

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
PENELOPE TSERNOGLOU
BRYAN CRENSHAW
DEB NOLAN
CAROL KOENIG
VICTOR CELENTINO
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 18, 2014 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 4, 2014](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer
 - a. Resolution to Provide the Ingham County Land Bank Fast Track Authority with [Capacity Building Funding](#)
 - b. Resolution Authorizing the Ingham County Land Bank's Membership in the Ingham County Health Care Coalition for the Purchase of [Health Insurance](#) Coverage for Land Bank Employees Effective January 1, 2015
2. 55th District Court - Resolution to Authorize a Full-Time [Enforcement Officer](#) Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court
3. Equalization/Tax Mapping - Resolution Authorizing Participation in the 2015 Tri-County Regional Planning Commission Contract for the Purchase of [Digital Aerial Imagery](#)
4. Road Department - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Facilities Department - Memo Regarding Emergency Purchase Order to VJM Design and Build for Potter Park Zoo Pavilion Two [Rafter Replacement](#)
6. Potter Park Zoo - Resolution to Authorize a Reorganization of the [Zoo Keepers](#) at Potter Park Zoo
7. Parks Department - Resolution Honoring [Willis Bennett](#)
8. Controller's Office - Resolution Approving Various [Contracts](#) for the 2015 Budget Year

9. Board of Commissioners - Resolution to Commemorate the 150th Anniversary of the First Presbyterian Church of Holt
10. Human Resources - Collective Bargaining Update (*Closed Session*)

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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COUNTY SERVICES COMMITTEE

November 4, 2014

Minutes - Draft

Members Present: Dianne Holman, Penelope Tsernoglou, Deb Nolan, Carol Koenig (arrived at 6:03 p.m.), and Randy Maiville

Members Absent: Bryan Crenshaw and Victor Celentino

Others Present: Tim Dolehanty, Travis Parsons, Rick Terrill, Mike Ashton, William Conklin, Missy Challiss, Julie Brixie, Becky Bennett, Ryan Buck, and others

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

Approval of the October 21, 2014 Minutes and Closed Session Minutes

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE OCTOBER 21, 2014 MEETING AND CLOSED SESSION MINUTES AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw, Koenig, and Celentino.

Additions to the Agenda

None.

Limited Public Comment

Julie Brixie, Meridian Charter Township Treasurer, addressed the Committee regarding two variances that should be granted regarding trees located in Meridian Township.

Ms. Brixie requested a variance to keep a 36"-diameter oak tree on Cornell Road in Meridian Township from being cut down. She stated that she was speaking on behalf of the Township Board.

Ms. Brixie stated that her other concern was the Road Department memo that would seek to remove trees that were within 18" of the roads. She provided a list of the benefits of street trees and pedestrian-oriented road design.

Commissioner Koenig arrived at approximately 6:03 p.m.

Ms. Brixie stated that she had sent an email communication to Chairperson Holman, which included educational material.

Chairperson Holman stated that she received the email today and would forward the information to the rest of the Committee members.

Ms. Brixie stated that she wanted people to be considered when roads were designed, not just cars.

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

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Celentino.

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

2. Facilities Department
 - c. Resolution Authorizing the Merging of Two Part-Time Positions into One Full-Time Position

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING THE MERGING OF TWO PART-TIME POSITIONS INTO ONE FULL-TIME POSITION.

Commissioner Maiville asked whether the Facilities Department discussed this resolution with the UAW.

Rick Terrill, Facilities Department Director, stated that he spoke with Sally Auer, UAW Chairperson, and she was in support of this resolution.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Celentino.

3. 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

Chairperson Holman asked for a timeline on the consideration of a variance.

William Conklin, Road Department Director, stated that the commissioners had time to make decisions on this issue. He further stated most of the related construction would not occur until next year.

Chairperson Holman asked that a discussion take place regarding developing a policy in regards to street trees.

Mr. Conklin stated that the Willows Assisted Living Development on Central Park Drive and proposed Aldi Store on Marsh Road were at issue.

Mr. Conklin stated that neither situation complied with current standards. He further stated that he had performed research with Michigan Department of Transportation (MDOT). Mr. Conklin stated that MDOT had allowed some street trees to remain. He further stated that MDOT had produced a street tree guideline. Mr. Conklin stated that the guideline would allow the Central Park Drive trees to remain granted other considerations were made. He further stated that there were two issues to consider in this discussion: clear vision triangle and clear zone.

Mr. Conklin stated that Central Park Drive complied with the clear zone. He further stated that there were some issues with water mains and other utilities. Mr. Conklin stated that the clear vision triangle could exist, but may be interrupted.

Mr. Conklin stated that Marsh Road was more difficult due to the 40 MPH speed limit. He further stated that it would complicate federal aid qualifications. Mr. Conklin stated that he was waiting for MDOT guidance. He further stated that it currently did not qualify under Road Department guidelines. Mr. Conklin stated that there would be a traffic signal installed, which largely obviated the necessity of the clear vision triangle. He further stated that there would be an issue of whether the traffic signal allowed turns-on-red or not. Mr. Conklin stated that this would be an unexpected condition that drivers may ignore.

Mr. Conklin stated that the Township resolutions were unclear.

Chairperson Holman asked whether there was any consideration of the species of trees.

Mr. Conklin stated that the Township resolutions did not specify. He further stated that he wanted to have a conversation about planting trees that were skinnier.

Commissioner Koenig asked whether deviating from MDOT specifications opened the County up to legal liability.

Mr. Conklin stated that he would like to discuss this with the County Attorney. He further stated that trees that were naturally occurring would not be a problem. Mr. Conklin stated that there was a Supreme Court decision that addressed the highway exception to governmental tort liability. He further stated that there was a “pothole” exception as well. Mr. Conklin stated that more research had to be performed.

There was a discussion about the Board of Commissioners’s authority to change Road Department guidelines, policies, and standards.

Commissioner Nolan stated that she wanted the Board of Commissioners to make it a priority to construct bike lanes on County roads. She further stated that the Board should develop a policy supporting the planting of trees and that would plan for tree planting and maintenance.

Commissioner Maiville asked whether the speed on Marsh Road could be changed.

Mr. Conklin stated that this issue would involve the Michigan State Police (MSP). He further stated that MSP would have to sign off on speed limit changes and a change would have to rely on a speed study.

Commissioner Tsernoglou stated that she liked Commissioner Nolan’s idea to review the Road Department’s policies regarding trees and bike lanes. Commissioner Tsernoglou further stated that this could be taken up by a task force or subcommittee. She stated that the Committee should wait until a County Attorney opinion came back before making any decisions.

Discussion.

Ms. Brixie stated that there was no pressing time deadline, however she would not recommend waiting for a long-term policy to be developed.

Commissioner Nolan stated that she wanted both variances to be considered separately from her idea to review Road Department policies for “bikeable” and people-friendly roads.

Discussion.

Commissioner Koenig stated the variance on Central Park Drive was easier to grant because the issue of a clear zone could be addressed.

Discussion.

Mr. Conklin stated that Meridian Charter Township, Lansing Charter Township, and Delhi Charter Township had passed “Complete Streets” policies based on the state model. He further stated that the Road Department tried to comply with those policies as best it could.

Discussion.

Chairperson Holman stated that there was more discussion that was needed. She asked that Mr. Conklin speak with MDOT and the County Attorney so that answers could be submitted to the Committee.

Mr. Conklin stated that much of these discussions revolved around community goals. He further stated that issues involved a tension between safety and environment.

3. Road Department

- e. 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)

Commissioner Nolan thanked Mr. Conklin and Ms. Brixie for working together on this issue. Commissioner Nolan invited the commissioners to visit the tree on Cornell Road.

Commissioner Nolan stated that an Okemos High School student had been killed on Jolly Road and MSP refused to lower the speed limit. She further stated that Lynn Page had successfully worked with community members to reduce the speed limit on Jolly Road near the Okemos High School. Commissioner Nolan stated that this same community activism could be utilized on Cornell Road.

Discussion.

Mr. Conklin stated that there were residential frontage considerations to address. He further stated that there may be other options that the municipalities and the County could pursue that would allow the County to reduce the speed limit without the MSP.

There was a discussion about the legal framework to alter speed limits.

Commissioner Koenig asked what the cost would be.

Mr. Conklin stated that there would be no cost to the County.

There was a discussion about a timeline to decide whether to authorize or deny the variance.

Commissioner Nolan stated that there was a political firestorm regarding the cutting of trees on Cornell Road in the past. She further stated that she wanted to see due diligence on the part of the Road Department and that the Road Department worked with the Township and developer.

Discussion.

Ms. Brixie stated that the developer had already finished the planning process and would have to return to the Planning Commission, which the developer did not want to do.

Mr. Conklin stated that it would still be possible to move the road and the only additional cost to the developer would be engineering costs.

Ms. Brixie stated that the developer had already cut down the trees based on the current plan. She further stated that the developer's line would be that they would comply with Road Department standards and cut the tree.

Discussion.

Chairperson Holman asked whether any signage could be put up to address the issue.

Mr. Conklin answered yes, however it would not typical to do so because it would be a low traffic road. He stated that he would speak with the County Attorney and look into the speed reduction.

Commissioner Koenig stated that the developer appeared to passing the liability off to the County.

Mr. Conklin stated that another option would be to watch for complaints and review crash history and grant a conditional variance.

4. Human Resources

- a. Teamsters 580 – 911 Supervisory Unit Ratification Summary and 2014 Wage Re-Opener Letters of Agreement

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE TEAMSTERS 580 – 911 SUPERVISORY UNIT RATIFICATION SUMMARY AND 2014 WAGE RE-OPENER LETTERS OF AGREEMENT.

Commissioner Maiville requested a summary of what had occurred.

Travis Parsons, Human Resources Director, provided background on the wage reopener negotiations. He further stated that issues addressed included vacation, pension accrual, and a specific promotion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Celentino.

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

Commissioner Nolan left the meeting at approximately 7:12 p.m.

Mr. Parsons stated that table had been modified to utilize business days and a flow chart was added.

Commissioner Tsernoglou asked whether Ms. Auer's suggestion was considered.

Tim Dolehanty, Controller/Administrator, stated that the suggestion was added.

There was a discussion about what events would trigger the application of this reorganization policy.

Chairperson Holman asked what the Resolutions Group was.

Mr. Dolehanty stated that it would be an email group through which resolutions were submitted by the departments.

Commissioner Tsernoglou stated that the flowchart was helpful.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. TSERNOGLOU TO APPROVE THE RESOLUTION TO ADOPT A REORGANIZATION POLICY WITH THE FOLLOWING AMENDMENT TO THE REORGANIZATION 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.

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

4. Human Resources
 - c. Collective Bargaining Update (*Closed Session*)

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. KOENIG, TO MOVE INTO A CLOSED SESSION AT APPROXIMATELY 7:14 P.M. FOR THE PURPOSES OF A COLLECTIVE BARGAINING UPDATE.

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

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO ADJOURN THE CLOSED SESSION AND RE-ENTER OPEN SESSION AT APPROXIMATELY 7:35 P.M.

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

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

Chairperson Holman stated that this letter was accepted and placed on file.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:36 p.m.

NOVEMBER 18, 2014 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1a. Treasurer - Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

The Land Bank Fast Track Act (MCL 124.751 *et seq.*), allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the "Authority") to exercise those functions. The Ingham County Land Bank Board of Directors requests that the Ingham County Board of Commissioners authorized an annual transfer of \$400,000 for the 2015-2017 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2015 through 2017.

1b. Treasurer - Resolution Authorizing the Ingham County Land Bank's Membership in the Ingham County Health Care Coalition for the Purchase of Health Insurance Coverage for Land Bank Employees Effective January 1, 2015

The Ingham County Land Bank Fast Track Authority desires to become a member of the Ingham County Health Care Coalition in order to purchase health insurance coverage for its employees, effective January 1, 2015.

2. 55th District Court - Resolution to Authorize a Full-Time Enforcement Officer Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court

The District Court seeks to continue the arrangement of having a full-time Enforcement Officer position and a half-time Court Officer position.

Earlier in 2014 the Board approved a one year pilot project changing the Enforcement/Court Officer position from a part-time position to a full-time enforcement officer position and creating a half-time court officer position. This Pilot Project increased an existing position's current duties of enforcing and collecting monies owed to the court on a half time to a full time basis for a period of one year, effective March 1, 2014 and ending December 31, 2014.

Authorization for the full-time Enforcement Officer position will sunset unless otherwise approved by the Board as the position was not part of the 2015 budget process because of uncertainties generated by the Cunningham decision, and because the pilot project will not conclude until the end of 2014. Legislation approved in late October allows for court costs to be assessed in criminal cases. The Controller's Office after consultation with the District and Circuit Court is satisfied that Court revenue estimates for the 2015 Ingham County Budget are accurate as adopted. Additional funds needed to fully fund the position are \$33,876 and is proposed to come from the 2015 Ingham County Contingency Fund.

3. **Equalization / Tax Mapping Department** - *Resolution Authorizing Participation in the 2015 Tri-County Regional Planning Commission Contract for the Purchase of Digital Aerial Imagery*

The State of Michigan has partnered with Sandborn Map Company to generate aerial imagery of the entire state every five years, on a rotating schedule. The Tri-County region is scheduled to be flown in the spring of 2015. The State is working with the Tri-County Regional Planning Commission to coordinate participation with Ingham, Eaton, and Clinton counties.

In the past, Ingham County's cost to participate in this project was well over \$100,000. Ingham County's cost to participate in the 2015 flight is \$15,000. This lower cost is due in large part to the State's participation along with coordination between Ingham, Eaton, and Clinton counties. In addition, advancements in digital aerial photography have helped drive costs downward.

Users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office. These agencies might propose a more detailed set of images. If this does occur, these agencies will have to provide funding options to cover expenses associated with this upgrade.

4. **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.

5. **Facilities Department** - *Memo Regarding Emergency Purchase Order to VJM Design and Build for Potter Park Zoo Pavilion Two Rafter Replacement*

Additional rafter damage was discovered after previous notification of an emergency purchase associated with a roof replacement project at Potter Park Zoo Pavilion Two. Serious damage identified in 15 additional rafters resulted in their replacement, bringing the total rafter replaced to 45. 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.

6. **Potter Park Zoo** - *Resolution to Authorize a Reorganization of the Zoo Keepers at Potter Park Zoo*

Currently the Potter Park Zoo (PPZ) animal care unit functions with two Level 600 Zoo Keepers and 12 Level 400 Zoo Keepers. PPZ proposes changing the classifications to one Level 600 Zoo Keeper, three Level 500 Zoo Keepers and ten Level 400 Zoo Keepers. At the same time PPZ will rearrange the species of animals into three animal areas instead of five. This will allow for a 500 Level Zoo Keeper to work in each of the animal areas and be responsible for oversight and appropriate communication among the 400 Level Zoo Keepers in their assigned animal area. The 600 Level Zoo Keeper will focus his/her time and energy on providing oversight for the 500 Level Zoo Keepers, interns and seasonal animal care staff.

7. **Parks Department** - *Resolution Honoring Willis Bennett*

This resolution acknowledges Willis Bennett for his 33 years of service to Ingham County.

8. **Controller's Office** - *Resolution Approving Various Contracts for the 2015 Budget Year*

This resolution will approve the attached list of contracts for the 2015 budget year. The list consists only of contracts that are included in the 2015 Adopted Budget.

9. **Board of Commissioners** - *Resolution to Commemorate the 150th Anniversary of the First Presbyterian Church of Holt*

10. **Human Resources (CLOSED SESSION)** – *Collective Bargaining Update*

ERIC SCHERTZING

Ingham County Treasurer

www.ingham.org

eschertzing@ingham.org

Date: November 5, 2014
To: Board of Commissioners
From: Eric Schertzing

At their October 6, 2014 meeting the Ingham County Land Bank Authority passed Resolution #14-20 requesting the \$400,000 three year allocations from the Treasurer for capacity building funding. In addition, you will find attached Resolution #14-22 passed by the Land Bank Authority at their November 3, 2014 meeting supporting the 2015 Proposed Budget with supplemental info for the allocation renewal request.

This information is provided in support of the Treasurer's resolution.

Thank you

Approved October 6, 2014

INGHAM COUNTY LAND BANK AUTHORITY

RESOLUTION TO REQUEST OF THE INGHAM COUNTY BOARD OF COMMISSIONERS A RENEWED THREE YEAR AGREEMENT FOR CAPACITY BUILDING FUNDING FOR THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

RESOLUTION #14-20

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Act allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the “Authority”) to exercise those functions; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into such an intergovernmental agreement under the Act; and

WHEREAS, the Land Bank has grown to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exists for capacity at the Land Bank to deal with the growing inventory of tax foreclosed properties; and

WHEREAS, the steady incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer’s Delinquent Tax Revolving Fund for tax years through 2017; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

THEREFORE BE IT RESOLVED, that the Land Bank Board of Directors requests that the Ingham County Board of Commissioners authorizes an annual transfer of \$400,000 for the 2015-2017 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2012 through 2014 respectively.

Aye: Schertzing, McGrain, Hope, Nolan, Bahar-Cook

Nay: None

Approved November 3, 2014

INGHAM COUNTY LAND BANK AUTHORITY

RESOLUTION TO APPROVE THE 2015 BUDGET OF THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY AND REQUEST FUNDING FROM INGHAM COUNTY

RESOLUTION #14-22

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into an intergovernmental agreement under the Act, with an effective date of October 21, 2005; and

WHEREAS, the County Board of Commissioners has appointed a Board of Directors consisting of five members, including the Ingham County Treasurer (ex officio) as Chair of the Board of Directors; and

WHEREAS, Section 10.4 of the Bylaws require the Board of Directors to adopt annually a budget for all operations, income, expense and assets.

THEREFORE BE IT RESOLVED, that the Authority approves the 2015 proposed budget for the Ingham County Land Bank Fast Track Authority.

YEAS: Schertzing, McGrain, Nolan, Hope, Bahar-Cook

NAYS: None

ABSENT: None

**Ingham County Land Bank
2015 Proposed Budget**

		Approved
Revenue		
	Start up funding Ingham County	\$ 400,000.00
1	Commercial Sales	\$ 740,000.00
2	Land Bank Sales - Improved Property	\$ 753,000.00
3	Land Bank Sales-Vacant Land	\$ 40,000.00
4	Interest Income	\$ 84,000.00
5	HOME Developer Fee Income	\$ 67,200.00
	HOME Sales Proceeds	\$ 560,000.00
	Specific Tax	\$ 160,000.00
	CDBG Renovations	\$ 243,000.00
	NSP 2 Sales Proceeds	\$ 734,600.00
	NSP 2 Program Income Round 1 Demolitions	\$ 169,400.00
6	Rental Income	\$ 288,000.00
	Garden Program Revenue	\$ 7,500.00
	Total Revenue	\$ 4,246,700.00
Expenses		
	Non-Administrative Expense	\$ 3,045,000.00
	Administrative Expenses	\$ 1,153,800.00
	Total Expenses	\$ 4,198,800.00
	Net Revenue/Expense	\$ 47,900.00
Non-Administrative Expense		
7	Non-Program Acquisitions	\$ 250,000.00
	Tax Foreclosure Acquisitions	\$ 125,000.00
8	Land Bank Cost of Projects (renovations, assoc. fees)	\$ 500,000.00
	Land Bank Current Year Taxes	\$ 25,000.00
9	Lawn/Snow/Maintenance	\$ 470,000.00
	Real Estate Commissions	\$ 26,000.00
	Brownfield Debt	\$ 125,000.00
	HOME Grant Expenses	\$ 560,000.00
	CDBG Renovation Expenses	\$ 210,000.00
	NSP2 Grant Expenses	\$ 554,600.00
	NSP 2 Program Income Round 1 Demolitions	\$ 169,400.00
	Demolitions	\$ 30,000.00
	Total Non-Administrative Expense	\$ 3,045,000.00

Administrative Expense		
	Office Supplies	\$ 17,500.00
	Audit Fee	\$ 16,200.00
	Communication	\$ 6,500.00
	Security	\$ 500.00
	Membership Fees	\$ 1,500.00
	NEC Office Rent	\$ 26,400.00
	Office Utilities	\$ 5,500.00
	Postage	\$ 3,000.00
	Media/Public Relations	\$ 25,000.00
	Consultants/Legal/Contractual Services	\$ 100,000.00
	Computer Software Upgrade/Annual fee	\$ 30,000.00
	Travel/Mileage	\$ 5,000.00
	Prof.Training/Conferences	\$ 3,000.00
	Payroll Expense	\$ 512,000.00
10	Health Insurance Benefit Expense	\$ 77,000.00
	Building Maintenance	\$ 15,000.00
	Interest Expense	\$ 55,000.00
	County Allocation (MIS)	\$ 20,000.00
	Vehicle Expense	\$ 8,000.00
	AmeriCorps	\$ 12,000.00
	Equipment Small Purchase	\$ 20,000.00
	Housing Counseling	\$ 5,000.00
	Bank Fee	\$ 1,400.00
	Insurance	\$ 25,000.00
	Garden Program Expense	\$ 25,000.00
	Community Projects	\$ 30,000.00
	Lansing Brownfield Expense	\$ 8,300.00
	Rental Program Expense	\$ 100,000.00
	Total Administrative Expense	\$ 1,153,800.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY WITH CAPACITY BUILDING FUNDING**

WHEREAS, the incidence of tax foreclosure caused by lingering economic turmoil and hardship through 2014 is expected to be significant; and

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grown to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exists for capacity at the Land Bank to deal with the growing inventory of property and the housing initiatives through HUD's Neighborhood Stabilization Program and the Federal Home Loan Bank of Indianapolis; and

WHEREAS, the increased incidence of tax delinquency, forfeiture and foreclosure while increasing the responsibilities placed upon the Land Bank is also increasing the revenue to the County Treasurer's Delinquent Tax Revolving Fund for tax years through 2014; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently.

THEREFORE BE IT RESOLVED, that the County Board authorizes annual funding of \$400,000 to the Ingham County Land Bank from the Delinquent Tax Revolving Fund for tax years 2015 through 2017.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY LAND BANK'S
MEMBERSHIP IN THE INGHAM COUNTY HEALTH CARE COALITION
FOR THE PURCHASE OF HEALTH INSURANCE COVERAGE
FOR LAND BANK EMPLOYEES EFFECTIVE JANUARY 1, 2015**

WHEREAS, Ingham County has established the Ingham County Health Care Coalition, through which County-affiliated entities may purchase group health insurance coverage for their employees; and

WHEREAS, the Ingham County Land Bank Fast Track Authority desires to become a member of the Ingham County Health Care Coalition in order to purchase health insurance coverage for its employees, effective January 1, 2015; and

WHEREAS, the Land Bank Board has adopted a resolution approving the Land Bank's membership in the Health Care Coalition and requesting that the Board of Commissioners authorize the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Land Bank Fast Track Authority's membership in the Ingham County Health Care Coalition to enable the purchase of health insurance coverage for its employees effective January 1, 2015.

MEMORANDUM

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon
Court Administrator

DATE: 11/12/2014

SUBJECT: Collection Officer Position

When fines and costs are not paid as ordered by the Court, the credibility of the Court comes into question; cases remain open, which impacts effective case management strategies; victims of crimes, who are due restitution, are not made whole; and local and state agencies who are due money do not receive their due.

According to district court records, the court has approximately \$5,500,000 in outstanding receivables; \$4.2 million is aged less than 7 years. Although, not all of that debt is collectible, the majority of it is.

In 2010 the Ingham County Board of Commissioners authorized a full-time position to collect delinquent fines and costs owed to the court (1/2 time) and provide court security (1/2 time). The primary focus of the collection/enforcement piece is to hold people accountable, while collecting money owed to the court. Having an enforcement officer (collection officer), offers people who are enduring a financial hardship the opportunity to work with a court employee to satisfy their financial obligation in lieu of a warrant being issued for their arrest for nonpayment of court-ordered fines and costs. Nobody wins when a defendant is arrested and lodged in jail on a warrant for failing to pay fines and costs. The costs involved in the arrest, detention and the processing a defendant in court, most times, far exceeds the amount of money owed to court.

In March of 2014, the County Board passed Resolution 14-039, which authorized a full-time collection officer position as a pilot project until the end of the fiscal year. If the position reverts back to a part-time position, that is 20 hours less per week that will not be spent on actively pursuing the collection of delinquent monies due to Ingham County, other receiving agencies and victims of crime.

The Court respectfully requests that the Ingham County Board of Commissioners authorize the court/enforcement officer position become a full-time enforcement officer position and create a 0.5 FTE position to assume the court security duties of the former position. The total is a net increase of 0.5 FTE in the district court at a cost of \$33,876

Thank you,
MJD

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A FULL-TIME ENFORCEMENT OFFICER POSITION FOR THE PURPOSE OF COLLECTING DELINQUENT FINES AND COSTS IN THE DISTRICT COURT

WHEREAS, prior to 2010 the 55th District Court did not have a formal program in place for the collection of delinquent monies owed to the Court/County; and

WHEREAS, the Ingham County Board of Commissioners created a full-time Court/Enforcement Officer position (#137030) in 2010 to allow for the implementation of a formal collection program and provide for additional court security; and

WHEREAS, the Court/Enforcement Officer position was designed to split 20 hours/week on collecting monies owed to the court and 20/week providing court security services; and

WHEREAS, since the implementation of the collection program, the program directly accounted for the collection of \$580,000 in delinquent fines and costs in the first full year of operation (2011) and the collection of \$685,000 of delinquent fines and costs in 2012, and the collection of \$780,000 of delinquent fines and costs in 2013; and has collected \$536,093 thus far this year; and

WHEREAS, Resolution #14-039 authorized a one year pilot project changing the Enforcement/Court Officer position from a part-time position to a full-time Enforcement Officer position; and

WHEREAS, the court currently has outstanding receivables totaling approximately \$5,500,000; and

WHEREAS, \$4,200,000 of the outstanding receivables is aged seven years or less; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court assists in effective case management practices; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court ensures the disbursement of monies due to Ingham County, other receiving agencies and victims of crime; and

WHEREAS, the enforcement and collection of delinquent monies owed to the court enhances the credibility of the court, its orders and the judges; and

WHEREAS, if the position is not funded as a full-time position and the position reverts back to a part-time collection officer (20 hours/week), the employee in the position will not be readily available to meet with defendants owing money. Those defendants will be told to return to court another day; and

WHEREAS, if the position is not funded as a full-time position and the position reverts back to a part-time collection officer (20 hours/week), the employee in the position will not engage in collection activity while assigned to court security detail like it was done prior to the creation of the full-time position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the continuation of the full-time Enforcement Officer position for the sole purpose of enforcing and collecting monies owed to the court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the continuation of a 0.5 FTE court officer position to assume the court security duties of the former Court/Enforcement Officer position so that the Enforcement Officer can remain as a full-time position.

BE IT FURTHER RESOLVED, that the personnel costs for the 0.5 FTE Court Officer position for FY 2015 is projected at \$33,876.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$33,876 from the 2015 Ingham County Contingency Fund to the 55th District Court budget for this purpose.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the 55th District Court's budget and Position Allocation List.

MEMORANDUM

TO: County Services Committee
Finance Committee

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

DATE: November 4, 2014

RE: 2015 Tri-County Digital Aerial Imagery Project

This resolution authorizes the funds necessary to participate in the 2015 Tri-County Regional Planning Commission aerial imagery project for Ingham, Eaton, and Clinton counties.

The State of Michigan has partnered with Sandborn Map Company to re-fly the entire state every five years, on a rotating schedule. The Tri-County region is scheduled to be flown in the spring of 2015. The State is working with the Tri-County Regional Planning Commission to coordinate participation with Ingham, Eaton, and Clinton counties.

In the past, Ingham County's cost to participate in this project was well over \$100,000. Ingham County's cost to participate in the 2015 re-flight is \$15,000. This lower cost is due in large part to the State's participation along with coordination between Ingham, Eaton, and Clinton counties. In addition, advancements in digital aerial photography have helped drive costs downward.

Users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office.

The flight will be flown in the spring of 2015 and the deliverables supplied in October. Eaton and Clinton counties have appropriated their portion of the funds required for this project.

I am requesting that the Board of Commissioners authorize an appropriation from contingency funds of \$15,000 for participation in this project.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PARTICIPATION IN THE 2015 TRI-COUNTY REGIONAL PLANNING COMMISSION CONTRACT FOR THE PURCHASE OF DIGITAL AERIAL IMAGERY

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12'' pixel, true color, leaf off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office; and

WHEREAS, the State of Michigan is coordinating this project through Tri-County Regional Planning which lowers the cost significantly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2015 Tri-County Regional Planning Commission digital aerial imagery project, and authorizes the transfer of \$15,000 from the Contingency Fund to fund Ingham County's portion of the project costs.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary agreements with Tri-County Regional Planning Commission and the State of Michigan, after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the County Controller is authorized to make the budget adjustments and transfers contemplated by the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

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

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

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 5, 2014 as submitted.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: November 4, 2014
SUBJECT: Emergency Purchase Order to VJM Design and Build

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

During removal of the existing roof on Pavilion Two at Potter Park Zoo, 15 additional rotted, full length rafters and 27 rotted, rafter tails were identified.

The Facilities Department is requesting a line item transfer from the Lion Exhibit Line Item # 258-69900-977000-1410Z into Line Item #258-69900-977000-1208Z for Pavilion II roof repairs to cover the \$12,469.81 cost.

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.

Agenda Item 6

November 4, 2014

TO: Ingham County Board of Commissioners
FROM: Sherrie Graham, Director, Potter Park Zoo
Re: Zoo Keeper Reorganization

Potter Park Zoo is one of 228 zoo and aquariums accredited by the Association of Zoos and Aquariums. As a fully accredited facility, we are constantly challenged to adopt/follow “best practices” and remain in compliance with AZA standards. To ensure the best possible animal welfare and provide excellent animal husbandry, we are requesting a reorganization of our Zoo Keeper staff.

Currently the animal care department functions with five animal areas and includes two Level 600 Zoo Keepers and 12 Level 400 Zoo Keepers. We are proposing changing the classifications to one Level 600 Zoo Keeper, three Level 500 Zoo Keepers and ten Level 400 Zoo Keepers. At the same time we will be rearranging the species of animals into three animal areas instead of five. This will allow for a 500 Level Zoo Keeper to work in each of the animal areas and be responsible for oversight and appropriate communication among the 400 Level Zoo Keepers in their assigned animal area. The 600 Level Zoo Keeper will focus his/her time and energy on providing oversight for the 500 Level Zoo Keepers, interns and seasonal animal care staff.

This reorganization does not eliminate any positions and with both of the current Level 600 Zoo Keepers retiring in the next 5 months, it also would not cause a demotion for any of the current Zoo Keepers. These changes will increase effective animal care and communication, allow for structured daily work direction, form specialized animal areas and create more opportunities for upward mobility within the Zoo Keeper staff.

Thank you for your consideration.

For questions or comments, I can be reached at 517-342-2715 or sgraham@ingham.org.

Agenda Item 6

TO: Sherrie Graham, Director, Ingham County Zoo

FROM: Beth Bliesener, Employment Specialist
Michelle Rutkowski, Human Resources Specialist

DATE: 10/23/14

RE: Memo of Analysis for New Classification: Zoo Keeper 500
Memo of Analysis for Updating Job Descriptions: Zoo Keeper 400 & Zoo Keeper
600

Per your request, Human Resources has created a new classification titled Zoo Keeper 500.

After analysis, the classification has a community of interest with the Zoo - UAW and is appropriately compensated at a Zoo - UAW 500 salary range (\$37,434 - \$46,009).

Human Resources has updated the job descriptions of a Zoo Keeper 400 and Zoo Keeper 600. The salary range for both of the positions will remain the same.

The Zoo - UAW has been notified. They support the classification, updated job descriptions and salary placement.

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

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

**INGHAM COUNTY
JOB DESCRIPTION
Zoo Keeper 400**

General Summary:

Under the supervision of the Zoo Director and General Curator provides a wide range of skilled work involving the care of animals. Identifies and treats minor injuries and illnesses. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides direction to visitors at the facility and educates the public at formal talks. Cleans cages and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

1. Performs a wide range of skilled work for the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.) and administering medicine.
2. Provides daily assessment of health and behavior of animals in assigned animal area. All concerns regarding animal care and zoo policies reported to any supervisor immediately.
3. Maintains detailed, hand written and electronic records regarding the care of animals and work assignment progress as directed.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
5. Assists animal health staff and zookeeper 500 in the planning of births, births, care of new-born animals, animal holding, capture and restraint as necessary.
6. Serves on committees as assigned by the General Curator.
7. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
8. Stays current in knowledge of areas pertaining to animal husbandry in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a High School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of two (2) years of experience in the care of animals and the maintenance of facilities is required.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO - 400
October 2014

**INGHAM COUNTY
JOB DESCRIPTION
Zoo Keeper 500**

General Summary:

Under the supervision of the Zoo Director and General Curator provides a wide range of skilled work involving the care of animals. Plans, organizes and assigns work to Zoo employees in the corresponding animal area. Leads area meetings and sits on committees as assigned. Identifies and treats minor injuries and illnesses. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides direction to visitors at the facility and educates the public at formal talks. Cleans cages and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

1. Plans, organizes, and assigns work to animal husbandry employees such as Zoo keeper 400's, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zoo keepers 400's, seasonals, interns and teen keepers verbally and/or in writing.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
5. Assists animal health staff in the planning of births, care of new-born animals, animal holding, capture and restraint as necessary.
6. Leads area meetings for Zoo keeper 400's on a regular basis and communicates results of meetings to Zoo keeper 600's and General Curator in writing.
7. Attends meeting with other Zoo keeper 500's, 600 and General Curator as scheduled.
8. Serves on committees as assigned by the General Curator.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stay current in knowledge of areas pertaining to animal husbandry in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a high School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of three (3) years of experience in the care of animals and the maintenance of facilities; or an equivalent combination of training and experience is required.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.

10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – 500
October 2014

INGHAM COUNTY
JOB DESCRIPTION
Zoo Keeper 600

General Summary:

Under the supervision of the Zoo Director and General Curator provides work direction to zoo employees, animal husbandry seasonal, interns and teen keepers. Oversees the intern program each semester. Provides direction to visitors at the facility and educates the public at formal talks. Regularly performs all of the duties of a Zoo Keeper 400 and 500, including performing a wide range of skilled work involving the care of animals at the Zoo. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

1. Provides work direction to other animal husbandry employees such as Zoo keeper 400's, 500's, seasonal, interns and teen keepers verbally and/or in writing. Oversees work of Zoo employees and maintains standards of animal husbandry in accordance with AZA policies and procedures and USDA guidelines.
2. Develops custom training programs and facilitates training for Zoo keepers. Oversees the placement, training, project and exit interviews for interns each semester.
3. Researches, collects, compiles, prepares and assists in the development of reports and data. Produces spreadsheets and reports for various programs.
4. Provides input to the General Curator during the budget process.
5. Provides assistance to the General Curator with exhibit maintenance, exhibit design and institutional collection planning (ICP).
6. Maintains equipment and food supply inventory. Orders, stocks and maintains animal supplies. Screens, selects and places orders with vendors based on suitable quality, available quantity and price. Checks to assure materials and supplies conform to the particular invoice and purchase order. Responds to inquiries concerning the status of supply orders.
7. Serves on committees assigned by the General Curator including the animal management committee. Facilitates meetings with Zoo keeper 500's on a regular basis.
8. Attends the Emergency Response team trainings. Responds to emergency situations as necessary and keeps up to date on all protocols and procedures.
9. Participate in a Species Survival Plan (SSP) animal program as an Institutional Representative (IR) and becomes involved with at least one SSP species.
10. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
11. Regularly performs all of the duties of a Zoo Keeper 400 and 500.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of an Associate's Degree in Animal Husbandry, Zoology or a related field is required.

Experience: A minimum of (3) three years of experience in the care of animals and the maintenance of facilities is required.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – 600
October 2014

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION
OF THE ZOO KEEPERS AT POTTER PARK ZOO**

WHEREAS, Potter Park Zoo, a fully accredited facility, desires to operate based on philosophies and practices considered by the Association of Zoos and Aquariums (AZA) as being *modern best practices* of the profession, meet or exceed all AZA accreditation standards, adhere to all AZA policies and meet all aspects of the definition of a zoological park; and

WHEREAS, increased accountability and reporting is demanded regarding operations protocol, enrichments plans, animal training programs, recommended exposure times, animal handling policies, oversight of the exhibits and the welfare of the animal collection; and

WHEREAS, the animal care department currently functions with five animal areas and includes two Level 600 Zoo Keeper and twelve Level 400 Zoo Keepers; and

WHEREAS, to improve animal husbandry management is rearranging the species of animals into three animal areas instead of five which will require the facilitation of better oversight and communication between all animal care staff; and

WHEREAS, this reorganization will NOT eliminate any positions or cause any demotion of current Zoo Keepers, but will create more opportunities for upward mobility within the Keeper staff; and

WHEREAS, Human Resources has created a new classification titled Zoo Keeper 500, and after analysis, the classification has a community of interest with the Zoo – UAW and is appropriately compensated at a Zoo – UAW 500 salary range (\$37,434 - \$46,009); and

WHEREAS, Human Resources has updated the job descriptions of the Zoo Keeper 400 and Zoo Keeper 600 positions, and the salary range for both will remain the same; and

WHEREAS, the Zoo - UAW has been notified and they support the classification, updated job descriptions and salary placement; and

WHEREAS, there will be an additional \$14,418.80 impact to the 2015 budget for which \$15,000 has been built into the 2015 budget to accommodate/cover this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the Zoo Keepers at Potter Park Zoo.

BE IT FURTHER RESOLVED, that Potter Park Zoo will *maintain* ten Level 400 Zoo Keeper positions.

BE IT FURTHER RESOLVED, that Potter Park Zoo will *create* three Level 500 Zoo Keeper positions to work in each of the three animal areas and be responsible for communication among the 400 Level Zoo Keepers in their assigned animal areas.

BE IT FURTHER RESOLVED, that Potter Park Zoo will *reduce* the two Level 600 Zoo Keeper positions to one who will provide oversight of the three Level 500 Zoo Keepers, as well as the interns and seasonal animal care staff.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Potter Park Zoo Position Allocation List in accordance with this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING WILLIS BENNETT

WHEREAS, Willis Bennett began his 33 year career in 1982 as a Park Ranger I and was promoted to a Park Ranger II-Mechanic in 1985; and

WHEREAS, throughout his early career he was responsible for routine building maintenance along with more complex maintenance responsibilities such as plumbing, electrical work, carpentry, equipment maintenance, and acting as the departmental mechanic within the park system; and

WHEREAS, in 1990 Willis was promoted to Park Manager and was responsible for managing Lake Lansing Park-South, Lake Lansing Park-North, and the Lake Lansing Boat Launch, along with many aspects of the winter sports operations for the Ingham County Parks as a whole; and

WHEREAS, as the Lake Lansing Park-South Park Manager Willis worked extensively with community members to successfully fundraise and construct both the large community built playground and the community band shell; and

WHEREAS, Willis indicated a desire to be involved in the construction of Hawk Island County Park and acted as the field liaison with the construction management firm and contractors throughout the development of the park; and

WHEREAS, in 2002 Willis became the Hawk Island Park Manager and subsequently oversaw the development and management of the Hope Soccer Complex and the Soldan Dog Park, along with the construction of the community built playground and the Splash Pad®; and

WHEREAS, with this promotion came the additional responsibility of ensuring the new park operated at the level of the existing parks and overseeing customer service to the level that visitation grew from several hundred thousand visitors to over half a million since Hawk Island County Park opened in 2002; and

WHEREAS, in 2008 Willis was promoted to Ingham County Parks Director where during his tenure he worked cooperatively with Meridian Township to add 120 acres to Lake Lansing Park-North; with the City of Lansing to construct and manage the Soldan Dog Park and the Hope Soccer Complex, and oversaw the addition and development of the new Hawk Island Snowpark; and

WHEREAS, in addition to providing exceptional customer service to park visitors in 2011 he also extended this to other citizens of Ingham County by accepting the responsibility from the Clerk's office to process U.S. Passports; and

WHEREAS, during his career Willis was professional, dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Willis Bennett for his 33 years of outstanding work, his commitment to provide a superior park system for the citizens of Ingham County to enjoy far into the future, and extends its sincere appreciation for his countless contributions, and the lasting, positive impact he made during his years of dedicated service to the Ingham County Parks Department.

Agenda Item 8

DATE: November 6, 2014
TO: Finance and Liaison Committees
FROM: Jill Bauer, Budget Analyst
RE: Resolution Approving Various Contracts for the 2015 Budget Year

This resolution will approve the attached list of contracts for the 2015 budget year. The list consists only of contracts that are included in the 2015 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #13-439, the Budget Office will be using the Consumer Price Index (CPI) to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2015 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2015 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

COUNTY SERVICES COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 COST	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	Funding Source
1	Board of Commissioners	Granicus	Recording Software maintenance Monthly Manage Service	01/01/15	12/31/15	\$ 5,500	\$ 5,500	\$0	0%	General Fund
2	Financial Services	Eagle Claims Management	Workers' Comp Third Party Administrator	01/01/15	12/31/15	\$ 27,500	\$ 27,500	\$0	0%	Workers Comp
3	Financial Services	Infinisource	Employees' Flexible Spending Account Administrator	01/01/15	12/31/15	\$ 17,500	\$ 17,500	\$0	0%	Employee Benefit
4	Ingham County	Tri-County Regional Planning	Cooperative Effort in resolving problems, policies and plans	01/01/15	12/31/15	\$ 104,960	\$ 104,960	\$0	0%	General fund
5	Road Department	Granger Container	Solid Waste Disposal	01/01/15	12/31/15	\$ 4,600	\$ 4,600	\$0	0%	Road Fund
6	Road Department	Bentley Systems	Engineering Software Licenses	01/01/15	12/31/15	\$ 7,535	\$ 7,535	\$0	0%	Road Fund
7	Road Department	Precision Systems	Accounting Software Licenses	01/01/15	12/31/15	\$ 14,655	\$ 14,655	\$0	0%	Road Fund
8	Road Department	Midwestern Consulting	Traffic Signal Database Support	01/01/15	12/31/15	\$ 1,200	\$ 1,200	\$0	0%	Road Fund
9	IT	Granicus	Granicus Maintenance	07/01/14	06/30/15	\$ 11,692	\$ 11,692	\$0	0%	Network Fund
REVENUE CONTRACTS										
	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2014 REV	2015 PROJECTED	Proj. Increase over 2014	% Increase over 2014	
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/15	12/31/15	\$107,551	\$85,000	-\$22,551	-21%	
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	01/01/15	12/31/15	\$40,028	\$40,028	\$0	0%	

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO COMMEMORATE THE 150TH ANNIVERSARY
OF THE FIRST PRESBYTERIAN CHURCH OF HOLT**

WHEREAS, the First Presbyterian Church of Holt was established in Delhi Township in 1865, by 17 Scottish settlers; and

WHEREAS, in 1869, the first wood-frame sanctuary was constructed on Cedar Street at a cost of \$2,000; and

WHEREAS, a brick structure replaced the original building in 1900, that structure was razed in 1963; and

WHEREAS, the congregation's current home, at the intersection of Aurelius and Holt Roads in Delhi Township, was dedicated in 1964; and

WHEREAS, descendants of the church's founders are among the congregation's 320 current members; and

WHEREAS, the church improves its community both locally and internationally: the church feeds the hungry, cares for the sick, and welcomes refugees to Greater Lansing, and it has reached out globally with its ministries in Mexico and Uganda; and

WHEREAS, the First Presbyterian Church of Holt will commemorate its 150th anniversary on April 5, 2015.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners congratulates the First Presbyterian Church of Holt, its leaders, and its congregants, on this tremendous milestone, and thanks the church for its past, current, and future service to our community.