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, MARCH 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 March 4, 2014 Minutes  
Additions to the Agenda  
Limited Public Comment

1.  Presentation - Michigan Association of Counties

2.  Ingham Health Plan - Resolution Authorizing the Sale of Office Furniture and Computer Equipment to the Ingham Health Plan

3.  Parks Department  
a. Hawk Island Snow Park Update (No Materials)  
b. Resolution Authorizing a Reduction in the Rental Rate at 1621 Lake Lansing Road, Haslett, Michigan  
c. Resolution Authorizing a Contract with Maurer & Parks Well Drilling, Inc. for Materials and Labor to Relocate an Irrigation Well at Lake Lansing Park-South  
d. Resolution Authorizing the Submission of a Grant Application to the Michigan Department of Natural Resources Trust Fund for an Accessible Playground at Potter Park

4.  Facilities Department - Resolution Authorizing the Purchase of a Replacement Tractor from D&G Equipment for the Human Services Building

5.  Road Department  
a. Resolution to Amend Resolution #14-067 which Authorized a Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.  
b. Resolution to Authorize Approval of the Preliminary Plat of Sierra Ridge Estates  
c. Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department  
d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
6. **Human Resources**  
   a. Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police, Capitol City Lodge No. 141 – 911 Non-Supervisory Unit  
   b. Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit  
   c. Resolution to Adopt an Equal Employment Opportunity Policy  
   d. Resolution to Adopt a Policy Against Harassment in the Workplace  
   e. Resolution to Adopt a Safe Workplace Policy  

7. **Equalization/Tax Mapping**  
   a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2014 Remonumentation Project  
   b. Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2014  

8. **Fair** - Resolution Authorizing Entering into a Contract with Nielsen Commercial Construction Company, Inc. for General Contractor Services for the Construction of a Tension Fabric Practice Arena at the Ingham County Fairgrounds  

9. **Health Department** - Resolution to Authorize the Establishment of an Electronic Health Records Analyst Position Classification  

10. **Management Information Systems** - Resolution to Authorize Reorganization and Renaming of the Management Information Systems Department  

11. **Controller** - Resolution to Reorganize Financial Services Department  

12. **Board of Commissioners**  
   a. Resolution in Honor of the 2014 State Arbor Day Celebration  
   b. Resolution Declaring March 31, 2014 as “Cesar E. Chavez Day” in Ingham County  
   c. Resolution Designating March, 2014 as “Certified Government Financial Manager Month” in Ingham County  

Announcements  
Public Comment  
Adjournment  

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**  

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
March 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: Travis Parsons, Bill Conklin, Desiree Cook, Willis Bennett, Brian Collins, Barb Sabastian, Matt Bennett, Becky Bennett, Barb Frazier, and others.

The meeting was called to order by Chairperson Holman at 6:03 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 4, 2014 Closed Session Minutes and February 18, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 4, 2014 CLOSED SESSION MINUTES AND FEBRUARY 18, 2014 MINUTES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Chairperson Holman removed Agenda Item No. 1 from the agenda.

Limited Public Comment

None.

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

2. Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

3. Health Department
   a. Resolution to Amend Resolution #12-285 to Authorize the Use of Grant Funds for Subcontract Services, Temporary Staff and Marketing and Media Needs

   Commissioner Nolan disclosed that Andrea Collier is a friend of hers.

   b. Resolution Appointing the Ingham County Health Officer
4. **Management Information Systems** - Resolution to Approve the Purchase of a New Sun Server from Mythics

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. **Road Department**
   a. Resolution to Approve and Certify the Ingham County 2013 Public Road Mileage Report

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO APPROVE AND CERTIFY THE INGHAM COUNTY 2013 PUBLIC ROAD MILEAGE REPORT.

Discussion.

Bill Conklin, Managing Director of the ICRD, addressed the Committee regarding the resolution. He explained the necessity of the resolution to certify road mileage and any changes in roads in the County by the governing body to be able to receive funding as per the Public Act 51 of 1951.

MOTION CARRIED UNANIMOUSLY.

b. Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road Intersection Project (additional information).

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO APPROVE AN AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT FOR REIMBURSEMENT OF PRELIMINARY ENGINEERING EXPENSES FOR THE SHOEMAN ROAD AND BARRY ROAD INTERSECTION PROJECT.

Discussion.

Mr. Conklin informed the Committee of a few grants that the ICRD is working on. He said there will be more information to come, but he said he wanted to give the Committee a heads up.

Mr. Conklin first spoke about a Transportation Economic Development Fund Grant (Category A) that will pay for necessary road improvements near the headquarters expansion of Jackson National Life Insurance in Okemos. He said Category A is for creating jobs in the state and that this expansion is estimated to add 1,000 jobs to Jackson National Life. He distributed a location
map of the area of Jackson National Life.

The second grant opportunity that Mr. Conklin discussed was to address a traffic flow issue in the Jolly and Okemos Road intersection. He said engineers recommended several lane additions to this intersection even though it already has five lanes and that there are businesses established on all four corners. Therefore, dual left turn lanes have been suggested. Mr. Conklin said he is working closely with Alaiedon and Meridian Townships regarding these potential changes.

Commissioner Nolan asked about sending an informative mailing to the businesses affected.

Mr. Conklin stated that a mailing was already sent out to those businesses. He said he will not push for this grant without the approval of both townships and also the business owners affected. Conklin also advised the Committee that the ICRD did not hire Bergman Associates as the architect for the proposed project, but that Jackson National Life did.

The third grant opportunity that Mr. Conklin discussed involved Dart Container for road improvements on Cedar Street between Mason and Holt. He said a letter of interest has been sent out, but no response has been received yet.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN TO AMEND THE LANGUAGE IN THE RESOLUTION TO READ:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to allow reimbursement of 50% of the ROAD DEPARTMENT’s preliminary engineering expenses for the Shoeman Road and Barry Road project, up to a maximum of $20,000.

MOTION CARRIED UNANIMOUSLY.

5. Committee Discussion - Regarding the Composition of the Trails & Parks Task Force for the Proposed Trails & Parks Millage

Chairperson Holman stated that Becky Bennett, Board Coordinator, sent an e-mail on who will serve on the Task Force. The following people were listed as Task Force members:

Commissioner Carol Koenig (Chairperson)
Commissioner Penelope Tsermoglou
Commissioner Dianne Holman
Commissioner Don Vickers
Commissioner Todd Tennis
Commissioner Rebecca Bahar-Cook
Commissioner Bryan Crenshaw
Matt Bennett, Parks and Recreation Commission
Mike Rice, Parks and Recreation Commission
Sara Nicholls, Parks and Recreation Commission
Ralph Monsma, Parks and Recreation Commission
Commissioner Victor Celentino (ex-officio member)
The consensus was to hold the first Trails & Parks Task Force meeting on Monday, March 24 at 7 p.m.


MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Nolan stated that she was surprised to see that the County owns rental property at 1621 Lake Lansing Road.

Willis Bennett, Ingham County Parks Director, stated that property used to be a part of an amusement park as the care taker’s home. He said it’s been rented out to the general public for the last 30 years with the most current rent at about $900/month and has been hard to rent out.

Public Comment

Desiree Cook, Vice President of the ICEA, introduced herself to the Committee and also pointed out a word that needed to be changed in the resolution of Agenda Item No. 4 as follows:

WHEREAS, it is the recommendation of the Chief Information Officer and MIS personnel that a replacement system from MYTHICS, located in Virginia, be procured to replace the outdated system.

The meeting was adjourned at approximately 6:46 p.m.
MARCH 18, 2014 COUNTY SERVICES COMMITTEE AGENDA
STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller recommends approval of the following resolutions

2. **Ingham Health Plan** - Resolution Authorizing the Sale of Office Furniture and Computer Equipment to the Ingham Health Plan
This resolution authorizes the sale of county owned office furniture and computer equipment to the Ingham Health Plan (IHP). Resolution #14-057 eliminated the Health Plan Management Services (HPMS) division of the Health Department. Ingham Health Plan (IHP) intends to continue offering basic health benefits for uninsured individuals in Ingham County and has decided to continue to provide services currently provided by HPMS. IHP intends to employ staff directly to perform the tasks required to provide plan management services. This furniture would be used by those staff. IHP would purchase the office furniture for $18,385 and the computer equipment for $4,884.

3a. **Parks Department** - Hawk Island Snow Park Update (No Materials)
Controller and Parks Department personnel will present a snow park status report

3b. **Parks Department** - Resolution Authorizing a Reduction in the Rental Rate at 1621 Lake Lansing Road, Haslett, Michigan
In an effort to retain the current tenants long term and to avoid lengthy delays in finding new tenants in the future, Park staff recommends that the rental fee for 1621 Lake Lansing Road be reduced to $800 per month, effective April 1, 2014. This recommendation follows analysis of comparable rental properties in the Lake Lansing area. The Parks Commission concurs with the staff recommendation.

3c. **Parks Department** - Resolution Authorizing a Contract with Maurer & Parks Well Drilling, Inc. for Materials and Labor to Relocate an Irrigation Well at Lake Lansing Park-South
The Parks Department seeks authorization to enter into an agreement with Maurer & Parks Well Drilling of Lansing, Michigan to relocate the irrigation well at Lake Lansing Park-South, in an amount not to exceed $11,105.50. The irrigation well is a remnant from the amusement park that occupied the site prior to County purchase of the property in the early 1970’s. The well has a large pit that contains various mechanical components that should be relocated above ground because of annual flooding and security concerns.

3d. **Parks Department** - Resolution Authorizing the Submission of a Grant Application to the Michigan Department of Natural Resources Trust Fund for an Accessible Playground at Potter Park
Approval of this proposed resolution would authorize the Parks Department to submit a grant application to the Michigan Department of Natural Resources Trust Fund for construction of an accessible playground at Potter Park. The playground would be constructed adjacent to the existing playground, creating a colorful play area for children of all abilities. CASE CARES, a registered 502(c)(3) non-profit corporation, secured $70,000 toward the project to offset the required match for the $190,000 project. Parks Department personnel will assist with the administration of the grant to limit additional work on the management team at Potter Park. If awarded, the construction of the playground will take place during 2015. The Potter Park Zoo Board supported this recommendation at their March 2014 meeting.
4. **Facilities Department** - Resolution Authorizing the Purchase of a Replacement Tractor from D&G Equipment for the Human Services Building

This resolution submitted by the Facilities Department authorizes the purchase of a tractor for use at the Human Services Building. This unit sees daily use throughout the year. Four quotes were received for a replacement tractor, and D&G Equipment of Mason submitted the lowest with a bid of $27,025.34. Funding for this purchased was approved as a Capital Improvement Project in the 2014 budget.

5a. **Road Department** - Resolution to Amend Resolution #14-067 which Authorized a Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.

The Road Department seeks amendment to Resolution #14-067 authorizing professional engineering services contract with Mannik & Smith Group, Inc. to include the contract amount of $28,235.

5b. **Road Department** - Resolution to Authorize Approval of the Preliminary Plat of Sierra Ridge Estates

Sierra Ridge Estates development is a 99-unit single-family subdivision located on 73.4 acres, north of Lake Lansing Road and east of Newton Road in Meridian Township. Approval of the subdivision has followed applicable statutory processes for two of its four phases illustrated on the previously approved Preliminary Plat. Phase 1 was built in 2005 and consists of 34 lots. Phase 2 was built in 2012 and consists of 15 lots. The two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, G. S. Fedewa Builders, has requested re-approval. The Board of Ingham County Road Commissioners originally granted approval of the Sierra Ridge Estates, Preliminary Plat on August 29, 2002. The Preliminary Plat was re-approved a number of times since 2002; the last re-approval being January 17, 2012.

5c. **Road Department** - Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department

Per Resolution 13-121, the Board of Commissioners accepted the low bid and authorized entering into an agreement with GDI Omni, Inc. (GDI) of Lansing for janitorial, cleaning and related services and supplies for the Road Department for three years at a cost of $29,370.00 per year, beginning in May 2013. The agreement with GDI required certain performance criteria, and it was recently determined that GDI’s performance fell short of the agreed-upon criteria resulting in termination of the agreement.

Per the County’s local vendor preference policy, Boling Janitorial Services, Inc., agreed to match the second low bid and agreed to accept a one-year contract for $48,000.00 ($4,000.00 per month) to assume road department janitorial service duties until another three-year contract can be bid.

5d. **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.

6a. **Human Resources** - Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police, Capitol City Lodge No. 141 – 911 Non-Supervisory Unit

The County proposal in response to the 2014 wage reopener for the FOP – Non-Supervisory Unit was ratified by the bargaining unit. Highlights of the agreement include an additional 1% added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015, and acceptance of a one-time lump sum supplement to their contractual wages of $150.00 as authorized under Board Resolution #13-438.
6b. **Human Resources** - Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit
The County proposal in response to the 2014 wage reopener for the FOP – Corrections Unit was ratified by the bargaining unit. Highlights of the agreement include an additional 1% added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015, and acceptance of a one-time lump sum supplement to their contractual wages of $150.00 as authorized under Board Resolution #13-438.

6c. **Human Resources** - Resolution to Adopt an Equal Employment Opportunity Policy
The Equal Opportunity Committee (EOC) completed review of an Equal Employment Opportunity Policy that directs all county departments and agencies operating under the jurisdiction of the Board of Commissioners to work toward achievement of stated goals.

6d. **Human Resources** - Resolution to Adopt a Policy against Harassment in the Workplace
The Equal Opportunity Committee (EOC) completed review of a Policy against Harassment in the Workplace that directs all county departments and agencies operating under the jurisdiction of the Board of Commissioners to work toward achievement of stated goals.

6e. **Human Resources** - Resolution to Adopt a Safe Workplace Policy
The Equal Opportunity Committee (EOC) completed review of a Safe Workplace Policy that directs all county departments and agencies operating under the jurisdiction of the Board of Commissioners to work toward achievement of stated goals.

7a. **Equalization / Tax Mapping** - Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2014 Remonumentation Project
A grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan. The Ingham County Remonumentation Committee consulted with and took into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work. As required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator. The proposed resolution would approve entering into an agreement with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving $107,551 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2014, and to appoint Equalization Director Douglas A. Stover as Grant Administrator.

7b. **Equalization / Tax Mapping** - Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2014
Per requirements of Act 345, P.A. 1990, the Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., for the related services of County Representative for the Ingham County Monumentation and Remonumentation Project. The contract would take effect upon approval of the 2014 Grant Application by the State.

Per requirements of Act 345, P.A. 1990, the Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

- Bumstead Land Surveys $15,100
- Enger Surveying and Engineering $15,100
- Geodetic Design, Inc. $15,100
- David R. Lohr Surveying, Co. $7,500
- Reynolds Heritage Land Surveying and Mapping $15,100
- Wolverine Engineering and Surveyors, Inc. $15,100

Funding for these survey and remonumentation contracts was authorized in the 2014 budget.

8. **Fair** - Resolution Authorizing Entering into a Contract with Nielsen Commercial Construction Company, Inc. for General Contractor Services for the Construction of a Tension Fabric Practice Arena at the Ingham County Fairgrounds

The Ingham County Fairgrounds hosts over 30 breed and 4-H horse shows on an annual basis, with over half of the off season revenue derived from said activities. Completion of a tension fabric practice arena to house these programs will increase show participation and assist with attracting regional/national horse shows. Upon review submitted proposals, it was recommended that a contract be awarded to Nielsen Commercial Construction Company for construction of the practice arena. If approved, construction will begin in April and conclude by June 1.

9. **Health Department** - Resolution to Authorize the Establishment of an Electronic Health Records Analyst Position Classification

This resolution establishes a new Electronic Health Records Analyst classification to support the operations of the Health Department. With the dissolution of Health Plan Management Services, the level of work and responsibilities of the vacant Health Information Systems Coordinator position (#601061) have been realigned and the ICEA PRO 9 classification is no longer warranted. The Health Department requested Human Resources analyze and create a new classification titled “Electronic Health Records Analyst,” which better identifies and describes the work required to support electronic health records. The salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618).

With this new classification, it is the intention of the Health Department to:

1) Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8, and

2) Convert position #601019 from a Health Data Systems Developer compensated at an ICEA PRO 8 to a second Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job duties but the pay would remain the same.
10. **Management Information Systems** – Resolution to Authorize Reorganization and Renaming of the Management Information Systems Department

MIS proposes reorganization modelled after a new design for current technology trends that encourage movement toward an office automation focus, back-end/infrastructure support, and project/program management. The proposed reorganization of the MIS includes renaming the department “Information and Innovation Technology Department” to better describe the department within with today’s technological trends.

The reorganization proposal would require significant changes in work assignments including an increase of up to two FTEs. For this reason, Board approval of the reorganization concept is proposed. If approved, a subsequent resolution will follow in two to four weeks detailing specific job assignments and budget adjustments.

11. **Controller** – Resolution to Reorganize Financial Services Department

The Financial Services Department provides all County departments with general accounting services including payment to vendors, refunds to taxpayers, and reimbursements to employees. Establishment of a single Financial Services Department to coordinate fiscal oversight activities is imperative. The current operational structure accomplishes this goal in all areas of County government except for the Health Department. This disconnect results in annual challenges in closing of funds, inventory adjustments, and CAFR preparation, to name a few. Consolidation of our collective financial reporting effort will ease these challenges and establish continuity in financial management. The only change needed to fulfill this reorganization effort is recognition of a modified reporting strategy. No personnel changes, wage adjustments or physical relocation of employees is necessary.

12a. **Board of Commissioners** - Resolution in Honor of the 2014 State Arbor Day Celebration

This proposed resolution offers endorsement of Arbor Day and extends congratulations and best wishes to all of those involved in the 2014 State Arbor Day Celebration.

12b. **Board of Commissioners** - Resolution Declaring March 31, 2014 as “Cesar E. Chavez Day” in Ingham County

This proposed resolution honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2014 as “Cesar E. Chavez Day” in Ingham County.

12c. **Board of Commissioners** - Resolution Designating March, 2014 as “Certified Government Financial Manager Month” in Ingham County

This proposed resolution designates the month of March, 2014 as “Certified Government Financial Manager Month” in Ingham County.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE SALE OF OFFICE FURNITURE AND COMPUTER EQUIPMENT TO THE INGHAM HEALTH PLAN

WHEREAS, the Ingham County Board of Commissioners approved Resolution #14-057 eliminating the Health Plan Management Services (HPMS) division of the Health Department effective April 30, 2014; and

WHEREAS, Ingham Health Plan (IHP) intends to continue offering basic health benefits for uninsured individuals in Ingham County and has decided to continue to provide services currently provided by HPMS; and

WHEREAS, by providing these services IHP can offer run-out services to the health plans in Michigan that are current customers of HPMS and ongoing services to the few health plans that plan to remain open to specific uninsured populations; and

WHEREAS, IHP intends to employ staff directly to perform the tasks required to provide plan management services; and

WHEREAS, IHP is interested in obtaining office furniture and computer equipment currently used by HPMS.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the sale of used office furniture to the IHP in the amount of $18,385 as indicated on the attached list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the sale of used computer equipment to the IHP in the amount of $4,884 as indicated on the attached list.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
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<tr>
<td>Square Tables</td>
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<tr>
<td>Chairs (Wire)</td>
<td>12</td>
<td>15</td>
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<td>Office Desk &amp; Chair (overhead)</td>
<td>1</td>
<td>1,000</td>
<td>1,000</td>
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<td>Round Table</td>
<td>1</td>
<td>75</td>
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<td>Chairs</td>
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<tr>
<td>File Cabinet/Shelf Combo</td>
<td>2</td>
<td>150</td>
<td>300</td>
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<td>Cubical w/Furniture &amp; Desk Chair</td>
<td>5</td>
<td>750</td>
<td>3,750</td>
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<tr>
<td>2 door cabinet - 40&quot;</td>
<td>1</td>
<td>100</td>
<td>100</td>
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<tr>
<td>5 Drawer File Cabinet</td>
<td>2</td>
<td>175</td>
<td>350</td>
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<tr>
<td>Credenza</td>
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<td>175</td>
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<tr>
<td>3 Drawer File Cabinet</td>
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<td>150</td>
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<td>Counters with files under</td>
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<td>200</td>
<td>400</td>
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<tr>
<td>Counter Space with shelf above</td>
<td>1</td>
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<td>Desk</td>
<td>1</td>
<td>300</td>
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</tr>
<tr>
<td>Round Table</td>
<td>2</td>
<td>75</td>
<td>150</td>
</tr>
<tr>
<td>5 Drawer File Cabinet (sm width)</td>
<td>1</td>
<td>150</td>
<td>150</td>
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<tr>
<td>Tall 2 door cabinet</td>
<td>1</td>
<td>200</td>
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$18,385
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<tr>
<th>EQUIPMENT</th>
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<th>PURCHASE DATE</th>
<th>PROP PRICE</th>
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<td>COMPUTER (KEYBOARD &amp; MOUSE)</td>
<td>TAG: 6B15CP1 19” LCD</td>
<td>Krul</td>
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<td>318</td>
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<tr>
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<td></td>
<td>Paulson</td>
<td>2012</td>
<td>25</td>
</tr>
<tr>
<td>COMPUTER (KEYBOARD &amp; MOUSE)</td>
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<td>Milam</td>
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<td>Paulson</td>
<td>2012</td>
<td>25</td>
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<tr>
<td>COMPUTER (KEYBOARD &amp; MOUSE)</td>
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<td>Evans</td>
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<tr>
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<td>Kolb</td>
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<td>Wilson</td>
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<td>CARD PRINTERS (4)</td>
<td>Fargo Direct to Card 550</td>
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<td></td>
<td>200</td>
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<tr>
<td>FAX MACHINE</td>
<td>Brother MFC-9980DW</td>
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<td></td>
<td>50</td>
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<tr>
<td>FOLDING MACHINE</td>
<td>MartinYale 1611</td>
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<tr>
<td>PRINTER</td>
<td>4250 Laserjet (MIS7746)</td>
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<tr>
<td>COLOR PRINTER (&amp; toner)</td>
<td>HP4550N</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$4,884</strong></td>
</tr>
</tbody>
</table>

*PC price based on a 5 year cycle of $795 (new)
MEMO

Date: March 3, 2014
To: County Services & Finance Committees
From: Willis Bennett, Director of Parks
Re: Resolution Authorizing a Reduction in the Rental Rate at 1621 Lake Lansing Road, Haslett, MI

The Parks Department has a rental house located within Lake Lansing Park-South. The house was the caretaker’s home when the park was an amusement park and since Ingham County purchased the property in the early to mid 1970’s, the property has been used as a rental. The rental fee has risen over the years to $930 per month with the tenant being responsible for all utilities.

Over the last ten years, it has become more difficult to rent the property with the fee set at $930 per month. It has taken as long as six months to secure new tenants due to the rental fee. Park staff has researched similar rental properties in the Lake Lansing area and found that the fees range from $685 to $775 per month.

In an effort to retain the current tenants long term and to avoid lengthy delays in finding new tenants in the future, Park staff recommends that the rental fee for 1621 Lake Lansing Road, Haslett, Michigan be reduced to $800 per month, effective April 1, 2014.

The Parks Commission approved this resolution at their February 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, the current tenants have asked staff to evaluate rental house rates in the area to be more competitive in the rental house market; and

WHEREAS, park staff has identified similar rental house properties in the immediate area ranging from $685.00 to $775.00 per month; and

WHEREAS, the current rental house rate was set in 2006 at $930.00 per month; and

WHEREAS, due to the lack of capital improvements, the house remained empty for six months and without this recommended change in fees staff feels the house will not be a viable and competitive rental property; and

WHEREAS, staff has recommended that a new rental house rate of $800.00 per month ($9,600.00/year) be set for the property located at 1621 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, this new rate will continue to include mowing and snow plowing services; and

WHEREAS, this new rate will become effective April 1, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a reduction in the rental rate of the house located within Lake Lansing Park-South (1621 Lake Lansing Road in Haslett, Michigan) to the rate of $800.00 per month, effective April 1, 2014.
MEMO

Date: March 3, 2014
To: County Services & Finance Committees
From: Willis Bennett
Re: Resolution authorizing entering into a contract with Maurer & Parks Well Drilling, Inc.

Within Lake Lansing Park-South there is an irrigation well that is a remnant of the amusement park that occupied the site prior to the County purchasing the property in the early 1970’s. The well has a large pit that contains the various mechanical components and due to flooding, needs to be relocated above ground and in a secure location.

This project will allow us to remove all of the mechanical systems and relocate them into the nearby restroom building providing for a much safer and efficient system. The well pit will be properly abandoned once the project has been completed.

The Purchasing Department solicited bids for this project and along with Park staff have reviewed the bids and recommend that Maurer & Parks Well Drilling, Inc. be awarded the contract.

The Parks Commission approved this resolution at their March 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: March 6, 2014
SUBJECT: Proposal Summary for Ingham County Parks Well Relocation Project

Project Description:
Proposals were sought from experienced and qualified water well contractors for the Ingham County Parks Well Relocation Project at Lake Lansing Park South.

The scope of work will include relocating all associated mechanical from well pit to the restroom building; installing two (2) new V-350 (or equivalent) pressure tanks, including fittings; installing a new 7 ½ HP control panel; installing new feed and return lines from well to restroom building, back to irrigation system; and, re-establishing electrical to the restroom building and new irrigation system.

Proposal Summary:
Vendors contacted: 7 Local: 7
Vendors responding: 2 Local: 0

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bid</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maurer &amp; Parks Well Drilling</td>
<td>$11,106</td>
<td>No, Clinton County</td>
</tr>
<tr>
<td>Brown Well Drilling</td>
<td>$15,298</td>
<td>No, Livingston County</td>
</tr>
</tbody>
</table>

Local and Other Vendors Not Responding
Chris Zeeb, Layne Christensen Company, not bidding.

Recommendation:
The Evaluation Committee recommends awarding a contract to Maurer & Parks Well Drilling in an amount not to exceed $11,106. In addition to providing the lowest cost proposal, Mauer is licensed, insured and has been in business for 54 years.

Advertisement:
The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.
INTOGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH MAURER & PARKS WELL DRILLING, INC. FOR MATERIALS AND LABOR TO RELOCATE AN IRRIGATION WELL AT LAKE LANSING PARK-SOUTH

WHEREAS, the Ingham County Parks Department owns and maintains the grounds and facilities at Lake Lansing Park-South; and

WHEREAS, the irrigation well within the picnic area at Lake Lansing Park-South needs to be relocated to an above ground location; and

WHEREAS, $15,000 of funding for this project was appropriated in line 245-75299-974000 of the 2013 Parks Capital Improvement Budget and was carried forward to the 2014 Budget; and

WHEREAS, quotes were solicited and evaluated by Parks and Purchasing Department staff, and it is their recommendation to award the contract to Maurer & Parks Well Drilling, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Maurer & Parks Well Drilling of Lansing, Michigan for the materials and labor to relocate the irrigation well at Lake Lansing Park-South, in an amount not to exceed $11,105.50.

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

Date: March 6, 2014

To: County Services & Finance Committees

From: Willis Bennett, Parks Director

Re: Resolution Authorizing the Submission of a Grant Application to the Michigan Department of Natural Resources Trust Fund for an Accessible Playground at Potter Park

This resolution authorizes the submission of a grant application to the Michigan Department of Natural Resources Trust Fund for the construction of an accessible playground at Potter Park. In 2008, CASE CARES, a 501c3 of the Case Credit Union, approached the County to request the opportunity to construct an accessible playground at Potter Park. The playground would be constructed adjacent to the existing playground, creating a colorful play area for children of all abilities. The surfacing will be a rubber based product similar to the existing playground, which will provide for the necessary safety features for fall protection yet provide the best and easiest surface for accessibility.

Over the last 5+ years CASE CARES have held several fundraising events and have secured $70,000 toward the project which has a total cost of approximately $190,000. CASE CARES has agreed to donate $70,000 as the necessary 25% match for the grant. The Parks Department will assist with the administration of the grant to limit additional work on the management team at Potter Park. Overall, there will be little to no cost to the County and with the rubber surfacing and newly designed play equipment; long term maintenance will be at a minimum. The playground will be built utilizing volunteers, again limiting the staff time of Zoo employees. If awarded, the construction of the playground will take place during 2015.

The Potter Park Zoo Board supported this recommendation at their March 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
Case Cares Playground at Potter Park
Lansing, MI
RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND FOR AN ACCESSIBLE PLAYGROUND AT POTTER PARK

WHEREAS, the Ingham County Parks Facility Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, constructing an accessible playground at Potter Park was included in the 2012-2016 Parks Facility Master Plan; and

WHEREAS, CASE CARES, a community based foundation of the Case Credit Union, offered to construct an accessible playground at Potter Park at no cost to the County; and

WHEREAS, CASE CARES has held several fundraising events and secured donations and grants towards the construction of the playground and supports the Ingham County Parks Department’s application of a Michigan Department of Natural Resources (MDNR) Trust Fund Grant for Potter Park; and

WHEREAS, CASE CARES has agreed to donate $70,000 as the necessary 25% match for the grant; and

WHEREAS, the Ingham County Parks Department will be the recipient of the grant funds and will assist in the administration of the grant, thus limiting staff time of the Potter Park Zoo management team; and

WHEREAS, the playground construction oversight will be provided by Potter Park Zoo staff and volunteers will be utilized to minimize staff time; and

WHEREAS, if the grant application is approved, construction of the playground will take place during 2015; and

WHEREAS, the Potter Park Zoo Board supported this resolution at their March 2014 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant application be submitted to the Michigan Department of Natural Resources Trust Fund for the construction of an accessible playground at Potter Park.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 4, 2014
SUBJECT: RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR FROM D&G EQUIPMENT FOR THE HUMAN SERVICES BUILDING

The resolution before you authorizes the purchase of a replacement tractor for the Human Services Building.

The Facilities Department depends on the use of this tractor every day, all year around. The tractor is 20 years old, has deteriorated over time and is in need of replacement.

The Facilities Department received four quotes for a replacement tractor and D&G Equipment, a local vendor, was willing to match the lowest bid from a non-local vendor for a cost of $27,025.34.

The funds for this project are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of $30,000.00.

I recommend approval of this resolution.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Purchasing Director
DATE: March 6, 2014
SUBJECT: Bid Summary for Tractor/Lawn Mower

Project Description:
Bids were taken for the purchase of one tractor/lawn mower for the Facilities Department to be used at the Human Services Building. $30,000 was approved in the 2014 CIP budget for this purchase.

Bid Summary:
Vendors contacted: 4 Local: 1
Vendors responding: 4 Local: 1

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Equipment &amp; Supply</td>
<td>$27,030.00</td>
<td>No, Clinton County</td>
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<tr>
<td>D &amp; G Equipment*</td>
<td>$29,668.20</td>
<td>Yes, Mason</td>
</tr>
<tr>
<td>Bader &amp; Sons</td>
<td>$31,446.09</td>
<td>No, Eaton County</td>
</tr>
<tr>
<td>Spartan Distributers</td>
<td>$34,112.71</td>
<td>No, Oakland County</td>
</tr>
</tbody>
</table>

Recommendation:
Issue a purchase order to D & G Equipment in an amount not to exceed $27,025.34.

*In accordance with the Local Purchasing Preference Policy, D&G Equipment agreed to adjust its cost within 10% of the low bid to $27,025.34.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR FROM D&G EQUIPMENT FOR THE HUMAN SERVICES BUILDING

WHEREAS, the Facilities Department depends on the use of this tractor every day, all year around; and

WHEREAS, the current tractor is 20 years old, has deteriorated over time and is in need of replacement; and

WHEREAS, the Facilities Department received four quotes for a replacement tractor and D&G Equipment, a local vendor, was willing to match the lowest bid from a non-local vendor for a cost of $27,025.34; and

WHEREAS, funds for this tractor are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of $30,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the purchase of a replacement tractor for the Human Services Building, from D&G Equipment, 710 North Cedar Street, Mason, Michigan 48854, who is a local vendor willing to match the lowest bid from a non-local vendor, for a not to exceed cost of $27,025.34.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-067 WHICH AUTHORIZED A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH MANNIK & SMITH GROUP, INC.

WHEREAS, the Ingham Board of Commissioners authorized entering into a contract with Mannik & Smith Group, Inc., for Hull Road Bridge Replacement Project Professional Engineering Services; and

WHEREAS, the contract was based on a proposal from Mannik & Smith Group, Inc. dated December 19, 2013 in the amount of $28,235; and

WHEREAS, the dollar amount of the agreement was inadvertently left out of the resolution; and

WHEREAS, it is necessary to amend Resolution #14-067 to include this information.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #14-067 to authorize a bridge design professional engineering services contract with Mannik & Smith Group, Inc. to include the contract amount of $28,235.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #14-067 shall remain the same.
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.

RESOLUTION # 14 – 067

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.

COUNTY SERVICES: Yeas: Holman, Tsernoglou, Crenshaw, Nolan, Koenig, Celentino, Maiville
Nays: None Absent: None Approved 2/18/14

FINANCE: Yeas: Koenig, Anthony, Tennis, McGrain, Bahar-Cook, Vickers
Nays: None Absent: Schafer Approved 2/19/14
MEMORANDUM

To: County Services Committee

From: Robert Peterson, Director of Engineering
   Road Department

Date: February 26, 2014

Subject: Sierra Ridge Estates Preliminary Plat Re-Approval

Background: Much of the process by which a platted subdivision is developed follows state statute. The process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, which are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

The Sierra Ridge Estates development is a 99 unit single-family subdivision located on 73.4 acres, north of Lake Lansing Road and east of Newton Road. The subdivision is part of the Southeast ¼ of Section 4, Meridian Township, Ingham County, Michigan. The subdivision has followed the process described above for two of its four phases illustrated on the previously approved Preliminary Plat. Phase 1 was built in 2005 and consists of 34 lots. Phase 2 was built in 2012 and consists of 15 lots.

The reason for this memo is to allow for the development of the remaining phases of the subdivision via re-approval of the Preliminary Plat. The two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, G. S. Fedewa Builders, is requesting re-approval. The Board of Ingham County Road Commissioners originally granted approval of the Sierra Ridge Estates, Preliminary Plat on August 29, 2002. The Preliminary Plat was re-approved a number of times since 2002; the last re-approval being January 17, 2012.

RECOMMENDATION:
G. S. Fedewa Builders is asking for re-approval of the Sierra Ridge Estates, Preliminary Plat. Approval of the attached resolution is recommended by staff.
February 21, 2014

Mr Robert Peterson
Ingham County Road Department
301 Bush St.
PO Box 38
Mason, MI 48854

Dear Mr Peterson

We are hereby requesting an extension of the preliminary plat of Sierra Ridge (Meridian Township). The approvals have just lapsed last month.

Sincerely,

Gerald Fedewa
President of G. S. Fedewa Builders
5570 Okemos Rd.
East Lansing, MI 48823
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPROVAL OF THE PRELIMINARY PLAT OF SIERRA RIDGE ESTATES

WHEREAS, on August 29, 2002, the former Road Commission, now Ingham County Board of Commissioners, approved the Preliminary Plat for the residential subdivision called Sierra Ridge Estates, which consists of 99 lots within four (4) phases of construction; and

WHEREAS, Preliminary Plat approvals are only valid for a two year period, per state statute; and

WHEREAS, the Preliminary Plat of Sierra Ridge Estates was subsequently re-approved a number of times since August 29, 2002 with the last re-approval being January 17, 2012; and

WHEREAS, the most recent two-year Preliminary Plat approval period has expired and the proprietor, G. S. Fedewa Builders, is requesting re-approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners re-approves the Sierra Ridge Estates Preliminary Plat for a period of two years, in accordance with state statute.
MEMORANDUM

To: County Services & Finance Committees
From: William Conklin, Managing Director
Road Department
Date: March 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 Omni, 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 at least 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.

The second low bidder per bid packet 18-13, was Simply Superior, of Grand Ledge, MI, at the annual cost bid by Simply Superior of $144,000 for the 3 year contract period, $48,000.00 per year, $4,000.00 per month.

The third low bidder of bid packet 18-13, Boling Janitorial Services, Inc., of Lansing, MI, is a local vendor, and bid $145,429.64 for the 3 year janitorial contract, which is within 10% of the second low bid. Per the County’s local vendor preference policy, since the third low bid from Boling Janitorial Services, Inc., a local vendor, was within 10% of the second low bid, a successor one-year contract was offered to Boling Janitorial Services, Inc., if they would match the one-year cost of the second low bid.
Boling Janitorial Services, Inc., did choose to match the second low bid and agrees to a one-year contract for $48,000.00, $4,000.00 per month, to take over the road department’s janitorial services until another 3 year contract can be bid.

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 Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 10, 2014

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

Project Description:
In 2013, proposals were sought from interested and qualified vendors experienced with cleaning commercial office buildings for the purpose of entering into a 3-year agreement 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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>1-Year &amp; 3-Year Totals</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDI OMNI Inc.</td>
<td>$29,370/$88,110</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Simply Superior</td>
<td>$48,000/$144,000</td>
<td>No - Grand Ledge</td>
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<tr>
<td>Boling Janitorial Services Inc</td>
<td>$48,477*/$145,430</td>
<td>Yes - Lansing</td>
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<tr>
<td>Romanow Building Services</td>
<td>$49,701/$149,102</td>
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<tr>
<td>Diamond Shine Cleaning Service</td>
<td>$50,074/$150,223</td>
<td>Yes - Mason</td>
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<tr>
<td>Dan's Services</td>
<td>$52,080/$156,240</td>
<td>Yes - Williamston</td>
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<td>D Squared Facilities Management Inc</td>
<td>$57,600/$172,800</td>
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<tr>
<td>Dietz Janitorial Service</td>
<td>$69,249/$207,746</td>
<td>Yes - Holt</td>
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</table>

Recommendation:
The Board of Commissioners authorized a contract with GDI OMNI, INC., per Resolution #13-121. However, due to GDI’s continuous poor performance at all Road Department facilities, we are recommending the termination of the contract with GDI. GDI was recommended by the Evaluation Team after following a competitive bidding process that included a mandatory walk-through of the facilities, reviewing and evaluating the proposals submitted, verifying references, and conducting an interview with the Sr. Corporate Sales Executive of GDI. GDI has failed on numerous times to adequately clean the three Road facilities and, more importantly, provide the necessary supervisory oversight as required by the contract. Communication has been held with GDI supervisors regarding noncompliance and payments deducted for nonconformance; unfortunately, efforts have not produced concrete efforts to rectify the situation. Legal counsel has been consulted and is in agreement with terminating this contract.
The Evaluation Committee now recommends awarding a 1-year contract with an option to renew for two additional years to Boling Janitorial in an amount not to exceed $48,000. *Boiling has agreed to match the bid of Simply Superior in accordance with the Local Purchasing Preference Policy. The contractor will provide cleaning services three times a week as well as cleaning supplies. Boling has been in business for 59 years, and is highly referenced.

**Advertisement:**
The RFP was advertised in the City Pulse and posted on the Purchasing Department Web Page.
Agenda Item 5c

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 #18-13 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 18-13, 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 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; and

WHEREAS, a contract was executed and dated May 3, 2013, with GDI Omni, 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 at least 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 janitorial contract with GDI Omni, Inc., be terminated; and

WHEREAS, the second low bidder per bid packet 18-13, was Simply Superior, of Grand Ledge, Michigan, at the annual cost bid by Simply Superior of $144,000 for the 3 year contract period, $48,000.00 per year, $4,000.00 per month; and

WHEREAS, the third low bidder of bid packet 18-13, Boling Janitorial Services, Inc., of Lansing, Michigan, is a local vendor, and bid $145,429.64 for the 3 year janitorial contract, which is within 10% of the second low bid; and
WHEREAS, per the County’s local vendor preference policy, since the third low bid from Boling Janitorial Services, Inc., a local vendor, was within 10% of the second low bid, a successor one-year contract was offered to Boling Janitorial Services, Inc., if they would match the one-year cost of the second low bid; and

WHEREAS, Boling Janitorial Services, Inc., did choose to match the second low bid and agrees to a one-year contract for $48,000.00, $4,000.00 per month, to take over the Road Department’s janitorial services until another 3 year contract can be bid.

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 authorizes entering into a one year contract with Boling Janitorial Services, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per same bid packet 18-13 for a total 1 year cost of $48,000.00 for the one year period beginning from the date of the successor service contract execution.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary related documents consistent with this resolution on behalf of the County after approval as to form by the County Attorney.
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, 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 March 6, 2014 as submitted.
# INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

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<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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**MANAGING DIRECTOR:** ______________________________

**DATE:** March 6, 2014
March 6, 2014

To: County Services and Finance Committees

From: Travis Parsons

Subject: FRATERNAL ORDER OF POLICE (FOP) Capitol City Lodge No. 141 – 911 Non-Supervisory Unit - Collective Bargaining Agreement 2014 Wage Reopener

On Friday, February 21, 2014, we were advised by the FOP that the County proposal for the 2014 wage reopener was put before the FOP – Non-Supervisory Unit members and it was approved. Highlights of the agreement include the following:

- Contract Duration: through December 31, 2015

- Wages: 2014 Reopener - 1% would be added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015.

- Letter of Agreement per Board Resolution #13-438 for the $150 wage supplement as follows:

  All bargaining unit regular full-time and regular part-time employees, as defined in Article 13 of the Collective Bargaining Agreement, that were employed in such positions on October 31, 2013, shall receive a one-time wage lump sum supplement to their contractual wages of one hundred fifty dollars ($150.00). This one-time lump sum supplement payment will not be added to the contractual wage scales and shall be paid the first full payroll after the approval and execution of this Letter of Agreement by both parties.
WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period March 26, 2013 through December 31, 2015; and

WHEREAS, the agreement included a wage reopener for 2014; and

WHEREAS, an agreement regarding the 2014 wage reopener has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141; and

WHEREAS, the wage reopener agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the wage reopener agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2014 wage reopener agreement between Ingham County and the FOP Capitol City Lodge No. 141 for the contract period March 26, 2012 through December 31, 2015.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2014 wage reopener, subject to the approval as to form by the County Attorney.
March 6, 2014

To: County Services and Finance Committees

From: Travis Parsons

Subject: FRATERNAL ORDER OF POLICE (FOP) Capitol City Lodge No. 141 Corrections Unit – Collective Bargaining Agreement 2014 Wage Reopener

On Wednesday, February 19, 2014, the FOP put before their members for vote a mediator’s proposal. The FOP – Corrections Unit members approved the wage reopener proposal. Highlights of the agreement include the following:

- Contract Duration: through December 31, 2014

- Wages: 2014 Reopener - 1% would be added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015.

- Letter of Agreement per Board Resolution #13-438 for the $150 wage supplement as follows:

  All bargaining unit regular full-time and regular part-time employees, as defined in Article 13 of the Collective Bargaining Agreement, that were employed in such positions on October 31, 2013, shall receive a one-time wage lump sum supplement to their contractual wages of one hundred fifty dollars ($150.00). This one-time lump sum supplement payment will not be added to the contractual wage scales and shall be paid the first full payroll after the approval and execution of this Letter of Agreement by both parties.
Agenda Item 6b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT 2014 WAGE REOPENER WITH THE FRATERNAL ORDER OF POLICE CAPITOL CITY LODGE NO. 141 - CORRECTIONS UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the agreement included a wage reopener for 2014; and

WHEREAS, an agreement regarding the 2014 wage reopener has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141; and

WHEREAS, the wage reopener agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the wage reopener agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2014 wage reopener agreement between Ingham County and the FOP Capitol City Lodge No. 141 for the contract period January 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2014 wage reopener, subject to the approval as to form by the County Attorney.
March 6, 2014

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO ADOPT PERSONNEL POLICIES FOR THE FOLLOWING:

EQUAL EMPLOYMENT OPPORTUNITY POLICY; POLICY AGAINST HARASSMENT IN THE WORKPLACE; SAFE WORKPLACE POLICY PROHIBITING WORKPLACE VIOLENCE AND FORMS OF UNACCEPTABLE BULLYING

The Equal Opportunity Committee (EOC) has completed the review of the following: Equal Employment Opportunity Policy, Policy Against Harassment In The Workplace and a Safe Workplace Policy Prohibiting Workplace Violence And Forms Of Unacceptable Bullying.

The EOC are recommending adoption of the attached personnel policies to reflect current practices of the EOC and the departments under the jurisdiction of the Board of Commissioners. The proposed policies have been reviewed by legal counsel at Cohl, Stoker and Toskey.

The attached resolutions adopt the proposed personnel policies. An Equal Opportunity Committee representative is happy to meet with the County Services Committee to answer any questions regarding the review and recommendations.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT AN EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

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

WHEREAS, the current Equal Opportunity Employment Plan was last updated in 2013; and

WHEREAS, the Equal Opportunity Committee has devoted time and effort in developing a proposed Equal Employment Opportunity Policy as a foundation for future personnel policies; and

WHEREAS, the proposed Equal Employment Opportunity Policy has been made based on suggestions from the Equal Opportunity Committee and reviewed by legal counsel; and

WHEREAS, the policy re-emphasizes the Ingham County Board of Commissioners’ goal to provide equal employment opportunities to qualified persons.

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

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends the Equal Opportunity Committee for its time and effort devoted to developing this personnel policy.
EQUAL EMPLOYMENT OPPORTUNITY POLICY

(NOTE: This policy shall apply to all County elected officials, Department Heads, union and non-union County employees)

It is the policy of the Ingham County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, height, weight, disability, or any other protected status (except where age, sex or lack of disability constitutes a bona fide occupational qualification). In addition, the County does not consider and prohibits utilization of genetic information in making employment decisions.

Disabled employees who feel accommodation is needed to perform their job must notify the Civil Rights Representative in writing of the need for reasonable accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. Failure to properly notify Ingham County will preclude any claim that Ingham County failed to accommodate the disabled employee. Ingham County will make accommodations that do not pose an undue hardship to the County.
WHEREAS, Ingham County has been committed to providing a work environment where all employees are treated with dignity and respect; and

WHEREAS, the Equal Opportunity Committee has devoted time and effort in developing a proposed Policy Against Harassment In The Workplace as a personnel policy; and

WHEREAS, the proposed Policy Against Harassment In The Workplace has been developed based on suggestions from the Equal Opportunity Committee and reviewed by legal counsel; and

WHEREAS, the policy re-emphasizes the Ingham County Board of Commissioners’ goal to maintain a fair and effective work environment that is free from harassment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Policy Against Harassment In The Workplace.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends the Equal Opportunity Committee for its time and effort devoted to developing this personnel policy.
POLICY AGAINST HARASSMENT IN THE WORKPLACE

Ingham County is committed to providing a work environment where all employees are treated with dignity and respect. Harassment in the workplace based upon race, creed, color, sex, age, national origin, religion, marital status, height, weight, disability, sexual orientation, gender identity or any other protected status will not be tolerated, whether committed by or directed toward co-workers, supervisors, vendors/consultants, or those persons receiving services from the County. Harassment of others in the workplace is destructive to a good working relationship and is counterproductive to the County's goal of providing outstanding services to the public. Therefore, it is every employee's responsibility to insure that Ingham County maintains a fair and effective work environment that is free from harassment. If you have questions concerning this policy, please contact the Personnel Department.
A. **SEXUAL HARASSMENT DEFINED**

Ingham County’s equal employment opportunity policy against discrimination and harassment prohibited by law includes a prohibition against sexual harassment. The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either:

1. Submission to or rejection of such conduct or communication is made explicitly or implicitly a term or a condition of an individual's employment; OR

2. Submission to or rejection of such conduct or communication by an individual is used as a factor in employment decisions affecting the individual; OR

3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment. This includes, but is not limited to:
   a. Sexually-oriented jokes, gestures, noises, remarks or comments about a person's sexuality or sexual experience directed at or made in the presence of an employee;
   b. Sexual or discriminatory displays or publications; and
   c. Retaliation for sexual harassment complaints.

The foregoing policies require that each individual exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of each employee. The prohibited conduct may be in the form of a sexual advance, but may also be in the form of less direct verbal or non-verbal behavior. Behavior may be unwelcome even if it is not intended or perceived as such by the person engaged in it. The following are some examples of possible sexual harassment:

- Verbal sexual comments, innuendoes, slurs or jokes.
- Non-verbal sexual gestures, leering or staring.
- Visual displaying sexual pictures, writings, or objects.
- Physically inappropriate touching, blocking someone's movement.
- Threats or insinuating reprisal for refusing sexual demands or conduct.

B. **OTHER DISCRIMINATORY HARASSMENT**

Other forms of harassment are also prohibited. Verbal or non-verbal conduct that exhibits hostility or disrespect toward an individual or group because of race, religion, national origin, color, gender, age, marital status, height, weight, disability, sexual orientation, gender identity or any other protected classifications will not be tolerated. As with sexual harassment, behavior of this kind may take a number of forms including, but not limited to; oral or written communications, the display of printed or graphic material, slurs, gestures, jokes and physical acts.

C. **WHAT YOU SHOULD DO IF YOU BELIEVE YOU HAVE BEEN HARASSED**

You may, but are not required to, speak with the offending individual directly and inform the offending individual that the behavior in question is unwelcome and must be stopped.
It is the policy of Ingham County that any employee who in good faith believes he or she has been subjected to illegal discrimination or harassment prohibited by law, or who believes in good faith he or she has observed discrimination or harassment prohibited by law, must report that fact immediately in writing to:

1. Your Department Director/Elected Official; or

2. If the individual does not feel comfortable with your Department Director/Elected Official, the individual should feel free to bypass such individual and file a written complaint with the Human Resources Director.

If an employee has any questions regarding the reporting of such matters, they should contact the Human Resources Director.

D. WHAT YOU SHOULD DO IF YOU BELIEVE ANOTHER EMPLOYEE IS BEING HARASSED

If you observe or have knowledge of an incident of harassment involving other employees, you should immediately file a written complaint with your Department Director/Elected Official or the Human Resources Director.

If you are a supervisor, you have a responsibility to maintain a work environment that is free from unlawful harassment and must report, in writing, any observed or reported incident of harassment involving other employees immediately to your Department Director/Elected Official or the Human Resources Director.

E. HOW COMPLAINTS OF HARASSMENT WILL BE HANDLED

Investigation- The County will promptly conduct a thorough and impartial investigation of any complaint or report of harassment.

Confidentiality- To the extent possible, the County's investigation will be conducted in a manner calculated to protect the privacy of the individuals involved, and the confidentiality of the complainant. However, because an investigation may include interviews of other employees or persons, absolute confidentiality is not always possible.

Disciplinary action- If the investigation reveals that harassment has occurred, disciplinary action up to and including discharge will be taken. The nature of the discipline will depend upon the circumstances of each case.

Again, all complaints and the actions taken to resolve such complaints will be treated confidentially and will be disclosed only when necessary to the investigation and a resolution of the matter. However, no employee is promised strict or absolute confidentiality.

If an investigation of the complaint of harassment or unlawful discrimination reveals that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

F. PROTECTION AGAINST RETALIATION

If a report of discrimination or harassment prohibited by law is made in good faith, the County will protect the reporting individual from retaliation or any other detrimental impact on his or her employment. Disciplinary action, up to and including discharge, will be taken against anyone who attempts such retaliation. Employees who become aware of complaints or investigations of harassment are expected to refrain from unnecessary and unprofessional discussions with coworkers concerning the individuals involved; as such discussions may themselves be a form of retaliation.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A SAFE WORKPLACE POLICY

WHEREAS, Ingham County is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, the Equal Opportunity Committee has devoted time and effort in developing a proposed Safe Workplace Policy Prohibiting Workplace Violence and Forms of Unacceptable Bullying as a personnel policy; and

WHEREAS, the proposed Safe Workplace Policy Prohibiting Workplace Violence and Forms of Unacceptable Bullying has been reviewed by legal counsel; and

WHEREAS, the policy re-emphasizes the Ingham County Board of Commissioners’ goal to strictly prohibit any threatened or actual workplace violence.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Safe Workplace Policy.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends the Equal Opportunity Committee for its time and effort devoted to developing this personnel policy.
SAFE WORKPLACE POLICY PROHIBITING WORKPLACE VIOLENCE AND FORMS OF UNACCEPTABLE BULLYING

Ingham County is committed to providing a safe workplace for the public and its employees, customers, and contractors. Recent national studies report an increase in workplace violence. In an effort to prevent the possibility of violence in our workplace, Ingham County has implemented this Safe Workplace Policy. Ingham County strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

- Threatening injury or damage against a person or property;
- Fighting or threatening to fight with another person;
- Threatening to use a firearm or any other weapon;
- Having unauthorized possession of a firearm or any other weapon while on County premises or County business;
- Abusing or injuring another person;
- Abusing or damaging property of the County or another person;
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner;
- Bullying defined as persistent, malicious, unwelcome, severe and pervasive mistreatment that which is intended to intimidate and creates a risk to the health and safety of the employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment;
- Harassing behavior inconsistent with normal work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

Any person who exhibits any unsafe behaviors will be removed from County’s premises as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation. Employees will cooperate in all investigations, and a failure to cooperate may result in a disciplinary action, up to and including discharge. If the investigation substantiates that a violation has occurred, the County will take immediate corrective action. Corrective action may include immediate discipline, up to and including discharge, at the County’s sole discretion. Additionally, the County may, in its discretion, pursue any criminal or civil remedies which may be available.

All employees, temporary employees, contractors and any other personnel are responsible for notifying the County of any acts or threats which they have witnessed, received, or have been told that another person has witnessed or received. Any individual, who reasonably believes that a situation with any employee or any other party may become violent, should immediately leave the area.

Any violations of this policy should be immediately reported in writing to:

- The Department Director or Elected Official.
• If the individual does not feel comfortable with the Department Director or Elected Official, or if the Department Director or Elected Official is not available, Human Resources Director. A report or complaint will be promptly investigated if a report is made in good faith from retaliation or any other detrimental impact on his or her employment.

In order to provide a safe workplace and protect our employees from threats to their safety, the County must know if a court has ordered an individual to stay away from County locations. Therefore, this policy also requires all individuals who obtain a protective or restraining order which lists County locations as being protected areas, to provide the Human Resources Director a copy of any protective or restraining order. This information will be kept reasonably confidential to the extent possible.
To: County Services and Finance Committees

From: Douglas A. Stover, Director
      Equalization/Tax Mapping

Date: March 5, 2014

Subject: 2014 Remonumentation Grant

Attached are three resolutions.

The first resolution authorizes entering into the 2014 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2014 grant is $107,551.

The second resolution appoints the County Representative.

The third resolution authorizes entering into contracts with County Surveyors.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: March 6, 2014
SUBJECT: Proposal Summary for Remonumentation Surveyor Services

Project Description:
The Ingham County Remonumentation Committee sought proposals for the services of multiple Monumentation Surveyors for 2014. All work shall be performed under the guidelines and conditions set forth in P.A. 345 of 1990.

It is expected that approximately 75 corners will be researched and or be monumented and recorded, (specific corners will be determined before award). The Contractors shall perform the following services in areas of Ingham County designated by Ronnie M. Lester, County Representative.

Proposal Summary:
Vendors contacted: 19 Local: 10
Vendors responding: 7 Local: 5

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Licensed Surveyor Rate/Hour</th>
<th>2 Man Field Crew w/ Equipment &amp; Vehicle Rate/Hour</th>
<th>Additional Crew Member Rate/Hour</th>
<th>Senior Office Technician Rate/Hour</th>
<th>Draftsperson Rate/Hour</th>
<th>Typist/General Office Tasks Rate/Hour</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>David R. Lohr Land Surveying</td>
<td>$93</td>
<td>$120</td>
<td>$27</td>
<td>$58</td>
<td>$58</td>
<td>$33</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>Bumstead Land Surveyors</td>
<td>$93</td>
<td>$120</td>
<td>$27</td>
<td>$58</td>
<td>$58</td>
<td>$33</td>
<td>No, Eaton</td>
</tr>
<tr>
<td>Reynolds Heritage Land Surveying</td>
<td>$98</td>
<td>$125</td>
<td>$33</td>
<td>$60</td>
<td>$60</td>
<td>$38</td>
<td>No, Barry</td>
</tr>
<tr>
<td>Enger Surveying &amp; Engineering</td>
<td>$97</td>
<td>$125</td>
<td>$30</td>
<td>$60</td>
<td>$60</td>
<td>$35</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>Geodetic Designs, Inc.</td>
<td>$115</td>
<td>$162</td>
<td>$140</td>
<td>$52</td>
<td>$77</td>
<td>$42</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>Wolverine Engineers &amp; Surveyors, Inc.</td>
<td>$97</td>
<td>$125</td>
<td>$30</td>
<td>$60</td>
<td>$60</td>
<td>$35</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>DLZ</td>
<td>$98,500</td>
<td>na</td>
<td>na</td>
<td>na</td>
<td>na</td>
<td>na</td>
<td>Yes, Ingham</td>
</tr>
</tbody>
</table>

Local vendors not responding:
LSG Engineers & Surveyor, Lansing – No bid submitted they are more interested in engineering focused projects.

C2AE, DC Engineering, P.C., ENG Inc., and Spicer Group did not respond.
Other vendors not responding:
Rowe Professional Services Company, Flint – No bid submitted. They do not currently offer these services in this part of the state.

Boss Engineering, Howell– No bid submitted. No reason provided.

Recommendation:
The Evaluation Committee recommends awarding contracts to the following multiple vendors:

<table>
<thead>
<tr>
<th>Company</th>
<th>Not to Exceed Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bumstead Land Surveys</td>
<td>$15,100</td>
</tr>
<tr>
<td>Enger Surveying and Engineering</td>
<td>$15,100</td>
</tr>
<tr>
<td>Geodetic Design, Inc.</td>
<td>$15,100</td>
</tr>
<tr>
<td>David R. Lohr Surveying Co.</td>
<td>$7,500</td>
</tr>
<tr>
<td>Reynolds Heritage Land Surveying and Mapping</td>
<td>$15,100</td>
</tr>
<tr>
<td>Wolverine Engineering and Surveyors, Inc.</td>
<td>$15,100</td>
</tr>
</tbody>
</table>

Total: $83,000

All the vendors have agreed to contract at the following lowest quoted cost:

<table>
<thead>
<tr>
<th>Service</th>
<th>Lowest Quoted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Surveyor</td>
<td>$93</td>
</tr>
<tr>
<td>2-Man Field Crew</td>
<td>$120</td>
</tr>
<tr>
<td>Additional crew</td>
<td>$27</td>
</tr>
<tr>
<td>Senior Office Technician</td>
<td>$52</td>
</tr>
<tr>
<td>Draftsperson</td>
<td>$58</td>
</tr>
<tr>
<td>Typist/General Office</td>
<td>$33</td>
</tr>
</tbody>
</table>

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINTING DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2014 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs has reviewed Ingham County’s 2014 Survey and Remonumentation Grant Application in the amount of $107,551, and has forwarded the 2014 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving $107,551 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2014.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2014

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2014 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2014 through December 31, 2014, at a cost not to exceed $14,560.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH BUMSTEAD LAND SURVEYS, ENGER SURVEYING AND ENGINEERING, GEODE蒂IC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2014 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2014; and

WHEREAS, it is the recommendation of the Purchasing Director, with the concurrence of the Remonumentation Committee, that it is in the County’s best interest to authorize contracts with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineering and Surveyors, Inc. for services as monumentation surveyors for 2014.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2014:

- Bumstead Land Surveys: $15,100
- Enger Surveying and Engineering: $15,100
- Geodetic Design, Inc.: $15,100
- David R. Lohr Surveying, Co.: $7,500
- Reynolds Heritage Land Surveying and Mapping: $15,100
- Wolverine Engineering and Surveyors, Inc.: $15,100

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

To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: March 6, 2014

RE: Authorization to Enter into a Contract with Nielsen Commercial Construction Company, Inc. for Construction of a Tension Fabric Practice Arena at the Ingham County Fairgrounds

The Ingham County Fairgrounds hosts over 30 breed and 4-H horse shows on an annual basis, with over half of the off season revenue derived from said activities. Consistent with the Board of Commissioners 2014 budget priorities to support recreational opportunities and foster economic wellbeing, the completion of the tension fabric practice arena will increase show participation and assist with attracting regional/national horse shows.

Funding for this project was budgeted and approved in the 2013 CIP account number 56176900-974000 for $120,000.00. There is $467,143.00 in Hotel/Motel reserve funds available to the Fair for capital improvements on the Fairgrounds, of which the Fairgrounds would like a total of $363,000.00 transferred to account number 65176900-974000 to assist with the completion of this capital project.

After careful review of the bids submitted, the Fair Board, Purchasing Department and project architectural firm - Straub, Pettitt, and Yaste concur that a contract be awarded to Nielsen Commercial Construction Company, Inc. who submitted the lowest responsive and responsible bid in the amount not to exceed $363,000.00, which is inclusive of a 10% contingency for any unforeseen circumstances that may arise during the construction phase of this project.

In order to accommodate the multiple horse shows hosted on the Fairgrounds, the construction phase of this capital project is slated to begin in April 2014, with full completion no later than June 1, 2014.

Sincerely,

Sandra Dargatz
Executive Director, Ingham County Fair
(517) 676-2857
MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 6, 2014

SUBJECT: Construction of Hoop Building at the Ingham County Fairgrounds

Project Description:
Ingham County has accepted proposals from experienced and qualified general contractors for the construction of a hoop building at the Ingham County Fairgrounds. The scope of work includes, but is not limited to, constructing a 144 ft. by 75 ft. tension fabric structure along with associated site work, foundation work, and electrical work.

Proposal Summary:
Vendors contacted: 49 Local: 16
Pre-Bid Meeting Attendance: 11 Local: 4
Vendors responding: 4 Local: 3

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Bid</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nielsen Commercial Construction</td>
<td>$363,000</td>
<td>Yes, Holt</td>
</tr>
<tr>
<td>Derrick Tyler Construction</td>
<td>$390,000</td>
<td>No, Lyons, Barry County</td>
</tr>
<tr>
<td>LAUX Construction</td>
<td>$421,700</td>
<td>Yes, Dansville</td>
</tr>
<tr>
<td>Moore Trosper Construction Co.</td>
<td>$431,000</td>
<td>Yes, Holt</td>
</tr>
</tbody>
</table>

Local and Other Vendors Not Responding
There were no local or other vendors providing a written or verbal reason for not bidding.

Recommendation:
The Evaluation Committee recommends awarding the contract to Nielsen Commercial Construction in an amount not to exceed $363,000.

In addition to submitting the lowest responsive proposal, Nielsen Commercial Construction is a local vendor, licensed, bonded and insured. This company comes highly recommended.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH NIELSEN COMMERCIAL CONSTRUCTION COMPANY, INC. FOR GENERAL CONTRACTOR SERVICES FOR THE CONSTRUCTION OF A TENSION FABRIC PRACTICE ARENA AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fairgrounds hosts over 30 breed and 4-H horse shows on an annual basis, with over half of the off season revenue derived from said activities; and

WHEREAS, the horse shows have requested a covered practice arena to increase show participation and to assist with attracting regional/national shows; and

WHEREAS, the funds for this project have been budgeted and approved in the 2013 CIP account number 56176900-974000 for $120,000.00; and

WHEREAS, there is $467,143.00 in Hotel/Motel reserve funds available to the Ingham County Fair for capital improvements; and

WHEREAS, after careful review of bids, the Fair Board, Purchasing Department and project architectural firm - Straub, Pettitt, and Yaste concur that a contract be awarded to Nielsen Commercial Construction Company, Inc. who submitted the lowest responsive and responsible bid in the amount not to exceed $363,000.00; and

WHEREAS, a contingency of 10% is being requested by the Fair Board and Purchasing Department for any unforeseen circumstances that may arise with this type of construction.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Nielsen Commercial Construction Company, Inc., 4604 West Holt Rd. Holt, Michigan 48842, for general contractor services for the construction of a tension fabric practice arena at the Ingham County Fairgrounds, in the amount of $363,000.00, which is inclusive of a 10% contingency for a total not to exceed cost of $363,000.00.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer a total amount of $363,000.00 in Hotel/Motel reserve funds to the 2014 Ingham County Fair CIP account number 56176900-974000.

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

TO: Human Services Committee  
    County Services Committee  
    Finance Committee

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

DATE: March 13, 2014

RE: Resolution to Authorize the Establishment of an Electronic Health Records Analyst Classification

This resolution will authorize the establishment of a new Electronic Health Records Analyst classification to support the operations of the Health Department.

With the dissolution of Health Plan Management Services, the level of work and responsibilities of the vacant Health Information Systems Coordinator position (#601061) have been realigned and the ICEA PRO 9 classification is no longer warranted. The Health Department requested Human Resources analyze and create a new classification titled “Electronic Health Records Analyst,” which better identifies and describes the work required to support electronic health records. The salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618).

With this new classification, it is the intention of the Health Department to:

1) Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8, and

2) Convert position #601019 from a Health Data Systems Developer compensated at an ICEA PRO 8 to a second Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

The ICEA Professional Unit has been notified of these changes. Also, the MIS Director and the incumbent mentioned above were directly involved in creating the new classification. The Controller’s Office and Human Resources have also participated. All relevant parties are aware and in agreement regarding the Health Department’s intentions.

I recommend that the Ingham County Board of Commissioners authorize the establishment of an Electronic Health Record Analyst classification and the conversion of the Health Information Systems Coordinator and Health Data System Developer positions to this new classification.

Attachment: EHR Analyst Job Description/Support Documentation from HR

c: John Jacobs, w/attachment, Barbara Watts Mastin, w/attachment
TO: Barb Mastin, Deputy Health Officer/Executive Director for the CHCs
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 3/3/2014
RE: Memo of Analysis for Electronic Health Records Analyst

Per your request, Human Resources has created a classification titled “Electronic Health Records Analyst”. The salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618). With this new classification, it is your intention to process the following changes:

1. Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA 9 to the new Electronic Health Records Analyst classification compensated at an ICEA 8.

2. Convert position #601019 from a Health Data Systems Developer compensated at an ICEA 8 to a second Electronic Health Records Analyst compensated at an ICEA 8. The incumbent in the position would experience a change in job duties but the pay would remain the same.

The ICEA Professional Unit has been notified of these changes. Also, the MIS Director and the incumbent mentioned above were directly involved in creating the new classification. The Controller’s Office also participated. All relevant parties are aware and in agreement regarding your intentions.

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 the Budget Office, 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).
INGHAM COUNTY
JOB DESCRIPTION

ELECTRONIC HEALTH RECORDS ANALYST

General Summary: Under the direction of the Compliance Manager, responsible for assisting the vendor with the design and general maintenance of the Department’s Electronic Health Record (EHR) and Electronic Patient Management systems. Assists in the development and use of templates, forms, and reports. Assists in data needs, development of reports, and general maintenance of interfaces, patient portal, and the Ingham Community Health Centers’ website. Serves as a lead worker to the Electronic Health Records Specialists.

Essential Functions:
1. Assists the vendor with the design and general maintenance of the Department’s Electronic Health Record (EHR) and Electronic Patient Management systems.
2. Assists with updating databases, creating templates and forms for reporting, administering departmental web-based systems, and importing, exporting, and conversion of data used by Department staff.
3. Responsible for supporting EHR modules such as Fax Manager, HQM, Document Processors, SQL Databases, Interfaces, and Health Information Exchange.
4. Assists in developing and generating status and other types of reports using various reporting tools, including TSQL, Crystal Reports, Microsoft Access, HTML, etc.
5. Adopts standard processes and documentation responsibilities relative to issue management, change management, testing, deployment, optimization, and documentation.
6. Helps submit data for reports and compliance, including Uniform Data System, Meaningful Use, and Patient Centered Medical Home.
7. Assists with general maintenance and updates of interfaces, patient portal, and the Ingham Community Health Centers’ website.
8. Provides EHR support within the Department and facilitates tracking, documenting, and problem resolution for EHR help desk requests within the Department’s ticketing system.
9. Identifies opportunities for system enhancements that would improve practice workflows, methods, and procedures, and communicate recommendations.
10. Documents and reports software bugs and enhancement requests. Ensure reported bugs are addressed and requests for enhancements are implemented.
11. Participate in software upgrades and ensure that they are tested and successfully implemented.
12. Works with individuals to establish and continually improve workflow related to the EHR and collection of billing and reporting data. Provides general assistance and guidance to Health Department staff and contractors.
13. Educates and trains staff on EHR templates, reports, policies and established performance measures including Uniform Data Systems, Meaningful Use and Patient Centered Medical Home. Works with staff to collect data for successful submission and payment of performance measures. Assists with compliance to budgetary and program requirements through the effective use of the EHR.
14. Engages staff to participate in quality improvement activities related to EHR. Assists in developing a culture of quality regarding EHR.
15. Helps assign, plan and review the work of the Electronic Health Records Specialists.

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.
Employment Qualifications:

**Education:** Advanced training as acquired through two or three years of college, technical or business school is required. An Associate’s Degree in Computer Science, Health Information Systems or a related field is preferred.

**Experience:** A minimum of three years in a computer or health related field is required. Prefer experience with electronic health records, health care data, database creation, SQL, HTML, Visual Studios, Microsoft Access and Excel.

**Other Requirements:** None

(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)

Working Conditions:
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:
1. This position requires the ability to sit, stand, traverse, climb, carry, push, pull, type, and endure repetitive movements of the wrists, hands or fingers.
2. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
3. This position’s physical requirements entail continuous stamina for sitting, typing and repetitive movements of the fingers, hands or wrists.
4. This position’s physical requirements entail little to no stamina for other physical requirements
5. This position primarily requires close visual acuity to perform tasks within arm’s reach such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
6. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
7. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
8. This position requires the ability to handle varying and often high levels of stress.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF AN ELECTRONIC HEALTH RECORDS ANALYST POSITION CLASSIFICATION

WHEREAS, the vacant Health Information Systems Coordinator position (#601061) had responsibilities in Health Plan Management Services as well as the Health Department’s Ingham Community Health Centers; and

WHEREAS, with the dissolution of Health Plan Management Services, the responsibilities of the Health Information Systems Coordinator (#601061) position have been realigned and the ICEA PRO 9 level of compensation is no longer warranted; and

WHEREAS, at the request of the Health Department, Human Resources has created a new classification titled “Electronic Health Records Analyst” which better identifies and describes the work required to support electronic health records; and

WHEREAS, the salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618); and

WHEREAS, with this new classification, it is the intention of the Health Department to process the following changes:

1. Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8.

2. Convert position #601019 from a Health Data Systems Developer compensated at an ICEA 8 to the new Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job responsibilities, however, will remain at the same grade and salary.

WHEREAS, the ICEA Professional Unit has been notified of these changes; and

WHEREAS, the MIS Director and the incumbent were directly involved in creating the new classification with the participation of Human Resources and the Controller’s Office; and

WHEREAS, all relevant parties are aware and in agreement regarding these changes; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed changes and the establishment of an Electronic Health Record Analyst classification; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners establish a new classification of “Electronic Health Records Analyst” at the ICEA/PRO8 grade level.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of a new classification of “Electronic Health Records Analyst” at the ICEA/PRO8 grade level.
BE IT FURTHER RESOLVED, that the vacant Health Informations Systems Coordinator position (#601061) and the Health Data Systems Developer position (#601019) be converted to the Electronic Health Records Analyst classification.

BE IT FURTHER RESOLVED, that the incumbent in the Health Data Systems Developer position (#601019), shall experience a change in job duties, however will remain at the ICEA/PRO 8 grade level and salary.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes any necessary changes to the Ingham County approved position list consistent with this resolution.
MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Michael Ashton, Chief Information Officer

DATE: March 10, 2014

RE: Resolution to Restructure and Rename Management Information Systems Department

The Ingham County Management Information System (MIS) department employs 18 fulltime positions and one part time position. Prior to 2009, the Department employed 24 staff. Information systems and other technologies associated with operation of the 911 Emergency Dispatch Center and Road Department were assumed by the department through recent consolidation actions.

Current Organizational Structure

The current organization consists of the following roles/positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Information Officer / Information Technology Director</td>
<td>MCF-B</td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>UAW-F</td>
</tr>
<tr>
<td>Technician I (four positions)</td>
<td>UW-I</td>
</tr>
<tr>
<td>Technician II</td>
<td>UAW-J</td>
</tr>
<tr>
<td>Technician (PT)</td>
<td>UAW-I</td>
</tr>
<tr>
<td>Helpdesk Specialist</td>
<td>UAW-I</td>
</tr>
<tr>
<td>Network Administrator III (two positions)</td>
<td>ICEA-11</td>
</tr>
<tr>
<td>Network Administrator II</td>
<td>ICEA-10</td>
</tr>
<tr>
<td>Network Administrator I (three positions)</td>
<td>ICEA-7</td>
</tr>
<tr>
<td>Program Specialist (three positions)</td>
<td>ICEA-Prog. Spec. Step 7</td>
</tr>
<tr>
<td>Program Specialist</td>
<td>ICEA-Prog. Spec. Step 8</td>
</tr>
</tbody>
</table>

The current structure was a design from the 1970’s – 1990’s era of IT. The primary focus was desktop support, infrastructure/network support, and programmers.
Proposed Organizational Structure

The proposed reorganization of the MIS includes renaming the department “Information and Innovation Technology Department.” The proposed name offers a better description of the department within today’s technological trends. The new design for current technology trends encourages movement toward an office automation focus, back-end/infrastructure support, and project/program management.

The Office Automation Group is responsible for the workstations at the end users’ desks. This reflects an evolution toward a virtual desktop which moves desktop configurations into the datacenter with the user accessing their application on the server via a virtual desktop. This eliminates the need to install software and configure desktops at each station.

The Infrastructure/Network Group is responsible for servers, storage, e-mail, phone, and connectivity to sites and workstations. This has not changed a lot over the years, but new advanced technology allows more to be run from the datacenter than in the past.

Most IT departments today use custom off-the-shelf (COTS) applications instead of writing their own software. County systems that utilize COTS include, but are not limited to, On Base (document management system), MUNIS (financial system), TriTech CAD (911 system), Tritech Mobile, RMS, FBR, and Jail for the Sheriff’s Office, CourtView for courts, and many other applications. Program implementation and configuration should be managed by Project Managers (PM) and Client Relationship Managers (CRM) to ensure applications meet the County’s business needs. Staff in these positions must know the business needs of departments they support and work within the MIS department structure to ensure overall compatibility. Such a project management approach results in an overall efficiency improvement by ensuring projects are completed within scope, on-time, and within budget.
The proposed reorganization necessarily includes revision of most department job descriptions because of significant modification to the scope of work. There is no longer a need for programmers, for instance, and movement toward virtual desktop implementation will reduce the number of staff needed to support end-user equipment. The proposed organizational change will reduce the number of full time Technicians from 5 to 2.5.

Restructuring as proposed eliminates the Network Administrator III position because technologies have changed and the required certifications to properly secure and complete advanced network jobs are not sustainable in an organization of the County’s size. This is a position better filled by a vendor at a lower cost to the county to perform the job duties when required. The proposed structure also eliminated four Programmer Specialist positions.

**Administration Group**

*Chief Information Officer* - The Ingham County Information and Innovation Technology Department would be headed by the county Chief Information Officer (CIO).

*Executive Secretary* - The CIO would have a direct report Executive Secretary eliminating the Helpdesk/Administrative Clerk UAW-F position. The position would serve as the assistant to the CIO and Deputy Director.

*Deputy Director* - This is reestablishing the deputy director position. Currently the CIO is the only management staff. This position would oversee the Technical Services team of the department.

**Project Management / CRM Team**

With the elimination of the program specialist roles, we would create the Project Management / Client Relationship Management (CRM) team. It is the CIO’s recommendation that these be created as MCF classification as they serve as Project Managers. This unit would be managed by a Senior Project Manager. This position would oversee county wide IT projects and oversee the rest of the Project/Program Management Team. The recommendation is also to create 4 Project Manager/CRM positions. The positions would oversee department needs and serve as the Client Relationship Manager for the department they support and oversee all IT projects for that department. The 4 areas that would be covered are Courts Division, Law Enforcement / 911, Health Department, and County Services/Other Departments. The positions would require project management experience or certification to serve in these roles.

*Electronic Imaging Administrator* - This position is responsible for the design, development, testing, and implementation of the county wide Electronic Imaging system used throughout the county.

*Electronic Imaging Analyst* - This position is serves as a second resource and backup to the Electronic Imaging Administrator.

**Technical Services** - Most of this team is re-utilizing existing positions with new job descriptions. The following positions would serve on this team.

*Database Engineer* - This position is responsible for the design, development, testing and management of the county SQL and ORACLE databases.

*Database Analyst* - This position serves as a second resource and backup to the Database Engineer.

*Server and Storage Engineer* - This position serves as the senior staff member responsible for Servers and Storage. The position is responsible for maintaining, implementing, troubleshooting, testing and configuring the server environment for the county. This position would also be the primary Email (Exchange) Administrator.
Server and Storage Analyst - This position serves as the secondary staff person for Server and Storage Engineer and also oversees the video surveillance system for the county.

Office Automation Engineer - This position serves as the senior staff member for Virtual Center. This position is responsible for the design, development, testing and implementation of Virtual Center for the county. This includes Desktops and Server Virtual configurations. This position is also the Primary Disaster Recover administrator.

Office Automation Analyst - There are three positions in this role - two at a ICEA 7 and one to be created at a lower likely an ICEA 6 position. This position is responsible for administration of the desktop virtualization environment, application deployment and testing. This position would also handle day to day network Local Area Network and Phone administration.

Technical Support - These positions would handle any installations required at the user’s desk and would run the IT helpdesk. The unit would consist of 2 full time and 1 part time UAW-I position.

Vendor Support
The vendor Support would be recommended as outsource services for MIS. This would include internet programming as needed and web design and implementation. The other position would provide highly technical support for Wide Area Network and Security. While these positions could be housed internally the skill sets required would require higher paid funding for full time work than to outsource to a vendor on an as-needed basis.
Agenda Item 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE REORGANIZATION AND RENAMING OF THE MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

WHEREAS, Management Information Services (MIS) proposed a reorganization/restructuring of the department because of substantial changes in organizational service needs; and

WHEREAS, proposed reorganization/restructuring of the department supports execution of strategies designed to actuate an office automation focus, assure back-end/infrastructure support, and improve project/program management; and

WHEREAS, proposed reorganization/restructuring of the department will cause changes in classification and responsibilities of department employees because of significant modifications to the scope of work; and

WHEREAS, proposed reorganization/restructuring of the department will ensure overall information systems compatibility through emphasis on the business needs of supported agencies within the department structure; and

WHEREAS, renaming the department “Information and Innovation Technology Department” offers a better description of the department within with current and anticipated technological trends.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes initiation of steps to reorganize MIS as proposed by the Chief Information Officer.

BE IT FURTHER RESOLVED, that job descriptions for the above positions be amended by the Chief Information Officer and Human Resources Director to reflect revised levels of duty and responsibility commensurate with the proposed structure.

BE IT FURTHER RESOLVED, that the Chief Information Officer and Human Resources director shall confer with the respective labor unions in regard to proposed employee reclassifications within the proposed structure.

BE IT FURTHER RESOLVED, that the Chief Information Officer shall bring forward revised job descriptions and proposed budget adjustments for final approval by the Board of Commissioners prior to their implementation.

BE IT FURTHER RESOLVED, that the “Management Information Systems Department” shall be renamed “Information and Innovation Technology Department.”
MEMORANDUM

TO:           County Services Committee
FROM:         Timothy J. Dolehanty, Controller/Administrator
DATE:         March 10, 2014
RE:           Resolution to Restructure and Financial Services Department

The Financial Services Department provides all County departments with general accounting services including payment to vendors, refunds to taxpayers, and reimbursements to employees. Financial Services is responsible for all County accounting and fiscal matters, which includes filing of the Comprehensive Annual Financial Report (CAFR).

With many different functions operating under diverse fiscal calendars, establishment of a single Financial Services Department to coordinate fiscal oversight activities is imperative. The current operational structure accomplishes this goal in all areas of County government except for the Health Department. This disconnect results in annual challenges in closing of funds, inventory adjustments, and CAFR preparation, to name a few. Consolidation of our collective financial reporting effort will ease these challenges and establish continuity in financial management.

Recent consolidation of financial accountability in 9-1-1 Emergency Dispatch and Road Department functions serve as a template for success in implementation of a unified approach to financial management. The only change needed to fulfill this reorganization effort is recognition of a modified reporting strategy. No personnel changes, wage adjustments or physical relocation of employees is necessary.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE FINANCIAL SERVICES DEPARTMENT

WHEREAS, the Financial Services Department provides all County departments with general accounting services including payment to vendors, refunds to taxpayers, and reimbursements to employees; and

WHEREAS, the Financial Services Department is responsible for all County accounting and fiscal matters, which includes filing of the Comprehensive Annual Financial Report (CAFR); and

WHEREAS, with many different functions operating under diverse fiscal calendars, establishment of a single Financial Services Department to coordinate fiscal oversight activities is imperative; and

WHEREAS, the Controller, Financial Services Director and Health Department management team have had an opportunity to review internal financial reporting functions and agree that consolidation of financial reporting efforts will establish a desirable continuity in financial management; and

WHEREAS, no personnel changes, wage adjustments or physical relocation of employees is necessary to implement the proposed reorganization plan.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the reorganization of the Financial Services Department as proposed.

BE IT FURTHER RESOLVED, that this reorganization plan shall take effect on the date it is adopted by the Board of Commissioners.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2014 STATE ARBOR DAY CELEBRATION

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wish to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing’s Parks & Recreation and Forestry Division, and Ingham County Parks Department; and

WHEREAS, the 2014 State Arbor Day Celebration will take place Friday, April 25, 2014 at 11:30 am at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2014 State Arbor Day Celebration.
WHEREAS, the late Cesar E. Chavez developed and lived by a unique blend of values, philosophy and styles; and

WHEREAS, throughout his youth and into his adulthood, Cesar migrated across the southwest laboring in the fields and vineyards where he was exposed to the hardships and injustices of farm worker life; and

WHEREAS, his life as a community organizer began in 1952 when he joined the Community Service Organization (CSO), a prominent Latino civil rights group, in the late 1950s and early 1960s, he served as the national director; and

WHEREAS, his dream was to create an organization to protect and serve farm workers, whose poverty and disenfranchisement he had shared, in 1962, Cesar resigned from the CSO, and founded what is now known as the United Farm Workers of America; and

WHEREAS, for more than three decades Cesar led the first successful farm workers union in American history serving hundreds of thousands of farm workers; and

WHEREAS, he led successful strikes and boycotts that resulted in the first industry-wide labor contracts and the efforts of his union brought about the passage of the groundbreaking 1975 California Agricultural Labor Relations Act to protect farm workers; and

WHEREAS, on April 23, 1993, Cesar Chavez, a true American hero, died of natural causes in San Luis, Arizona shortly before he was scheduled to appear in Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2014 as “Cesar E. Chavez Day” in Ingham County.
WHEREAS, the Greater Lansing Chapter of the Association of Government Accountants is a professional organization, part of the Association of Government Accountants (AGA); and

WHEREAS, the AGA has a network of 15,000 members in over 100 chapters in the United States and around the world, with approximately 200 active members in Michigan representing state, federal, municipal, and private sector accountants, auditors, and financial managers; and

WHEREAS, Greater Lansing Chapter members have responded to AGA’s mission of advancing government accountability, as it continues to broaden educational efforts with emphasis on high standards of conduct, honor, and character in its Code of Ethics; and

WHEREAS, Greater Lansing Chapter members are making significant advances both in professional ability and in service to the citizens of Michigan by mastering increasingly technical and complex requirements; and

WHEREAS, the Certified Government Financial Manager (CGFM) program of AGA provides a means of demonstrating professionalism and competency by requiring CGFM candidates to have appropriate educational and employment history, to abide by AGA’s Code of Ethics, and to pass three examinations requiring expertise in Governmental Environment, Governmental Financial Management and Control, and Governmental Accounting, Financial Reporting and Budgeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates the month of March, 2014 as “Certified Government Financial Manager Month” in Ingham County.