THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 3, 2015 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 January 20, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Farmland & Open Space Preservation Board
   a. Interviews
   b. Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Kranz, Johnson and Hutchison Properties

2. Drain Office
   a. Resolution to Approve Agreement for Work in County Road Right of Way by Aurelius and Delhi Consolidated Drain Drainage District
   b. Resolution to Approve Agreement for Work in County Road Right of Way by Banta Consolidated Drain Drainage District

3. Health Department
   a. Resolution to Authorize a Status Change for a Community Health Representative II Position in the Health Department
   b. Resolution to Update the Power of We Coordinator Job Description and Reclassify the Position
   c. Resolution to Authorize Updates to the Lead Senior Accountant Job Description

4. Facilities Department
   a. Resolution Authorizing a One Year Contract Extension with Teachout Security Services, Inc. for Uniformed Unarmed Guard Services at Various County Facilities
   b. Resolution Authorizing a One Year Lease Extension with Y Site, LLC for the Use of 98 Employee Parking Spaces

5. Road Department
   a. Resolution Authorizing a Road Permit Variance Requested by Meridian Township to Preserve a 36 Inch Oak Tree on Cornell Road at Proposed Chaggal Drive
   b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
6. **Purchasing Department** - Resolution Authorizing Awarding a Contract to Rohr Gasoline Equipment, Inc. to Furnish and Install an Automated Fuel Management System at the Ingham County Road Department

7. **Controller’s Office**
   a. Resolution to Authorize a Contract Amendment with the City of Lansing for the U.S. Geological Survey Enhanced Flood Warning System Project
   b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Inpatient Psychiatric Services at the Ingham County Jail

8. **Human Resources Department**
   a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police – Supervisory Officers
   b. Resolution Approving a Collective Bargaining Agreement with the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Local 2256 – Zoo Unit
   c. Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit
   d. Fraternal Order of Police Collective Bargaining Update *(Closed Session)*

**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  
January 20, 2015  
Draft - Minutes

Members Present: Celentino, Koenig (6:01), Crenshaw, Banas, Hope and Maiville.

Members Absent: Bahar-Cook

Others Present: Pat Lindemann, Becky Bennett, Travis Parson, Tim Dolehanty, Maureen Winslow, William Conklin, Lance Langdon, Stacy Byers, Ryan Buck, Katie VanSchoick and others.

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

Chairperson Celentino welcomed Commissioner Banas to the Board of Commissioners and the Committee.

Approval of the December 2, 2014 Minutes and the Closed Session Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE DECEMBER 2, 2014 MINUTES AND CLOSED SESSION MINUTES AS PRESENTED.


Additions to the Agenda

11. Controller’s Office – Update on MAP / PA 54 Board Leadership Decision.

Limited Public Comment

None.

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

1. Drain Commission - Resolution to Approve Agreement for Work in County Road Right of Way by Mud Creek Drain Drainage District

2. Circuit Court/Family Division - Memo Requesting Ninety Day Extended Leave of Absence

3. Health Department
   a. Memo Requesting Authorization to Increase the Starting Salary for a Physician Assistant to Market Salary Grade A, Step 3
b. Resolution to Authorize the Conversion of Vacant Community Health Representative IV Position to a Community Health Representative II

5. **Facilities Department** - Resolution Honoring Thomas Larkins

6. **9-1-1 Central Dispatch**
   a. Resolution Approving a Contract Amendment between Erogometrics and Ingham County for Pre-Employment Testing of 9-1-1 Applicants
   b. Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – 911 Non-Supervisory Unit Regarding Re-Hire of Past Employees
   c. Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – 911 Non-Supervisory Unit Regarding Vacation Maximum Accumulation

7. **Road Department**
   a. Resolution Authorizing the Purchase of 2014-2015 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department
   b. Resolution to Approve Hogsback Road Stop Sign Traffic Control Orders
   d. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive
   e. Resolution to Authorize Approval of the Final Plat of Georgetown No. 3
   f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. **Controller’s Office** - Resolution Authorizing an Agreement with the Ingham Conservation District

9. **Board of Commissioners**
   b. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

10. **Human Resources**
    a. Resolution Approving Modification to the 2015 Managerial and Confidential Employee Personnel Manual
    c. Discussion Item – Proposed Change to Reorganization Policy

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook

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

MOTION CARRIED UNANIMOUSLY. Absent: Bahar-Cook

4. **Farmland and Open Space Preservation** – Resolution Approving the Ranking of the 2014 Farmland and Open Space Preservation Programs Application Cycle Ranking and
Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION APPROVING THE RANKING OF THE 2014 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES.

Commissioner Maiville disclosed that two of the people on the Farm Land Ranking list, applicants Bauman and Clark R., were both personal friends.

Chairperson Celentino stated that Commissioner Maiville’s disclosure would be noted in the minutes.

Commissioner Banas asked why some properties were on “declined” status while other properties with higher totals were on “active” status.

Stacy Byers, Ingham County Farmland and Open Space Preservation Board, addressed the Committee. She explained that some owners did not accept the appraisal price and that was the reason for the “declined status.

MOTION CARREID UNANIMOUSLY. Absent: Commissioner Bahar-Cook.

7. Road Department
   c. Resolution to Approve the Waverly Road and Bishop Road 4-Way Stop Traffic Control Order

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. KOENIG TO APPROVE THE RESOLUTION TO APPROVE THE WAVERLY ROAD AND BISHOP ROAD 4-WAY STOP TRAFFIC CONTROL ORDER.

Commissioner Maiville stated that this intersection was in his district and in recent years there have been numerous accidents including at least one where there was a fatality. He further stated that he was contacted by the fiancé of a man who was killed there and that the fiancé was happy to hear that something was being done.

Commissioner Maiville thanked the Road Department for implementing this traffic stop. He asked what the installation time frame was.

William Conklin, Road Department Director, addressed the Committee. Mr. Conklin Stated that the project would be completed within one to two months, weather permitting.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook.

9 Board of Commissioners
a. Resolution to honor the Arts Council of Greater Lansing on its 50th Anniversary.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE TO APPROVE THE RESOLUTION TO HONOR THE ARTS COUNCIL OF GREATER LANSING ON ITS 50TH ANNIVERSARY.

Commissioner Hope disclosed that she was the President of the Holt Community Art Center, which had benefited from grants from the Arts Council of Greater Lansing. She stated that her position was unpaid and she had never personally benefited financially from the grants.

Chairperson Celentino stated that Commissioner Hope’s disclosure would be noted in the minutes.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook.

10. Human Resources
b. Resolution to Adopt a Code of Conduct.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE TO APPROVE THE RESOLUTION TO ADOPT A CODE OF CONDUCT.

Commissioner Crenshaw stated that he had expressed concern in the past over the language of the resolution and asked if any updates had been made over the unions concerns.

Travis Parsons, Human Resources Department Director, addressed the Committee. Mr. Parsons stated that there was no intent that an employee disclose personal issues and they have been working on the resolution so that only actions or events that would directly impact ones employment would need to be disclosed.

Mr. Parsons then updated the Committee on what had happened since meeting with the unions.

Commissioner Crenshaw thanked Mr. Parsons for the removal of the word, “Canon.”

Commissioner Banas asked if a question and an answer form would go out to employees with the Code of Conduct.

Mr. Parsons stated that there was hope the Code of Conduct would be clear enough and that the Human Resources Department would be happy to entertain questions that employees had before signing.

There was a discussion on the need for a question and answer form.

There was further discussion on the rolling out of the Code of Conduct and whether a representative from Human Resources should be present at department meetings.
Commissioner Crenshaw stated that he was concerned with the second paragraph of the Acknowledgement of the Receipt of the Code of Conduct, specifically the language that stated, “As a County Employee, I also agree that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position with the County.” He further stated that the language was too similar to an oath of office.

There was discussion on the Acknowledgement of Receipt wording within the Code of Conduct.

Commissioner Crenshaw stated he did not support the resolution in its current form.

Commissioner Banas stated that she did not support the resolution in its current form.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION AS FOLLOWS:

As a County employee, I also agree that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position with the County.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook.

There was discussion on the vagueness of the resolution and the problems that may arise from misinterpretation.

Chairperson Celentino asked if the Code of Conduct was something that needed to be passed soon or if it could wait.

Mr. Parsons stated that the Code of Conduct was necessary in order to apply for federal grants. He further stated that the deadline for the federal grant process was December 26, 2014.

There was discussion on the timeline of the resolution.

Commissioner Crenshaw expressed concerns over the wording of the “Impropriety or the Appearance of Impropriety” section of the Guidelines.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO REMOVE THE GUIDELINES FROM THE RESOLUTION.

Commissioner Banas expressed concern that the wording of the “Discrimination” section of the Guidelines should also be redone.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook.
Commissioner Maiville stated that information should be included on the question and answer form to explain that the Code of Conduct was developed in order to receive federal grant money.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook.

10. Human Resources
   c. Discussion Item – Proposed Change to Reorganization Policy

Tim Dolehanty, Controller/Administrator, addressed the Committee. Mr. Dolehanty updated the Committee on the goals of a reorganization policy.

Commissioner Koenig stated that she was happy with this improvement and would like to see more policies developed.

Commissioner Banas asked if this would apply to all departments across the County and asked what the overall mission was.

Mr. Parsons stated that the goal was to improve communication across the County between employees, unions, department directors and the Board of Commissioners.

There was discussion on the reorganization policy planning and purposes.

Commissioner Banas thanked Mr. Parsons for answering her questions.

Mr. Dolehanty stated that they would bring a resolution on this matter to the next meeting.

11. Controller’s Office – Update on MAP / PA 54 Board Leadership Decision.

Mr. Dolehanty stated that Mr. Parsons sent an email to the commissioners containing an update on the recent Court of Appeals filing. Mr. Dolehanty further stated that the filing was made today and the filing fee was $350.

Discussion.

Announcements

Chairperson Celentino stated that the next Committee meeting was February 3, 2015.

Commissioner Hope announced that she was selling tickets for the South Lansing Holt Rotary Celebrity Luncheon. She stated that the tickets cost $20 each and all proceeds go towards the South Lansing Holt Rotary Scholarship Fund for students for the next college year. Commissioner Hope further stated that the Luncheon in would be in February and the scholarships would be announced in May.
None.

**Adjournment**

The meeting was adjourned at 9:49 p.m.
ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1b. **Farmland and Open Space Preservation** - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Kranz, Johnson and Hutchison Properties

The Farmland and Open Space Preservation Board (FOSPB) is charged with reducing sprawl and encouraging wise land use through purchase of development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land. FOSPB recently completed necessary due diligence tasks for closing on the Kranz, Johnson and Hutchison permanent conservation easements. These tasks included review and approval of all clearance documents, appraisal and conservation easement deeds. Aggregate County funding for these projects totals $176,327, and federal contributions total $42,072. FOSPB seeks final authorization from the Board of Commissioners to complete these purchases. Funding was included in the FOSPB budget for 2015.

2a. **Drain Commissioner** - Resolution to Approve Agreement for Work in County Road Right of Way by Aurelius and Delhi Consolidated Drain Drainage District

The Drain Commissioner requests approval of an agreement to grant license and permission to conduct construction, improvement, and maintenance work in road rights-of-way within the Aurelius and Delhi Consolidated Drain Drainage District. This proposal has been discussed with the Ingham County Road Department, and Managing Director Bill Conklin concurs with the proposed agreement. The Project involves taking over jurisdiction and consolidating the existing drainage structures in the road rights-of-way, and adjusting the boundary of the Aurelius and Delhi Consolidated Drain Drainage District so that the correct parcels, tracts, and subdivisions of land benefitted by the existing drain structures are included and therefore subject to any future assessments. There will be no construction work involved with this petition.

2b. **Drain Commissioner** - Resolution to Approve Agreement for Work in County Road Right of Way by Banta Consolidated Drain Drainage District

The Drain Commissioner requests approval of an agreement to grant license and permission to conduct construction, improvement, and maintenance work in road rights-of-way within the Banta Consolidated Drain Drainage District. This proposal has been discussed with the Ingham County Road Department, and Managing Director Bill Conklin concurs with the proposed agreement. The Project involves taking over jurisdiction and consolidating the existing drainage structures in the road rights-of-way, and adjusting the boundary of the Banta Consolidated Drain Drainage District so that the correct parcels, tracts, and subdivisions of land benefitted by the existing drain structures are included and therefore subject to any future assessments. There will be no construction work involved with this petition.
3a. Health Department - Resolution to Authorize a Status Change for a Community Health Representative II Position in the Health Department

This proposed resolution would authorize a status change for a Community Health Representative II position. Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW-D level. The department would like to increase the status from part-time to three quarter time to better meet operational needs. Position Number 601053 is currently occupied. A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of this status change. The Personnel Cost Projection indicates the .25 FTE position increase would cost approximately $12,597.

3b. Health Department - Resolution to Update the Power of We Coordinator Job Description and Reclassify the Position

This proposed resolution would authorize updates to the job description for position number 601366, Power of We Coordinator. The previous Power of We Coordinator has accepted another position within the Health Department effective 12/29/2014, resulting in the current vacancy. An internal review of the Power of We Coordinator job description led to a conclusion that the scope and duties of the position were not accurately represented. Education and experience requirements do not align with those of similar positions within the department. Current requirements include possession of a Bachelor’s Degree and two years of related experience. Proposed new education and experience requirements include a Bachelor’s Degree and three to five years of public health or human services experience, or a Master’s Degree and one year of public health or human services experience. A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. These changes resulted in the reclassification of the Power of We Coordinator position from an ICEA Pro 7 to an ICEA Pro 8. The position will be compensated at an ICEA Pro 8 salary range ($53,827 - $64,618). The Personnel Cost Projection indicates the change will result in an increase of $14,462.

3c. Health Department - Resolution to Authorize Updates to the Lead Senior Accountant Job Description

This proposed resolution would authorize the Health Department to update the job description for position #601035, Lead Senior Accountant. The previous Lead Senior Accountant had been serving as Interim Chief Financial Officer (CFO) since that position became vacant in August. After a recruitment process for the CFO position the Interim Chief Financial Officer was chosen and has been moved into the permanent position effective 12/27/2014. This change resulted in a vacancy in the Lead Senior Accountant position. In reviewing the job description for the Lead Senior Accountant prior to posting, it was noted that a number of duties and accountabilities had changed requiring the job description to be updated. The updates do not result in a classification change but were important to accurately reflect the scope and duties of the position.

4a. Facilities Department - Resolution Authorizing a One Year Contract Extension with Teachout Security Services, Inc. for Uniformed Unarmed Guard Services at Various County Facilities

This proposed resolution authorizes a one year contract extension with Teachout Security Services, Inc., to provide uniformed, unarmed guard services at several County facilities. The proposed contract extension would maintain the current hourly billable rate of $18.59 in addition to the living wage increase beginning June 1, 2015 through May 31, 2016 with an estimated annual cost of $325,000. Funds are available within existing budgets.
4b. **Facilities Department** - Resolution Authorizing a One Year Lease Extension with Y Site, LLC for the Use of 98 Employee Parking Spaces

Ingham County leases 98 parking spaces in the vacant lot behind the old YMCA in Lansing for use by employees assigned to the Grady Porter Building and Veteran’s Memorial Courthouse. The lease will expire on February 28, but the vendor, Y Site, LLC, is willing to extend the lease for one year holding their current lease cost of $6,000 per month. Funds for parking were included in budget allocations to each applicable department. The Facilities Department recommends approval of the proposed resolution.

5a. **Road Department** - Resolution Authorizing a Road Permit Variance Requested by Meridian Township to Preserve a 36 Inch Oak Tree on Cornell Road at Proposed Chaggal Drive

The Ingham County Road Department (ICRD) permit and public street development standards call for an 18 ft. by 630 ft. clear vision triangle to be provided on both sides of the subdivision road approach to Cornell Road. These standards require that all trees and other possible vision obstructions be removed from all areas within the clear vision triangle. However, a large, healthy oak tree (36-inch diameter) grows within clear vision triangle of the proposed Chaggal Drive / Cornell Road intersection, and thus would normally be removed by the developer per the ICRD plat and permit standards. At the request of Meridian Township, ICRD requests the Board of Commissioners authorizes granting a variance to preserve the oak tree within the proposed Chaggal Drive clear vision triangle, subject to certain conditions included in the proposed resolution.

5b. **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.

6. **Purchasing Department** - Resolution Authorizing Awarding a Contract to Rohr Gasoline Equipment, Inc. to Furnish and Install an Automated Fuel Management System at the Ingham County Road Department

This proposed resolution would authorize a contract with Rohr Gasoline Equipment, Inc. for the purchase and installation of a new automated fuel management system. The current system is over 20 years old and is technologically and operationally obsolete. The new system would be installed at the Road Department, but all departments with county-owned vehicles will be able to access the system for their fueling needs. Rohr is a local vendor and has worked previously with the Road Department. Funds for this purchase are available in the Equipment Revolving Fund.

7a. **Controller** - Resolution to Authorize a Contract Amendment with the City of Lansing for the U.S. Geological Survey Enhanced Flood Warning System Project

The City of Lansing seeks a contract amendment for the Enhanced Flood Warning System developed by the U.S. Geological Survey (USGS). Implementation of the USGS model will result in more accurate forecasts that will enable local officials, residents, and critical infrastructure managers to take protective actions in a flood emergency. The proposed amendment will recognize allocation of funds committed in the 2015 budget.
7b. **Controller** - Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Inpatient Psychiatric Services at the Ingham County Jail

This resolution authorizes a contract not to exceed $144,000 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for psychiatric inpatient services at the Ingham County Jail for the time period of October 1, 2014 through September 30, 2015. Funds for this contract will come from the Health Services millage and were approved in the Budget. These millage funds are replacing State of Michigan General Fund appropriations for mental health services which were cut approximately 67% to CMH for fiscal year 2015.

8a. **Human Resources Department** - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order Of Police – Supervisory Officers

A tentative agreement was reached between representatives of Ingham County and the Fraternal Order of Police – Supervisory Officers Unit. Bargaining unit members have ratified this tentative agreement.

8b. **Human Resources Department** - Resolution Approving a Collective Bargaining Agreement with the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Local 2256 – Zoo Unit

A tentative agreement was reached between representatives of Ingham County and the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Local 2256 – Zoo Unit. Bargaining unit members have ratified this tentative agreement.

8c. **Human Resources Department** - Resolution Approving A Collective Bargaining Agreement With The Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit

A tentative agreement was reached between representatives of Ingham County and the Michigan Nurses Association – Nurse Practitioners / Clinic Nurses Unit. Bargaining unit members have ratified this tentative agreement.

8c. **Human Resources Department** – Fraternal Order of Police Collective Bargaining Update (Closed Session)

The Human Resources Department has requested a closed session to provide Committee members with an update on progress in negotiating a collective bargaining agreement with the Fraternal Order of Police as permitted under Section 8c of the Open Meetings Act (MCL 15.268(c)).
MEMORANDUM

TO: COUNTY SERVICES AND FINANCE

DATE: JANUARY 21, 2015

FROM: STACY BYERS

SUBJECT: APPROVAL TO CLOSE ON HUTCHISON, JOHNSON AND KRANZ PROPERTIES

The Farmland and Open Space Preservation Board has completed all the necessary due diligence for closing the Kranz, Johnson and Hutchison permanent conservation easements. This includes review and approval of all clearance documents, appraisal and conservation easement deed.

The FOSP Board has money in the budget to close on the two properties and cover all closing costs.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES

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

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2012 cycle approved by Resolution #13-031; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on the Kranz, Johnson and Hutchison properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Kranz, Johnson and Hutchison properties at a price not to exceed the amount listed in the chart below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Federal</th>
<th>County</th>
<th>Landowner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kranz</td>
<td>$61,000.00</td>
<td>$0.00</td>
<td>$61,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Johnson</td>
<td>$102,399.00</td>
<td>$27,000.00</td>
<td>$75,399.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hutchison</td>
<td>$55,000.00</td>
<td>$15,072.00</td>
<td>$39,928.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Agreement for Consolidation Work in Road Right of Way by the Aurelius and Delhi Consolidated Drain Drainage District

January 21, 2015

I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (ICRD), approve entering into an agreement to grant license and permission to the Aurelius and Delhi Consolidated Drain Drainage District for the purposes of operating, improving, and maintaining the Aurelius and Delhi Consolidated Drain in road rights-of-way held by the ICRD. Such action by the Board of Commissioners is customary now as there is no longer a Road Commission. Managing Director Bill Conklin is in agreement now as the attached agreement subject to approval by the County Attorney.

For your information, the Aurelius and Delhi Consolidated Drain Project results from a petition submitted by Delhi Charter Township in June, 2013 to consolidate three drains and drainage districts into the Aurelius and Delhi Consolidated Drain and Drainage District; and to relocate, extend, add branches and a relief drain and/or relocate along a highway the Aurelius and Delhi Consolidated Drain by legally assuming jurisdiction of existing public drainage structures of the original three drains and the existing drains within the road rights-of-way; and to add lands to the Aurelius and Delhi Consolidated Drain Drainage District. The petition was submitted for a more efficient and cost-effective drain administration and maintenance. In September, 2013, the petition was found necessary by a statutory Board of Determination.

The Project involves taking over jurisdiction and consolidating the existing drainage structures in the road rights-of-way and in the three drains into one consolidated drain, the Aurelius and Delhi Consolidated Drain, and adjusting the boundary of the Aurelius and Delhi Consolidated Drain Drainage District so that the correct parcels, tracts, and subdivisions of land benefitted by the existing drain structures are included and therefore subject to any future assessments. **There will be no construction work involved with this petition.**

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
Agreement for Work in Road Right of Way by
Aurelius and Delhi Consolidated Drain Drainage District

This agreement is made and entered into on this ____ day of __________, 2015, by and between the Aurelius and Delhi Consolidated Drain Drainage District (the “Drainage District”), administered by the Ingham County Drain Commissioner (the “Drain Commissioner”) of 707 Buhl St, Mason, MI 48854-0220, and Ingham County on behalf of the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

RECITALS

WHEREAS, the Drainage District received a Petition from Delhi Charter Township, dated June 18, 2013, for the consolidation of drainage districts (the “Consolidation”) and for improvements to the Aurelius and Delhi Consolidated Drain, including relocating, extending, adding lands, adding branches and a relief drain and/or relocating along a highway (the “Improvements”) by legally assuming jurisdiction of existing public drainage structures of the original three drains and the existing drains within the road rights-of-way, and;

WHEREAS, an Order of Necessity was entered on September 4, 2013, determining that the petitioned Consolidation of Drainage Districts and Improvements are necessary and conducive to the public health, convenience or welfare, and that the Improvements to the Drain are necessary for the protection of the public health in Delhi Township, and;

WHEREAS, the Consolidation and Improvements are intended to lead to efficiencies in administration and will further be conducive to the public health, convenience and welfare, and that the Consolidation and Improvements will not include any construction activity under this petition, and;

WHEREAS, the Drain Commissioner and ICRD agree that the Consolidation and Improvements should include the public roads and public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to include in the Consolidation and Improvements, the existing road drainage structures in and under the roads and road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that any Consolidation and Improvements are in accordance with the terms of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

1. The ICRD does hereby grant a permit to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to occupy and be constructed in,
under and occupy any and all granted roads and road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed as depicted on the maps attached hereto as Exhibit A.

2. The Drainage District is solely responsible for, and shall maintain, the Drainage Structures installed under the roads and within the road rights-of-way described and depicted in the attached Exhibit A.

3. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are located under the roads or within the road rights-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement. Additionally, the Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as described and depicted on the attached Exhibit A, that is damaged during or as a result of construction on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

5. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

6. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.

7. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

8. For the Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in Plans and Specifications during construction for work under the roads or within the road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all
Improvements and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

9. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in Exhibit A and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

10. This Agreement does not confer or grant an easement or other rights or interests in the roads or road rights-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

11. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

12. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

AURELIUS AND DELHI CONSOLIDATED DRAIN DRAINAGE DISTRICT

By: ____________________________________
   Patrick E. Lindemann
   Ingham County Drain Commissioner

STATE OF MICHIGAN )
   )SS
COUNTY OF INGHAM )

Subscribed and sworn to before me this ___ day of ____________, 2015 by Patrick E. Lindemann, Ingham County Drain Commissioner.

_________________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________
Acting in the County of: ______________
COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT

By: _____________________________________
    ______________________________(print name)
    Chairperson, County Board of Commissioners

STATE OF MICHIGAN   )
    )SS
COUNTY OF INGHAM    )

Subscribed and sworn to before me this ___ day of __________, 2015, by ____________,
Chairperson, County Board of Commissioners.

___________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: _____________
Acting in the County of: _____________

Prepared by and Return to:
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY AURELIUS AND DELHI CONSOLIDATED DRAIN DRAINAGE DISTRICT

WHEREAS, as a result of concerns for a more efficient and cost-effective administration and maintenance of drainage in the Aurelius and Delhi Drain; the Aurelius/Delhi, Branch #1 Drain; and the Clark Drain Drainage Districts, a Petition, dated June 18, 2013, for consolidation of the Drains and Drainage Districts and for the adding of lands not within the existing drainage districts; and for improvements, including relocating, extending, adding branches and a relief drain and/or relocating along a highway (hereinafter “Improvements”) to the consolidated drain by legally assuming jurisdiction of existing public drainage structures of the original three drains and the existing drains within the road rights-of-way; to be known and designated as the Aurelius and Delhi Consolidated Drain (hereinafter “Drain”) was filed by Delhi Charter Township, as a municipality that shall be liable to assessment at-large for benefits of such work; and

WHEREAS, an Order of Necessity was entered on September 4, 2013, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that Improvements to the Drain are necessary for the protection of the public health in Delhi Charter Township; and

WHEREAS, said Improvements entail consolidating, establishing, operating, maintaining, and improving the Drain in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to the Drain for the Improvements as outlined herein in road rights-of-way under the jurisdiction of the ICRD, which will not include any construction activity under this petition, in accordance with the terms of the agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner on behalf of the Aurelius and Delhi Consolidated Drain Drainage District to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of consolidating, establishing, operating, maintaining, and improving the Drain, and to allow said Drain to occupy any and all granted road rights-of-way held by the ICRD necessary for the consolidating, establishing, operating, maintaining, and improving of the Drain, subject to and conditioned upon permission by the ICRD.

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

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Agreement for Consolidation Work in Road Right of Way by the Banta Consolidated Drain Drainage District

January 21, 2015

I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (ICRD), approve entering into an agreement to grant license and permission to the Banta Consolidated Drain Drainage District for the purposes of operating, improving, and maintaining the Banta Consolidated Drain in road rights-of-way held by the ICRD. Such action by the Board of Commissioners is customary now as there is no longer a Road Commission. Managing Director Bill Conklin is in agreement with the attached agreement subject to approval by the County Attorney.

For your information, the Banta Consolidated Drain Project results from a petition submitted by Delhi Charter Township in June, 2013 to consolidate nine drains and drainage districts into the Banta Consolidated Drain and Drainage District; and to relocate, extend, add branches and a relief drain and/or relocate along a highway the Banta Consolidated Drain by legally assuming jurisdiction of existing public drainage structures of the original nine drains and the existing drains within the road rights-of-way; and to add lands to the Banta Consolidated Drain Drainage District. The petition was submitted for a more efficient and cost-effective drain administration and maintenance. In September, 2013, the petition was found necessary by a statutory Board of Determination.

The Project involves taking over jurisdiction and consolidating the existing drainage structures in the road rights-of-way and in the nine drains into one consolidated drain, the Banta Consolidated Drain, and adjusting the boundary of the Banta Consolidated Drain Drainage District so that the correct parcels, tracts, and subdivisions of land benefitted by the existing drain structures are included and therefore subject to any future assessments. **There will be no construction work involved with this petition.**

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
Agreement for Work in Road Right of Way by
Banta Consolidated Drain Drainage District

This agreement is made and entered into on this ____ day of __________, 2015, by and between the Banta Consolidated Drain Drainage District (the “Drainage District”), administered by the Ingham County Drain Commissioner (the “Drain Commissioner”) of 707 Buhl St, Mason, MI 48854-0220, and Ingham County on behalf of the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

RECITALS

WHEREAS, the Drainage District received a Petition from Delhi Charter Township, dated June 18, 2013, for the consolidation of drainage districts (the “Consolidation”) and for improvements to the Banta Consolidated Drain, including relocating, extending, adding lands, adding branches and a relief drain and/or relocating along a highway (the “Improvements”) by legally assuming jurisdiction of existing public drainage structures of the original nine drains and the existing drains within the road rights-of-way, and;

WHEREAS, an Order of Necessity was entered on September 10, 2013, determining that the petitioned Consolidation of Drainage Districts and Improvements are necessary and conducive to the public health, convenience or welfare, and that the Improvements to the Drain are necessary for the protection of the public health in Delhi Township, and;

WHEREAS, the Consolidation and Improvements are intended to lead to efficiencies in administration and will further be conducive to the public health, convenience and welfare, and that the Consolidation and Improvements will not include any construction activity under this petition, and;

WHEREAS, the Drain Commissioner and ICRD agree that the Consolidation and Improvements should include the public roads and public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to include in the Consolidation and Improvements, the existing road drainage structures in and under the roads and road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that any Consolidation and Improvements are in accordance with the terms of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

13. The ICRD does hereby grant a permit to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to occupy and be constructed in,
under and occupy any and all granted roads and road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed as depicted on the maps attached hereto as Exhibit A.

14. The Drainage District is solely responsible for, and shall maintain, the Drainage Structures installed under the roads and within the road rights-of-way described and depicted in the attached Exhibit A.

15. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

16. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are located under the roads or within the road rights-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement. Additionally, the Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as described and depicted on the attached Exhibit A, that is damaged during or as a result of construction on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

17. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

18. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.

19. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

20. For the Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in Plans and Specifications during construction for work under the roads or within the road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Improvements
and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

21. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in Exhibit A and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

22. This Agreement does not confer or grant an easement or other rights or interests in the roads or road rights-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

23. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

24. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

BANTA CONSOLIDATED DRAIN DRAINAGE DISTRICT

By: ____________________________________
    Patrick E. Lindemann
    Ingham County Drain Commissioner

STATE OF MICHIGAN    )
 )SS
COUNTY OF INGHAM     )

Subscribed and sworn to before me this ___ day of ______________, 2015 by Patrick E. Lindemann, Ingham County Drain Commissioner.

____________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________
Acting in the County of: ______________
COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT

By: ________________________________
    __________________________________ (print name)
    Chairperson, County Board of Commissioners

STATE OF MICHIGAN )
    )SS
COUNTY OF INGHAM )

Subscribed and sworn to before me this ___ day of __________, 2015, by_______________,
Chairperson, County Board of Commissioners.

___________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________

Prepared by and Return to:
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY BANTA CONSOLIDATED DRAIN DRAINAGE DISTRICT

WHEREAS, as a result of concerns for a more efficient and cost-effective administration and maintenance of drainage in the Banta County Drain; the Banta, Ancaster Park Branch Drain; the Banta Drain Drainage District, Lansing Christian School Branch Drain; the Banta Drain Drainage District, Trinity Church Branch Drain; the Banta Drain Drainage District, Lansing Christian School Branch Drain; the Banta Drain Drainage District, Goodman Branch Drain; the Collins Road Drain; the Exner Drain; and the Five Oaks Drain Drainage Districts, a Petition, dated June 18, 2013, for consolidation of these Drains and Drainage Districts and for the adding of lands not within the existing drainage districts; and for improvements, including relocating, extending, adding branches and a relief drain and/or relocating along a highway (hereinafter “Improvements”) to the consolidated drain by legally assuming jurisdiction of existing public drainage structures of the original nine drains and the existing drains within the road rights-of-way; to be known and designated as the Banta Consolidated Drain (hereinafter “Drain”) was filed by Delhi Charter Township, as a municipality that shall be liable to assessment at-large for benefits of such work; and

WHEREAS, an Order of Necessity was entered on September 10, 2013, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that Improvements to the Drain are necessary for the protection of the public health in Delhi Charter Township; and

WHEREAS, said Improvements entail consolidating, establishing, operating, maintaining, and improving the Drain in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to the Drain for the existing Improvements as outlined herein in road rights-of-way under the jurisdiction of the ICRD, which will not include any construction activity under this petition, in accordance with the terms of the agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner on behalf of the Banta Consolidated Drain Drainage District to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of consolidating, establishing, operating, maintaining, and improving the Drain, and to allow said Drain to occupy any and all granted road rights-of-way held by the ICRD necessary for the consolidating, establishing, operating, maintaining, and improving of the Drain, subject to and conditioned upon permission by the ICRD.

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

TO: Human Services Committee  
    County Services Committee  
    Finance Committee  

FROM: Linda S. Vail, Health Officer  

DATE: January 20th, 2015  

RE: Resolution for a Status Change for a Community Health Representative II Position  

This resolution authorizes a status change for a Community Health Representative II position. Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW D. The department would like to increase the status from part-time to three quarter time to better meet operational needs. Position Number 601053 is currently occupied.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of this status change. The Personnel Cost Projection indicates the .25 FTE position increase would cost approximately $12,597.00. The $12,597 will be allocated to Public Health Preparedness- Project 01151.

The United Auto Workers Chair has been notified and supports the status change. The status change is scheduled to be a discussion item at the January 26th, 2015 Human Services Committee meeting.

I recommend that the Board of Commissioners authorizes the status change for a Community Health Representative II position.

cc: Eric Thelen w/attachment  
    Joel Murr w/attachment
HR can confirm the following information:

1. Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW D.
2. The Health Department would like to increase the status from part-time to three quarter time to better meet operational needs.
3. You have received support from the UAW Chair to change the status from part-time to three quarter time.

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

If I can be of further assistance, please email or call me (887-4375).
## Joel Murr Request 1/08/15

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
<th>Difference Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position #</td>
<td>601053</td>
<td>601053</td>
<td></td>
</tr>
<tr>
<td>Community Health Rep II UAW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade D Step 5 .50 FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>19,879</td>
<td>29,818</td>
<td>9,939</td>
</tr>
<tr>
<td>Unemployment</td>
<td>99</td>
<td>149</td>
<td>50</td>
</tr>
<tr>
<td>Fica</td>
<td>1,521</td>
<td>2,281</td>
<td>760</td>
</tr>
<tr>
<td>Retirement</td>
<td>2,634</td>
<td>4,010</td>
<td>1,376</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retiree Health Surcharge Chargeback</td>
<td>2,766</td>
<td>2,766</td>
<td>0</td>
</tr>
<tr>
<td>Health Insurance Trust</td>
<td>726</td>
<td>1,088</td>
<td>363</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
<td>886</td>
<td>0</td>
</tr>
<tr>
<td>Vision</td>
<td>119</td>
<td>119</td>
<td>0</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>60</td>
<td>89</td>
<td>30</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>19</td>
<td>24</td>
<td>5</td>
</tr>
<tr>
<td>Disability</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
<td>33</td>
<td>-</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>149</td>
<td>224</td>
<td>75</td>
</tr>
<tr>
<td>TOTAL</td>
<td>28,890</td>
<td>41,487</td>
<td>12,597</td>
</tr>
</tbody>
</table>

### Notes:
- Health Insurance projection is based on the assumption that coverage currently utilized will remain the same.
- Retirement cost projection is based on the assumption that benefit currently utilized will remain the same.
RESOLUTION TO AUTHORIZE A STATUS CHANGE FOR A COMMUNITY HEALTH REPRESENTATIVE II POSITION IN THE HEALTH DEPARTMENT

WHEREAS, the Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW D; and

WHEREAS, the Health Department will increase the status from part-time to three-quarter time to better meet operational needs; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis in support of this personnel change; and

WHEREAS, the Personnel Cost Projection indicates the .25 FTE position increase would cost $12,597 to be allocated to Public Health Preparedness- Project 01151; and

WHEREAS, the United Auto Workers Chair has been notified and supports the status change; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this personnel change in the Health Department.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the status change for Position Number 601053 from part-time to three quarter time.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department’s budget and position allocation list.
MEMORANDUM

TO: Human Services Committee
    County Services Committee
    Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: January 20th, 2015

RE: Resolution to Authorize Updates to the Job Description and Reclassification for the Power of We Coordinator Position

This resolution authorizes updates to the job description for position number 601366, Power of We Coordinator. The previous Power of We Coordinator has accepted another position within the Health Department effective 12/29/2014, resulting in a vacancy in the Power of We Coordinator position.

In reviewing the job description for the Power of We Coordinator prior to posting, it was noted that the scope and duties of the position were not accurately represented. The education and experience requirements did not align with those of similar positions within the department. The previous requirements were a Bachelor’s Degree and two years of related experience. The new education and experience requirements are a Bachelor’s Degree and three to five years of public health or human services experience or a Master’s Degree and one year of public health or human services experience.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. These changes resulted in the reclassification of the Power of We Coordinator position from an ICEA Pro 7 to an ICEA Pro 8. The position will be compensated at an ICEA Pro 8 salary range ($53,827 - $64,618). The Personnel Cost Projection indicates the change will result in an increase of $14,462.

The ICEA/PRO Chairperson has been notified and supports the reclassification and salary placement. This matter is scheduled to appear as a discussion item at the January 26th, 2015 Human Services Committee meeting.

cc: Eric Thelen w/attachment
    Joel Murr w/attachment
### Joel Murr Request 1/08/15

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
<th>Difference Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position # 601366</td>
<td>Power of We Coord.</td>
<td>ICEA - Prof Grade 7 Step 5 1.0 FTE</td>
<td>Power of We Coord.</td>
</tr>
<tr>
<td>Salary</td>
<td>60,724</td>
<td>66,233</td>
<td>5,509</td>
</tr>
<tr>
<td>Unemployment</td>
<td>304</td>
<td>331</td>
<td>28</td>
</tr>
<tr>
<td>Fica</td>
<td>4,645</td>
<td>5,067</td>
<td>421</td>
</tr>
<tr>
<td>Retirement</td>
<td>8,003</td>
<td>8,730</td>
<td>726</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>6,031</td>
<td>13,720</td>
<td>7,689</td>
</tr>
<tr>
<td>Retiree Health Surcharge Chargeback</td>
<td>2,766</td>
<td>2,766</td>
<td>0</td>
</tr>
<tr>
<td>Health Insurance Trust</td>
<td>2,216</td>
<td>2,418</td>
<td>201</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
<td>886</td>
<td>0</td>
</tr>
<tr>
<td>Vision</td>
<td>119</td>
<td>119</td>
<td>(0)</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>182</td>
<td>199</td>
<td>17</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>101</td>
<td>101</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>115</td>
<td>126</td>
<td>10</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
<td>33</td>
<td>-</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>455</td>
<td>497</td>
<td>41</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>86,582</td>
<td>101,224</td>
<td>14,642</td>
</tr>
</tbody>
</table>

**Notes:**

Salary projection is at step 5  
Health insurance projection is based on two (2) person coverage  
Retirement cost projection is based on the assumption that benefit currently utilized will remain the same
TO:    Joel Murr, Assistant Deputy Health Officer  
FROM:  Joan Clous, Human Resources Specialist  
DATE:  1/6/2015  
RE:    Support for Reclassification: Power of We Coordinator

Per your request, Human Resources has reviewed the classification titled Power of We Coordinator. The position’s primary responsibility is to oversee the Power of We Consortium and its relationships.

After analysis, the reclassification has a community of interest with the ICEA and is appropriately compensated at an ICEA salary range ($55,172.68 - $66,233.45). The ICEA has been notified. They support the reclassification 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 887-4374.
INGHAM COUNTY JOB DESCRIPTION

POWER OF WE COORDINATOR
HEALTH DEPARTMENT

**General Summary:**
Under the general direction of the Assistant Deputy Health Officer, oversees the relationships and activities of the Power of We Consortium (PWC). Fosters increased collaboration with community and neighborhood groups to improve community well-being. Develops and implements the PWC work plan. Represents the PWC as a liaison to community and neighborhood groups. Assists in coordinating and expanding resources with state and federal foundations. Promotes the PWC concepts of equity and sustainability to reach its goals and advance the work of the consortium’s Common Agenda.

**Essential Functions:**
1. Plans and implements monthly PWC meetings to inform and encourage dialogue on issues significant to improving community well-being as well as updating members on progress made in actions related to the PWC’s Common Agenda.
2. Oversees the work of various PWC committees. Provides strategic guidance in conjunction with committee chairs and members. Coordinates speakers and manages meeting logistics. Oversees the implementation of committee decisions.
3. Coordinates the Capacity Building Program for direct support to nonprofit organizations. Develops and implements monthly workshop for Capital Area nonprofits.
4. Develops evidence-based programs, strategies, and activities designed to improve community collaboration. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses.
5. Engages community partners such as hospitals, churches, schools, businesses, neighborhood associations, and units of government in a continuous dialogue to promote the PWC concepts of equity and sustainability to advance the work of the consortium’s Common Agenda.
6. Utilizes technology to assure effective communication with and among PWC members and the community. Creates e-bulletins and provides updates to the PWC website and Facebook page.
7. Oversees the PWC AmeriCorp State and VISTA programs and administers the associated grants. Participates in the hiring of program coordinators. Responsible for employee training, performance evaluation and discipline.
8. Develops and manages the Community Indicators Project. Utilizes data and analytical resources from various agencies, universities and consultants to produce reports on the well-being of the community.
9. Assures financial sustainability for the ongoing work of PWC.
10. Prepares grant proposals designed to support the implementation of community collaboration strategies. Responsible for grant writing, analysis and compliance. Prepares reports as required by grant funding agencies on grant activities completed and planned.

11. Works with funders, County attorneys and the Board of Commissioners for the creation and execution of all contracts and agreements. Oversees the timely execution of required agreements and contracts.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA 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 and Experience: A minimum of a Bachelor’s Degree and three to five years of public health or human services experience or a Masters Degree and one year of Public Health or Human Services experience is required. Preference for a degree in Public Health, Human Services or a related field.

Other Requirements: None

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

Physical Requirements:
- Ability to access office files.
- Ability to enter and access information using a computer.
- Ability to travel throughout the area to various locations.

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

Working Conditions:

Works in office conditions and travels throughout the area to attend meetings and visit other locations.

January 2015
ICEA
Introduction by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE THE POWER OF WE COORDINATOR JOB DESCRIPTION
AND RECLASSIFY THE POSITION

WHEREAS, the Power of We Coordinator position, number 601366, is vacant; and

WHEREAS, the Health Department will update the job description for the Power of We Coordinator to align more closely with similar positions within the Health Department; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis in support of this personnel change; and

WHEREAS, the updated job description for the Power of We Coordinator will be reclassified from an ICEA/PRO/7 to an ICEA/PRO/8; and

WHEREAS, the Power of We Coordinator position will be compensated at an ICEA/PRO/8 ($53,827 - $64,618); and

WHEREAS, the Personnel Cost Projection is an increase of $14,462; and

WHEREAS, the ICEA/PRO Chairperson supports the reclassification and salary placement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this personnel change and reclassification of the Power of We Coordinator job description within the Health Department.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the changes to the Power of We Coordinator job description, position number 601366, and the reclassification of the Power of We Coordinator, position number 601366, from an ICEA/PRO/7 to an ICEA/PRO/8.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department’s budget and position allocation list.
MEMORANDUM

TO: Human Services Committee
   County Services Committee
   Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: January 20th, 2015

RE: Resolution to Authorize Updates to the Lead Senior Accountant Job Description

This resolution authorizes the Health Department to update the job description for position #601035, Lead Senior Accountant.

The previous Lead Senior Accountant had been serving as Interim Chief Financial Officer (CFO) since that position became vacant in August. Following an interview process for the CFO position the Interim Chief Financial Officer was chosen and has been moved into the permanent position effective 12/27/2014, resulting in a vacancy in the Lead Senior Accountant position.

In reviewing the job description for the Lead Senior Accountant prior to posting, it was noted that a number of duties and accountabilities had changed requiring the job description to be updated. The updates do not result in a classification change but were important to accurately reflect the scope and duties of the position.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. The ICEA PRO Chair has been notified and supports the updates to the job description. This matter is scheduled as a discussion item on the agenda of the January 26th, Human Services Committee meeting.

cc: Eric Thelen, w/ attachment
TO: Linda Vail, Health Officer
FROM: Beth Bliesener, Employment Specialist
DATE: 1-7-15
RE: Memo of Analysis for updating job description: Lead Senior Accountant – Health Department.

Position number 601035 is currently vacant. Human Resources has updated the job description for position number 601035, Lead Senior Accountant – Health Department, to accurately describe the functions the position will be performing. The changes made to the job description do not change the salary. The position will still be compensated at an ICEA County Pro 09.

I have sent the ICEA PRO chair notice regarding the updated job description and anticipate their support will follow shortly.

Please use this memo as acknowledgement of Human Resources’ participation. 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
LEAD SENIOR ACCOUNTANT – HEALTH DEPARTMENT

General Summary:
Under the supervision of the Chief Financial Officer – Health, supervises and coordinates the daily operations of the Accounting Department of the Health Department. Responsibilities include assigning and monitoring tasks that ensure the efficient operations of the Unit. Responsible for compliance with federal, state, local and internal regulations, policies and procedures. Responsible for reviewing and approving time card edit reports and payments to vendors. Responsible for maintaining and reviewing the Health Department’s general ledger, process and post journal entries and prepares reports and billings for federal, state and local governments and other funding sources. Research, analyze and enter budget information in the County’s financial system.

Essential Functions:
1. Responsible for the supervision and coordination of the daily operation of the Accounting Department. This includes assigning and monitoring tasks for the following accounting functions: payroll, accounts payable, accounts receivable, general ledger and purchasing. Supervision of staff includes, but is not limited to, personnel issues, coordination of workflow, and reviewing output for accuracy.
2. Reviews and revises financial records and accounting systems to ensure compliance with federal, state and local regulations, policies, and procedures. Reviews and develops finance, accounting and auditing processes. Maintains internal controls and safeguards.
3. Responsible for reviewing and approving time card edit reports. Review and approve payments to vendors. Review and post journal entries.
4. Prepares monthly, quarterly and yearly financial statements for various funding sources. This includes highlighting potential problems and making appropriate suggestions to rectify problems.
5. Prepares, analyzes and distributes internal management reports for the Health Department and external sources. Completes various project using the County mainframe financial services software and spreadsheet software when appropriate.
6. Reviews and analyzes general ledger and subsidiary account detail and prepare journal entries when necessary.
7. Completes various projects as requested by Health Department personnel such as preparing cost projections, personnel cost analysis, assistance and/or completion of external reports and requests.
8. Completes the monthly position allocation list which shows all positions with project designation and distribution. Notifies appropriate County staff to make position allocations when necessary.
9. Participates in the interviewing and selection of employees and performs personnel management functions including training, assigning functions, reviewing and evaluating performance, and addressing employee relations issues.
10. Assists in the annual budget process and assist in the preparation of the annual County audit.

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

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

Employment Qualifications:
Education: A minimum of a Bachelor’s Degree in Accounting or Business with a major in Accounting is required.

Experience: A minimum of 3 years of professional fund or governmental accounting or auditing experience is required.

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

Working Conditions:
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

2. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in walking, climbing, balancing, twisting, bending, squatting, kneeling, lifting, carrying, pushing, pulling, and reaching.
- This position’s physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 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.)
INTRODUCTION

Agenda Item 3c

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

INGHAM COUNTY BOARD OF COMMISIONERS

RESOLUTION TO AUTHORIZE UPDATES TO THE LEAD SENIOR ACCOUNTANT JOB DESCRIPTION

WHEREAS, the Lead Senior Accountant position #601035 is vacant; and

WHEREAS, a number of duties and accountabilities had changed requiring the job description to be updated; and

WHEREAS, the Health Department will update the job description to accurately reflect the scope and duties of the position; and

WHEREAS, these updates do not result in a reclassification of the position; and

WHEREAS, the ICEA PRO Chair supports the updates to the job description; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis for Reorganization acknowledging their participation, analysis and approval of the changes to this job description; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the updates to the job description.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the updates to the Lead Senior Accountant, position #601035, job description.
MEMORANDUM

TO: Law and Courts, County Services and Finance Committees
FROM: Richard Terrill, Facilities Director
DATE: January 21, 2015
SUBJECT: RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH TEACHOUT SECURITY SERVICES, INC. FOR UNIFORMED UNARMED GUARD SERVICES AT VARIOUS COUNTY FACILITIES

The current contract for uniformed, unarmed guard services will expire on May 31, 2015. The Facilities Department would like to extend the current contract term for one year beginning June 1, 2015 through May 31, 2016.

Teachout Security Services, Inc. is willing to maintain their current hourly billable rate of $18.59 in addition to the living wage increase, typically 3-5% per year, which will be added to both the Supervisors and guards billable rates. The total projected cost for a one year extension will be approximately $325,000.00.

Funds for this contract are available within the appropriate 931100 maintenance related contractual accounts.

I recommend approval of this resolution.
Introduced by the Law and Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH TEACHOUT SECURITY SERVICES, INC. FOR UNIFORMED UNARMED GUARD SERVICES AT VARIOUS COUNTY FACILITIES

WHEREAS, the current contract for uniformed, unarmed guard services will expire on May 31, 2015; and

WHEREAS, the Facilities Department would like to extend the current contract term for one year beginning June 1, 2015 through May 31, 2016; and

WHEREAS, Teachout Security Services, Inc. is willing to maintain their current hourly billable rate of $18.59 in addition to the living wage increase which is typically 3-5% per year which will be added to both the Supervisor and guard billable rates; and

WHEREAS, the total projected cost for a one year extension will be approximately $325,000.00; and

WHEREAS, the funds for this contract are available within the appropriate 931100 maintenance related contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year contract extension with Teachout Security Services, Inc., 416 Frandor Avenue, Ste. 103, Lansing, Michigan 48912 to provide uniformed, unarmed guard services maintaining their current hourly billable rate of $18.59 in addition to the living wage increase beginning June 1, 2015 through May 31, 2016.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are 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: January 20, 2015
SUBJECT: RESOLUTION AUTHORIZING A ONE YEAR LEASE EXTENSION WITH Y SITE, LLC FOR THE USE OF 98 EMPLOYEE PARKING SPACES

The resolution before you authorizes Ingham County to extend their lease agreement with Y Site, LLC for one year. Ingham County currently leases 98 employee parking spaces in the vacant lot behind the old YMCA in Lansing. The current lease agreement expires on February 28, 2015.

Y Site, LLC has agreed to hold their current lease cost of $6,000.00 per month which is approximately $61.00 per month, per space. The new agreement will be in effect from March 1, 2015 – February 29, 2016.

Funds for parking have already been accounted and approved for in each department’s individual line items.

I recommend approval of this resolution.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR LEASE EXTENSION
WITH Y SITE, LLC FOR THE USE OF 98 EMPLOYEE PARKING SPACES

WHEREAS, Ingham County currently leases 98 employee parking spaces in the vacant lot behind the old YMCA in Lansing; and

WHEREAS, the current lease expires February 28, 2015; and

WHEREAS, Y Site, LLC is willing to extend the lease for one year, holding their current lease cost of $6,000.00 per month which is approximately $61.00 per month, per space; and

WHEREAS, funds for parking have already been accounted and approved for in each department’s individual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year lease extension with Y Site, LLC, 200 North Washington Square, Lansing, Michigan 48933, for the use of 98 employee parking spaces in the vacant lot behind the old YMCA in Lansing, holding their current lease cost of $6,000.00 per month which is approximately $61.00 per month, per space.

BE IT FURTHER RESOLVED, the new agreement will be in effect from March 1, 2015 – February 29, 2016.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.
MEMORANDUM

To: County Services Committee

From: William Conklin, Managing Director
Ingham County Road Department

Date: January 12, 2015

RE: Proposed Resolution for Granting Meridian Township Requested Permit Variance
For Preserving a 36 inch diameter Oak Tree in Clear Visor Triangle
for Proposed Chaggal Drive approach at Cornell Road
(New entrance for proposed Georgetown Subdivision – Phase 4).

The attached Meridian Township resolution and related staff cover memo, also attached, regarding a Township request to preserve a large oak tree in the normally required clear visor triangle of a proposed new subdivision road to be constructed by the subdivision developer and connected to the west side of Cornell Road south of Tihart Road were discussed at the November 4, 2014, and December 2, 2014, County Services Committee meetings.

At its December 2, 2014, meeting, the Committee directed staff to draft a proposed resolution to grant the Meridian Township requested permit variance to preserve the subject tree giving various justifications and conditions for granting this variance as shown in the attached draft resolution. Thus the attached draft resolution has been reviewed and approved by the County Attorney and is submitted for further consideration by the County Services Committee.

Also please note, Meridian Township, per Treasurer Julie Brixie, has requested that a separate, but related, Meridian Township resolution requesting permit variances to plant street trees in county road rights of way at two locations in the township be placed on hold pending further notice from Meridian Township. Thus nothing further is submitted on this issue at this time.
MEMORANDUM

To: County Services Committee

From: William Conklin, Managing Director
Ingham County Road Department

Date: October 23, 2014 (Updated November 19, 2014—see denoted addition on page 4.)

RE: 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).

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 less 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.
At their November 4, 2014, meeting, the County Services Committee requested that I determine if the Cornell Road speed limit could be reduced under the section of Michigan speed limit law that allows a Township to directly petition the county road agency for a reduced speed limit based on residential frontage existing on the road, and without involvement of the otherwise required traffic study mentioned above and without involvement of the Michigan State Police. This subsection (4) of MCL 257.628 is copied below:

4) In the case of a county highway of not less than 1 mile with residential lots with road frontage of 300 feet or less along either side of the highway for the length of that part of the highway that is under review for a proposed change in the speed limit, the township board may petition the county road commission or in charter counties where there is no road commission, but there is a county board of commissioners, the township board may petition the county board of commissioners for a proposed change in the speed limit. The county road commission or in charter counties where there is no road commission, but there is a county board of commissioners, the township board may petition the county board of commissioners to approve the proposed change in the speed limit without the necessity of an engineering and traffic investigation.

In measuring the various parcels of land along the subject section of Cornell Road, I did not find that there was a mile with residential lots having frontage consistently less than or equal to 300 feet on either side. There are residences sporadically along the subject length of Cornell Road, which is greater than one mile, but most do not have frontages less than 300 feet, and a number of larger undeveloped parcels exist in and among the residential parcels. I will have a copy of a plan showing this at the December 4, 2014, County Services Committee meeting. Thus it does not appear to me that MCL 257.628(4), copied above, would be applicable in this case.
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
\*12 D
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
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ROAD PERMIT VARIANCE REQUESTED BY MERIDIAN TOWNSHIP TO PRESERVE A 36 INCH OAK TREE ON CORNELL ROAD AT PROPOSED CHAGGAL DRIVE

WHEREAS, a developer, Eyde Company, is in the process of developing Phase 4 of the Georgetown Subdivision on the west side of Cornell Road between Grand River Ave. (M-43) and Tihart Road, and the proposed entrance road, to be known as Chaggal Drive, will be on the west side of Cornell Road approximately 1500 ft. south of Tihart Road; and

WHEREAS, per Michigan’s Land Division Act, PA 288 of 1967, 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, and thus to approve plats of, and to issue permits for, the construction of said new subdivision roads; and

WHEREAS, Ingham County Road Department’s (ICRD) permits and public street development standards call for an 18 ft. by 630 ft. clear vision triangle to be provided on both sides of the subdivision road approach to Cornell Road, 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, and which standards require that all trees and other possible vision obstructions be removed from this triangle; and

WHEREAS, a large, healthy, presumably ancient, 36 inch diameter, oak tree contributing greatly to the tree canopy over Cornell Road exists within the above described clear vision triangle for the proposed Chaggal Drive approach to Cornell Road, and thus would normally be removed by the developer per the ICRD plat and permit standards as indicated above; and

WHEREAS, 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; and

WHEREAS, Cornell Road, between Hatch and Haslett Roads in Meridian Township, 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; and

WHEREAS, the Ingham County Board of Commissioners therefore wishes to preserve this tree if doing so does not create or add any potential liability for the County; and

WHEREAS, the Ingham County Attorney has advised that under Michigan Statute, MCL 691.1402(1), the county’s duty to keep the road in reasonable repair and the liability for that duty extends only to “the improved portion of the highway designed for vehicular travel”, and thus liability does not apply to aspects of the road, such as trees within the road right of way, which are not included in the improved portion of the road designed for vehicular travel; and
WHEREAS, although the normal ICRD clear vision standard for the subject situation described above is not met, if an average sized passenger car is pulled up in the proposed Chaggal Drive approach location with its front bumper within one foot of the near edge of Cornell Road, such that the driver is approximately only 8.5 ft. from the near edge of Cornell Road, it was observed by ICRD staff that the subject oak tree did not obscure any part of the approaching vehicle’s path within 630 ft. of the proposed intersection; and

WHEREAS, intersection Ahead warning signs could and should be placed on Cornell Road for proposed Chaggal Drive if the requested variance is granted.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes granting the requested variance to have the subject 36” oak tree in the proposed Chaggal Drive clear vision triangle preserved and not removed, subject to the following conditions:

BE IT FURTHER RESOLVED, that the Board of Commissioners directs ICRD to place Intersection Ahead warning and/or any other signs on Cornell Road for proposed Chagall Drive that ICRD staff may in their judgment determine is appropriate for this variance.

BE IT FURTHER RESOLVED, that the Board of Commissioners directs ICRD to monitor the subject location after the proposed Chagall Drive is constructed for any reported vehicular crashes that may occur in the future wherein the subject oak tree may partially obscure the normally required clear vision triangle described above and thus may be determined by ICRD staff to be a factor in such a crash.

BE IT FURTHER RESOLVED, that the Board of Commissioners directs ICRD in the future to remove or have removed the subject oak tree if it is determined by ICRD staff to be a factor in such a crash described above and invoice Meridian Township for the cost of this removal and/or labor and equipment ICRD expends in removing this tree.
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 January 21, 2015 as submitted.
### INGHAM COUNTY ROAD DEPARTMENT

#### LIST OF CURRENT PERMITS ISSUED

<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>
</thead>
<tbody>
<tr>
<td>2015-004</td>
<td>TOM &amp; JUDY HEENEY LAND DIVISION</td>
<td>LAND DIVISION</td>
<td>PARMAN RD &amp; HEENEY RD</td>
<td>STOCKBRIDGE</td>
<td>30</td>
</tr>
<tr>
<td>2015-005</td>
<td>FRONTIER</td>
<td>ANNUAL BLANKET</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-006</td>
<td>US SIGNAL COMPANY</td>
<td>CABLE / UG</td>
<td>LAKE LANSING &amp; CHAMBERLAIN</td>
<td>LANSING</td>
<td>3</td>
</tr>
<tr>
<td>2015-007</td>
<td>MASON ELEVATOR CO</td>
<td>AGRICULTURAL</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MULTIPLE MOVE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015-008</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>NEWMAN RD BET MERIDIAN RD &amp; BUTTERCUP LN</td>
<td>MERIDIAN</td>
<td>24</td>
</tr>
<tr>
<td>2015-009</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC</td>
<td>GALE RD BET PLAINS RD &amp; FERRIS RD</td>
<td>ONONDAGA</td>
<td>6</td>
</tr>
<tr>
<td>2015-010</td>
<td>HOMEWORKS TIC-COUNTY ELECTRIC</td>
<td>ANNUAL BLANKET</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-011</td>
<td>MCLEOD USA TELECOMM</td>
<td>ANNUAL BLANKET</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-012</td>
<td>SUNRISE AGGREGATES</td>
<td>HAUL ROUTE</td>
<td>IVES RD</td>
<td>VEVAY</td>
<td>15, 22</td>
</tr>
<tr>
<td>2015-013</td>
<td>LANSING CHARTER TOWNSHIP</td>
<td>WATERMAIN</td>
<td>DRYER FARMS BET BON AIR &amp; GOULD</td>
<td>LANSING</td>
<td>7</td>
</tr>
<tr>
<td>2015-014</td>
<td>ACD NET</td>
<td>ANNUAL BLANKET</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-017</td>
<td>HART FARMS</td>
<td>LAND DIVISION</td>
<td>CARTER RD &amp; OSBORNE RD</td>
<td>WHITE OAK</td>
<td>30</td>
</tr>
<tr>
<td>2015-018</td>
<td>ACD.NET</td>
<td>CABLE / UG</td>
<td>ALAIEDON PARKWAY</td>
<td>ALAIEDON</td>
<td>4</td>
</tr>
<tr>
<td>2015-019</td>
<td>ENBRIDGE PIPELINES</td>
<td>ANNUAL BLANKET</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-020</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>SHERWOOD RD BET BRANCH RD &amp; ZIMMER RD</td>
<td>WILLIAMSTOWN</td>
<td>27</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: County Services and Finance Committees
From: Jim Hudgins, Purchasing Director
Date: February 21, 2015
Subject: Purchase of New Fuel Management System

This is a resolution authorizing a contract with Rohr Gasoline Equipment, Inc. for the purchase and installation of a new automated fuel management system. The current system is over 20 years old and is technologically and operationally obsolete.

The new system will be installed at the Road Department, but all departments with county-owned vehicles will be able to utilize the new system for their fueling needs. With a fleet of over 200 vehicles and equipment under the management of the Road Department, having a fueling system that functions correctly and has the capacity required to accommodate the increased use is critical.

An evaluation team comprised of staff from the Road, IT and Purchasing Departments reviewed the five proposals received and are jointly recommending this contract. Rohr is a local vendor and has worked previously with the Road Department. Funds for this purchase are available in the Equipment Revolving Fund.

I respectfully request authorization of the resolution.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 21, 2015
SUBJECT: Fuel Management System

Project Description:
Ingham County Purchasing Department sought proposals from qualified and experienced transportation software firms to furnish and install an automated fuel management system for use at the Ingham County Road Department.

Proposal Summary:
Vendors contacted: 9 Local: 0
Vendors responding: 5 Local: 0

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Proposal Cost</th>
<th>Std. Mtg. Warranty</th>
<th>Extended Warranty</th>
<th>Annual Ext. Warranty Cost</th>
<th>Annual Software License Cost</th>
<th>Additional Key Cost</th>
<th>ARO</th>
<th>Local</th>
<th>Add 1 &amp; 2</th>
<th>Tank Monitor System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trak Engineering Inc. (Tallahassee, FL)</td>
<td>$57,199.14</td>
<td>1 Year</td>
<td>2,3,4 or 5 Year</td>
<td>$6,240.89</td>
<td>$0.00</td>
<td>$3.15</td>
<td>46-62 Days</td>
<td>N</td>
<td>Yes</td>
<td>Incon T750</td>
</tr>
<tr>
<td>Rohr Gasoline Equipment Inc. (Byron Center, MI)</td>
<td>$57,272.88</td>
<td>1 Year</td>
<td>3 Years</td>
<td>$6,500.00</td>
<td>$0.00</td>
<td>$8.00</td>
<td>60 Days</td>
<td>N</td>
<td>Yes</td>
<td>Incon T750</td>
</tr>
<tr>
<td>Leak Petroleum Equipment Inc. (DeWitt, MI)</td>
<td>$68,579.30</td>
<td>1 Year</td>
<td>1 Year</td>
<td>$3,294.00</td>
<td>$0.00</td>
<td>$5.40</td>
<td>80 Days</td>
<td>N</td>
<td>Yes</td>
<td>Incon T750</td>
</tr>
<tr>
<td>Oscar W. Larson Co. (Clarkston, MI)</td>
<td>$73,990.00</td>
<td>1 Year</td>
<td>1 Year</td>
<td>Varies on warranty</td>
<td>$0.00</td>
<td>$4.73</td>
<td>30 Days</td>
<td>N</td>
<td>Yes</td>
<td>Fuel Master/Reader-</td>
</tr>
<tr>
<td>Phoenix Environmental Inc. (Plymouth, MI)</td>
<td>$124,637.00</td>
<td>1 Year</td>
<td>2 Years</td>
<td>$5,594.00</td>
<td>$1,100.00</td>
<td>$11.00</td>
<td>45 Days</td>
<td>N</td>
<td>Yes</td>
<td>Incon T750</td>
</tr>
</tbody>
</table>

Recommendation:
Rohr Gasoline Equipment Inc., is the lowest responsive proposal by a vendor located in Michigan. Rohr Gasoline Equipment Inc. has experience working on projects of similar size and scope. The materials and software being used are of good quality and is compatible with the Road Commission’s computer operating system.

The Evaluation Committee recommends awarding the contract to Rohr Gasoline Equipment Inc. in an amount not to exceed $57,272.88.

Advertisement:
The RFP was advertised in the Lansing State Journal, County Road Association of Michigan website, MITA Disadvantaged Business Enterprises (DBE), which includes Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and other entities defined as socially and/or economically disadvantaged, and posted on the Purchasing Department Web Page.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AWARDING A CONTRACT TO ROHR GASOLINE EQUIPMENT, INC. TO FURNISH AND INSTALL AN AUTOMATED FUEL MANAGEMENT SYSTEM AT THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department’s mission is to provide the best, safest, most effective and cost efficient road system possible to the people of Ingham County; and

WHEREAS, as part of its mission, the Road Department relies heavily upon having a fuel management system for its fleet of vehicles operating at peak performance; and

WHEREAS, the current fuel management system is over 20 years old, replacement parts are becoming obsolete and is in desperate need of upgrading; and

WHEREAS, the Purchasing Department issued a Request for Proposals for a new automated fuel management system, and after careful review of the proposals, it is the recommendation of the Road, IT, and Purchasing Departments to award a contract to Rohr Gasoline Equipment Inc., a company who submitted the most responsive and responsible bid of $57,272.88; and

WHEREAS, the funds for this project are available within the Equipment Revolving Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Rohr Gasoline Equipment Inc. to furnish and to install a fuel management system at a not to exceed cost of $57,272.88.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes purchasing a three-year extended warranty with Rohr at an annual cost of $6,500.

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.
TO: County Services and Finance Committee
FROM: John L. Neilsen, Chief Deputy Controller
DATE: January 21, 2015
RE: Resolution to Authorize a Contract Amendment with the City of Lansing for the U.S. Geological Survey Enhanced Flood Warning System Project

Commissioners:

Attached you will find a resolution that amends the City of Lansing contract for County participation in the USGS Enhanced Flood Warning System by increasing the contract from $10,000 to a total cost not to exceed $30,000.

The City of Lansing requested a $30,000 three year financial commitment from the County at $10,000 per year for three years going back in 2013. The Ingham County Board of Commissioners agreed to participate in the enhanced flood warning system project with a $10,000 commitment through Resolution #13-412 for fiscal year 2013 only with future financial commitments subject to renewal for future years.

The City of Lansing has confirmed they have sufficient contributions from other local units of government for a viable project and are asking for the County to now contribute the remaining $20,000 in funds.

The sum of $10,000 was budgeted in both the 2014 and 2015 budgets for this purpose.

I would recommend that the BOC approve the attached resolution.
January 21, 2015

To: Ingham County Deputy Controller

From: Lansing Emergency Management Chief
       Michael R. Hamel

Project: Enhanced flood Warning Project
         Ingham County Appropriation
         Request for 2013-14-15 $10,000.00 Per Year

Dear Mr. Neilsen,

In 2013, at the request by the Lansing Office of Emergency Management, the Ingham County Board of Commissioners voted to support the Enhanced Flood and Warning Project in Ingham County. This project is a joint agreement between the City of Lansing, USGS, and the USACE to create a new modeling system to help better predict flooding in the communities that surround the Grand, Red Cedar and Sycamore Creek watersheds. The project includes a three year study of Sycamore Creek by the USGS. Ultimately the project gives us the ability to better protect the citizens we serve.

To complete this project the cost is $240,000 plus the installation of a river gauge on the Sycamore Creek (Holt Road and 127). The cost of the gauge is $4,860 with an annual maintenance fee of $14,392 in 2014 and $15,700 in 2015. The cost of the gauges was significantly reduced by the USGS because they had gauges from sites that had been discontinued. The cost of the project is divided up by three agencies, USGS (Federal Grant), USACE (Federal Grant), and the City of Lansing. Each agency is responsible for $80,000 of the $240,000 and the City is also responsible for the river gauges. The City of Lansing has committed $32,000 toward this project; as well Ingham County has committed $10,000 per year for three years for a total of $30,000. The Board of Water and light as well committed $10,000 per year for three years. The City of East Lansing, Williamston, and Meridian Township have contributed $15,000 toward the installation of the river gauge placed in Williamston. They have also committed to fund the river gauge for three years at approximately $15,000 per year.

In the past, the Sycamore Creek gauge has been monitored manually. This method requires a volunteer to go to the gauge and perform a manual reading. In order to collect the information that the USGS requires for this study, a volunteer would have to go to the gauge several times a day, seven days a week, for three years. Manual monitoring generally only takes place when water is high. Because the USGS relies on volunteers it is not always done, even in high water situations. In 2008, when we experienced some severe localized flooding on Sycamore Creek, the volunteer gauge reader was in the hospital and did not have a backup. Consequently, we got no scientific data about the event.

As of last year surveying of the sycamore creek is complete. They are in the process of the model development. Over the next year they will continue to collect data from all river gauges that will support the development of the models. They will also build the online Interface starting late 2015.

Michael R. Hamel
City of Lansing Emergency Management
RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH THE CITY OF LANSING FOR THE U.S. GEOLOGICAL SURVEY ENHANCED FLOOD WARNING SYSTEM PROJECT

WHEREAS, the United States Geological Survey (USGS) Enhanced Flood Warning project will develop complex models that will more accurately forecast flood events thereby enabling local officials, residents, and those managing critical infrastructure to take the best possible protective actions; and

WHEREAS, this project will address a critical need in Lansing, East Lansing, Delhi Township, Alaiedon Township and Lansing Township; and

WHEREAS, the total project cost of $240,000 is divided equally among USGS, Army Corps of Engineers and the City of Lansing; and

WHEREAS, the City of Lansing requested a $30,000 three year financial commitment from the County at $10,000 per year for three years; and

WHEREAS, the Ingham County Board of Commissioners agreed to participate in the enhanced flood warning system project with a $10,000 commitment through Resolution #13-412 for fiscal year 2013 only subject to renewal for future years; and

WHEREAS, the City of Lansing is also responsible for the maintenance of river gages at an additional annual cost of $29,700; and

WHEREAS, the City of Lansing has received several other financial commitments and has confirmed that they have a viable enhanced flood warning system project; and

WHEREAS, the City of Lansing is now requesting funding for an additional $10,000 from Ingham County for fiscal years 2014 and 2015 for a total amendment of $20,000; and

WHEREAS, the additional funding of $20,000 is available for this project within the 2014 and 2015 budgets.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the City of Lansing contract for County participation in the USGS Enhanced Flood Warning System by increasing the contract from $10,000 to a total cost not to exceed $30,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary budget adjustments to reflect this participation in the USGS Enhanced Flood Warning System.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents with the City of Lansing on behalf of Ingham County after approval as to form by the County Attorney.
TO: Law Enforcement, Human Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Contract with CMH for Inpatient Psychiatric Services at the Ingham County Jail
DATE: January 21, 2015

This resolution authorizes a contract with CMH for psychiatric inpatient care for jail inmates. The 2015 budget includes an allocation of $144,000 from the Health Services millage. The original proposal submitted by CMH in August 2014 is attached, and provides an explanation of why they requested funds from the County for these services. The contract is for the time period of October 1, 2014 through September 30, 2015 to coincide with the CMH fiscal year. CMH will invoice the County quarterly. It was estimated during the budget process that services would be provided under this contract to 14-20 people per year.
Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Closing the Funding Gap related to Psychiatric Inpatient Care for Ingham County Jail Inmates

August 2014

**Summary of proposal:** As a result of the dramatic reduction (over 67%) in the State General Fund payments to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties, the ability of this CMH to continue to pay for psychiatric inpatient care for jail inmates has been seriously eroded. Needed is a plan to close this funding gap.

**Deep General Fund cut to CMH:** The State of Michigan dramatically reduced State General Fund payments to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and to the entire Community Mental Health system for the second half of the current fiscal year (April, 2014 – September, 2014) and for fiscal year 2015. The cut eliminated 67% of the State General Fund dollars to the CMH system.

One assumption that laid the groundwork for this reduction in funding to the mental health system was that expanded Medicaid, i.e., the Healthy Michigan Plan, would make up for these funding cuts through Healthy Michigan Plan enrollments and the Medicaid/Healthy Michigan funds that would be received by CMH system. While it is true that there will be additional funding tied to the expansion of Medicaid, that fund source will not pay for certain critical services, jail based services, including psychiatric inpatient care, being among these excluded services.

**Longstanding partnership of CMH with the Ingham County Sheriff’s Office and the Ingham County Jail:** Historically, CMH has provided significant mental health support at all three county jails, i.e., the Correctional Assessment and Treatment Services (CATS) program at the Ingham county jail (and similar facility based services in Eaton and Clinton county jails) have been in operation for more than twenty years. These programs provide assessment, treatment, and risk reductions services to inmates in the respective jails as well as training and consultation to correctional staff. These services are supported completely through use of General Fund dollars which have been significantly reduced as noted. CMHA-CEI has a strong commitment to supporting these services in order to maintain individuals with serious and persistent mental illnesses in treatment, to help the jails in managing risks, and to mitigate mental health concerns for post-incarceration.

**GF funding gap’s impact on CMH’s ability to pay for psychiatric inpatient care for jail inmates:** In addition to the jail-based CMH has also paid all psychiatric inpatient claims on individuals admitted directly from the jail to the psychiatric inpatient facilities with which we contract. These claims average $144,000 per year. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH’s State General Fund revenues, CMH is without the funds to continue to pay these psychiatric inpatient costs and others previously funded by State General Fund dollars.

We have notified Sheriff Wriggelsworth of this issue and have indicated our willingness to work collaboratively with his office, the County Controller, and the County Commissioners to close this budget gap.

**Proposal:** That CMH work with the Controller’s Office and the Ingham County Sheriff’s Office to explore several options for addressing this issue, resulting in a recommendation to the County Commissioners. The options to be considered include:

1. Ingham County provide funding to CMH to cover the costs of psychiatric inpatient care for the inmates of the Ingham County Jail
2. Ingham County pay the psychiatric inpatient claims for Ingham County jail inmates
Agenda Item 7b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR INPATIENT PSYCHIATRIC SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH for fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, CMH uses State General Fund payments to pay all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities with which CMH contracts; and

WHEREAS, in the 2015 budget process, CMH made a request that Ingham County provide funding to CMH to cover the costs of psychiatric inpatient care for the inmates of the Ingham County Jail; and

WHEREAS, CMH was allocated $144,000 from the Health Services Millage in the 2015 budget for psychiatric inpatient services at the jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed $144,000 with CMH for psychiatric inpatient services at the Ingham County Jail for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, funds for this contract will come from the Health Services Millage.

BE IT FURTHER RESOLVED, The Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
January 20, 2015

To: County Services and Finance Committees
From: Travis Parsons
Subject: Fraternal Order of Police (FOP) – Supervisory Officers Collective Bargaining Agreement

On Friday, January 16, 2015, the FOP – Supervisory Officers notified us the membership ratified the agreement reached on January 8, 2015. Highlights of the agreement include the following:

- **Contract Duration (Article 42):** Three (3) year agreement through December 31, 2017

- **Wages (Article 28):**
  - Effective January 1, 2015 – 2.5% wage increase applied to the current 2014 wage scale.
  - A one-time lump sum payment, not on the wage scale, of $250 paid to eligible employees in a separate payroll run subsequent to ratification by both parties.
  - 2016 – Wage reopener
  - 2017 – Wage reopener
  - Inclement Weather Compensation (New Section) – In cases of official closure by the Controller and Chairperson of the Board of Commissioners, employees reporting to work receive one (1) vacation hour for each hour worked.

- **Vacation (Article 15):**
  - Effective December 31, 2017, the vacation schedule will be restored with 16 annual accrual hours and all employees shall earn vacation credits according to the restored schedule.
  - New Hires to the department after 1/1/2013 shall remain on the new hire vacation schedule.

- **Personal Leave (New Article):**
  - Creation of forty-nine (49) hours of Personal Leave based on the elimination of the employee birthday as a holiday, deletion of pass days and extra pass time.

- **Weapon Retirement Purchase (New Article):**
  - Retiree will have the option to purchase their duty weapon at market value or replacement cost.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE
FRATERNAL ORDER OF POLICE – SUPERVISORY OFFICERS

WHEREAS, an agreement has been reached between representatives of Ingham County and the Fraternal Order of Police – Supervisory Officers for the period January 1, 2015 through December 31, 2017; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Fraternal Order of Police – Supervisory Officers for the period January 1, 2015 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Date: January 20, 2015
To: County Services and Finance Committees
From: Travis Parsons
Subject: United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Ingham County Unit, Local 2256 – Zoo Unit

On Monday, January 12, 2015, the UAW – Zoo Unit employees reported the result of their ratification vote of the final tentative agreement reached on January 5, 2015. The UAW members approved the agreement. Highlights of the tentative agreement include the following:

- Contract Duration: January 1, 2015 through December 31, 2017

- Salaries (Article 29):
  - Effective upon the first full pay period subsequent to the date of ratification by both parties – 2.5% wage increase applied to the current 2014 wage scale
  - A one-time lump sum payment, not on the wage scale, of $250 paid to eligible employees in a separate payroll run subsequent to ratification by both parties.
  - Effective January 1, 2016 - 1% wage increase applied to the 2015 wage scale and either party or both parties may each request a contract reopener for one (1) issue
  - Effective January 1, 2017 – 1% wage increase applied to the 2016 wage scale and either party or both parties may each request a contract reopener for one (1) issue
  - The Employer and the Union agree to support the process and will actively participate in a Compensation and Classification Study through an outside consultant, if approved by the Board of Commissioners

- Hours of Work (Article 11):
  - Incorporate Letter of Understanding regarding Zookeeper Call Back.

- Hospitalization – Medical Coverage (Article 18):
  - Incorporate changes as recommended by the Health Cost Containment Committee and as approved by the County Board.

- Vacation (Article 21):
  - Vacation Bonus Days – Effective January 1, 2015, vacation bonus shall be provided on a pro-rata basis. Vacation Bonus paid to Employees who voluntarily do not remain employed will be deducted from their last paycheck pro-rata, based on the total number of months worked. This shall not apply to any employee who retires and is immediately eligible for and receives retirement benefits.
• Travel Allowance (Article 26, Section 4 Conferences, Conventions, or Seminars, subsection L):
  o Effective January 1, 2015, for any employee who is paid by the County to attend a conference, training or workshop, etc. and is voluntarily no longer employed by the County within three (3) months of attending, the employee shall repay the County the costs attributed to the conference, training or workshop, by payroll deduction.

• On Call (New Article):
  o Employees may be required to be on call. Employees on call for eight (8) consecutive hours shall be paid one (1) hour of straight time pay.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) LOCAL 2256 – ZOO UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256 – Zoo Unit for the period January 1, 2015 through December 31, 2017; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256 – Zoo Unit for the period January 1, 2015 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
January 21, 2015

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: Michigan Nurses Association (MNA) – Nurse Practitioners/Clinic Nurses
Collective Bargaining Agreement

On Tuesday, January 20, 2015, the MNA put before their members the tentative agreement achieved through mediation on January 9, 2015. The MNA members approved the agreement. Highlights of the agreement include the following:

- **Term of Agreement (Article 42): January 1, 2015 - December 31, 2017**

- **Salary Schedule (Article 35):**
  - 2015 – 2.5% increase to the 2014 wage schedule effective the first full pay period following ratification by both parties.
  - The County will provide a lump sum payment of $250 to those unit employees who were employed as of 11:59 p.m. on December 31, 2014 and remain employed at the time of the actual check.
  - 2016 – 1% increase to the 2015 wage schedule. In addition, for 2016, either (or both) party(ies) may each request a contract reopener for one (1) issue.
  - 2017 - 1% increase to the 2016 wage schedule. In addition, for 2017, either (or both) party(ies) may each request a contract reopener for one (1) issue.
  - The County and Association agree to support the process and will actively participate in a Compensation and Classification Study through an outside consultant, if approved by the Board of Commissioners in 2015 (to commence in 2015 or 2016)

- **Vacations (Article 14):**
  - **Section 9, Vacation Bonus Hours.** - Effective January 1, 2015, employees (other than an employee who retires and is immediately eligible for retirement benefits) who do not remain employed for all 12 months in any year shall have any vacation bonus paid deducted from their last paycheck, pro-rata based upon the total number of months worked.

- **Professional Training (Article 29):**
  - **Section 2, Training Pay.** – Effective January 1, 2015, for any employee who attends a non-mandatory conference, training or workshop, etc., and who is voluntarily no longer employed by the County within six months of attending such conference, etc., the employee shall repay the County the costs paid by the County attributable to the conference, etc., by payroll deduction.

- **Health Program and Hospitalization (Article 16):**
  - Conform to the letter agreement and incorporate changes as recommended by the Health Cost Containment Committee and as approved by the County Board.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE MICHIGAN NURSES ASSOCIATION – NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the Michigan Nurses Association for the period January 1, 2015 through December 31, 2017; and

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

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2015 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.