

- 10. Board Referral - Letter from East Lansing Residents Supporting a New Transportation Linear Facility for Non-Motorized Users on the Okemos Road Bridge Over I-96

No action was taken on this agenda item.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 6:39 p.m.

## **JUNE 3, 2014 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

2. **Prosecuting Attorney** - *Resolution to Approve a Temporary Prosecutor's Warrant Clerk and the Transfer of Prosecuting Attorney Funds*

This resolution authorizes establishment of a temporary Warrant Clerk Position, UAW/G Step 1, for a period of up to twenty nine weeks, beginning on or around June 11, 2014 and continuing through December 31, 2014. This position is needed to help clear a backlog of criminal arrest warrants that need processing. The cost for this nineteen hour per week position is \$10,546 with the funds to come from forfeiture bond revenues.

3. **Facilities** - *Resolution Creating Two New Building Maintenance Positions for the Ingham County Community Health Center*

The Facilities Department requests authorization to establish two new building maintenance positions for the Ingham County Community Health Center, effective July 1, 2014. The proposal seeks creation of one new full-time Building Maintenance Supervisor position at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits) and one new part-time Building Maintenance Mechanic I position at UAW/E, Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits). The two new positions are necessary in order to assure proper and timely maintenance of this new facility. The total cost for both positions for the first year, including benefits, will be \$91,482.00. Adequate funds have been budgeted for this purpose.

4. **Health Department** - *Discussion Regarding Proposed Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure*

Discussion item

- 5a. **Road Department** - *Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Road Department*

Leroy Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve approximately 1,290 tons of asphalt paving for all roads at a total estimated cost of \$53,200. A County Road Department allocation of \$22,200 was reserved for local road improvement in Leroy Township pending Township approval of matching funds. If project costs exceed the \$53,200 estimate, they will be paid by Leroy Township.

**5b. Road Department – Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department**

Vevay Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. Improvements are proposed for the following roads:

- Every Road from Columbia to Howell Roads, a distance of approximately 1 mile
- Hawley Road from Plains to Barnes Roads, a total distance of approximately 1 mile
- Ives Road from Barnes to Rolfe Roads, a total distance of approximately 0.6 mile
- Rolfe Road from Hull to Eden Roads, a total distance of approximately 0.8 mile

These projects involve asphalt leveling and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$120,000. A County Road Department allocation of \$30,000 was reserved for local road improvement in Vevay Township pending Township approval of matching funds. If project costs exceed the \$120,000 estimate, they will be paid by Vevay Township.

**5c. Road Department - Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department**

Delhi Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 and 2015 local road program. Improvements are proposed for the following roads as part of the Green Drain No. 4 project:

- Dean Avenue from Holt Road to Richard Street
- Auburn Avenue from Holt Road to Richard Street
- Phillips Avenue from Holt Road to more or less its north end
- Adelpha Avenue from Holt Road to Kathy Kourt
- Burton Avenue from Holt Road to Kathy Kourt
- Kathy Kourt from Phillips Avenue to Burton Avenue
- Richard Street from west end to Auburn Avenue

Streets within this drain district will be built to residential street standards, a standard that is significantly better than standards of originally construction, at a total cost of \$181,694.88. A County Road Department allocation of \$66,000 was reserved for local road improvement in Delhi Township pending Township approval of matching funds.

Delhi Township and the Road Department desire to split construction costs incurred as part of the drain project and using local road program funds for Delhi Township. Under this proposal, both Delhi Township and the Road Department would pay \$90,847.44. The Road Department's annual local road match allocation for Delhi Township would be applied against the County's portion of the cost, with the remaining \$24,847.44 coming from the 2015 local road match allocation to Delhi Township.



**5d. Road Department - Resolution to Approve a Second Party Agreement Between MDOT and Ingham County and a Third Party Agreement Between Capstone Collegiate Communities and Ingham County in Relation to Signal Installation Projects at Hagadorn Road and Eyde Parkway and Hannah Boulevard and Esoteric Way**

The Road Department wishes to enter into a “second party agreement” with the State of Michigan/MDOT to complete signal installation projects at the Hagadorn Road / Eyde Parkway and Hannah Boulevard / Esoteric Way intersections. Congestion Mitigation and Air Quality (CMAQ) grant funds will be used to offset costs at the Hagadorn / Eyde intersection, and the Hannah / Esoteric signal costs will be paid by private developer Capstone Collegiate Communities. The cost of both projects will be reduced if completed simultaneously. A “second party agreement” between MDOT and Ingham County defines Road Department responsibilities, including administration of the construction contract on behalf of MDOT. A “third party agreement” between Ingham County and Capstone Collegiate Communities is required to define the cost, payment, and construction administration responsibilities.

**5e. Road Department – Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Shoeman Road from the North County Line to Haslett Road**

The Road Department received federal Rural Surface Transportation Program (STP), Urban STP, and STP Safety funds to reconstruct Shoeman Road from the north county line to Haslett Road. The project involves safety improvements at the Barry Road intersection, recycling of the existing asphalt pavement, drainage improvements, and repaving. A “second party agreement” between MDOT and Ingham County is required to define Road Department responsibilities and as well as administration of the construction contract on behalf of MDOT.

**5f. Road Department – Resolution Authorizing the Purchase of One Used Telescopic Boom Excavator for the Ingham County Road Department**

Bids were recently sought for a used carrier mounted, single engine, full hydraulic telescoping boom excavator for the Road Department. The excavator will be used for excavating, grading, sloping, and backfilling purposes. Only one vendor, AIS Construction Equipment Corp., submitted a bid for \$68,000. This used excavator, a 2002 Gradall XL 3100, has 2,371 hours and meets the specifications of the Road Department. The Road Department seeks authorization for this purchase.

**5g. 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.

## Agenda Item 2

TO: Law & Courts, County Services and Finance Committees

FROM: Stuart Dunnings III

DATE: May 19, 2014

RE: Temporary Warrant Clerk

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Our Chief Warrant Room Clerk is also the President of the UAW local for the county. As such, per contract, is required to handle union matters which take the employee away from processing warrants. The employee also is on intermittent FMLA which requires frequent absences from work. These two circumstances; either alone or together, have resulted in a backlog of the processing of criminal arrest warrants. This is of concern because until the warrants are processed those alleged to have committed crimes have not been detained, the criminal case does not begin, and in some instances there is a delay in detaining those who may pose a risk to the community. We believe that having a temporary clerk available to come in as needed would be the solution.

We have the monies available, through forfeiture bond revenues, so there would be no cost to the general fund. The UAW would not oppose this proposal.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A TEMPORARY PROSECUTOR'S WARRANT CLERK  
AND THE TRANSFER OF PROSECUTING ATTORNEY FUNDS**

WHEREAS, the Prosecuting Attorney is required to have adequate staffing levels in its Warrant Room in order to process criminal complaints for defendants in detention and also to process warrants for additional criminal defendants; and

WHEREAS, the Chief Warrant Clerk is currently on a reduced work schedule due to union work for the county as well as intermittent FMLA; and

WHEREAS, the limited staffing of the Warrant Room has resulted in a backlog of criminal cases; and

WHEREAS, the Prosecuting Attorney seeks to reduce the backlog so that criminal complaints are processed in a timely manner; and

WHEREAS, the Prosecuting Attorney seeks to use available department funds to eliminate this backlog through the assignment of a temporary Warrant Clerk; and

WHEREAS, the UAW Union representing Warrant Clerks has no objection to the use of temporary labor as addressed in this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the temporary hire of a Warrant Clerk for a period of up to 29 weeks beginning on or around June 11, 2014 and continuing through December 31, 2014.

BE IT FURTHER RESOLVED, the temporary warrant clerk would be a UAW/G Step 1 position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the Prosecuting Attorney's approved position list consistent with this resolution.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer up to \$10,546 from forfeiture bond revenues (line items 266-23050-659000 and 266-23060-659000) to the Prosecuting Attorney's temporary budget line item.

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 21, 2014

SUBJECT: **RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER**

The resolution before you authorizes two new building maintenance positions for the Ingham County Community Health Center, effective July 1, 2014.

The Facilities Department would like to create one new full-time Building Maintenance Supervisor position at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits) and one new part-time Building Maintenance Mechanic I position at UAW/E, Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits). The two new positions will be necessary to maintain the facility.

The total cost for both positions for the first year, including benefits, will be \$91,482.00.

The funds for the two new positions have been budgeted for and are available within the approved Line Item 511-61580-704000-02013.

I recommend approval of this resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS FOR THE  
INGHAM COUNTY COMMUNITY HEALTH CENTER**

WHEREAS, two new building maintenance positions will be needed effective July 1, 2014, to maintain the new Ingham County Community Health Center; and

WHEREAS, the Facilities Department would like to create one new full time Building Maintenance Supervisor position and one new part time Building Maintenance Mechanic I position to maintain this facility; and

WHEREAS, the cost of the creation of two new Facilities Department positions is detailed below:

- One New Full-Time Building Maintenance Supervisor at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits)
- One New Part-Time Building Maintenance Mechanic I at UAW/E Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits)

WHEREAS, the total cost for both positions for the first year, including benefits, will be \$91,482.00; and

WHEREAS, the funds for the two new positions have been budgeted for and are available within the approved Line Item 511-61580-704000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the creation of one new full time Building Maintenance Supervisor position at UAW/H Step 1, with a beginning annual salary of \$62,639.00 including benefits and one new part time Building Maintenance Mechanic I position at UAW/E Step 1, with a beginning annual salary of \$28,843.00 including benefits, for a total cost of \$91,482.00, to maintain the new Ingham County Community Health Center.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary adjustments to the Facilities Department approved position list consistent with this resolution.

## MEMORANDUM

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** May 20, 2014

**RE:** Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

This memorandum requests approval for a resolution that will realign and restructure services within the Health Department. Over the past several months, the ICHD administrative team has experienced personnel shifts. The Deputy Health Officer for Public Health Services resigned. When the Prevention Programs Coordinator announced her intention to retire, (effective May 31, 2014) the Health Department eliminated the position and lacked clear plans for supervisory oversight of programs reporting to that position. The Community Health Representative III resigned on March 13, 2014. The Quality and Safety Coordinator retired on March 28, 2014.

These changes and gaps caused me to reevaluate the functionality of the administrative structure implemented prior to my appointment as Health Officer on April 7, 2014. I believe that this proposal realigns the administrative work while maintaining an effective leadership team across the department. The reorganization is formed with the following goals:

- 1) To strengthen and enhance the existing leadership and administrative structure of the ICHD in response to recent personnel shifts while sustaining the quality of the work performed by the departmental program leads and employee union groups,
- 2) To better align health department services so as to ensure that Ingham county residents receive the best services possible,
- 3) To maintain a strong union workforce, and
- 4) To deliver services in the most cost effective and efficient way possible.

This resolution establishes the following positions:

**Health Promotion and Prevention Manager (MCF 11)** - to oversee Breast & Cervical Cancer Program (BCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program. In Resolution #13-486 the Prevention Programs Supervisor (601042) was eliminated.

**Quality Improvement Coordinator (MNA 3)** - This position will be funded solely from the CHC budget. Resolution #14-57 authorized the transfer of Position #601069, Quality and Safety Coordinator (MNA 4), from Health Plan Management to CHC Administration/Health Administration.

**Executive Assistant (MCF 5)** – This position will support the Deputy Health Officer for Public Health Services. In Resolution #13-486, an Executive Assistant was established to support the Deputy Health Officer /Executive Director of Community Health Services. Similarly, this position will provide support to the Deputy Health Officer for Public Health Services. To minimize the budgetary impact to the County for the remainder of 2014 and beyond, the department is requesting the conversion of a CHR III (Position #601400, UAW E) to an Executive Assistant (MCF 5) position.

In total, I find that the new alignment addresses departmental and programmatic needs, fosters greater collaboration among programs and services, and improves our operational efficiencies.

The following table outlines proposed changes.

<b>Position #</b>	<b>Title</b>	<b>Proposed Grade</b>
TBD	Health Promotion and Prevention Manager	MCF 11
601069	Quality Improvement Coordinator	MNA 3
601400	Executive Assistant	MCF 5

We have discussed this plan with all affected unions and the County’s Human Resources Department. Attached are the costs associated with implementation of this resolution.

cc: Travis Parson, Human Resources  
Missy Challiss, ICEA Public Health Nurses Unit  
Dana Watson, ICEA Professional Employees Unit  
Charlyn Stratton, Michigan Nurses Association  
Sally Auer, UAW

<b>Pos #</b>	<b>Current Job Title</b>	<b>Current Union &amp; Pay grade</b>	<b>Current Maximum Salary</b>	<b>Current Annual Cost (Salary &amp; Benefits)</b>	<b>New Job Title</b>	<b>New Union &amp; Pay grade</b>	<b>New Maximum Salary</b>	<b>New Annual Cost (Salary &amp; Benefits)</b>	<b>Cost/ (Savings)</b>
601042	Prevention Program Coordinator	ICEA 10	\$ 76,326.00	\$ -	Health Programs and Prevention Manager	MCF 11	\$ 76,386.00	\$ 108,416.00	\$ 108,416.00
601069	Quality and Safety Coordinator	MNA 4	\$ 68,343.00	\$ 98,021.00	Quality Improvement Coordinator	MNA 3	\$ 65,287.00	\$ 94,395.00	\$ (3,626.00)
601400	CHR III	UAW E	\$ 38,940.00	\$ 63,264.00	Executive Assistant	MCF 5	\$ 46,467.00	\$ 72,579.00	\$ 9,315.00
Adminstrative Savings - Quality Improvement Coord position									\$ (30,290.00)
Medicaid Match (Regisitration & Enrollment Assignment)									\$ (17,463.00)
Cost Savings - EH Contractual									\$ (7,255.00)
Pathways Grant - Admin. Cost Recovery									\$ (59,097.00)
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
<b>Total Cost</b>			<b>\$ 183,609.00</b>	<b>\$ 161,285.00</b>			<b>\$ 188,140.00</b>	<b>\$ 275,390.00</b>	<b>\$ -</b>



## Agenda Item 4

TO: Linda S. Vail, MPA, Health Officer

FROM: Michelle Rutkowski, Human Resources Specialist

DATE: 5/21/14

RE: Health Department Reorg

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Regarding your upcoming reorganization, HR can confirm the following information:

1. During the December 2013 Health Department reorg, position #601042, Prevention Program Coordinator, was scheduled for elimination based on the retirement of the incumbent. In the months since, it has become apparent the re-distribution of the position's work does not easily translate to existing positions. Also, such redistribution would result in the reclassification of multiple positions in the Health Department. It is more efficient and cost-effective to establish a new position.
2. In establishing this new position, it is appropriate to change the union designation from the ICEA Professional unit to the Managerial and Confidential group. There has been a long-standing agreement between the Health Department, HR and the ICEA Professional unit that this level of work has been outside the scope of the ICEA Professional unit. However, to convert the position while it was occupied would have negatively impacted the incumbent's retirement benefit. Therefore, in the interest of causing no harm, all parties agreed to address the issue when the incumbent retired. The incumbent will retire at the end of this month. As such, HR and the Health Department propose creating a new position formerly known as a Prevention Program Coordinator in the ICEA PRO unit to a new Managerial and Confidential classification titled "Health Promotion and Prevention Manager."
3. Position #601069 is currently vacant and classified as a "Quality and Safety Coordinator" compensated at an MNA 4 salary grade. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from the position so it may focus solely on quality issues. This decrease in responsibilities results in a corresponding decrease in salary. The new classification, Quality Improvement Coordinator, is properly compensated at an MNA 3.
4. Position #601400 is currently classified as a Community Health Representative III at a UAW D salary level. The position is vacant but prior to the incumbent's resignation, she and the previous Health Officer believed the position was performing a higher scope of work based on the confidential nature of the tasks. No action could be taken due to reclassification time limits in the UAW contract. Now, however, with the position vacant, it is appropriate to process a change. As such, HR and the Health Department propose converting position #601400 from a CHR III to an Executive Assistant in the Managerial and Confidential group.
5. The financial impact of the above changes can be detailed using the attached chart. Please contact the Budget Office for the required information.

6. I have sent notification to the relevant unions (ICEA PROs, MNA and UAW) regarding the above changes. The ICEA PRO and MNA units have not responded. Sally Auer, UAW Unit Chair, has responded and does not support the conversion of a UAW CHR II to an MCF Executive Assistant. She believes the UAW classification of Administrative Assistant performs the same tasks as described in the MCF Executive Assistant classification. She therefore recommends leaving the work in the UAW and converting the position from a UAW CHR III to a UAW Administrative Assistant.

In consulting with Travis Parsons, Human Resources Director, and Bonnie Toskey, County Legal, we have concluded the scope of work in question is appropriately classified in the MCF group. This conclusion is based on the confidential nature of the work required. Confidential support staff are needed to process sensitive personnel issues as well as prepare departmental exhibits during contract negotiations. Such work is not suitable for any bargaining unit and therefore belongs in the MCF group.

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.

I can be of further assistance, please email or call me (887-4374).

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Leroy Township desires that improvements be performed on various Leroy Township local roads throughout the Township as part of the 2014 local road program to include asphalt leveling and maintenance pads where necessary, approximately 1290 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of \$53,200.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to provide labor on this work at no cost to Leroy Township for Road Department labor; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Leroy Township's local roads a maximum sum of \$22,200.00 which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute up to \$22,200.00 toward the cost of said improvement and labor on these four projects at no cost to Leroy Township for Road Department labor.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leroy Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Vevay Township desires that improvements be performed on the following roads as part of the 2014 local road program:

Every Road, Columbia to Howell Roads, a distance of approximately 1 mile,  
Hawley Road, Plains to Barnes Roads, a total distance of approximately 1 mile,  
Ives Road, Barnes to Rolfe Roads, a total distance of approximately 0.6 mile  
Rolfe Road, Hull to Eden Roads, a total distance of approximately 0.8 mile

Each to include asphalt leveling and maintenance pads where necessary and single course chip-sealing throughout at a total estimated cost for the above listed roads of \$120,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the 2014 construction season.

BE IT FURTHER RESOLVED, that for 2014 the County, on behalf of the Road Department, has allocated to Vevay Township's local roads a maximum sum of \$30,000.00 which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County, on behalf of the Road Department, agrees to contribute up to \$30,000.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate the cost savings shall first accrue to the Township for any final cost amounts down to \$60,000.00 (2 times the maximum match available of \$30,000.00) and then be split evenly between the parties for any final costs below \$60,000.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vevay Township to effect the above described local road improvements as provided above.

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

**Agenda Item 5c**

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: May 21, 2014

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH  
DELHI TOWNSHIP FOR 2014 LOCAL ROAD PROGRAM AGREEMENT TO SPLIT COST  
OF LOCAL ROAD WORK IN GREEN DRAIN NO. 4 PROJECT

The Ingham County Drain Commissioner is undertaking a project to improve the drains in the residential area northwest of Holt and Aurelius Roads in Delhi Township as part of a project known as the Green Drain No. 4 project, which will include reconstruction of the following streets:

Dean Avenue, Holt Road to Richard Street  
Auburn Avenue, Holt Road to Richard Street  
Phillips Avenue, Holt Road to more or less its north end  
Adelpha Avenue, Holt Road to Kathy Kourt  
Burton Avenue, Holt Road to Kathy Kourt  
Kathy Kourt, Phillips Avenue to Burton Avenue  
Richard Street, west end to Auburn Avenue

The Drain Commissioner plans to assess the Ingham County Road Department and Delhi Township together a total of \$181,694.88 separately from the normal County and Township Green Drain project assessments for reconstructing the above streets to current road department residential street standards, which are higher, and thus more costly, than that existing at which time these streets were originally constructed.

The Road Department's approved 2014 budget annually includes a local road program wherein the road department allocates matching funds for local road improvements to each township based on a formula involving each township's portion of county population and local county road mileage, and the Townships match this amount as required by PA 51 of 1951.

Delhi Township and the Road Department wish to split and pay for the cost of said special road assessment in the Green Drain No. 4 project out of the road department's local road program funds for Delhi Township, such that both the Township and Road Department would each pay \$90,847.44

The Road Department's annual local road match allocation for Delhi Township local road projects is \$66,000, which is matched by Delhi Township to the extent used. Delhi Township and the Road Department are willing and recommend to have the remaining \$24,847.44 to meet the road department's half (\$90,847.44) of the said special road assessment in the Green Drain project be provided from the road department's 2015 local road match allocation to Delhi Township. The Road Department's 2014 local road program budget has sufficient funds to cover the above said additional \$24,847.44 cost.

Delhi Township is willing to pay the remaining portion (\$90,847.44) of the said special road assessment in the Green Drain project and to enter into a local road agreement with the County on behalf of the Road Department to this effect.

Therefore approval of the attached proposed resolution is recommended which would approve an agreement with Delhi Township to this effect.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT  
WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Ingham County Drain Commissioner is undertaking a project to improve the drains in the residential area northwest of Holt and Aurelius Roads in Delhi Township as part of a project known as the Green Drain No. 4 project, which will include reconstruction of the following streets:

Dean Avenue, Holt Road to Richard Street  
Auburn Avenue, Holt Road to Richard Street  
Phillips Avenue, Holt Road to more or less its north end  
Adelpha Avenue, Holt Road to Kathy Kourt  
Burton Avenue, Holt Road to Kathy Kourt  
Kathy Kourt, Phillips Avenue to Burton Avenue  
Richard Street, west end to Auburn Avenue

WHEREAS, the Ingham County Drain Commissioner plans to assess the Ingham County Road Department and Delhi Township together a total of \$181,694.88 separately from the normal County and Township Green Drain project assessments for reconstructing the above streets to current road department residential street standards, which are higher and thus more costly, than that existing at which time these streets were originally constructed; and

WHEREAS, the Road Department's approved 2014 budget annually includes a local road program wherein the Road Department allocates matching funds for local road improvements to each township based on a formula involving each township's portion of county population and local county road mileage and the Townships match this amount as required by PA 51 of 1951; and

WHEREAS, Delhi Township and the Road Department wish to split and pay for the cost of said special road assessment in the Green Drain No. 4 project out of the Road Department's local road program funds for Delhi Township, such that both the Township and Road Department would each pay \$90,847.44; and

WHEREAS, the Road Department's annual local road match allocation for Delhi Township local road projects is \$66,000, which is matched by Delhi Township to the extent used; and

WHEREAS, Delhi Township and the Road Department are willing and recommend to have the remaining \$24,847.44 to meet the Road Department's half (\$90,847.44) of the said special road assessment in the Green Drain project be provided from the Road Department's 2015 local road match allocation to Delhi Township; and

WHEREAS, the Road Department's 2014 local road program budget has sufficient funds to cover the above said additional \$24,847.44 cost; and



WHEREAS, Delhi Township is willing to pay the remaining portion (\$90,847.44) of the said special road assessment in the Green Drain project and to enter into a local road agreement with the County on behalf of the Road Department to this effect.

THEREFORE BE IT RESOLVED, that the County, on behalf of the Road Department, agrees to contribute \$90,847.44 toward the cost of said improvement from the County Road Fund 2014 local road program budget of which \$66,000 will be charged against the Road Department's 2014 local road match allocation to Delhi Township and \$24,847.44 will be charged against the Road Department's 2015 local road match allocation to Delhi Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to effect the local road improvements described above.

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

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Ingham County Road Department

DATE: May 20, 2014

SUBJECT: Hagadorn Road & Eyde Parkway and Hannah Boulevard & Esoteric Way Signals  
2nd Party Agreement and 3rd Party Agreement

The Ingham County Road Department was allocated Congestion Mitigation and Air Quality (CMAQ) funding to install a new traffic signal at the intersection of Hagadorn Road and Eyde Parkway. The new signal is to be coordinated with the nearby Hagadorn Road & Hannah Boulevard signal to address congestion along the Hagadorn Road corridor.

Additionally, recent construction of student housing developments, east of Hagadorn Road, has warranted the installation of a traffic signal at the intersection of Hannah Boulevard & Esoteric Way. The Hannah Boulevard & Esoteric Way signal is to be fully funded by the student housing developer, Capstone Collegiate Communities, and includes pedestrian push buttons and crosswalks.

Since the two signal installations are close to each other, Capstone Collegiate Communities has a vested interest in having both signals operational as soon as possible, and the opportunity to take advantage of economy of scale cost savings was present, we packaged the two signal projects together into one project. The estimated costs for the project are as follows:

Federal CMAQ Funding:	\$114,100
Capstone Collegiate Communities Funding:	\$165,800
Road Department Match:	<u>\$ 0</u>
	\$279,900

We are to the point where the funds have been secured and contracts can be executed. Construction bids are due in early June. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf. Lastly, a third party agreement between Ingham County and Capstone Collegiate Communities is required to define the cost, payment, and construction administration responsibilities for the combined project.

The reason for this memo and resolution is to execute the MDOT/Ingham County second party agreement and the Ingham County/Capstone Collegiate Communities third party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN MDOT AND INGHAM COUNTY AND A THIRD PARTY AGREEMENT BETWEEN CAPSTONE COLLEGIATE COMMUNITIES AND INGHAM COUNTY IN RELATION TO SIGNAL INSTALLATION PROJECTS AT HAGADORN ROAD AND EYDE PARKWAY AND HANNAH BOULEVARD AND ESOTERIC WAY**

WHEREAS, the Ingham County Road Department was allocated Congestion Mitigation and Air Quality (CMAQ) funding to install a new traffic signal at the intersection of Hagadorn Road and Eyde Parkway; and

WHEREAS, recent construction of student housing developments east of Hagadorn Road has also warranted the installation of a traffic signal at the intersection of Hannah Boulevard & Esoteric Way; and

WHEREAS, the two projects were packaged together as a single project because the signal installations are close to each other, Capstone Collegiate Communities has a vested interest in having both signals operational as soon as possible, and the opportunity to take advantage of economy of scale cost savings was present; and

WHEREAS, the project will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT, consistent with state and federal requirements; and

WHEREAS, a third party agreement between Ingham County and Capstone Collegiate Communities is required to outline their costs and payment responsibilities for the Hannah Boulevard and Esoteric Way signal and to define the construction administration responsibilities for the combined project.

WHEREAS, the estimated costs for the project are as follows:

Federal CMAQ Funding:	\$114,100
Capstone Collegiate Communities Funding:	\$165,800
Road Department Match:	<u>\$ 0</u>
	\$279,900

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Hagadorn Road and Eyde Parkway and the Hannah Boulevard & Esoteric Way signal installation projects with a total estimated cost of \$279,900 consisting of \$114,100 in federal funding, \$165,800 in Capstone Collegiate Communities funding, and \$0 in Road Department funds.

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

**Agenda Item 5e**

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Road Department

DATE: May 20, 2014

SUBJECT: Reconstruction of Shoeman Road from the north county line to Haslett Road

The Ingham County Road Department (ICRD) received federal Rural STP, Urban STP, and STP Safety funding to reconstruct Shoeman Road from the north county line to Haslett Road. The project generally involves safety improvements at the Barry Road intersection, recycling of the existing asphalt pavement, drainage improvements, and repaving. The estimated costs for the project are as follows:

Federal Hazard Elimination Funding:	\$321,800
Federal STP Rural Funding:	\$249,900
Federal STP Urban Funding	\$ 53,500
Road Department Match:	<u>\$159,600</u>
	\$784,800

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
AND THE INGHAM COUNTY ROAD DEPARTMENT  
IN RELATION TO A ROAD RECONSTRUCTION PROJECT  
FOR SHOEMAN ROAD FROM THE NORTH COUNTY LINE TO HASLETT ROAD**

WHEREAS, The Ingham County Road Department received federal Rural STP, Urban STP, and STP Safety funding to reconstruct Shoeman Road from the north county line to Haslett Road; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

Federal Hazard Elimination Funding:	\$321,800
Federal STP Rural Funding:	\$249,900
Federal STP Urban Funding	\$ 53,500
Road Department Match:	<u>\$159,600</u>
	\$784,800

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect reconstruction of Shoeman Road from the north county line to Haslett Road for a total estimated cost of \$784,800 consisting of \$625,200 in federal funding and \$159,600 in Road Department funds.

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

**MEMORANDUM**

TO: County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: May 21, 2014  
SUBJECT: Used Telescoping Boom Excavator

Project Description:

Bids were sought for one (1) used carrier mounted, single engine, full hydraulic telescoping boom excavator for the Road Department. The excavator will be used for excavating, grading, sloping, and backfilling purposes.

Bid Summary:

Vendors contacted: 21 Local: 4  
Vendors responding: 1 Local: 1

Only one vendor, AIS Construction Equipment Corp., submitted a bid for \$68,000. This used excavator, a 2002 Gradall XL 3100, has 2,371 hours and meets the specifications of the Road Department.

The following local vendors did not have equipment that met specifications:

1. Central Ford Truck
2. Michigan Cat
3. Southeast Equipment

Other vendors that did not have equipment that met specifications include:

1. Dueco Inc. (Waukesha, WI)
2. Alta Equipment (Wixom, MI)
3. Grand Equipment (Hudsonville MI)
4. Midland Engine Inc. (Midland MI)

Recommendation:

The Evaluation Committee recommends awarding a Purchase Order to AIS Construction Equipment Corp. in an amount not to exceed \$68,000 for the purchase of the 2002 Gradall XL 3100.

In addition to submitting the only responsive bid, AIS is a local vendor and the County has previously purchased construction equipment and machines from AIS.

Advertisement:

LSJ / MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE).

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE USED TELESCOPIC BOOM EXCAVATOR FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department needs to replace one of its existing telescopic boom excavators which has aged past the point of economical serviceability; and

WHEREAS, the Road Department's adopted 2014 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2014 road equipment replacement plan; and

WHEREAS, bids for used telescopic boom excavators were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a 2002 Gradall telescopic boom excavator from AIS Construction Equipment of Lansing, Michigan at a cost of \$68,000.00; and

WHEREAS, the replaced unit will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of the 2002 Gradall telescopic boom excavator from AIS Construction Equipment of Lansing, Michigan at a cost of \$68,000.00.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

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 the their roles and responsibilities; and

WHEREAS, this 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 May 21, 2014 as submitted.



## INGHAM COUNTY ROAD DEPARTMENT

DATE: May 21, 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>
2014-161	AT & T	CABLE / UG	HANNAH BLVD & ESOTERIC WAY	MERIDIAN	20
2014-190	AT & T	CABLE / UG	OKEMOS RD BET JOLLY RD & KEWANEE WAY	MERIDIAN	28 & 33
2014-204	AT & T	CABLE / UG	OKEMOS RD BET TAMARACKDR & BENNETT RD	MERIDIAN	33
2014-206	LOWELL MARTIN	LAND DIVISION	BELL OAK RD BET HARRIS RD & DIETZ RD	LOCKE	20
2014-209	WIDEOPENWEST	CABLE / UG	HOLT RD BET BURTON AVE & ELM ST	DELHI	14 & 15
2014-212	CONSUMERS ENERGY	GAS	POTTER RD BET LAKE DR & LAKE LANSING RD	MERIDIAN	10
2014-218	ENBRIDGE ENERGY	COMMERCIAL DRIVE, GRADING, TREE REMOVAL	MT PLEASANT RD & DEXTER TR	STOCKBRIDGE	5
2014-221	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2014-222	MERIDIAN TOWNSHIP	ROAD CLOSURE /SPECIAL EVENT	VARIOUS	MERIDIAN	
2014-223	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	MERIDIAN	
2014-229	AT & T	CABLE / UG	WILLOUGHBY RD & AURELIUS RD	DELHI	11
2014-230	COMCAST	CABLE / UG	OLD LANSING RD & PACKARD AVE	LANSING	19
2014-231	CONSUMERS ENERGY	GAS	CEDAR VALE DR & THATCHER RD	WILLIAMSTOWN	28
2014-235	AT & T	CABLE / UG	ALAIEDON PKWY & JOLLY RD	ALAIEDON	4
2014-237	CONSUMERS ENERGY	GAS	DOBIE RD BET WILLOUGHBY RD & HOLT RD	ALAEIDON	15
2014-238	CONSUMERS ENERGY	GAS	COLLEGE RD BET ROLFE RD & BARNES RD	AURELIUS	25
2014-239	GORDON KINGSLEY	LAND DIVISION	HERRINGTON RD BET ROYCE RD & LOVEJOY RD	LOCKE	12
2014-240	LANSING COMMUNITY COLLEGE	MISCELLANEOUS	KIPP RD BET EDEN AND 127	VEVAY	16

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES TO ASSIGN THE HUMAN SERVICES COMMITTEE AS THE LIAISON FOR THE YOUTH COMMISSION**

WHEREAS, current Board Rules provide that the County Services Committee is the Liaison to the Youth Commission; and

WHEREAS, the Board of Commissioners wishes to assign this responsibility to the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby assigns the liaison committee responsibility for the Youth Commission to the Human Services Committee, effective immediately.

BE IT FURTHER RESOLVED, that the appropriate change is to be made to the Board Rules.