

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
BRYAN CRENSHAW
TERI BANAS
REBECCA BAHAR-COOK
KARA HOPE
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 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 [February 17, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Women's Commission - Interviews
2. Human Resources
 - a. Resolution Approving an [Amendment Agreement](#) Regarding Salary Placement for Original Hires and Promotions with Fraternal Order of Police, Capital City Lodge No. 141 – Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
 - b. Resolution Approving a Collective [Bargaining Agreement](#) 2015 Wage Reopener with Local 512 Office and Professional Employees International Union - Supervisory Unit
3. Innovation & Technology Department - Resolution Authorizing the Engagement of Conway, Dierking & Hillman, Inc. d/b/a C/D/H in a Time and Material Agreement for the Implementation of Microsoft's System Center Configuration Manager ([SCCM](#))
4. Road Department
 - a. Discussion Regarding Mailbox Replacement Policy and County Road Intersection Crash Ranking Report
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
 - c. Resolution to Approve and Certify the Ingham County 2014 [Public Road Mileage Report](#)
 - d. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Sand and [Gravel](#) for the Ingham County Road Department
 - e. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A [Aggregate](#) for the Ingham County Road Department
 - f. Resolution to Authorize a Professional Services Contract with [Great Lakes Engineering Group, LLC](#)

5. Board of Commissioners
 - a. Resolution Authorizing the Release of Attorney/Client Privileged [Communication](#)
 - b. Resolution Declaring March 31, 2015 as “[Cesar E. Chavez Day](#)” in Ingham County

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
February 17, 2015
Draft Minutes

Members Present: Celentino, Koenig (arrived 6:04 p.m.), Crenshaw, Banas, Bahar-Cook, Hope and Maiville

Members Absent: None

Others Present: Commissioner Anthony, Tim Dolehanty, Travis Parsons, Rick Terrill, Mike Ashton, Becky Bennett, Michael Banks, Rev. Pamela June Anderson, Toya Williams, Brent Riley, Ryan Buck, and Katie VanSchoick

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

Approval of the February 3, 2015 Minutes and Closed Session Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BANAS, TO APPROVE THE MINUTES OF THE FEBRUARY 3, 2015 MEETING AND THE FEBRUARY 3, 2015 CLOSED SESSION MINUTES.

Commissioner Maiville amended the closed session minutes to include Becky Bennett under “Others Present.”

The amendment was considered friendly.

Commissioner Bahar-Cook amended the minutes under Agenda Item 7(b) to read, “Commissioner Bahar-Cook stated that this resolution gave the Committee an opportunity to speak on the larger issue of mental health **parity**.”

The amendment was considered friendly.

Commissioner Hope amended the minutes under Agenda Item 5(a) to read, “He stated that the Road Department did not officially oppose the resolution ~~as the tree in question as the tree.~~ **Mr. Conklin stated that the tree in question** was very close to the road.”

The amendment was considered friendly.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

None.

Substitute –

8. Controller's Office - Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff

Commissioner Koenig arrived at 6:04 p.m.

Limited Public Comment

None.

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

3. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
4. Facilities Department - Resolution Amending the Agreement with I.COMM Corporation to Provide Access Control Improvements at the Mason Courthouse
5. Potter Park Zoo - Resolution Authorizing the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
6. Innovation & Technology Department - Resolution to Authorize the Purchase of Twenty-Seven (27) In Car Computer Systems Using the Equipment Revolving Fund for the Ingham County Sheriff's Office
7. Human Resources
 - a. Resolution Approving a One Year Extension of the Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
 - c. Resolution to Adopt a Revised Reorganization Policy

THE MOTION CARRIED UNANIMOUSLY.

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

THE MOTION CARRIED UNANIMOUSLY.

2. Equal Opportunity Committee – Interviews

The Committee interviewed Michael Banks, Rev. Pamela June Anderson, Toya Williams and Brent Riley for the Equal Opportunity Committee (EOC).

Chairperson Celentino stated that there were two vacancies for the EOC. He further stated that the appointments to the EOC would be discussed during the next Democratic Caucus meeting. Chairperson Celentino stated that once the appointments were made, Becky Bennett, Board Coordinator, would contact each of the interviewees.

Chairperson Celentino encouraged all interviewees to apply for another committee or commission if she or he were not appointed to the EOC.

1. Women's Commission - Interviews

The Committee interviewed Michael Banks for the Women's Commission.

Chairperson Celentino stated that there were three vacancies on the Commission. He further stated that appointments to the Commission would be discussed at the next Democratic Caucus meeting.

Chairperson Celentino stated that at the request of Commissioner Banas, the policy regarding damage to personal mailboxes by County snow plows were to be discussed. He further stated that due to the absence of Bill Conklin, Road Department Director, the discussion would be tabled until the next County Services Committee meeting.

Chairperson Celentino asked Tim Dolehanty, Controller/Administrator, to contact Mr. Conklin and request that he attend the next Committee meeting.

Mr. Dolehanty stated that he would contact Mr. Conklin.

Commissioner Banas stated that the issue was brought to her attention by a constituent. Commissioner Banas stated she would like to look into the current policy and other policy options. She further stated that she had attended a training event for new commissioners, facilitated by the Michigan County Road Association at which where she inquired about other Counties's policies regarding this issue.

Chairperson Celentino asked that Commissioner Banas share any information she may have with the Controller's Office.

There was a discussion regarding Road Department policies.

Commissioner Bahar-Cook asked what the current policy for damage to personal mailboxes by County snow plows was.

Chairperson Celentino stated that the policy stated that the County was liable for damage only when a snow plow physically touched a mailbox and caused damage. He further stated that the policy excluded damage caused by a buildup of snow.

There was discussion regarding the policy on damages to personal mailboxes.

Chairperson Celentino stated that there would be a discussion regarding the definition of the term “damaged.”

7. Human Resources

- b. Resolution Authorizing Entering into a Contract with Hay Group for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study

MOVED BY COMM. CRENSAHW, SUPPORTED BY COMMISSIONER KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH HAY GROUP FOR THE PURPOSE OF CONDUCTING A COMPREHENSIVE COUNTYWIDE COMPENSATION AND CLASSIFICATION STUDY.

Commissioner Maiville stated that there had been discussion regarding breaking up the study by department.

Mr. Dolehanty stated that the Board had decided to keep it as one study at the last Board Leadership meeting.

Commissioner Maiville asked whether demographics would be considered elsewhere if they were not considered in the study.

Travis Parsons, Human Resources Director, addressed the Committee. Mr. Parsons stated that how demographics were tied to wages was reported in the biennial EEO report that the County submits to the Federal Government. He further stated that structural classifications were broken into bands of pay and then broken down into demographics.

Commissioner Bahar-Cook requested that the biennial EEO report be provided to the Women’s Commission so that the Commissioner could review it.

Mr. Parsons stated that the EEO report would be provided. He further stated that the most recent report was from September 2013 and the next report was due September 2015.

Commissioner Bahar-Cook stated that she had requested a spreadsheet detailing the four bids that were received in regards this study’s RFP.

Mr. Parsons provided the spreadsheet to the Committee.

Commissioner Bahar-Cook asked that spreadsheets like these be included with future memorandums and resolutions. She further asked why a vendor from Chicago, Illinois was chosen over a vendor from Ann Arbor, Michigan.

Mr. Parsons stated that the vendor from Ann Arbor was primarily a one-man operation. He further stated that for larger studies, the individual solicited assistance from other groups.

There was discussion regarding recommendations and why the choice to recommend the Hay Group was made.

Chairperson Celentino asked for information on the wages health care-related positions in the County. He further asked why the County did not include a competitive wage when posting for physician or dentist openings within the County.

Mr. Parsons stated that in essence, the County had already done that. He further stated that based on a nationwide report, the Human Resources Department was able to provide the Board with an analysis of how far behind the County was. Mr. Parsons stated that there had not been a broad-based study of wages since 1999 to 2003. He further stated that another wage study was needed to better determine competitive wages.

Chairperson Celentino stated that it seemed the study was long overdue.

Mr. Parsons stated that there had been a tendency to do “snap shot” studies that collect data separately.

Commissioner Koenig asked why the previous study took so long to complete.

Chairperson Celentino stated that the study was conducted in “snap shots” of different bargaining units.

Commissioner Banas asked how the data would come back to the Board. She further asked what action would be advised.

Mr. Parsons stated that the study would provide many options for the Board to speak through the Controller’s Office, Human Resources and the Unions. He further stated that the Hay Group would present a spreadsheet that would include a market analysis of each position. Mr. Parsons stated that there would then be decisions for the Board to make regarding how the County’s wages should be based.

Commissioner Bahar-Cook asked how unique programs within the County would be analyzed.

Mr. Parsons stated that unique programs would be analyzed with similar programs in a host of locations.

Commissioner Koenig stated that the County had very good benefits. She further stated that both wages and benefits should be considered in finding a competitive wage.

Commissioner Koenig asked what a one percent increase would cost the County.

Mr. Parsons stated that it would cost roughly \$790,000.

Commissioner Koenig highlighted that an increase of that size would have a very large impact on the County, its employees, and its residents.

Commissioner Bahar-Cook asked whether the Hay Group would be able to provide an analysis of both salary and benefits.

Mr. Parsons stated that the Hay Group would look into benefits as well. He further stated that benefits were the hardest aspect of the study.

THE MOTION CARRIED UNANIMOUSLY.

8. Controller's Office - Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2016 BUDGET AND ACTIVITIES OF COUNTY STAFF.

Mr. Dolehanty stated that this resolution would normally come to the Board in March or early April. He further stated that the Controller's Office hoped that by setting priorities sooner, each department would have the Board's goals in mind when creating budget proposals.

Commissioner Crenshaw asked whether the item under priority number 4(a) stating "develop and implement a long-range plan for the utilization of the Health Services Millage" was supposed to be listed under priority number 4(a)(4) or priority number 4(a)(5).

Mr. Dolehanty stated that the statement belonged under priority number 4(a)(5).

Commissioner Crenshaw expressed concern over priority number 4(c)(3) in regards to the statewide ballot proposal for road funding. He further stated that the proposal could fail so he would prefer any budget proposals consider that possibility as well.

Commissioner Bahar-Cook asked that priority number 4(a)(5) be amended as follows:

"Develop and implement a long-rang plan for the utilization of the Health Services Millage that includes mental health services."

This was considered a friendly amendment.

Commissioner Maiville expressed concern that the amendment may be interpreted as limiting the utilization of the Health Services Millage to solely mental health services.

Commissioner Bahar-Cook stated that it was not her intent to exclude other health services.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Announcements

Commissioner Bahar-Cook stated that she had been contacted by Susan Demas and Ms. Demas was unable to attend the Women's Commission interview due to illness. Commissioner Bahar-Cook further stated that Ms. Demas expressed a desire to reschedule her interview.

Chairperson Celentino stated that her interview would be rescheduled.

Commissioner Bahar-Cook stated that the Safety Management Analysis provided by Bill Conklin did not include an index for what the information was provided.

Chairperson Celentino asked Mr. Dolehanty to direct Mr. Conklin to resubmit the Safety Management Analysis with specific titles detailing what information was listed in each column.

Commissioner Maiville asked that narratives be included to explain the findings.

Commissioner Banas asked that the Safety Management Analysis be added for discussion at the next Committee meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 6:54 p.m.

MARCH 3, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

- 2a. **Human Resources** - Resolution Approving an Amendment Agreement Regarding Salary Placement for Original Hires and Promotions with Fraternal Order of Police, Capital City Lodge No. 141 – Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

Language in a current collective bargaining agreement with the Fraternal Order of Police (FOP) did not allow advance step placement for employees promoted within the unit. As a result, employees promoted to a higher pay grade might actually earn a *lower* wage because they are required to start at step 1 of the new pay grade.

Most of the other collective bargaining agreements provide for step placement above step 1 upon recommendation of the Director and approval of the Human Resources Director. The FOP bargaining unit agreed to amend their contract to correct this situation with language similar to other collective bargaining agreements.

- 2b. **Human Resources** - Resolution Approving a Collective Bargaining Agreement 2015 Wage Reopener with Local 512 Office and Professional Employees International Union - Supervisory Unit

The Office and Professional Employees International Union (OPEIU) Local 512 membership ratified the terms and conditions of the 2015 wage reopener to accept a 2.5% wage increase. Unit members also agreed to support and actively participate in a Compensation and Classification Study. Changes in health insurance coverage recommended by the Joint Health Care Cost Containment Committee and approved by the Ingham County Board of Commissioners for 2015 were also recognized through an amended Letter of Understanding.

3. **Innovation and Technology Department** - Resolution Authorizing the Engagement of Conway, Dierking and Hillman, Inc. d/b/a C/D/H in a Time and Material Agreement for the Implementation of Microsoft's System Center Configuration Manager(SCCM)

The Innovation and Technology Department (IT) would like to engage Conway, Dierking and Hillman, Inc. (C/D/H) in an agreement to implement a System Center Configuration Manager plan. The proposed agreement would entail review of our current environment and creation of a deployment plan to move the first 200 workstations. C/D/H was the chosen vendor at the recommendation of Microsoft consistent with the County's Enterprise Agreement with Microsoft. The total engagement cost is \$29,800. Microsoft will cover the first \$16,000 if the total cost with the balance (\$13,800) paid by the County.

4b. 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.

4c. Road Department - Resolution to Approve and Certify the Ingham County 2014 Public Road Mileage Report

Addition of roads through development or jurisdiction transfers and road abandonments cause fluctuation in annual road mileage. Public Act 51 of 1951 requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners.”

4d. Road Department - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department

An agreement between Ingham County and Sunrise Aggregates, LLC sets forth terms and conditions for the purchase of process road gravel and 2NS sand on an as-needed basis. Similarly, an agreement between Ingham County and Carrick Trucking, Inc. sets forth terms and conditions for the purchase of processed road gravel picked up on an as-needed basis. Sunrise Aggregates and Carrick Trucking have agreed to hold their prices for another year. The Road Department recommends extending these contracts for one year at unit prices quoted in response to proposal#39-14.

4e. Road Department - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department

An agreement between Ingham County and Edward C. Levy Company sets forth terms and conditions for the purchase 29A Slag on an as-needed basis. Similarly, an agreement between Ingham County and Sunrise Aggregates, LLC sets forth terms and conditions for the purchase of 29A Crushed Natural Aggregate on an as-needed basis. Edward C. Levy Company and Sunrise Aggregates have agreed to hold their prices for another year. The Road Department recommends extending these contracts for one year at unit prices quoted in response to proposal#38-14.

4f. Road Department - Resolution to Authorize a Professional Services Contract with Great Lakes Engineering Group, LLC

The Ingham County Road Department (ICRD) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI)

and MDOT standards. ICRD and Purchasing Department staff reviewed seven proposals submitted in response to a request for proposals (RFP) and agreed to recommend the County enter into a professional services contract with Great Lakes Engineering Group, LLC to provide the requested bridge inspections at a cost of \$25,735.00.

5a. Board of Commissioners - Resolution Authorizing the Release of Attorney/Client Privileged Communication

On February 6, 2015, the County Attorney issued an opinion regarding holding times for stray animals. Commissioner Tsernoglou has requested that this opinion be made available for release. The County Attorney's Office has indicated that releasing this opinion would not have any negative effect on pending litigation or other legal matters. Board Rules require that the County Services Committee make a recommendation regarding the release of an attorney/client privileged communication to the Full Board.

5b. Board of Commissioners - Resolution Declaring March 31, 2015 as "Cesar E. Chavez Day" in Ingham County

A resolution is proposed to honor the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2015 as "Cesar E. Chavez Day" in Ingham County.

MEMORANDUM

February 17, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Cc: Andy Seltz, Animal Control Director
John Neilsen, Chief Deputy Controller

Re: Fraternal Order of Police, Capital City Lodge No. 141 – Animal Control Officers,
License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer
Amendment Agreement – Article 16, Rates of Pay

During the recent recruitment and hiring process for the newly created Veterinary Technician – Animal Control position in the Animal Control Department, we discovered the language in the current collective bargaining agreement did not allow advance step placement for potential promotional opportunities for employees within the unit. The result of the existing language was employees could compete for a promotional opportunity and with the step 1 placement in the new higher pay grade; they would be making a lower wage.

Ingham County strives to provide opportunities for internal advancement and most of the other collective bargaining agreements provide for wage advancement upon promotion.

In addition, the current collective bargaining agreement did not allow the Animal Control Director any discretion for step placement upon initial hire. In some cases, there are exceptions to an initial step 1 placement based on unique experience and abilities over and above the desired qualifications. Most of the other collective bargaining agreements provide for step placement above step 1 upon recommendation of the Director and approval of the Human Resources Director.

These concerns were discussed with the FOP Capital City Lodge and the unit agreed these needed to be corrected. The attached Amendment Agreement addresses these issues in a consistent manner as the other collective bargaining agreements.

Thank you for your consideration of this amendment.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING AN AMENDMENT AGREEMENT REGARDING SALARY PLACEMENT FOR ORIGINAL HIRES AND PROMOTIONS WITH FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 – ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, ANIMAL SHELTER OPERATORS AND FIELD SUPERVISORY OFFICER UNIT

WHEREAS, an agreement was reached between representatives of Ingham County and the FOP Capital City Lodge No. 141 for the period January 1, 2015 through December 31, 2015; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Human Resources Department and the Animal Control Office have discussed with the FOP Capital City Lodge No. 141 the changes to Article 16, Rate of Pay for salary placement upon original hire or promotion within the unit and have prepared the attached Amendment Agreement between Ingham County and the FOP Capital City Lodge No. 141; and

WHEREAS, the provisions of this Amendment Agreement have been approved by County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Amendment Agreement with respect to salary placement for original hires and promotions between Ingham County and the FOP Capital City Lodge No. 141.

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

**AMENDMENT AGREEMENT
BETWEEN
INGHAM COUNTY (Employer)
AND
FRATERNAL ORDER OF POLICE,
CAPITOL CITY LODGE NO. 141 (Union)**

**ANIMAL CONTROL OFFICERS, LICENSE
ENFORCEMENT OFFICERS, ANIMAL SHELTER
OPERATORS AND FIELD SUPERVISORY OFFICER**

WHEREAS, the Employer and the Union have entered a collective bargaining agreement with a term running from January 1, 2012, through December 31, 2014; and

WHEREAS, the parties agreed to extend the agreement for a one (1) year period, being through December 31, 2015; and

WHEREAS, the parties are agreeable to amending the contract regarding original and promotional appointments.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. **ARTICLE 16, Rates of Pay, Section 1. Wages**, shall be amended to read:

A. The wages for the employees covered by this Agreement shall be paid in accordance with the Salary Schedule in Appendix A.

1. Original and Promotional Appointments.

(a) Original appointment to any position shall be made at the entrance rate of the classification. Upon recommendation of the Director Animal Control Department, the Human Resources Director may approve initial compensation through Step 3 in the Salary Schedule when the needs for the service make such action necessary; provided that any such exception is based on the outstanding and unusual character of the individual employee's experience and ability over and above the desirable qualifications specified for the classification.

(b) Promotional appointments to any position shall be made at the step in the new classification so that the employee shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than his/her current annual wage, except in the event that step one of the new classification is ten percent (10%) or more above the current annual wage said employee shall be placed in step one of the new classification.

(c) This Amendment Agreement shall modify the parties' labor contract only to the extent expressly provided herein.

(d) All other terms of the parties' labor contract not in conflict with this Agreement shall continue in full force and effect.

COUNTY OF INGHAM

FRATERNAL ORDER OF POLICE
CAPITOL CITY LODGE NO.141

Brian McGrain, Chairperson
Board of Commissioners

John Good, President

Thomas Krug, Executive Director

MEMORANDUM

February 18, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: LOCAL 512, OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION - SUPERVISORY UNIT: 2015 WAGE
REOPENER

On Wednesday, February 18, 2015, we were advised by the OPEIU Local 512 that the membership ratified the terms and conditions of the 2015 Wage Reopener.

Highlights of the agreement include the following:

WAGES:

1. A 2.5% wage increase to the existing salary schedule effective the first full pay period after the effective date of ratification by both parties.
2. The Union will support and actively participate in a Compensation and Classification Study, if approved by the Board of Commissioners, for possible bargaining and implementation in 2016 and thereafter.

HEALTH CARE:

Amending the agreement through "Letter of Understanding" to implement the changes as recommended by the Joint Health Care Cost Containment Committee and approved by the Ingham County Board of Commissioners for 2015.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT 2015 WAGE
REOPENER WITH LOCAL 512 OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION - SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Local 512 Office and Professional Employees International Union for the period January 1, 2014 through December 31, 2015; and

WHEREAS, the agreement included a wage reopener for 2015; and

WHEREAS, an agreement regarding the 2015 wage reopener for a 2.5% increase to the current salary schedule has been reached between representatives of Ingham County and Local 512 Office and Professional Employees International Union; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2015 wage reopener agreement between Ingham County and Local 512 Office and Professional Employees International Union – Supervisory Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2015 wage reopener, subject to the approval as to form by the County Attorney.

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: February 12, 2015
Re: Ingham County Service Center Configuration Manager project

Dear Commissioners,

In an effort to improve efficiencies and full utilize the Ingham County Enterprise agreement with Microsoft we will be implementing the components of System Center the county is licensed. As part of the Microsoft Agreement the county has services available via select vendors for these services. Conway, Dierking & Hillman, Inc. d/b/a C/D/H.

The Innovation and Technology Department would like to engage C/D/H for a System Center Configuration Manager (SCCM) Project. C/D/H will review our environment and create a deployment plan to move the first 200 workstations. The will allow the Innovation and Technology Department to expedite the deployment of workstations to users and place the county into a managed PC environment.

C/D/H was the chosen vendor of choice at the recommendation of Microsoft and the County's Enterprise Agreement with Microsoft. The total engagement cost is \$29,800. Microsoft will provide credit as part of the Enterprise Agreement to cover the first \$16,000. The total cost to the County is expected to be \$13,800.

I have also conferred with Gartner on this project and after review feel this is a good value and a project that will help improve efficiencies with the department.

The funds for this project will be paid from the Innovation and Technology Departments Network Maintenance fund 636-25810-818000

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ENGAGEMENT OF CONWAY, DIERKING & HILLMAN, INC. d/b/a C/D/H IN A TIME AND MATERIAL AGREEMENT FOR THE IMPLEMENTATION OF MICROSOFT'S SYSTEM CENTER CONFIGURATION MANAGER (SCCM)

WHEREAS, the Innovation and Technology Department recommends C/D/H to implement Microsoft's System Center Configuration Manager; and

WHEREAS, the Innovation and Technology Department will use the preferred Microsoft vendor as part of their Enterprise Agreement; and

WHEREAS, the cost of the implementation will be reduced by services available as part of the Microsoft Enterprise Agreement; and

WHEREAS, the cost to the county is not to exceed \$13,800 for development, design, and assistance with the implementation; and

WHEREAS, funds for these services will be paid out of the Innovation and Technology Department's Network Maintenance fund (636-25810-818000); and

WHEREAS, the Chief Information Officer has also consulted with Gartner and recommends moving forward with this initiative.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Chairperson of the Ingham County Board of Commissioners to sign any contract or purchase order documents necessary to engage Conway, Dierking & Hillman, Inc. d/b/a C/D/H in a time and material agreement for the implementation of Microsoft's System Center Configuration Manager for a not to exceed total of \$13,800.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 18, 2015 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: February 18, 2014

LIST OF CURRENT PERMITS ISSUED

| <u>R/W PERMIT#</u> | <u>R/W APPLICANT /CONTRACTOR</u> | <u>R/W WORK</u> | <u>R/W LOCATION</u> | <u>R/W CITY/TWP.</u> | <u>R/W SECTION</u> |
|--------------------|----------------------------------|-------------------|--|----------------------|--------------------|
| 2015-034 | TDS | ANNUAL BLANKET | VARIOUS | VARIOUS | |
| 2015-035 | WOLVERINE PIPELINE CO | ANNUAL BLANKET | VARIOUS | VARIOUS | |
| 2015-036 | CONSUMERS ENERGY | ELECTRIC | CEDAR ST & CHARLAR DR | DELHI | 23 |
| 2015-038 | MAULDON BROTHERS CONST | SANITARY | BIBER ST BET POLLARD AVE & HARDY AVE | MERIDIAN | 6 |
| 2015-039 | BISHOP LAND SERVICE | SEISMIC | COLUMBIA RD & COLLEGE RD | VEVAY | 6, 7 |
| 2015-041 | COMCAST | CABLE / UG | LEGACY PKWY & DUNCKEL RD | DELHI | 2 |
| 2015-042 | COMCAST | CABLE / UG | OKEMOS RD & HERITAGE AVE | MERIDIAN | 33 |
| 2015-043 | CONSUMERS ENERGY | GAS | HULL RD BET TOMLINSON RD & COY RD | VEVAY | 21 |
| 2015-044 | CONSUMERS ENERGY | GAS | MAIN ST BET BRIDGE ST & LANSING RD | LANSING | 19 |
| 2015-045 | CONSUMERS ENERGY | GAS | SHERWOOD RD & ZIMMER RD | WILLIAMSTOWN | 27 |
| 2015-046 | WILLIAMSTOWN TOWNSHIP | SPECIAL EVENT | VARIOUS | WILLIAMSTOWN | |
| 2015-047 | MI DEPT OF NATURAL RESOURCES | MISCELLANEOUS | BARNES RD , DEXTER TR | INGHAM, VEVAY | |
| 2015-050 | MAXSON MILK TRANSPORT | HAUL ROUTE / MILK | VARIOUS | LEROY | |
| 2015-051 | CONSUMERS ENERGY | GAS | ZIMMER RD BET WILD CHERRY DR & BRIDLEWOOD LN | WILLIAMSTOWN | 27, 34 |
| 2015-052 | AT & T | CABLE / UG | NEWMAN RD & CENTRAL PARK | MERIDIAN | 22 |
| 2015-053 | AYLES TREE SERVICE | TREE REMOVAL | GERMANY RD & MERIDIAN RD | WILLIAMSTOWN | 20 |
| 2015-054 | CONSUMERS ENERGY | ELECTRIC / OH | LAMB RD BET EVERY RD & MERIDIAN RD | ALAIEDON | 24 |
| | | | | | |
| | | | | | |

MEMORANDUM

To: County Services Committee

From: Robert Peterson, Director of Engineering
Road Department

Date: February 18, 2015

Subject: Ingham County 2014 Public Road Mileage Certification

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers. There were no additions or subtractions of public road mileage this year. Our road centerline mileage is 1,253.15 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

The subject of this memo is the Public Road Mileage Report that covers the period from January 1, 2014 through December 31, 2014.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE
INGHAM COUNTY 2014 PUBLIC ROAD MILEAGE REPORT**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers; and

WHEREAS, the Ingham County road centerline mileage is unchanged at 1,253.15 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners.”

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign three copies of the 2014 Public Road Mileage Report document that is consistent with this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: February 12, 2015
 SUBJECT: Proposal Summary to Extend the Contract with Sunrise Aggregates for Processed Road Gravel and 2NS Sand as well as a contract with Carrick Trucking for Processed Road Gravel picked up.

Project Description:

Sunrise Aggregates has a contract with the Ingham County Road Department for the purchase of process road gravel and 2NS sand on an as-needed basis at the unit prices quoted in the bid proposal; additionally Carrick Trucking has a contract with the Ingham County Road Department for the purchase of processed road gravel picked up on an as-needed basis at the unit prices quoted in their proposal.

| Vendor | Local | 21AA Stockpiled Gravel | 22A Stockpiled Gravel | 23A Stockpiled Gravel | Stockpiled 2NS Sand | 21AA Delivered /Spread | 22A Delivered /Spread | 23A Delivered /Spread | 21AA Delivered Gravel | 22A Delivered Gravel | 23A Delivered Gravel | 2NS Sand Delivered | Pit Location |
|---------------------|--------------------|------------------------|-----------------------|-----------------------|---------------------|------------------------|-----------------------|-----------------------|--|----------------------|----------------------|--------------------|--|
| Sunrise Aggregates | Yes - Dansville | \$9.80 | \$4.35 | \$4.35 | \$2.95 | \$13.65 | \$8.10 | \$8.10 | \$12.55 | \$7.30 | \$7.30 | \$5.80 | Ives Rd for Gravel/Stockbridge for 2NS |
| E. T. MacKenzie Co. | No - Grand Ledge | \$12.75 | \$7.40 | No Bid | \$4.00 | \$18.00 | \$12.75 | No Bid | \$16.75 | \$11.40 | No Bid | \$8.00 | Chamberlain Drive, Lansing/Clark Rd, Dewitt |
| Gerken Materials | No - Ohio | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | *\$13.70 | *\$12.20 | *\$12.95 | *\$10.05 | Round Lake sand and Gravel |
| | | | | | | | | | *Above pricing is for Metro & Eastern. Western is \$.20 /ton less. See Below | | | | |
| | | | | | | | | | \$13.50 | \$12.00 | \$12.75 | \$9.85 | |
| Carrick Trucking | No - Houghton Lake | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | |
| Stonoco | No - Monroe | No Bid | \$4.25 | \$4.65 | \$5.25 | No Bid | No Bid | No Bid | \$23.50 | \$11.40 | \$11.40 | \$10.70 | Chicago Rd, Horton/Patterson Rd, Middleville |
| Carr Brothers | No - Albion | \$10.93 | \$4.73 | \$4.73 | \$4.44 | No Bid | No Bid | No Bid | \$16.00 | \$9.00 | \$9.00 | \$10.38 | Elm Row Rd, Albion |

*Prices per Ton

| Vendor | Local | 21AA Stockpiled Gravel | 22A Stockpiled Gravel | 23A Stockpiled Gravel | Stockpiled 2NS Sand | 21AA Delivered /Spread | 22A Delivered /Spread | 23A Delivered /Spread | 21AA Delivered Gravel | 22A Delivered Gravel | 23A Delivered Gravel | 2NS Sand Delivered | Pit Location |
|---------------------|--------------------|------------------------|-----------------------|-----------------------|---------------------|------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|--------------------|--------------------|
| Sunrise Aggregates | Yes - Dansville | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | |
| E. T. MacKenzie Co. | No - Grand Ledge | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | |
| Gerken Materials | No - Ohio | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | |
| Carrick Trucking | No - Houghton Lake | No Bid | \$5.65 | \$5.65 | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | Hoskins Pit |
| Stonoco | No - Monroe | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | |
| Carr Brothers | No - Albion | \$15.30 | \$7.10 | \$7.10 | \$6.00 | No Bid | No Bid | No Bid | \$22.40 | \$13.50 | \$13.50 | \$14.00 | Elm Row Rd, Albion |

*Price per Cubic Yard

Recommendations:

It is the recommendation of the Evaluation Committee to extend the current contract with Carrick Trucking and Sunrise Aggregates for material for another year at unit prices quoted in their 2014 response to proposal#39-14. Carrick Trucking and Sunrise Aggregates have agreed in writing to hold their prices for another year with no increase in cost.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION AUTHORIZING THE PURCHASE OF
2015 SEASONAL REQUIREMENT OF SAND AND GRAVEL
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations; and

WHEREAS, the Road Department adopted 2015 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for various types of processed road gravel and sand were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #39-14 and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of sand and gravel, with associated delivery methods, on an as-needed, unit price basis from the two bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method; and

WHEREAS, both companies listed below have offered to extend 2014 pricing to 2015 for the products listed below.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from the two respondents to RFP #39-14 shown in the table below with the various delivery options also shown, based on Road Department staff’s judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

****Prices per Ton***

| Vendor | 21AA | 22A | 23A | 2NS Sand | 21AA | 22A | 23A | 21AA | 22A | 23A | 2NS Sand | Local |
|-------------------------|-------------------|--------|--------|------------|------------------|--------|--------|------------------|--------|--------|-----------|--------------------|
| | Stockpiled Gravel | | | Stockpiled | Delivered/Spread | | | Delivered Gravel | | | Delivered | |
| Carrick Trucking Inc. | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No - Houghton Lake |
| Sunrise Aggregates LLC. | \$9.80 | \$4.25 | \$4.35 | \$2.95 | \$13.65 | \$8.10 | \$8.10 | \$12.55 | \$7.30 | \$7.30 | \$5.80 | Yes - Dansville |

****Price per Cubic Yard***

| Vendor | 22A | 23A |
|-----------------------|-------------------|--------|
| | Stockpiled Gravel | |
| Carrick Trucking Inc. | \$5.65 | \$5.65 |

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with both above listed suppliers and purchase the various types of sand and gravel material as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 12, 2015

SUBJECT: Proposal Summary to Extend the Contract with Edw. C. Levy Co, for 29A Slag as well as a contract with Sunrise Aggregates for 29A Crushed Natural Aggregate.

Project Description:

Edw. C. Levy has a contract with the Ingham County Road Department for the purchase of 29A Slag on an as-needed basis at the unit prices quoted in the bid proposal; additionally Sunrise Aggregate has a contract with the Ingham County Road Department for the purchase of 29A Crushed Natural Aggregate on an as-needed basis at the unit prices quoted in their proposal.

| Vendor | Local | Slag 29A delivered to Western Garage price per ton | Slag 29A delivered to Eastern Garage price per ton | Slag 29A delivered to Metro Garage price per ton | 29A Crushed Natural Aggregate delivered to Western Garage price per ton | 29A Crushed Natural Aggregate delivered to Eastern Garage price per ton | 29A Crushed Natural Aggregate delivered to Metro Garage price per ton |
|--------------------|-----------------|--|--|--|---|---|---|
| Gerken Materials | No - Ohio | No Bid | No Bid | No Bid | \$17.40 | \$17.60 | \$17.40 |
| EDW Levy | No - Detroit | \$25.79 | \$24.11 | \$24.95 | No Bid | No Bid | No Bid |
| Stoneco | No - Monroe | No Bid | No Bid | No Bid | \$21.50 | \$21.50 | \$21.75 |
| Verplank Trucking | No - Ferrysburg | \$46.05 | \$46.05 | \$44.35 | No Bid | No Bid | No Bid |
| Sunrise Aggregates | Yes - Dansville | No Bid | No Bid | No Bid | \$17.40 | \$17.40 | \$17.40 |

All prices are in dollar/ton

Recommendations:

It is the recommendation of the Evaluation Committee to extend the current contract with Edw. C. Levy and Sunrise Aggregates for material for another year at unit prices quoted in their 2014 response to proposal#38-14. Edw. C. Levy and Sunrise Aggregates have agreed in writing to hold their prices for another year with no increase in costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2015 SEASONAL REQUIREMENT OF 29A AGGREGATE
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2015 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #38-14 and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the next two bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price; and

WHEREAS, all three companies listed below have offered to extend 2014 pricing to 2015 for the products listed below.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of 29A slag from Edw. C. Levy Co., and of 29A crushed natural aggregate from the next two bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price and quality of material.

**Prices per Ton*

| Vendor | 29A Slag delivered to Western Garage | 29A Slag delivered to Eastern Garage \$21.91 | 29A Slag delivered to Metro Garage | 29A Crushed Natural Aggregate delivered to Western Garage | 29A Crushed Natural Aggregate delivered to Eastern Garage | 29A Crushed Natural Aggregate delivered to Metro Garage | Local |
|-------------------------|--------------------------------------|--|------------------------------------|---|---|---|-----------------|
| Edw. C. Levy Co. | \$25.79 | \$24.11 | \$24.95 | No Bid | No Bid | No Bid | No - Dearborn |
| Sunrise Aggregates LLC. | No Bid | No Bid | No Bid | \$17.40 | \$17.60 | \$17.40 | Yes - Dansville |
| Gerken Materials Inc. | No Bid | No Bid | No Bid | \$17.40 | \$17.60 | \$17.40 | No - Adrian |

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase the 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the next two bidders shown in the table above as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: February 12, 2015

SUBJECT: 2015 & 2016 Biennial Bridge Inspection Contract

The Ingham County Road Department (ICRD) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). MDOT uses biennial bridge inspection reports from all over the Michigan (state, county, city, and village) to compile a report that is submitted to the Federal Highway Administration (FHWA). Ultimately, the federal government uses the inspection data to guide decisions about federal transportation funding levels and program requirements.

In general, only structures that span 20 feet or more (measured abutment to abutment) are considered bridges. There are 67 structures that fit that description within the confines of ICRD jurisdiction. Structures spanning less than 20 feet are categorized as culverts and do not require biennial bridge inspections reported to MDOT and FHWA. However, ICRD staff and our consultants inspect culverts periodically and as necessary.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI) and MDOT standards. ICRD only solicited proposals from MDOT pre-qualified consultants that have the required training and expertise. Even though all respondents are MDOT pre-qualified, qualification statements are solicited to expand upon the consultant's pre-qualified status, inspection expertise, and the individual team member's level of experience.

Due to the nature of the normal inspections and the fact that the initial inspection could lead to more detailed inspections and/or load analyses, the Request for Proposals was drafted as a unit price contract. The unit price contract format has served ICRD well for the last five inspection cycles, insures that we only pay for the services we need or want, and allows us to order additional work without having to negotiate fees after-the-fact.

The Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals. ICRD and Purchasing Department staff reviewed the proposals and agreed to recommend that Great Lakes Engineering Group, LLC, Lansing, Michigan, be retained to provide the requested bridge inspections. Based on the mandated inspections the basic service fee totals \$15,535.00. With the estimate of additional services needed to fulfill our bridge inspection obligation, their fee is estimated to total \$25,735.00. The estimated total fee from next closest proposer was \$25,768.00.

Approval of the attached resolution is recommended.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 12, 2015
SUBJECT: 2015 and 2016 Biennial Bridge Inspection Program for the Ingham County Road Department

Project Description:

Ingham County (County) solicits proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2015 and 2016 Biennial Bridge Inspection Program.

Proposal Summary:

| | | |
|---------------------|----|-----------|
| Vendors contacted: | 34 | Local: 08 |
| Vendors responding: | 07 | Local: 04 |

The bid tabulation is located on the following page.

Vendors not bidding:

Alfred Benesch & Company, Ihab Darwish, Sr. Project Mgr., 4660 S Hagadorn Road, Ste 315, East Lansing MI 48823: Due to the current work load, we will not respond to this RFP. However, we are looking forward to submit on future RFPs.

Tetra Tech, Jayson Nault, PE, Operating Unit Vice President; 123 Brighton Lake Rd., Brighton MI 48116: Due to our present workload we are unable to submit a proposal at this time.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises website, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

| | | | Ayres Associates Local: No (Wisconsin) | | DLZ Michigan Local: Yes | | FTC&H Local: Yes | | Great Lakes Engineering Local: Yes | | HH Engineering Local: No (Detroit) | | Mannik & Smith Local: Yes | | ROWE Local: No (Flint) | |
|--|------|------|---|-------------|----------------------------|-------------|---------------------|-------------|--|-------------|---------------------------------------|---------------|------------------------------|--------------|---------------------------|-------------|
| Federally Mandated Inspections | Unit | Qty. | | Total | | Total | | Total | | Total | | Total | | Total | | Total |
| Item I & II - Bridge Inspections: | LSum | 1 | | \$42,600.00 | | \$24,980.00 | | \$35,250.00 | | \$15,535.00 | | \$23,600.00 | | \$82,700.00 | | \$16,976.00 |
| Tier 3 Load Rating Requirement | Unit | Qty. | Price | Total | Price | Total | Price | Total | Price | Total | Price | Total | Price | Total | Price | Total |
| Item III - Load Analysis - 1 to 3 span steel | Each | 4 | \$1,000.00 | \$4,000.00 | \$700.00 | \$2,800.00 | \$660.00 | \$2,640.00 | \$350.00 | \$1,400.00 | \$500.00 | \$2,000.00 | \$1,500.00 | \$6,000.00 | \$199.00 | \$796.00 |
| Item IV - In-Depth Insp - 1 to 3 span steel | Each | 4 | \$2,000.00 | \$8,000.00 | \$700.00 | \$2,800.00 | \$750.00 | \$3,000.00 | \$700.00 | \$2,800.00 | \$750.00 | \$3,000.00 | \$2,300.00 | \$9,200.00 | \$499.00 | \$1,996.00 |
| Underwater Inspections | Unit | Qty. | Price | Total | Price | Total | Price | Total | Price | Total | Price | Total | Price | Total | Price | Total |
| Item V - Underwater Inspection & Report | Each | 2 | \$4,000.00 | \$8,000.00 | \$3,000.00 | \$6,000.00 | \$3,000.00 | \$6,000.00 | \$3,000.00 | \$6,000.00 | \$3,000.00 | \$6,000.00 | \$7,500.00 | \$15,000.00 | \$3,000.00 | \$6,000.00 |
| Totals representing minimum work: | | | | \$62,600.00 | | \$36,580.00 | | \$46,890.00 | | \$25,735.00 | | * \$34,600.00 | | \$112,900.00 | | \$25,768.00 |

*Additional comments stated that detailed inspections and underwater inspection unit prices are "subject to change".

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH
GREAT LAKES ENGINEERING GROUP, LLC**

WHEREAS, the Ingham County Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the Road Department bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals; and

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Rowe Professional Services Company of Flint, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan, based on its unit price proposal dated February 3, 2015, for 2015 & 2016 biennial bridge inspections and as-needed services.

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

Agenda Item 5a

DATE: February 17, 2015
TO: County Services Committee
FROM: John Neilsen, Chief Deputy Controller
RE: Release of Attorney/Client Privileged Opinion

On February 6, 2015, the County Attorney issued an attorney/client privileged opinion regarding holding times for stray animals. Commissioner Tsernoglou has requested that this opinion be made available for release. The County Attorney's Office has indicated that releasing this opinion would not have any negative effect on pending litigation or other legal matters.

The Board Rules state that the County Services Committee shall make a recommendation regarding the release of an attorney/client privileged communication to the Full Board. The attached resolution authorizes the release of the February 6, 2015 attorney/client privileged legal opinion from Cohl, Stoker, Toskey & McGlinchey, P.C. for your consideration.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

December 22, 2014

To: Registered Animal Shelters in Michigan

Subject: Holding Times for Dogs and Cats at Registered Animal Shelters in Michigan

This notice is to clarify the Michigan Department of Agriculture and Rural Development (MDARD), Animal Industry Division's position on holding times for dogs and cats at registered animal shelters in Michigan. While there are ongoing discussions about changing laws in Michigan to modify holding times, at this time, the holding requirements are as described in this notice.

1. Holding times apply to dogs and cats that were stray or running at large. Holding times do not apply to owner surrendered dogs and cats. Holding times do not apply to animals which are ill or injured to the extent that the holding period would cause undue suffering.
2. Animal control shelters have a responsibility for the care of animals that are found in the streets or at large. Animal protection shelters do not have authority to take in stray animals unless they have an agreement with an animal control shelter, county, or municipality.
3. If an animal protection shelter takes in a dog found running at large (stray), the animal protection shelter must notify animal control within 48 hours and must abide by direction from animal control which could include transfer to an animal control shelter and must include compliance with holding times.
4. There is no state law requiring that cats be kept on a leash or under control of their owner as there is for dogs. There may be local requirements. If there are no local requirements, animal control is not mandated to pick up and hold cats at large. If stray cats are held, though, then the holding times need to be followed.
5. There are no exceptions to holding times for feral or aggressive dogs or cats.
6. Dogs and cats without evidence of ownership (without traceable identification) need to be held for four days after acquisition.
7. Dogs and cats with evidence of ownership (traceable identification) need to be held for seven days from the date of mailing a notice to the owner. Evidence of ownership includes but is not limited to a collar with a tag, tattoo, and microchip.
8. "Day" should be interpreted to mean a 24-hour period which is not a State holiday or weekend (Saturday or Sunday), regardless of the days the shelter is actually open. In addition, "day" would not include the first day of acquisition.

The current laws affecting holding times and operations of animal control date back to 1939 and 1969. We appreciate that much has changed since these laws were enacted. However, it is MDARD's position that it is still in the best interest of animal health, animal welfare, public health, and of value to citizens of Michigan trying to locate lost pets that holding times be consistent across the state. Until such time as state law may be changed, MDARD expects animal control shelters and animal protection shelters to comply with the statutory holding times.

Sincerely,

James J. Averill, DVM, PhD
State Veterinarian and Division Director
Animal Industry Division

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE RELEASE OF
ATTORNEY/CLIENT PRIVILEGED COMMUNICATION**

WHEREAS, the County Attorney issued an Attorney/Client privileged legal opinion regarding the holding time for stray animals at the Ingham County Animal Shelter on February 6, 2015; and

WHEREAS, a County Commissioner is requesting the release of the Attorney/Client privileged communication; and

WHEREAS, the County Attorney believes the release of this opinion would not have a negative effect on pending litigation or other legal matters; and

WHEREAS, the County Services Committee recommends that this opinion be released.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the release of the Attorney/Client privileged legal opinion from Cohl, Stoker & Toskey, P.C., dated February 6, 2015, regarding the holding time for stray animals at the Ingham County Animal Shelter.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DECLARING MARCH 31, 2015 AS “CESAR E. CHAVEZ DAY”
IN INGHAM COUNTY**

WHEREAS, the late Cesar E. Chavez developed and lived by a unique blend of values, philosophy and styles; and

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2015 as “Cesar E. Chavez Day” in Ingham County.