CHAIRPERSON
BRIAN McGRAIN

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

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
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, MAY 5, 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 April 21, 2015 Minutes

Additions to the Agenda

Limited Public Comment

1. **Interviews** - Parks & Recreation Commission

2. **Drain Office**
   a. Resolution to Approve Agreement for Work in County Road Right of Way by Ferley Consolidated Drain Drainage District
   b. Resolution to Approve Agreement for Work in County Road Right of Way by Grovenburg and Menger Consolidated Drain Drainage District
   c. Resolution Pledging Full Faith and Credit to Mud Creek Drain Drainage District Bonds
   d. Resolution to Authorize a **Reorganization** within the Ingham County Drain Commissioner’s Office

3. **Equal Opportunity Commission** - Resolution in Support of “**Ban The Box**” Initiative Regarding Criminal Background Checks

4. **Facilities Department** - Resolution Awarding a Contract to **Boynton Fire Service** to Provide Fire Prevention Services at Several County Facilities

5. **Farmland and Open Space Preservation Board** - Resolution for Approval to Close on Koelling, Schwab #2, Fogle and Haynes #3 Properties

6. **Financial Services** - Resolution to Increase the **Liability Self Insurance Retention** to $500,000

7. **Road Department**
   a. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of **Bituminous Surface Mixture** for the Ingham County Road Department
   b. Resolution Authorizing the Extension of Authorization to Purchase the 2015/2016 Seasonal Requirement of **Liquid De-Icer** for the Ingham County Road Department
c. Resolution to Approve a First Party Construction Contract with Michigan Paving & Materials, a Third Party Agreement with the Charter Township of Lansing and Another Third Party Agreement with the City of Lansing in Relation to a Road Reconstruction Project for Michigan Avenue from 1500 Feet West of Waverly Road to 1500 Feet East of Clare Street
d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
e. Discussion: Request for Reorganization of Department Engineering Division and One Engineering Technician Position Reclassification

8. Human Resources - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit

9. Potter Park Zoo - Resolution Authorizing a Transfer of Capital Improvement Funds to the Wolf Exhibit Project

10. Controller’s Office - Resolution to Amend Business Travel and Reimbursement Policy and Procurement Card Policy

11. Board of Commissioners
   a. Resolution Recognizing Riley Gay as the First Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest
   b. Resolution Recognizing Kaylee Henderson as the Second Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest
   c. Resolution Recognizing Kylie Kayser as the Third Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest
   d. Resolution Recognizing Brooke Galbreath with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest
   e. Resolution Recognizing Katherine E. Wahl with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest
   f. Resolution Recognizing Lisa Ng with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest

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
April 21, 2015
Draft – Minutes

Members Present: Celentino, Bahar-Cook, Banas (arrived at 6:01 p.m.), Crenshaw, Hope, Koenig, and Maiville

Members Absent: None

Others Present: Drain Commissioner Pat Lindemann, Tim Dolehantry, Peter Cohl, Rick Terrill, Mike Ashton, Travis Parsons, Paul Pratt, Becky Bennett, Robin Stites, and others

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 April 7, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE APRIL 7, 2015 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

Additions to the Agenda

Substitute –

5. Facilities
   a. Resolution Authorizing a Contract with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)

Remove from Agenda –

7. Fair - Resolution Authorizing Entering into a Contract with Anderson-Fischer & Associates for Excavation Services for Improvements to the “Donkey” and Dressage Arenas at the Ingham County Fairgrounds

8. Road Department
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road over Doan Creek, Holt Road over Doan Creek, and Clark Road over Deer Creek - MDOT Contract No. 15-5001

9. Controller
   b. Resolution to Amend Business Travel and Reimbursement Policy and Procurement Card Policy
Limited Public Comment

None.

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

3. Financial Services - Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study

4. Equalization - Resolution to Contract with and Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as Peer Review Group Members for the 2015 Ingham County Remonumentation Project

5. Facilities
   a. Resolution Authorizing a Contract with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)
   b. Resolution Authorizing a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) for the Purpose of Leasing Space from Ingham County at the Forest Community Health Center (FCHC)

6. Parks - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park

8. Road Department
   b. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt Emulsions for the Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

9. Controller
   a. Resolution Authorizing an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.
1. **Innovation & Technology**
   a. **Monthly Project Update**

Michael Ashton, Chief Information Officer and IT Director, gave an overview of projects the IT department had worked on. Mr. Ashton stated that the biggest project his department had done was the 911 system upgrade. He indicated this project was a great success and demonstrated very good project planning by his department.

Mr. Ashton also outlined several additional projects the IT department had undertaken recently.

Commissioner Crenshaw expressed concern that Mr. Ashton had a scheduled meeting with Ingham County Clerk Barb Byrum and Becky Bennett, Board Coordinator, on the Monday following the last County Services Committee meeting regarding the Granicus Recording System and failed to attend. Mr. Crenshaw also requested an update on the Granicus project.

Mr. Ashton stated that a Request for Proposal (RFP) went out on April 17th from the Purchasing Department after three revisions were made. Mr. Ashton further stated that they were allowing questioners to come back until May 8, 2015 and the final RFP was due to the Purchasing Department by May 14, 2015.

Chairperson Celentino stated the RFP was due on May 18, 2015.

Mr. Ashton agreed this was the correct date.

Commissioner Crenshaw asked Mr. Ashton why he did not show up to the meeting with Clerk Byrum and Ms. Bennett.

Mr. Ashton indicated that this meeting was not on his calendar and that he forgot it was to take place. He stated that he made a mistake.

Chairperson Celentino inquired about the status of the County website. He stated that on April 17, 2015 the County website went down. He asked Mr. Ashton if he had details on why this occurred.

Mr. Ashton stated that he would look into the matter to discover the cause. He was aware that the County site was down for some time that day. He further stated that there had been some issues with Gravity Works and they have worked together with Gravity Works to resolve some of these issues.

Chairperson Celentino asked Mr. Ashton for an explanation of the process when an employee, director, or county-wide elected official opens up a work ticket. Chairperson Celentino specified that if an individual had a problem, a technician would come to repair the problem, and then close the work ticket. He asked if there is a follow-up to ensure the problem is fixed before the work ticket is closed.
Mr. Ashton stated that the technicians are supposed to follow up with the individual and let the individual know that the ticket would be closed. Mr. Ashton stated that unless he is contacted directly he would not be unaware of any issues. He stated that management does not track every ticket. He indicated that he would remind the technicians they are supposed to follow up before closing a work ticket.

Chairperson Celentino asked if Mr. Ashton was aware that the Clerk’s office was unable to accept credit card payments online.

Mr. Ashton indicated he was not aware of this problem. He stated that he would check to see if there was a ticket open.

Ms. Bennett stated that she thought this was the result of something done by Gravity Works.

Mr. Ashton acknowledged a recent request from the Clerk’s office for a computer terminal which would be used by customers to complete their online marriage license applications.

Chairperson Celentino indicated he would like to know where the issue with credit card acceptance stands.

Mr. Ashton stated that he would follow-up.

Chairperson Celentino asked how many positions were open in the IT department.

Mr. Ashton stated there were 2.5 positions open. He indicated that they are working on the job descriptions and classifications and would be before the Committee soon with a discussion item on this matter. He stated that they are trying to fill the positions as soon as possible.

Commissioner Banas stated that the Animal Control Department was having issues with pictures of animals on their website not displaying.

Mr. Ashton stated he was aware of the issue and they had worked with the vendor to resolve this. He further stated that there is now an open line communication with the vendor to resolve future issues.

Mr. Ashton asked if the Committee would like him to present an update monthly.

Chairperson Celentino indicated that he would like Mr. Ashton to come before the committee monthly.

Commissioner Bahar-Cook asked that Mr. Ashton please provide a handout to compare issues from month to month.

b. Resolution Approving Various Contracts for the Innovation and Technology Department for the 2015 Budget Year

(4)
MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT FOR THE 2015 BUDGET YEAR.

Commissioner Koenig asked why the contracts were not listed in the 2015 annual resolution for contracts over $5,000.

Mr. Ashton stated he was not aware which contracts were in the resolution that needed to be redone. He stated there were a lot of Resolutions prior to his arrival where they just did the maintenance agreements. He further stated that he went through old contracts and discovered that some had actually expired and needed to be redone and renewed on an annual basis.

Discussion.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION AS FOLLOWS:

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

WHEREAS, county policy requires that all contracts under $5,000 be approved by the Controller, Liaison Chairperson, and the Finance Chairperson, subject to review by the County Attorney; and

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Board of Commissioners by separate resolution.

BE IT FURTHER RESOLVED, that all contracts under $5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Controller, Liaison Chairperson, and the Finance Chairperson, subject to review by the County Attorney.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE AMENDED RESOLUTION CARRIED UNANIMOUSLY.

2. Drain Office - Discussion: Request for Reorganization of Department Drain Operations and Maintenance Positions Funded by Non-General Fund Monies

Pat Lindeman, Ingham County Drain Commissioner, stated that the Drain Office was looking to reorganize. He indicated a need for new job descriptions and to establish a new hierarchy. Mr. Lindemann stated that current job descriptions do not adequately demonstrate the technicality of the jobs. He further stated that the previous job descriptions do not meet their current needs.
stated that he had worked with his staff, the Human Resource Department, and the Unions to establish new guidelines.

Commissioner Bahar-Cook requested that the recommendations for the reorganization should be presented in the actual email format and not copy and pasted.

Commissioner Crenshaw asked how the proposed job descriptions are different from the current job descriptions. He asked what changes were made to require new job classifications.

Travis Parsons, Human Resource Director, explained the differences and how to compare the new and expanded positions.

Commissioner Crenshaw asked if the supervisor and the coordinator are new positions.

Mr. Parsons stated that was correct.

Commissioner Crenshaw asked if the current drain workers would be grandfathered in to the expanded positions or will they have to apply.

Mr. Parsons stated they will be grandfathered into the proposed expanded positions, but could apply for the two new positions.

Commissioner Banas asked if these jobs would require new certification for employees.

Mr. Lindemann detailed the skill set the employees would need for these positions.

Commissioner Banas asked if there would be more education and training.

Paul Pratt, Deputy Drain Commissioner, answered that some of the new requirements needed were listed under “Other Requirements” on the proposed job descriptions.

Mr. Lindemann outlined some of the more complex and sophisticated duties the employees were expected know. He outlined more skills that would be necessary for these jobs, including the requirement of a Bachelor’s Degree.

Commissioner Bahar-Cook indicated that she was supportive of this reorganization. She asked if the Drain Office had a comparison to other like sized counties looking to expand their departments.

Mr. Lindemann indicated that it was hard to compare counties. He stated that every county is different and Ingham County has its own unique set of circumstances.

Discussion.
Mr. Lindemann stated that the Drain Commission used a mix of in-house and contracted workers, where necessary. He further stated that this system served the public better for less money.

Commissioner Koenig asked exactly how many new positions they would be adding.

Mr. Lindeman answered that two new positions would be created.

Commissioner Koenig inquired as to where the funding would come from for these positions.

Mr. Lindemann stated that funding would come from the “drains.” He further stated that this would equal pennies per household.

Commissioner Banas and Mr. Pratt discussed the proposed new organizational chart.

Mr. Lindeman explained how the proposed reorganization and hierarchy would benefit his department. He stated that it would free up employees at the top of the organizational chart that are at present constantly behind.

Commissioner Koenig indicated her support of the reorganization proposal.

9. **Controller**
   
c. Discussion Item: Resolution Updating Various Fees for County Services

Tim Dolehanty, Ingham County Controller, reviewed the 2016 proposed fee requests for County Services.

There was a discussion between Chairperson Celentino and Mr. Dolehanty about how to interpret the information on the included Attachments.

**Announcements**

None

**Public Comment**

Peter Cohl, County Attorney, expressed his gratitude to the Committee for consenting their request for contract amendments.

**Adjournment**

The meeting was adjourned at 6:54 p.m.
ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

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

The Ingham County Drain Commissioner proposed this resolution to grant formal license and permission to construct, improve and maintain the Ferley Consolidated Drain, and to allow construction of the drain within road rights-of-way held by the Road Department. Road Department Managing Director Bill Conklin concurs with the proposed agreement subject to approval by the County Attorney.

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

The Ingham County Drain Commissioner proposed this resolution to grant formal license and permission to construct, improve and maintain the Grovenburg and Menger Consolidated Drain, and to allow construction of the drain within road rights-of-way held by the Road Department. Road Department Managing Director Bill Conklin concurs with the proposed agreement subject to approval by the County Attorney.

2c. **Drain Commissioner** - Resolution Pledging Full Faith and Credit to Mud Creek Drain Drainage District Bonds

The Mud Creek Drain Drainage District is located entirely within Vevay Township and includes 175 parcels over an area of 730 acres. A full faith and credit pledge by the Board of Commissioners will help obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district. If approved, the draft resolution would authorize the County’s full faith and credit for an amount not to exceed $3 million.

2d. **Drain Commissioner** - Resolution to Authorize a Reorganization within the Ingham County Drain Commissioner’s Office

This resolution reorganizes the Drain Commissioner office as follows:

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Maintenance Supervisor (UAW 13)</td>
<td>Supervisor of Operations and Maintenance (ICEA 9)</td>
</tr>
<tr>
<td>Drain Maintenance Lead Worker (UAW 11)</td>
<td>Coordinator of Drain Operations and Maintenance (ICEA 8)</td>
</tr>
<tr>
<td>(new)</td>
<td>Drain Operations and Maintenance Lead Worker (UAW H)</td>
</tr>
<tr>
<td>Drain Maintenance Worker (UAW E) x 7</td>
<td>Drain Operations and Maintenance Worker (UAW G) x 8</td>
</tr>
</tbody>
</table>

The long-term cost of this reorganization is $186,956.
3. **Equal Opportunity Commission** - Resolution in Support of “Ban the Box” Initiative Regarding Criminal Background Checks

Approval of the proposed Resolution would direct the Human Resources Department to review and revise current policies and procedures to assure citizens who have been in prison or convicted of criminal activity are not automatically excluded from County employment consideration.

4. **Facilities Department** - Resolution Awarding a Contract to Boynton Fire Service to Provide Fire Prevention Services at Several County Facilities

Fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our county facilities. Under the proposed Resolution, the following facilities would be provided with fire extinguisher and fire suppression services which includes fire extinguishers, sprinkler systems and kitchen hood suppression: Hilliard Building, Mason Courthouse, Annex, Jail and Sheriff’s Office, 55th District Court, Animal Control, Drain Office, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Potter Park Zoo, Willow Clinic, 911 Center, Forest Community Health Center, Road Department and the Fairgrounds.

Likewise, the following facilities would be provided with annual fire alarm testing: Hilliard Building, Mason Courthouse, Jail and Sheriff’s Office, 55th District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Road Department, 911 Center, Forest Community Health Center, Potter Park Zoo and the Fairgrounds.

The Purchasing and Facilities Departments agree that a contract should be awarded to Boynton Fire, a registered, local vendor who submitted the lowest responsive and responsible annual bid of $17,774.45. The contract term would be three years beginning May 1, 2015 through April 30, 2018, with an option to renew for an additional two years.

5. **Farmland and Open Space Preservation Board** - Resolution for Approval to Close on Koelling, Schwab #2, Fogle and Haynes #3 Properties

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved 2014 selection criteria. Four farmland properties are recommended for conservation easement purchase, and the FOSP Board recommends closing on the Koelling, Schwab #2, Fogle and Haynes #3 properties. The Fogle and Haynes #3 properties received matching funds from the Federal Agriculture Conservation Easement Program and will require more documents to satisfy the Federal ACEP program requirements. The Koelling and Schwab#2 properties did not received Federal ACEP matching monies and therefore will be closing with 100% local funds.

6. **Financial Services** - Resolution to Increase the Liability Self Insurance Retention to $500,000

Since 1986, the County has retained a $150,000 self-insurance reserve (SIR) amount with Michigan Municipal Risk Management Authority (MMRMA), our insurance provider. This means the County pays the first $150,000 of any liability claim. Since 1986 inflation has increased and our claims have been low, but our SIR has remained the same. After careful review of the cost and risk, the Financial Services Department recommends approval of a Resolution to increase the SIR to $500,000 for the next renewal period of July 1, 2015 to June 30, 2016.
7a. **Road Department** - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Bituminous Surface Mixture for the Ingham County Road Department

A resolution proposed by the Road Department would authorize purchase of bituminous surface mixture (asphalt) on an as-needed. Under the proposal, the County would accept unit prices from three respondents to RFP #33-15 based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work site and availability of required material.

7b. **Road Department** - Resolution Authorizing the Extension of Authorization to Purchase the 2015/2016 Seasonal Requirement of Liquid De-Icer for the Ingham County Road Department

The Road Department recommends approval of a Resolution to authorize the purchase of liquid de-icer on an as-needed, unit price basis from Roadway Solutions Inc. for the bid unit price of $0.78/gallon.

7c. **Road Department** - Resolution to Approve a First Party Construction Contract with Michigan Paving & Materials, a Third Party Agreement with the Charter Township of Lansing and Another Third Party Agreement with the City of Lansing in Relation to a Road Reconstruction Project for Michigan Avenue from 1500 Feet West of Waverly Road to 1500 Feet East of Clare Street

The Road Department received state funding to reconstruct Michigan Avenue from 1,500 feet west of Waverly Road to 1,500 feet east of Clare Street. The project generally involves replacement of the existing roadway pavement, storm sewer improvements, water main improvements, sanitary sewer repairs, sidewalk installation, and conversion from 4-lanes to 3-lanes with paved shoulders. The project was designed such that the bidders could submit proposals to replace the existing concrete pavement in either asphalt or concrete to achieve the best pavement value. The total estimated cost for the project is $2,005,172.88. The Road Department recommends approval of a resolution to authorize a first party agreement Michigan Paving and Materials and Third Party Agreements the Charter Township of Lansing and City of Lansing.

7d. **Road Department** - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

7e. **Road Department** - Discussion: Request for Reorganization of Department Engineering Division and One Engineering Technician Position Reclassification

Representatives of the Road Department will discuss an office reorganization proposal as required in the Reorganization Policy.
8. **Human Resources** - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit

A tentative agreement was reached between representatives of Ingham County and the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit on a collective bargaining agreement. The agreement was subsequently ratified by employees of the bargaining unit.

9. **Potter Park Zoo** - Resolution Authorizing a Transfer of Capital Improvement Funds to the Wolf Exhibit Project

Potter Park Zoo seeks approval to transfer $75,917.00 from the Pathway Replacement Phase I Project and the Birdhouse North Exhibit Repairs Project into the Wolf Exhibit Project.

10. **Controller** - Resolution to Amend Business Travel and Reimbursement Policy and Procurement Card Policy

The Business Travel and Reimbursement Policy and Procurement Card Policy offer contradictory instructions regarding airline reservations (Travel and Reimbursement Policy delegates responsibility exclusively to Financial Services; Procurement Card policy allows “cardholders” to make reservations). Changes are also proposed in the Travel and Reimbursement Policy to allow for meal reimbursement in instances of same-day travel. Changes proposed to these policies were presented to department heads in late January and circulated for a 30-day review period before presentation for Committee approval.

11a. **Board of Commissioners** - Resolution Recognizing Riley Gay as the First Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Riley Gay as the First Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest.

11b. **Board of Commissioners** - Resolution Recognizing Kaylee Henderson as the Second Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Kaylee Henderson as the Second Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest.

11c. **Board of Commissioners** - Resolution Recognizing Kylie Kayser as the Third Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Kylie Kayser as the Third Place Winner of the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest.
11d. **Board of Commissioners** - Resolution Recognizing Brooke Galbreath with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlise Essay Contest

A resolution is proposed to recognize Brooke Galbreath as an Honorable Mention Winner of the 2015 Ingham County Women’s Commission Doris Carlise Essay Contest.

11e. **Board of Commissioners** - Resolution Recognizing Katherine E. Wahl with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlise Essay Contest

A resolution is proposed to recognize Katherine E. Wahl as an Honorable Mention Winner of the 2015 Ingham County Women’s Commission Doris Carlise Essay Contest.

11f. **Board of Commissioners** - Resolution Recognizing Lisa Ng with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlise Essay Contest

A resolution is proposed to recognize Lisa Ng as an Honorable Mention Winner of the 2015 Ingham County Women’s Commission Doris Carlise Essay Contest.
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 Ferley Consolidated Drain Drainage District

April 16, 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 Ferley Consolidated Drain Drainage District for the purposes of operating, improving, and maintaining the Ferley 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 Ferley Consolidated Drain Project results from a petition submitted by Delhi Charter Township in June, 2013 to consolidate nine drains and drainage districts into the Ferley Consolidated Drain and Drainage District; and to relocate, extend, add branches and a relief drain and/or relocate along a highway the Ferley Consolidated Drain; and to add lands to the Ferley Consolidated Drain Drainage District. The petition was submitted for a more efficient and cost-effective drain administration and maintenance. On September 10, 2013, the petition was found necessary by a statutory Board of Determination.

The Project involves taking over jurisdiction and consolidating the existing drainage structures of the nine drains into one consolidated drain, the Ferley Consolidated Drain, and adjusting the boundary of the Ferley 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. I will be in attendance at your May 5\(^{th}\) Committee meeting to answer any questions you might have regarding 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 
Ferley Consolidated Drain Drainage District

This agreement is made and entered into on this ___ day of __________, 2015, by and between the Ferley 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 Ferley 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 Charter 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.
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
Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on May 12, 2015, at 6:30 p.m., local time.

PRESENT: Commissioners

ABSENT: Commissioners

The following resolution was offered by Commissioner ___________ and supported by Commissioner:

WHEREAS, as a result of concerns for a more efficient and cost-effective administration and maintenance of drainage in the Ferley Drain; the Ferley & Branches Drain; the Hearthside Acres Branch of Ferley Drain; the Branch No. 6 Ferley Drain; the Branch No. 7 of Ferley and Branches Drain; the Ferley Extension Drain; the Ferley, Sycamore Shores Branch Drain; the Ferley, Dutch Meadows Relief Drain; and the Ferley Drain Drainage District, Keller’s Ridge Branch Drain, 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 to be known and designated as the Ferley 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 Improvements as outlined herein in road rights-of-way under the jurisdiction of the ICRD, which does 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 Ferley 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.

YEAS: Commissioners ___________________________________________

NAYS: Commissioners ___________________________________________

ABSTAIN: Commissioners _________________________________________

COUNTY SERVICES:

Yeas: ___________________________________________________________

Nays: __________________ Absent: __________ Approved: ______

RESOLUTION DECLARED ADOPTED.

_________________________________
Barb Byrum, Clerk
County of Ingham

STATE OF MICHIGAN )
 ) SS
COUNTY OF INGHAM )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on May 12, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 12th day of May, 2015.

_________________________________
Barb Byrum, Clerk
County of Ingham
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 Grovenburg and Menger Consolidated Drain Drainage District

April 16, 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 Grovenburg and Menger Consolidated Drain Drainage District for the purposes of operating, improving, and maintaining the Grovenburg and Menger 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 Grovenburg and Menger Consolidated Drain Project results from a petition submitted by Delhi Charter Township in June, 2013 to consolidate twenty-three drains and drainage districts into the Grovenburg and Menger Consolidated Drain and Drainage District; and to relocate, extend, add branches and a relief drain and/or relocate along a highway the Grovenburg and Menger Consolidated Drain; and to add lands to the Grovenburg and Menger Consolidated Drain Drainage District. The petition was submitted for a more efficient and cost-effective drain administration and maintenance. On September 4, 2013, the petition was found necessary by a statutory Board of Determination.

The Project involves taking over jurisdiction and consolidating the existing drainage structures of the twenty-three drains into one consolidated drain, the Grovenburg and Menger Consolidated Drain, and adjusting the boundary of the Grovenburg and Menger 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. I will be in attendance at your May 5th Committee meeting to answer any questions you might have regarding 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
Grovenburg and Menger Consolidated Drain Drainage District

This agreement is made and entered into on this ____ day of __________, 2015, by and between the
Grovenburg and Menger 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 Grovenburg
and Menger 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 twenty-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 Charter 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.

GROVENBURG AND MENGER 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
Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on May 12, 2015, at 6:30 p.m., local time.

PRESENT: Commissioners ____________________________________________________________

________________________________________________________

ABSENT: Commissioners __________________________________________________________

The following resolution was offered by Commissioner __________ and supported by Commissioner: __________________

WHEREAS, as a result of concerns for a more efficient and cost-effective administration and maintenance of drainage in the Abbott Brothers Drain; the Allen Drain; the Binkley Drain; the Blaksele Drain; the Stephen Pratt Drain; the Evergreen Village Drain; the Grovenberg & Menger Drain; the North Branch of The Grovenburg and Minger Drain; the Grovenburg Drain, Branch #1 Drain; the Grovenburg & Menger Br.1 Drain; the Grovenburg & Menger, Glenmoor Branch Drain; the Grovenburg & Menger, Royal Crescent Branch Drain; the Grovenburg and Menger Drain Drainage District, English Meadows Branch Drain; the Grovenburg & Menger Drain Drainage District, Deerfield Estates Branch Drain; the Grovenburg & Menger Drain Drainage District, Meadow Ridge No. 4 Branch Drain; the Grovenberg Drain; the Grovenburg, Royal Crescent Drain; the Grovenburg Drain Drainage District, Country View Estates Branch Drain; the Heather Haven Branch of Grovenburg and Menger Drain; the Siebert Branch of Heather Haven Drain; the Lesney Drain; the Mack and Swagler Drain; and the Menger, Meadow Ridge Branch Drain, 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 to be known and designated as the Grovenburg and Menger 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 does 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 Grovenburg and Menger 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.

YEAS: Commissioners ______________________________________________________________

NAYS: Commissioners ______________________________________________________________

ABSTAIN: Commissioners __________________________________________________________

COUNTY SERVICES:

Yeas: ____________________________

Nays: ________________ Absent: __________ Approved: __________

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

STATE OF MICHIGAN )
) SS
COUNTY OF INGHAM )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on May 12, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 12th day of May, 2015.

Barb Byrum, Clerk
County of Ingham
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Mud Creek Drain Maintenance and Improvement Project

April 22, 2015

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Mud Creek Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the landowners and municipalities who are liable to pay an assessment for benefit of the Project. There are 175 properties and 730 acres within the Mud Creek Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for the Project include the County of Ingham and the Township of Vevay.

The Mud Creek Drain Maintenance and Improvement Project results from a 2014 petition submitted by Vevay Township landowners to relieve the flooding that was occurring on properties within the Shawnee Estates Subdivision and along local roads such as Ives Road. The flooding was causing very unhealthy living conditions and threatening the septic systems of a number of properties among the many problems identified. In May 2014, a statutory Board of Determination found that the petitioned maintenance and improvement of the Drain was necessary. After that hearing, I held a public scope meeting to gather further public input on the drainage problems and to discuss the various alternatives for resolving the problems. My staff and I have also met with affected landowners and with Vevay Township officials many times over the course of the last year as the scope of the Project has taken shape in order to best address all the problems.

The final Project as bid involves installation of enclosed storm sewer; including over a mile of new concrete and HDPE drain tile; installation of drainage structures, bioretention swales, and a detention basin as well as clearing of open channel for better flow. Thirteen new branches will be added to the Hawley Branch of the Mud Creek Drain (please see attached map). The Project is expected to commence in June 2015 and be completed by October 2015.

As of today’s deadline for submitting this Committee request, I do not have a final Project cost because the construction bids won’t be opened until April 29th. I have therefore attached a Full Faith and Credit Resolution with a “not-to-exceed” amount of $3,000,000, which is just an estimate at this point. I will get the exact requested amount to the Committees’ staff before the May meetings as soon as the bids are opened and the final Project cost can be determined. I will also submit the usual SEV Analysis to Committees’ staff before the May meetings.

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
Agenda Item 2c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT
TO MUD CREEK DRAIN DRAINAGE DISTRICT BONDS

RESOLUTION # ________

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on May 12, 2015, at 6:30 p.m., local time.

PRESENT:  Commissioners

____________________________________________________

____________________________________________________

ABSENT:  Commissioners

____________________________________________________

The following resolution was offered by Commissioner ____________ and supported by Commissioner: ____________

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Mud Creek Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Mud Creek Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $3,000,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1.  The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $3,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.
2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yea: 

Nay: Absent: Approved: 

FINANCE:

Yea: 

Nay: Absent: Approved: 

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on May 12, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___ day of May, 2015.

______________________________
Barb Byrum, Clerk
County of Ingham
DATE: April 22, 2015  

TO: County Services Committee and Finance Committee  

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner  

RE: Request for Reorganization of Department Drain Operations and Maintenance Positions Funded by Non-General Fund monies  

Pursuant to County Reorganization Policy, I attended the April 21st County Services Committee meeting to discuss the requested reorganization of Drain Operations and Maintenance in my Office. Based on that discussion, I am now submitting a Resolutions Packet for your consideration at your May 5th and May 6th meetings. Enclosed please find a Resolution to Reorganize the Drain Operations and Maintenance Within the Ingham County Drain Commissioner’s Office, an updated Organization Chart, a copy of HR’s New Classification packet (revised April 22, 2015) with ICEA and UAW comments, and a copy of the Budget Department’s Personnel Cost Projection. I have also attached the portions of the Discussion Packet that already went to the County Services Committee for its meeting on April 21st so that the Finance Committee members can see my original April 7th cover memo explaining my requested reorganization and also see the job descriptions that are being discussed.

I am asking to reorganize the Drain Operations and Maintenance positions within the Drain Office due to the increased responsibility and complexity involved with these functions. This reorganization will allow my Office to more efficiently and cost-effectively provide for county and intercounty drain infrastructure suitable to support existing and future growth and economic development as well as to better serve the municipalities, citizens, and businesses of Ingham County who depend on this critical public drain infrastructure. In addition, I believe the proposed reorganization will allow my Office to better advance the Board of Commissioners’ objectives relating to drain operations and maintenance, including providing suitable and ecologically sensitive drainage systems, fostering economic well-being, promoting environmental protection, smart growth, and conservation, and supporting public safety. Please note that Drain Operations and Maintenance are funded with drain funds which are non-general fund monies.

I look forward to discussing my proposal with you at your County Services Committee and Finance Committee meetings on May 5th and May 6th, respectively. Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
DATE: April 7, 2015
TO: County Services Committee
FROM: Patrick E. Lindemann, Ingham County Drain Commissioner
RE: Request for Reorganization of Department Drain Operations and Maintenance Positions Funded by Non-General Fund monies

I am asking to reorganize the Drain Operations and Maintenance positions within the Drain Office due to the increased responsibility and complexity involved with these functions and to more efficiently and cost-effectively provide for County and Intercounty Drain infrastructure suitable to support existing and future growth and economic development. This reorganization will allow the Drain Office to better serve the municipalities, citizens, and businesses of Ingham County who depend on this critical public drain infrastructure.

The operations and maintenance function is a critical function in the Office of the Ingham County Drain Commissioner. There are nearly 1500 miles of public drain infrastructure in Ingham County, much of which is over 100 years old. Active drain maintenance extends the useful life of aging infrastructure and helps delay or even avoid costly construction projects to rebuild failed drains, saving millions of taxpayer dollars long term. Truly an ounce of prevention can be worth a pound of cure with infrastructure. Maintenance can also more immediately ensure maximal drain capacity of the existing drains during storm events to better avoid flooding and therefore better protect properties. Future growth and economic development also need infrastructure like storm drains. Continued recovery of the region’s growth, and the needed job creation it brings, is dependent on smart, proactive infrastructure planning (in collaboration with regional partners) ahead of need to encourage and attract the growth. As an example, the Montgomery Drain has been petitioned for maintenance and improvements that will serve the Red Cedar Renaissance, a development projected to bring over 250 million dollars of new growth to the region.

Drain operations and maintenance isn’t what it was 100 years ago because drains aren’t what they were 100 years ago, or even 10 years ago. Today a drain is just as likely to involve an urban enclosed system, subject to the requirements of Phase II of the Clean Water Act, with technically sophisticated bioretention swales, pumps, and staging to manage and pretreat the flow, as it is to involve large open ditches that were more typical of rural drains of the past. And there are increasingly complex regulations that apply to drain operations and maintenance and workplace safety. These factors require a more professionally trained workforce with greater experience and skills to operate everything from heavy equipment to computers, and manage a drainage system in normal conditions and during all kinds of emergencies such as pollution events or environmental disasters that are becoming a real and all too frequent occurrence involving public drain infrastructure here in Ingham County. Even just the inspection of a drain’s operation can be anything but simple today, necessitating the use of televised cameras with computer support and the knowledge of bio-systems. Moreover, there is an increasing demand from the public for not only a quick response by my Office, but also for a more environmentally-sensitive response to these drainage issues. The reorganization I am proposing will allow me to better meet these expectations.
Under the proposed reorganization, there will be a total of 11 FTE personnel in Drain Operations and Maintenance, which is an increase of 2 FTE over the existing table of organization. Currently, all 9 FTE positions in Drain Operations and Maintenance are in the UAW. Under the reorganization, there will be 2 FTE positions in the ICEA and 9 FTE positions in the UAW, reflecting the need for professional supervisory positions and additional Drain Operations and Maintenance workers. Attached are supporting emails from the UAW and ICEA representatives. Also attached is a “Memo of Analysis for Reorganization” from Human Resources and an updated organization chart if the reorganization is approved.

There is an increased expense of the proposed increase in positions and increase in pay grades under the reorganization, but it will not affect general fund as drain operations and maintenance, including personnel costs, are funded by non-general fund monies. According to the attached Budget Department’s Personnel Cost Projection, the first year cost to fund the 11 FTE positions proposed under the reorganization is $805,762, an increase of $186,956 over the 2015 cost to fund the 9 FTE positions currently in Drain Operations and Maintenance. To reiterate, though, all costs, including any increases, will be funded by non-general fund monies.

Finally, I want to extend my deep appreciation to Director Parsons and his talented staff, especially Human Resource Specialist Joan Clous, for their very professional support and assistance throughout this reorganization process. Ingham County is fortunate to have such guidance in these complex personnel matters.

In closing, I believe the proposed reorganization will allow my Office to better serve the public and advance the Board of Commissioners’ objectives relating to drain operations and maintenance, including providing suitable and ecologically sensitive drainage systems, fostering economic well-being, promoting environmental protection, smart growth, and conservation, and supporting public safety. I look forward to discussing my proposal with you at your County Services Committee meeting on April 21st.
TO:  Pat Lindemann, Drain Commissioner  
     Carla Clos, Deputy Drain Commissioner  
FROM: Joan Clous, Human Resources Specialist  
DATE: March 30, 2015  Revised 4/22/2015  
RE:  Memo of Analysis for Reorganization

Regarding your upcoming reorganization, HR can confirm the following information:

1. Drain Operations and Maintenance Worker positions 275016, 275017, 275018, 275019, 275020, 275021 and 275022 have been reclassified from UAW level “E” ($33,509.30 to $39,913.50) to UAW level “G” ($37,438.13 to $44,637.73)

2. The Drain Operations and Maintenance Lead Worker 275013 has been reclassified from a red lined position ($43,167.88) to a UAW level “H” ($39,609.08 to $47,248.40)

3. The newly created position of Coordinator of Drain Operations and Maintenance has been determined to fall within the scope of ICEA jobs and was classified at an ICEA level “8” ($55,172.68 to $66,233.45)

4. The newly created position of Supervisor of Drain Operations and Maintenance has been determined to fall within the scope of ICEA jobs and was classified at an ICEA level “9” ($60,341.75 to $72,437.78)

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

If I can be of further assistance, please email or call me (887-4374).
Hi Joan:

I support the additions. Let it be known, I understand what you have stated and think the position should then change to one person to report to seeing as the Deputy Drain Commissioner report to the Drain Commissioner. Also, a division of direction is smeared further when supervision is assigned to the deputy drain commissioner per the position description yet there are two dueling positions, this Is rare. I think the Drain commission needs clearer outlines to decrease confusion and stress.

Sincerely, Dana Watson, 272-4105, ICEA-Prof President

---

From: Clous, Joan
Sent: Wednesday, March 18, 2015 10:08 AM
To: Watson, Dana
Subject: RE: ICEA Drain Commission Positions

Dana,

The Drain Commissioner assigns tasks to a Deputy Drain Commissioner, who then will work with the Supervisor on a given project, that Deputy will supervise the Supervisor position for that project.

Hope that clears it up.

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

“You are free to choose, but you are not free from the consequence of your choice.”

---

From: Watson, Dana
Sent: Wednesday, March 18, 2015 9:51 AM
To: Clous, Joan
Subject: RE: ICEA Drain Commission Positions

New positions are great. ICEA-Prof supports that. However, please note I have concerns regarding positions that make who supervises the person in the position unclear. It is rare that I see positions that list more than one and this one quite possibly has three since there are two people at the drain commissioner with the same title. I hope the drain commission team is sensitive to the dynamic this can create for the team member(s) when who your supervisor is can be ±1 persons. I think a position should be set up with unilateral supervision to eliminate employees being pulled in
This is probably late but I see no problem with the proposed reclassifications. However, be careful calling them "reclassifications" because "reclassifications" technically can only be done during contract negotiations. I would suggest you refer to them as "realignments", "position reorganizations" or something like that because someone will think they can ask for a "reclassification" any time during the life of the contract. Thanks.

Everything we have in our modern world is the result of desires.
Indeed, desires is the motivating force of life itself...
It's the generating power of all human action
and without it no one can get very far.

Claude Bristol

Sally, Auer
Chairperson
UAW Ingham County Unit
(517) 483-6309
(517) 574-6548

---

From: Clous, Joan
Sent: Friday, March 20, 2015 8:55 AM
To: Auer, Sally
Subject: FW: UAW Reclassification - Drain Commission Positions

Sally,

I haven't heard from you regarding this email. Do you have questions or need additional information?

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

"You are free to choose, but you are not free from the consequence of your choice."

---

From: Clous, Joan
Sent: Monday, March 09, 2015 11:28 AM
To: Auer, Sally
Subject: UAW Reclassification - Drain Commission Positions

Sally,
### 2015 Personnel Cost Projections
#### Drain Maintenance Reorganization Proposal
##### First Year Cost

<table>
<thead>
<tr>
<th>Current Title/Pay Grade</th>
<th>Current Cost</th>
<th>Proposed Title/Pay Grade</th>
<th>Proposed First Year Cost</th>
<th>Additional Cost</th>
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<td>Drain Operations and Maintenance Worker (UAW G) X 8</td>
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## 2015 PERSONNEL COST PROJECTIONS
### DRAIN MAINTENANCE REORGANIZATION PROPOSAL
#### FIRST YEAR COST

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New Hourly Cost: $48.55

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<tr>
<td><strong>Vision</strong></td>
<td>119</td>
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<td><strong>Life</strong></td>
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New Hourly Cost: $41.63
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<p>|                  | CURRENT          | PROPOSED         |
|                  | DRAIN OPERATIONS AND DRAIN MAINTENANCE WORKER | MAINTENANCE WORKER |
|                  | UAW GRADE E, step 5 (6058) | UAW GRADE G, step 4 |
| SALARY           | 39,914           | 42,714           |
| LONGEVITY        | 600              | 600              |
| WAGES            | $40,514          | $43,314          |
| UNEMPLOYMENT     | 203              | 217              |
| FICA             | 3,099            | 3,314            |
| HEALTH           | 6,257            | 6,257            |
| DENTAL           | 886              | 886              |
| VISION           | 119              | 119              |
| LIFE             | 95               | 95               |
| DISABILITY       | 52               | 55               |
| RETIREMENT       | 5,785            | 6,185            |
| CURRENT RETIREE HLTH | 2,766          | 2,766            |
| FUTURE RETIREE HLTH | 1,479           | 1,581            |
| WORKERS COMP     | 3,452            | 3,690            |
| CARES            | 33               | 33               |
| LIABILITY        | 197              | 210              |
| TOTAL            | $64,936          | $68,722          |
| New Hourly Cost  | $37.76           | $33.04           |</p>
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<th>DRAIN MAINTENANCE WORKER</th>
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<p>|                  | CURRENT                      | PROPOSED                     |                  |
|                  | DRAIN OPERATIONS AND         | DRAIN MAINTENANCE WORKER     |                  |
|                  | UAW GRADE E, step 2 (7298)  | UAW GRADE G, step 1         |                  |
| SALARY           | 34,992                       | 37,483                       |                  |
| LONGEVITY        | 0                            | 0                            |                  |
| WAGES            | $34,992                      | $37,483                      |                  |
| UNEMPLOYMENT     | 175                          | 187                          |                  |
| FICA             | 2,677                        | 2,867                        |                  |
| HEALTH           | 6,257                        | 6,257                        |                  |
| DENTAL           | 886                          | 886                          |                  |
| VISION           | 119                          | 119                          |                  |
| LIFE             | 95                           | 95                           |                  |
| DISABILITY       | 45                           | 48                           |                  |
| RETIREMENT       | 2,575                        | 2,759                        |                  |
| CURRENT RETIREE HLTH | 2,766                     | 2,766                        |                  |
| FUTURE RETIREE HLTH | 1,277                     | 1,368                        |                  |
| WORKERS COMP     | 2,981                        | 3,194                        |                  |
| CARES            | 33                           | 33                           |                  |
| LIABILITY        | 170                          | 182                          |                  |
| TOTAL            | $55,048                      | $58,244                      | New Hourly Cost $28.00 |</p>
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**New Position**

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SUPERVISOR OF DRAIN OPERATIONS AND MAINTENANCE

General Summary:

Under the supervision of the Drain Commissioner or assigned Deputy Drain Commissioner, directs county and inter-county storm water drain operations and maintenance programs including short and long term program planning, drain budget management, and supervises department field maintenance personnel. Manages contractual drain repair and reconstruction work on county and inter-county drains, including the preparation of bid proposals and contracts, the inspection and supervision of the work to ensure compliance with Drain Commissioner standards and specifications. Responsible for the maintenance of the drain records that relate to operations and maintenance work on county and inter-county drains. Directs and supervises all drain operations and maintenance equipment purchases, operations, repairs, and prepares capital improvement budget for department. Manages emergency response operations and compliance with State and Federal statutes that relate to drain operations and maintenance. Directs and supervises ensuring compliance with all worker safety regulatory and training requirements for departmental field maintenance personnel. Interacts extensively with public entities, contractors, utilities, private landowners and general public to provide information, resolve problems and address issues relating to county and inter-county drain operations and maintenance.

Essential Functions:

1. Inspect, evaluate and manage county and inter-county storm water systems and lake level structures. Develops and implements short and long term pro-active and remedial drain operations and maintenance programs, including setting goals, staffing, resources and schedules for procurement of equipment and material to assure that drainage problems are addressed and drains function as designed according to the Drain Commissioner’s Standards.

2. Reviews and analyzes expenditures related to drain operations and maintenance and keeps Drain Commissioner apprised of progress in achieving draining drain operational goals and prepares for Drain Commissioner approval the budget for drain operations and maintenance, including capital improvement budget for equipment purchases for drain operations and maintenance activities. Assists in county budget review process as it relates to drain operations and maintenance.

3. Verifies and maintains records of all county and inter-county drain operations and maintenance activities, including time and materials used, and prepares regular reports for departmental staff whose job responsibilities support drain operations and maintenance.

4. Supervises day-to-day work of department drain maintenance personnel, including assigning functions, scheduling and training and participates in interviewing and selection of department drain maintenance personnel.

5. Ensures and oversees the compliance with all worker safety regulatory and training requirements of OSHA and MIOSHA, traffic safety, and confined entry safety, including the purchase of safety equipment and the compliance with State and Federal statutes that relate to drain operations and maintenance, including but not limited to, Drain Code, Soil Erosion and Sedimentation Control Act, Water Resources Protection, Inland Lakes and Streams and Wetlands Protection, Miss Dig Underground Facility Damage Prevention and Safety Act, Government Liability for Negligence Act, and Phase II of Federal Clean Water Act.

6. Interacts with public entities, contractors, utilities, consulting engineers, private landowners, press and general public on county and inter-county drain operations and maintenance and represents Drain Commissioner and department at meetings with governmental officials, agencies, neighborhoods, developmental communities and public, including but not limited to, liaison with CADPA. Occasionally
represents Drain Commissioner with news media. Assists with Day of Review public hearings for assessment of drain operations and maintenance.

7. Operates or directs the operation of department equipment necessary for drain operations and maintenance, including but not limited to, all department heavy equipment, field survey and related equipment and the televising camera equipment. Maintains inventory of tile and other materials necessary for drain operations and maintenance.

8. Prepares bid proposals and contracts for contractual drain operations and maintenance and oversees the construction activities of all drain operations and maintenance activities including preparing and mailing legal public notices.

9. Reviews preliminary and as-built drain plan and profiles for petitioned drain maintenance and improvement projects.

10. Oversees emergency response involving drain operations and maintenance including in the absence of the Deputy Drain Commissioner, serving as liaison to Local Emergency Planning Committee and performs duties as assigned under Emergency Management Act and related statutes.

11. Serves as primary contact with Michigan Department of Environmental Quality for Drain Commissioner’s Authorized Public Agency program and ensures compliance with legal requirements of program for drain operations and maintenance.


13. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

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: Bachelor’s degree in engineering or related field

Experience: Three years of experience in the operations and maintenance of storm water drain systems and project management of which two years must have been in a supervisory capacity.

OR

One year of college or technical school and seven years of equivalent work experience in the operations and maintenance of storm water drain systems and project management of which two years must have been in a supervisor capacity.

Other Requirements: Possession of valid State of Michigan Commercial Driver’s License, Certification of Commercial Pesticide Applicator and Certification of Comprehensive Soil Erosion and Sedimentation Control. Training in Confined Space Entry, Trench Safety, Traffic Safety, Operations Level Environmental Incidence Response, MIOSHA Standards and CPR/Standard First Aid as well as the requirements of State and Federal statutes necessary to perform the duties of the job. Skilled in the use of computer and software applications related to job functions.
The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.

4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.

5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.

9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passageways, shafts, enclosed rooms, manholes, pipelines, etc.

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, 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 regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing, ability to endure repetitive movements of the wrists, hands or fingers.

- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.

- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

Job Point Evaluation Table

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Union ICEA
Pay Grade 9
INGHAM COUNTY
JOB DESCRIPTION

COORDINATOR OF DRAIN OPERATIONS AND MAINTENANCE

General Summary:

Under the supervision of the Supervisor of Drain Operations and Maintenance assists in directing county and inter-county storm water drain operations and maintenance programs, including short and long term program planning and drain budget management, and supervising departmental field operations and maintenance personnel. Acts for and as the Supervisor of Drain Operations and Maintenance as directed or in his/her absence. Oversees contractual drain repair and reconstruction work on county and inter-county drains, including preparing bid proposals and contracts, and inspecting and supervising work to ensuring compliance with Drain Commissioner’s standards and specifications. Maintains drain records that relate to operations and maintenance work on county and inter-county drains. Oversees drain operations and maintenance equipment purchases, operations, repairs and assists Supervisor in the preparation of the capital improvement budget for the department. Oversees emergency response operations and compliance with State and Federal statutes that relate to drain operations and maintenance. Ensures compliance with all worker safety regulatory and training requirements for departmental field maintenance personnel. Interacts extensively with public entities, contractors, utilities, private landowners and general public to provide information, resolve problems and address issues relating to county and inter-county drain operations and maintenance.

Essential Functions:

1. Inspect, evaluate, and manage county and inter-county storm water systems and lake level structures. Develops and implements short and long term pro-active and remedial drain operations and maintenance programs, including setting goals, staffing, resources and schedules for procurement of equipment and material to assure that drainage problems are addressed and drains function as designed according to the Drain Commissioner’s Standards.

2. Assists in preparation for Drain Commissioner approval, the budget for drain operations and maintenance, including capital improvement budget for equipment purchases for drain operations and maintenance activities. Assists in County budget review process as it relates to drain operations and maintenance.

3. Verifies and maintains records of all county and inter-county drain operations and maintenance activities, including time and materials used, and prepares regular reports for departmental records and drain financial management, coordinating with County personnel and departmental staff whose job responsibilities support drain operations and maintenance.

4. Supervises day to day work of department maintenance personnel, including assigning functions, scheduling, and training, and participates in interviewing and selection of department drain maintenance personnel.

5. Ensures and oversees the compliance with all worker safety regulatory and training requirements of OSHA, MIOSHA, traffic safety and confined entry safety, including the purchase of safety equipment and the compliance with State and Federal statutes that relate to drain operations and maintenance, including but not limited to, Drain Code, Soil Erosion and Sedimentation Control Act, Water Resources Protection, Inland Lakes and Streams, and Wetlands Protection, Miss Dig Underground Facility Damage Prevention and Safety Act, Government Liability for Negligence Act and Phase II of Federal Clean Water Act.

6. Interacts with public entities, contractors, utilities, consulting engineers, private landowners, press and general public on county and inter-county drain operations and maintenance and represents Drain Commissioner and department at meetings with governmental officials, agencies, neighborhoods, developmental communities and public, including but not limited to, liaison with CADPA in the absence of

7. Operates or directs operation of department equipment necessary for drain operations and maintenance, including but not limited to, all department heavy equipment, field survey and related equipment and the televising camera equipment. Maintains inventory of tile and other materials necessary for drain operations and maintenance.

8. Prepares bid proposals and contracts for contractual drain operations and maintenance and oversees the construction activities of all drain operations and maintenance activities including preparing and mailing public notices.

9. Reviews preliminary and as-built drain plan and profiles for petitioned drain maintenance and improvement projects.

10. Oversees emergency response involving drain operations and maintenance, including in the absence of the Deputy Drain Commissioner and the Supervisor serving as liaison to Local Emergency Planning Committee and performs duties as assigned under Emergency Management Act and related statutes.

11. Performs all duties of Drain Operations and Maintenance Worker and Drain Operations and Maintenance Lead Worker.

12. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

**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:** Possession of Bachelor’s degree in engineering or related field.

**Experience:** Two years of experience in the operations and maintenance of storm water drain systems, project management of which one year must have been in a supervisory capacity.

OR

High School diploma and seven years of equivalent work experience in operations and maintenance of storm water drain systems, project management of which one year must have been in a supervisory capacity.

**Other Requirements:** Possession of a valid State of Michigan Commercial Driver’s License. Certification of Commercial Pesticide Applicator helpful. Training in Storm Water Operator, Confined Space Entry, Trench Safety, Traffic Safety, Operations Level Environmental Incident Response, MIOSHA Standards and CPR/Stand First Aid as well as requirements under State and Federal statutes necessary for performance of duties will be offered by the employer and must be completed within the first year of employment, if not already satisfied. Skilled in use of computer and software application related to job functions.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.

4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.

5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.

9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, 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 regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing, and the ability to endure repetitive movements of the wrists, hands or fingers.

- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.

- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

**Job Point Evaluation Table**

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*Union ICEA  
Pay Grade 8*
INGHAM COUNTY
JOB DESCRIPTION

DRAIN OPERATIONS AND MAINTENANCE LEAD WORKER

General Summary:

Under the supervision of the Coordinator of Drain Operations and Maintenance, oversees and directs day to day work of the Drain Operations and Maintenance Workers and crews consistent with the direction and plans of the Supervisor and Coordinator of Drain Operations and Maintenance. Oversees and participates in inspection, maintenance, construction and repair of county and inter-county drains and other structures under the responsibility of the Office of the Ingham County Drain Commissioner. Oversees the operation, maintenance and repair of department vehicles, equipment and heavy equipment used in departmental work. Coordinates crew response and participates in environmental incidents and flood emergencies.

Essential Functions:

1. Inspects, maintains, constructs, and repairs county and inter-county drains and lake level structures to assure that county and inter-county drains and lake level structures are functioning properly and in accordance with approved Drain Commissioner’s Standards, Drain Code and Inland Lake Levels

2. Operates and transports to job sites department vehicles and equipment necessary for drain operations and maintenance, including but not limited to, department heavy equipment such as vactor jet rodder, excavator, bulldozer and back-hoe; department small equipment such as chain saw, brush cutters and brush hogs; field survey and related equipment, pumps and televising cameras.

3. Oversees and participates in repair and maintenance of department heavy and light vehicles and equipment necessary for drain operations and maintenance, including but not limited to, normal maintenance activities such as vehicle tune-ups and changing oil and other fluids; sharpening chains of chain saws and the welding, fabricating and modifying of department equipment.

4. Inventories department tile and other materials necessary for drain operations and maintenance under the direction of Supervisor and Coordinator of Drain Operations and Maintenance.

5. Documents for departmental records drain inspections, maintenance, construction, and repair work as directed by supervisor. Will be required to use cameras, computers or other such technology in performance of documentation.

6. Interacts extensively with private landowners and general public on county and inter-county drain operations and maintenance and in resolving draining problems


8. Performs emergency response involving drain operations and maintenance, including but not limited to, flooding emergencies and environmental pollution incidence response emergencies.

10. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

**Other Functions:**
- Performs other duties as assigned.
- 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:** Associate’s Degree in construction or a related field.

**Experience:** One year of experience that includes operation of heavy equipment and vehicle maintenance and repair; and drain operation and maintenance or construction experience. Prior Lead worker experience preferred.

OR

High School diploma or equivalency. Vocational training in welding and machine and vehicle maintenance preferred. Five years of experience that includes operation of heavy equipment and vehicle maintenance and repair; and drain operation and maintenance or construction experience. Prior Lead worker experience preferred.

**Other Requirements:** Possession of a valid State of Michigan Commercial Driver’s License. Must possess Certification of Storm Water Operator and Commercial Pesticide Applicator or have the ability to earn within first year of employment. Training in Confined Space Entry, Trench Safety, Traffic Safety, Environmental Incident Response, MIOSHA Standards and CPR/Stand First Aid as well as requirements under State and Federal statutes necessary for performance of duties will be offered by the employer and must be completed within the first year of employment, if not already satisfied. Skill in use of computer and software application related to job functions.

*(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 outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.

5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.

9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passageways, shafts, enclosed rooms, manholes, pipelines, etc.

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, 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 regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)
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*Union UAW  
Pay Grade H*
INGHAM COUNTY
JOB DESCRIPTION

DRAIN OPERATIONS AND MAINTENANCE WORKER

General Summary:
Under the direction of the Drain Operations and Maintenance Lead Worker, performs inspections, maintenance, construction, and repair of county and inter-county drains and other structures under the responsibility of the Office of the Ingham County Drain Commissioner. Operates, maintains, and repairs department vehicles and equipment, including heavy equipment, used in departmental work. Responses to environmental incidents and flood emergencies.

Essential Functions:
1. Inspects, maintains, constructs, and repairs county and inter-county drains and lake level structures to assure that county and inter-county drains and lake level structures are functioning properly and in accordance with approved Drain Commissioner’s Standards, Drain Code and Inland Lake Levels.

2. Operates and transports to job sites, department vehicles and equipment necessary for drain operations and maintenance, including, but not limited to, department heavy equipment such as vactor jet rodder, excavator, bulldozer, and back-hoe; department small equipment such as chain saw, brush cutters and brush hogs; field survey and related equipment; pumps and televising camera.

3. Repairs and maintains department heavy and light vehicles and equipment necessary for drain operations and maintenance, including, but not limited to, normal maintenance activities such as vehicle tune-ups and changing oils and other fluids; sharpening chains of chain saws and the welding, fabricating and modifying of department equipment.

4. Documents for departmental records, drain inspections, maintenance, construction, and repair work as directed by supervisor. Will be required to use cameras, computers or other such technology in performance of documentation.


6. Performs emergency response involving drain operations and maintenance, including but not limited to, flood emergencies and environmental pollution incidence response emergencies.

7. Interacts with private landowners and general public on county and inter-county drain incidental to the operations and maintenance of drains and resolving drainage problems

8. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

Other Functions:
- Performs other duties as assigned.
Employment Qualifications:

Education: Specialized or technical training which is equivalent to 12 credit hours of college level training. Vocational training in welding and machine and vehicle maintenance preferred.

Experience: Three years of experience that includes operation of heavy equipment and vehicle maintenance and repair; and drain operation and maintenance or construction experience

OR

High School diploma or equivalency. Vocational training in welding and machine and vehicle maintenance preferred. Four years of experience that includes operation of heavy equipment and vehicle maintenance and repair; and drain operation and maintenance or construction experience.

Other Requirements: Possession of a valid State of Michigan Commercial Driver’s License. Certification of Commercial Pesticide Applicator preferred. Training in the following area must be completed within the first year of employment, if not already completed: Soil Erosion and Sedimentation Control, Confined Space Entry, Trench Safety, Traffic Safety, Environmental Incident Response, MIOSHA Standards and CPR/Stand First Aid as well as requirements under State and Federal statutes necessary for performance of duties. Skilled in use of computer and software application related to job functions helpful.

(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 outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, 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 regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)*
## Job Point Evaluation Table

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*Union UAW*

*Pay Grade G*
Resolutions

Resolutions are the legislative documents that many local governments use to address specific issues or matters within their jurisdiction. Resolutions can be used for a variety of purposes, including declaring policies, authorizing actions, recognizing achievements, and expressing opinions on various topics. They are typically prepared by a committee or a group of individuals and require approval by the governing body, such as a city council, county board, or other local governing entity. In this document, we will see an example of a resolution titled “Resolution to Authorize a Reorganization Within the Ingham County Drain Commissioner’s Office.”
WHEREAS, the County Services Committee and the Finance Committee have reviewed and discussed the proposed reorganization with the ICDC at a regular meeting of the committees and recommended approval of the proposed reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Drain Commissioner’s Office as proposed and outlined below:

1. Drain Operations and Maintenance Worker positions 275016, 275017, 275018, 275019, 275020, 275021 and 275022 have been reclassified from UAW level “E” ($33,509.30 to $39,913.50) to UAW level “G” ($37,438.13 to $44,637.73) and an additional identical position created.

2. The Drain Operations and Maintenance Lead Worker 275013 has been reclassified from a red lined position ($43,167.88) to a UAW level “H” ($39,609.08 to $47,248.40).

3. The newly created position of Coordinator of Drain Operations and Maintenance has been determined to fall within the scope of ICEA jobs and was classified at an ICEA level “8” ($55,172.68 to $66,233.45).

4. The newly created position of Supervisor of Drain Operations and Maintenance has been determined to fall within the scope of ICEA jobs and was classified at an ICEA level “9” ($60,341.75 to $72,437.78).

5. The red lined position of Drain Maintenance Supervisor 275012 ($47,680.95) has been eliminated.

BE IT FURTHER RESOLVED, that this reorganization shall go into effect on the date it is adopted by the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
April 20, 2015

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION IN SUPPORT OF “BAN THE BOX” INITIATIVE REGARDING CRIMINAL BACKGROUND CHECKS

On behalf of the Equal Opportunity Committee (EOC), the following resolution is submitted for review and approval by the Board of Commissioners. This resolution has been reviewed by the County Attorney. In addition, the EOC included an informational memo regarding the background of this initiative.

Equal Opportunity Committee representatives will be available at the County Services meeting on Tuesday, May 5th to introduce the resolution and answer any questions regarding the initiative.
TO: COUNTY SERVICES COMMITTEE  
FROM: EQUAL OPPORTUNITY COMMITTEE  
SUBJECT: BAN THE BOX INITIATIVE PROPOSAL  
DATE: APRIL 20, 2015  

PROPOSAL FOR INGHAM COUNTY TO ADOPT “BAN THE BOX POLICIES”

Nationwide, almost 100 cities and counties— including Detroit, Kalamazoo, East Lansing, and Muskegon County— have now taken the critical step of removing unfair barriers to employment in their hiring policies. Widely known as “ban the box,” these fair-hiring initiatives typically remove the question on the job application about an individual’s conviction history and delay the background check inquiry until later in the hiring process.

Today, with the addition of Delaware, Illinois, Nebraska and New Jersey in 2014, there are a total of thirteen states representing nearly every region of the country that have adopted policies— California (2013, 2010), Colorado (2012), Connecticut (2010), Delaware (2014), Hawaii (1998), Illinois (2014, 2013), Maryland (2013), Massachusetts (2010), Minnesota (2013, 2009), Nebraska (2014), New Jersey (2014), New Mexico (2010), and Rhode Island (2013). In a 2011 National Employment Law Project (NELP) report, it was estimated that 65 million Americans—or one in four adults—have a criminal record that may show up on a routine background check report. Using updated information, NELP now estimates that 70 million Americans— still one in four adults—have a criminal record.

At the same time that the number of workers with criminal records have risen, the background check industry has expanded and overall, more employers are now using background checks as an employment screen more than ever before. Cities and counties have begun to recognize the devastating impact of these trends and taken steps to remove barriers to employment for qualified workers with criminal records, specifically by removing conviction history questions from job applications—a reform commonly known as “ban the box.”

Endorsing the value of a policy that allows workers to be judged on their merits, not on an old or unrelated conviction, the U.S. Equal Employment Opportunity Commission issued a revised guidance in April 2012 on the use of arrest and conviction records in employment under Title VII of the Civil Rights Act of 1964. Additionally, the Obama Administration’s My Brother’s Keeper Task Force also gave the movement a boost when it endorsed hiring practices “which give applicants a fair chance and allows employers the opportunity to judge individual job candidates on their merits.”

Citing public safety benefits and supporting economic viability, policymakers have included fair choice hiring reform as part of a more comprehensive effort. For example, jurisdictions have also adopted hiring policies modeled on the EEOC guidance that require the employer to demonstrate that the criminal records restrictions are directly related to the job and that applicants are individually assessed for the position.
**Recommended Action**

Considering this data and the current initiatives underway, we are recommending that Ingham County:

1. “Ban the Box” on the Human Resources Employment Application;

2. Incorporate EEOC criteria on individualized assessment into the Ingham County EOC Plan.
Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN SUPPORT OF “BAN THE BOX” INITIATIVE REGARDING CRIMINAL BACKGROUND CHECKS

WHEREAS, the Ingham County Board of Commissioners desires that maximum opportunity is extended to its citizens to have productive and useful lives; and

WHEREAS, people with criminal records suffer from pervasive discrimination in many areas of life, including employment, housing, education, and eligibility in many forms of social benefits; and

WHEREAS, according to Jeff Manza, Melissa Thompson, and Cristopher Uggen, authors of Crime, Class, and Reintegration: The Socioeconomic, Familial, and Civic Lives of Offenders, at least 13 million people nationwide experience lifelong discrimination because of past convictions; and

WHEREAS, according to the Michigan State Police Criminal Justice Information Center, 8,179 were booked into the Ingham County Jail in 2013; and

WHEREAS, according to the Michigan Prisoner Re-Entry Program (MPRI), each year more than 10,000 prisoners are released from the Michigan Department of Corrections; 8,500 of them being paroled; and

WHEREAS, numerous national, state, and local studies have found that for re-entry to be successful, removal of obstacles to employment and/or other legal income producing opportunities must be a priority; and

WHEREAS, it is the policy of Ingham County to prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation; and

WHEREAS, arrest and incarceration rates are disproportionately high for African American and Hispanic men in the United States; and

WHEREAS, Resolution #13-368 to adopt a revised Equal Opportunity Employment Plan, reemphasized the Board of Commissioners’ goal to recruit and maintain a highly qualified and diverse workforce in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness; and

WHEREAS, the removal of inquiries into prior criminal history from the face of an application for employment does not preclude subsequent consideration of an applicant’s relevant criminal history when appropriate.

THEREFORE BE IT RESOLVED, that the Board of Commissioners directs the Human Resources Department to review and where appropriate revise current policies and procedures to assure the County practice that people who have been in prison or convicted of criminal activity are not excluded from an equal opportunity to obtain County employment unless based upon an individualized assessment, is job related or consistent with business necessity, or is otherwise required by law.
BE IT FURTHER RESOLVED, that the Board of Commissioners directs the Human Resources Department to remove the requirement that applicants disclose past convictions on the preliminary application for County employment unless otherwise required by local, state, or federal law.

BE IT FURTHER RESOLVED, that this resolution shall not apply to positions under the authority of County elected officials unless the elected official assents to application of this resolution to such positions.

BE IT FURTHER RESOLVED, that this policy nor resolution are not intended to nor does it create a private civil right of action.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 20, 2015

SUBJECT: RESOLUTION AWARDING A CONTRACT TO BOYNTON FIRE SERVICE TO PROVIDE FIRE PREVENTION SERVICES AT SEVERAL COUNTY FACILITIES

Fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our county facilities.

The following facilities will be provided with fire extinguisher and fire suppression services which includes fire extinguishers, sprinkler systems and kitchen hood suppression: Hilliard Building, Mason Courthouse, Annex, Jail and Sheriff’s Office, 55th District Court, Animal Control, Drain Office, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Potter Park Zoo, Willow Clinic, 911 Center, Forest Community Health Center, Road Department and the Fairgrounds.

The following facilities will be provided with annual fire alarm testing: Hilliard Building, Mason Courthouse, Jail and Sheriff’s Office, 55th District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Road Department, 911 Center, Forest Community Health Center, Potter Park Zoo and the Fairgrounds.

After careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Boynton Fire, a registered, local vendor who submitted the lowest responsive and responsible annual bid of $17,774.45 which reflects payment of the living wage. The contract term will be for three (3) years beginning May 1, 2015 through April 30, 2018 with an option to renew for an additional two (2) years bearing a mutual agreement between Ingham County and Boynton Fire.

The funds for said services are available within the appropriate 931100 maintenance contractual operating budgets.

I recommend approval of this resolution.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 22, 2015
SUBJECT: Fire Suppression Services

Project Description:
Bids were sought from experienced and qualified firms for the purpose of establishing a term contract for fire extinguisher, fire suppression, and fire alarm services.

Proposal Summary:
Vendors contacted: 12 Local: 4
Vendors responding: 03 Local: 2

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Overall TOTAL</th>
<th>Fire Hoses Cost Per Foot</th>
<th>Total Annual Insp. of Hoses Inc. un-Rack &amp; Re-Rack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boynton Fire</td>
<td>Yes, Lansing</td>
<td>$17,774.45</td>
<td>$0.65/ft</td>
<td>$130.00</td>
</tr>
<tr>
<td>Simplex Grinnell</td>
<td>No, Farmington Hills</td>
<td>$30,071.00</td>
<td>$5.75/ft</td>
<td>$325.00</td>
</tr>
<tr>
<td>Safety Systems</td>
<td>Yes, Lansing</td>
<td>$37,892.00</td>
<td>$0.50/ft</td>
<td>$260.00</td>
</tr>
</tbody>
</table>

Recommendation:
Boynton Fire Safety Services LLC, a local vendor, submitted the lowest responsive proposal. Boynton Fire Safety Services LLC is licensed, insured and has previously serviced the Ingham County fire systems.

The Evaluation Committee recommends awarding the contract to Boynton Fire Safety Services LLC in an annual amount not to exceed $17,774.45, plus the cost of fire hoses and annual inspection of hoses. The contract will be for 3 years with an additional 2-year option to renew.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO BOYNTON FIRE SERVICE TO PROVIDE FIRE PREVENTION SERVICES AT SEVERAL COUNTY FACILITIES

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our county facilities; and

WHEREAS, the following facilities will be provided with fire extinguisher and fire suppression services which includes fire extinguishers, sprinkler systems and kitchen hood suppression: Hilliard Building, Mason Courthouse, Annex, Jail and Sheriff’s Office, 55th District Court, Animal Control, Drain Office, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Potter Park Zoo, Willow Clinic, 911 Center, Forest Community Health Center, Road Department and the Fairgrounds; and

WHEREAS, the following facilities will be provided with annual fire alarm testing: Hilliard Building, Mason Courthouse, Jail and Sheriff’s Office, 55th District Court, Animal Control, Human Services Building, Veterans Memorial Courthouse/Grady Porter Building, Family Center, Youth Center, Road Department, 911 Center, Forest Community Health Center, Potter Park Zoo and the Fairgrounds; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Boynton Fire, a registered, local vendor who submitted the lowest responsive and responsible annual bid of $17,774.45 which reflects payment of the living wage; and

WHEREAS, the contract term will be for three (3) years beginning May 1, 2015 through April 30, 2018 with an option to renew for an additional two (2) years bearing a mutual agreement between Ingham County and Boynton Fire; and

WHEREAS, the funds for said services are located within the appropriate 931100 maintenance contractual operating budgets.

THEREFORE BE IT RESOLVED, the Ingham County Board Commissioners authorizes awarding a contract to Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906 to provide fire prevention services at several county facilities for a not to exceed cost of $17,774.45 annually which reflects the payment of living wages.

BE IT FURTHER RESOLVED, the contract term will be for three (3) years beginning May 1, 2015 through April 30, 2018 with an option to renew for an additional two (2) years bearing a mutual agreement between Ingham County and Boynton Fire.

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

TO: COUNTY SERVICES AND FINANCE

DATE: April 22, 2015

FROM: STACY BYERS

SUBJECT: APPROVAL TO CLOSE ON KOELLING, SCHWAB #2, FOGLE AND HAYNES #3 PROPERTIES

The Farmland and Open Space Preservation Board received applications for the 2014 cycle. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2014 selection criteria. Through that process, four farmland properties are being recommended for conservation easement purchase. The FOSP Board approved and recommends closing on the Koelling, Schwab #2, Fogle and Haynes #3 properties. The Fogle and Haynes #3 properties received matching funds from the Federal Agriculture Conservation Easement Program and will require more documents to satisfy the Federal ACEP program requirements. The Koelling and Schwab#2 properties did not received Federal ACEP matching monies and therefore will be closing with 100% local funds. The FOSP Board has funds in their 2015 budget to cover all closing and purchase costs.

In the spirit of full disclosure, the Koelling property is owned and operated by Mel and Laurie Koelling. Laurie Koelling is a member of the Farmland and Open Space Preservation Board representing Real Estate interests. In a memo dated July 22, 2014, from Mr. Peter Cohl, of Cohl Stoker & Toskey, P.C., he states “there is a conflict of interest, but the application may be approved with full disclosure in advance of the meeting at which it is to be approved as well as in the Board’s minutes of the meeting, (b) recusal of the Board member from all discussion and voting on the application, and (c) concurrence of 2/3 majority vote of the FOSP Board.” The FOSP Board and Mrs. Koelling have complied with all requirements set forth above and the County Ethics Policy.

Thank you.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR APPROVAL TO CLOSE ON KOELLING, SCHWAB #2, FOGLE AND HAYNES #3 PROPERTIES

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

WHEREAS, by Resolution #09-354, Ingham County established the Open Space Purchase of Development Rights Ordinance, 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 2014; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on the Koelling, Schwab #2, Fogle and Haynes #3 properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Koelling, Schwab #2, Fogle and Haynes #3 properties at a price not to exceed the amount listed in the chart below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal</th>
<th>CE Price</th>
<th>Landowner</th>
<th>County</th>
<th>Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koelling</td>
<td>$116,000.00</td>
<td>$116,000.00</td>
<td>$0.00</td>
<td>$116,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Schwab#2</td>
<td>$54,000.00</td>
<td>$54,000.00</td>
<td>$0.00</td>
<td>$54,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fogle</td>
<td>$510,000.00</td>
<td>$510,000.00</td>
<td>$0.00</td>
<td>$328,024.00</td>
<td>$181,976.00</td>
</tr>
<tr>
<td>Haynes #3</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$61,780.00</td>
<td>$38,220.00</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the County Clerk and 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.
TO: Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

RE: Liability Fund Self Insured Retention

DATE: April 20, 2015

Since 1986, the County has retained a $150,000 self-insurance (SIR) amount with our insurance provider, MMRMA. This means that we pay the first $150,000 of any liability claim. Since that time, inflation has increased but our retention amount has remained the same. After careful review of the cost and risk, we are recommending that this amount be increased to $500,000 for the next renewal period of July 1, 2015 to June 30, 2016. This only applies to liability insurance, we are not self-insured for any property insurance other than vehicles which are self-insured up to $30,000.

This will lead to a decrease in our premium of over $200,000 per year. During the past 20 years, we have experienced very few claims which have exceeded the $150,000 retention but we are paying a substantial additional premium for this coverage. We believe that in the long run, the premium reduction will outweigh any possible additional risk.

As important as the premium is, the effect a claim could have County’s annual Net Asset Distribution (refund) from MMRMA is of greater concern. For 2014, the County received a $1,049,754 distribution from MMRMA. These distributions are based on longevity and claims history. Since the County has been a very long-term member with a history of small claims, our distribution is extremely large. Our concern is that a mid-size claim over the $150,000 SIR could cost the County much of its annual distribution. A $400,000 claim could reduce future distributions substantially.

The Liability Fund has an available fund balance of $1,033,000 as of 12/31/14. Assuming our claims history continues as it has in the past, this amount should be adequate to provide funding for any possible claims which may occur under the increased SIR.

I realize this is a big decision and that you will have many questions. Please contact me if you wish to discuss further or need any additional information.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO INCREASE THE LIABILITY SELF INSURANCE RETENTION TO $500,000

WHEREAS, Ingham County has been self-insured with the Michigan Municipal Risk Management Association (MMRMA) for liability claims for the first $150,000 since 1986; and

WHEREAS, this amount has not been updated to reflect inflation and other risk factors; and

WHEREAS, with the assistance of MMRMA, the County’s administration has performed a review and is recommending that this self-insurance amount be increased to $500,000 effective July 1, 2015; and

WHEREAS, this change is anticipated to save over $200,000 in annual premium costs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County’s self-insurance retention amount with MMRMA be increased from $150,000 to $500,000 effective July 1, 2015.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any 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: Jim Hudgins, Director of Purchasing
DATE: April 20, 2015
SUBJECT: Bituminous Surface Mixture

Project Description:
Bids were sought from qualified and experienced companies for the purpose of furnishing its 2015 season’s requirements of Bituminous Surface Mixture No. 13A and 36A to the Ingham County Road Department.

Proposal Summary:
Vendors contacted: 13  Local: 01
Vendors responding: 03  Local: 01

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>13 A Unit Price</th>
<th>Total Amount</th>
<th>36 A Unit Price</th>
<th>Total Amount</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lansing Asphalt, Lansing (Clinton County) MI</td>
<td>$41.00</td>
<td>$492,000.00</td>
<td>$44.00</td>
<td>$264,000.00</td>
<td>$756,000.00</td>
</tr>
<tr>
<td>MI Paving &amp; Mtls, Lansing (Eaton County) MI</td>
<td>$41.00</td>
<td>$492,000.00</td>
<td>$44.00</td>
<td>$264,000.00</td>
<td>$756,000.00</td>
</tr>
<tr>
<td>Rieth Riley, Mason MI</td>
<td>$40.00</td>
<td>$480,000.00</td>
<td>$43.00</td>
<td>$258,000.00</td>
<td>$738,000.00</td>
</tr>
</tbody>
</table>

Vendors Not Bidding:
Edw C Levy Co., not a local vendor, does not produce the materials as required for 13A or 36A.

Recommendation:
Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple unit price contracts with Rieth Riley Construction Co., Inc., Michigan Paving & Materials Company and Lansing Asphalt / Division of Superior Asphalt, Inc. Orders will be processed on an as-needed, unit price, basis with preference to the local and lowest bidder, Rieth Riley Construction Co, Inc., as the first choice whenever logistically practical and desired material is available. Having this flexibility ensures that Ingham County is purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

Advertisement:
The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website and posted on the Purchasing Department Web Page.
Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2015 SEASONAL REQUIREMENT OF BITUMINOUS SURFACE MIXTURE FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 10,000 to 18,000 tons of bituminous surface mixture (asphalt) for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

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

WHEREAS, bids for maintenance asphalt were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #33-15, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase asphalt on an as-needed, unit price basis from all 3 responding bidders based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #33-15 based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material, as shown in the following table:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bituminous Mix 13A Approx. 12,000 Tons</th>
<th>Bituminous Mix 36A Approx. 6,000 Tons</th>
<th>Total Bid Price</th>
<th>Plant Location</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lansing Asphalt / Division of Superior Asphalt, Inc.</td>
<td>$41.00 $492,000</td>
<td>$44.00 $264,000</td>
<td>$756,000</td>
<td>3888 S. Canal, Lansing MI</td>
<td>N</td>
</tr>
<tr>
<td>Michigan Paving &amp; Materials Company</td>
<td>$41.00 $492,000</td>
<td>$44.00 $264,000</td>
<td>$756,000</td>
<td>16777 Wood St, Lansing MI</td>
<td>N</td>
</tr>
<tr>
<td>Rieth Riley Construction Co., Inc.</td>
<td>$40.00 $480,000</td>
<td>$43.00 $258,000</td>
<td>$738,000</td>
<td>Kipp Rd, Mason OR Creyts Rd, Lansing</td>
<td>Y</td>
</tr>
</tbody>
</table>

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 asphalt material as needed and budgeted.
TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 13, 2015

SUBJECT: Proposal Summary to Extend the Contract with RSI for De-Icing solution delivered.

Project Description:
RSI has a contract with the Ingham County Road Department for the purchase of De-Icing solution delivered to all three district garage locations. RSI has a unit price of $0.78/gallon with an amount not to exceed $9,360.00 annually per their bid proposal.

Proposal Summary:
Vendors contacted: 13 Local: 01
Vendors responding: 06 Local: 01

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Local</th>
<th>Solution to: 301 Bush St, Mason MI</th>
<th>Solution to: 1335 E. Howell Rd, Wmst</th>
<th>Solution to: 5613 S. Aurelius Rd, Lansing</th>
<th>Total Cost 1 Yr Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Chloride Sales St. Louis MI</td>
<td>No</td>
<td>$1,524</td>
<td>$1,524.00</td>
<td>$1,524</td>
<td>$4,572.00</td>
</tr>
<tr>
<td>RSI - Charlevoix MI</td>
<td>No</td>
<td>$3,120</td>
<td>$3,120.00</td>
<td>$3,120</td>
<td>$9,360.00</td>
</tr>
<tr>
<td>Great Lakes Chloride Grand Haven, MI</td>
<td>No</td>
<td>$4,200</td>
<td>$4,200.00</td>
<td>$4,200</td>
<td>$12,600.00</td>
</tr>
<tr>
<td>Advanced Dust Control East Lansing MI</td>
<td>Yes</td>
<td>$5,560</td>
<td>$5,560.00</td>
<td>$5,560</td>
<td>$16,680.00</td>
</tr>
<tr>
<td>Bare Ground Systems Farmingham MA</td>
<td>No</td>
<td>$5,625</td>
<td>$5,625.00</td>
<td>$5,625</td>
<td>$16,875.00</td>
</tr>
<tr>
<td>NASI - Marion OH</td>
<td>No</td>
<td>$17,100</td>
<td>$17,060.00</td>
<td>$17,100</td>
<td>$51,260.00</td>
</tr>
</tbody>
</table>

Recommendation:
In 2014, RSI was awarded the contract, although not the lowest bidder, it was and is the opinion of the Road Department that mixing different solution in with the currently stored solution is not wise.

Michigan Chloride Sales product is mineral well brine. The mineral well brine is a liquid chloride product derived from naturally occurring salt obtained from the Sylvania reservoir — one mile below ground level. RSI product is CM-90. CM-90 is a blend of corn steep and Magnesium/Calcium Chloride solution. Corn steep is the concentrated liquid residue of the corn wet milling process.

RSI, having fulfilled the contract to the Road Departments satisfaction, has agreed to provide the same product at the same price, term and conditions as the 2014 proposal submitted. Therefore, the Road Department seeks approval to extend the contract to RSI (Roadway Solutions Inc.) in an amount not to exceed $9,360.
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE EXTENSION OF AUTHORIZATION TO PURCHASE THE 2015/2016 SEASONAL REQUIREMENT OF LIQUID DE-ICER FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 10,000 to 15,000 gallons of liquid de-icer for use in winter maintenance operations; and

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

WHEREAS, bids for liquid de-icer were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #80-14, and was authorized to award this bid to purchase liquid de-icer on an as-needed, unit price basis from Roadway Solutions Inc.; and

WHEREAS, given inflation in trucking costs, the Road Department expects that bidding this product for 2015/2016 would result in higher unit pricing than the price extension offered by Roadway Solutions Inc.; and

WHEREAS, it is therefore the recommendation of the Road Department and Purchasing Department to extend for 2015/2016, the authorization to purchase on an as-needed, unit price basis, liquid de-icer from Roadway Solutions Inc. at the unit price approved for RFP #80-14.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the offer of extension, and authorizes the purchase of liquid de-icer on an as-needed, unit price basis from Roadway Solutions Inc. for the bid unit price of $0.78/gallon.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders consistent with this resolution.
TO: County Services and Finance Committees
FROM: Robert Peterson, Director of Engineering
Road Department
DATE: April 23, 2015
SUBJECT: Reconstruction of Michigan Avenue

The Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) fund grant, pursuant to Public Act 59 of 2013, to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to 1500 feet east of Clare Street.

The project generally involves replacement of the existing roadway pavement, storm sewer improvements, water main improvements, sanitary sewer repairs, sidewalk installation, and conversion from 4-lanes to 3-lanes with paved shoulders. The project was designed such that the bidders could submit proposals to replace the existing concrete pavement in either asphalt or concrete to achieve the best pavement value. The bid amounts associated with the pavement alternatives are shown below.

We are to the point where we have received bids, identified the recommended bidder, project cost sharing has been determined, and the construction contract can be executed. The project’s contractual responsibilities are as follows: The County on behalf of the Ingham County Road Department must enter into a first party contract with the contractor to construct the project. The associated second party agreement between MDOT and the County was approved by the Board of Commissioners on May 13, 2014 (Resolution #14-192) and the RRR funding has been received. Lastly, third party agreements between the County and the Charter Township of Lansing for water main and sidewalk work and between the County and the City of Lansing for sanitary sewer work need to be executed to proceed to construction.

1. The Purchasing Department advertised and received seven bids for construction of the Michigan Avenue Project on April 17, 2015. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, similar project experience, required MDOT prequalification, and overall value to the county. The as-read bid results were as follows:

<table>
<thead>
<tr>
<th>Bid Amount</th>
<th>Contractor</th>
<th>Pavement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,005,172.88</td>
<td>Michigan Paving &amp; Materials, Lansing, Michigan</td>
<td>Asphalt</td>
</tr>
<tr>
<td>$2,111,504.75</td>
<td>Nashville Construction, Nashville, Michigan</td>
<td>Asphalt</td>
</tr>
<tr>
<td>$2,211,742.89</td>
<td>Hoffman Brothers, Inc., Battle Creek, Michigan</td>
<td>Asphalt</td>
</tr>
<tr>
<td>$2,327,493.91</td>
<td>C. &amp; D. Hughes, Inc., Charlotte, Michigan</td>
<td>Asphalt</td>
</tr>
<tr>
<td>$2,385,336.74</td>
<td>Nashville Construction, Nashville, Michigan</td>
<td>Concrete</td>
</tr>
<tr>
<td>$2,706,087.85</td>
<td>Toebe Construction, LLC, Wixom, Michigan</td>
<td>Concrete</td>
</tr>
</tbody>
</table>

After confirming the bid results, both ICRD and Purchasing Department staff agree to recommend that **Michigan Paving & Materials, Lansing, Michigan**, be offered the first party contract to construct the project with asphalt pavement.
2. The second party agreement between MDOT and Ingham County, mentioned above, identified that Ingham County was to receive $1,700,000 to cover any costs incurred by the project. Said costs could include early preliminary engineering (EPE), preliminary engineering (PE), construction engineering (CE), the value of the right-of-way needed for the project, and all construction costs. Any costs in excess of the $1,700,000 will be the responsibility of the Road Department; if the costs are less than $1,700,000, the funds must be returned to the State of Michigan. Even though EPE, PE, and CE costs are eligible costs, the Road Department decided to use the entire grant on construction costs only and absorb the EPE, PE, and CE costs as these services were performed by Road Department staff.

3. Finally, a third party agreement between Charter Township of Lansing and Ingham County is required to secure funding for township desired water main and sidewalk work and an additional third party agreement between the City of Lansing and Ingham County is required to secure funding for city desired sanitary sewer and related work that is within the roadway. Applying the recommended bidder’s unit prices to the proposed water main and sidewalk work quantities revealed the Charter Township of Lansing’s share of the project cost is estimated to be $132,859.55. Applying the recommended bidder’s unit prices to the proposed sanitary sewer work quantities revealed the City of Lansing’s share of the project cost is estimated to be $172,313.33.

Therefore, the estimated cost sharing split is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road and Risk Reserve (RRR) funds</td>
<td>$1,700,000.00</td>
</tr>
<tr>
<td>Charter Township of Lansing (water main work)</td>
<td>$75,127.40</td>
</tr>
<tr>
<td>Charter Township of Lansing (sidewalk work)</td>
<td>$57,732.15</td>
</tr>
<tr>
<td>City of Lansing (sanitary sewer work)</td>
<td>$172,313.33</td>
</tr>
<tr>
<td></td>
<td>$2,005,172.88</td>
</tr>
</tbody>
</table>

The end result from the three agreements / contracts is that the project is budget neutral to the Road Department. The only non-compensated ICRD staff effort will involve construction inspection, material testing, construction contract administration, and signal upgrades including approximately $50,000 in signal material already budgeted.

The reason for this memo and resolution is to approve executing the first party construction contract with Michigan Paving & Materials, Lansing, Michigan, to approve executing a third party agreement between Charter Township of Lansing and Ingham County, and to approve executing another third party agreement between Ingham County and City of Lansing.

Approval of the attached resolution is recommended.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 27, 2015
SUBJECT: Michigan Avenue Project

Project Description:
Proposals were sought from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract to reconstruct 1.28 miles of 4 lane concrete pavement removal and cold milling HMA surface, reconstruction and resurfacing with 3 lane alternate (HMA or Concrete) pavement including center-left turn lane and paved shoulder (bike lane) on Michigan Avenue from 650 ft. west of Waverly Road to the Lansing City Limits (just east of Clare Street).

The existing concrete pavement on Michigan Avenue will be removed and re-graded between Waverly Road and Rosemary Street and cold milled from Rosemary Street to Clare Street. The work to repave Michigan Avenue includes aggregate base (modified), paving fabric, HMA or concrete (alternate) pavement, concrete curb and gutter, sidewalk and ADA ramp construction, storm sewer and water main construction, traffic signal work, sanitary sewer repairs (on Michigan Avenue and on Grace Street), restoration and pavement markings. All work shall be performed according to the Michigan Department of Transportation 2012 Standard Specifications for Construction except as otherwise specified herein and in the attached supplemental documents.

Proposal Summary:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Category 001</th>
<th>Category 002</th>
<th>Category 003</th>
<th>Concrete Alternate</th>
<th>HMA Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Paving &amp; Materials, MI</td>
<td>$1,302,581.99</td>
<td>No Bid</td>
<td>$702,590.89</td>
<td>No Bid</td>
<td>$2,005,172.88</td>
</tr>
<tr>
<td>Nashville Construction, MI</td>
<td>$1,407,822.34</td>
<td>$977,514.40</td>
<td>703,682.41</td>
<td>$2,385,336.74</td>
<td>$2,111,504.75</td>
</tr>
<tr>
<td>Hoffman Bros, Battle Creek, MI</td>
<td>$1,483,703.12</td>
<td>No Bid</td>
<td>$728,039.77</td>
<td>No Bid</td>
<td>$2,211,742.89</td>
</tr>
<tr>
<td>E.T. Mackenzie, Grand Ledge, MI</td>
<td>$1,502,238.14</td>
<td>No Bid</td>
<td>$717,690.25</td>
<td>No Bid</td>
<td>$2,219,928.39</td>
</tr>
<tr>
<td>C &amp; D Hughes, Inc, Charlotte, MI</td>
<td>$1,624,903.02</td>
<td>No Bid</td>
<td>$702,590.89</td>
<td>No Bid</td>
<td>$2,327,493.91</td>
</tr>
<tr>
<td>Toebe Construction, Wixom, MI</td>
<td>$1,647,342.50</td>
<td>$1,058,745.35</td>
<td>No Bid</td>
<td>$2,706,087.85</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

Recommendation:
Michigan Paving & Materials submitted the lowest responsive proposal who is licensed, bonded and insured. The company has years of experience working on projects of similar size and scope. The Evaluation Committee recommends awarding the contract to Michigan Paving & Materials in an amount not to exceed $2,005,172.88 which is inclusive of the payment of prevailing wages in accordance with county policy.
In accordance with Resolution #13-119, the Local Purchasing Preference Policy was waived for this project since it was determined by the Director that application of the Policy would preclude the County from receiving an adequate number of competitive proposals.

Advertisement:

The RFP was advertised in the Lansing State Journal, MI-ITA and the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
 Agenda Item 7c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A FIRST PARTY CONSTRUCTION CONTRACT WITH MICHIGAN PAVING & MATERIALS, A THIRD PARTY AGREEMENT WITH THE CHARTER TOWNSHIP OF LANSING AND ANOTHER THIRD PARTY AGREEMENT WITH THE CITY OF LANSING IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR MICHIGAN AVENUE FROM 1500 FEET WEST OF WAVERLY ROAD TO 1500 FEET EAST OF CLARE STREET

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Road and Risk Reserve (RRR) funds, pursuant to Public Act 59 of 2013, to reconstruct Michigan Avenue from 1500 feet west of Waverly Road to 1500 feet east of Clare Street (Project); and

WHEREAS, the road work is needed to replace deteriorated pavement along Michigan Avenue, provide much needed sidewalk upgrades and water main work, and repair and update the City of Lansing’s sanitary sewer infrastructure under the roadway; and

WHEREAS, the Project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the recommended bidder Michigan Paving & Materials of Lansing, Michigan; and

WHEREAS, the County in turn per resolution 14-192 previously approved by the Board of Commissioners on May 13, 2014, already entered into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirements of the Road and Risk Reserve (RRR) fund requirements; and

WHEREAS, the estimated construction costs for the Project are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road and Risk Reserve (RRR) funds</td>
<td>$1,700,000.00</td>
</tr>
<tr>
<td>Charter Township of Lansing (water main work)</td>
<td>$ 75,127.40</td>
</tr>
<tr>
<td>Charter Township of Lansing (sidewalk work)</td>
<td>$ 57,732.15</td>
</tr>
<tr>
<td>City of Lansing (sanitary sewer work)</td>
<td>$ 172,313.33</td>
</tr>
<tr>
<td></td>
<td>$2,005,172.88</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a construction contract with Michigan Paving & Materials, Lansing, Michigan to effect reconstruction of Michigan Avenue from 1500 feet west of Waverly Road to 1500 feet east of Clare Street for a total estimated cost of $2,005,172.88, consisting of $1,700,000.00 in State of Michigan Road and Risk Reserve funding, $132,859.55 of Charter Township of Lansing funding, and $172,313.33 in City of Lansing funding.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with the Charter Township of Lansing to pay for all actual costs associated with the Township desired water main and sidewalk work estimated to total $132,859.55.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with the City of Lansing to pay for all actual costs associated with the City desired sanitary sewer work estimated to total $172,313.33.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
Introduce 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 April 22, 2015 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-131</td>
<td>INGHAM TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>INGHAM</td>
<td></td>
</tr>
<tr>
<td>2015-132</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>IOSCO RD &amp; BROGAN RD</td>
<td>WHITE OAK</td>
<td>13</td>
</tr>
<tr>
<td>2015-134</td>
<td>LANSING BOARD OF WATER &amp; LIGHT</td>
<td>ELECTRIC / UG</td>
<td>OKEMOS RD &amp; SANDHILL RD</td>
<td>ALAEIDON</td>
<td>4</td>
</tr>
<tr>
<td>2015-135</td>
<td>CN RAILROAD</td>
<td>TRAFFIC CONTROL</td>
<td>WAVERLY RD BET LANSING RD &amp; ST JOSEPH ST</td>
<td>LANSING</td>
<td>19</td>
</tr>
<tr>
<td>2015-145</td>
<td>MERIDIAN TOWNSHIP</td>
<td>ROAD CLOSURE / SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>MERIDIAN</td>
<td></td>
</tr>
<tr>
<td>2015-146</td>
<td>MERIDIAN TOWNSHIP</td>
<td>ROAD CLOSURE / SPECIAL EVENT</td>
<td>MOORE ST &amp; METHODIST ST</td>
<td>MERIDIAN</td>
<td>21</td>
</tr>
<tr>
<td>2015-147</td>
<td>ZAYO GROUP</td>
<td>CABLE / UG</td>
<td>SANDHILL RD &amp; OKEMOS RD</td>
<td>ALAEIDON</td>
<td>4</td>
</tr>
<tr>
<td>2015-148</td>
<td>DELHI TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>DELHI</td>
<td></td>
</tr>
<tr>
<td>2015-149</td>
<td>DELHI TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>DELHI</td>
<td></td>
</tr>
<tr>
<td>2015-150</td>
<td>DAVID LOHR LAND SURVEYOR</td>
<td>MISCELLANEOUS</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-153</td>
<td>EDS IRRIGATION</td>
<td>ANNUAL LAWN SPRINKLER</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2015-154</td>
<td>SCARLETT EXCAVATING</td>
<td>WATERMAIN</td>
<td>VANNETER RD</td>
<td>WILLIAMSTOWN</td>
<td>36</td>
</tr>
</tbody>
</table>
Agenda Item 7e

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: April 22, 2015

RE: Proposed Minor Re-organization
Road Department Engineering Division
One Engineering Technician Position Reclassification

Per the County’s re-organization procedure, this memo and the following are being submitted for consideration of reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) in the Road Department’s Engineering Division:

Explanation:

HR Classification Packet-attached including HR analysis memo, existing and proposed job descriptions, and correspondence with affected union—OPEIU Technical-Clerical Unit.

Budget Office Personnel Cost Projection-attached.

Current Road Department Organizational Chart-attached.

Explanation:

In 2013 HR worked with the Road Department to update the job descriptions for our 3 levels of Engineering Technicians (Techs) which are in the OPEIU Technical-Clerical Bargaining Unit—Tech I—OPEIU grade 3, Tech II—OPEIU grade 5, and Tech III—OPEIU Grade 6, and to create an engineering technician professional development stepping stone opportunity with these positions. OPEIU Chief Steward Mark Swanson was involved with these discussions and was provided the updated job descriptions.

All 3 Engineering Technician job descriptions are included in the attached HR Classification Packet.

In general, the Engineering Technicians perform a variety of road and bridge project support functions including design CAD work, field information collection, and construction inspection on outsourced projects performed by contractors. The Road Department has 1 incumbent in the Tech I—OPEIU grade 3 position, 2 incumbents in the Tech II—OPEIU grade 5 positions, and 1 incumbent in the Tech III—OPEIU Grade 6 position-see attached organization chart. We also have a Surveyor, OPEIU Grade 5, who besides primarily being a surveyor, also functions as a Technician II in many instances.
Tech I’s are primarily intended to work in an assisting role with the Surveyor and/or a Tech II or III. Techs must be a Tech II or III to handle projects alone or as the lead inspector.

The Tech I-grade 3 position was created as an entry, professional development level with the future intent that Tech I incumbents would develop into a Tech II—OPEIU grade 5, at which time having achieved the necessary qualifications per the Tech II-grade 5 job description, and if/when the Road Department had the need and budget for another Tech II, the Tech I position would be reclassified to Tech II and posted per labor contract requirements. The Tech I-grade 3 position would then be left open until such time as either a new position were created and/or an existing Tech left our employment and a new person would be hired to start this process over again, unless of course a new hire came with the requisite qualifications to hire in at a Tech II-grade 5 level.

At this time given project work load, the Road Department has a need for a third Tech II. The Road Fund budget also has, and is expected to have in the future, funding for the personnel cost increase estimated for this change—see attached Budget Office Personnel Cost Projection. Also, the current Tech I-grade 3 incumbent, has achieved the Tech II-grade 5 qualifications per the attached Tech II job description, and thus would be eligible to apply and be considered for the new Tech II position.

Per the OPEIU Technical-Clerical Unit labor contract, the new Tech II-Grade 5 position would be treated as a new position, and thus would be internally posted within the OPEIU Technical-Clerical bargaining unit. Presumably the Tech I incumbent would apply and either be hired to the new Tech II position or could be considered for whatever position is vacated by any other OPEIU Technical-Clerical unit member hired for the new Tech II position. In no case will this re-organization proceed if or in such a manner that the Tech I incumbent would be displaced from employment.

Upon Committee approval, a resolution will be offered to approve this re-organization.
## 2015 Personnel Cost Projections
### Road Department Reorganization Proposal
### Long Term Costs (Positions at Top Step)

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineer Technician I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPEIU Grade 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>49,978</td>
<td>60,446</td>
</tr>
<tr>
<td>Longevity</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td>Wages</td>
<td>51,778</td>
<td>62,246</td>
</tr>
<tr>
<td>FICA</td>
<td>3,961</td>
<td>4,762</td>
</tr>
<tr>
<td>Health</td>
<td>13,720</td>
<td>13,720</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
<td>886</td>
</tr>
<tr>
<td>Vision</td>
<td>119</td>
<td>119</td>
</tr>
<tr>
<td>Current Retiree HLTH</td>
<td>2,766</td>
<td>2,766</td>
</tr>
<tr>
<td>Future Retiree HLTH</td>
<td>1,890</td>
<td>2,272</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$75,153</td>
<td>$86,804</td>
</tr>
<tr>
<td><strong>Additional Long Term Cost</strong></td>
<td></td>
<td>$11,651</td>
</tr>
</tbody>
</table>
ORGANIZATION CHART
INGHAM COUNTY ROAD DEPARTMENT

Board of Ingham County Commissioners

- VICTOR CELENTINO, District 1
- REBECCA BAHAR-COOK, District 2
- SARAH ANTHONY, District 3
- BRYAN CRENSHAW, District 4
- TODD TENNIS, District 5
- RANDY MAIVILLE, District 6
- KARA HOPE, District 7
- PENEOPE TSENOGLOU, District 8
- CAROL KOENIG, District 9
- BRIAN McGRAIN, District 10
- TERI BANAS, District 11
- DEB NOLAN, District 12
- RANDY SCHAER, District 13
- ROBIN CASE NAeyaERT, District 14

Receptionist & Public Relations Coord'
SHAREEF

Managing Director
CONKLIN, PE

Director of Engineering & County Highway Engineer
PETerson, Pe

Design Engineer
TROIA, PE

Asst. District Supervisor
GAMEZ

Senior Engineering Tech.
LE MORIE

Assistant Engineer
TROTTER, Pe

Surveyor
STEFFEN

Western District:
15 Employees

Assistant District Supervisor
GUEVARA

Eastern District:
12 Employees

Metro District:
12 Employees

Fleet Manager
ROGERS

Mason Shop Mechanics
5 Employees

Buildings & Grounds
WIEFERICH

Fleet Manager
ROGERS

Mason Shop Mechanics
5 Employees

Buildings & Grounds
WIEFERICH

Director of Operations
BENJAMIN

2 Finance Clerks assigned full time, and one Accountant assigned part-time to road department report to County Finance Director Jill Rhode.
2 Purchasing staff assigned full time to road department report to County Purchasing Director Jim Hudgins.
One HR Specialist assigned part-time to road department reports to County HR Director Travis Parsons.

Road Dept. organizational chart as of April 13, 2015
The Road Department is reorganizing the Engineering Division to enhance their ability to serve residents of Ingham County.

1. The Road Department will create an Engineering Technician II position, which will be posted internally.

2. The vacated Engineering Technician I position will remain vacant.

I have sent the OPEIU chair notice regarding this change and they support the reorganization. I have attached their response.

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 (887-4374).
Joan,

OPEIU #512 acknowledges the Employers intent to create an Engineering Technician 2 (grade 5) position. Please refer to Article 15 Vacancy/Posting of the current collective bargaining agreement. Thank you for the notification.

Mark Swanson
Ingham County Road Department
OPEIU Local 512 Steward

On Apr 7, 2015, at 1:31 PM, Clous, Joan <jclous@ingham.org> wrote:

Mark,

Here are the job descriptions in PDF for you.

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

“Whenever there's a large spill of solar energy it's just called a nice day.”

From: Swanson, Mark
Sent: Tuesday, April 07, 2015 1:03 PM
To: Clous, Joan
Subject: Re: Engineering Technician I

I have had a chance to read the three attached documents and proposed changes. If I understand correctly:

A. The employee in the current Tech 1 position would be promoted to grade 5

“Mark

On Apr 7, 2015, at 9:27 AM, Clous, Joan <jclous@ingham.org> wrote:

Mark,
I am writing to check on the status of this request.

Joan Clous  
Human Resources Specialist  
517-887-4374 – Office  
517-887-4396 – Fax

“Whenever there’s a large spill of solar energy it’s just called a nice day.”

From: Clous, Joan  
Sent: Wednesday, April 01, 2015 10:20 AM  
To: Swanson, Mark  
Subject: Engineering Technician I

Mark,

The road department would like to make a change to the Engineering Tech I position. I have attached a memo and the job descriptions for your records. Please let me know if you have any questions.

Joan Clous  
Human Resources Specialist  
517-887-4374 – Office  
517-887-4396 – Fax

“Whenever there’s a large spill of solar energy it’s just called a nice day.”

<MEMO to OPEIU Rep for Road Eng Tech I change_4-1-2015.doc>  
<001fgEngineer Technician I C format FINAL.doc>  
<Engineering Technician II final.doc>

<001fgEngineer Technician I C format FINAL.pdf>  
<002e Engineer Technician II IC format FINAL.pdf>
INGHAM COUNTY
JOB DESCRIPTION

Engineering Technician I, Department of Transportation and Roads

General Summary: Under the supervision of the Design Engineer or their designee, performs a variety of duties as an assistant to or in concert with higher classified Engineering Technicians related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Assists in the collection of survey information and assists engineers in drafting plans and cost estimates for construction projects. Assists higher classified Engineering Technicians with construction project inspection to assure quality and conformance to standards and specifications. As an assistant to the Surveyor or higher classified Engineering Technicians, operates land survey and traffic data collection equipment. Responds to the public, maintains records and performs other technical and administrative tasks associated with Department operations.

Essential Functions:
1. Using field notes, topographic survey data, and standard specifications, helps draw proposed plans for road and bridge improvements. Computes existing and proposed grades and quantities for cost analyses. Helps Survey, plan, prepare drawings and inspect various Road Department projects.

2. Assists higher classified Engineering Technicians in a variety of engineering field studies pertaining to pavement thickness, soils investigation, traffic volume, vehicle turning movements, culvert and storm sewer inventories, etc.

3. Assists higher classified Engineering Technicians with inspection of construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Performs sampling and testing of materials. Helps layout construction project staking and ensure proper placement of work zone signing and traffic control devices.

4. Measures, computes and keeps records of materials used and work performed in the field to assist higher classified Engineering Technicians with project record keeping. Helps compute and compile final quantities of construction work performed by contractors and prepares various reports for review. Assists in the compilation of proper project documentation.

5. Works within a survey crew in gathering topographic information and laying out projects. Uses level, transit, total station, rod chain and other instruments, as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.

6. Performs minor repairs on Road Department equipment and maintains equipment inventory, as directed.

7. Responds to information requests and complaint calls from the general public, as directed. Enters complaint data into the Road Department computer database. May gather information used to investigate inquiries and complaints from the public regarding construction, construction traffic control, and access problems.

8. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials, diagrams and drafts various written reports for review.
9. Provides information related to particular projects and performs various administrative tasks as directed.

10. Assists with claims against parties responsible for damaging Road Department property.

11. Assists with updates of road certificates, maps, road inventories, etc.

12. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

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

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

**Employment Qualifications:**
**Education:** A minimum of a high school diploma plus a minimum of 4 years of experience in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields.

**OR**
A minimum of an Associate’s Degree in Civil Engineering, Construction Technology or a related field plus a minimum of 6 months experience construction inspection and methods and/or computer-aided drafting (CAD), land surveying methods and traffic engineering or related fields.

**Other Requirements:** Must possess a valid Michigan Motor Vehicle Operator’s License.
One year after date of hire, employees must obtain state recognized Certification in at least three or more of the following areas:
- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Construction of ADA Compliant Facilities
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT inspection school)

The position requires the proficient use of word processing and spreadsheet software and basic knowledge and experience using software programs such as Bentley MicroStation, GEOPAK, FieldBook, TransPort, and MERL.
(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:**
- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

**Working Conditions:**
- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

*OPEIU(Road Dept)*
May 20, 2013
*Pay Grade 3*
ENGINEERING TECHNICIAN II, DEPARTMENT OF TRANSPORTATION AND ROADS

**General Summary:** Under the supervision of the Design Engineer, or designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Serves as a lead for Engineering Technician I and seasonal employees, coordinating and directing construction inspection work assignments and checking their work for conformance to standards, specifications, and guidelines. Collects survey information, drafts plan sheets, and assists engineers in preparing specifications for construction projects. Performs primary construction project oversight; monitors ongoing project activities to assure conformance to standards, plans, and specifications, directs and/or performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Operates land survey and traffic data collection equipment. Responds to the public, maintains records, and performs other technical and administrative tasks associated with Department operations.

**Essential Functions:**

1. Using field notes, topographic survey data, and standard specifications, draws proposed plans for contracted road or bridge improvements as directed. Computes existing and proposed grades and calculates quantities for cost analyses. Surveys, plans, prepares drawings and specifications from which various Road Department projects can be constructed.

2. Conducts a variety of engineering field studies pertaining to PASER ratings, pavement thickness, soils investigation, traffic volume, pavement markings, vehicle turning movements, culvert and storm sewer inventories, etc. Maintains RoadSoft inventory databases for asset management analyses.

3. Leads inspection activities for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control devices. Coordinates inspection functions with the contractor’s operations. Advises the contractor concerning the suitability of materials and methods used.

4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates for road, bridge, and Road Department system improvement programs. Advises the contractor on material acceptance requirements and ensures compilation of proper project documentation.

5. Works within a survey crew in gathering topographic information, planning, and designing field modifications, and laying out projects. Uses level, transit, total station, rod chain and other instruments, as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.

6. Performs minor repairs on Road Department equipment and maintains equipment inventory.

7. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and enters data into computer database. Answers inquiries and complaints
from the public and mitigates complaints regarding construction, construction traffic control, and access problems.

8. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.

9. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.

10. Initiates and assists with claims against parties responsible for damaging Road Department property and may appear in Small Claims Court when necessary to enforce payment.

11. Maintains and updates road certificates, maps, road inventories, etc.

12. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

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

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

**Employment Qualifications:**

**Education:** A minimum of an Associate’s Degree in Civil Engineering, Construction Technology or a related field plus a minimum of 3 years of experience in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields.

**Other Requirements:** Must possess a valid Michigan Motor Vehicle Operator’s License.

One year after date of hire, employees must obtain State Certification in at least five or more of the following areas:

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities
The position requires the proficient use of word processing and spreadsheet software and intermediate knowledge and experience of software programs such as Bentley MicroStation, GEOPAK, FieldBook, FieldManager, TransPort, and MERL.

(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:**
- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

**Physical Requirements:**
- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- 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.)

OPEIU(Road Dept)
May 20, 2013
Pay Grade 5
INGHAM COUNTY
JOB DESCRIPTION

Engineering Technician III, Department of Transportation and Roads

**General Summary:** Under the supervision of the Design Engineer, or designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Serves as a lead for lower classified Engineering Technicians and seasonal employees, coordinating and directing design and construction inspection work assignments and checking their work for conformance to standards, specifications and guidelines. Also performs a number of non-supervisory duties related to road and bridge design, construction and development projects including drafting plans and specifications for construction projects and construction project oversight. Performs oversight of construction program; reviews construction project documentation for quality assurance; Monitors project specific contractor activities to assure conformance to standards, plans, and specifications, directs and performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Takes complaint and inquiry calls from the public and performs other technical and administrative tasks associated with Department operations.

**Essential Functions:**
1. Coordinates the activities of Engineering Technicians to prepare complete construction contract plans, specifications and estimates. Drafts plans and assists engineers in developing project specific specifications. Leads department technicians in preparing drawings and specifications from which various Road Department projects can be constructed. Computes existing and proposed grades and calculates quantities for cost analyses.

2. Coordinates the activities of Engineering Technicians to oversee and insure appropriate project inspection staffing and checks field staff work for conformance to federal, state and county standards, plans, specifications, and documentation requirements. Performs quality assurance reviews of files and documentation for all construction projects.

3. Leads inspection activities of Engineering Technicians for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control. Formulates field design revisions and corrective action to assist engineers with field related decisions. Helps specify and negotiate contract modifications. Coordinates inspection functions with contractors’ operations. Advises contractors concerning the suitability of material and methods used.

4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates and recommends final payment for road, bridge, and Road Department system improvement programs. Advises contractors on material acceptance requirements and ensures compilation of proper project documentation.

5. Works with a survey crew in planning, and designing field modifications and laying out projects. Uses survey equipment and instruments as required to accomplish layout, staking, and grading direction for contractors and Road Department crews.
6. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and enters data into computer database. Answers inquiries and complaints from the public and confers with utilities regarding construction, construction traffic control, and access problems.

7. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings.

8. Represents the Road Commission at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.

9. Maintains construction contract project documentation management system and project construction files. Ensures compliance with state and federal project document requirements. Prepares construction contract files for interim and final audits and responds to remedy audit deficiencies. Prepares construction contract final documents.

10. Coordinates, maintains and updates road certificates, maps, road inventories, etc.

11. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

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

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

Employment Qualifications:
Education: A minimum of an Associate’s Degree in Civil Engineering, Construction Technology or a related field plus a minimum of 5 years of experience in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields.

Other Requirements: Must possess a valid Michigan Motor Vehicle Operator’s License. One year after date of hire, employees must obtain State Certification in at least six of the following areas:
- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
Construction of ADA Compliant Facilities

The position requires the proficient use of word processing and spreadsheet software and advanced knowledge and experience of software programs such as Bentley MicroStation, GEOPAK, FieldBook, FieldManager, TransPort, and MERL.

(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:
- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

Physical Requirements:
- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- 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.)

OPEIU(Road Dept)
May 20, 2013
Pay Grade 6
On Thursday, April 16, 2015, the FOP put before their members for vote Ingham County’s Last Best Offer provided through the mediation process. The FOP – Corrections Unit members approved the agreement. Highlights of the agreement include the following:

- **Contract Duration:** through December 31, 2017

- **Salary Schedules - Article 24:**
  - 2015 - 1.5% wage increase to the existing salary schedule, effective on the first full pay period following ratification by both parties.
  - 2015 - 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 – 1% wage increase applied to the 2015 wage scale and a wage reopener
  - 2017 – 1% wage increase applied to the 2016 wage scale and a wage reopener
  - New Section 4, Payroll –
    - Payroll shall be issued on a bi-weekly basis (14 consecutive calendar work days) by direct deposit or by payroll debit card consistent with the requirements of MCL 408.476 (Michigan Wage and Fringe Benefit Act).

- **Wages – Article 23**
  - For employees to qualify for a higher rate of pay in a temporary assignment to a higher rank or position, the employee must be assigned on a regular and continuous basis in that higher paid position for at least forty consecutive hours.
  - Inclement Weather Compensation (New Section 5) – 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. Inclement weather compensation is subject to a maximum of twenty four and one half hours per calendar year of paid administrative leave.

- **New Article:**
  - Effective January 1, 2015, for any employee who is paid by the County to attend a conference, training or workshop, etc. at the employees request, and voluntarily terminates employment with the County within six (6) months of attending such conference, training or workshop, etc., the employee shall repay the County the costs attributed to the conference, training or workshop, etc., by payroll deduction. Such costs do not include wages paid. Excluded are employees who retire during this time and immediately receive retirement benefits.

- **Update to Letter of Understanding 2/11/2005:**
  - Parties agree to increase the employee’s obligation from $2000 to $7000 for attendance at the police academy and up to $1200 for the corrections academy. Such costs do not include wages paid.
Introducing 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 CAPITOL CITY LODGE NO. 141 - CORRECTIONS UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement; 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 FOP Capitol City Lodge No. 141 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.
Introducing by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TRANSFER OF CAPITAL IMPROVEMENT FUNDS TO THE WOLF EXHIBIT PROJECT

WHEREAS, Potter Park Zoo has made modifying the Wolf Exhibit its highest priority Capital Improvement Project item to accommodate the two new wolves the Zoo has received; and

WHEREAS, the Zoo would like to request a line item transfer of the balances from the Pathway Replacement Phase I Project, line item #258-69900-977000-1501Z with a balance of $25,917.00 and the Birdhouse North Exhibit Repairs Project, line item #258-69900-977000-1502Z with a balance of $50,000.00 to the Wolf Exhibit Project, line item #258-69900-977000-1514Z; and

WHEREAS, once the above transfers are complete, the funds for the Wolf Exhibit Project will be available in CIP line item #258-69900-977000-1514Z, which will have a balance of $75,917.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a transfer for a total of $75,917.00 from the above mentioned accounts into the approved Wolf Exhibit Project, CIP # 258-69900-977000-1514Z bringing the total balance in that account to $75,917.00.

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

TO: County Services Committee
    Finance Committee

FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

DATE: March 17, 2015

RE: Amendments to Business Travel and Reimbursement Policy and Procurement Card Policy

The Business Travel and Reimbursement Policy and Procurement Card Policy offer contradictory instructions regarding airline reservations (Travel and Reimbursement Policy delegates responsibility exclusively to Financial Services; Procurement Card policy allows “cardholders” to make reservations). The attached resolution offers amendments to create consistent text between the two policies.

Approval of the proposed resolution will promote consistency policy interpretation and official airline booking practices. Chances of disparate treatment in consideration of travel requests would be similarly reduced. The final result favors the most recently approved (October 5, 2010) model for securing airline reservations (see page 3 of the Procurement Card Policy and on pages 4 - 6 of the Travel and Reimbursement policy).

Changes are also proposed in the Travel and Reimbursement Policy to allow for meal reimbursement for same-day travel (see pages 2, 5 and 6). The policy currently states, “No meal allowances are permitted for any travel which begins and ends on the same day.” However, another section of the same policy states, “Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County’s expense.”

Travel to-and-from training events can often be completed in a single day, but travelers are denied meal reimbursement despite attendance by the requisite “community members, vendors or other outside parties.” In one example in 2014, a group of employees traveled to and from Columbus, Ohio in a single day, but were not eligible for meal reimbursement. The proposed change will allow for meal reimbursement when travel requirements span a full day.

Excel spreadsheets were created and linked to the Business Travel and Reimbursement Policy to promote a paperless approval option for business travel reimbursement, meeting supplies expenses, business meal expenses, retiree recognition expenses and business travel requests. Changes proposed to these policies were presented to department heads in late January and circulated for a 30-day review period before presentation for Committee approval.
Agenda Item 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND BUSINESS TRAVEL AND REIMBURSEMENT POLICY
AND PROCUREMENT CARD POLICY

WHEREAS, the Ingham County Board of Commissioners has adopted official policies and procedures to
govern business travel and reimbursement (Resolution #10-327), and to set forth rules for use of a County-
issued procurement card (Resolution #02-178); and

WHEREAS, a procedural conflict exists between these two policies for making airline reservations; and

WHEREAS, a conflict exists in the Business Travel and Reimbursement Policy regarding meal
reimbursements; and

WHEREAS, the Ingham County Board of Commissioners seeks to establish consistency among and between
official policies and procedures of County government.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves
amendments to the Business Travel and Reimbursement Policy as follows:

J. Meal Allowance

   No meal allowance will be allowed for travel that is completed within the same day. Meal reimbursement calculations are
   provided in Section N.9.

N. Travel Arrangements

3. Air Travel. The policy of Ingham County is that airline travel by County employees on official business shall,
whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a
neighboring airport can be found at a materially lower rate, the flight will be booked from that airport. If the
CRIA flight exceeds the cost of a flight from a neighboring airport by more than $100 for an individual or $200
for a group, the flight will be booked from the neighboring airport. The $100 or $200 difference is for the
inclusive cost of the flight including mileage and parking.

   The use of commercial airlines is permitted when it is to the advantage of the County as measured by both
   comparative travel costs and the time of the traveler. All travelers, or their agencies, may charge only the tourist class fare shall be responsible
   for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive
   accommodations are not available. Such certification must accompany the reimbursement voucher.

9. Meal Reimbursement. The cost of meals while traveling overnight is an allowable expense. If a meal is provided
at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be
reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense
(M&IE). Appropriate detailed receipts must be submitted and maximum gratuity is 15%. No reimbursement for
alcoholic beverages will be allowed.
If the travel is for less than a full day the following meals will be allowed as explained above:

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Allowable Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 8:00 a.m.</td>
<td>3 meals   100% of Per Diem</td>
</tr>
<tr>
<td>Between 8:00 a.m. and 5:00 p.m.</td>
<td>2 meals 70% of Per Diem</td>
</tr>
<tr>
<td>After 5:00 p.m.</td>
<td>1 meal       40% of Per Diem</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return Time</th>
<th>Allowable Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 5:00 p.m.</td>
<td>3 meals   100% of Per Diem</td>
</tr>
<tr>
<td>Between 10:00 a.m. and 5:00 p.m.</td>
<td>2 meals 70% of Per Diem</td>
</tr>
<tr>
<td>Before 10:00 a.m.</td>
<td>1 meal       40% of Per Diem</td>
</tr>
</tbody>
</table>

Maximum per diem allowance will be prorated as shown on the table below:

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Return Time</th>
<th>Maximum Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 8:00 a.m.</td>
<td>After 6:00 p.m.</td>
<td>100%</td>
</tr>
<tr>
<td>After 8:00 a.m.</td>
<td>After 6:00 p.m.</td>
<td>80%</td>
</tr>
<tr>
<td>Before 8:00 a.m.</td>
<td>Before 5:00 p.m.</td>
<td>50%</td>
</tr>
<tr>
<td>After 8:00 a.m.</td>
<td>Before 5:00 p.m.</td>
<td>30%</td>
</tr>
<tr>
<td>Before 12:00 Noon</td>
<td>Before 12:00 Noon</td>
<td>0%</td>
</tr>
<tr>
<td>After 12:00 Noon</td>
<td>After 12:00 Noon</td>
<td>0%</td>
</tr>
</tbody>
</table>

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return. As detailed in another section of this policy, no meal allowances are permitted for any travel which begins and ends on the same day.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves amendments to the Procurement Card Policy as follows:

C. Procurement Card Program Overview

8. Cardholder may use the procurement card for some travel costs if pre-approved by their department head. The travel costs that may be charged to their procurement card are: conference registration, hotel room charges and parking fees for applicable nights and air fare if necessary. All items must be pre-approved and documented with receipts upon return. All travel receipts must accompany cardholder’s procurement card statement along with any additional documentation required by the department head or financial card administrator.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING RILEY GAY AS THE FIRST PLACE WINNER OF THE 2015 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2015 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “IF YOU COULD MAKE ONE CHANGE IN YOUR COMMUNITY, WHAT WOULD IT BE AND HOW WOULD YOU ACCOMPLISH IT?”; and

WHEREAS, it is important for young people to address issues in the community for them to empower themselves and others to make a change in regards to the issues; and

WHEREAS, Riley Gay has demonstrated this topic in her Essay regarding her idea of creating a social club that included both special-needs students and "mainstream" students where they could get to know one another in a safe, friendly environment this would be accomplished through education and awareness as well as by developing a club and encouraging activities which would include everyone.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Riley Gay for her essay, “Initiating Change: Building Stronger Communities.”

BE IT FURTHER RESOLVED, that the Board wishes Riley continued success in all of her future endeavors.
Introducing by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING KAYLEE HENDERSON AS THE SECOND PLACE WINNER OF THE 2015 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2015 Doris Carlise Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “IF YOU COULD MAKE ONE CHANGE IN YOUR COMMUNITY, WHAT WOULD IT BE AND HOW WOULD YOU ACCOMPLISH IT”; and

WHEREAS, it is important for young people to address issues in the community for them to empower themselves and others to make a change in regards to the issues; and

WHEREAS, Kaylee Henderson has demonstrated this topic in her Essay regarding her idea of creating a group to develop comradery, learning, and understanding between Students with English as a Second Language and assist with also providing additional resources to them in the furtherance of their education.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Kaylee Henderson for her essay, “Developing the Educational Success of Refugee Students.”

BE IT FURTHER RESOLVED, that the Board wishes Kaylee continued success in all of her future endeavors.
RESOLUTION RECOGNIZING KYLIE KAYSER AS THE THIRD PLACE WINNER OF THE 2015 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2015 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “IF YOU COULD MAKE ONE CHANGE IN YOUR COMMUNITY, WHAT WOULD IT BE AND HOW WOULD YOU ACCOMPLISH IT?”; and

WHEREAS, it is important for young people to address issues in the community for them to empower themselves and others to make a change in regards to the issues; and

WHEREAS, Kylie Kayser has demonstrated this topic in her Essay regarding building relationships and a stronger community with our fellow Ingham County residents by hosting community events, encouraging residents to fundraise for charities together, and encouraging friendliness as residents go about their daily activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Kylie Kayser for her essay, “Community Building.”

BE IT FURTHER RESOLVED, that the Board wishes Kylie continued success in all of her future endeavors.
RESOLUTION RECOGNIZING BROOKE GALBREATH WITH AN
HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN’S COMMISSION
DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2015 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “IF YOU COULD MAKE ONE CHANGE IN YOUR COMMUNITY, WHAT WOULD IT BE AND HOW WOULD YOU ACCOMPLISH IT?”; and

WHEREAS, it is important for young people to address issues in the community for them to empower themselves and others to make a change in regards to the issues; and

WHEREAS, Brooke Galbreath has demonstrated this topic in her Essay regarding the need for assistance to students in navigating through the challenges of applying for college, to address this issue a volunteer program could be established in order to match community volunteers up with students needing help in applying to colleges.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Brooke Galbreath for her essay.

BE IT FURTHER RESOLVED, that the Board wishes Brooke continued success in all of her future endeavors.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING KATHERINE E. WAHL WITH AN HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2015 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “IF YOU COULD MAKE ONE CHANGE IN YOUR COMMUNITY, WHAT WOULD IT BE AND HOW WOULD YOU ACCOMPLISH IT?”; and

WHEREAS, it is important for young people to address issues in the community for them to empower themselves and others to make a change in regards to the issues; and

WHEREAS, Katherine E. Wahl has demonstrated this topic in her Essay regarding developing the arts in her small town by educating individuals on the importance of all arts and working to provide individuals that have an interest with the resources to be able to practice and develop their talents and skills.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Katherine E. Wahl for her essay, “Making a Change in my Community.”

BE IT FURTHER RESOLVED, that the Board wishes Katherine continued success in all of her future endeavors.
RESOLUTION RECOGNIZING LISA NG WITH AN HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2015 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “IF YOU COULD MAKE ONE CHANGE IN YOUR COMMUNITY, WHAT WOULD IT BE AND HOW WOULD YOU ACCOMPLISH IT?”; and

WHEREAS, it is important for young people to address issues in the community for them to empower themselves and others to make a change in regards to the issues; and

WHEREAS, Lisa Ng has demonstrated this topic in her Essay regarding the need for more education and encouragement of individuals to obtain their vaccinations to prevent disease, this would be accomplished through education and marketing to encourage individuals to obtain their vaccinations and prevent the spread of viruses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Lisa Ng for her essay titled “A Healthier Community.”

BE IT FURTHER RESOLVED, that the Board wishes Lisa continued success in all of her future endeavors.