THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 4, 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 October 21, 2014 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Innovation and Technology Department
   a. Resolution to Approve Utilizing DewPoint to Re-Write In House Written Web
      Applications
   b. Resolution to Approve Joining Gartner’s Executive Programs Services on State
      Contract for the Innovation and Technology Department

2. Facilities Department
   a. Memo Regarding an Emergency Purchase Order to VJM Design & Build for
      Emergency Rafter Repair on Pavilion Two at Potter Park
   b. Resolution Authorizing Entering into an Agreement with I.Comm Corporation to
      Provide Access Control Improvements at the Mason Courthouse
   c. Resolution Authorizing the Merging of Two Part-Time Positions into One Full-
      Time Position

3. Road Department
   a. Resolution to Approve the Jolly Oak Road 35 Mph Speed Limit Traffic Control Order
   b. Resolution Authorizing an Amendment to the Subcontract with Michigan State
      University for Michigan Department of Environmental Quality Grant Funded Use
      of Crumb Rubber Modified Asphalt Paving Mixture and Authorizing a Cost
      Increase on the Kinawa Road Project for the Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County
      Road Department
   d. Discussion Regarding Meridian Township Board of Trustees Resolution
      Requesting Permit Variance for Planting Street Trees between Sidewalk and
      Roads on Marsh Road at Proposed Aldi Store Development and on Central Park
      Drive at the existing Willows Assisted Living Development
   e. Discussion Regarding Meridian Township Board of Trustees Resolution
      Requesting Permit Variance for Preserving a 36 Inch Diameter Oak Tree in Clear
      Vison Triangle for Proposed Chaggal Drive approach at Cornell Road (New
      entrance for proposed Georgetown Subdivision – Phase 4)
4. **Human Resources**
   a. Teamsters 580 – 911 Supervisory Unit Ratification Summary and 2014 Wage Re-Opener Letters of Agreement
   b. Resolution to Adopt a Reorganization Policy
   c. Collective Bargaining Update (*Closed Session*)

5. **Board Referral** - Letter from Liaison for Inter-Neighborhood Cooperation (LINC) Regarding a Threatened White Oak on Cornell Road

**Announcements**
**Public Comment**
**Adjournment**

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
COUNTY SERVICES COMMITTEE  
October 21, 2014  
Minutes - Draft

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

Members Absent: Dianne Holman, Bryan Crenshaw, and Deb Nolan

Others Present: Tim Dolehanty, Travis Parsons, Willis Bennett, Stacy Byers, Sherrie Graham, Cindy Wagner, Jake Brody, Sally Auer, Jacob McCormick, Becky Bennett, Ryan Buck, and others

The meeting was called to order by Vice Chairperson Tsernoglou at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the October 7, 2014 Minutes and Closed Session Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE OCTOBER 7, 2014 MEETING AND CLOSED SESSION MINUTES AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.

Additions to the Agenda

None.

Substitutes -

4. Parks Department
   b. Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark
   c. Resolution Amending User Fees for the Hawk Island Snowpark

Limited Public Comment

Sally Auer, UAW Chairperson, stated that she supported Agenda Item No. 6b and 7. She further stated that this was the first time she felt her members were in the driver’s seat on the issue. Ms. Auer stated that she appreciated the efforts of Tim Dolehanty, Controller/Administrator, on this issue.

Ms. Auer stated that she previously opposed Agenda Item No. 7. She further stated that the UAW was able to address its concerns with the Human Resources Department. Ms. Auer stated
that she now supported it. She further stated that she did have a concern that reorganizations not be utilized to eliminate employees. Ms. Auer stated that this was an unwritten rule already, however she hoped it would be memorialized in this policy.

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

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

4. **Parks Department**
   a. Resolution Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing
   b. Resolution Approving a Contract with the Westside YMCA to Provide Beginner Snowboarding Lessons at the Hawk Island Snowpark
   c. Resolution Amending User Fees for the Hawk Island Snowpark

5. **Potter Park Zoo**
   a. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2015 Marketing
   b. Resolution Authorizing Reimbursement to the Potter Park Zoological Society for Administrative Support
   c. Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers
   f. Resolution Authorizing the Acceptance of a $250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

6. **Financial Services Department**
   a. Resolution to Waive the Public Act 152 Health Care Requirements for 2015
   b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2015 and Authorizing Letters of Agreement with Bargaining Units

8. **Controller’s Office**
   a. Resolution to Adopt an Ordinance Amending the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests, to Provide for Collection of Unpaid Delinquent Taxes in the Same Manner as Delinquent Special Assessments
   b. Resolution Authorizing Adjustments to the 2014 Ingham County Budget

9. **Board of Commissioners**
   a. Resolution Appointing Timothy Morgan as Ingham County Parks Director
   b. Resolution Awarding Nicole Martin the 2014 Ingham County Women’s Commission Lucile E. Belen Award
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.

1. **Historical Commission** - Interview

Jacob McCormick interviewed for appointment to the Historical Commission. He stated that he grew up in Holt, graduated from Holt High School in 2013, was a history student at Michigan State University (MSU), a member of the Historical Society of Greater Lansing, a founder and current President of the Delhi Historical Society. Mr. McCormick stated that he was seeking to bring more representation from outside Lansing to the Commission.

Commissioner Celentino asked Mr. McCormick whether he had any any specific projects in mind.

Mr. McCormick answered no.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND THE APPOINTMENT OF JACOB MCCORMICK TO THE HISTORICAL COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.

Commissioner Koenig asked what the most intriguing or interesting historical item in the Holt area was.

Mr. McCormick stated that Pioneer Cemetery was a State Historical site. He further stated that it was interesting to see all the names.

2. **Farmland and Open Space Preservation Board** - Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland Selection Criteria of the Farmland and Open Space Preservation Board

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND SELECTION CRITERIA OF THE FARMLAND AND OPEN SPACE PRESERVATION BOARD.

Commissioner Celentino asked why neither the Equalization Department nor Drain Office were being utilized.
Stacy Byers, Farmland and Open Space Preservation (FOSP) Board Director, stated that this was one of three contracts with MSU. She further stated that she spoke with both the Drain Office and Equalization Department and neither office had the requisite data sets. Ms. Byers stated that MSU did have the requisite sets.

Ms. Byers stated that the FOSP Board had developed selection criteria, which MSU could compute and return a score. She further stated that she had a good working relationship with the Drain Office and Equalization Department would make the information available to both the Drain Office and Equalization Department.

Ms. Byers stated that MSU was building a record of aquifer replenishment rates in the state.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.

5. Potter Park Zoo
   d. Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE CHARITABLE EVENTS AT POTTER PARK ZOO.

Sherrie Graham, Zoo Director, apologized that for not attending the last Committee meeting. She stated that there was an error in communication. Ms. Graham stated that there was a perceived value in utilizing the Zoo and the change in fees reflected this fact.

Vice Chairperson Tsernoglou pointed out that this was a discounted rate.

Ms. Graham stated that the 80% of the surveyed entities stated that they would build the added expense into their registration fees. She further stated that were increased costs with having a charitable event.

Commissioner Celentino asked why this was tabled by the Finance Committee.

Commissioner Koenig stated that this resolution seemed to send a message that we might not want charitable events at the Zoo. She further stated that the Finance Committee wanted to have a conversation about this issue.

Commissioner Koenig asked how much it cost to rent the Pavilion.

Ms. Graham stated that the current cost was $100.

Discussion.
Commissioner Celentino stated that he was uncomfortable passing this resolution given that Finance Committee members had not had a chance to review this.

Commissioner Koenig stated that she would support the resolution after this discussion and the Finance Committee would have the opportunity to review this resolution at tomorrow’s meeting.

Discussion.

Vice Chairperson Tsernoglou stated that the Zoo should not be losing money by assisting charities. She further stated that the Zoo was a charity in many ways. Vice Chairperson Tsernoglou stated that the Zoo Advisory Board had recommended passage of this resolution. She further stated that this discussion had been occurring for a long time.

Commissioner Koenig stated that the Parks Department had dealt with this type of issue in the past.

Ms. Graham stated that the new fee schedule would be $100 to rent the Pavilion and $4 per person. She further stated that the Zoo had devised a new route through which charitable events could enter the Zoo.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.

5. Potter Park Zoo
   e. Resolution Authorizing the Acceptance of a $300.00 Risk Avoidance Program (RAP) Grant Award for Body Worn Cameras for Public Safety Personnel at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $300.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR BODY WORN CAMERAS FOR PUBLIC SAFETY PERSONAL AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA).

The title of the resolution was amended as follows:

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $300.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR BODY WORN CAMERAS FOR PUBLIC SAFETY PERSONAL AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

This was a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Holman, Crenshaw, and Nolan.
5. **Potter Park Zoo**  
g. Discussion Regarding Potter Park Zookeeper Reorganization

Cindy Wagner, Curator, presented on this proposed reorganization. She stated that the current positions were:

- 2 “600 Zoo Keeper” positions
- 12 “400 Zoo Keeper” positions

Ms. Wagner stated that this reorganization would change the positions into the following arrangement:

- 1 “600 Zoo Keeper” position
- 3 “500 Zoo Keeper” positions
- 10 “400 Zoo Keeper” positions

Jake Brody, Zoo Keeper, stated that the new arrangement would create more oversight and work direction. He further stated that there were five animal areas in which the zoo keepers worked. Mr. Brody stated that the animal areas would be condensed into three areas under the new arrangement.

Tsernoglou asked whether this reorganization would be cost neutral.

Discussion.

Ms. Graham stated that it would cost an additional $15,000.

Commissioner Celentino asked whether there was a collective bargaining unit involved.

Mr. Brody stated that the UAW Zoo was involved.

Travis Parsons, Human Resources Director, stated that a proposal was developed and submitted to the UAW Zoo. He further stated that the Union had not responded.

Commissioner Celentino asked that Mr. Parsons reach out the Union again.

Discussion.

Commissioner Koenig asked where the money would be distributed.

Ms. Graham stated that it allowed the Zoo to increase a “400 Zoo Keeper” position to a “500 Zoo Keeper” position.

Discussion.
Ms. Graham stated that she hoped that this would be in place by the end of the year.

Vice Chairperson Tsernoglou stated that it would be up to Chairperson Holman whether a resolution would be considered by the Committee. She suggested that Ms. Graham reach out to the Union again.

7. Human Resources - Discussion Regarding the Reorganization Procedure Policy

Mr. Parsons stated that he made sure that union input was put in earlier in the process. Mr. Parsons stated that they looked at extending the amount of time to complete tasks.

There was a discussion regarding reorganization procedure tasks.

Commissioner Celentino stated that this policy appeared to address the constant issue of whether a department head had contacted the relevant union.

There was a discussion about changing calendar days to business days.

Mr. Parsons stated that he could change the policy to business days.

Commissioner Celentino stated that the Committee should insert language that stated that the purpose of a reorganization would not be to eliminate certain people.

Discussion.

Ms. Auer stated that this issue arose out of the Department of Innovation and Technology reorganization. She further stated that there was contractual language in the labor agreement that provided for discipline and ending of employment. Ms. Auer stated that a reorganization should not be the mechanism to eliminate a person’s employment.

Discussion.

Commissioner Koenig suggested that the following sentence be added to the policy:

Reorganization is the restructuring of departmental operations triggered by a disruption in workflow and/or attributed to a definable event. The most common reasons to reorganize are job vacancies, the addition or loss of grant funds, the addition or termination of a program or service, the merger of two workgroups or a significant change in technology. This policy is not to be used to eliminate specific personnel or substitute for disciplinary policies.

There was a discussion about whether to change the number of business days.

Commissioner Maiville stated there should be an expected outcome stated at each level in the policy so it would be clear to all parties what was expected.

Commissioner Koenig thanked Mr. Parsons for his efforts in developing this policy.
Ms. Auer stated that her unit was the only one that included reorganization language in the labor agreement.

11. **Board Referrals**
   a. Letter from the City of East Lansing Regarding the Amended Brownfield Redevelopment Authority Plan #18 – Trowbridge Plaza and Notice of Public Hearing on the Adoption of Amendment to TIF Plan #18 for Trowbridge Village Brownfield Plan

   Vice Chairperson Tsernoglou stated that this letter was received and placed file.

   b. Notice of Public Hearing from the Charter Township of Meridian Regarding the Introduction of Proposed Amendments to the Goals and Objectives Section of the 2005 Master Plan

   Vice Chairperson Tsernoglou stated that this notice was received and placed file.

   c. Resolution Passed by the Washtenaw County Board of Commissioners that has Called on the State of Michigan to Provide Adequate Road Funding and Provide for Additional Local Road Funding Options

   Vice Chairperson Tsernoglou stated that this resolution was received and placed file.

**Announcements**

Commissioner Celentino stated that he would be unable to attend the next County Services Committee. He stated that if the Zoo came back with a resolution, his main concern would be that the UAW Zoo would be involved in the discussions.

**Public Comment**

Ms. Auer stated that she appreciated that the Committee wanted to hear from the UAW Zoo regarding the Zoo reorganization. She further stated that she appreciated all the collaboration between management and the unions.

10. **Human Resources** – Closed Session – Collective Bargaining Parameters

   MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO MOVE INTO A CLOSED SESSION AT APPROXIMATELY 6:57 P.M. FOR THE PURPOSES OF A COLLECTIVE BARGAINING UPDATE AND DEFINING PARAMETERS.
THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Yeas: Tsernoglou, Koenig, Celentino, and Maiville Nays: None Absent: Holman, Crenshaw, and Nolan

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO ADJOURN THE CLOSED SESSION AND RE-ENTER OPEN SESSION AT APPROXIMATELY 7:03 P.M.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Yeas: Tsernoglou, Koenig, Celentino, and Maiville Nays: None Absent: Holman, Crenshaw, and Nolan

The meeting was adjourned at approximately 7:03 p.m.
NOVEMBER 4, 2014 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY

ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1a. **Innovation and Technology Department** - Resolution to Approve Utilizing DewPoint to Re-Write In House Written Web Applications

Several applications written for the county are in great need of revision. Issues include security concerns, old programing, and their ability to be used in current technology web browsers and operating systems. IT Director Mike Ashton estimates this to be a six-week project that can be accomplished at a total cost not to exceed $40,000.

1b. **Innovation and Technology Department** - Resolution to Approve Joining Gartner’s Executive Programs Services on State Contract for the Innovation and Technology Department

In the past the County has routinely contracted IT consulting services from various vendors depending on technology type. However, it is common for vendors to offer solutions based on types of services offered through their business or through their partners. IT Director Mike Ashton proposes to address this challenge through a subscription membership with Gartner, a vendor-neutral leader in technology research and consulting, to provide 14 months of best practices review at a total cost not to exceed $53,900.

2a. **Facilities Department** - Memo Regarding an Emergency Purchase Order to VJM Design & Build for Emergency Rafter Repair on Pavilion Two at Potter Park

Some unforeseen rafter damage was discovered during a recent roof replacement project at Potter Park Zoo Pavilion Two, and 30 rafters had to be replaced. An aggressive project schedule and unpredictable weather conditions required that the project move forward quickly. An emergency purchase order was issued to VJM Design and Build consistent with established County policy.

2b. **Facilities Department** - Resolution Authorizing Entering Into an Agreement with I.Comm Corporation to Provide Access Control Improvements at the Mason Courthouse

Ingham County recent sought proposals for access control improvements to the Mason Courthouse. The project requires installation of card readers and accessory components for a fully operational access control system including but not limited to credentials, software, program, reader interfaces, control panel, wireless broadcast devices, electric strikes, and door hardware modifications. Improvements will be made consistent with the historical integrity and aesthetics of the existing courthouse building. The project encompasses both interior and exterior locations on all three floors of the building. The project evaluation committee recommended awarding a contract to I.COMM, a local vendor at a total cost not to exceed $110,375, inclusive of a $5,000.00 contingency
2c. **Facilities Department** - Resolution Authorizing the Merging of Two Part-Time Positions into One Full-Time Position

This resolution merges two part-time positions into one full-time Building Maintenance Repair Worker position, resulting in a short term savings of $3,536.00 and a long term savings of $3,773.00. This full time position would be scheduled 20 hours at the Ingham County Health Center and 20 hours at the Veterans Memorial Courthouse/Grady Porter Building.

3a. **Road Department** - Resolution to Approve the Jolly Oak Road 35 Mph Speed Limit Traffic Control Order

A new four story hotel has been proposed for construction on Jolly Oak Road in Meridian Township. Jolly Oak Road stretches west from Okemos Road, just north of Jolly Road and bends to the south to intersect with Jolly Road just west of Okemos Road. Road Department staff received comprehensive traffic speed data for Jolly Oak Road which indicated the proper speed for Jolly Oak Road should be 35 miles per hour (MPH). The current speed limit on Jolly Oak Road is 55 MPH. The Road Department recommends that the Board of Commissioners approve issuance of a traffic control order setting a speed limit of 35 MPH.

3b. **Road Department** - Resolution Authorizing an Amendment to the Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture and Authorizing a Cost Increase on the Kinawa Road Project for the Road Department

The Road Department seeks amendment to an agreement with Michigan State University for the placement of the crumb rubber modified asphalt paving mixture (CRMA) research test strips on the Bennett, Kinawa, and Hagadorn Road projects and to receive the Michigan Department of Environmental Quality CRMA grant funds intended for this purpose in a total amount available of $406,500, depending on final quantity of CRMA placed. This action will increase the total cost of the Kinawa Road contract to $530,000, including an estimated $40,000 in this amount for paving on Hagadorn Road between Jolly and Bennett Roads under the Kinawa project contract.

3c. **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.

3d. **Road Department** - Discussion Regarding Meridian Township Board of Trustees Resolution Requesting Permit Variance for Planting Street Trees between Sidewalk and Roads on Marsh Road at Proposed Aldi Store Development and on Central Park Drive at the existing Willows Assisted Living Development
3e. **Road Department - Discussion** Regarding Meridian Township Board of Trustees Resolution Requesting Permit Variance for Preserving a 36 Inch Diameter Oak Tree in Clear Vision Triangle for Proposed Chaggal Drive approach at Cornell Road (New entrance for proposed Georgetown Subdivision – Phase 4)

4a. **Human Resources Department - Teamsters 580 – 911 Supervisory Unit Ratification Summary and 2014 Wage Re-Opener Letters of Agreement**

   The Human Resources Department recommends approval of a letter agreement with Teamsters 580 collective bargaining unit to address outstanding issues between the Union and County which are subject to the grievance and arbitration provisions of the current collective bargaining agreement.

4b. **Human Resources Department - Resolution to Adopt a Reorganization Policy**

   In order to provide an effective and efficient delivery of services to Ingham County residents, it is necessary from time to time for Departments to restructure in response to a number of operational and financial demands. The proposed standardized policy and procedure is designed to assist department heads in their navigation of the reorganization process. The proposed policy and procedural timeline was developed through discussions with department heads, union representatives and additional input from the County Services Committee.

4c. **Human Resources (CLOSED SESSION) – Collective Bargaining Update**
To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: October 13, 2014  
Re: DewPoint Application Re-Write  

Dear Commissioners,

While continuing to review past applications, it was discovered that several applications written for the county are in great need of revision. Issues include security concerns, old programming, and their ability to be used in current technology web browsers and operating systems.

There are over 20 web applications that need to be re-written. While re-writing and implementing these applications we will also be segmenting them based on sensitivity of data and designed user base. Some applications will not be public facing and other applications will have a combination of public and non-public facing access. DewPoint is available from the State of Michigan contract at a rate of $90 per hour for programming. DewPoint has completed a review of the applications and put together a solution/scope in a statement of work for completing the required work. This is expected to be a 6 week project for DewPoint and the cost from DewPoint to Ingham County would be $34,800. Due to the nature of work I am asking for authorization to spend up to an additional $5,200 for a total not to exceed $40,000.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.
Resolutions

Resolutions

WHEREAS, while continuing to review past applications it was discovered that several applications written for the county in house are in need of revision due to issues that include security concerns, old programming, and their ability to be used in current technology web browsers and operating systems; and

WHEREAS, DewPoint has a Dot Net programmer available to re-write the in house applications; and

WHEREAS, DewPoint reviewed the problems and put together a solution/Scope; and

WHEREAS, DewPoint is available via the State of Michigan contract at a rate of $90 per hour for programming; and

WHEREAS, the project is expected to be a 6 week project for DewPoint and the cost to Ingham County would be $34,800; and

WHEREAS, due to the nature of work involved the Innovation and Technology Department is requesting a $5,200 contingency authorization for this project for a total cost not to exceed $40,000; and

WHEREAS, it is the recommendation of the Chief Information Officer that the County utilize DewPoint to re-write several in house written applications; and

WHEREAS, funds for this service will be paid out of the Innovation and Technology Network Consulting fund.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department to utilize DewPoint via the State of Michigan Contract at a rate of $90 per hour to re-write several in house web applications.

BE IT FURTHER RESOLVED, the not to exceed $40,000 cost will be paid out of the Innovation and Technology Department’s 2015 Network Consulting fund 63625810-802000.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract/purchase order documents consistent with this resolution and approved as to form by the County Attorney.
To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: October 13, 2014  
Re: Gartner state contract for services

Dear Commissioners,

I recently have been reviewing options for ensuring the best value for the county and its citizens as provided by the Ingham County Innovation and Technology department. In the past, we have used consulting services from various vendors depending on the technology we are looking at. The main problem with some of these are we don’t always get a vendor agnostic review completed. Some vendors will offer solutions based on their types of services or vendor partnerships. Gartner is 100% vendor agnostic and provides an unbiased best practices review.

There are several advantages to joining the Gartner group for IT related research and consolation. Utilizing Gartner will shorten the process of information gathering and assimilation, thereby reducing time to implement and provide new or updated services. We do not need to re-invent the wheel with each new initiative or new technology evaluation. With Gartner, we can ensure that IT decisions are made on the best possible information and planning assumptions. With their known research available to us we can, avoid dead-end technologies and mistakes others have made; avoid initiatives that are destined to fail; avoid vendors that lack market strength and scalability; and avoid biased analysis of technology, vendor claims, and trade hype. On the experiences of Gartner's other clients, we are able to get outside pragmatic interpretation of vendor vision and technical direction. We can use their research to assess the financial and business viability of vendors, determine their ability to survive, and the soundness of their vision.

With Gartner, we will also avoid hiring additional staff or expensive consultants to evaluate technology. Gartner will provide the county with a depth and breadth of information and research that cannot be obtained in-house or without numerous hours spent searching information and validating the information. By maintaining a frequent dialogue with our Gartner representative, we will have access to Gartner analysts that are known to be the best informed as to what deals are being cut, what negotiating tactics are most successful, how standard contracts can be modified, how to get special terms & services added, or how to obtain a special discount.
Gartner analysts will assist in compiling requirements for RFPs. Proposals from vendors can be reviewed by Gartner as well, to insure the county can negotiate from a position of strength. Gartner lends credibility to IT initiatives as a verification source to non-IT management, such as the Board and Controller’s Office. Gartner serves as an effective seal of approval by providing us with the long-term advantages or consequences of choices. Gartner will provide Strategic Planning Support to the Chief Information Officer. The information technology industry has become so complex that every initiative needs plans to serve as a basis for decision making. Gartner Scenarios - outlines evolving markets and vendor strategies providing strategic planning assumptions, which the IT department can use to customize our own directions on. Gartner analysts will also assist with budget justifications and business case analyses.

In review, I have talked to several Gartner clients the past few months about their opinions on using Gartner. These include both Private and Government clients of Gartner. In talking to Livingston County they stated that Gartner saved them over $50,000 a year on one contract. Gartner will review and provide feedback on any IT contract to ensure we are getting the best value for our money. The city of Battle Creek Chief Information Officer said they found they could not afford not to utilize Gartner.

In the past we have paid $30,000 for a single project review and/or consolation. One of the major projects we are looking at for the next year is a Virtual Desktop Initiative. I recently reached out to three Vendors to have a review of our current infrastructure and a recommendation for a Virtual Desktop environment at the county. The pricing for this review ranged from $20,000-$40,000. These types of services will be provided with our year partnership as a Gartner Client. As most have probably heard, Gartner is the leader in providing research and independent reviews of vendors. They also provide implementation guilds and best practices. With Gartner, the county gets all the advantages listed above and access to over 800 researchers and Analysts. The cost for this service is $53,900 per year. Gartner will provide us two free months of services with commitment to join. The months of November and December 2014 are free this year with payment for a 1/1/15 thru 12/31/15 contract due on 1/30/15. This would come out of the 2015 Innovation and Technology Department Networking Consulting account 63625810-802000. With these services, we expect that we will actually save money spent for CIP projects and maintenance contracts in 2015.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.
Introduced by the County Services and Finance Committees of the:  

INGHAM COUNTY BOARD OF COMMISSIONERS  

RESOLUTION TO APPROVE JOINING GARTNER’S EXECUTIVE PROGRAMS SERVICES ON STATE CONTRACT FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT

WHEREAS, the Innovation and Technology Department is seeking to enroll with Gartner for technology research; and

WHEREAS, Gartner is the industry leader of technology research and consulting; and

WHEREAS, Gartner is willing to provide 14 months of service for a 12 month promotional fee for services beginning November 1st, 2014 and ending December 31st, 2015; and

WHEREAS, Gartner is on the State of Michigan MiDEAL under contract #071B1300098; and

WHEREAS, Executive Programs Membership with Gartner is designed for the most senior technology executive; and

WHEREAS, this service provides the Ingham County Chief Information Officer with an ongoing advisory relationship with Gartner; and

WHEREAS, it is the recommendation of the Chief Information Officer that Ingham County enroll into the Gartner Executive Programs services; and

WHEREAS, funds for these services will be paid in January 2015 out of the 2015 Innovation and Technology Network funds.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department to join Gartner’s Executive Programs.

BE IT FURTHER RESOLVED, the cost of $53,900 will be paid out of the Innovation and Technology Department’s 2015 Network Consulting fund #63625810-802000.

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

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

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: October 22, 2014
SUBJECT: Emergency Purchase Order to VJM Design & Build

This memo is to inform you of an emergency purchase order that was issued to VJM Design & Build prior to receiving approval from the County Services and Finance Committees.

During the replacement of the Pavilion Two roof at Potter Park Zoo some unforeseen rafter damage was discovered and up to 30 rafters need to be replaced. The Facilities Department is requesting two line item transfers into account 258-69900-977000-1208Z to cover the $15,449.80 cost.

The first transfer of $13,750.00 is from account 258-69900-977000-1402Z which has a balance of $13,750.00 to pulverize the North Drive at Potter Park Zoo. This project was cancelled.

The second transfer of $1,699.80 is from account 258-69900-977000-1401Z which has a balance of $4,386.80 for cat holding repairs at Potter Park Zoo.

The replacement of the rafters had to be completed prior to finishing the rest of the project and due to the unpredictable weather conditions we had to move forward quickly.

Both the Controller and Facility Director approved this purchase.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: October 23, 2014
SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH I.COMM CORPORATION TO PROVIDE ACCESS CONTROL IMPROVEMENTS AT THE MASON COURTHOUSE

The resolution before you authorizes an agreement with I.COMM Corporation who submitted the second lowest bid of $105,375.00 to provide access control improvements at the Mason Courthouse.

It is the recommendation of the Facilities Department to enter into an agreement with I.COMM Corporation, the most qualified vendor who met all of the bid specification requirements but submitted the second lowest bid of $105,375.00. We are confident that I.COMM Corporation will provide us with the quality of service we need to complete this project successfully as they have previously performed similar work for the County.

The Facilities Department is requesting a $5,000.00 contingency for any unforeseen circumstances that may arise.

To complete this project, a line item transfer in the amount of $55,275.00 is requested from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of $114,530.00 for Annex building repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of $55,100.00 for Mason Courthouse security enhancements, bringing the total available funds, after the transfer, to $110,375.00.

Following the transfer, funds for this project will be available in the approved CIP line Item 245-90212-931000-4FC16 which will have a balance of $110,375.00.

I recommend approval of this resolution.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: October 23, 2014

SUBJECT: Access Control Improvements for the Mason Courthouse

Project Description:
Ingham County sought proposals from experienced and qualified contractors for the Access Control Improvements to the Mason Courthouse project.

All improvements will be made with close attention to maintaining the historical integrity and aesthetics of the existing courthouse building and will encompass both interior and exterior locations on all three floors of the building. Ingham County contracted with DLZ Michigan Inc. as a consultant for this project.

The project requires installing card readers and accessory components for a fully operational access control system including but not limited to credentials, software, program, reader interfaces, control panel, wireless broadcast devices, electric strikes, and door hardware modifications.

Proposal Summary:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>Local Pref</th>
<th>BASE BID TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Corp, Allendale MI</td>
<td>No</td>
<td>$84,487</td>
</tr>
<tr>
<td>I.Comm, Lansing MI</td>
<td>Yes</td>
<td>$105,375</td>
</tr>
<tr>
<td>Laux Construction, Dansville MI</td>
<td>Yes</td>
<td>$149,900</td>
</tr>
<tr>
<td>The E &amp; L Construction Group, Flint MI</td>
<td>No</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

Local and Other Vendors Not Responding
Conti Corporation, Sterling Heights, MI – Conti will not be quoting the project.

Recommendation:
The Evaluation Committee comprised of the Purchasing Department, Facilities Department and DLZ Michigan Inc., recommends awarding the contract to I.COMM, a local vendor. The not to exceed cost is $110,375, which is inclusive of a $5,000.00 contingency for any unseen circumstances.
I.COMM’s bid includes prevailing wage, bonds and necessary insurance coverage. They are able to meet the required specifications and timeline of this project. The lowest bidder, Security Corporation, was not able to meet the specifications as described in the attached letter from the consultant, DLZ.

Advertisement:
The RFP was advertised in the Lansing State Journal, the El Central Hispanic News, and posted on the Purchasing Department Web Page.
October 23, 2014

Mr. James C. Hudgins  
Ingham County Purchasing Department, Director  
121 E. Maple St., 2nd Floor  
P.O. Box 319  
Mason, Michigan 48854

RE: RECOMMENDATION OF CONTRACT AWARD  
Ingham County – Mason Courthouse  
Access Control Improvements  
Packet #110-14  
DLZ Project # 1441.6553.90

Dear Mr. Hudgins:

Four bids relative to the above-referenced project were received, publicly opened and read at 11:00 a.m. on October 13, 2014, at the Ingham County Purchasing Department in Mason, Michigan. Included was a price for performing the base scope of work, and voluntary alternate. Bids were reviewed by DLZ Michigan, following the bid opening, and only two bids were found to be responsive and in compliance with the requirements of the bid documents.

BID SUMMARY
Four bids submitted for this project as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Form</th>
<th>Bid Security/Bond</th>
<th>Local Company</th>
<th>Compliance w/Bid Documents</th>
<th>Base Bid Price w/No Allowance</th>
<th>Voluntary Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Corporation</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>-</td>
<td>$84,487.70</td>
<td>($14,865.66)</td>
</tr>
<tr>
<td>ICOMM Corporation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>$105,375.00</td>
<td>No Bid</td>
</tr>
<tr>
<td>Laux Construction</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>$149,900.00</td>
<td>No Bid</td>
</tr>
<tr>
<td>E&amp;L Construction Group</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>X</td>
<td>$250,000.00</td>
<td>No Bid</td>
</tr>
</tbody>
</table>
EVALUATION
The apparent low bid was Security Corporation with a Lump Sum Price of $84,487.70 for the Base Bid Scope of Work. Based on our evaluation of the bids and post bid interviews we found Security Corporation did not meet the bid specification requirements for the quality grade of the access control system. This included but was not limited to not being a server based system, limited reader-controlled doors, limited total-access credentials, limited scheduling capability, and etc. Therefore the functions and operations of the access control system as requested by County could not be met by this Bidder’s proposal.

The second apparent low bid was ICOMM Corporation with a Lump Sum Price of $105,375.00 for the Base Bid Scope of Work. Based on our evaluation of the bids and post bid interviews we found ICOMM Corporation confident that all required work was included in their bid, observed the existing working conditions prior to preparing their bid, and also verified they could complete the construction of the project to meet Ingham County’s scheduling needs. ICOMM also confirmed their bid price was inclusive of prevailing wages, and that they had performed similar work with the County previously and had a good working relationship.

RECOMMENDATION
Based on our review of the submitted bids, discussions with Ingham County, and if sufficient funds can be appropriated, DLZ recommends award of the project to the second lowest but most qualified bidder, ICOMM Corporation, for a Lump Sum Price of $105,375.00.

Should additional information or further discussion relative to this award recommendation be needed, please feel free to contact our office.

Very truly yours,

DLZ MICHIGAN, INC.

Scott D. Laubenthal, Assoc. AIA, LEED AP
Project Manager

SDL/ETB

M:\PROJ\1441\6553 COURTHOUSE\DOCS\BIDDING\ROA.DOC
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH I.COMM CORPORATION TO PROVIDE ACCESS CONTROL IMPROVEMENTS AT THE MASON COURTHOUSE

WHEREAS, this project requires installing card readers for a fully operational access control system; and

WHEREAS, the lowest bidder did not meet the bid specification requirements; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to I.COMM Corporation, the most qualified vendor who met all of the bid specification requirements but submitted the second lowest bid of $105,375.00; and

WHEREAS, the Facilities Department is requesting a $5,000.00 contingency for any unforeseen conditions that may arise; and

WHEREAS, to complete this project, a line item transfer in the amount of $55,275.00 is requested from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of $114,530.00 for Annex building repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of $55,100.00 for Mason Courthouse security enhancements, bringing the total available funds, after the transfer, to $110,375.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with I.COMM Corporation, 1605 East Kalamazoo, Lansing, Michigan 48912, to provide access control improvements at the Mason Courthouse for an amount not to exceed $110,375.00 which includes a $5,000.00 contingency.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer $55,275.00 from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of $114,530.00 for Annex building repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of $55,100.00 for Mason Courthouse security enhancements.

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, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 23, 2014

SUBJECT: RESOLUTION AUTHORIZING THE MERGING OF TWO PART-TIME POSITIONS INTO ONE FULL-TIME POSITION

The resolution before you authorizes the merging of two part-time positions into one full-time position.

We currently have one part-time Building Maintenance Mechanic I position and one part-time Maintenance Repair Worker position. The Facilities Department has not been successful in filling these two part-time positions and recommends merging the two part-time positions into one full-time position, resulting in a better opportunity to fill one full-time position.

The current cost of the two part-time positions is detailed below:

- One part-time Building Maintenance Mechanic I, UAW/E Step 1 (Salary $28,898.00 - $32,699.00 including benefits)
- One part-time Building Maintenance Repair Worker, UAW/D, Step 1 (Salary $27,677.00 - $31,230.00 including benefits)

The Facilities Department recommends a re-classification of the Building Maintenance Mechanic I position to a Building Maintenance Repair Worker position, merging the two part-time positions into one full-time Building Maintenance Repair Worker position, resulting in a short term savings of $3,536.00 and a long term savings of $3,773.00.

This full time position would be scheduled 20 hours at the Ingham County Health Center and 20 hours at the Veterans Memorial Courthouse/Grady Porter Building.

We have discussed this plan with all affected unions and the County’s Human Resources Department.

I recommend approval of this resolution.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE MERGING OF TWO PART-TIME POSITIONS INTO ONE FULL-TIME POSITION

WHEREAS, currently the Facilities Department has one part-time Building Maintenance Mechanic I (position number 601474) and one part-time Maintenance Repair Worker (position number 233030); and

WHEREAS, the Facilities Department has not been successful in filling these two part-time positions; and

WHEREAS, the Facilities Department recommends merging the two part-time positions into one full-time position resulting in a better opportunity to fill one full-time position; and

WHEREAS, the current cost of the two part-time positions is detailed below:

- One part-time Building Maintenance Mechanic I, UAW/E Step 1 (Salary $28,898.00 - $32,699.00 including benefits)
- One part-time Building Maintenance Repair Worker, UAW/D, Step 1 (Salary $27,677.00 - $31,230.00 including benefits)

WHEREAS, the Facilities Department recommends a re-classification of the Building Maintenance Mechanic I position to a Building Maintenance Repair Worker position; and

WHEREAS, merging the two part-time positions into one full-time Building Maintenance Repair Worker position will result in a short term savings of $3,536.00 and a long term savings of $3,773.00; and

WHEREAS, this full-time position would be scheduled 20 hours at the Ingham County Health Center and 20 hours at the Veterans Memorial Courthouse/Grady Porter Building; and

WHEREAS, funds for the new full-time position have been budgeted for and are available within the approved line item; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a position classification change from a part-time Building Maintenance Mechanic I, UAW/E, Step 1 (position number 601474) to a Building Maintenance Repair Worker, merging the two positions to a full-time UAW/D, Step 1 (position number 233030) resulting in a short term savings of $3,536.00 and a long term savings of $3,773.00.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary adjustments to the Facilities Department approved position list consistent with this resolution.
A new four story All Suites Hotel has been proposed for construction adjacent to Jolly Oak Road within Meridian Township. Jolly Oak Road stretches west from Okemos Road, just north of Jolly Road and bends to the south and intersects with Jolly Road, just west of Okemos Road. Road Department staff received comprehensive traffic speed data for Jolly Oak Road, collected for the hotel’s traffic impact study, which indicated the proper speed for Jolly Oak Road should be 35 MPH. Jolly Oak Road is presently unsigned prima facie 55 MPH.

The data was forwarded to the Michigan State Police, pursuant to MCL 257.628, which states:

“(2) If the county road commission, the township board, and the department of state police unanimously determine upon the basis of an engineering and traffic investigation that the speed of vehicular traffic on a county highway is greater or less than is reasonable or safe under the conditions found to exist upon any part of the highway, then acting unanimously they may establish a reasonable and safe maximum or minimum speed limit on that county highway that is effective at the times determined when appropriate signs giving notice of the speed limit are erected on the highway.”

“(6) A public record of all speed control signs, signals, or devices authorized under this section shall be filed in the office of the county clerk of the county in which the highway is located, and a certified copy shall be prima facie evidence in all courts of the issuance of the authorization.”

Upon review of the data, the Michigan State Police (MSP), Traffic Services Section, issued a Traffic Control Order establishing “A speed limit of thirty-five (35) miles per hour on Jolly Oak Road from Okemos Road to Jolly Road.” Since the township must also agree that the proposed speed limit is appropriate, the MSP Traffic Control Order was considered and approved by the Township Board at its October 7, 2014 meeting.

The reason for this memo is to recommend acceptance of the traffic control order setting a speed limit of thirty-five (35) miles per hour on Jolly Oak Road from Okemos Road to Jolly Road and to request authorization for the Board Chairperson to sign and date said traffic control order. After a proper traffic control order is filed with the County Clerk, Road Department staff will install the new speed limit signs.

Approval of the attached resolution is recommended.
RESOLUTION CONCURRING WITH SPEED LIMIT OF
35 MPH ON JOLLY OAK ROAD FROM OKEMOS ROAD TO JOLLY ROAD

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000, on Tuesday, October 7, 2014 at 6:00 p.m.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson

ABSENT: None

The following resolution was offered by Treasurer Brixie, and supported by Trustee Styka.

WHEREAS, there is not a posted speed limit on Jolly Oak Road from Okemos Road to Jolly Road; and,

WHEREAS, the developer for Hilton Place 2 requested a speed limit be established and posted for Jolly Oak Road; and

WHEREAS, the Michigan State Police (MSP) completed an engineering and traffic investigation, and determined that 35 miles per hour is a reasonable and safe speed for Jolly Oak Road from Okemos Road to Jolly Road.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, as follows:

The Township Board of the Charter Township of Meridian concurs with the Michigan State Police Traffic Control Order setting a speed limit of 35 miles per hour on Jolly Oak Road from Okemos Road to Jolly Road.

ADOPTED: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie

NAYS: None

Resolution declared adopted.

STATE OF MICHIGAN )
) ss.
COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, October 7, 2014.

Brett Dreyfus, Township Clerk

10.07.14
#9E
To Whom It May Concern:

RE: THE ATTACHED TRAFFIC CONTROL ORDERS ESTABLISHING SPEED LIMITS

The attached orders have been agreed upon and jointly recommended by a representative of your commission and a representative of the State Police as a result of a traffic investigation.

Please sign and date all copies and forward the “COUNTY CLERK COPY” to the county clerk and return the “MSP COPY” to Michigan State Police, Traffic Services Section, in Lansing. Any orders not signed and returned within one year will be void. Please make an additional copy to be retained in your office files.

If your agency is experiencing difficulty in scheduling surveys or delays in processing paperwork, or if you have any other concerns, please feel free to contact me at (517) 636-5433. My office hours are Monday through Friday, 8 a.m. to 5 p.m.

Sincerely,

[Signature]
Gary Megge, Lieutenant
Training Division
Traffic Services Section

Enclosures
Agenda Item 3a

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE JOLLY OAK ROAD
35 MPH SPEED LIMIT TRAFFIC CONTROL ORDER

WHEREAS, Road Department staff received comprehensive traffic speed data for Jolly Oak Road, collected for a proposed development’s traffic impact study; and

WHEREAS, the comprehensive traffic speed data indicated the proper speed for Jolly Oak Road should be 35 MPH; and

WHEREAS, upon review of the data, the Michigan State Police, Traffic Services Section, issued a Traffic Control Order establishing “A speed limit of thirty-five (35) miles per hour on Jolly Oak Road from Okemos Road to Jolly Road”; and

WHEREAS, the Michigan State Police Traffic Control Order was considered and approved by the Meridian Township Board at its October 7, 2014 meeting; and

WHEREAS, Road Department staff, the Township Board, and the Department of State Police unanimously determined upon the basis of an engineering and traffic investigation that the speed limit of Jolly Oak Road should be thirty-five (35) miles per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves issuance of a traffic control order setting a speed limit of thirty-five (35) miles per hour on Jolly Oak Road from Okemos Road to Jolly Road and authorizes the Board Chairperson to sign and date the traffic control order.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes filing of the traffic control order with the County Clerk.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes installation of new speed limit signs, per the approved traffic control order.
To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: October 24, 2014

RE: PROPOSED RESOLUTION AUTHORIZING A SUBCONTRACT AMENDMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE AND INCREASING COST OF KINAWA ROAD PROJECT CONTRACT

As noted in a previous submission, the Michigan Department of Environmental Quality, MDEQ, has made available grant funding in 2014 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity and to help foster a market for used vehicle tires.

Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the CRMA and to be the prime recipient of the MDEQ CRMA grant funds, and in turn MSU has been subcontracting with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDEQ CRMA grant funding intended for the field implementation phase of the research effort.

Per resolution 14-343, passed August 26, 2014, the Board of Commissioners authorized an sub-contract with MSU for the placement of CRMA research test strips on the Bennett and Kinawa Road projects and to receive via MSU the MDEQ CRMA grant funds intended for this purpose in a total amount available of $356,500, (roughly half this amount on each of the two projects) depending on final quantity of CRMA placed.

The Road Department was subsequently notified additional MDEQ CRMA grant funds in the amount of $50,000.00 became available, for additional CRMA usage in 2014, for a total amount available of $406,500 depending on final quantity of CRMA placed.

Per resolution 14-296, passed July 22, 2014, the Board of Commissioners authorized a construction contract for resurfacing Kinawa, Okemos road to Dobie Road, for the low bid cost plus 10% contingency of $481,473.85. The final cost of the Kinawa Road project aside from any additional CRMA is now expected rise to an estimated $490,000 due to encountering greater than estimated need for subgrade undercutting, replacement, associated base pavement repair, and other related costs during construction.

The Road Department recommends using the above-mentioned additional CRMA funding and materials to complete the paving of a maintenance repair on Hagadorn Road between Jolly and Bennett Roads under the contract for, and at the contract unit prices for, the above-mentioned Kinawa Road project, at an estimated cost of $40,000, most, if not all of which, would be funded by the additional CRMA funding, and which would thus increase the Kinawa Road contract to an estimated $530,000.
The remainder of the Bennett, Kinawa and Hagadorn projects’ proposed construction constitutes the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU’s research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract amendment, as recommended herein, with MSU to allow the placement of the CRMA research test strips on the Bennett, Kinawa, and Hagadorn Roads projects and to receive the MDEQ CRMA grant funds intended for these projects.

Therefore Board of Commissioners approval of the attached resolution is recommended by the road department.
Agenda Item 3b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE SUBCONTRACT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE AND AUTHORIZING A COST INCREASE ON THE KINAWA ROAD PROJECT FOR THE ROAD DEPARTMENT

WHEREAS, per Resolution #14-296, passed July 22, 2014, the Board of Commissioners authorized a construction contract for resurfacing Kinawa, Okemos Road to Dobie Road, for the low bid cost plus 10% contingency of $481,473.85; and

WHEREAS, the Michigan Department of Environmental Quality (MDEQ), made available grant funding in 2014 for the Bennett Road (a concurrent federal aid project) and Kinawa Road resurfacing projects for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, Michigan State University (MSU) entered into an agreement with MDEQ to research and develop the CRMA proposed for use on the both projects and to be the prime recipient of the MDEQ CRMA grant funds; and

WHEREAS, per Resolution #14-343, passed August 26, 2014, the Board of Commissioners authorized an subcontract with MSU for the placement of CRMA research test strips on the Bennett and Kinawa Road projects and to receive via MSU the MDEQ CRMA grant funds intended for this purpose in a total amount available of $356,500, (roughly half this amount on each of the two projects) depending on final quantity of CRMA placed; and

WHEREAS, the Road Department was subsequently notified additional MDEQ CRMA grant funds in the amount of $50,000.00 became available, for additional CRMA usage in 2014, for a total amount available of $406,500 depending on final quantity of CRMA placed; and

WHEREAS, the final cost of the Kinawa Road project aside from any additional CRMA is now expected rise to an estimated $490,000 due to encountering greater than estimated need for subgrade undercutting, replacement, associated base pavement repair, and other related costs during construction; and

WHEREAS, the Road Department recommends using the above-mentioned additional CRMA funding and materials to complete the paving of a maintenance repair on Hagadorn Road between Jolly and Bennett Roads under the contract for, and at the contract unit prices for, the above-mentioned Kinawa Road project, at an estimated cost of $40,000, most, if not all of which, would be funded by the additional CRMA funding, and which would thus increase the Kinawa Road contract to an estimated $530,000; and
WHEREAS, the remainder of the Bennett, Kinawa and Hagadorn projects’ proposed construction constitutes the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU’s research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract amendment, as recommended herein, with MSU to allow the placement of the CRMA research test strips on the Bennett, Kinawa, and Hagadorn Roads projects and to receive the MDEQ CRMA grant funds intended for these projects.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into the above-mentioned subcontract amendment with Michigan State University for the placement of the CRMA research test strips on the Bennett, Kinawa, and Hagadorn Road projects and to receive the MDEQ CRMA grant funds intended for this purpose in a total amount available of $406,500, depending on final quantity of CRMA placed.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes increasing the total cost of the Kinawa Road contract to $530,000, and to include an estimated $40,000 in this amount for paving on Hagadorn Road between Jolly and Bennett Roads under the Kinawa project contract.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution and approved as to form by the County Attorney.
Resolutions to Approve the Special and Routine Permits for the Ingham County Road Department

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, 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 October 23, 2014 as submitted.
<table>
<thead>
<tr>
<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>
</tr>
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<td>2014-604</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>SCHOOLCRAFT ST &amp; SYCAMORE ST</td>
<td>DELHI</td>
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<td>2014-606</td>
<td>ALDI INC.</td>
<td>COMMERCIAL DRIVE</td>
<td>MARSH RD &amp; TIMES SQUARE DR</td>
<td>MERIDIAN</td>
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<td>2014-607</td>
<td>UTILITY CONTRACTING</td>
<td>CABLE / UG &amp; ROAD CUT</td>
<td>BARRY RD BET SHOEMAN RD &amp; GREEN RD</td>
<td>WILLIAMSTOWN</td>
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<td>2014-608</td>
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<td>SANITARY / BORE</td>
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<td>HAWTHORNE LN &amp; MT HOPE RD</td>
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<td>MISCELLANEOUS</td>
<td>GRAND RIVER AVE &amp; CORNELL RD</td>
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<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>CEDAR STREET BET HARPER RD &amp; EDGAR RD</td>
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<td>SPECIAL EVENT / ROAD CLOSURE</td>
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<td>MISCELLANEOUS</td>
<td>PERRY RD &amp; LAKE DR</td>
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<td>2014-627</td>
<td>EYDE COMPANY</td>
<td>TREE REMOVAL</td>
<td>CORNELL RD BET TIHART RD &amp; GRAND RIVER</td>
<td>MERIDIAN</td>
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<td>MCCUE RD &amp; GROVENBURG RD</td>
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<td>WALKWAY CONSTRUCTION</td>
<td>HANNAH BLVD BET ESOTERIC WAY &amp; EYDE PKWY</td>
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To: County Services Committee

From: William Conklin, Managing Director
       Ingham County Road Department

Date: October 23, 2014

RE: Meridian Township Board of Trustees Resolution Requesting Permit Variance
For Planting Street Trees between Sidewalk and Roads on Marsh Road at Proposed Aldi Store
Development & on Central Park Drive at the existing Willows Assisted Living Development

Background & Introduction:

Road agencies have the duty to review and permit the design and construction of all installations or improvements in the public road rights of way (ROW) to assure appropriate design, construction, and safety standards are met. Road agencies rely on nationally accepted, researched, developed, tested and promulgated road design and safety guidelines by the American Association of State Highway and Transportation Officials (AASHTO), to use as standards in reviewing proposed ROW installations. Thus the Ingham County Road Department’s (ICRD) permits standards are based on the current AASHTO “Policy for Geometric Design of Highways and Streets” and its complementary publications.

If a variance from these standards is desired, such a variance must be considered, and if approved, granted only by the road agency’s governing body per it normal public meeting process.

Both of the subject developments were reviewed and issued permits to construct commercial driveways, sidewalks, and utility connections within the public road right of way. The Willows Assisted Living development is located on Central Park Dive between Okemos Road and M-43 in Meridian Township. The Aldi grocery store and residential apartment development will be located on Marsh Road across from Times Square Street, also in Meridian Township. Warrants for a traffic signal will be met with traffic expected from the Aldi development combined with that existing at Marsh and Times Square currently, and thus a signal will be added at this location at the developer’s cost.

Current Issue:

Per the attached resolution, passed by the Meridian Township Board of Trustees at their October 7, 2014 meeting, Meridian Township is requesting a variance from Ingham County to plant street trees between the sidewalks and roads on the frontages of both of the above mentioned developments. Meridian Township’s reasons for this request are given in the attached resolution.

ICRD’s permit standards, which are based on the AASHTO reference cited above, do not allow street trees to be planted between the sidewalks and roads on roads such as Marsh and Central Park Drive.
In both cases, roads of the functional class, traffic volume, speed limit, and setting of Marsh Road and of Central Park Drive require a road side clear-zone of 14 to 16 ft. from the edge of road or curb, depending on road-side slopes and other factors. Typically, and in the two subject cases, this requires that street trees on such roads be placed outside the sidewalk, not between the sidewalk and road. This is to prevent errant vehicles that may leave the roadway from striking the fixed objects presented by street trees, allow for clear vision of traffic signs, and to provide uninhibited vision lines for those exiting the development onto the public roadway.

Although road agencies seek to avoid having any fixed objects in the road side clear zones, utility poles, fire hydrants, lamp posts, sign posts and other fixtures may fall in the clear zone because they serve a public health, safety, and welfare function. They may not fit further out in the ROW, nor be feasibly located outside the ROW, and often are designed with traffic-safe, break-away features. As far as AASHTO is concerned, street trees are an optional installation that have benefits to society, but only along low volume, low speed roadways. Finally, the presence of utility fixtures in the clear-zone should not be interpreted as justification to place more and optional fixed objects in the clear zone as this increases the chances of vehicle-fixed object crashes.

ICRD staff also does not agree with the position that street trees offer the benefit of protecting pedestrians on roads such Marsh and Central Park. While certainly it is preferable that an errant vehicle strike a tree before hitting a pedestrian, given the relatively low level of pedestrian use of Marsh Road and Central Park Drive, the probability of such an accident is far lower than the increased probability of an errant vehicle leaving the roadway and striking a tree located several feet off the road, which results in an overall increase in the exposure to potential harm to all road users collectively.

Furthermore ICRD’s standards call for clear vision sight triangles (size depending on through road traffic speed) both ways from driveway approaches along the through road to the nearest lane line of approaching traffic. The standards require that these triangles be free of all trees and other possible vision obstructions to the extent possible so that vehicles egressing from the driveways will clearly see approaching through road vehicles a sufficient distance away to have sufficient time to decide on and execute a turn out of the driveways onto the through roads before the through vehicle arrives at the intersections.

Relaxing this standard may not give drivers egressing from the driveways, especially inexperienced and other less than average drivers, sufficient time and distance to perceive, decide and react to proper gaps in through road traffic to avoid angle collisions at the given intersections.

In the case of The Willows on Central Park Drive, the developer was required to grant a permanent easement across the development’s frontage outside the normal dedicated road right of way to provide adequate sight lines as shown on the attached plan. The easement was required due to the curvature of Central Park Drive at this location. The street trees proposed at this location may conflict with the purpose of having obtained this clear vision easement to the extent they may somewhat interrupt the clear vision.

In the case of proposed Aldi/retail driveway on Marsh Road, certainly the proposed traffic signal will generally obviate the need for this clear vision sight triangle. However, as street trees would interrupt the sight triangle needed for right-turning on a red signal, NO TURN ON RED signs would be needed for right-turning traffic egressing from the driveway. Given the commonality of right-turning on a red, observance of such signs may be low resulting in potential traffic conflicts for vehicles turning right on red due to the interrupted clear vision triangle.
It is noted that street trees exist between the sidewalk and curb on Newman Road at the Home Depot store and on Grand River Avenue (M-43) at a mattress store just east of the Playmakers store. Both were likely the result of variances granted at these locations. The vision egressing from the Home Depot driveways is somewhat interrupted by the street trees, but approaching Newman Road traffic can be seen from these driveways. A search of the last ten years of recorded crash data found no recorded crashes with the trees on the Home Depot frontage, nor do any of these trees appear to be scared by crashes. Newman Road has the same or similar attributes to Central Park Drive including same speed limit-35 mph, width, nearly same traffic volume, etc. However, again, the concern remains adding potential risk exposure in the general area in conflict with normal standards.

Finally, the current standards are already considered to be minimums. AASHTO’s “Policy for Geometric Design of Highways and Streets” is based on years of national level research, experience, testing, and expertise. Thus, this brings up the questions, if we set aside our current minimum standards, what then would be our new minimum standards? And on what experience, research, testing, etc., do we base a new standard similar to that on which the current standards were developed?

ICRD Staff Recommendation:

For the above reasons ICRD staff does not recommend granting the requested variances. However if variances are granted, it is recommended that street tree spacing and location be coordinated with ICRD staff to minimize interruption to approach clear vision and view of any road signs, and to minimize potential fixed object exposure. Furthermore it is ICRD staff’s opinion that trees outside the sidewalk in the Central Park vicinity offer very much the same aesthetics as those between the curb and sidewalk, and thus we recommend continuing with this method of adding beauty to the area. Finally, it also noted that underground utility conflicts appear to be present at both subject locations, as shown on the attached plans, which will need to be addressed if street tree planting is to occur in these locations.
RESOLUTION REQUESTING PERMIT VARIANCES
TO PLANT STREET TREES IN THE RIGHT OF WAY AT VARIOUS LOCATIONS

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000, on Tuesday, October 7, 2014 at 6:00 p.m.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson

ABSENT: None

The following resolution was offered by Treasurer Brixie and supported by Trustee Wilson.

WHEREAS, street trees are valued for quality of life and contribute to the sense of place, and

WHEREAS, the presence of street trees between the sidewalk and street create vertical walls in the roadside environment that may help reduce vehicle speeds and crashes, and may create safer walking environments, and it is in the best interest of the health, safety and welfare of the residents of Meridian Township and Ingham County to reduce speeds and crashes along primary and local streets, and to create safer walking environments, and

WHEREAS, trees contribute greatly to the environment by: providing oxygen, adsorbing carbon dioxide and other pollutant gases, reducing the greenhouse effect, cooling the streets, reducing runoff, preventing soil erosion, and providing food and habitat for birds and wildlife, and trees contribute to economic prosperity by increasing property values, and

WHEREAS, it is in the best interest of the health, safety, and welfare of the residents of Meridian Township and Ingham County to promote environmentally sound building practices, including street design, which include planting street trees along roads, and to improve property values, and

WHEREAS, the Ingham County Road Department site distance guidelines and clear zone requirements along streets prevent street trees in the ROW in many locations,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, as follows:

The Township Board of the Charter Township of Meridian hereby requests a permit variance from the Ingham County Board of Commissioners to plant street trees in the right of way between the pathway and street in front of Aldi on Marsh Rd. and in front of The Willows along Central Park Drive.

ADOPTED: YEAS: Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie

NAYS: None

10.07.14
12 E
Resolution declared adopted.

STATE OF MICHIGAN  )
 ) ss.
COUNTY OF INGHAM  )

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, October 7, 2014.

[Signature]

Brett Dreyfus, Township Clerk
Street Trees Requested by Meridian Township.

Approx. location of clear vision easement

Existing 12" Watermain
15 ft. 8" back of curb
Cannot Plant Trees Adjoining

Central Park Drive Data:
(Added by ICRD)
4 Lane Major Collector
35 mph Posted Speed Limit
5,600 - 6,300 Average Daily Traffic Volume
Marsh Road Data:
(Added by ICRD)
4-5 Lane Minor Arterial
40 mph Posted Speed Limit
10,500 Average Daily Traffic Volume
To: County Services Committee

From: William Conklin, Managing Director
Ingham County Road Department

Date: October 23, 2014

RE: Meridian Township Board of Trustees Resolution Requesting Permit Variance for Preserving a 36 inch diameter Oak Tree in Clear Vision Triangle for Proposed Chaggal Drive approach at Cornell Road (New entrance for proposed Georgetown Subdivision – Phase 4)

Background & Introduction:

The Eyde Company is in the process of developing Phase 4 of Georgetown Subdivision on the west side of Cornell Road between M-43 and Tihart Road in Meridian Township.

Per Michigan’s Land Division Act, PA 288 of 1967, a Preliminary Plat (Master Plan of the subdivision) for Georgetown was approved by the former Road Commission Board in 2005. The Preliminary Plat has been re-approved approximately every 2 years since, as Act 288 limits the approval to a two-year period. The last Preliminary Plat re-approval was considered by the Ingham County Board of Commissioners and re-approved per resolution 13-68 adopted on February 26, 2013. Meridian Township has also approved Georgetown’s preliminary plat per Act 288. Once a Preliminary Plat is fully approved as required by Act 288, the developer constructs the subdivision per the approved construction drawings, often in phases. When the subdivision streets are constructed to the road agency’s requirements, the final plat can be accepted by the governing board, which dedicates the roads within the final plat for the use of the public.

Road agencies have the duty to review a proposed subdivision’s road design and construction to assure the streets meet applicable design, construction and safety standards. Once dedicated for the use of the public, the developer has no further responsibility for the streets after that point. Road agencies rely on nationally accepted, researched, developed, tested and promulgated road design and safety guidelines by the American Association of state Highway and Transportation Officials (AASHTO), to use as standards in reviewing and accepting new subdivision streets into the public road system. Thus the Ingham County Road Department’s (ICRD) permits and public street development standards are based on the current AASHTO “Policy for Geometric Design of Highways and Streets”.

If a variance from these standards is desired, such a variance must be considered, and if approved, granted only by the road agency’s governing body per it normal public meeting process.

Current Issue:

Cornell Road as you may recall is designated as a Natural Beauty Road under Michigan’s Natural Resources and Environmental Protection Act, PA 451 of 1994, due to its picturesque, wooded roadside environment. Most of the trees along Cornell Road were left in place with last year’s resurfacing project on Cornell Road, as requested by Meridian Township, and as that project was approved by the Board of Commissioners after a public hearing was held last year on this issue as required by the Natural Beauty Road law.
Cornell Road is also a county local road providing collector road functionality, has a posted speed limit of 45 mph, and carries approximately 3000 vehicles per day. The proposed entrance for Phase 4 of the Georgetown Subdivision, to be known as Chaggal Drive, will be on the west side of Cornell Road approximately 1500 ft. south of Tihart Road. Chaggal Drive will be the only street serving 22 single family homes. This location falls in a currently wooded area including a large, healthy and beautiful 36 inch diameter oak tree contributing greatly to the tree canopy over Cornell Road in this area. Although this oak tree is not located in the proposed approach for Chaggal Drive itself, the tree is located in the clear vision triangle that ICRD’s public road development standards require for this situation on the north side of the proposed Chaggal Drive.

For a subdivision road intersection with a two lane, 45 mph road such as Cornell, ICRD’s standards call for an 18 ft. by 630 ft. sight triangle with the 18 ft. measured from the near edge of the through road into the subdivision street approach on its centerline and the 630 ft. measured from the subdivision street centerline both ways along the through road to the nearest lane line of approaching traffic. The standards require that all trees and other possible vision obstructions be removed from this triangle so that vehicles egressing from the subdivision will clearly see approaching through road vehicles a sufficient distance away to have sufficient time to decide on and execute a turn from the subdivision onto the through road before the through vehicle arrives at the intersection.

Per the attached resolution passed by the Meridian Township Board of Trustees at their October 7, 2014, meeting, Meridian Township is requesting a variance from Ingham County to have the subject 36” oak tree in the proposed Chaggal Drive clear vision triangle preserved and not removed. Meridian Township’s reasons for this request are given in the attached resolution.

ICRD Staff Recommendation:

To review the impact of the requested variance in more detail, it was requested that the developer have the trees cleared for the proposed entrance road and normally required clear vision triangles leaving the subject oak tree so that its impact on clear vision could be measured. ICRD staff, Managing Director Bill Conklin and Director of Engineering Bob Peterson, met with Eyde Company and Meridian Township representatives on October 23, 2014, for this purpose. Observing from the normal observation point described above (proposed subdivision approach centerline, 18 ft. from near edge of Cornell Road) the approaching Cornell Road vehicle could be clearly seen through-out the 630 foot distance along Cornell Road except for a 50 foot segment located between 444 feet and 394 feet from the observation point. The 50 foot segment of roadway was obscured by the subject tree.

The Natural Beauty Road law does not prohibit removal of roadside trees where necessary for the safety and protection of the traveling public.

Granting the requested variance would violate the above-described public road development standard and may therefore interfere with drivers egressing from the subdivision seeing approaching vehicles on Cornell Road sufficiently in advance to avoid an angle crash. Therefore ICRD staff does not recommend granting this variance.

Alternatives Considered:

Alternatives for resolving this issue were discussed between representatives of the developer, Eyde Company, Meridian Township, and ICRD staff with associated results as follows:
Relaxing either dimension of the 18 ft. by 630 ft. clear vision standard:

If the observer sat in an average sized passenger car (ICRD’s 2004 Buick Le Sabre was used) pulled up with its front bumper within one foot of the near edge of Cornell Road, the subject oak tree did not obscure any part of the approaching vehicle’s path within 630 ft. of the proposed intersection. In this case the observer is approximately only 8.5 ft. from the near edge of Cornell Road and would be in what will be the approach turn taper/setback area, which is typically one lane wide. Although the subject tree did not obscure the approaching Cornell Road vehicle in this case, ICRD staff still does not recommend granting the variance request as many drivers, especially inexperienced and other than average drivers, do not, and are not comfortable, pulling up this close to the main road. Also, through road vehicles may tend to veer toward or over the center line when side road vehicles are nosed up so close to the through road. Furthermore, the AASHTO 18 ft. from near edge of through road observation point takes into account larger vehicles, such as school buses and ICRD’s plow trucks, which have larger front hoods and thus have shallower sight lines to their stop point. Thus large vehicle drivers tend to stop further back on the approach. The 18 ft. standard is somewhat more conservative than an average passenger car nosing up to the through road for all of these reasons.

The 630 ft. dimension is directly related to speed of traffic on the main road. Relaxing this standard may not give side road drivers, again, especially inexperienced and other less than average drivers, sufficient time and distance to perceive, decide and react to proper gaps in through road traffic to avoid an angle collision at the intersection. And, again larger vehicles, especially school buses, need the standard distance to clear the intersection when they proceed having observed an approaching main road vehicle 630 ft. away.

Furthermore, the current standards are already considered to be minimums. AASHTO’s Geometric Policy is based on years of national level research, experience, testing, and expertise. Thus this brings up the questions, if we set aside our current minimum standards, what then would be our new minimum standards? And on what experience, research, testing, etc., do we base a new standard similar to that on which the current standards were developed?

Relaxing the standard coupled with installing Intersection Ahead warning signs for the new side road:

Currently ICRD and most road agencies do not erect warning signs on ‘main’ roads for residential side-streets such as the proposed Chaggal Drive. Intersection ahead warning signs are typically only placed on primary and/or through, higher speed, local roads for other primary and/or through, higher speed, local roads. However such signs could and should be placed on Cornell Road for proposed Chaggal Drive if the requested variance is granted.

Moving the proposed location of Chaggal Drive to move the required clear vision triangle out of conflict with the subject oak tree:

The proposed Chaggal Drive approach location would have to be moved several hundred feet south to avoid conflict between the required clear vision triangle and the subject oak tree, which would require substantial redesign of Phase 4 of the Georgetown subdivision. This was discussed with the Eyde Company representatives who rejected the idea as substantial cost has been invested in designing and gaining approvals of the current subdivision layout and proposed Chaggal Drive approach location.
To avoid this problem in the future, ICRD staff urges Meridian Township to add subdivision and other development layout criteria which require developers to identify and protect desired trees and/or wooded areas, including that along roads to which proposed development streets or drives will be connected. And to have initial development planning and master plans/preliminary plats take into account ICRD required clear vision triangles at these road connections relative to road-side trees and/or wooded areas that Meridian Township desires to be preserved. This would be similar to development planning which Meridian and most townships already require for developing around water resources including lakes, ponds, streams, wetlands, floodways and floodplains. Such issues should not arrive at ICRD at the point developers and their contractors are seeking road permits to build their projects.

**Reducing the speed limit on Cornell Road in order need less of a clear vision triangle:**

Any lesser speed limit on Cornell Road lessens the required length of the leg of the clear vision triangle along Cornell Road, i.e., the distance before the intersection an approaching vehicle on Cornell Road must be seen by a vehicle departing from the side street approach onto Cornell Road. However Cornell Road’s speed limit would have to be lowered to 25 mph to only need a clear vision triangle small enough to avoid any conflict with the subject oak tree.

Meridian Township requested that Cornell’s Road’s speed limit be reduced at the time of the resurfacing project last year. Under Michigan’s Vehicle Code, MCL 257.628(2), the Michigan State Police (MSP), Meridian Township and the County must unanimously agree on any speed limit change based upon a speed study. MSP performed such a study on Cornell Road last year and they determined that the current posted speed limit of 45 mph is “reasonable and proper”. Therefore MSP did not agree as necessary to reduce the speed limit on Cornell Road. MSP indicates that the “85th percentile speed is the predominate factor in determining the appropriate speed limit.” The 85th percentile speed is that at or below which 85% of vehicles are measured traveling during normal conditions. The study found that Cornell Road’s 85th percentile speed was 46 to 48 mph.
RESOLUTION REQUESTING A PERMIT VARIANCE
TO PRESERVE A 36" OAK TREE ON CORNELL ROAD

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864-1198, (517) 853-4000, on Tuesday, October 7, 2014 at 6:00 p.m.

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra, Wilson

ABSENT: None

The following resolution was offered by Trustee Scales and supported by Clerk Dreyfus.

WHEREAS, Cornell Road has been designated as a Natural Beauty Road; and

WHEREAS, many large diameter oak trees on Cornell Road form a canopy over the road and contribute greatly to the natural beauty of the road and to the sense of place in rural Meridian Township, and

WHEREAS, the Ingham County Road Department sight distance guidelines for the intersection of Chaggal Dr. and Cornell Road call for the removal of a significant oak tree 36" in diameter located approximately 100' north of the intersection, and

WHEREAS, the 36" diameter oak tree contributes greatly to the canopy over Cornell Road, and

WHEREAS, the presence of beautiful trees which create vertical walls in the roadside environment may help reduce vehicle speeds and crashes, and

WHEREAS, it is in the best interest of the health, safety and welfare of the residents of Meridian Township and Ingham County to reduce speeds and crashes along Cornell Road, and

WHEREAS, trees contribute greatly to the environment by: providing oxygen, absorbing carbon dioxide and other pollutant gases, reducing the greenhouse effect, cooling the streets, reducing runoff, preventing soil erosion, and providing food and habitat for birds and wildlife, and

WHEREAS, it is in the best interest of the health, safety, and welfare of the residents of Meridian Township and Ingham County to promote environmentally sound building practices, including street design, which include maintaining street trees along roads, and

WHEREAS, trees contribute to economic prosperity by increasing property values, and

WHEREAS, it is in the best interest of the economic prosperity of Meridian Township and Ingham County to preserve the 36" oak tree on the west side Cornell Road.

10.07.14
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NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, as follows:

The Township Board of the Charter Township of Meridian desires that Cornell Road continue to retain the attributes of, and be maintained as, a Natural Beauty Road, and hereby requests a permit variance from the Ingham County Board of Commissioners to preserve the 36" diameter oak tree on the west side of Cornell Road north of proposed Chaggal Lane.

ADOPTED:  YEAS:  Trustees Scales, Styka, Veenstra, Wilson, Supervisor LeGoff,
           Clerk Dreyfus, Treasurer Brixie

NAYS:  None

Resolution declared adopted.

STATE OF MICHIGAN  )
                 ) ss.
COUNTY OF INGHAM  )

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, October 7, 2014.

Brett Dreyfus, Township Clerk
October 20, 2014

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Teamsters 580 – 911 Supervisory Unit
Ratification Summary – 2014 Wage Re-opener

TENTATIVELY AGREED UPON ECONOMIC PROPOSAL

WAGES:
A 1% base wage increase would be added to the 2013 wage scales for unit members beginning with the last payroll period in 2014 to be paid on 1/2/2015.

LETTER AGREEMENT – Attached letter agreement to address outstanding issues between the Union and County which are subject to the grievance and arbitration provisions of the current collective bargaining agreement. While the letter agreement is not within the scope of the re-opener provisions of the collective bargaining agreement; upon agreement of the Parties, the letter agreement is contingent upon both Parties ratification of the Tentatively Agreed Upon Economic Proposal.
LETTER OF AGREEMENT
BETWEEN INGHAM COUNTY (Employer) TEAMSTERS LOCAL 580, 911
SUPERVISORS DIVISION (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement (“CBA”) with a term running from March 26, 2013, through December 31, 2015; and

WHEREAS, the Union has raised a number of issues regarding the language and past practice of the County which may be subject to the grievance and arbitration provisions; and

WHEREAS, the Parties are desirous of settling these matters, and addressing and clarifying certain language in the Collective Bargaining Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. Benefit calculation. The parties agreed that when the CBA was executed, the parties agreed that the then-open position to be filled by Melissa Harris would, for benefit purposes, be subject to the benefit calculations of other existing unit employees. Therefore, for pension purposes, benefit purposes and shift premium purposes, only, Ms. Harris will be considered employed prior to December 31, 2012;

2. Vacation Accrual. As part of the initial consolidation and subject to future bargaining, unit employees were placed in the County leave accrual plan in effect for non-union managerial and supervisory employees. After the CBA was executed, the County continued to accrue for unit employees leave based upon such plan rather than terms of the CBA. This has been corrected. However, in consideration for the Union not filing a grievance nor claiming an employer past practice, the Parties agree that unit members shall not be liable to repay any mis-accrual which occurred between April 19, 2013 and May 2, 2014. Future accruals will be exclusively fixed by the terms of the CBA and the former County accrual shall not form any past practice;

3. Pension. The Union agrees to execute and be bound by the Pension letters of agreement attached hereto which modifications conform with the recommendations of the Michigan Employee Retirement System and sets the unit employee’s agreed to contributions for the 50/25 waiver.

4. Additional Work Duties Arising From The Emergency Medical Dispatch (“EMD”) Program. The County 9-1-1 Consolidated Dispatch Department is in the process of implementing an EMD program. The County acknowledges that the EMD Program may place additional duties on unit members and, as such, additional time may be necessary for unit employees relating to functions of the EMD program. If extra work time is necessary which cannot be accomplished during normal scheduled hours, the Employer will authorize additional time for unit members to accomplish required tasks relating to the EMD Program.
5. The Union agrees that this resolves the matters referenced in this Letter Agreement, and the Union agrees that it will not file any proceeding under the CBA or in any other forum challenging these matters or asserting any past practice on behalf of the County. In addition, this Letter Agreement shall not form any precedent other than for the matters specifically addressed herein.

6. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective from and after March 26, 2013 through December 31, 2015.

COUNTY OF INGHAM

Victor Celentino, Chairperson
Board of Commissioners

TEAMSTERS LOCAL 580

Kim Miller, Union Steward

Mike Parker, Secretary - Treasurer

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Richard McNulty
Letter of Agreement

Between

County of Ingham

And

Teamsters 580
Ingham County Division
911 Supervisory Unit

WHEREAS, the Employer and Union are parties to a collective bargaining agreement with a term running March 26, 2013 through December 31, 2015, and

WHEREAS, the parties wish to amend Article 34, Retirement, Section 34.1 and 34.2 of the Agreement subject to the changes detailed below.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

RETIREMENT

As of July 1, 2012, the Municipal Employees’ Retirement System (MERS) shall administer the pension system for all unit employees formerly employed by the City of Lansing (except Julie Wyskowski, which shall be placed in a separate division for prior City of Lansing service credit). The MERS Plan Document, policies and procedures of MERS shall control the administration of all employee pensions, including investments and payments, except as otherwise provided below.

Employees in this division will be credited with one month of service credit for each month worked, provided however, that the employee works a minimum of 10 - 8 hour days in that month. Hours worked includes those hours for which the employee is fully compensated, such as paid time off, vacation, or sick leave.

Defined Benefit Plan
The Defined Benefit Plan is for all employees hired prior to January 1, 2013, except Julie Wyskowski, which shall be placed in a separate division for prior City of Lansing service credit. The provisions in this section apply to the administration of the Defined Benefit Plan only.

For all credited service time earned prior to December 31, 2012, the multiplier in effect shall be 1.8%. Effective January 1, 2013, the multiplier for these employees shall be 2% for all credited service time earned after that date.
Final Average Compensation (FAC) will be computed using the average of the highest consecutive 2 year (24 month) period of earnings from the member’s entire work history as reported to MERS by the Municipality.

As of July 1, 2012, the employee annual contribution is 6.349% on all wages earned. As of January 1, 2013 the employee annual contribution is 1.2% on all wages earned.

Employees who have accumulated 8 years of service credits in accordance with this section, and who have reached the age of 58 years, are eligible to retire and to receive a pension benefit calculated in accordance with this article.

Employees are eligible to retire and to receive a pension benefit calculated in accordance with this article if they have accumulated 25 years of service credits and have obtained the age of 50. **Effective October 1, 2014, Employees pay an increased cost differential for this rider at one half percent (.5%) on all wages earned (for a total employee contribution rate of 1.7% on all wages earned).**

In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.

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**TEAMSTERS LOCAL 580**  
Ingham County Division  
911 Supervisory Unit

_________________________   ______________________________  
Kim Miller, Union Steward    Victor G. Celentino, Chairperson  
Board of Commissioners

_________________________  
Mike Parker  
Secretary - Treasurer

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**COUNTY OF INGHAM**

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Victor G. Celentino, Chairperson  
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For all credited service time earned prior to December 31, 2012, the multiplier in effect shall be 2.8% for prior service credit of 12.75 years (12 years, 9 months) of service and 1.8% for prior service credit of 8.4166 years (8 years, 5 months) of service. Effective January 1, 2013, the multiplier for this employee shall be 2% for all credited service time earned after that date.
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Kim Miller, Union Steward

COUNTY OF INGHAM

Victor G. Celentino, Chairperson
Board of Commissioners

Mike Parker
Executive Director

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Richard D McNulty
October 22, 2014

To: County Services Committee
From: Travis Parsons, Human Resources Director
Subject: RESOLUTION TO ADOPT A REORGANIZATION POLICY

In order to provide an effective and efficient delivery of services to Ingham County residents, it is necessary for Departments to restructure in response to a number of operational and financial demands.

It is necessary to create a standardized policy and procedure to assist department heads with navigating the reorganization process. Through discussions with department heads, union representatives and additional input from this Committee, we developed the attached policy and procedural timeline.
INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A REORGANIZATION POLICY

WHEREAS, the Ingham County Board of Commissioners is committed to providing an effective structure for the delivery and funding of services for the public; and

WHEREAS, department reorganizations impact classifications and employees; and

WHEREAS, departments must consider the concerns of employees, unions, other departments, vendors, citizens and related stakeholders while developing reorganization proposals; and

WHEREAS, the Reorganization Policy and Procedure provides the Ingham County Board of Commissioners with careful analysis of workforce demands and financial resources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Reorganization 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.
Purpose and Applicability:

Because the structure of the County has a profound effect on the delivery and funding of services, the Board of Commissioners adopts the following policy with respect to reorganization. The provisions of this policy are intended to provide the Board of Commissioners with careful analysis based on workforce demands, financial resources and the needs of County residents.

Reorganization is the restructuring of departmental operations triggered by a disruption in workflow and/or attributed to a definable event. The most common reasons to reorganize are job vacancies, the addition or loss of grant funds, the addition or termination of a program or service, the merger of two workgroups or a significant change in technology. This policy is not to be used to eliminate specific personnel or substitute for disciplinary policies.

Since reorganizations impact classifications and employees, Department Heads are required to work in conjunction with Human Resources to ensure personnel issues are implemented according to the parameters of labor contracts. Department Heads will act as the principal advocate for the reorganization throughout subsequent discussions and review. Department Heads must consider the concerns of employees, unions, other departments, vendors, citizens and any related stakeholders while developing reorganization proposals.

Procedure:

Department Heads must follow the procedure as detailed in the Reorganization Timeline form provided as an addendum to this policy. On this form, the order of tasks is definite but the corresponding timeline may fluctuate depending on various conditions: the number of positions involved in the reorganization, a change in the Board of Commissioner meeting schedule, a time-sensitive funding request, etc.

The Reorganization Timeline form is necessary whenever a Department Head proposes a new position, a new classifications or a change to existing positions and classifications. Examples of such changes include but are not limited to changes in job title, job duties, salary grade, union affiliation or status. Should any such change be necessary outside the definition of reorganization, the Department Head must still follow the process outlined in the Reorganization Timeline form.
## Reorganization Procedure

<table>
<thead>
<tr>
<th>#</th>
<th>Task Description</th>
<th>Completed no later than</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Department Head solicits input from staff, Union and discusses reorganization with the corresponding BOC Committee Chair.</strong> Department Head sends HR a preliminary plan including a list of tasks for each position and an updated organizational chart.</td>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td>2</td>
<td>HR creates draft job descriptions for Department Head to review.</td>
<td>7 business days to create JD</td>
</tr>
<tr>
<td>3</td>
<td>Department Head and HR work together to create final job descriptions. HR evaluates the final job descriptions for union placement and salary grade.</td>
<td>7 business days to evaluate</td>
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<tr>
<td>4</td>
<td>HR sends notification to the appropriate <strong>Union</strong> representatives.</td>
<td>6 business days for Union Response</td>
</tr>
<tr>
<td></td>
<td>A. If the <strong>Union</strong> supports the classification, the process moves to step 5.</td>
<td></td>
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<tr>
<td></td>
<td>B. If the <strong>Union</strong> opposes the classification; the Department Head and HR schedule a meeting with the Union to discuss the concerns. Based on the meeting, the Department Head can proceed without Union support <strong>OR</strong> return to <strong>Step 1</strong> to alter the classification.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HR sends a New Classification Packet to the Department Head. The packet includes:</td>
<td>7 business days to send packet</td>
</tr>
<tr>
<td></td>
<td>A. HR's Memo of Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Final job descriptions with Union designation and salary</td>
<td></td>
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<tr>
<td></td>
<td>C. <strong>Union</strong> response of support or opposition</td>
<td></td>
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<tr>
<td>6</td>
<td>Department Head secures a Personnel Cost Projection from the Budget Office.</td>
<td>2 business days to obtain cost</td>
</tr>
<tr>
<td>7</td>
<td><strong>Department Head submits a Discussion Packet to the Resolutions group by the 5pm agenda deadline.</strong> The packet includes the following information for all changes which result in an increased expenditure or a new job classification.</td>
<td>1 business day (agenda deadline)</td>
</tr>
<tr>
<td></td>
<td>A. Memo of Explanation prepared by Department Head including updated organization chart.</td>
<td></td>
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<tr>
<td></td>
<td>B. A copy of HR's New Classification packet</td>
<td></td>
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<tr>
<td></td>
<td>C. A copy of Budget's Personnel Cost Projection</td>
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<tr>
<td>8</td>
<td>The Department Head attends sub-committee meetings and HR attends as needed.</td>
<td>5 - 9 business days for meetings</td>
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<tr>
<td>9</td>
<td>Based on the subcommittee discussions, Department Head either returns to step 1 to make changes or prepares a Resolution Packet for the next round of subcommittee meetings by 5p.m. deadline to include:</td>
<td>2 - 10 business days for resolution packet</td>
</tr>
<tr>
<td></td>
<td>A. Resolution written by Department Head</td>
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<tr>
<td>B. Memo of Explanation written by Department Head including updated organization chart</td>
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<td></td>
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<td>C. A copy of HR's New Classification packet</td>
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<tr>
<td>D. A copy of Budget's Personnel Cost Projection</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>The Department Head attends sub-committee meetings and HR attends as needed.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>After passing through the subcommittees, the resolution proceeds to the Full Board of Commissioner meeting for final approval.</td>
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<tr>
<td></td>
<td>5-9 business days</td>
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<tr>
<td></td>
<td>5 business days after final subcommittee</td>
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</tbody>
</table>

***Timeline is approximate as holidays and other scheduling anomalies may impact final date. Department Heads should anticipate 12 weeks for completion***
Solicit input from staff, applicable Unions; Discuss reorganization with appropriate BOC Committee Chair

Send preliminary plan to HR

Department Head and HR create final job descriptions; HR establishes pay grade.

Send preliminary plan and job descriptions to applicable Union(s)

Union rejects plan

Meet with Union to discuss concerns

Union supports plan

First Rejection

Second Rejection

HR prepares New Classification Packet including Memo of Analysis, final job descriptions and pay grade, Union letter of support or opposition

Budget Office prepares cost projection for implementation of proposed plan

Department Head prepares Discussion Item including Memo of Explanation, HR New Classification Packet, Budget Office cost projection

Appropriate BOC Subcommittee meets to discuss preliminary plan and job descriptions

Subcommittee supports plan

Prepare Resolution of Adoption

BOC Finance Committee meets to consider Resolution of Adoption

Finance Committee supports plan

BOC approves plan

Finish

Quit

Finance Committee rejects plan

BOC rejects plan

Quit

Appropriate BOC Subcommittee meets to consider Resolution of Adoption

Subcommittee supports plan

Prepare Resolution of Adoption

Quit

Subcommittee rejects plan

Appropriate BOC Subcommittee meets to consider Resolution of Adoption

Subcommittee supports plan

Budget Office prepares cost projection for implementation of proposed plan
RE: Threatened White Oak on Cornell Road

Dear Commissioners:

The LINC Board of Directors, at its regular meeting on October 16, 2014, unanimously voted in the affirmative to appeal for your help in saving a magnificent white oak specimen located next to Cornell Road. It has been arbitrarily slated for removal by the Ingham County Road Department.

This heritage tree, a resident of this location from the time of our nation’s Declaration of Independence, deserves better than the chainsaw of our Road Department. Particularly important in this case is that the Road Department has the discretion to save this tree in light of the fact that this is a designated Natural Beauty Road and because it does not pose a serious threat to motorist safety. A careful visual inspection of the site shows that the tree does not create a line-of-sight problem. Furthermore, such stately trees by the roadside are known to have a calming effect on motorists, thus reducing the potential for accidents.

Although the Road Department made its determination based on the rigid application of what was intended to be a guideline, there are better alternatives than simply destroying the tree. If there is indeed a concern that a driver might leave the road and hit this tree (records do not show this to be a problem on Cornell Road), it would be far easier and less expensive to place a reflectorized guardrail or other barrier on either side of the tree.

We seek your help in stopping the needless destruction of this community treasure and in directing the Road Department to implement a friendlier and less draconian solution.

Yours for a better community,

Eckhart Dersch
President
Liaison for Inter-Neighborhood Cooperation (LINC)

Cc: Meridian Township Board of Trustees