

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 19, 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 [May 5, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Capital Region Airport Authority Board Update - Authority Board Chairperson Chris Holman & Airport Executive Director Bob Selig
2. Register of Deeds - Resolution Authorizing a Continuing Contract for Microfilm and [Indexing Services](#) for the Register of Deeds
3. Innovation & Technology
 - a. Monthly Project Update
 - b. Resolution Authorizing the Purchase of a 36 Month [Support Service Agreement](#) (SSA) for the New Jail Audio System
4. 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
5. Facilities Department - Resolution Authorizing a Purchase Order to JH Construction to Install a Barrier Free [Sidewalk](#) around the Perimeter of the Mason Courthouse
6. Parks Department - Discussion: [Reorganization](#) of Ranger II Positions
7. Road Department
 - a. Resolution Authorizing a Contract for Gravel Road [Dust Control Service](#) for the Road Department
 - b. Resolution Authorizing the Purchase of 2015 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel [Pipe](#) for the Road Department

- c. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department and a Third Party Agreement between Delhi Township and the Ingham County Road Department in Relation to a Federally Funded [Pathway Project](#) along Holt Road from Kahres Road to Eifert Road
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
8. Controller's Office - Resolution Updating Various [Fees](#) For County Services

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

May 5, 2015

Draft – Minutes

Members Present: Celentino, Bahar-Cook, Koenig (arrived 6:16 p.m.), Banas (arrived at 6:01 p.m.), Crenshaw, Hope, and Maiville

Members Absent: None

Others Present: Tim Dolehanty, Travis Parsons, Jill Rhode, Rick Terrill, William Conklin, Becky Bennett, Tamara Warren, Dean Dockter, Ryan Buck, 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 21, 2015 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE APRIL 21, 2015 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Banas.

Commissioner Banas arrived at 6:01 p.m.

Additions to the Agenda

11. Board of Commissioners
 - g. Resolution Recognizing Nicole Hefty with an Honorable Mention in the 2015 Ingham County Women’s Commission Doris Carlice Essay Contest

Substitutes -

2. Drain Office
 - c. Resolution Pledging Full Faith and Credit to Mud Creek Drain Drainage District Bonds
10. Controller’s Office - 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:

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

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

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Koenig to vote on the previous motion. Commissioner Koenig voted in favor of the motion.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Koenig to vote on the previous motion. Commissioner Koenig voted in favor of the motion.

1. Interviews - Parks & Recreation Commission

Dean Dockter interviewed for appointment to the Parks & Recreation Commission.

Chairperson Celentino stated that Mr. Dockter's application would be discussed at the Republican and Democratic Caucus meetings on Tuesday, May 12.

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION IN SUPPORT OF "BAN THE BOX" INITIATIVE REGARDING CRIMINAL BACKGROUND CHECKS.

Commissioner Maiville asked whether this resolution would prevent the Human Resources Department from requesting background checks.

Travis Parsons, Human Resources Department, stated that this resolution was the product of a collaborative effort by the Equal Opportunity Commission (EOC), Human Resources Department, and the County Attorney. He further stated that it was determined that this resolution would not hinder Human Resources ability to request background checks for those positions requiring one.

Commissioner Crenshaw asked whether the box would be completely eliminated from all applications.

Mr. Parsons answered that two application templates would be utilized. He stated that applications for positions that legally require the box shall continue to contain the box. Mr. Parsons stated that they would also be reworking the language utilized.

Commissioner Bahar-Cook asked whether this ban the box initiative would apply to applications for appointed boards, committees, and commissions.

Mr. Parsons stated that he had not sought a legal opinion from the County Attorney on this question. He further stated that he would discuss the question with the County Attorney and follow up with the Committee.

Discussion.

Tamara Warren, EOC, thanked the Committee for its support on this resolution.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION FOR APPROVAL TO CLOSE ON KOELLING, SCHWAB #2, FOGLE AND HAYNES #3 PROPERTIES.

Commissioner Maiville disclosed that both Koelling and Haynes had supported his campaigns in the past. He further disclosed that Laurie Koelling had been affiliated with Farm Bureau and had purchased animals at the Fair from his children.

Stacy Byers, Farmland and Open Space Preservation, stated that Laurie Koelling was a member of the Farmland and Open Space Preservation Board and had put forth an application, the result of which was the resolution before the Committee. Ms. Byers stated that the Board had secured a legal opinion from the County Attorney who identified that a conflict of interest existed. She further stated that the County Attorney stated that the application could still be considered and approved so long as steps were taken to address the conflict of interest. Ms. Byers laid out the steps and referred the Committee to the Memorandum of April 22, 2015. She stated that both the Board and Mrs. Koelling had complied with the County Attorney opinion.

Commissioner Koenig arrived at 6:16 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

7. Road Department

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

William Conklin, Road Department Director, addressed the Committee and provided an overview of the proposed reorganization.

Commissioner Bahar-Cook asked whether Mr. Conklin anticipated adding any additional employees.

Mr. Conklin stated that his recommendations hinged on the outcome of the election this evening. He provided background on the employment hierarchy of the Road Department.

Chairperson Celentino asked whether the Union was notified.

Mr. Conklin answered yes.

There was a brief discussion about the working relationship that existed between the Union and Management.

Chairperson Celentino stated that Mr. Conklin may continue to proceed with the steps laid out in the reorganization policy.

Commissioner Bahar-Cook noted that the Union acknowledged receipt of the notice, not that it supported or opposed the proposed reorganization.

Chairperson Celentino directed staff to contact the Union to see whether they supported or opposed the proposed reorganization.

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AMEND BUSINESS TRAVEL AND REIMBURSEMENT POLICY AND PROCUREMENT CARD POLICY.

Chairperson Celentino stated that Barb Byrum, Ingham County Clerk, had submitted a memorandum expressing her concerns with this resolution. He further stated that Tim Dolehanty, Controller/Administrator, had submitted a substitute resolution for this agenda item.

Chairperson Celentino stated that Mr. Dolehanty had made an effort to contact the countywide elected officials for input.

Mr. Dolehanty stated that in 2010, the Board of Commissioners approved a travel and reimbursement policy. He further stated that in 2002, the Board approved a procurement card policy. Mr. Dolehanty stated that this resolution reflected an effort to craft a single, consistent policy.

Mr. Dolehanty stated that in regards to meal reimbursement, the current policy stated that there was no meal allowance for business travel completed same day. He outlined the per diem meal allowance proration that would be part of the new policy should the resolution be approved.

Mr. Dolehanty stated that in regards to airfare, the procurement card policy currently stated that employees may make airfare reservations on their County-issued card. He further stated that the travel and reimbursement policy currently stated that the Financial Services would make reservations. Mr. Dolehanty stated that the proposed resolution would change the policy so that airfare reservations could not be made on County-issued cards and Financial Services would have the responsibility for making reservations. He further stated that airfare reservations could still be made through travel advances and the reimbursement process.

Jill Rhode, Financial Services, stated that she had seen a few travel advances come through.

Mr. Dolehanty addressed Clerk Byrum's concern that Financial Services would not have the requisite understanding of the internal workings of departments run by elected officials by stating such knowledge was not necessary. He stated that Financial Services had an employee that had been trained to make air travel reservations and the employee was good at performing this function.

Mr. Dolehanty addressed Clerk Byrum's concern about the ease and timeliness of booking her own travel by stating that Clerk Byrum could continue to book her own travel, but by booking it personally and then following the reimbursement policy.

Chairperson Celentino posited the hypothetical about whether Financial Services would book air travel to depart at 2:00 a.m. in order to save money.

Mr. Dolehanty stated that this situation would not occur and that Financial Services would work with departments and employees to determine time and date ranges that air travel could be completed.

Commissioner Koenig asked whether first class airfare was available.

Mr. Dolehanty answered yes, however the County would only pay for the cost of an economy flight and the individual choosing to fly first class would have to pay the difference.

Chairperson Celentino asked who would be tasked with resolving disputes between employees and Financial Services.

Mr. Dolehanty stated that the resolution stated that the dispute would come before the Controller for a decision.

Mr. Dolehanty stated that Lisa McCormick, Chief Assistant Prosecuting Attorney, had questioned whether the policy applied to witness travel. He further stated that this policy applied specifically to employees, not witness travel.

Commissioner Crenshaw asked whether there would be a timeline in which an employee would be required to request authorization to travel.

Mr. Dolehanty stated that currently, out-of-state travel needed to be approved by the Department Head, Controller, and Board Chairperson. He further stated that most travel plans were communicated with Financial Services in sufficient time to take advantage of more cost effective airfare.

Commissioner Banas stated that she was pleased that Capital Region International Airport was specifically mentioned in the policy.

Chairperson Celentino stated that the Capital Region Airport Authority would attend the next Committee meeting on May 19 to make a presentation.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

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
- g. Resolution Recognizing Nicole Hefty with an Honorable Mention in the 2015 Ingham County Women's Commission Doris Carlice Essay Contest

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION RECOGNIZING RILEY GAY AS THE FIRST PLACE WINNER OF THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST, RESOLUTION RECOGNIZING KAYLEE HENDERSON AS THE SECOND PLACE WINNER OF THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST, RESOLUTION RECOGNIZING KYLIE KAYSER AS THE THIRD PLACE WINNER OF THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST, RESOLUTION RECOGNIZING BROOKE GALBREATH WITH AN HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST, RESOLUTION RECOGNIZING KATHERINE E. WAHL WITH AN HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST, RESOLUTION RECOGNIZING LISA NG WITH AN HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST, AND RESOLUTION RECOGNIZING NICOLE HEFTY WITH AN HONORABLE MENTION IN THE 2015 INGHAM COUNTY WOMEN'S COMMISSION DORIS CARLICE ESSAY CONTEST.

Commissioner Bahar-Cook announced that the Women's Commission would be hosting a reception in the rotunda of the Mason Courthouse following the Board of Commissioners meeting on Tuesday, May 12 to honor the essay contest winners. She invited all to attend.

Commissioner Bahar-Cook stated that the Women's Commission raises funds from corporate donors to provide the essay contest winners with cash sponsorships.

Commissioner Crenshaw asked Becky Bennett, Board Coordinator, to find out which district each essay contest winner resided and to share that information with the commissioners.

Ms. Bennett stated that she would get the information to the commissioners.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO SUSPEND THE RULES TO ALLOW COMMISSIONER KOENIG TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

Commissioner Koenig voted in favor of the motion to approve the use of a consent agenda.

Commissioner Koenig voted in favor of the motion to approve the action items on the consent agenda.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:40 p.m.

MAY 19, 2015 COUNTY SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Capital Region Airport Authority Board Update** - Authority Board Chairperson Chris Holman and Airport Executive Director Bob Selig

Representatives of the Capital Region Airport Authority Board will discuss airport activities.

2. **Register of Deeds** - Resolution Authorizing a Continuing Contract for Microfilm and Indexing Services for the Register of Deeds

The Register of Deeds seeks approval of a resolution to convert ten years of film to a digital format at a cost not to exceed \$6,695.26. This project would result in conversion of 58 rolls of film representing the years from 1950 through 1960 to digital images. The project is necessary to preserve records in the best format possible in order to provide easy access to the citizens of Ingham County. Current microfilm media becomes brittle with age and tends to break when threaded into viewing machines.

- 3a. **Innovation and Technology Department** - Monthly Project Update

Chief Information Officer Michael Ashton will discuss major IT initiatives, recent challenges addressed by the IT Department, and answer Committee questions about IT matters.

- 3b. **Innovation and Technology Department** - Resolution Authorizing the Purchase of a 36 Month Support Service Agreement (SSA) for the New Jail Audio System

The IT Department requests approval of a resolution to authorize purchase of a 36-month Support Service Agreement (SSA) with Carousel Industries to provide 24-hour support and/or managed services for all jail audio equipment. The cost of this proposal is not to exceed \$8,416.84.

4. **Ingham County 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

The Ingham County Fair Board has determined that improvements to the "donkey" and dressage arenas will enhance services offered for current events and will provide an opportunity to bid for larger regional horse shows, thereby increasing participation and continue revenue stream diversification effort. The proposed resolution would allow the County to enter into a contract with Anderson-Fischer & Associates at a cost not to exceed \$18,200.

5. **Facilities Department - Resolution Authorizing a Purchase Order to JH Construction to Install a Barrier Free Sidewalk around the Perimeter of the Mason Courthouse**

The resolution as proposed by the Facilities Department would authorize installation of a barrier-free sidewalk around the perimeter of the courthouse. The sidewalk will be used primarily on days security screening is present at the South entrance, as well as allowing individuals to access the building safely during the winter months. The Department recommends awarding a contract to JH Construction at a cost not to exceed \$8,632.25.

6. **Parks Department - Discussion: Reorganization of Ranger II Positions**

Representatives of the Parks Department will discuss an office reorganization proposal as required in the Reorganization Policy

7a. **Road Department - Resolution Authorizing a Contract for Gravel Road Dust Control Service for the Road Department**

The Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on the 82 miles of gravel county roads during the dry months of the year. Upon review of various proposals submitted in response to a County-issued RFP, the Road and Purchasing Departments recommend awarding a contract to Chloride Solutions at the unit price of \$0.13 per gallon for calcium chloride dust control solution delivered and/or applied.

7b. **Road Department - Resolution Authorizing the Purchase of 2015 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Road Department**

The Road Department annually purchases approximately 3,500 lineal feet of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping. Upon review of various proposals submitted in response to a County-issued RFP, the Road Department proposes a resolution to accept bids, and authorize the purchase on an as-needed, from Advanced Drainage Systems and from Contech Engineered Solutions, LLC.

7c. **Road Department - Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department and a Third Party Agreement Between Delhi Township and the Ingham County Road Department in Relation to a Federally Funded Pathway Project along Holt Road from Kahres Road to Eifert Road**

The Road Department received federal funding to construct the RAM trail along Holt Road from Kahres Road to Eifert Road. Delhi Township desires to design, construct, and maintain the trailway for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department. The Road Department seeks authorization to enter into a contract with the State of Michigan/MDOT to effect construction of RAM trail along Holt Road from Kahres Road to Eifert Road, on behalf of Delhi Charter Township, for a total estimated cost of \$1,416,600 consisting of \$1,159,500 in federal CMAQ funding and \$257,100 in township matching funds.

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.

8. Controller - Resolution Updating Various Fees for County Services

This resolution updates various fees for County services for 2016. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$82,000. Any additional revenue will be recognized in the 2016 Controller Recommended Budget. As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: May 8, 2015

SUBJECT: Proposal Summary for Microfilm and Indexing Services.

Project Description:

Quotes were sought in 2014 for Microfilm Conversion and Indexing Services. The project would allow for the scanning, conversion and indexing of 86 rolls of microfilm representing documents (105,600± images) recorded from 1950 through 1960 and publishing online for the public and title companies to view.

Proposal Summary:

Vendors contacted: 5 Local: 1
 Vendors responding: 2 Local: 1

Company Name	Cost	Local
Michigan Office Solutions, 345 W. Lake Lansing Rd, East Lansing MI 48823	\$6,794.00	Yes
Graphic Sciences Inc., 1551 E. Lincoln Avenue, Madison Heights MI 48073	\$10,517.76	No

Not Responding:

Fidlar Technologies, 350 Research Parkway, Davenport, IA 52806
 Manatron/Thomas Reuters, 510 E. Milham Avenue, Portage MI 49002
 Iron Mountain, PO Box 27128, New York, NY 10087-7131

Recommendation:

It is recommended to extend the contract to convert 15 rolls of film representing deeds, and 43 rolls representing mortgages recorded between 1950 through 1960 for a cost not to exceed \$6,695.00, which is consistent with the same unit rate as quoted in 2014. Inclusive of an offsite scanning charge of \$700.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTINUING CONTRACT FOR
MICROFILM AND INDEXING SERVICES FOR THE REGISTER OF DEEDS**

WHEREAS, Ingham County is committed to providing its citizens convenient access to images of recorded documents and their preservation; and

WHEREAS, these images are handled on a regular basis by the public and have become worn and brittle; and

WHEREAS, the Board of Commissioners passed Resolution #14-209 to convert and index 86 rolls of film to digital images, and make the images available to the public without further damage to the existing film; and

WHEREAS, the Register of Deeds has identified an additional 58 rolls to be converted to digital images; and

WHEREAS, inserting these images into the public online system will enable the public to view the images and also make them available to customers in the Register of Deeds' public vault; and

WHEREAS, after completing 86 rolls of imaging with Michigan Office Solutions the Register of Deeds would like to extend the contract to Michigan Office Solutions who submitted a responsible bid in 2014, and has agreed to convert 15 rolls of film representing deeds and 43 rolls representing mortgages recorded between 1950 through 1960 for a cost not to exceed \$6,695.26; and

WHEREAS, funds for this project are available within the Register of Deeds Technology line item #10123600 818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds Office to extend the contract with Michigan Office Solutions for the conversion and indexing of 58 rolls of microfilm representing documents recorded from 1950 through 1960 for a cost not to exceed \$6,695.26.

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

Agenda Item 3b

TO: Board of Commissioners
FROM: Frank Chain – IT Project Manager
RE: Support Service Agreement for New Jail Audio System
DATE: April 21, 2015

Dear Commissioners,

This resolution authorizes the purchase of a 36 month Support Service Agreement (SSA) with Carousel Industries for the continued support for the new jail audio system. The cost is not to exceed \$8,416.84 for the 36 month SSA.

In return for the payment of the fees, Carousel Industries will provide 24/7 support and/or managed services for all of the installed jail audio equipment, to include but not limited to Biamp mixer's, JBL Speakers, Omnidirectional Microphones, UPS, and wiring.

The new jail audio system was replaced by Carousel Industries. The new jail audio system replaced the failed/failing audio system installed by Grand Valley. The new audio system was installed in three phases at the jail. The first phase was Post 5 installed in June, 2014. The second phase was done from resolution 14-338. With the final phase being completed from resolution 14-400. All three phases will be covered under this agreement.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7369 or fchain@ingham.org.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF A 36 MONTH SUPPORT SERVICE AGREEMENT (SSA) FOR THE NEW JAIL AUDIO SYSTEM

WHEREAS, the Ingham County Jail has a new jail audio system: and

WHEREAS, the Innovation and Technology Department worked with Carousel Industries to replace the failed/failing Grand Valley audio system; and

WHEREAS, the new jail audio system was completed in three phases; and

WHEREAS, the first phase was completed on Post 5 in June, the second phase was completed from Resolution #14-338, and the third and final phase was completed from Resolution #14-400; and

WHEREAS, all three phases will be covered under this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the Support Service Agreement (SSA) for the new jail audio system from Carousel Industries.

BE IT FURTHER RESOLVED, the cost of the SSA, in an amount not to exceed \$8,416.84, will be paid from the 63625810-932030 IT Maintenance account.

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

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

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: May 4, 2015

RE: Authorization to Enter into a Contract with Anderson-Fischer & Associates of Mason, Michigan for excavation services for improvement to the “Donkey” and Dressage Arenas at the Ingham County Fairgrounds

The existing condition of the footing in the “donkey” and dressage horse arenas on the north end of the fairgrounds has become deficient for usage by the thirty plus horse shows occurring annually.

In support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in resolution #14-177, the Ingham County Fair Board, by way of the proposed improvements to the two horse arenas, will enhance services offered to current events and will provide an opportunity to bid for larger regional horse shows, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream.

The Purchasing and Fair Board both concur that a contract be awarded to Anderson-Fischer & Associates who submitted the lowest responsive and responsible bid in the amount not to exceed \$18,200.00.

The Hotel/Motel reserve fund for Fairgrounds capital improvements has a current fund balance of \$62,359.69. The Fair Board requests the transfer of \$18,200.00, from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account # 56176900-976000, to assist with the completion of this capital project.

The improvements on the two arenas will begin upon execution of the contracts and is currently slated for the second week of June 2015, which will allow for the completion in conjunction with the start of the 2015 horse show season.

Sincerely,

Sandra Dargatz
Executive Director, Ingham County Fair
(517) 676-2857

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 8, 2015
 SUBJECT: Excavation Services for the Ingham County Fairgrounds

Project Description:

Bids were sought from experienced and qualified excavators for the purpose of making improvements to the Donkey and Dressage Arenas located at the Ingham County Fairgrounds.

Scope of work:

Donkey Arena: Remove existing footing and base and excavate to enlarge arena from current footprint to 100' x 200', place a new base of clay, compact, lay down 3 inches of 2ns sand and grade out for a finished arena surface. Clay base (370 yards) 2ns sand (185 yards).

Dressage Arena: Remove existing footing and base, place new clay base, compact, lay down 3 inches of 2ns sandy on top, and grade out for finished arena surface. Clay base (315 yards) 2ns sandy (160 yards).

Proposal Summary:

Vendors contacted: 29 Local: 12
 Pre-Bid attendance 14 Local: 05
 Vendors responding: 07 Local: 04

Vendor Name	Local Pref	Bid Bond	Addendum	Total Bid
Anderson-Fischer & Associates, Mason MI	Yes	Yes	Yes	\$18,200.00
Jule Swartz & Sons Excavating, Jackson MI	No	Yes	Yes	\$19,000.00
EVR Incorporated, Okemos MI	Yes	Yes	Yes	\$20,789.15
MI Demolition & Excavation, Okemos MI	Yes	Check in lieu	Yes	\$28,000.00
Rieth Riley Construction Co., Lansing MI	Yes	Yes	Yes	\$31,577.00
Mike & Sons Asphalt, Bath MI	No	Yes	Yes	\$34,407.00
Jared Beduhn Excavating		None		

Recommendation:

The Evaluation Committee recommends awarding the contract to Anderson-Fischer & Associates in an amount not to exceed \$18,200.

Anderson-Fischer & Associates, a local vendor, submitted the lowest responsive proposal. The vendor is licensed, bonded and insured. The company has experience working on projects of similar size and scope.

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 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

WHEREAS, the existing condition of the footing in the “donkey” and dressage horse arenas on the north end of the fairgrounds has become deficient for usage by the thirty plus horse shows occurring annually; and

WHEREAS, in support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in resolution #14-177, the Ingham County Fair Board, by way of the improvements to the two horse arenas, will enhance services offered to current events and will provide an opportunity to bid for larger regional horse shows, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream; and

WHEREAS, the Hotel/Motel reserve fund for Fairgrounds capital improvements is currently at \$62,359.69; and

WHEREAS, after careful review of bids, the Purchasing and Fair Board both concur that a contract be awarded to Anderson-Fischer & Associates who submitted the lowest responsive and responsible bid in the amount not to exceed \$18,200.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Anderson-Fischer & Associates, 225 E. Kipp Rd., Mason, Michigan 48854, to make improvements to the “donkey” and dressage arenas for a not to exceed cost of \$18,200.00.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account #56176900-976000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 5, 2015

SUBJECT: **RESOLUTION AUTHORIZING A PURCHASE ORDER TO
JH CONSTRUCTION TO INSTALL A BARRIER FREE SIDEWALK
AROUND THE PERIMETER OF THE MASON COURTHOUSE**

The resolution before you authorizes a Purchase Order for JH Construction to install a barrier free sidewalk around the perimeter of the courthouse that will connect all four entrances. The sidewalk will be used primarily on days security screening is present at the South entrance, for court proceedings, as well as allowing individuals to access the building safely during the winter months.

The Facilities Department collected estimates from three qualified vendors and request that a Purchase Order be issued to JH Construction who submitted the lowest, not to exceed estimate of \$8,632.25.

Funds for said services are available within Line Item 245-23399-976000-5FC08 which has a balance of \$15,000.00 for a courthouse barrier free sidewalk.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 6, 2015
SUBJECT: Courthouse Sidewalk Installation

Project Description:

Three (3) estimates were sought to install a barrier-free concrete sidewalk around the perimeter of the Mason Courthouse that will connect the four entrances.

Proposal Summary:

Vendors contacted: 03 Local: 03

Company Name	Location	Local Preference	Cost
JH Construction	1167 S. Aurelius Road, Mason MI 48854	Yes	\$8,632.25
Montague Concrete Construction	4675 Wilcox Road Holt MI 48842	Yes	\$8,750.00
Able Concrete	1305 S. Cedar, Ste 105 Lansing MI 48910	Yes	\$13,332.62

Recommendation:

JH Construction, a local vendor, submitted the lowest estimate. The recommendation is to issue a purchase order to JH Construction in an amount not to exceed \$8,632.25.

Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A PURCHASE ORDER TO JH CONSTRUCTION TO INSTALL A BARRIER FREE SIDEWALK AROUND THE PERIMETER OF THE MASON COURTHOUSE

WHEREAS, the Mason Courthouse is in need of a barrier free sidewalk around the perimeter of the courthouse that will connect all four entrances; and

WHEREAS, the barrier free sidewalk will be used primarily on days security screening is present at the South entrance for court proceedings; and

WHEREAS, the barrier free sidewalk will also allow individuals to access the building safely during the winter months; and

WHEREAS, the Facilities Department collected estimates from three qualified vendors and request that a Purchase Order be issued to JH Construction who submitted the lowest not to exceed estimate of \$8,632.25; and

WHEREAS, funds for said services are available within Line Item 245-23399-976000-5FC08 which has a balance of \$15,000.00 for a courthouse barrier free sidewalk.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to JH Construction, 1167 South Aurelius Road, Mason, Michigan 48854 to install a barrier free sidewalk around the perimeter of the courthouse that will connect all four entrances, for a not to exceed cost of \$8,632.25.

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.

MEMO

Date: May 6, 2015
To: County Services
From: Tim Morgan, Parks Director
Re: Discussion Item Reorganization of Ranger II Positions

Dear Commissioners,

The Ingham County Parks Department is requesting the reorganization of the department at the Ranger II level of service in the parks. Ingham County presently has two open positions for Ranger II. The Ranger II position no longer meets the needs of the department. Upon review by staff, Human Resources and consulting with the union it was determined that the best way to cover the needs of the Ingham County Parks would be to reorg both Ranger II positions.

1. Position number 759006 is currently a Park Ranger II. The Parks Department would like to convert this position into a newly created job description, Mechanic – Parks Department. The salary range would be the same as an Assistant Park Manager, salary scale \$39,965.78 - \$48,921.20. I have attached a copy of the Mechanic job description for your records.
2. Position number 759007 is currently a Park Ranger II. The Parks Department would like to convert this position to a Park Ranger I.

Please find the new job descriptions for both positions that more accurately represent the job duties performed in their day to day roles in the department. The new positions will fulfill the need to have a certified mechanic and provide a third Ranger I position, therefore providing for a Ranger I at all three County Parks. Presently, there are only two Ranger I positions and these positions are often shared between the parks. The financial analysis of this change is attached and provided by Teri Morton, Budget Director. She informed us that the long term annual cost of this reorganization would be \$1,499 as a financial impact to this request. Human Resources have approved and are included with this request. The ICEA Park Rangers union has reviewed the job descriptions for the positions and has given their approval with no objections. I have also reached out to the staff affected and they have indicated and confirmed they have no concern or objection to these changes. Thank you for your consideration and feel free to contact me if you have any questions at 244-7191 or tmorgan@ingham.org.

Sincerely,



Tim Morgan, Director
Ingham County Parks

Agenda Item 6

TO: Tim Morgan, Director Ingham County Parks
FROM: Beth Bliesener, Employment Specialist
DATE: 5-5-15
RE: Memo of Analysis for Re-Organization

Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. Position number 759006 is currently a vacant Park Ranger II. The Parks Department would like to convert this position into a newly created job description, Mechanic – Parks Department. The salary range would be ICEA Park Ranger Asst Manager 1, Mechanic; salary scale \$39,965.78 - \$48,921.20. I have attached a copy of the Mechanic job description.
2. Position number 759007 is currently a vacant Park Ranger II. The Parks Department would like to convert this position into an established classification, Park Ranger I.

I have sent the ICEA Park Rangers chair notice regarding the new job description and position conversions and they support the re-organization. I have attached the Unions 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 (887-4375).

Agenda Item 6

From: Emens, Coe
Sent: Tuesday, May 05, 2015 8:21 AM
To: Bliesener, Elisabeth
Subject: RE: Parks Department Re-organization

Good morning Elisabeth.

Go ahead with the Re-org.

Thanks.

Coe F. Emens III
Ingham County Parks Department
121 East Maple Street
Mason, MI 48854

From: Bliesener, Elisabeth
Sent: Tuesday, April 21, 2015 10:10 AM
To: Emens, Coe
Cc: Morgan, Timothy
Subject: Parks Department Re-organization

Thank you Coe for meeting with us this morning. Here is a recap of what the Parks Department would like to propose to do in their reorganization.

1. Position number 759006 is currently a Park Ranger II. The Parks Department would like to convert this position into a newly created job description, Mechanic – Parks Department. The salary range would be the same as an Asst Park Manager, salary scale \$39,965.78 - \$48,921.20. I have attached a copy of the Mechanic job description for your records.
2. Position number 759007 is currently a Park Ranger II. The Parks Department would like to convert this position to a Park Ranger I.

After you review please let me know if you have any other questions and if you support the re-organization.

Thanks,
Beth

Beth Bliesener
Employment Specialist
517-887-4375

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**INGHAM COUNTY
JOB DESCRIPTION**

MECHANIC – PARKS DEPARTMENT

General Summary:

Under the supervision of all Park Manger II's, services, repairs and maintains equipment and vehicles used in all park's operation. Develops programs for preventive maintenance and effectively schedules all ongoing maintenance activities. Performs a variety of repair and maintenance tasks related to buildings and grounds which require trade skills and the operation of heavy equipment at all parks. Serves as a lead worker for seasonal employees and volunteers.

Essential Functions:

1. Establish and implement preventative maintenance, repair schedules and procedures for all equipment and vehicles. Responsible for getting vehicles and equipment from all parks for preventative maintenance. Maintains fleet database and updates established procedures to meet current standards.
2. Repairs and maintains vehicles and equipment used in park's operation. Performs full range of preventative maintenance tasks including oil changes, lubricating and changing fluids, tune-ups, brake repairs, transmission and engine repairs, ignition and electronic engine control repairs, antilock brakes and complete brake overhauls, repairs wheel-bearings, installs shock absorbers.
3. Inspects, diagnoses, repairs a variety of heavy and medium-duty fleet units (including but not limited to: loaders, graders, dump trucks, snow groomers and a variety of tractors); light-duty automotive fleet units (automobiles, and trucks); small fleet units (riding lawn mowers, snowmobiles, bobcat and tractors); and small engine fleet units (including but not limited to: chainsaws, weed whips, blowers and push mowers).
4. Repairs, rebuilds, and fabricates parts to repair light and heavy-duty equipment – gasoline and diesel, drive trains, engines, transmissions, electrical systems, fuel systems, brake systems, cooling systems and hydraulic systems or related equipment.
5. Places orders and maintains inventory including parts and supplies.
6. Serves as liaison for internal and external vendors. Completes necessary paperwork. Maintains records and receipts on purchases, performed services and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
7. Prepares decommissioned units for sale/trade; outfit new units to put in service.
8. Serves as liaison for internal and external vendors. Completes necessary paperwork. Maintains records and receipts on purchases, performed services and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
9. Performs routine inspections and records of units to ensure compliance with MDOT regulations.
10. Makes service calls on fleet units to perform emergency repairs.
11. Maintenance of the Snowcat for grooming snow. Includes, but not limited to dealing with freeze-ups, electrical problems, broken seals, computer failures, track adjustments, and hydraulic leaks.

12. Participates in the performance of parks operations, grounds and building maintenance tasks year round such as but not limited to landscaping, plumbing, electrical, concrete, and carpentry.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a High School diploma or equivalent is required. Vocational training in automotive and equipment repair is preferred.

Experience: A minimum of three (3) years' experience as a mechanic is required.

Certifications: Certified by the State of Michigan as a Master Auto Mechanic is required.

Other Requirements:

- A valid Michigan Driver's License in good standings
- Successful completion of a physical exam and substance abuse test prior to start date.
- Must be able to work a variable work schedule including overtime, weekends and holidays as needed.
- Must be able to respond to emergency situations as needed.
- Must possess personal necessary hand tools and toolbox to perform duties.

(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)

Desirable Knowledge, Skills and Abilities:

- Strong knowledge of basic design, operation and repair of diversified mechanized equipment and related parts for small engine (both 2 and 4 cycle), light, medium, and heavy-duty vehicles and equipment, including general knowledge of current CLD and DOT rules and regulations.
- Strong knowledge of materials, tools, hazards and safety practices and procedures related to vehicle and equipment maintenance and ability to follow them.
- Good knowledge of light and heavy maintenance fleet units and automotive apparatus; care and operation of internal combustion engines of hydraulic systems, transmissions and differentials of electrical motors and vehicles.
- Knowledge and ability to operate light and heavy equipment including, but not limited to, automobiles, boom/aerial truck, water/tank truck, backhoe, loader, skidsteer, tractors, snow plow, dump truck and snowcat.
- Basic knowledge of personal computer and software including Microsoft Office and fleet maintenance software to enter and retrieve records and prepare written reports.
- Ability to use electronic diagnostic equipment to diagnose mechanical problems, determine the cause, prepare estimates of time and materials needed and complete skilled repair work required to return the equipment to proper operating condition.
- Ability to read, interpret and understand service manuals and schematics.

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 continuous stamina in sitting, standing, squatting, kneeling, bending, climbing, enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require periodic stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 80-100 pounds of force in the physical requirements above.
- This position primarily close visual acuity to perform tasks within arm's reach such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter and 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.)

**INGHAM COUNTY
JOB DESCRIPTION**

PARK RANGER 1

Reports To: Foreman, Park Manager II, Park Ranger II
Supervises: Season employees as assigned

General Summary: Under the supervision of the Foreman, Park Manager II, or Park Ranger II, performs a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities. Operates heavy, and other equipment in completing assigned tasks. Displays proficiency in a number of semi-skilled trade areas including cement and brick work, carpentry, plumbing, minor electrical repair, roofing and grounds maintenance.

Typical Duties:

1. Performs park maintenance and repair activities such as plumbing and electrical repairs, seasonal start-up and shut-down, and maintenance and repair of water and irrigation systems.
2. Performs ground maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, etc.
3. Participates in the construction of new buildings, signs, trails, bridges, and other structures. Performs a variety of semi-skilled tasks such as painting, cement and brick work, carpentry, minor electrical work, etc.
4. Operates heavy equipment such as a back-hoe.
5. Functions as a job leader on some work assignments, instructing and monitoring the work of seasonal employees.
6. Assists in the operation of the winter sports area. Performs maintenance tasks, assists the general public and monitors park activities.
7. Performs other duties as required.

Employment Qualifications: Possession of a high school diploma, or the equivalent, is required. A minimum of three years experience in the building trades is also required.

Special Employment Requirements: State Licensing as a Pesticide Applicator is required. A valid Michigan Motor Vehicle Operator's License is also required.

ICEA-Parks
01-24-02

From: Morton, Teri
Sent: Wednesday, May 06, 2015 1:48 PM
To: Morgan, Timothy
Cc: Wallace, Nicole
Subject: RE: Parks Department Re organization Documents

The long term annual cost of this reorganization would be \$1,499. Detail is attached. Please note, there is a detail sheet and a summary sheet. Let me know if you have any questions or if you need any additional information.

2015 PERSONNEL COST PROJECTIONS
PARKS REORGANIZATION PROPOSAL
LONG TERM COSTS (ALL POSITIONS AT TOP STEP)

	CURRENT	PROPOSED
	PARK RANGER II	MECHANIC - PARKS
WAGES	\$46,369	\$48,921
UNEMPLOYMENT	232	245
FICA	3,547	3,742
HEALTH	12,464	12,464
DENTAL	886	886
VISION	119	119
LIFE	95	95
DISABILITY	59	63
RETIREMENT	3,246	3,424
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,692	1,786
WORKERS COMP	2,601	2,744
CARES	33	33
TOTAL	\$74,109	\$77,288

	CURRENT	PROPOSED
	PARK RANGER II	PARK RANGER I
WAGES	\$46,369	\$45,019
UNEMPLOYMENT	232	225
FICA	3,547	3,444
HEALTH	12,464	12,464
DENTAL	886	886
VISION	119	119
LIFE	95	95
DISABILITY	59	58
RETIREMENT	3,246	3,151
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,692	1,643
WORKERS COMP	2,601	2,526
CARES	33	33
TOTAL	\$74,109	\$72,429

2015 PERSONNEL COST PROJECTIONS
 PARKS REORGANIZATION PROPOSAL
 LONG-TERM COSTS (ALL POSITIONS AT TOP STEP)

CURRENT TITLE/PAY GRADE	CURRENT LONG-TERM COST	PROPOSED TITLE/PAY GRADE	PROPOSED LONG-TERM COST	ADDITIONAL COST
PARK RANGER II	\$74,109	MECHANIC - PARKS	\$77,288	\$3,179
PARK RANGER II	\$74,109	PARK RANGER I	\$72,429	(\$1,680)
TOTALS	\$148,218		\$149,717	\$1,499

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: May 6, 2015

SUBJECT: Liquid Calcium Chloride Solution

Project Description:

Sealed bids were sought from qualified and experienced companies for the purpose of furnishing the Road Department’s 2015 seasonal requirements (approximately 250,000 gallons) of liquid calcium chloride solution for dust control on gravel roads.

Proposal Summary:

Vendors contacted: 07 Local: 01

Vendors responding: 05 Local: 01

VENDOR NAME	Local Pref	Eastern Garage	Any Location 6,000> Gal. Load	Any Location 3,000< Gal. Load	Eastern Garage	Any Location 6,000> Gal. Load	Any Location 3,000< Gal. Load	Eastern Garage	Any Location 6,000> Gal. Load	Any Location 3,000< Gal. Load
		.44/gal	.482/gal	.58/gal	.47/gal	.515/gal	.61/gal	.52/gal	.57/gal	.665/gal
Great lakes Chloride Inc.	No	.44/gal	.482/gal	.58/gal	.47/gal	.515/gal	.61/gal	.52/gal	.57/gal	.665/gal
Chloride Solutions	Yes	.1395/gal	.1395/gal	.1395/gal	No bid	No bid	No bid	No Bid	No bid	No bid
MI Chloride Sales	No	.170/gal	.290/gal	No bid	No bid	No bid	No bid	No bid	No bid	No bid
MI Mineral Resources	No	.13/gal	.13/gal	.13/gal	No bid	No bid	No bid	No bid	No bid	No bid
Liquid Calcuim	No	No bid	No bid	No bid	.522/gal	.562/gal	.647/gal	.61/gal	.65/gal	.735/gal

Recommendation:

It is the recommendation of the Evaluation Committee, in accordance with the Local Purchasing Preference Policy, to award the contract to Chloride Solutions, a local vendor who is willing to match Michigan Mineral Resources’ unit prices quoted in their 2015 response and summarized above at \$0.13/gallon.

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 AUTHORIZING A CONTRACT FOR GRAVEL
ROAD DUST CONTROL SERVICE FOR THE ROAD DEPARTMENT**

WHEREAS, the Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on the 82 miles of gravel county roads during the dry months of the year; and

WHEREAS, the Road Department's adopted 2015 budget includes funds for this expense in controllable expenditures; and

WHEREAS, bids for the Road Department's 2015 supply of liquid calcium chloride dust control solution were solicited by the Purchasing Department in RFP #48-15; and

WHEREAS, Michigan Mineral Resources of Albion Michigan was the low bidder on this service with a bid of \$0.13 per gallon; and

WHEREAS, Chloride Solutions of Webberville Michigan, a local vendor, has offered to match the low bid from Michigan Mineral Resources; and

WHEREAS, it is therefore the recommendation of the Road and Purchasing Departments to enter into a contract with Chloride Solutions at the unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a contract with Chloride Solutions of Webberville, Michigan at the unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied.

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 Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 4, 2015
SUBJECT: Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe

Project Description:

Competitive sealed bids were sought from qualified and experienced companies for the purpose of furnishing the Road Department's 2015 season's requirements of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe.

Proposal Summary:

Vendors contacted:	14	Local: 01
Vendors responding:	04	Local: 01

Cost grids are located on the next page.

Recommendation:

The Evaluation Committee recommends awarding the Steel Pipe contract to Contech Engineered Solutions (a local vendor) and the Plastic Pipe to Advanced Drainage Systems, Inc. at the unit prices quoted in their responses and listed on the following pages.

Advertisement:

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

Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

*To furnish Ingham County Road Department with their annual requirements of smooth-lined corrugated polyethylene pipe and couplers of various sizes and lengths as outlined below.

<u>Pipe Diameter</u>	<u>Price per Linear ft.</u>			
	Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
6 Inch	No Bid	No bid	No Bid	\$1.49
8 Inch		No bid		\$2.33
10 Inch		No bid		\$3.35
12 Inch Self Coupling		\$5.40		\$4.05
15 Inch Self Coupling		\$6.90		\$5.42
18 Inch Self Coupling		\$9.10		\$7.94
24 Inch Self Coupling		\$15.50		\$13.09
30 Inch Self Coupling		\$21.50		\$20.62
36 Inch Self Coupling		\$30.95		\$26.10

<u>Solid Sleeve Couplers</u>	<u>Price Each</u>			
	Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
6 Inch	No Bid	No Bid	No Bid	\$7.71
8 Inch				\$11.73
10 Inch				\$15.41
12 Inch				\$40.17
15 Inch				\$59.50
18 Inch				\$104.91
24 Inch				\$159.28
30 Inch				\$354.70
36 Inch				\$487.28

Item 2: Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers

*To furnish the Ingham County Road Department with their annual requirement of Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers of various sizes and construction lengths as outlined below.

<u>Galvanized Pipe Diameter</u>	<u>Gage</u>	<u>Price per Linear ft.</u>			
		<u>Contech Engineered Solutions</u>	<u>St. Regis Culvert Inc</u>	<u>Jensen Bridge & Supply Company</u>	<u>Advanced Drainage Systems (ADS)</u>
8 Inch Galvanized	18	No Bid	\$7.60	\$5.00	No Bid
8 Inch Galvanized	16	\$7.50	No Bid	\$6.00	No Bid
8 Inch Galvanized	14	\$9.50	No Bid	No Bid	No Bid
12 Inch Galvanized	16	\$6.00	\$7.50	\$6.91	No Bid
12 Inch Galvanized	14	\$7.20	\$10.20	\$7.76	No Bid
12 Inch Galvanized	12	\$9.00	No Bid	\$10.43	No Bid
15 Inch Galvanized	16	\$7.20	\$9.00	\$8.41	No Bid
15 Inch Galvanized	14	\$9.00	\$13.27	\$11.05	No Bid
15 Inch Galvanized	12	\$10.80	No Bid	\$13.41	No Bid
18 Inch Galvanized	16	\$9.00	\$11.25	\$10.19	No Bid
18 Inch Galvanized	14	\$10.80	\$15.95	\$13.13	No Bid
18 Inch Galvanized	12	\$14.40	No Bid	\$18.04	No Bid
24 Inch Galvanized	16	\$11.75	\$14.25	\$13.23	No Bid
24 Inch Galvanized	14	\$14.95	\$21.25	\$17.42	No Bid
24 Inch Galvanized	12	\$19.50	No Bid	\$24.84	No Bid
30 Inch Galvanized	16	\$14.95	\$18.00	\$16.94	No Bid
30 Inch Galvanized	14	\$19.50	\$26.25	\$22.21	No Bid
30 Inch Galvanized	12	\$23.50	No Bid	\$28.70	No Bid
36 Inch Galvanized	14	\$22.75	\$31.86	\$27.26	No Bid
36 Inch Galvanized	12	\$27.50	No Bid	\$35.48	No Bid
48 Inch Galvanized	14	\$32.50	\$40.00	\$36.89	No Bid
48 Inch Galvanized	12	\$39.00	\$58.00	\$48.25	No Bid
60 Inch Galvanized	12	\$58.00	\$103.00	\$62.45	No Bid
72 Inch Galvanized	10	\$98.00	\$137.00	\$97.43	No Bid

<u>Aluminized Type 2 Pipe Diameter</u>	<u>Gage</u>	<u>Price per Linear ft.</u>			
		<u>Contech Engineered Solutions</u>	<u>St. Regis Culvert Inc</u>	<u>Jensen Bridge & Supply Company</u>	<u>Advanced Drainage Systems (ADS)</u>
8 Inch Spiral Aluminized Type 2	14	\$12.50	No Bid	No Bid	No Bid
12 Inch Spiral Aluminized Type 2	14	\$8.60	\$12.45	\$8.80	No Bid
15 Inch Spiral Aluminized Type 2	14	\$9.90	\$15.60	\$10.99	No Bid
18 Inch Spiral Aluminized Type 2	14	\$12.70	\$18.75	\$13.20	No Bid
24 Inch Spiral Aluminized Type 2	14	\$17.50	\$24.90	\$17.72	No Bid
30 Inch Spiral Aluminized Type 2	14	\$23.25	\$31.10	\$22.06	No Bid
36 Inch Spiral Aluminized Type 2	14	\$26.15	\$37.40	\$26.09	No Bid
48 Inch Spiral Aluminized Type 2	14	\$42.00	\$49.80	\$36.20	No Bid
60 Inch Spiral Aluminized Type 2	12	\$65.00	\$85.95	\$65.93	No Bid
72 Inch Spiral Aluminized Type 2	12	\$78.00	\$132.00	\$85.03	No Bid

<u>Connecting Bands</u>	<u>Gage</u>	<u>Width</u>	<u>Price Each</u>			
			<u>Contech Engineered Solutions</u>	<u>St. Regis Culvert Inc</u>	<u>Jensen Bridge & Supply Company</u>	<u>Advanced Drainage Systems (ADS)</u>
8 Inch Galvanized	18	12	\$7.00	No Bid	\$10.00	No Bid
8 Inch Galvanized	16	12	\$7.00	No Bid	No Bid	No Bid
8 Inch Galvanized	14	12	\$7.50	No Bid	No Bid	No Bid
12 Inch Galvanized	16	12	\$9.50	\$13.00	\$13.82	No Bid
12 Inch Galvanized	14	12	\$9.50	No Bid	\$15.52	No Bid
12 Inch Galvanized	12	12	\$9.50	No Bid	\$20.86	No Bid
12 Inch Galvanized	16	24	\$16.00	\$26.00	\$20.73	No Bid
12 Inch Galvanized	14	24	\$16.00	No Bid	\$23.28	No Bid
12 Inch Galvanized	12	24	\$16.00	No Bid	\$31.29	No Bid
15 Inch Galvanized	16	12	\$11.50	\$15.00	\$16.82	No Bid
15 Inch Galvanized	14	12	\$11.50	No Bid	\$22.10	No Bid
15 Inch Galvanized	12	12	\$11.50	No Bid	\$26.82	No Bid
15 Inch Galvanized	16	24	\$20.00	\$35.00	\$25.23	No Bid
15 Inch Galvanized	14	24	\$20.00	No Bid	\$33.15	No Bid
15 Inch Galvanized	12	24	\$20.00	No Bid	\$40.23	No Bid
18 Inch Galvanized	16	24	\$13.50	\$38.00	\$20.38	No Bid
18 Inch Galvanized	14	24	\$13.50	No Bid	\$26.26	No Bid
18 Inch Galvanized	12	24	\$13.50	No Bid	\$36.08	No Bid
24 Inch Galvanized	16	24	\$22.00	\$40.50	\$39.69	No Bid
24 Inch Galvanized	14	24	\$22.00	No Bid	\$52.26	No Bid
24 Inch Galvanized	12	24	\$22.00	No Bid	\$74.52	No Bid
30 Inch Galvanized	16	24	\$28.00	\$50.00	\$50.82	No Bid
30 Inch Galvanized	14	24	\$28.00	No Bid	\$66.63	No Bid
30 Inch Galvanized	12	24	\$28.00	No Bid	\$86.10	No Bid
36 Inch Galvanized	14	24	\$44.00	No Bid	\$81.78	No Bid
36 Inch Galvanized	12	24	\$44.00	No Bid	\$106.44	No Bid
48 Inch Galvanized	14	24	\$64.00	No Bid	\$110.67	No Bid
48 Inch Galvanized	12	24	\$64.00	No Bid	\$144.75	No Bid
60 Inch Galvanized	12	24	\$130.00	No Bid	\$187.35	No Bid
72 Inch Galvanized	10	24	\$200.00	No Bid	\$292.29	No Bid
12 Inch Aluminized	14	24	\$16.00	No Bid	\$26.40	No Bid
24 Inch Aluminized	14	24	\$20.00	No Bid	\$53.16	No Bid

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF 2015 SEASONAL REQUIREMENTS OF
SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE & HELICALLY CORRUGATED
STEEL PIPE FOR THE ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 3500 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping; 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 both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #53-15, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe, both galvanized and aluminized coated, from Contech Engineered Solutions, LLC.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe, and Contech Engineered Solutions, LLC, for helically corrugated steel pipe—both galvanized and aluminized coated, as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: May 6, 2015

SUBJECT: Delhi Township RAM Trail

The federal government makes available Congestion Mitigation & Air Quality (CMAQ) funding to build transportation projects or programs that will contribute to the attainment or maintenance of the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter. CMAQ funds must benefit the non-attainment area or maintenance area by reducing mobile source emissions. Pathways are projects that are eligible for CMAQ funding.

Only certain agencies are eligible to make application for, and received CMAQ funding. The Michigan Department of Transportation, incorporated cities, some villages, and road commissions are all eligible agencies. Townships wishing to utilize CMAQ funding to build pathways must find an eligible agency to sponsor their applications for funding. The County Road Advisory Board voted to sponsor Delhi Township's CMAQ funding application for the RAM Trail Project from Kahres Road to Eifert Road. The project was awarded the grant in 2013. The estimated costs for the project are as follows:

Federal CMAQ Funding	\$1,159,500
Delhi Township Match:	<u>\$ 257,100</u>
	\$1,416,600

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a first party contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf. Lastly, a third party agreement between Ingham County and Delhi Township is required to transfer much of ICRD's construction oversight, maintenance, and local match responsibilities to the township and secure a construction administration fee.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the Ingham County and Delhi Township third party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT AND A THIRD PARTY AGREEMENT BETWEEN DELHI TOWNSHIP AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A FEDERALLY FUNDED PATHWAY PROJECT ALONG HOLT ROAD FROM KAHRES ROAD TO EIFERT ROAD

WHEREAS, The Ingham County Road Department received Congestion Mitigation & Air Quality (CMAQ), on behalf of Delhi Charter Township, to construct the RAM trail along Holt Road from Kahres Road to Eifert Road; and

WHEREAS, Delhi Township desires to design, construct, and maintain the trailway for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the Road Department and Delhi Township agree that the township will administer construction of the project, and will pay any and all local match costs incurred by the project, plus \$4,000.00 for project administration and oversight provided by the Road Department; and

WHEREAS, the estimated costs for the project are as follows:

Federal CMAQ Funding	\$1,159,500
Delhi Township Match:	<u>\$ 257,100</u>
	\$1,416,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect construction of RAM trail along Holt Road from Kahres Road to Eifert Road, on behalf of Delhi Charter Township, for a total estimated cost of \$1,416,600 consisting of \$1,159,500 in federal CMAQ funding and \$257,100 in township matching funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Delhi Charter Township to also effect construction of RAM trail along Holt Road from Kahres Road to Eifert Road.

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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 6, 2015 as submitted.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: May 8, 2015

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2015, for the Park and Zoo winter seasonal fees on November 1, 2015, and for all other departments on January 1, 2016. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2016 cost was calculated by multiplying the 2015 cost by the 2016 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$82,000. Any additional revenue will be recognized in the 2016 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases, decreases and new fees in the Attachments at the rates established effective January 1, 2016 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2015 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2015.

BE IT FURTHER RESOLVED, that the fees struck out in the Attachments are to be eliminated.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Drain Comm.	Photography	100.0%	\$275.00	\$280.00
Drain Comm.	Topography	100.0%	\$555.00	\$565.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$680.00	\$690.00
Drain Comm.	Preliminary Plat Review	75.0%	\$680.00	\$690.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$680.00	\$690.00
Drain Comm.	Additional acre	100.0%	\$76.00	\$77.00
Drain Comm.	Re-submission Admin fee	100.0%	\$220.00	\$225.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,400.00	\$2,450.00
Drain Comm.	Drain Crossing Permit- (Residential)	100.0%	\$125.00	\$130.00
Drain Comm.	Tap in Permit - Residential	75.0%	\$100.00	\$105.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$400.00	\$410.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$590.00	\$600.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$59.00	\$60.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$520.00	\$525.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$440.00	\$450.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$44.00	\$45.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$90.00	\$95.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$555.00	\$565.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,675.00	\$1,685.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,350.00	\$3,375.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,590.00	\$5,600.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,795.00	\$2,800.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	100.0%	\$255.00	\$260.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$245.00	\$250.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$310.00	\$320.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$45.00	\$46.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$290.00	\$295.00
Equalization	17" x 22"	100.0%	\$18.00	\$19.00
Equalization	34" x 44"	100.0%	\$37.00	\$38.00
Equalization	17" x 22"	100.0%	\$37.00	\$38.00
Equalization	28" x 40"	100.0%	\$62.00	\$63.00
Equalization	34" x 44"	100.0%	\$75.00	\$76.00
Equalization	Custom Maps	100.0%	\$70.00	\$71.00

ATTACHMENT A: FEES WHICH ARE ADJUSTED				
County Services Committee				
Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Parks	NEW - Winter Sports Building - reservation fee/non operational hrs	100.0%	\$0.00	\$30.00
Parks	Pedal Boat - per 1/2 hour (Weekday)	100.0%	\$5.00	\$5.00
Parks	Pedal Boat - per 1/2 hr (Weekend)	100.0%	\$6.00	\$6.00
Parks	Pedal Boat - Senior (+60) - per 1/2 hr-	100.0%	\$1.00	\$1.00
Parks	Pedal Boat - 1/2 hour - NEW	100.0%	\$0.00	\$6.00
Parks	1st hour	100.0%	\$4.00	\$4.00
Parks	Each additional hour-	100.0%	\$1.00	\$1.00
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield) ****			
Parks	1st hour	100.0%	\$8.00	\$8.00
Parks	Each additional hour	100.0%	\$3.00	\$3.00
Parks	X-Country Skiing Children(12&under): Wkds& Holidays(Burchfield)- ****			
Parks	1st hour-	100.0%	\$4.00	\$4.00
Parks	Each additional hour-	100.0%	\$1.00	\$1.00
Parks	NEW - Cross Country Ski Rental- adult per hour	100.0%	\$0.00	\$7.00
Parks	NEW - Cross Country Ski Rental - child per hour	100.0%	\$0.00	\$5.00
Parks	— Adult Pass - Snow Tubing (2 hours) Mon-Fri	100.0%	\$10.00	\$10.00
Parks	— Child Pass - Snow Tubing (12 & under 2 hours) Mon-Fri	100.0%	\$5.00	\$5.00
Parks	Family Pass - Snow Tubing (2 adults & 2 children 2hrs) Mon-Fri	100.0%	\$25.00	\$25.00
Parks	— Adult Pass - Snow Tubing (2 hours) Sat, Sun and Holidays	100.0%	\$12.00	\$12.00
Parks	— Child Pass - Snow Tubing (12 & under 2 hours) S, S and hol-	100.0%	\$8.00	\$8.00
Parks	Family Pass - Snow Tubing (2 adults & 2 children 2hrs) S, S, hol-	100.0%	\$35.00	\$35.00
Parks	— Group Rate (30-100 people, 2 hours)/per person	100.0%	\$5.00	\$5.00
Parks	Each add'l child for Snow Tubing-	100.0%	\$5.00	\$5.00
Parks	— Adult Pass - Snowboarding (open to close) Mon-Fri	100.0%	\$15.00	\$15.00
Parks	— Adult Pass - Snowboarding S,S, Holidays-	100.0%	\$20.00	\$20.00
Parks	— Child Pass - Snowboarding - all day (12 & under) Mon-Fri	100.0%	\$12.00	\$12.00
Parks	— Child Pass - Snowboarding (12 & under) S,S, holiday-	100.0%	\$15.00	\$15.00
Parks	Season Pass for Adults ** Resident-	100.0%	\$149.00	\$149.00
Parks	Season Pass-Children 12 & under **	100.0%	\$99.00	\$99.00
Parks	Season Pass for Adults ** Non-Resident-	100.0%	\$159.00	\$159.00
Parks	Season Pass-Children 12 & under ** Non-Resident-	100.0%	\$109.00	\$109.00
Parks	NEW - Per person (adults and children) (2 hours)	100.0%	\$0.00	\$10.00
Parks	NEW - Group Rate - (4 + people) (per person) (2 hours)	100.0%	\$0.00	\$8.00
Parks	NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00	100.0%	\$0.00	\$100.00
Parks	— Snowtubing Group Rate (1-50 people) 2 hours (normal fee pp + \$50)	100.0%	\$299.00	\$299.00
Parks	— Snowtubing Group Rate (50+ people) 2 hours (normal fee pp + \$100)	100.0%	\$399.00	\$399.00
Parks	— Snowtubing Per additional adult	100.0%	\$10.00	\$10.00
Parks	— Snowtubing Per additional child	100.0%	\$5.00	\$5.00
Parks	Snow Board & Boot rental-	100.0%	\$15.00	\$15.00
Parks	Board or Boot rental	100.0%	\$10.00	\$10.00
Parks	Helmet rental	100.0%	\$5.00	\$5.00

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Parks	Test rental	100.0%	\$5.00	\$5.00
Zoo	Admission- Children (age 3-12) (April - October)	25.0%	\$2.00	\$3.00
Zoo	Admission- All Adults(November-March): Res, Non-Res, or Senior	25.0%	\$2.00	\$3.00
Zoo	Admission- Children (age 3-12) (November - March)	25.0%	\$1.00	\$2.00
Zoo	Potter Park Penquin Cove Shelter	100.0%	\$75.00	\$79.00
Zoo	Potter Park Eagle Landing Shelter	100.0%	\$100.00	\$105.00
Zoo	Potter Park 1/2 of Tiger Den Shelter	100.0%	\$100.00	\$105.00
Zoo	Potter Park - Tiger Den Shelter	100.0%	\$175.00	\$180.00
RoD	Laredo product,0-250 minutes,chrq/month	100.0%	\$50.00	\$53.00
RoD	Laredo Min. Overage for 0-250 min. plan	100.0%	\$0.20	\$0.21
RoD	Laredo product, 250-1000 mins.-chrq/mo.	100.0%	\$100.00	\$105.00
RoD	Laredo Min. Ovrq for 250-1000 min. plan	100.0%	\$0.15	\$0.16
RoD	Laredo product,1001-3000 mins-chrq/mo	100.0%	\$200.00	\$210.00
RoD	Laredo Min. Ovrq for 1000-3000 min. plan	100.0%	\$0.12	\$0.13
RoD	Laredo product,Unltd mins-chrq/mo.	100.0%	\$250.00	\$260.00
Treasurer	NSF Checks	100.0%	\$30.00	\$31.00

Human Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	Proposed 2016 Fee
Comm. Health	INS Vaccination Verif Form I-693	100.0%	\$37.00	\$38.00
Comm. Health	MIHP Tran. Bus/Van	100.0%	\$35.04	\$35.60
Comm. Health	MIHP - Trans Taxi	100.0%	\$32.04	\$32.56
Comm. Health	Compreh Envir Investigation	100.0%	\$290.00	\$300.00
Comm. Health	Immigration Physical Exams	100.0%	\$195.00	\$200.00
Imm. Clinic	Internat'l Travel Consult	100.0%	\$61.00	\$62.00
Med Examiner	Autopsy Report Copies (family)	100.0%	\$18.00	\$0.00
Med Examiner	Autopsy Report Copies (others)	100.0%	\$45.00	\$25.00
OYC	Agency Training Request- Base, 1.5 hr.	100.0%	\$212.00	\$215.00
OYC	Agency Training Request- Base, 2.5 hr.	100.0%	\$352.00	\$355.00
OYC	Agency Training Request- Base, 5.0 hr.	100.0%	\$687.00	\$688.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100.0%	\$27.00	\$28.00
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	100.0%	\$35.00	\$36.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100.0%	\$70.00	\$71.00
OYC	OYC-Agency Request Head Start CPR & 1st Aide	100.0%	\$0.00	\$70.00

Law and Courts Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Animal Control	Adoption Fee- Dogs(under six years of age)	75.0%	\$72.00	\$73.00
Animal Control	Adoption Fee - Dogs(six years or older)	75.0%	\$18.00	\$19.00
Animal Control	Adoption Fee - Cats(under six years of age)	75.0%	\$62.00	\$63.00
Animal Control	Animal Redemption - 1st offense	50.0%	\$31.00	\$25.00
Animal Control	Euthanasia Fee	100.0%	\$120.00	\$125.00
Animal Control	Ten Dog Kennel Inspection Fee	100.0%	\$150.00	\$155.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$175.00	\$180.00
Animal Control	Owner Surrender	100.0%	\$44.00	\$45.00
Animal Control	Owner Pick-up Fee	100.0%	\$45.00	\$46.00
Animal Control	Tranq. At-Large Fee	100.0%	\$45.00	\$46.00
Pros Atty	Diversion - Initial Interview	50.0%	\$34.00	\$35.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$445.00	\$450.00
Pros Atty	Diversion - Felony Offender	50.0%	\$795.00	\$800.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$106.00	\$110.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$225.00	\$230.00
Sheriff	Costs for Command per hour	100.0%	\$63.80	\$64.82
Sheriff	Costs for Deputy per hour	100.0%	\$57.22	\$58.14
Sheriff	False Alarm Fee- third offense	100.0%	\$42.00	\$43.00

ATTACHMENT B: FEES WHICH ADJUSTMENT IS RECOMMENDED				
Law and Courts Committee				
Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Circuit Court	Copies	25.0%	\$1.00	\$1.50
Circuit Court	Criminal Histories	100.0%	\$10.00	\$0.00
Circuit Court	Felony Case Costs	100.0%	\$650.00	\$1,470.00
Circuit Court	Show Cause - Probation	100.0%	\$150.00	\$175.00
Circuit Court	GTD Bench Warrants NEW	100.0%	\$0.00	\$150.00
Family Division	Delinquency Court Costs	100.0%	\$250.00	\$275.00
Family Division	Tether	25.0%	\$30.00	\$31.00