THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 21, 2016 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 June 7, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Facilities Department
   a. Emergency Purchase Order to John E. Green for Forest RTU Repairs
   b. Emergency Purchase Order to Midstate Electronics for Repairs to Jail Post #9
   c. Emergency Purchase Order to Western Detention to Supply the Parts for Repairs to Jail Post #9

2. Finance Department - Resolution to Authorize Duplicate Coverage for the Financial Service Insurance and Benefit Coordinator from September 2016 to January 2017

3. Innovation & Technology Department
   a. Resolution to Approve the Purchase of NetBrain Software
   b. Resolution to Approve Purchase of Training from New Horizons
   c. Resolution to Approve the Battery Replacement Service from Nationwide Power
   d. Resolution to Authorize the Establishment of a Deputy Information Officer and Project Manager in the Innovation & Technology Department

4. Parks Department
   a. Resolution to Enter into a Contract with Rocky Mountain Conveyor & Equipment, Inc. (D/B/A Magic Carpet Lifts/RMCE, Inc.) for a Snow Tubing Conveyor Lifting System at Hawk Island County Park
   b. Resolution Authorizing Deer Hunting at Lake Lansing Park-North
   c. Resolution to Authorize a Reorganization of the Parks Department’s Vacant Ranger I Position

5. Road Department
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between Delhi Charter Township and Ingham County in Relation to a Road Construction Project for Holt Road from Grovenburg Road to Aurelius Road
b. Resolution Authorizing a Contract for Supplying and Servicing Mechanics’ Uniforms, Shop Towels, Floor Mats & Related Services for the Road Department
c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
d. Resolution Authorizing a Contract with ____________________________ for Item I of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of English Meadows Subdivision Streets, Delhi Township
e. Resolution Authorizing a Contract with ____________________________ for Item II of The 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Meridian Township
f. Resolution Authorizing a Contract with ____________________________ for Item III of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Lansing Township
g. Resolution Authorizing a Contract with ____________________________ for Item IV of the 2016 Local Road Program Bid Packet #112-16 Resurfacing of Various Primary Roads, Ingham County
h. Resolution Authorizing a Contract with ____________________________ for Item V of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Primary Roads, Ingham County
i. Resolution Authorizing a Contract with ____________________________ for Item VI of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Roads, White Oak Township
j. Resolution Authorizing an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on 2017 Jolly Road Resurfacing Project, Dobie to Meridian Roads for the Ingham County Road Department

6. Human Resources
a. Resolution to Adopt a Policy for Tuberculosis Screening of Newly Hired Employees
b. Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees Regarding Maximum Accumulation of Compensatory Time

7. Controller’s Office - Resolution to Rescind Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008

8. Board of Commissioners - Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

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
June 7, 2016
Draft Minutes

Members Present: Nolan, Koenig (arrived at 6:02 p.m. and departed at 7:52), Bahar-Cook, Tsernoglou (departed at 7:06), Hope, and Maiville

Members Absent: Celentino

Others Present: Treasurer Eric Schertzing, Tim Dolehanty, Becky Bennett, Travis Parsons, Deb Fett, Rick Terrill, Tim Morgan, Sandra Dargatz, Bill Conklin, Carla Clos, Debbie Edokpolo, Russ Kolski, Stacy Byers, Bob Selig, Robin Stites, and others

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

Approval of the May 17, 2016 Minutes and Closed Session Minutes

Chairperson Nolan called for approval of the minutes from the open and closed session meeting on May 17, 2016.

Chairperson Nolan stated that the May 17, 2016 open and closed session minutes were adopted without objection. Absent: Commissioners Celentino and Koenig.

Additions to the Agenda

Commissioner Koenig arrived at 6:02 p.m.

Removed –

7. Facilities Department
   a. Resolution Authorizing a Contract with D.M. Burr for Uniformed Unarmed Guard Services in Various County Facilities
   g. Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior Renovations, and Amending Resolution #15-124 to Adjust the Cost of the Project

13. Potter Park Zoo - Resolution Recommending the Acceptance of a Modular Building from AIS to Potter Park Zoo

Limited Public Comment

None.
MOVED BY COMM. MAIVILLE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

3. Treasurer
c. Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits

6. Innovation & Technology
b. Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated

d. Resolution Authorizing Service Contracts for the Purpose of Conducting Personal Service Visits

e. Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated

7. Facilities Department
d. Resolution Authorizing a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators throughout the County

e. Resolution Authorizing a One Year Contract Extension with Schindler Elevator Company to Provide Elevator Repair and Maintenance

f. Resolution Awarding a Contract to Wolverine Engineers & Surveyors, Inc. to Provide Professional Services for Parking Spaces, Asphalt Parking Lot and Light Pole Replacement at the Human Services Building

8. Fair
a. Resolution Authorizing Entering into a Contract with Iverson Electric, Inc. for as Needed Electrical Maintenance at the Ingham County Fairgrounds

10. Parks Department
b. Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund

11. Road Department
a. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville

b. Resolution Authorizing Contracted Trucking Services to Haul Gravel to the Ingham County Road Department

c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

12. Human Resources
a. Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees and Office and Professional Employees International Union Regarding Temporary Signal Technician Work

b. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual to Include the Position of Attorney/Referee

c. Resolution to Authorize the Execution of the Letter of Understanding – Backup Courier

d. Resolution Approving a Letter of Understanding with Michigan Nurses Association Regarding Temporary Staffing
15. **Board of Commissioners** - Resolution Honoring Eileen Delaney

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Celentino.

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

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

Ryan Earl was interviewed by the Committee for a position on the Parks & Recreation Commission.

2. **Capital City Region International Airport** - Airport Update

Bob Selig, Capital Region Airport Authority President and CEO, provided an update on the Capital City Region International Airport.

3. **Treasurer**
   a. Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property

Commissioner Maiville inquired about the number of foreclosed properties that were coming off the tax rolls.

Treasurer Schertzing indicated that the inventory at the Land Bank was approximately 1,151 at the end of the year.

Commissioner Maiville asked if this number was expected to decrease.

Treasurer Schertzing indicated that there were ongoing efforts to deal with these properties. He stated there are not that many people who want to have more land and pay a little more taxes. He further stated this would be a negligible dollar amount.

Commissioner Maiville stated that these properties were still being maintained at the County’s expense. He further stated that the tax from one property may be negligible, but the combined tax revenue on all the properties could add up.

Treasurer Schertzing stated that a lot of time and effort has been spent trying to deal with this problem. He further stated this was not a unique situation for an urban core County like Ingham. He indicated that hundreds of these properties were being banked for future development opportunities. He further indicated that if it was not the County dealing with these properties it would have to be the City of Lansing.

Commissioner Bahar-Cook asked if the Land Bank would be receiving funding from the Michigan State Housing Development Authority for demolition.
Treasurer Schertzing stated that no additional demolition funding was needed at this time. He reviewed the possible options for properties after demolition. He stated there was just not interest in acquiring these vacant parcels.

Commissioner Koenig asked how much the parcels cost.

Treasurer Schertzing indicated the price was $0.53 per square foot. He further indicated the average cost to be approximately $800.

Treasurer Schertzing stated that by no means will all of these properties end up at the Land Bank. He further stated that most of the properties will be sold at auction. He provided the committee with more information about future auctions dates and processes.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY’S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Celentino.

b. Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note and Series 2009A Note

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION MAKING LIMITED TAX PLEDGE FOR INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY SERIES 2007A NOTE AND SERIES 2009A NOTE.

Commissioner Maiville asked if this amount was all the money the Land Bank had out for notes.

Treasurer Schertzing indicated that there were some additional amounts due and payable.

Commissioner Maiville asked for rough estimate of how much the Land Bank owed.

Treasurer Schertzing provided an estimate of $6.5 million. He indicated that more accurate numbers could be found on their website.

Commissioner Maiville stated that there was a $6.5 million debt, yet there were almost 1,100 vacant properties.

Treasurer Schertzing stated that many properties were for sale. He suggested viewing the monthly report on their website for more detailed information. He stated that the Land Bank is making progress, but that this is very challenging to deal with. Treasurer Schertzing cited the increase in forfeiture and foreclosures. He stated that properties are constantly coming to the Land Bank that were not suitable for sale. He further stated that vacant parcels are prevalent.
Commissioner Bahar-Cook posed the question as to what happens to these properties if the Land Bank doesn’t step in. She stated that blight would be rampant. She further stated that the efforts of the Land Bank manage this decline. She indicated this was a long term plan.

Chairperson Nolan stated that people are paid to take care of these properties to comply with the City of Lansing ordinances and combat blight.

Treasurer Schertzing stated that he thought the County was better off for doing this; otherwise, whole neighborhoods could deteriorate.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Celentino.

4. Drain Office - Resolution Pledging Full Faith and Credit to Smith Consolidated Drain Drainage District Bonds

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION PLEDGING FULL FAITH AND CREDIT TO SMITH CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS.

Carla Clos, Deputy Drain Commissioner, addressed the committee regarding the Full Faith and Credit request and why an exact amount was not specified. She indicated the Drain Commissioner’s Office had received a bid from a local contractor that they had not worked with before. She further stated, as a result of this, qualifications and references would need to be verified first.

Chairperson Nolan stated that this intersection had been under construction several times during her tenure on the Commission. She further stated she had received complaints from businesses in the past regarding the construction. She inquired as to whether the Drain Commissioner’s Office could coordinate with the Road Department on projects.

Ms. Clos stated that the Drain Commissioner’s Office was communicating with the Road Department regarding this construction. She further stated that to her knowledge, this exact location has not previously been under construction. She indicated they were making it big enough to handle future road expansions. She also indicated they would be going door-to-door to all the business that will be affected and that the road will be half width so traffic will never be barred from getting to any business. She further indicated that a daily, monetary incentive was written in the contract to finish the job early.

Chairperson Nolan expressed her appreciation for all the efforts to alleviate local business’s concerns.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Celentino.

Commissioner Tsernoglou departed at 7:06 p.m.
3. **Treasurer**
   d. 2015 Year End Investment Report and First Quarter Investment Report

Commissioner Bahar-Cook asked if the Treasurer was comfortable with where the numbers were.

Treasurer Schertzing stated that there was a significant year-end cash balance held in different investments. He further stated that this balance had gone up significantly compared to the year-end reports of his predecessors.

5. **Health Department** - Resolution to Authorize Conversion of Three Health Center Nurse Positions to Two Health Center Nurse Practitioner Positions

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE CONVERSION OF THREE HEALTH CENTER NURSE POSITIONS TO TWO HEALTH CENTER NURSE PRACTITIONER POSITIONS.

Commissioner Bahar-Cook stated that the provided background of the resolution indicated that nurses do not generate revenue, yet the financial impact, in the memo, indicated a generation of revenue.

Russ Kolski, Deputy Health Officer, specified that the Registered Nurse positions are support positions that do not generate revenue while the Nurse Practitioner positions can generate revenue.

Mr. Kolski addressed the committee regarding his background and his new position within the Health Department.

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

6. **Innovation & Technology**
   a. Resolution to Approve the Renewal of the VmWare Support Agreement from CDWG

Deb Fett, IT Director, indicated the agreement, while with a new vendor, was a renewal of services.

Commissioner Bahar-Cook inquired as to how it could be a renewal if this was a new vendor. She further inquired as to why this did not go out for bid.

Ms. Fett specified that a vendor was chosen from the State-approved vendor list. She stated this vendor was a reduced price from what they were currently paying.

Commissioner Bahar-Cook asked if a list of price quotes from the State-approved vendors could be provided with requests in the future.
MOVED BY COMM. HOPE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT FROM CDWG.

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

c. Discussion: Convert Vacant Project Manager Position to two Technician I Positions

Ms. Fett provided an overview of the vacant Project Manager position. She stated that this position was supposed to save costs, but did not. She further stated this vacancy provided an opportunity to provide better customer service to the County.

Chairperson Nolan expressed her support for this conversion.

7. Facilities Department
   b. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office

Commissioner Maiville inquired as to whether this was a reasonable expense for engineering.

Rick Terrill, Facilities Director, indicated that he had expressed concern to the engineering firm regarding the cost. He further indicated the contract will include a “not to exceed number” and they would provide an itemized cost list. He stated a professional architectural firm was needed because of the nature of the project. He further stated that the Probate Office must access these files daily and, therefore, moving files to Central Storage was not conducive.

Chairperson Nolan indicated she would be voting no on the resolution based on the cost for such a small space.

Mr. Terrill indicated that this was a potentially complicated project that required a professional firm.

Chairperson Nolan requested that the dimension of the space be provided.

Commissioner Koenig stated that the bidding process looked correct. She further stated that there was just not much response.

Chairperson Nolan indicated her issue was the involvement of architectural services for such a small space.

Commissioner Maiville stated that the need seemed to be to address structural issues, electrical issues, safety needs, and such.
Mr. Terrill stated the need to have this storage space next to the Probate Office and their sense of urgency.

Commissioner Koenig asked why an architectural firm was needed.

Mr. Terrill stated that they would need to open up a wall and enclose portion of the room. He reviewed in detail the plan for the space and need for a professional firm.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE.

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

c. Resolution Authorizing Entering into a Contract with RNA Facilities Management for Janitorial Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, the Willow Clinic, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RNA FACILITIES MANAGEMENT FOR JANITORIAL SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC, THE 911 DISPATCH CENTER, FOREST COMMUNITY HEALTH CENTER, 55TH DISTRICT COURT, DRAIN OFFICE AND THE ROAD DEPARTMENT.

Commissioner Maiville asked if this service would be less expensive done internally as opposed to outsourcing.

Mr. Terrill stated that based on current costs with the current vendor, outsourcing would be cheaper. He further stated that an extensive evaluation process was used to select a vendor. He indicated that the lowest bidder did not include paper products. He stated that the preferred vendor had been given an excellent recommendation by Washtenaw County.

Commissioner Bahar-Cook requested a written comparison of the in-house versus outsourcing costs before voting on the motion.

Mr. Terrill indicated that he would provide the requested documentation to all commissioners.

Commissioner Bahar-Cook indicated that she would be voting no until she reviewed the supporting documentation.
Mr. Terrill indicated that employees from the current vendor may be absorbed by the new vendor.

THE MOTION PASSED. Yay: Nolan, Koenig, Hope, Maiville Nay: Bahar-Cook Absent: Celentino and Tsernoglou

Commissioner Maiville asked for an update on the recent issues in the Clerk’s Office at the Mason Historical Courthouse.

Mr. Terrill provided an overview of the cooling and heating mechanism leak in the Clerk’s Office which required the removal and replacement of carpeting.

Commissioner Maiville stated that this was not the first incident of this type in the Clerk’s Office. He asked if they were confident all issues had been fixed.

Mr. Terrill indicated this was not a preventable issue, but rather a fluke incident. He further indicated all the cooling and heating units had been inspected during the first incident as a proactive measure.

8. Fair
   b. Resolution Authorizing Entering into a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JARED A. BEDUHN EXCAVATING AND LANDSCAPING FOR EXCAVATION SERVICES AT THE INGHAM COUNTY FAIRGROUNDS.

Commissioner Bahar-Cook asked why a local vendor was not selected.

Sandy Dargatz, Fair Executive Director, stated that the chosen vendor had significantly more experience than the local vendor.

Discussion.

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


MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON HUNT HOLT KIWANIS AND VANPATTERN PROPERTIES.
The resolution was amended as follows:

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

This was considered a friendly amendment.

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

10. Parks Department
   a. Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications and Recommending Two Applications be Considered for the Upcoming Bridge Application Round

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO CONTRACTS FOR THE TRAILS AND PARKS MILLAGE APPLICATIONS AND RECOMMENDING TWO APPLICATIONS BE CONSIDERED FOR THE UPCOMING BRIDGE APPLICATION ROUND.

Commissioner Bahar-Cook asked why River Trail West was not included in this round.

Tim Morgan, Parks Director, stated that it was the consensus of the Park Commission that those projects were more applicable for the upcoming bridge application round.

Commissioner Bahar-Cook inquired as to what happens to the unspent money.

Mr. Morgan stated that the money would be added to the bridge round. He provided an overview of the application rounds.

Commissioner Bahar-Cook asked if there were any applications that were not funded or did not have a plan for funding.

Mr. Morgan indicated there was not. He reviewed the applications and funding requests.

Commissioner Bahar-Cook asked if he was surprised there were not more applicants for this round of funding.

Mr. Morgan indicated almost all sections that could have applied have been addressed. He reviewed some of the potential projects.

Commissioner Bahar-Cook asked if the municipalities found the application process hard or suggested any tweaks.
Commissioner Koenig departed at 7:52 p.m.

Mr. Morgan stated that some minor tweaks were suggested and being implemented.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino, Koenig, and Tsernoglou.

c. Discussion: Reorganization of Ranger I Position to Assistant Park Manager I

Mr. Morgan provided a background of both the Ranger I position and the Assistant Park Manager I position. He indicated the reorganization of the position was a great opportunity to do a stop-gap for the short term. He further indicated this position was a good way to better serve the public and deal with staffing issues internally.

Travis Parsons, Human Resources Director, provided a historical reference for the Assistant Park Manager I position.

Commissioner Bahar-Cook asked, due to budget issues, when the Controller’s Office or the Human Resources Department would recommend waiting to hire or waiting to create a new position. She further asked what the County could afford.

Tim Dolehanty, Controller, stated this position was being reorganized and not adding a new position. He further stated that this opportunity would allow an Assistant Park Manager position at the lowest cost.

Commissioner Bahar-Cook asked what the philosophy was of the Controller’s Office regarding new positions as normally outlined in their recommendations provided within the packets.

Mr. Dolehanty indicated this was just the discussion phase for this position so no recommendation was provided. He stated that this reorganization would be the preferred route to get this new position.

Mr. Morgan indicated that the plan was to make up the cost with additional revenue by providing better service. He further indicated this was a window of opportunity because of retirement. Mr. Morgan stated this was a chance to provide better services to community and support to their own staff.

11. Road Department
   b. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF SAND AND GRAVEL FOR THE INGHAM COUNTY ROAD DEPARTMENT.
Commissioner Maiville disclosed that he was very familiar with both Mr. Tow and his son and could verify that Mr. Tow’s son was not part of his gravel business.

Commissioner Bahar-Cook stated that Mr. Tow’s son worked at the Road Commission.

Bill Conklin, Road Department Managing Director, stated that the son was not involved with the contract.

Mr. Conklin gave an update regarding ongoing and upcoming projects.

Commissioner Maiville stated that Meridian Township was having concerns regarding the design of an upcoming project.

Mr. Conklin stated that the Road Commission was working with Meridian Township.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino, Koenig, and Tsernoglou.

14. Controller’s Office - Discussion and Comments on Draft Ingham County Strategic Plan

Commissioner Bahar-Cook stated that some strategies had very specific action items and some did not. She further stated that the constituent services aspect seemed to be missing.

Mr. Dolehanty indicated that a companion document would accompany the Strategic Plan and that it would be more specific.

Commissioner Bahar-Cook stated that if the Strategic Plan had tasks in it then it should have all of the tasks or none of the tasks. She further stated that it seemed very technical and bureaucratic.

Commissioner Hope stated she was looking for big picture items in the Strategic Plan.

Commissioner Bahar-Cook stated that the first priority should be quality constituent services. She further stated that huge chunks seemed to be missing from the plan.

There was a discussion regarding how to amend the Strategic Plan.

Chairperson Nolan stated it was not the responsibility of the Recording Secretary to document all the recommended changes. She suggested the formation of a subcommittee.

Mr. Dolehanty suggested meeting with the consultants to work on the Strategic Plan.

There was further discussion on how to communicate ideas regarding amendments to the Strategic Plan.
Chairperson Nolan requested that a meeting of Committee chairs and others be scheduled to discuss the Strategic Plan.

Announcements

Commissioner Hope stated that there would be a signing ceremony pledging collaboration between the three counties held at 11:00 a.m. on Wednesday, June 8th at the Lansing Regional Chamber of Commerce.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:33 p.m.
AGENDA ITEMS:

1a. **Facilities Department** - *Emergency Purchase Order to John E. Green for Forest RTU Repairs*

An emergency purchase order was issued to John E. Green in the amount of $5,200 for chiller unit repairs at the Forest Community Health Center. Building temperatures had already increased to 80 degrees, but the Green firm was able to make the necessary repairs to bring the chiller units back online with minimal down time. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action taken pursuant to Policy.

1b. **Facilities Department** - *Emergency Purchase Order to Midstate Electronics for Repairs to Jail Post #9*

An emergency purchase order was issued to Midstate Electronics in the amount of $4,326 for repairs to the cell locks and associated operating systems at the Jail. These repairs were necessary in order to facilitate relocation of inmates in anticipation of Post 6 closing. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action taken pursuant to Policy.

1c. **Facilities Department** - *Emergency Purchase Order to Western Detention to Supply the Parts, for Repairs to Jail Post #9*

An emergency purchase order was issued to Western Detention and Supply in the amount of $5,308.22 for repairs to the cell locks and associated operating systems at the Jail. These repairs were necessary in order to facilitate relocation of inmates in anticipation of Post 6 closing. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action taken pursuant to Policy.
2. **Financial Services Department** - *Resolution to Authorize Duplicate Coverage for the Financial Service Insurance and Benefit Coordinator from September 2016 to January 2017*

   The Financial Services Department seeks authorization to hire a new Benefit Coordinator prior to the retirement date of the incumbent in order to allow for an extended training period. The period of overlap would be four months and would allow for training during the open enrollment period for major employee benefits such as health insurance. The estimated cost of $25,000 would be taken from the Employee Benefit Fund.

3a. **Innovation and Technology Department** - *Resolution to Approve the Purchase of NetBrain Software*

   The Innovation and Technology (IT) Department proposes purchase of NetBrain, a software tool that will create a visual representation of the County IT network and all the connections that are part of it, at a cost not to exceed $16,200 plus $2,700 in annual support fees. NetBrain will also allow for creation of basic documents used to document the network and automatically modify components based on changes. This purchase was included in the approved 2016 IT budget.

3b. **Innovation and Technology Department** - *Resolution to Approve Purchase of Training from New Horizons*

   The entire computer network infrastructure of Ingham County depends on Cisco networking equipment. The County has historically paid vendors to execute configuration changes to equipment that IT staff would be able to do with proper training. A proposal from New Horizons would allow for 20 training days at a cost of $8,828.00, and would allow staff to be trained at a higher level on our Cisco products. A successful training program will allow for a great reduction or even elimination of the need for vendor services (such as ISI) in the future. A resolution in support of this proposal is offered for consideration.

3c. **Innovation and Technology Department** - *Resolution to Approve the Battery Replacement Service from Nationwide Power*

   Resolution 12-36 authorized a contract with Nationwide Power to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in the Mason facility datacenter. Nationwide’s performance has been deemed very satisfactory. The UPS for the 9-1-1 datacenter batteries and components are now 5-6 years old and are in need of replacement. A UPS ensures consistent filtered power to the facility and assures the 9-1-1 facility remains operational in the event of a power failure. The IT Department recommends approval of a resolution to purchase a UPS from Nationwide Power at a cost not to exceed $7,386.60.

3d. **Innovation and Technology Department** - *Resolution to Authorize the Establishment of a Deputy Information Officer and Project Manager in the Innovation & Technology Department*

   The IT Department has an authorized staffing level of 20 full-time positions and one part-time position, with the Project Manager position being vacant. After thorough review of duties of said position and needs of the business partners, the IT Director has determined that more direct support is needed to improve customer service. Following discussion at the June 7, 2016 County Services meeting, the IT Department proposes a resolution to authorize implementation of this reorganization request.
4a. **Parks Department** - Resolution to Enter into a Contract with Rocky Mountain Conveyor & Equipment, Inc. (D/B/A Magic Carpet Lifts/RMCE, Inc.) for a Snow Tubing Conveyor Lifting System at Hawk Island County Park

Bids were recently solicited for a snow tubing conveyor lifting system for the Hawk Island County Park snow tubing hill. After careful review of the proposals, the Parks Department recommends approval of a resolution to authorize a contract with Rocky Mountain Conveyor & Equipment, Inc. for purchase and installation of the system in an amount of $132,500 minus $20,000 for the trade-in allowance for two used tow ropes for a total of $112,500. Installation of the lift system will be outsourced to Maverick Management.

4b. **Parks Department** - Resolution Authorizing Deer Hunting at Lake Lansing Park-North

The Parks Department seeks approval of a resolution to authorize hunting of white tailed deer within the boundaries of Lake Lansing Park-North during the 2016 Archery Deer Season. Hunters would be compelled to meet all requirements of the Meridian Township deer hunting program and may only use crossbows (firearms will not be permitted). Approval of this resolution is sought as a result Michigan Department of Natural Resources research data reporting cases of chronic wasting disease in deer found in Meridian Township and surrounding counties.

4c. **Parks Department** - Resolution to Authorize a Reorganization of the Parks Department’s Vacant Ranger I Position

The Parks Department seeks consideration of a reorganization proposal at the Ranger I level of service. One open position for Ranger I will occur on June 30 because of a retirement. The vacated position presents an opportunity to restructure the Parks Department to better fit the present needs of park operations. Following discussion at the June 7, 2016 County Services meeting, the Parks Department proposes a resolution to authorize implementation of this reorganization request.

5a. **Road Department** - Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between Delhi Charter Township and Ingham County in Relation to a Road Construction Project for Holt Road from Grovenburg Road to Aurelius Road

The Road Department received federal funding to resurface Holt Road from Grovenburg Road to Aurelius Road. The Holt Road project includes resurfacing the existing roadway pavement using a variety of methods, converting 4-lane sections to 3-lanes, signal upgrades, curb and gutter repairs, storm sewer, and sidewalk improvements. The 2016 federal funding is not sufficient to fund the entire project, so 2017 funds will be used to complete the federal portion of the project. The 2017 funds will become available on October 1, 2016, but in the meantime, MDOT requires a “working capital deposit” in the amount of $430,150 to finance the project until the 2017 funds are available for reimbursement. The Road Department recommends approval of a resolution to authorize an agreement with the State of Michigan/MDOT to effect resurfacing of Holt Road from Grovenburg Road to Aurelius Road for a total estimated cost of $1,871,200 consisting of $1,521,300 in federal funding and $349,900 in Road Department and Delhi Charter township funds. The resolution further seeks authorization to enter into a third-party agreement with Delhi Charter Township to secure the estimated $59,000 of funds for township requested work and match contribution.
5b. **Road Department - Resolution Authorizing a Contract for Supplying and Servicing Mechanics’ Uniforms, Shop Towels, Floor Mats & Related Services for the Road Department**

The Road Department recommends that the Board authorize an extension of a contract with Unifirst Corporation of Taylor, Michigan to supply and service mechanics’ uniforms, shop towels, floor mats and related services for the Road Department for a total cost of $81.55 per week, through June 1, 2017.

5c. **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.

5d. **Road Department - Resolution Authorizing a Contract for Item I of the 2016 Local Road Program Bid Packet #112-16 Recycling and Resurfacing of English Meadows Subdivision Streets, Delhi Township**

Delhi Township received and approved a petition for special assessment to fund pavement recycling, asphalt resurfacing and related repairs on the streets of English Meadows Subdivision in Delhi Township. Bids were solicited through the Purchasing Department for this project and are due on June 14, the same day meeting documents are due. The Road Department will forward bid results and their recommendation in a separate statement. Consideration of this proposal is necessary during the current round of meetings in order to assure the project can be completed during this construction season.

5e. **Road Department - Resolution Authorizing a Contract for Item II of the 2016 Local Road Program Bid Packet #112-16 Recycling and Resurfacing of Various Streets, Meridian Township**

Meridian Township and the Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on 15 street segments in Meridian Township. Bids were solicited through the Purchasing Department for this project and are due on June 14, the same day meeting documents are due. The Road Department will forward bid results and their recommendation in a separate statement. Consideration of this proposal is necessary during the current round of meetings in order to assure the project can be completed during this construction season.

5f. **Road Department - Resolution Authorizing a Contract for Item III of the 2016 Local Road Program Bid Packet #112-16 Recycling and Resurfacing of Various Streets, Lansing Township**

Lansing Township and the Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on three street segments in Lansing Township. Bids were solicited through the Purchasing Department for this project and are due on June 14, the same day meeting documents are due. The Road Department will forward bid results and their recommendation in a separate statement. Consideration of this proposal is necessary during the current round of meetings in order to assure the project can be completed during this construction season.
5g. **Road Department** - **Resolution Authorizing a Contract for Item IV of the 2016 Local Road Program**

*Bid Packet #112-16 Resurfacing of Various Primary Roads, Ingham County*

The Road Department recommends that asphalt resurfacing and related repairs be undertaken on three primary county road segments because of normal deterioration. Bids were solicited through the Purchasing Department for this project and are due on June 14, the same day meeting documents are due. The Road Department will forward bid results and their recommendation in a separate statement. Consideration of this proposal is necessary during the current round of meetings in order to assure the project can be completed during this construction season.

5h. **Road Department** - **Resolution Authorizing a Contract for Item V of the 2016 Local Road Program**

*Bid Packet #112-16 Recycling and Resurfacing of Various Primary Roads, Ingham County*

The Road Department recommends that asphalt resurfacing and related repairs be undertaken on three primary county road segments because of normal deterioration. Bids were solicited through the Purchasing Department for this project and are due on June 14, the same day meeting documents are due. The Road Department will forward bid results and their recommendation in a separate statement. Consideration of this proposal is necessary during the current round of meetings in order to assure the project can be completed during this construction season.

5i. **Road Department** - **Resolution Authorizing a Contract for Item VI of the 2016 Local Road Program**

*Bid Packet #112-16 Recycling and Resurfacing of Various Roads, White Oak Township*

White Oak Township and the Road Department recommend that asphalt resurfacing and related repairs be undertaken on two road segments because of normal deterioration. Bids were solicited through the Purchasing Department for this project and are due on June 14, the same day meeting documents are due. The Road Department will forward bid results and their recommendation in a separate statement. Consideration of this proposal is necessary during the current round of meetings in order to assure the project can be completed during this construction season.

5j. **Road Department** - **Resolution Authorizing an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on 2017 Jolly Road Resurfacing Project, Dobie to Meridian Roads for the Ingham County Road Department**

The Road Department seeks approval to accept grant funds in an amount up to $462,311 for use of crumb rubber modified asphalt paving mixture (CRMA) on a Jolly Road resurfacing project scheduled for 2017. CRMA incorporates ground, used vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem. Since CRMA is new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce CRMA. MDEQ offered the CRMA grant to help foster this market.

6a. **Human Resources Department** - **Resolution to Adopt a Policy for Tuberculosis Screening of Newly Hired Employees**

Tuberculosis (TB) is a disease that adversely affects public health around the world. In the United States, TB control remains a substantial public health challenge in multiple settings. Two settings where employees are particularly exposed are Health Care and Detention settings. As part of its
control efforts, Ingham County has historically required all newly hired employees to undergo TB screening. However, in recent years the need to screen all employees was identified as being unnecessary, and only newly hired employees in departments with a higher risk for potential exposure were screened. A proposed policy was developed as part of a collaborative effort by the Human Resources Department, Health Department, Youth Center and Sheriff’s Office to reevaluate, update, and codify the County’s newly hired employee TB screening policy and procedure. Its goal is to ensure the consistent and accurate processing of new employees assigned to locations at higher risk of exposure to TB and to lay a foundation on which departments can build their exposure control plans and follow-up testing programs for employees, contractors and volunteers. These departments recommend approval of a resolution to adopt this policy.

6b. **Human Resources Department** - Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees Regarding Maximum Accumulation of Compensatory Time

The Road Department has a larger road maintenance program scheduled for 2016. This schedule will require employees working in classifications represented by AFSCME to work additional overtime. Currently employees working overtime are allowed to choose compensatory time in lieu of overtime pay. Compensatory time accrued is limited to an annual maximum of 80 hours. Employees in the impacted classifications requested a temporary increase in the maximum accumulation to 104 hours. The 24-hour increase is to be used between October 15 and December 15. The Human Resources Department recommends approval of a resolution to adopt a Letter of Understanding with the AFSCME unit.

7. **Controller’s Office** - Resolution to Rescind Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008

On March 8, 2016 the Board of Commissioners approved Resolution 16-070 to authorize Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH Authority) to accelerate remaining lease payments in order to pay off remaining bond debt on the building located at 812 E. Jolly Road in Lansing. Once paid, the Resolution also allowed the CMH Authority to purchase the building for the sum of $1.00. Subsequent to passage of Resolution 16-070, the CMH Authority elected to finance their proposed building addition and renovation project through a more traditional bond offering. For this reason, it is necessary to rescind Resolution 16-070.

8. **Board of Commissioners** - Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*. Current language in the *Manual* requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for 10 cited positions are subject to approval of a presiding Judge or liaison committee Chairperson of the Board of Commissioners.

A resolution proposed by the Finance Committee at their regular meeting held on June 8 would change the approval process for step increases attributed to six of the 10 cited positions. The four positions subject to approval of a presiding Judge would continue to follow that procedure. Five positions
where step increases are currently subject to approval of a liaison committee Chairperson would become subject to approval of the appropriate standing committee and the Finance Committee of the Board of Commissioners. Consideration of step increases for the Veterans Affairs Director would become subject to approval of the Veterans Affairs Committee.

Positions impacted by these proposed changes are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Incumbent</th>
<th>Position Anniversary Date</th>
<th>Current Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller/Administrator</td>
<td>Dolehantry</td>
<td>July 8, 2013</td>
<td>Step 3</td>
</tr>
<tr>
<td>Board Coordinator</td>
<td>Bennett</td>
<td>March 28, 2007</td>
<td>Step 5 (maximum)</td>
</tr>
<tr>
<td>Equalization Director</td>
<td>Stover</td>
<td>December 28, 2004</td>
<td>Step 5 (maximum)</td>
</tr>
<tr>
<td>Health Officer</td>
<td>Vail</td>
<td>April 7, 2014</td>
<td>Step 5 (maximum)</td>
</tr>
<tr>
<td>Managing Director – Road</td>
<td>Conklin</td>
<td>January 14, 2008</td>
<td>Step 6 (maximum)</td>
</tr>
<tr>
<td>Veterans Affairs Director</td>
<td>Blackstock</td>
<td>March 14, 2016</td>
<td>Step 1</td>
</tr>
<tr>
<td>Circuit Court Administrator</td>
<td>Dinnings</td>
<td>June 28, 2013</td>
<td>Step 5 (maximum)</td>
</tr>
<tr>
<td>Friend of the Court</td>
<td>Moxley</td>
<td>February 16, 2015</td>
<td>Step 3</td>
</tr>
<tr>
<td>Probate Court Administrator</td>
<td>Strander</td>
<td>January 21, 2003</td>
<td>Step 5 (maximum)</td>
</tr>
<tr>
<td>District Court Administrator</td>
<td>Dillon</td>
<td>August 1, 2008</td>
<td>Step 5 (maximum)</td>
</tr>
</tbody>
</table>

As proposed, the appropriate standing committee and the Finance Committee would presumably be charged with the task of determining whether a step increase should be granted. Committee members would be asked to make a determination without benefit of standard review criteria, and no provision is offered for situations when the committees disagree on a course of action. In the case of the Veterans Affairs Director, a committee independent of the Board of Commissioners would be asked to determine whether to grant a step increase also without benefit of standard review criteria.

In addition to challenges noted above, public reviews by the appropriate standing committee and the Finance Committee would be subject to provisions of the Open Meetings Act. Evaluation of employee performance can take place in a closed session, but only if the named employee requests a closed hearing. An employee who initially requests a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions (MCL 15.268(a)). Of course, employees subjected to this rule would have to be provided some sort of advance notice that such a hearing will take place.
TO:       County Services and Finance Committees
FROM:    Rick Terrill, Facilities Director
DATE:    June 7, 2016
SUBJECT: Emergency PO to John E. Green for Forest RTU Repairs

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services and Finance Committees.

Forest Community Health Center was in need of chiller repairs in order to keep the units online to facilitate building cooling. The building temperature had already increased to 80 degrees. John E. Green was able to make the repairs and bring the units back online with minimal down time.

An emergency Purchase Order has been issued to John E. Green for a total cost of $5,200.00.

Funds for this purchase are available in Line Item #511-61580-931000-02013 for Forest Building Maintenance.

Both the Controller and Facility Director approved this purchase.
TO: Law & Courts, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 8, 2016
SUBJECT: Emergency PO to Midstate Electronics for repairs to Jail Post #9

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts, County Services and Finance Committees.

The Sheriff’s Office is going to be closing Post 6 around July 1st. To accommodate for the relocation of the maximum security inmates on Post 6 they are going to be relocating the female inmates from Post 5 to Post 9. Two of the dorms on Post 9, E and F, will be used to house higher security level inmates and will need to be made fully functional so that staff can lock inmates down without entering the dorms. These dorms have not been used in this manner in many years and are going to require many repairs to the locks as well as the operating system for them.

Unfortunately, we were not in a position to seek other quotes as we are on a very tight time schedule. Midstate Electronics has worked on this system in the past and is very familiar with it. They were at the Sheriff’s Office recently to evaluate what needs to be done to make the dorms operational again.

Emergency Purchase Order # 2016-224 has been issued to Midstate Electronics for a total cost of $4,326.00.

Funds for this purchase are available in the Inmate Commissary Line Item #595-30110-726010.

Both the Controller and Facility Director approved this purchase.
TO: Law & Courts, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 8, 2016
SUBJECT: Emergency PO to Western Detention to supply the parts, for repairs to Jail Post #9

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts, County Services and Finance Committees.

The Sheriff’s Office is going to be closing Post 6 around July 1st. To accommodate for the relocation of the maximum security inmates on Post 6 they are going to be relocating the female inmates from Post 5 to Post 9. Two of the dorms on Post 9, E and F, will be used to house higher security level inmates and will need to be made fully functional so that staff can lock inmates down without entering the dorms. These dorms have not been used in this manner in many years and are going to require many repairs to the locks as well as the operating system for them.

Unfortunately, we were not in a position to seek other quotes, for a couple of reasons; first, Western Detention is the only vendor that can supply the lock parts and second, we are on a very tight time schedule.

Emergency Purchase Order #2016-223 has been issued to Western Detention for a total cost of $5,308.22.

Funds for this purchase are available in the Inmate Commissary Line Item #595-30110-726010.

Both the Controller and Facility Director approved this purchase.
TO: Board of Commissioners County Service and Finance Committees
FROM: Jill Rhode, Director of Financial Services
DATE: May 25, 2016
SUBJECT: Duplicate Coverage for the Financial Service Insurance and Benefit Coordinator
For the meeting agenda of June 21st and June 22nd 2016

BACKGROUND
The County’s Insurance and Benefit Coordinator (Delphine Jones) is retiring in January 2017. Due to the limited number of confidential employees within the Financial Service Department, there has been a limitation on the amount of cross training on her duties. This is a very important position to all County employees and retirees and it is imperative that we do not have problems with the transition between employees.

ALTERNATIVES
Based on the above, we are requesting that we hire the replacement early so that the position can be fully trained by the time Delphine retires. We are requesting that this position be filled four months prior to the incumbent’s retirement. This may seem like a long time, but different duties occur at different times of the year. In addition, this will provide additional assistance and allow the new employee to be involved in the entire 2017 open enrollment process.

FINANCIAL IMPACT
This position is paid from the Employee Benefit Fund which has funding available to cover the estimated cost of $25,000.

RECOMMENDATION
I have spoken with Human Resources and they agree with the importance of this request. I am requesting that you approve this resolution so we can move forward on finding a replacement.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE DUPLICATE COVERAGE FOR THE FINANCIAL SERVICE
INSURANCE AND BENEFIT COORDINATOR FROM SEPTEMBER 2016 TO JANUARY 2017

WHEREAS, the benefits for County employees is coordinated in the Financial Service Department by the Insurance and Benefit Coordinator; and

WHEREAS, this position requires a unique skill set and knowledge base; and

WHEREAS, the opportunity for cross training has been limited due to the confidential nature of the work and limited access to additional human resources; and

WHEREAS, this position is funded from the Employee Benefit Fund and is charged to all County departments; and

WHEREAS, the current incumbent in this position is retiring in January 2017; and

WHEREAS, due to the sensitive nature of the work and the far-reaching implications to not only active employees but retirees, it is imperative that the transition between employees be as seamless as possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Financial Services Department to pre-fill this position for the period September 2016 to January 2017 so that the new employee can be fully trained before the departure of the current employee.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 6/07/2016
SUBJECT: Resolution – NetBrain Software Purchase

For the meeting agendas of 6/21/2016, 6/22/2016 and 6/28/2016

BACKGROUND
In the 2016 budget, Innovation & Technology has requested network analysis tools. NetBrain is a tool that will allow us to have a visual representation of our network and all the connections that are part of it. It also will create basic documents that we can use to document our network, and automatically modify them based on changes. We can also roll out desired changes through the tool and it can roll back any that we identify as causing issues automatically.

This product is available on the GSA Schedule (GS-35F-235DA) from NetBrain (Vendor #38431) for $16,200.00 including the first year’s maintenance.

ALTERNATIVES
Our current alternative is to spend many hours doing this manually with the risk of missing some connections. The current process also exposes us to risk of downtime while we manually reverse changes that are made to our configuration.

FINANCIAL IMPACT
The funding for the $16,200.00 total will come from the County’s Innovation and Technology Department’s Network Software Fund #636-25810-932033.

OTHER CONSIDERATIONS
This software will give us greater visibility into our network configurations as well as point out any vulnerabilities or changes that may introduce risk into our environment. Also, there will be an annual $2,700.00 support cost.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quote for NetBrain Software.
<table>
<thead>
<tr>
<th>Qty</th>
<th>Product Code</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended List Price</th>
<th>Line Discount</th>
<th>Line Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EE-Starter Package</td>
<td>1 floating EE seat with 100 server nodes and Doc-Module for 100 nodes, restricted for first purchase only and 1 unit per company</td>
<td>USD 19,000.00</td>
<td>USD 19,000.00</td>
<td>USD 11,000.00</td>
<td>USD 8,000.00</td>
</tr>
<tr>
<td>50</td>
<td>NB-EE-Node</td>
<td>Enterprise Server License by Nodes</td>
<td>USD 50.00</td>
<td>USD 3,000.00</td>
<td>USD 500.00</td>
<td>USD 2,500.00</td>
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<tr>
<td>60</td>
<td>EE-DOC-Module</td>
<td>License for Document Automation up to the number of nodes purchased herein</td>
<td>USD 10.00</td>
<td>USD 500.00</td>
<td>USD 500.00</td>
<td>USD 0.00</td>
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<tr>
<td>150</td>
<td>EE-OM-Module</td>
<td>Change Management Module for up to the number of nodes purchased herein</td>
<td>USD 30.00</td>
<td>USD 4,500.00</td>
<td>USD 1,500.00</td>
<td>USD 3,000.00</td>
</tr>
<tr>
<td>1</td>
<td>NB-EE-Maintenance</td>
<td>First Year Software Upgrade and Technical Support valid for one year</td>
<td>USD 0.00</td>
<td>USD 6,400.00</td>
<td>USD 2,700.00</td>
<td>USD 2,700.00</td>
</tr>
</tbody>
</table>

Terms and Conditions

1) ACCEPTANCE. This Quote represents NetBrain's offer to Customer to purchase the Goods and Services specified above under the Terms and Conditions contained herein. Any Purchase Order, Statement of Work, Schedule, or any other ordering document delivered by Customer to NetBrain (the "Order") shall constitute acceptance of this Quote and the Terms and Conditions contained herein. Any Order based on this quote must be submitted within the date specified above, or if no date is specified within 30 days hence. Once an Order is submitted, Customer's right hereunder may not be sold or assigned to any other party without written consent by NetBrain. No changes to this Quote, the Software License and Maintenance Agreement between the Parties, or these Terms and Conditions, will be valid unless such changes are in writing and signed by both NetBrain and Customer. Notwithstanding the foregoing, NetBrain and Customer agree that the Software License and Maintenance Agreement, or any previously negotiated, mutually agreed upon Master Agreement signed by the Parties, shall take priority over any contradictory terms in this Quote.
and supersede any contradictory terms of these Terms and Conditions.

2.) PRICES. All pricing is specified on the first page of this Quote. Unless otherwise specified in writing, prices are quoted in USD.

3.) TAXES. Quotes are exclusive of any sales, use, or VAT taxes. Such taxes on the software and maintenance is the Customers sole responsibility. NetBrain will collect sales tax from customers with ship-to addresses in Massachusetts and New York. For all other states and all other countries, Customer is responsible to submit the appropriate tax to the tax authorities and Customer agrees to pay any such tax levied on the transaction by any local, state or federal governments.

4.) TERMS OF PAYMENT. Terms of payment are specified on the first page of this Quote, or if none is provided, Net 30 days from the date of invoice. If payment of any amount owed NetBrain is not paid when due, NetBrain reserves the right (without limitation to its other rights) to suspend further performance or delivery until such time as payment in full is made. Customer agrees to pay interest at a rate of 1.5% per month, compounded daily, on all unpaid balances.

5.) DELIVERY & TITLE:
   a) Delivery dates are not guaranteed, are approximate and are those available at the time of the proposal and/or quotation and are subject to revision at NetBrain’s sole discretion (1) before NetBrain’s acceptance of an order due to: (i) delay in receipt of Customer’s signed order or final and complete specifications, or (ii) NetBrain’s previous acceptance of other orders whether from Customer or any other entity; (2) at any time due to causes beyond NetBrain’s control, including but not limited to fire, strikes, war, riots and any restriction imposed by authority of any government; (3) changes in specifications/requirements upon which Customer’s quotation was based; (4) untimely receipt of material from Customer, if applicable; and (5) engineering changes requested by Customer after entry of order.
   b) Title to the goods remains with NetBrain unless and until full payment is made. In no event shall NetBrain be held liable for any damages (including consequential damages) or contingent expenses caused by delays in delivery.

6.) LIMITED WARRANTY. THE GOODS DELIVERED HEREUNDER ARE SUBJECT TO THE WRITTEN LIMITED WARRANTY IN THE SOFTWARE LICENSE AND MAINTENANCE END-USER LICENSE AGREEMENT PROVIDED WITH THE SOFTWARE. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OTHER THAN THOSE SPECIFICALLY CONTAINED IN THE SOFTWARE LICENSE AND MAINTENANCE END-USER LICENSE AGREEMENT. NETBRAIN SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

7.) CANCELLATIONS. All work in progress to fill any order that is cancelled shall be paid in full by Customer on the basis of actual costs incurred and overhead expenses determined in accordance with good accounting practice.

8.) CUSTOMER’S INSOLVENCY. If NetBrain discovers Customer to be insolvent, he may: (a) refuse to deliver any goods except in exchange for cash; (b) stop work (if applicable); (c) stop delivery (if applicable); or (d) where NetBrain discovers that Customer has received goods on credit while insolvent, NetBrain may immediately reclaim the goods. This provision shall have no affect on NetBrain’s right to require assurances.

9.) NETBRAIN’S REMEDIES AND DAMAGES. If Customer refuses to accept without legal justification any delivery of goods or fails to make any payments when due under the contract or any other contract with NetBrain, the price of the goods shipped or to be shipped under the contract shall become immediately due and payable, and NetBrain shall have the right to withhold any further delivery until such payment in full has been made.

10.) LIMITATION OF NETBRAIN’S LIABILITY. IN NO EVENT, REGARDLESS OF THE BASIS OR CAUSE, SHALL NETBRAIN BE LIABLE FOR: A) LATE DELIVERY OR OTHER PENALTY OF ANY DESCRIPTION; B) INDEMNIFICATION OF CUSTOMER, CUSTOMER’S CUSTOMERS OR OTHERS FOR COSTS, DAMAGES OR EXPENSES ARISING OUT OF OR RELATED TO THE GOODS; OR C) LOST PROFIT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES UNDER ANY CIRCUMSTANCE. NETBRAIN’S MAXIMUM LIABILITY, INCLUDING DIRECT AND ALL OTHER AVAILABLE DAMAGES, SHALL NOT EXCEED THE PURCHASE ORDER PRICE. UNLESS A SHORTER TERM IS PROVIDED FOR UNDER APPLICABLE LAW, ANY ACTION AGAINST NETBRAIN MUST BE BROUGHT NO LATER THAN TWELVE (12) MONTHS AFTER THE CAUSE OF ACTION ACCRUES.

11.) GOVERNING LAW AND JURISDICTION. The resulting contract shall in all respects be governed and interpreted according to the laws of the Commonwealth of Massachusetts, U.S.A. All legal action commenced in connection with any transaction to which these Terms and Conditions apply or the delivery of any goods to Customer must be brought in the appropriate court in the Commonwealth of Massachusetts which shall have exclusive jurisdiction over disputes arising out of this sale transaction.

12.) INTEGRATION CLAUSE. This writing is intended by the Parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this transaction. No course of prior dealings between the parties shall be relevant to supplement or explain any term used in these Terms and Conditions. Furthermore, any Terms or Conditions of Customer’s Order that are in any way in conflict, inconsistent or in addition to the Terms and Conditions set forth herein shall not be added to these Terms and Conditions, nor be binding on NetBrain and shall in no way be considered applicable to the sale, unless expressly agreed to in writing by NetBrain.

By initialing here you attest that your company does not issue Purchase Orders.

Authorized Signature: ____________________________

Name: ______________________________

Title: ______________________________

Remit To:
NetBrain Technologies, Inc.,
15 Network Drive
Burlington, MA 01803
United States
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF NETBRAIN SOFTWARE

WHEREAS, Ingham County needs greater visibility into and control over our network; and

WHEREAS, NetBrain software offers said visibility and control along with documentation capability; and

WHEREAS, ITD obtained national contract pricing from NetBrain for our licensing and ongoing support needs; and

WHEREAS, the purchase price of said software will be $16,200.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of NetBrain software in the amount not to exceed $16,200.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932033.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee  
FROM: Deb Fett, CIO  
DATE: 6/07/2016  
SUBJECT: New Horizons Technical Training for ITD Staff

BACKGROUND  
Ingham County relies heavily on Cisco networking equipment, in fact, our entire infrastructure is Cisco. In the past, we have had to pay vendors to do configuration changes to our equipment that our staff would be able to do with proper training. Current list prices for training are normally $3,295.00 or more per 5 day class. This quote from New Horizons will give us 20 training days for only $8,828.00, thus saving us $4,352.00 and allowing staff to be trained to a higher level on our Cisco products.

ALTERNATIVES  
Following due process requirements, quotes for training were obtained from the following vendors:  
New Horizons $8,828.00  
Global Knowledge $13,180.00  
ITT Technical $13,980.00

FINANCIAL IMPACT  
The funding for the $8,828.00 total will come from the County’s Innovation and Technology Department’s Training Fund #636-95800-960000.

OTHER CONSIDERATIONS  
New Horizons is a vendor with a local physical presence and has done well with providing training to staff in the past. This training will allow us to greatly reduce or eliminate our need for services from ISI in the future. In the past, the cost for those services had been as much as $60,000.00 per year. With proper training and oversight, we can utilize any Cisco partner as a resource rather than being dependent on a single vendor for all our needs.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution for New Horizons training in the amount of $8,828.00.
## Confirmation of Training

**ACCOUNT EXECUTIVE CONTACT INFORMATION**

- **Account Executive Name:** Ron Mitchell
- **Address:** 5701 E. Washington Ave., Suite A & B, Lansing, MI 48919
- **Phone:** 517-319-0000
- **Email:** ron.mitchell@nhs.com

**TRAINING DETAILS**

<table>
<thead>
<tr>
<th>Description/Class Location</th>
<th>Type</th>
<th>Time</th>
<th>Date</th>
<th>Student Names (enter emails in Notes below)</th>
<th>Qty</th>
<th>Price Per Class</th>
<th>Discount Price</th>
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<td>TBD</td>
<td>3</td>
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<td>2,207.00</td>
<td>6,621.00</td>
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<tr>
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<td>3,295.00</td>
<td>2,207.00</td>
<td>2,207.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SELECTED PROMOTIONAL CODE**

- Selected Promotional Code: NLE-123456
- Total: 8,828.00

**ADDITIONAL NOTES/SHIPPING ADDRESS FOR COURSEWARE**

- Final Total: $8,828.00

**OFFICE USE ONLY: IPO LOCATION**

**CLIENT BILLING & PAYMENT ADDRESS INFORMATION**

- **Company:** Ingham County
- **Primary Contact Name:** Deb Fott
- **Primary Contact Email:** dfott@ingham.org
- **Billing Contact Name:**
- **Billing Contact Email:**
- **Billing Address:** 1211 E. Maple St.
- **City, State & Zip:** Lansing, MI 48911

- Payment Method: Invoice

**TERMS AND CONDITIONS**

- **General Terms:** Training is not reserved or confirmed unless this Confirmation is signed and returned. All orders must have an approval signature. All invoices must be paid in full prior to the scheduled event. Payment Terms are subject to approval by New Horizons and may be revoked at any time. New Horizons reserves the right to cancel orders from companies with past due balances.

- **Cancellation Policy:** New Horizons requires written cancellation notification. New Horizons requires ten (10) or more business days, in advance of your scheduled class date, should you wish or need to cancel/reschedule your training, in order for us to secure a full refund of your investment. If written notice is received less than ten (10) business days, the full amount of your invoice must be paid. See Learning Guarantee below for further information on our retake policy.

- **Learning Guarantee:** Most completed New Horizons-NH Learning Solutions instructor-led courses carry our unbeatable Learning Guarantee. This guarantee allows students to repeat most New Horizons instructor-led courses, if they are the same version, free of charge within six months of completion of the course. If you request a retake for a course, you will need the most current courseware. You will be responsible for the purchase of the new courseware, attendance, lab, and exam voucher. "Some exclusions apply; ask your Account Executive for details.

- **Marketing Communications:** Upon purchase, you have agreed to receive email communications from New Horizons Computer Learning Centers. Of course, we respect your privacy, and you may choose to opt out at any time.

- **Stand-by Late Policy:** Waitlisted students will be admitted 30 minutes after class begins if a seat becomes available. If you are enrolled in a class and arrive more than 30 minutes late, you will not be admitted to class.

**AUTHORIZED SIGNATURE**

Please review this document and verify all information is correct. Sign, date and return to Account Executive above.

My signature below confirms that I have read and accept the Terms and Conditions and I authorize this Confirmation of Training.

- **Print Name:**
- **Date:**
- **Title:**
- **Signature:**
Agenda Item 3b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM NEW HORIZONS

WHEREAS, Ingham County’s network relies heavily on Cisco equipment; and

WHEREAS, in the past, vendors have been paid to do configuration changes to our equipment that Ingham County staff would be able to do with proper training; and

WHEREAS, ITD obtained quotes from multiple vendors and recommend using New Horizons for our Cisco training needs; and

WHEREAS, 20 days of Cisco training will be $8,828.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from New Horizons in the amount not to exceed $8,828.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s Employee Improvement Fund #63695800-960000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 6/03/2016
SUBJECT: Resolution – UPS Battery Replacement for 911 Center

For the meeting agendas of 6/21/2016, 6/22/2016 and 6/28/2016

BACKGROUND
Resolutions #12-36 contracted with Nationwide Power (Vendor #25340) to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in the Mason facility datacenter. Their performance has been very satisfactory so far. The UPS for the 911 datacenter batteries and components are now 5-6 years old and are in need of replacement as well. This UPS ensures that the systems and networks at our 911 facility will remain operational should a power failure occur and the site need to operate on generator power, while also providing consistent filtered power.

ALTERNATIVES
Following due process requirements, bids for 3 years of hardware support service were obtained from the following vendors:
Emerson $ 8,976.10
Millennium UPS $ 7,418.40
Nationwide Power $ 7,386.60

FINANCIAL IMPACT
The funding for the $7,386.60 quote will come from the County’s Innovation and Technology Department’s Network Hardware Fund #636-25810-932032.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for battery replacement from Nationwide Power.
Thank you for the opportunity to provide you with a proposal relating to your critical power equipment. Nationwide Power understands how important this critical equipment is to your organization, so we strive to provide the industry’s best in products, services, and quality. We appreciate the opportunity and look forward to earning your business.

The below/battery replacement quote includes complete installation and equalization of the new batteries, and removal and EPA certified disposal of the old cores (unless indicated otherwise).

<table>
<thead>
<tr>
<th>Sold To</th>
<th>Ship To</th>
</tr>
</thead>
</table>
| Ingham County - Lansing  
Jake Willett  
710 Jolly Rd.  
Lansing, MI 48910  
United States  
Phone: (517)676-7373  
Fax: | Ingham County - Lansing  
Jake Willett  
710 Jolly Rd.  
Lansing, MI 48910  
United States  
Phone: (517)676-7373  
Fax: |

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Contract Term</th>
<th>Payment Terms</th>
<th>Shipping Terms</th>
</tr>
</thead>
</table>
| Jeff Ziegler  
702.527.8722  
jziegler@nationwidepower.com | N/A | NET 15 | FOB Origin Prepaid & Add |

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Description</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>CSB</td>
<td>HRL12280WFR - VRLA Sealed Lead Acid Battery</td>
<td>$6,165.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dimensions</td>
<td>10.25 x 6.38 x 43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit Weight (lbs)</td>
<td>66.90</td>
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<tr>
<td></td>
<td></td>
<td>Warranty</td>
<td>3 YEAR</td>
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<td></td>
<td></td>
<td>Voltage</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ah/Watts</td>
<td>230</td>
</tr>
<tr>
<td>1</td>
<td>Nationwide</td>
<td>Installation, Removal, Disposal-Normal hours</td>
<td>$650.00</td>
</tr>
</tbody>
</table>
|     | Standard Freight | Freight Dock To Dock Only  
Any special requirements WILL incur charges in addition to normal freight charges | $371.00 |

Orders are subject to acceptance by NP. All price quotations are firm and valid for 45 days unless otherwise indicated.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Price quotations based on estimated or projected quantities and/or time periods may change the actual quote if the actual quantity and/or time frame differ. Quoted prices exclude any applicable freight costs, sales tax, or any other taxes.
Proposal Details

**Batteries**

* Lead time on batteries subject to availability.
* This quote does NOT include the cost to have the OEM on site to reset the battery life timer if applicable. If you require this service, please contact your sales representative for an updated quote.
* Warranty applies to raw battery only (Freight and installation not included).
* Proposal is based upon normal hours installation (Monday-Friday, 8am-5pm). To request pricing for non-standard installation hours, please contact your sales representative.
* Freight is not included and will be billed as a separate line item on the invoice. If freight needs to be included on the PO, please request a freight estimate.
* Quoted price includes Nationwide Power recycling all spent battery cores. If client chooses to keep any spent battery cores, pricing will need to be re-quoted to exclude core credit.
* Unless otherwise indicated, all labor charges included in this Battery Proposal require that upon arrival of the Nationwide Power technician(s), the replacement batteries are safely accessible and located on the same level (no stair access required) within 50 feet of the installation location.
* Should Nationwide Power be required to move batteries in excess of 50 feet, or up or down stairs, an additional charge will be applied. In the event the installation is delayed or rescheduled, additional labor and return visit charges may also apply.
* To ensure additional scope of work requirements are accurately identified and quoted and to minimize delivery problems, the Nationwide Power “Delivery instruction form” MUST be submitted prior to order processing. This will assist you in identifying and communicating any additional or non-standard site conditions, or battery location and installation requirements. You can find this form attached with the quote or via our website - www.nationwidepower.com/deliveryform.

Please note: For safety reasons, all areas leading to and around the UPS System must be clear of debris and obstructions, in order for our technicians to safely transport and replace the batteries. If walkways and areas cannot be cleared due to equipment, wiring, and/or other obstructions, we ask that you offer assistance in getting the batteries to/from the UPS system. This helps prevent injury to our technicians, as well as damage to the batteries, your site, and equipment.

**Total:** $7,386.60

---

Customer Bill To:

Company Name: __________________________
Street: __________________________
City: __________________________
State: __________ Zip: __________
Fax/E-Mail: __________________________

Site Contact:

Contact Name: __________________________
Street: __________________________
City: __________________________
State: __________ Zip: __________
Fax/E-Mail: __________________________

PO Required? □ Yes

Purchase Order #: __________________________

Authorized Name (Print): __________________________
Authorized Signature: __________________________
Date: __________________________

Orders are subject to acceptance by NP. All price quotations are firm and valid for 45 days unless otherwise indicated.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Price quotations based on estimated or projected quantities and/or price periods may change the actual quote. In the event that actual quantities and/or price periods differ. Quoted prices exclude any applicable freight costs, sales tax, or any other fees.

SOLD TO: Ingham County - Lansing
1000 Maple Crest Road
Henderson, NY 13074
10:05:01 05/20/16 Page 2
Battery Freight Shipping Instructions

Unless otherwise specified herein, the Total Purchase Price does not include the price of Shipping and Handling and will be billed to Customer as an additional charge. Please send this form and any questions to freight@nationwidepower.com.

Company Name: Ingham County - Lansing

Ship To Address: ____________________________________________________________
City, State & Zip: ___________________________________________________________
Receiving Hours: __________________________________________________________
Site Contact Name: ________________________________________________________
Site Contact Phone: ________________________________________________________
Site Contact E-Mail: ________________________________________________________
Truck Size Restrictions: □ Yes □ No
Parking Restrictions: □ Yes □ No

Dock Type

□ Standard Dock □ Ground Level □ Dock Lift □ Shared Dock □ No Dock

Delivery Requirements

(All special requirements below WILL incur charges in addition to normal freight charges)

□ Lift-Gate Truck □ Pallet Jack □ Building Manager Approval Required □ Curb/Street Delivery □ Inside Delivery Please Fill Out Page 2

Delivery/Installation Notes

**Please note, for safety reasons, all areas leading to the battery installation area MUST be clear of debris and obstructions in order for our technicians or drivers to remain safe. If walkways and area cannot be cleared due to equipment, wiring, and/or other obstructions, we require that you offer assistance in moving the batteries to its proper location. This helps prevent injury to our technicians/drivers, as well as damage to the batteries, and your site.**

Please go to www.nationwidepower.com/batterymaintenance for a digital form version of this page.

Orders are subject to acceptance by NP. All price quotations are firm and valid for 45 days unless otherwise indicated. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Price quotations based on estimated or projected quantities and/or time periods may change the actual quote in the event that actual quantities and/or time frames differ. Quoted prices exclude any applicable freight costs, sales, use, or any other taxes.
Battery Inside Delivery Instructions

Complete only if batteries are to be delivered inside the building by the Carrier, near or next to the installation area. Additional fees will apply depending on the services selected.

Delivery Entrance:  
- Main ☐  
- Back ☐  
- Other:  

Dimensions: ___________ × ___________ ft  
☐ Escort Required

Delivery Floor:
- Below Ground Level ☐  
- Ground Level ☐  
- Above Ground Level ☐

Floor #: ___________ (if applicable)
Room #: ___________ (if applicable)

Transportation Method:
- Freight Elevator ☐
- Door Opening: ___________ × ___________ ft
- Weight Restriction: ___________ lbs
- Interior: ___________ × ___________ × ___________ ft
- Stairs ☐
  # of Flights: ___________

Hallway Dimensions:
- Narrowest Doorway/Hall: ___________ × ___________ × ___________ ft
- Floor Protective Covering Required ☐  
- Floor Weight Restrictions: ___________ lbs
- Floor Type:  
  - ☐ Tile  
  - ☐ Carpet  
  - ☐ Marble  
  - ☐ Other: ___________

Miscellaneous:
- Pallet jack allowed inside? ☐ Yes ☐ No
- Pallet breakdown service requested? (Remove batteries from pallet and move to UPS area) ☐ Yes ☐ No
- Request a quote for guaranteed delivery? ☐ Yes ☐ No

Delivery/Installation Notes:

Please go to www.nationwidepower.com/batterydeliveryform for a digital form version of this page.

Orders are subject to acceptance by NP. All price quotations are firm and valid for 45 days unless otherwise indicated.
PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Price quotations based on estimated or projected quantities and/or time periods may change the actual quote in the event that actual quantities and/or time frames differ. Quoted prices exclude any applicable freight costs, sales tax, or any other taxes.

Sold to: Ingham County - Lansing  
1000 Mary Crest Road  
Henderson, MI 48843  
Phone: 800.338.2780  
Fax: 800.338.5656  
13:05:01  05/20/16  Page 4
Introduces by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE BATTERY REPLACEMENT SERVICE FROM NATIONWIDE POWER

WHEREAS, the Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and is located in the Ingham County Data Center; and

WHEREAS, it provides power to all computers and equipment in the Ingham County Data Center in the case of a power failure; and

WHEREAS, the batteries, capacitors and filters in the UPS require replacement every 5 or so years; and

WHEREAS, Ingham County has utilized Nationwide Power for maintenance on our uninterruptible power supplies in the past; and

WHEREAS, ITD obtained quotes from multiple vendors and recommend continuing with Nationwide Power for our UPS battery replacement needs; and

WHEREAS, the battery replacement with installation service cost will be $7,386.60.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the battery replacement and installation service from Nationwide Power in the amount not to exceed $7,386.60.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 6/07/2016
SUBJECT: Reorganization of Project Manager Position to two Computer Technician I Positions

For the meeting agendas of 6/21/2016, 6/22/2016, and 6/28/2016

BACKGROUND
Resolutions #14-213 authorized the re-establishment of two positions eliminated in 2011 – which were then renamed to Deputy Information Officer and Project Manager. Currently the Innovation and Technology Department has 20 full-time positions and one part-time position, with the Project Manager position being vacant. After thorough review of duties of said position and needs of the business partners, it is clear that more direct support is needed to improve customer service.

Discussions have been held with the ITD staff to review the proposed change of converting the vacant Project Manager position to two Technician I positions and all are in agreement that this would be very beneficial to both the team and to our business partners. The UAW has also been briefed about the potential change and supports the conversion.

ALTERNATIVES
It was considered to keep the position and hire a Project Manager. However, our upcoming project lists do not include large enough projects for this to be beneficial. Also, in general vendors that contract for large projects require that their own project manager is used thus negating any potential cost savings.

FINANCIAL IMPACT
The review from Budget indicates that for the year 2016 there would be at least a $27,767.97 savings. Due to benefits and step increases, over the long term the cost savings would vanish with an annual cost increase of $42,733.36 reached in year 5 when the Technicians reach maximum income levels.

OTHER CONSIDERATIONS
Innovation and Technology is a service department. The more people we have directly interfacing with our business partners and working on their issues, the less County business will be interrupted with said issues. Best practices in IT per MetricNet would suggest a ratio of 8.5 employees per manager to offer the best balance between cost and user satisfaction. Before this change ITD stands at 5.6 but after would become 9.5 per manager which is much closer to the desired number.

RECOMMENDATION
Based on feedback from business partners, staff and metrics from our helpdesk tickets, I would recommend converting the Project Manager position to two Technician I positions.
### IT Project Manager - 2016 MCF 11

<table>
<thead>
<tr>
<th></th>
<th>Step 5</th>
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<tbody>
<tr>
<td><strong>Wages</strong></td>
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<tr>
<td><strong>Unemployment</strong></td>
<td>395</td>
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<tr>
<td><strong>FICA</strong></td>
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<tr>
<td><strong>Health</strong></td>
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<td><strong>Current Retiree Hlth</strong></td>
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<tr>
<td><strong>Dental</strong></td>
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<tr>
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<td>122</td>
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<tr>
<td><strong>Life</strong></td>
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<td><strong>MERS Hybrid DC</strong></td>
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<tr>
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<tr>
<td><strong>Workers Comp</strong></td>
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<tr>
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<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$112,778</td>
</tr>
</tbody>
</table>

**Long Term Cost**

- ELIMINATING ONE PROJECT MANAGER AND CREATING TWO TECHS WOULD BE A YEARLY INCREASE OF $42,733.36

### Computer Tech I - UAW TOPS

|                        | Step 1 | Step 5 |
|------------------------|--------|
| **Wages**              | $42,308| $50,495|
| **Unemployment**       | 212    | 252    |
| **FICA**               | 3,237  | 3,863  |
| **Health**             | 13,190 | 13,190 |
| **Current Retiree Hlth** | 3,043  | 3,043  |
| **Future Retiree Hlth** | 1,904  | 2,272  |
| **Dental**             | 886    | 886    |
| **Vision**             | 122    | 122    |
| **Life**               | 79     | 79     |
| **Disability**         | 55     | 66     |
| **MERS Hybrid DC**     | 423    | 505    |
| **MERS Hybrid DB**     | 2,386  | 2,848  |
| **Workers Comp**       | 85     | 101    |
| **CARES**              | 33     | 33     |
| **Total**              | $67,962 PER TECH | $77,756 PER TECH |

**2016 Cost**

- SAVINGS FOR 2016 VACANT PROJECT MANAGER $107,057.00
- STEP 1 COST FOR 2 TECH I'S FROM JUNE-DECEMBER $79,289.03
- Cost Savings for 2016 $27,767.97

**Total for Two Techs**

- $135,924.06
- $155,511.48
You have the UAW's support. Thank you for working with us.

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-5548 – Cellular

---

Hi Sally,

As we discussed, we are looking to revise our IT department positions. I am proposing that we abolish the currently vacant Project Manager position and create 2 additional Technician I positions instead. These would be UAW positions. Do we have support from UAW to proceed?

Thanks,

Deb Fett
Chief Information Officer
Ingham County Innovation & Technology
INGHAM COUNTY
JOB DESCRIPTION

IT Project Manager

**General Summary:** Under the general direction of the Chief Information Officer, applies advanced Project Management principles to the County’s Management Information Systems Department. Responsible for the creation, implementation and maintenance of technology systems used throughout the County. Serves as the liaison between stakeholders, MIS staff and external vendors. Resolves problems throughout the project cycle. Supervises project staff to ensure project commitments and expectations are met.

**Essential Functions:**
1. Provides Project Management leadership for County technology projects. Promotes, establishes, facilitates and evaluates the application of Project Management principles as they pertain to the MIS department.
2. Manages projects from initiation to closure including feasibility studies, systems analysis, systems design, quality control and project documentation.
3. Outlines the scope, goals, deliverables, resources, staff, budget and timelines of technology projects. Oversees changes to projects to ensure they are properly approved and documented.
4. Provides daily direction to MIS staff. Oversees work progress, staff interactions and overall project success. Effectively recommends the hiring, training, promoting, disciplining and terminating of staff.
5. Determines the need for outside consultants or contractors. Solicits and recruits such services as needed.
6. Serves as project communication liaison. Develops and maintains a customer-focused communication process for each project. Mediates communication between the stakeholders, vendors and staff.
7. Develops reporting processes for management review. Provide quality control and quality assurance checkpoints for reports and project documentation.
8. Develops and maintains project development history files. Establishes archiving activities of the project including change control management, issue tracking and resolution as well as quality control requirements.
9. Creates and utilizes post-project evaluation tools and helps develop policies and procedures which improve future projects, efficiencies and outcomes.
10. Conducts research and performs analysis. Prepares and present reports on complex and detailed topics. Assists with the preparation and management of departmental budgets as needed.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and CJIS Security requirements.
- 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:**
A minimum of *one* of the following combinations is required:

1. A Bachelor’s Degree **AND** 3 years of experience managing projects or programs

   OR

2. An Associate’s Degree **AND** 5 years of experience managing projects or programs

   OR

3. A high school diploma (or equivalent) **AND** specialized training equivalent to the first year of college **AND** 7 years of experience managing projects or programs

Preferences are given for the following qualities:
- Degrees in Computer Science, Computer Programming, Computer Networking, Mathematics or a related field.
- Experience managing programs with 6 months duration or with 20 or more team members.
- Documentation of Certified Associate in Project Management or Project Management Masters Certification.

**Other Requirements:** None

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

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

2. This position is required to travel for meetings and appointments.

**Physical Requirements:**
- This position requires the ability to sit, stand, walk, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require continuous stamina to sit, type and endure repetitive movements of the wrists, hands or fingers. This position requires negligible stamina for all other physical requirements.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying and often high levels of stress.

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

MCF 11
June 2014
Summary:
Under the supervision of the MIS Director, ensures the operation and availability of the county’s networked computers and all related peripheral devices. Repairs, troubleshoots, installs, and maintains county networked PCs, software and peripherals while providing superior customer service to the county departments and end-user base.

Duties and Responsibilities:

The Computer Technician performs some or all of these duties and responsibilities on a daily basis:

- Troubleshoot, repair, install and maintain PC related hardware on the County’s network.
- Organizes and prioritizes requests for service and on an as-needed basis works with vendor to resolve hardware and software problems.
- Visits departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Tracks inventory by staff member and workstation and ensures this information is updated and accurate in the county’s call tracking system.
- Assists in developing specifications and recommends computer related purchases to management.
- Coordinates work orders for the installation of new equipment and recycles old equipment. Ensures all necessary software and data is migrated and network connectivity is established.
- Plans, schedules and coordinates new operating systems releases, engineering changes, and preventative maintenance changes.
- Ensures the accurate and complete logging of required information into the MIS call tracking system.
- Adheres to county and MIS policies and procedures.
- Provides software support on county approved applications and operating systems.
- Assists with special projects as needed.
- When necessary, escalates problems to management or the appropriate secondary level of support resource for resolution.
Minimum Job Requirements:
Associates degree in Computer Science or equivalent technical institution certificate. Or,
1 - 3 years of Information Systems work experience providing end-user technical assistance. A+ or MCSA
certification preferred but not required.
Possession of a valid Michigan Driver’s License.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of
  people in a diverse community.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web
  browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and
  networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and
  related communication equipment.

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.

8/26/2008
UAW-I
Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A DEPUTY INFORMATION OFFICER AND PROJECT MANAGER IN THE INNOVATION & TECHNOLOGY DEPARTMENT

WHEREAS, the Department of Innovation & Technology (IT) currently has 20 full time positions and 1 part time position including the vacant IT Project Manager position; and

WHEREAS, Resolution #14-213 established an MCF 11 IT Project Manager position in the IT Department; and

WHEREAS, the County has a greater need for frontline technical support rather than additional management overhead on IT projects; and

WHEREAS, the job description of the UAW I Technician I already exists; and

WHEREAS, the estimated cost for both positions would be $79,290 for the remainder of FY2016 and between $135,925 and $155,511 for FY 2017; and

WHEREAS, the funding for these two positions would come from the IT Data Processing Fund #63695800-704000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the elimination of the IT Project Manager position and the addition of two UAW I Technician I positions ($67,962 - $77,756 each) in the IT Department with funds allocated from the IT Data Processing Fund (#63695800-704000) at a FY 2016 cost not to exceed $79,290.

BE IT FURTHER RESOLVED, that the new vacant Technician I positions will be posted and filled.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the IT Department Position Allocation List in accordance with this resolution.
TO: Board of Commissioners County Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
DATE: June 7, 2016  
SUBJECT: Hawk Island Snow Tubing Conveyor Lifting System  
For the meeting agenda of 6/21/16 County Services and 6/22/16 Finance

BACKGROUND  
The Ingham County Purchasing Department solicited proposals for a snow tubing conveyor lifting system for the Hawk Island County Park snow tubing hill. After careful review of the proposals, the Evaluation Committee recommends that a contract be order be awarded to Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.) for the purchase and installation of the system in an amount of $132,500 minus $20,000 for the trade-in allowance for two used tow ropes for a total of $112,500. The installation of the lift system will be outsourced to Maverick Management.

ALTERNATIVES  
Currently visitors utilize a rope tow and this resolution recommends a snow tubing conveyor lifting system. A conveyor lifting system is a giant conveyor belt which safely and comfortably transports people to the summit of the hill. The new lift will dramatically increase uphill loading capacity, so the lines for tubing should be reduced significantly. The conveyor lifting system is easy for all types of riders, just slide onto the moving walkway to ride to the top of the hill. The lift will eliminate the stress of using a rope tow, which in turn provides more opportunity for having fun. Additionally, the lift is safer to use than a rope tow.

FINANCIAL IMPACT  
Board of Commissioners Resolution #16-198 authorized the use of funds from the Trails and Parks Millage for a snow tubing conveyor lifting system.

The new lift will dramatically increase uphill loading capacity and in turn may increase revenue for the snow tubing hill.

OTHER CONSIDERATIONS  
This resolution is running concurrent with the Park Commission.

RECOMMENDATION  
Based on the information presented, I respectfully recommend the resolution authorizing a contract with Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.) for a snow tubing conveyor lifting system at Hawk Island County Park snow tubing hill be approved.
Per your request, the Purchasing Department sought bids for the purchase and delivery of one (1) new snow tubing conveyor lifting system for Hawk Island County Park in Lansing, Michigan. The County is also interested in receiving a bid for installing the lifting system and trading in two (2) used multi ski lift tow ropes.

The RFP was advertised in the Lansing State Journal and the City Pulse and the Purchasing Department Web Page.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to bid/propose</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grid is summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Add</th>
<th>Option 1 Total Cost</th>
<th>Option 2 Total Cost</th>
<th>Number of Days to Install</th>
<th>Lead Time after receipt of PO/Contract</th>
<th>Down Payment Required</th>
<th>Warranty Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starlifts</td>
<td>No, NH</td>
<td>Yes</td>
<td>$85,400.00</td>
<td>$112,500.00</td>
<td>3 to 4</td>
<td>12 to 14 Weeks</td>
<td>25%</td>
<td>2 Yrs Parts / 5 Yrs. Belt</td>
</tr>
<tr>
<td>Rocky Mountain Conveyor</td>
<td>No, CO</td>
<td>Yes</td>
<td>$90,000.00</td>
<td></td>
<td>5</td>
<td>12 Weeks</td>
<td>50%</td>
<td>1 Yr</td>
</tr>
</tbody>
</table>

Attached are electronic copies of the vendors’ responses. Hard copies will be sent in courier.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) inform the Purchasing Department of your recommendation and reason(s) for the decision; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the bid process. If I can be of further assistance, please email jhudgins@ingham.org
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH ROCKY MOUNTAIN CONVEYOR & EQUIPMENT, INC. (D/B/A MAGIC CARPET LIFTS/RMCE, INC.) FOR A SNOW TUBING CONVEYOR LIFTING SYSTEM AT HAWK ISLAND COUNTY PARK

WHEREAS, park staff recommends a snow tubing conveyor lifting system be purchased for the snow tubing hill at Hawk Island County Park; and

WHEREAS, Board of Commissioners Resolution #16-198 authorized the use of funds from the Trails and Parks Millage for a snow tubing conveyor lifting system; and

WHEREAS, the Purchasing Department solicited proposals for a snow tubing conveyor lifting system; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.) in the amount of $132,500 for the purchase and installation of the snow tubing conveyor lifting system minus $20,000 for the trade-in allowance for two used tow ropes for a total of $112,500 according to Rocky Mountain Conveyor & Equipment, Inc.’s. (d/b/a Magic Carpet Lifts/RMCE, Inc.) bid response.

BE IT FURTHER RESOLVED, Rocky Mountain Conveyor & Equipment, Inc.’s. (d/b/a Magic Carpet Lifts/RMCE, Inc.) will have the installation of the lift system be outsourced to Maverick Management and if excavation services are necessary, it is to be billed at an additional $2,000.00 per day, to include excavator rental and labor, state, local and/or federal permits based on time and materials at $75 per hour, and work stoppages due to delivery, permitting, change orders, etc. billed at $100/hour per 8 hr./day.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO:            Board of Commissioners County Services Committee
FROM:          Tim Morgan, Parks Director
DATE:          June 7, 2016
SUBJECT:       Deer Hunting at Lake Lansing Park-North
For the meeting agenda of 6/21/16 County Services

BACKGROUND
This is a request due to the Michigan Department of Natural Resources (MDNR) research data reporting cases of chronic wasting disease (CWD) of a deer found in Meridian Township and surrounding counties that supports the continued appropriate management practices. This resolution authorizes the hunting of white tailed deer within the boundaries of Lake Lansing Park-North during the 2016 Archery Deer Season. Hunters must meet all requirements of the Meridian Township deer hunting program and may only use crossbows, guns will not be permitted.

ALTERNATIVES
Overpopulation of white tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd. The deer herd within Meridian Township and specifically in Lake Lansing Park-North, is causing damage to plant life within park property and surrounding private lands. In addition, deer/car accidents in the Lake Lansing area have increased over the last five years.

The MDNR has provided research data that supports the appropriate management of deer. The MDNR also states an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease and starvation as stated above with the onset of chronic wasting disease (CWD).

Meridian Township has conducted successful deer hunts within their properties and surrounding properties. Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park-North. By working cooperatively with Meridian Township, resources can be shared to successfully complete the project.

Ingham County will continue to work with the MDNR and USDA to help resolve the Chronic Wasting Disease (CWD) that has a confirmed case in Meridian Township near Lake Lansing. Assistance will include overnight culling supervised by the USDA Wildlife Services personnel, and in cooperation and planning with the Ingham County Parks Department staff under direction of the Michigan DNR.

FINANCIAL IMPACT
There are no financial impacts.

OTHER CONSIDERATIONS
This resolution is running concurrent with the Park Commission as the USDA/MDNR would like to resume culling of deer in July of 2016.

RECOMMENDATION
Based on the information presented, I respectfully recommend the resolution authorizing deer hunting at Lake Lansing Park-North be approved.
Agenda Item 4b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING DEER HUNTING AT LAKE LANSING PARK-NORTH

WHEREAS, this is a request due to the Michigan Department of Natural Resources research data reporting a case of (CWD) chronic wasting disease of a deer found in Meridian Township that supports the continued appropriate management practices; and

WHEREAS, overpopulation of white tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd; and

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park-North, is causing damage to plant life within park property and surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area has increased over the last five years; and

WHEREAS, the Michigan Department of Natural Resources states that an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease such as CWD and starvation; and

WHEREAS, Meridian Township has conducted successful deer hunts within their properties and surrounding properties; and

WHEREAS, Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park-North; and

WHEREAS, by working cooperatively with Meridian Township, resources can be shared to successfully complete the project; and

WHEREAS, Ingham County will continue to work with Michigan DNR and USDA to help resolve the Chronic Wasting Disease (CWD) that has a confirmed case in Meridian Township near Lake Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the hunting of white tailed deer within the boundaries of Lake Lansing Park-North during the 2016 Archery Deer Season.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes overnight culling of the deer herd supervised by the USDA Wildlife Services personnel, and in cooperation and planning with the Ingham County Parks Department staff under direction of the Michigan DNR through December 31, 2017.

BE IT FURTHER RESOLVED, hunters must meet all requirements of the Meridian Township deer hunting program and may only use archery equipment including crossbows, guns will not be permitted except during the overnight culling of the deer herd supervised by the USDA Wildlife Services personnel.

BE IT FURTHER RESOLVED, staff is directed to continue to collect information regarding the deer herd in Meridian Township and that the Parks Commission will assess the data prior to approving future hunts.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: June 7, 2016
SUBJECT: Reorganization of Ranger I Position to Assistant Park Manager I

For the meeting agenda of 6/21/16 County Services and 6/22/16 Finance

BACKGROUND
The Ingham County Parks Department is requesting consideration of the reorganization of the department at the Ranger I level of service in the parks. Ingham County will have one open position for Ranger I effective June 30, 2016. This is due to retirement. The vacated position presents an opportunity to restructure the Parks Department to better fit the present needs of park operations. Upon review by staff, Park Commission, Human Resources and consulting with the union it was determined that the best way to cover the present needs of the Ingham County Parks would be to reorg the following position:

Park Ranger I to Assistant Park Manger I

Both of these positions are ICEA Park Ranger Union positions; see attached correspondence from the ICEA Park Ranger Union president. Please find attached job descriptions for both positions that represent the job duties performed in their day to day roles in the department.

Presently, there are three Ranger I positions and two Assistant Manager’s Positions. Presently one of these Assistant Mangers Positions is shared in the summer months between Burchfield Park and Lake Lansing Parks. If this reorganization occurs, then there will be an Assistant Manager at all three Parks and then two Ranger I Positions, those Ranger I Positions then will be then shared seasonally between the parks as needed.

The Ingham County Parks Commission at their May 23, 2016 meeting and 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.

ALTERNATIVES
As part of the 2016 Budget request the Parks Department had asked for an additional Assistant Manager Position to help with the present needs in the Parks Department-this was denied. By utilizing a reorganization of the Ranger I position to an Assistant Manager I this will address immediate needs within the department, thus the Parks Department will not be requesting for an additional Assistant Manager I Position for fiscal 2017 budget request.

FINANCIAL IMPACT
The financial analysis of this change is attached and provided by Teri Morton, Budget Director. The long term annual cost of this reorganization would be $9,627. These costs will come from projected increase in revenue from snow hill and parking gate revenues. Half will be required for fiscal 2016 and will be transferred from within the present park budget to cover the remainder of this year from the open positon and/or other lines.
OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their May 23, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a reorganization of the Parks Department’s soon to be vacant Ranger I position to an Assistant Manager I.
## 2016 Personnel Cost Projections
### Parks Reorganization Proposal
#### Long Term Costs (All Positions at Top Step)

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Park Ranger I</td>
<td>Assistant Parks Manager I</td>
</tr>
<tr>
<td>Wages</td>
<td>$41,616</td>
<td>$49,410</td>
</tr>
<tr>
<td>Unemployment</td>
<td>208</td>
<td>247</td>
</tr>
<tr>
<td>FICA</td>
<td>3,184</td>
<td>3,780</td>
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<tr>
<td>Health</td>
<td>13,190</td>
<td>13,100</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
<td>886</td>
</tr>
<tr>
<td>Vision</td>
<td>122</td>
<td>122</td>
</tr>
<tr>
<td>Life</td>
<td>79</td>
<td>79</td>
</tr>
<tr>
<td>Disability</td>
<td>55</td>
<td>65</td>
</tr>
<tr>
<td>Retirement</td>
<td>2,913</td>
<td>3,459</td>
</tr>
<tr>
<td>Current Retiree HLTH</td>
<td>3,043</td>
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<tr>
<td>Future Retiree HLTH</td>
<td>1,873</td>
<td>2,223</td>
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<tr>
<td>Workers Comp</td>
<td>1,556</td>
<td>1,848</td>
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<tr>
<td>CARES</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>Total</td>
<td>$68,758</td>
<td>$78,385</td>
</tr>
<tr>
<td>Additional Cost</td>
<td></td>
<td>$9,627</td>
</tr>
</tbody>
</table>
On behalf of the Union,

We would like to thank you for including us in this process. We appreciate the opportunity to have our opinions be heard and acknowledged.

Again, the Union agrees with the changes the Department is proposing.

Thank you.

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

From: Morgan, Timothy
Sent: Wednesday, May 18, 2016 4:33 PM
To: Emens, Coe
Cc: Parsons, Travis
Subject: RE: Consideration by Union of Reorg of Ranger I position

Coe,
Please accept this as acknowledgement of my receipt of both your giving us approval to proceed with the possible reorganization of the Ranger I to an Assistant Manager I position and that your concerns below are dully noted.

Thank you Coe for your commitment to serving as Union President for ICEA Park Rangers,

Tim Morgan
Tim Morgan, CPRP (Certified Parks & Recreation Professional), and CTA (Certified Tourism Ambassador™)
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7191 (Direct)
517-676-2233 (Park Information)
tmorgan@ingham.org
www.inghamcountyparks.org
I have spoken with all the union members. The consensus was we are giving our approval, with a few concerns we would like documented.

1. Members are concerned that in the absence of a full-time Ranger I, more Ranger I duties will be placed on other positions. We accept the fact that some of those duties are expected of all positions in the Union, but don't want the other positions performing Ranger I duties the majority of the time.

2. Concern about the effects of the Department becoming more management top-heavy. The loss of skilled labor positions will effect the level of service we provide to the region. We would like to ask that the soon to be vacated Ranger I position be left vacant and not eliminated so that when the County is more economically stable, we can re-fill the position without conflict.

Thank you for your time and consideration.

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

PARK RANGER 1

General Summary: Under the supervision of the Park Manager II’s, Assistant Park Manger I and Assistant Park Manger II’s, 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. Supervises seasonal employees as assigned.

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 backhoe.

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.

01-24-02
Parks 2921-6
INGHAM COUNTY
JOB DESCRIPTION

ASSISTANT PARK MANAGER

General Summary:
Under the supervision of the Park Manager II assists with the supervision of and performs the work necessary to operate and maintain the County Parks System. Acts as the Relief Manager in the absence of the Park Manager. Duties include, but are not limited to, supervision of seasonal employees, community service workers, and inmate crews, overseeing and participating in visitor assistance, rule and regulation enforcement, landscaping and fertilization, building and equipment repair and upkeep, department-operated enterprise fund activities, and other required duties. Functions as a working foreperson during the off season, performing tasks related to winter sports operations maintenance and construction operations, and other assigned duties.

Essential Functions:

1. In the absence of the Manager, is responsible for the day-to-day management of the park(s) as assigned.

2. Assists with the supervision of seasonal, community service workers, inmate crews, and occasionally full-time employees engaged in park maintenance and operational activities. Assists with scheduling of work, provides training and supervision for seasonal and full-time employees, as warranted.

3. Performs and assists with the assignment and supervision of maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.

4. Performs and assists with the assignment and supervision of maintenance and repair work on park buildings, structures, and equipment including roofing, painting, plumbing repairs, carpentry, and other areas of general maintenance.

5. Responsible for first level rule and regulation enforcement.

6. Assists with monitoring reservations. Oversees snack bar, rentals and other enterprise fund activities.

7. Assists with accounting for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.

8. Functions as a Crew Leader during the off season, performing tasks related to winter sports and other maintenance and construction activities.

Other Functions:
- Performs other duties as assigned.
The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. 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.

**Employment Qualifications:**

**Education:** Must have a Bachelor’s Degree in Parks and Recreation or other closely related field of study or equivalent park experience.

**Experience:** Directly related Parks management experience can be substituted for education on a one-to-one ratio. Supervisory experience preferred.

**Other Requirements:**
- Ability to obtain state licensing as a Pesticide Applicator is required within six months of hire date.
- A valid Michigan Motor Vehicle Operator’s License is required at date of hire.
- Must have a good driving record.

(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:**
- Must be physically and mentally capable of conversation and instruction with park patrons, employees, other County Staff, and the general public. Visually monitors staff and park patrons for appropriate actions.
- Operates various types of hand power tools and outdoor power equipment.
- Must be capable of performing various types of maintenance and construction tasks necessary to build and maintain the facilities.
- Performs other routine physical functions like bending, sitting, standing, squatting, etc., typical of Parks Maintenance duties and employees. Climbs stairs and ladders.
- Will occasionally, lift, carry, push or pull weights up to 100 lbs.

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

**Work Conditions:**
- Walks on various types of terrain in all climate conditions.
WHEREAS, the retirement of the Park Ranger I position provided an opportunity to review and evaluate the needs of the Parks Department; and

WHEREAS, the vacated position presents an opportunity to restructure the Parks Department to better fit the needs of park operations; and

WHEREAS, the Parks Department would like to convert one vacant Ranger I position into an existing job description-Assistant Park Manager I-Parks Department; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union has reviewed the proposed changes and have given approval to proceed with the reorganization.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the reorganization of the Ingham County Parks Department to eliminate the one vacant Ranger I positions and replace this position with one Assistant Park Manager I-Parks Department position.

BE IT FURTHER RESOLVED, that the Assistant Park Manager I position will be posted and filled with the assistance of the Human Resources Department.

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.
The Ingham County Road Department (ICRD) received federal funding to resurface Holt Road from Grovenburg Road to Aurelius Road. The Holt Road project generally involves resurfacing the existing roadway pavement using a variety of methods, converting 4-lane sections to 3-lanes, signal upgrades, curb & gutter repairs, storm sewer, and sidewalk improvements. The estimated costs for the project are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Federal STP Urban Funding</td>
<td>$ 661,000</td>
</tr>
<tr>
<td>2017 Federal STP Urban Funding</td>
<td>$ 860,300</td>
</tr>
<tr>
<td>Delhi Township Work &amp; Match Contribution:</td>
<td>$ 59,000</td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$ 290,900</td>
</tr>
<tr>
<td></td>
<td>$1,871,200</td>
</tr>
</tbody>
</table>

The 2016 federal funding is not sufficient to fund the entire project, so 2017 funds will be used to complete the federal portion of the project. The 2017 funds will become available on October 1, 2016, but in the meantime, MDOT requires a “working capital deposit” in the amount of $430,150 to finance the project until the 2017 funds are available for reimbursement.

We are to the point where the available 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 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. A third party agreement between Delhi Charter Township and Ingham County is required for the township requested work and match contribution.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the associated 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 AND INGHAM COUNTY AND A THIRD PARTY AGREEMENT BETWEEN DELHI CHARTER TOWNSHIP AND INGHAM COUNTY IN RELATION TO A ROAD CONSTRUCTION PROJECT FOR HOLT ROAD FROM GROVENBURG ROAD TO AURELIUS ROAD

WHEREAS, the Ingham County Road Department received federal funding to resurface Holt Road from Grovenburg Road to Aurelius Road; 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 County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement between Delhi Charter Township and ICRD to pay for township requested work and match contribution; and

WHEREAS, the estimated costs for both projects are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Federal STP Urban</td>
<td>$ 661,000</td>
</tr>
<tr>
<td>2017 Federal STP Urban</td>
<td>$ 860,300</td>
</tr>
<tr>
<td>Delhi Township Work &amp;</td>
<td>$ 59,000</td>
</tr>
<tr>
<td>Match Contribution:</td>
<td></td>
</tr>
<tr>
<td>Road Department Match:</td>
<td>$ 290,900</td>
</tr>
<tr>
<td></td>
<td>$1,871,200</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 16-5299 with the State of Michigan/MDOT to effect resurfacing of Holt Road from Grovenburg Road to Aurelius Road for a total estimated cost of $1,871,200 consisting of $1,521,300 in federal funding and $349,900 in Road Department and Delhi Charter township funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with Delhi Charter Township to secure the estimated $59,000 of funds for township requested work and match contribution.

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.
The purpose of this memo is to explain a rather complicated situation.

The Road Department utilizes a uniform rental service to provide uniforms and shop towels for the mechanics and Fleet Manager as well as floor mats for entrances to the buildings.

IFB #40-16 produced only two responsive bidders, Arrow Uniform Rental and Unifirst Corporation, to provide this service for the next three years.

It was recommended and Board approved to offer contract to Arrow Uniform Rental, who later refused to sign the contract. It seems that Arrow wanted contract language stating that they would have 6 month termination of contract notice. Ingham County Attorneys disagreed and refused to add the language to the contract.

We now have two, recently hired mechanics, who are without uniforms and are wearing and laundering their own clothes since our contract with the former vendor, Unifirst Corporation, has expired.

The AFSCME CBA states the employer shall provide uniforms for the mechanics. In order to provide uniforms in a timely manner, a contract extension with Unifirst Corporation appears to be the best option.
May 31, 2016

Ingham County DPW
301 Bush St.
Mason, MI 48854

To Whom It May Concern:

UniFirst agrees to extend the current agreement with Ingham County for a term of one year. The new agreement will now expire on June 1, 2017. We appreciate the opportunity to continue our relationship, and look forward to bidding on continuing that relationship next year as well.

Please feel to reach out to me with any questions.

Sincerely,

Nate Younglove
Branch Manager
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT FOR SUPPLYING AND SERVICING
MECHANICS’ UNIFORMS, SHOP TOWELS, FLOOR MATS & RELATED SERVICES
FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department provides uniforms for its mechanics and fleet manager per their respective labor agreements, and needs services to supply mechanics’ shop towels, floor mat and related services for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released bid packet #40-16 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution; and

WHEREAS, the current vendor, Unifirst Corporation of Taylor, Michigan and former vendor, Arrow Uniform Rental of Walker, MI were the only responding bidders; and

WHEREAS, Board approval was given to offer contract to Arrow Uniform Rental; and

WHEREAS, Arrow Uniform Rental refused to sign the contract due to their displeasure of certain contractual obligation language; and

WHEREAS, Unifirst Corporation has agreed to extend current pricing of $81.55 per week through June 1, 2017; and

WHEREAS, The Road Department and Purchasing Department believe that it would be advisable to accept the offer of extension from Unifirst Corporation of Taylor, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the offer, and authorizes an extension of contract with Unifirst Corporation of Taylor, Michigan for supplying and servicing mechanics’ uniforms, shop towels, floor mats and related services for the Road Department for a total cost of $81.55 per week, through June 1, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution on behalf of the County after approval as to form by the County Attorney.
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated June 7, 2016 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>2016-308</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>ELM RD &amp; HOLT RD</td>
<td>LEROY</td>
<td>23</td>
</tr>
<tr>
<td>2016-313</td>
<td>DAVE SCHWANER</td>
<td>TREE PLANTING</td>
<td>TWINGING LN</td>
<td>MERIDIAN</td>
<td>14</td>
</tr>
<tr>
<td>2016-314</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>JEWETT RD &amp; KIPP RD</td>
<td>VEVAY</td>
<td>17</td>
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<td>2016-321</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WAVERLY RD &amp; COLUMBIA RD</td>
<td>DELHI</td>
<td>31</td>
</tr>
<tr>
<td>2016-322</td>
<td>MOORE-TROSPER</td>
<td>WALKWAY CONST.</td>
<td>FIVE OAKS DR</td>
<td>DELHI</td>
<td>2</td>
</tr>
<tr>
<td>2016-325</td>
<td>MDOT</td>
<td>DETOUR</td>
<td>WOOD ST &amp; LAKE LANSING RD</td>
<td>LANSING</td>
<td>4</td>
</tr>
<tr>
<td>2016-326</td>
<td>MARY ANN GIBBONS</td>
<td>LANDSCAPING</td>
<td>PETOSKY DR &amp; SHERWOOD RD</td>
<td>WILLIAMSTOWN</td>
<td>20</td>
</tr>
<tr>
<td>2016-333</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>LAKE DR &amp; WOODWIND TR</td>
<td>MERIDIAN</td>
<td>2</td>
</tr>
<tr>
<td>2016-334</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WAVERLY RD &amp; HOLT RD</td>
<td>DELHI</td>
<td>19</td>
</tr>
<tr>
<td>2016-335</td>
<td>MERIDIAN TOWNSHIP</td>
<td>WALKWAY CONST.</td>
<td>VARIOUS</td>
<td>MERIDIAN</td>
<td></td>
</tr>
</tbody>
</table>
TO: County Services and Finance Committees  
FROM: William Conklin, Managing Director, Road Department  
DATE: June 6, 2016  
SUBJECT: Bid Package 112-16, 2016 Primary & Local Road Program Bid Recommendations & Resolutions

The annual Local Road Program involves both contracted, outsourced road construction and Road Department crew-performed work to complete construction and heavy maintenance on the county local (as opposed to primary) road system. Bid Package 112-16 has been released for bidding on the contracted portion of the local road program plus two groups of primary road recycling and/or paving projects involving work more economically done by contractors better equipped for large volume recycling and paving.

Resolutions on the current agenda have been submitted to approve agreements with Townships for Township funding participation on the various local road projects. Projects and their proposed treatments are selected by Road Department staff and the respective Townships, based on the needs and conditions of the roads.

In some years including this year, resurfacing on primary roads funded by the road department’s maintenance budget is bid along with the local road work. Six separate projects, known as “items”, on various roads within four townships plus 2 groups of primary road projects were included in Bid Package 112-16. The project bids recommended for approval will require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in differing townships.

One of the groups of primary road recycling and resurfacing will be funded with $1.6 million in revenue from the settlement late last year with Enbridge Energy Company relating to wear and tear of various roads from Enbridge’s recently completed petroleum pipeline project in southeasterly Ingham County approved per Resolution 15-345 adopted by the Board of Commissioners on September 22, 2015. Recycling and resurfacing of several primary roads most distressed by the pipeline project as shown in the attached resolution is proposed. Choice of these projects was coordinated with the four Townships affected by the Enbridge project—White Oak, Stockbridge, Bunker Hill and Leslie Townships. The road department will be performing additional maintenance with in-house crews on other roads affected by the Enbridge project.

Given the timing of determining local roads to be done with two of the Townships, the necessary time for engineering, bid preparation and allowing adequate time for bidding, the bids will not be received until June 14. However given the need to get work underway as soon as possible on these projects, the road department needs resolutions approving contracts for these projects approved at the June 28 Board of Commissioners meeting. Upon opening on June 14, the bids will then be reviewed, tabulated and contract award recommendation resolutions prepared and submitted as substitute resolutions for the attached blank, “placeholder” resolutions for the June 21 and 22 County Services and Finance Committees meetings.

Note that as some bids may come in higher than budgets for the projects, the resolutions for accepting the bids will include language for accepting these bids contingent upon the various Townships also accepting, modifying, or rejecting these bids as necessary. We request and recommend that the Board of Commissioners approve the final substitute versions to be submitted of the attached draft resolutions contingent upon the respective Townships’ approvals of these bids in order to save time in executing contracts for these projects and thus get the projects underway as soon as possible. The respective contracts will then be prepared commensurate with the final scope of the respective projects as approved by the respective Townships.
Agenda Item 5d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH

FOR ITEM I OF THE 2016 LOCAL ROAD PROGRAM BID PACKET # 112-16
RECYCLING & RESURFACING OF ENGLISH MEADOWS SUBDIVISION STREETS,
DELHI TOWNSHIP

WHEREAS, Delhi Township received and has approved a petition from the benefitting residents for special assessment funded pavement recycling, asphalt resurfacing and related repairs on the streets of English Meadows Subdivision in section 21 of Delhi Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Delhi Township to construct these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item I; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, ________________________________, submitted the lowest responsive and responsible bid at $__________, for Bid Packet 112-16, Item I; and

WHEREAS, a contingency is being requested in the amount of 10%, $___________, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with ________________________________, for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 112-16, Item I for the low bid cost with 10% contingency of $__________.

BE IT FURTHER RESOLVED, Delhi Township received and has approved a petition from the benefitting residents for special assessment funded pavement recycling, asphalt resurfacing and related repairs on the streets of English Meadows Subdivision in section 21 of Delhi Township, due to normal deterioration over time as shown in the map below.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH

FOR ITEM II OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16 RECYCLING & RESURFACING OF VARIOUS STREETS, MERIDIAN TOWNSHIP

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Meridian Township to fund these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item II; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, ________________________________, submitted the lowest responsive and responsible bid at $__________, for Bid Packet 112-16, Item II; and

WHEREAS, a contingency is being requested in the amount of 10%, $___________, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by the Meridian Township,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with ________________________________, for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 112-16, Item II for the low bid cost with 10% contingency of $__________, or as reduced per direction to be received from Meridian Township.

BE IT FURTHER RESOLVED, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
<table>
<thead>
<tr>
<th>Streets, Limits:</th>
<th>Proposed Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenmore, Grandview, Hillcrest, Kent-Grand River</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Ardmore, Kent-Grand River,</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Marlboro, Hillside-bend at south end</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, Shoulder gravel</td>
</tr>
<tr>
<td>Hillside, Marlboro-Northview</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, Shoulder gravel</td>
</tr>
<tr>
<td>Donovan, Salem-Raleigh</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, ADA Ramp Upgrades, Curb repair</td>
</tr>
<tr>
<td>Spring Lake Dr, Dobie-Viceroy</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, ADA Ramp Upgrades, Curb repair</td>
</tr>
<tr>
<td>Montrose, Grand River to Sioux Way</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Indian Glen, Hatch-Birchwood</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, ADA Ramp Upgrades, Curb repair</td>
</tr>
<tr>
<td>Elk Lane, Fairhills-Breezy Point</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, ADA Ramp Upgrades, Curb repair</td>
</tr>
<tr>
<td>Heather Circle, east of Park Lake Rd</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, Curb repair,</td>
</tr>
<tr>
<td>Heather, Park Lake Rd-Wardcliff</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Park, Marsh-Shaw</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Shaw, Haslett-Park</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Potter, Haslett-Lake Dr</td>
<td>Crush &amp; Shape, 3.5 &quot; Asphalt Repaving, Shoulder gravel</td>
</tr>
<tr>
<td>Teakwood, Buckingham-Buckingham</td>
<td>Hot Recycle &amp; 1“ Asphalt resurfacing, ADA Ramp Upgrades, Curb repair</td>
</tr>
</tbody>
</table>
WHEREAS, Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Bon Air, 175 ft. south to Michigan Ave., Genesee, 300 ft. west of Bon Air to Rosemary, and Grace, Michigan Ave. to Saginaw Hwy.; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Lansing Township to fund these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, ___________________________________, submitted the lowest responsive and responsible bid at $__________, for Bid Packet 112-16, Item III; and

WHEREAS, a contingency is being requested in the amount of 10%, $__________, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by Lansing Township,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with ___________________________________, for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 112-16, Item III, for the low bid cost with 10% contingency of $__________, or as reduced per direction to be received from Lansing Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
Agenda Item 5g

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH

FOR ITEM IV OF THE 2016 LOCAL ROAD PROGRAM BID PACKET #112-16 RESURFACING OF VARIOUS PRIMARY ROADS, INGHAM COUNTY

WHEREAS, The Ingham County Road Department recommends that asphalt resurfacing and related repairs be done on the following primary county roads due to normal deterioration over time: Dexter Trail, Swan to Murray Roads, Brogan Road, M-106 to M-36, and Oak Street, Leslie city limit to Kinneville Road; and

WHEREAS, the above listed work will be funded from the road department’s Michigan Transportation Fund (MTF) road maintenance budget; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item IV; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, ________________________________, submitted the lowest responsive and responsible bid at $__________, for Bid Packet 112-16, Item IV; and

WHEREAS, a contingency is being requested in the amount of 10%, $__________, for any unidentified and unforeseen problems that may occur during the process; and

WHEREAS, the scope of the project may need to be reduced to fit available budget, which will be determined by the road department,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with ________________________________, for resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 112-16, Item IV for the low bid cost with 10% contingency of $__________ , or as reduced to fit available road department budget for this project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
WHEREAS, The Ingham County Road Department recommends that asphalt recycling, resurfacing and related repairs be done on the following primary county roads due to normal deterioration over time: Williamston Road, Bunker Hill Road to Catholic Church Road, Carter Road, Proctor Road to M-52, and Jackson Road, Baseline Road to Fitchburg Road; and

WHEREAS, the above listed work will be funded from the road department’s Michigan Transportation Fund (MTF) road maintenance budget and with $1.6 million in revenue from a settlement with Enbridge Energy Company relating to wear and tear of various roads from Enbridge’s recently completed petroleum pipeline project in southeasterly Ingham County approved per Resolution 15-345 adopted by the Board of Commissioners on September 22, 2015; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item V; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, _________________, submitted the lowest responsive and responsible bid at $________, for Bid Packet 112-16, Item V; and

WHEREAS, a contingency is being requested in the amount of 10%, $________, for any unidentified and unforeseen problems that may occur during the process; and

WHEREAS, the scope of the project may need to be reduced to fit available budget, which will be determined by the road department,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with _________________, for resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 112-16, Item V for the low bid cost with 10% contingency of $________, or as reduced to fit available road department budget for this project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
WHEREAS, White Oak Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and related repairs are needed on the following roads in White Oak Township due to normal deterioration over time: Swan Road, Osborne Road to 1500 ft. east of Burden Road, and Dietz Road, Swan to Carter Roads; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with White Oak Township to fund these repairs under the 2016 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 112-16, Item VI; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, ______________________________, submitted the lowest responsive and responsible bid at $__________, for Bid Packet 112-16, Item VI; and

WHEREAS, a contingency is being requested in the amount of 10%, $__________, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by White Oak Township,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with ______________________________, for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 112-16, Item VI, for the low bid cost with 10% contingency of $__________, or as reduced per direction to be received from White Oak Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
Agenda Item 5j

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 14, 2016

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE.

Jolly Road, from west of Dobie Road to Meridian Road in Meridian and Alaiedon Townships is in the federal aid highway funding Transportation Improvement Plan, TIP, for resurfacing in 2017.

The Michigan Department of Environmental Quality (MDEQ) has made available grant funding in the amount of $462,311 in state FY 2015/16 for use by September 30, 2017, for the above mentioned Jolly Road resurfacing project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, used vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem.

In the recent past, the Road Department has accepted this funding and has placed CRMA on several county road projects including Cornell Road north of M-43, Waverly Road, Miller to Jolly Roads, Haslett Road, Park Lake to Marsh Roads, and Bennett/Kinawa Roads, Hagadorn to Dobie Roads.

So far CMRA is performing as expected and is ultimately expected to outlast conventional asphalt. However, since CRMA is new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce CRMA. Thus MDEQ offers the CRMA grant program to help foster this market.

The remainder of the Jolly Road project’s proposed construction, which is to be 80% federal aid funded with 20% match from 2015 budgeted County Road Funds, constitutes the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA. The final amount of the grant is dependent on that actual final amount of CRMA placed on the project.

Road Department staff has worked with Michigan State University research staff and has reviewed and understands MSU’s research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and therefore recommends approval of the attached resolution to allow entering into the agreement with MDEQ to receive the CRMA grant funding as described above.
RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE ON 2017 JOLLY ROAD RESURFACING PROJECT, DOBIE TO MERIDIAN ROADS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, Jolly Road, from west of Dobie Road to Meridian Road in Meridian and Alaiedon Townships is in the federal aid highway funding Transportation Improvement Plan, TIP, for resurfacing in 2017; and

WHEREAS, the Michigan Department of Environmental Quality, MDEQ, has made available grant funding in the amount of $462,311 in state FY 2015/16 for use by September 30, 2017, for the above mentioned Jolly Road resurfacing project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement’s performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, the remainder of the Jolly Road project’s proposed construction, which is to be 80% federal aid funded with 20% local match from 2015 budgeted County Road Funds, constitutes the required 50% local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Road Department staff has worked with Michigan State University, MSU, research staff and has reviewed and understands MSU’s research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested prime grant recipient agreement with MDEQ to allow the placement of the CRMA research test strips on the Jolly Road project and thus to receive the MDEQ CRMA grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with MDEQ for the placement of the CRMA research test strips on the above-mentioned Jolly Road project in 2017 and to receive the MDEQ CRMA grant funds intended for this purpose in the amount of up to $462,311 dependent on final CRMA quantity placed.

BE IT FURTHER RESOLVED, that the 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.
TO: Board of Commissioners County Services Committee
FROM: Travis Parsons, Human Resources Director
DATE: June 7, 2016
SUBJECT: Policy – Tuberculosis Screening of Newly Hired Employees
County Services June 21st Agenda

BACKGROUND

Tuberculosis (“TB”) is a disease caused by Mycobacterium tuberculosis that adversely affects public health around the world. In the United States, TB control remains a substantial public health challenge in multiple settings. Two settings where employees are particularly exposed are Health Care and Detention settings.

As part of its control efforts, Ingham County has historically required all newly hired employees to undergo TB screening. However, in recent years the need to screen all employees was identified as being unnecessary, and only newly hired employees in departments with a higher risk for potential exposure were screened.

This document is the product of a combined effort between the County Human Resources Department, Health Department, Youth Center and Sheriff’s Office to reevaluate, update, and codify the County’s newly hired employee TB screening policy and procedure. Its goal is to ensure the consistent and accurate processing of new employees assigned to locations at higher risk of exposure to TB and to lay a foundation on which departments can build their exposure control plans and follow-up testing programs for employees, contractors and volunteers.

ALTERNATIVES

No prior policy existed and the procedure to test all new hires was unnecessary and inefficient.

FINANCIAL IMPACT

The result of the increased efficiency from utilizing the initial screening form and follow-up procedure will result in savings in time and resources for testing, reading of results and counseling by the Communicable Disease Unit.

OTHER CONSIDERATIONS

The proposed policy conforms with recommendations from the Centers for Disease Control (“CDC”), Curry International Tuberculosis Center and Michigan Department of Corrections.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution approving the policy for Tuberculosis Screening of Newly Hired Employees.
WHEREAS, Ingham County is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, Ingham County identified the need to develop Tuberculosis ("TB") screening policy and procedure for new hires; and

WHEREAS, the Ingham County Health Department, Ingham County Sheriff's Office, Ingham County Youth Center and the Ingham County Human Resources Department collaborated to reevaluate, update and codify a policy and procedure for TB screening of newly hired employees; and

WHEREAS, the policy and procedure has been reviewed by the County Attorney.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached policy for Tuberculosis Screening of Newly Hired Employees.
1. **Purpose and Applicability:**

Tuberculosis (‘‘TB’’) is a disease caused by *Mycobacterium tuberculosis* that adversely affects public health around the world. In the United States, TB control remains a substantial public health challenge in multiple settings. Two settings where employees are particularly exposed are Health Care and Detention settings.

As part of its control efforts, Ingham County has historically required all newly hired employees to undergo TB screening. However, in recent years the need to screen all employees was identified as being unnecessary, and only newly hired employees in departments with a higher risk for potential exposure were screened.

This document is the product of a combined effort between the County Human Resources Department, Health Department, Youth Center and Sheriff’s Office to reevaluate, update, and codify the County’s newly hired employee TB screening policy and procedure. Its goal is to ensure the consistent and accurate processing of new employees assigned to locations at higher risk of exposure to TB and to lay a foundation on which departments can build their exposure control plans and follow-up testing programs for employees, contractors and volunteers.

The policy and procedures detailed in the pages that follow are informed by recommendations from the Centers for Disease Control (‘‘CDC’’), Curry International Tuberculosis Center and Michigan Department of Corrections and many other sources. Questions about the policy and procedures should be directed to the Human Resources Department at hr@ingham.org or 517-887-4328.

2. **Abbreviations:**

   “CDC” - Centers for Disease Control and Prevention.
   “OSHA” - Occupational Safety and Health Administration.
   “TB” – Tuberculosis.
   “TST” - Tuberculin skin test.

3. **Definitions:**

   *TB infection:* A condition in which living tubercle bacilli are present in the body without clinical disease. TB infection without TB disease cannot be transmitted. Persons with TB infection have no symptoms of TB disease and generally have a positive tuberculin skin test or Quantiferon testing.
**TB disease** (i.e., active TB disease): A condition in which living tubercle bacilli are present in the body and the disease is clinically active. Bacilli from TB disease of the lungs or larynx can be transmitted when a person with the disease coughs, sings, laughs, speaks, or breathes. Persons with TB disease have symptoms and generally have a positive tuberculin skin test or Quantiferon testing.

**Two-step tuberculin skin testing** (TST): A procedure used to establish an accurate baseline for periodic TST programs. Two-step testing reduces the likelihood of mistaking a boosted TST reaction for new TB infection. In health-care and detention facilities, the two-step TST is conducted at the time of hire.

### 4. General Policy

A. Ingham County will provide a screening form for tuberculosis (TB) to all employees working in locations at higher risk for exposure to TB. See section C below.

B. The purpose of the TB screening program is to:

1. Identify newly hired employees assigned to locations at higher risk for exposure to TB to prevent transmission to other employees, patients, visitors;
2. Evaluate the effectiveness of TB exposure control measures in order to identify the need for corrective action; and
3. Comply with federal, state, and local regulations and guidelines.

C. Screening will be provided to all newly hired employees assigned to locations at higher risk of exposure to TB, including, but not limited to:

1. The Ingham County Health Department;
2. The Ingham County Sheriff’s Department;
3. The Ingham County Youth Center;
4. The Ingham County Potter Park Zoo.

### 5. Authority and Responsibility for Policy and Procedures:

A. The following individual(s)/department(s) will have the authority and/or responsibility for all or parts of the policy and procedures:

1. The Health Officer and Human Resources Director have the authority to ensure full compliance with the policy and procedures;
2. The Human Resources Department and Health Department have the authority and responsibility to periodically review and revise the policy and procedures;
3. The Medical Director has the responsibility of medical direction of and active support for the TB screening program;
4. The Medical Director and their designee have the responsibility for performing TB risk assessments annually; and
5. Communicable Disease Control Supervisor and Immunization Supervisor have the authority and responsibility to screen for TB.

B. All newly hired employees assigned to susceptible locations will comply with the Policy and Procedures for Tuberculosis Screening as a condition of their employment, including obtaining required two-step tuberculin skin tests (TSTs) and follow-up, as appropriate; attending educational sessions; and using safe work practices to prevent exposure to TB.

6. Initial Tuberculosis Screening Procedure for Newly Hired Employees:

A. Newly hired employees assigned to locations at higher risk of exposure to TB will be provided the Mandatory Tuberculosis Screening Form by Human Resources. (Refer to appendix B and C for the screening forms.)

B. If a newly hired employee answers “yes” to the first question on the form, they will be directed to Immunizations for testing. If a newly hired employee answers “yes” to any other question on the screening form, they will be sent to Communicable Disease for evaluation and to immunizations if the evaluation dictates the need for testing. A newly hired employee being directed to either Immunizations or Communicable Disease will be directed to bring their completed Mandatory Tuberculosis Screening Form with them and will be added to a tracking spreadsheet by Human Resources. A newly hired employee answering “no” to all questions on the Mandatory Tuberculosis Screening Form will be informed that they are ready to begin working on their start date.

C. Once Communicable Disease and/or Immunizations staff have completed their evaluation of the newly hired employee and based on their findings have determined that the newly hired employee can begin working, they will complete the bottom portion of the Mandatory Tuberculosis Screening Form and direct the newly hired employee to return the form to the Human Resources Department. Should a newly hired employee be found to not be able to start working, Human Resources will be contacted by the appropriate staff and the process will continue at section F.

D. Human Resources through the utilization of a tracking spreadsheet will confirm that the completed Mandatory Tuberculosis Screening Form is received prior to the newly hired employee’s start date. Should the form not be received in time, Human Resources will contact the newly hired employee to determine their testing status, the newly hired employee’s supervisor to make them aware that the employee will not be able to start working on their start date and the Employee Services Coordinator to let them know to disregard the previously generated PAR for the newly hired employee. Once the Mandatory Tuberculosis Screening Form is received, Human Resources will contact the supervisor so that they may reach out to the employee to arrange a new start date and to have a corrected PAR generated.

E. Once Human Resources receives the corrected PAR, the newly hired employee will be removed from the tracking spreadsheet.
F. Should a newly hired employee be found to not be able to start working by the Communicable Disease/Immunizations Staff, the appropriate staff will contact Human Resources. Human Resources will then contact the newly hired employee’s supervisor to make them aware that the employee will not be able to start working on their start date and the Employee Services Coordinator to let them know to disregard the previously generated PAR for the newly hired employee.

G. Once the newly hired employee has been cleared by the Communicable Disease/Immunizations Staff to start working, the appropriate staff will contact Human Resources and the Mandatory Tuberculosis Screening Form will be submitted to Human Resources. With receipt of the Mandatory Tuberculosis Screening Form, Human Resources will contact the supervisor so that they may reach out to the employee to arrange a new start date and to have a corrected PAR generated. The process will continue at section E above.

7. **Tuberculosis Testing Procedure for Newly Hired Employees:**

   A. A two-step skin test will be administered to all new employees working at locations which are at higher risk for exposure to TB and who have not had a skin test within the past twelve months. Two-step testing consists of an initial skin test and if negative; followed by a second test in 1-3 weeks. Employees may begin working after the 1st TST reading.

   B. Newly hired employees with documented negative TB test results from testing done less than 12 months before becoming employed with the County will need to have a single TB test completed as a baseline. This test will be considered the second step.

   C. Newly hired employees with documented negative Quantiferon testing completed less than 12 months before becoming employed with the County will be referred to the Communicable Disease Department.

   D. The second test will be coordinated between the appropriate Communicable Disease/Immunizations staff and the newly hired employee. Once testing is complete, the newly hired employee will be provided documentation stating they completed their second step testing. The newly hired employee will provide this documentation to their supervisor as proof of completing the testing. The supervisor can discard this documentation after receipt.

8. **Compliance with the TB Screening Program:**

   A. Compliance with TB screening is mandatory.

   B. Employees failing to comply with the requirements of TB screening may be subject to disciplinary action, up to and including termination.
9. **Confidentiality of Medical Records**

   A. Medical information obtained from employees during TB screening is confidential and will be placed in locked files separate from their personnel file. (If computerized, access to information in the database will be protected and limited to designated staff.)

   B. Names of persons (including patients) diagnosed with TB disease (who may be the source of TB exposure to employees, contractors and volunteers) will be kept confidential.

   C. Access to employee medical records will be limited to designated staff. However, medical records may be subject to disclosure, if subpoenaed.

10. **Record Keeping and Reporting:**

   A. Employees will be provided with a copy of their TB skin testing results. If requested, employees will be provided with a copy of their Mandatory Tuberculosis Screening Form.

   B. All medical information obtained through the TB screening program will be maintained for the duration of employment plus 30 years, including, but not limited to:

      1. TST;
      2. Medical examination and follow-up;
      3. Medical testing and procedures; and
      4. Treatment.

   C. TST conversions and active TB cases among employees will be recorded on the OSHA Log 300 as required by law.

**Appendix A**  TB Process Flow Diagram P1
**Employment Specialist**
- Runs EEO and other checks on selected applicant and provides hiring supervisor authorization to extend job offer.
  - Includes advisory to Supervisor that start date cannot be earlier than 6 business days from offer acceptance date.

**TB Process Flow Diagram**

- **Supervisor**
  - Contacts applicant/employee, makes employment offer, sets start date and advises applicant/employee that HR will be contacting them regarding the next steps in the process.
  - Notifies PAR processor to have PAR generated.

- **HR Clerk**
  - Upon receipt of the PAR, determines if applicant/employee is in a position requiring a pre-employment physical. If yes, coordinates with Sparrow.
  - Contacts applicant/employee and advises them to come to the HR Office, provides directions to the Office and informs applicant/employee of the I-9 documentation and any other documentation that they need to bring with them. Sends email as well.
  - Upon applicant/employee arrival at the HR Office, administers:
    - I-9/E-Verify
    - Temp Documents, if applicable
      - W-4's, Temp Employment Notice, Right to Know Form, Direct Deposit Form, State of Michigan New Hire Form
    - Tracks receipt of physical results, if applicable
      - No restrictions, no action taken, results sent to Insurance Coordinator for filing.
      - Restrictions, results sent to HR Director for resolution.
    - TB Screening Form
      - Reviews completed form to determine if applicant/employee needs to be directed to Immunization.

- **If Yes**
  - Directs applicant/employee to Disease Control or Immunizations with TB Screening Form.
    - Disease Control if applicant/employee marks yes to any other questions on screening form.
    - Immunizations if applicant/employee marks yes to first question on screening form.
    - Adds applicant/employee to tracking spreadsheet.
      - Contacts applicant/employee, Supervisor and Employee Services Coordinator if results are not received by x time period prior to start date.

- **Disease Control**
  - Screens applicant/employee to determine if testing is necessary.
    - If testing is not necessary, applicant/employee bring completed TB Screening Form back to HR Clerk as they are cleared to begin working.
    - If testing is necessary, applicant/employee along with screening form to Immunization Clinic.

- **Immunization Clinic**
  - Administers TB testing process.
    - Has applicant/employee bring completed TB Screening Form back to HR Clerk once applicant/employee is cleared to begin working.

- **If No**
  - Notifies applicant/employee that they are set to start.
TB Process Flow Diagram P2

TB Process Flow Diagram

HR Clerk
- Verifies TB Screening Form is received by x time period prior to start date.

If Yes
- Removes applicant/employee from tracking spreadsheet.

If No
- Contacts applicant/employee, Supervisor and Employee Services Coordinator:
  - Informs applicant/employee that their Supervisor will contact them to arrange a new start date.
  - Informs Supervisor that they will be contacted once results are received.
  - Informs Employee Services Coordinator to disregard PAR.
- Continues to monitor tracking spreadsheet and follow-up as necessary.
- With receipt of TB Screening Form from Immunization, notifies Supervisor that applicant/employee is cleared to begin working.

Supervisor
- Contacts applicant/employee and sets new start date.
- Notifies PAR processor to have PAR regenerated.

HR Clerk
- With receipt of PAR, Removes applicant/employee from tracking spreadsheet.
Appendix B

INGHAM COUNTY HEALTH DEPARTMENT
EMPLOYEE MANDATORY TUBERCULOSIS SCREENING FORM

Name (please print): ________________________________

Last    First     MI

Country of Birth: __________________ Year arrived in US: ______________

MANDATORY TUBERCULOSIS SCREENING FORM
Sections A and B are REQUIRED for ALL employees

Are you a health care worker? YES NO
Medical provider, nurse, medical assistant, dentist, dental hygienist, dental assistant, nutritionist, social workers, behavioral health therapist and contractual employees.

SECTION A: History of Tuberculosis (TB)?

1. Have you ever been sick with tuberculosis? YES NO

2. Have you ever had a positive PPD, TB Quantiferon test, or T-SPOT? YES NO

SECTION B: At Risk for Tuberculosis (TB)?

1) Were you born in, or have you lived, worked or visited for more than one month in any of the following: Asia, Africa, the Caribbean, South America, Central America, Russia or Eastern Europe? YES NO

If yes, what country? ________________ How long? ________________

Reason (please circle) Born there Tourist Work School Other

____________________

2) Have you had HIV infection, AIDS, diabetes, leukemia, lymphoma or a chronic immune disorder? YES NO

3) Do you have a persistent cough? (3 weeks or more), fever, night sweats, fatigue, loss of appetite, or weight loss? YES NO

4) Have you ever lived with or been in close contact to a person known or suspected of being sick with TB? Do you use illegal drugs or abuse alcohol? YES NO

5) Have you ever lived, worked, or volunteered in any homeless shelter, prison/jail, hospital or drug rehabilitation unit, nursing home or residential healthcare facility? YES NO

Employee Signature/Date ________________________________ HR Representative
Signature/Date ________________________________

If you answered NO to all of the above questions, skip Section C.

If you answered YES to any of the above questions, you must go to the communicable disease office to be evaluated by a Communicable Disease Nurse (CDN). Section C to be completed by CDN.
SECTION C: If patient answered YES to any of the above questions, proof of a PPD, QuantiFERON –TB Gold or T-SPOT is REQUIRED. If PPD results are 10mm or more, or QuantiFERON-TB Gold or T-SPOT are positive a chest x-ray is REQUIRED. If an employee has history of positive PPD, chest x-ray is required.

PPD: Date placed ______________ Date read ______________ # of mm induration ______________

QuantiFERON-TB Gold or T-SPOT: Result Date ______________ Result (attach lab report) ______________

Date of chest x-ray ______________ Result ______________

If negative CXR and positive PPD, did employee complete a course of LTBI treatment? YES    NO
If yes, date of treatment __________ medication ___________ months of treatment ___________

DCN evaluation:

Name/Signature of CD Nurse ______________ Phone number 887-4308 ______________ Date ______________
Appendix C

INGHAM COUNTY HEALTH DEPARTMENT

EMPLOYEE MANDATORY TUBERCULOSIS SCREENING FORM

SHERIFF DEPARTMENT YOUTH CENTER AND ZOO

MANDATORY TUBERCULOSIS SCREENING FORM

Name (please print):
________________________________________________________________________
________________________________________________________________________
Last First MI
Country of Birth: ____________________________ Year Arrived in US: ___________

MANDATORY TUBERCULOSIS SCREENING FORM Sections A and B are REQUIRED for ALL Employees

Are you a health care worker, a Sheriff’s Deputy, custody staff, maintenance staff, or a cook at the Jail or Youth Center or any staff working at the zoo? YES ☐ NO ☐

SECTION A: History of Tuberculosis (TB)?
1. Have you ever been sick with tuberculosis? YES ☐ NO ☐
2. Have you ever had a positive PPD, TB Quantiferon test, or T-SPOT? YES ☐ NO ☐

SECTION B: At Risk for Tuberculosis (TB)?
1. Were you born in, or have you lived, worked or visited for more than one month in any of the following: Asia, Africa, the Caribbean, South America, Central America, Russia or Eastern Europe? YES ☐ NO ☐
   If yes, what country? _________________ How long? __________
   Circle Reason: Born There School Tourist Work Other: _______________
2. Have you had HIV infection, AIDS, recent immigration, history of TB, recent close contact with a person with TB disease, injection drug use, immunosuppressive therapy, diabetes, leukemia, hematologic malignancy or lymphoma, chronic renal failure, history of gastrectomy or jejunoileal bypass, or a chronic immune disorder, medical conditions associated with substantial weight loss or malnutrition? YES ☐ NO ☐
3. Do you have a persistent cough? (3 weeks or more), fever, night sweats, fatigue, loss of appetite, weight loss or coughing blood? YES ☐ NO ☐
4. Have you ever lived with or been in close contact to a person known or suspected of being sick with TB? Have you used or currently use illegal drugs or abuse alcohol? YES ☐ NO ☐
5. Have you ever lived, worked, or volunteered in any homeless shelter, prison/jail, hospital or drug rehabilitation unit, nursing home or residential healthcare facility? YES ☐ NO ☐

Employee Signature/Date: __________________________ HR Representative Signature/Date: __________________________

If you answered NO to all of the above questions, skip Section C. If you answered YES to any of the above questions, you will be directed to the Communicable Disease Department. Section C to be completed by Communicable Disease Nurse.
SECTION C: If patient answered YES to any of the above questions, proof of a PPD, QuantiFERON –TB Gold or T-SPOT is REQUIRED. If PPD results are 10mm or more, or QuantiFERON-TB Gold or T-SPOT are positive a chest x-ray is REQUIRED. If an employee has history of positive PPD, chest x-ray is required.

PPD: Date Placed __________ Date Read: __________ # of mm Induration: __________
QuantiFERON-TB Gold or T-SPOT: Result Date: _____________ Result (Attach Lab Report): _____________
Date of Chest X-Ray: __________ Result: ___________

If negative CXR and positive PPD, did employee complete a course of LTBI treatment? YES ☐ NO ☐

If yes, date of treatment _______________ Medication _______________ Months of treatment _______________

_________________________________________   ___________________________   ___________________________
Name/Signature of Nurse                     Phone Number                        Date
BACKGROUND

The Road Department has a larger road maintenance program scheduled for 2016. This will require employees working in classifications represented by AFSCME to work additional overtime. Currently employees working overtime are allowed to choose compensatory time in lieu of overtime pay. Compensatory time accrued is limited to an annual maximum of 80 hours.

Employees in the impacted classifications requested a temporary increase in the maximum accumulation to 104 hours. The 24 increase is to be used between October 15th and December 15th.

ALTERNATIVES

The employees could be paid for all overtime hours excess of the accumulated maximum of 80 hours in 2016; however employees in the unit would prefer to have access to additional time off during the season between construction and winter road maintenance.

FINANCIAL IMPACT

Overtime and compensatory time are both earned at a rate of one and one half times (1½) for each hour worked over forty (40) hours per week.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed updated LOU.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and AFSCME regarding the temporary increase in the maximum accumulation of compensatory time.
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES REGARDING MAXIMUM ACCUMULATION OF COMPENSATORY TIME

WHEREAS, an agreement was reached between representatives of Ingham County and the American Federation of State, County and Municipal Employees (AFSCME) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Human Resources Department and the Road Department have discussed with the AFSCME the need for the additional overtime due to the larger road maintenance program scheduled for 2016; and

WHEREAS, the Employer and Union desire to extend this maximum compensatory time off accumulation by 24 additional hours to 104 hours maximum per year for 2016, with the additional 24 hours to be used between October 15 and December 15, 2016; and

WHEREAS, the provisions of the Letter of Understanding have been approved by County Services and Finance Committee regarding the temporary increase in the maximum accumulation of compensatory time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING BETWEEN  
COUNTY OF INGHAM (Employer) 
AND 
AFSCME LOCAL #1499 (Union)  

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the “Employer”) and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017; and  

WHEREAS, it is anticipated that employees in classifications represented by AFSCME will be working additional overtime with a larger road maintenance program scheduled for this year; and  

WHEREAS, Article 12, section 4 of the current labor agreement between the Employer and the Union provides up to 80 hours per year accumulation of compensatory time off per employee choice rather than overtime payment; and  

WHEREAS, Both the Employer and Union desire to extend this maximum compensatory time off accumulation by 24 additional hours to 104 hours maximum per year for 2016, with the additional 24 hours to be used between October 15 and December 15, 2016.  

THEREFORE, IT IS HEREBY AGREED UPON between the parties as follows:  

1. To extend maximum compensatory time off accumulation to 104 hours per year for 2016, with the additional 24 hours to be used between October 15 and December 15, 2016.  

2. This change in the maximum compensatory time off accumulation is for calendar year 2016 only, and the maximum compensatory time off accumulation shall revert to the terms of the original current collective bargaining agreement effective January 1, 2016, through December 31, 2017. No other employment agreement or parts of the labor agreement are affected by this letter of understanding.  

IT IS FURTHER AGREED THAT this Letter of Understanding shall be unique to this case and neither the Employer nor the Unions waive any rights as to future cases. This Letter of Understanding shall modify the parties’ Agreement only to the extent expressly provided herein. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.  

COUNTY OF INGHAM UNISON REPRESENTATIVE  
Kara Hope, Chairperson Date Todd A. Hull Date 
Board of Commissioners President, AFSCME Local #1499 

William M. Conklin Date  
Managing Director, Road Dept.
APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Mattis D. Nordfjord, Esq.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: June 14, 2016
SUBJECT: Resolution to Rescind Resolution 16-070
For the meeting agendas of June 21, 2016 and June 22, 2016

BACKGROUND
On March 8, 2016 the Board of Commissioners approved Resolution 16-070 to authorize Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH Authority) to accelerate remaining lease payments in order to pay off remaining bond debt on the building located at 812 E. Jolly Road in Lansing. Once paid, the Resolution also allowed the CMH Authority to purchase the building for the sum of $1.00. Subsequent to passage of this resolution, the CMH Authority elected to finance their proposed building addition and renovation project through a more traditional bond offering. Future bond payments will necessitate an extension of the current lease agreement.

ALTERNATIVES
Failure to rescind Resolution 16-070 will not have any immediate effect. However, future Commissions, CMH Authority board members, bond counsels and staff will be saddled with the task of trying to figure out how Resolution 16-070 fits into an already complex bond, bond refunding and lease arrangement between Ingham County and the CMH Authority. This research effort will undoubtedly cost both organizations many hours of research time.

FINANCIAL IMPACT
No financial impact will result from the proposal to rescind Resolution 16-070.

OTHER CONSIDERATIONS
On May 24, the Board approved Resolution 16-229 authorizing the Building Authority to proceed with financing and renovation of CMH Building. The Building Authority met on June 6 to begin the bonding process.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to rescind Resolution 16-070.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS


WHEREAS, the Ingham County Board of Commissioners approved Resolution #16-070 on March 8, 2016; and

WHEREAS, per Resolution #16-070, the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH Authority) was allowed to accelerate the remaining lease payments under the Lease Agreement sufficient to pay off the remaining principal and interest on the building located at 812 E. Jolly Road in Lansing; and

WHEREAS, per Resolution #16-070, the CMH Authority would be allowed to exercise its option to purchase the Building for the sum of One Dollar ($1.00) upon tender of the final lease payment, including accelerated payment of remaining principal and interest on the bonds; and

WHEREAS, per Resolution #16-070, the Lease Agreement was modified to permit the CMH Authority to purchase the Building for the sum of $1.00, at any point subsequent to the date on which the bonds used to finance the Authority were fully repaid, with interest; and

WHEREAS, the CMH Authority has abandoned its plan to accelerate the remaining lease payments and no longer desires to exercise its option to purchase the building as described in Resolution #16-070.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rescinds Resolution #16-070 in its entirety.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Lease Agreement, as amended, shall remain in full force and effect.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING MODIFICATIONS TO THE 2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Board approved the 2016 Managerial and Confidential Employee Personnel Manual per resolution #15-469; and

WHEREAS, it is necessary to amend the 2016 Managerial/Confidential Employee Personnel Manual; and

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners hereby approves the following amendment to the 2016 Managerial and Confidential Employee Personnel Manual:

Change in the language under B. Compensation Plan: 2. Employees not at the top step of the salary range for their classification may be considered for a step increase to the next appropriate step as of their anniversary date, or hire date as defined. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly either to the Board of Commissioners or to the Judges. Those Positions reporting directly to the Board of Commissioners include but may not be limited to the Health Officer, Animal Control Director, Equalization Director, Managing Director of the Road Department, Board Coordinator and Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller/Administrator. Step increases for positions reporting directly to the Board of Commissioners must be approved by the appropriate standing committee and the Finance Committee of the Board of Commissioners. Positions reporting directly to the Judges include but may not be limited to Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, and Probate Court Administrator. Step increases for positions reporting directly to the Judges must be approved by the appropriate presiding Judge. Step increases for the Veterans Affairs Director shall be approved by the Veterans Affairs Committee.

BE IT FURTHER RESOLVED, that the amendment to the Managerial and Confidential Employee Personnel Manual will be effective immediately upon approval of this resolution by the Board of Commissioners.