THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, AUGUST 15, 2017 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 July 18, 2017 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Capital Region International Airport – Presentation from Airport Director

2. Economic Development – Resolution to Set a Public Hearing for a Brownfield Plan

3. Innovation and Technology – Resolution to Approve the Purchase of SAN Components Upgrade

4. Facilities
   a. Resolution to Award a Contract for Generator Services for Various Back-Up Generators
   b. Resolution to Award a Contract for Elevator and Dumbwaiter Repair and Maintenance
   c. Resolution to Authorize the Renewal of the Service Agreement for Maintenance on the X-Ray Screening Machines
   d. Notice of Emergency Purchase Order
   e. Resolution to Award a Contract for Window Cleaning Services

5. Road Department
   a. Resolution to Approve Local Road Agreement with Alaeidon, Ingham, Leroy, Onondaga, Wheatfield, and White Oak Townships
   b. Resolution to Support Safe Routes to School Program Funding Application
   c. Resolution to Support Meridian Transportation Alternatives Program Funded Rectangular Rapid Flash Beacon Installation
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
   e. Resolution of Commitment for Transportation Alternatives Program Funds
   f. Resolution to Authorize the Reclassification of the Public Relations Coordinator Position
6. Parks Department
   a. Resolution to Authorize Deer Hunting at Lake Lansing Park-North and the Ingham County Farm
   b. Resolution to Authorize a Memorandum of Understanding with Mid-Michigan Mountain Bike Association
   c. Resolution to Authorize an Amendment to Agreements for Trails and Parks Millage Funding
   d. Resolution to Authorize the Creation of a Trails and Parks Millage Program Coordinator
   e. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant

7. Potter Park Zoo – Resolution to Authorize an Additional Weekend for the Potter Park Zoo “Boo at the Zoo” Event

8. Human Resources
   a. Resolution to Certify Representatives for the MERS Annual Conference
   b. Resolution to Authorize the Establishment of a MERS Hybrid Plan for New Road Department Managerial and Professional Employees
   c. Resolution to Approve Implementation of Everbridge Alert System with Capital City Labor Program Inc. – Corrections Non-Supervisory Unit
   d. Resolution to Approve a Letter of Understanding with the United Automobile Aerospace and Agricultural Implement Workers of America
   e. Resolution to Authorize a Letter of Understanding with OPEIU Local #512

9. Controller’s Office – Resolution to Amend Resolution #17-207 Updating Various Fees for County Services

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854  Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
July 18, 2017
Draft Minutes

Members Present: Celentino, Crenshaw, Grebner (arrived at 6:09 p.m.), Koenig (arrived at 6:05 p.m.), Nolan, Maiville, and Sebolt

Members Absent: None

Others Present: Commissioner Banas, Deb Fett, Rick Terrill, Brian Fisher, Mike Hughes, Tim Morgan, Russ Kolski, Mark Fergason, Sally Auer, Bradley Prehn, Jared Cypher, Travis Parsons, Becky Bennett, Liz Kane, and others

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

Approval of the June 20, 2017 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NOLAN, TO APPROVE THE MINUTES OF THE JUNE 20, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Grebner and Koenig

Additions to the Agenda

None.

Limited Public Comment

Sally Auer, UAW Representative, stated the Ingham County UAW was having an issue with some of the UAW International’s rules and provisions. She further stated the concern was that County employees lost benefits if they went to union trainings and coded the time as leave without pay on their timesheets, because benefits were prorated and if the employee was in their final years it negatively affected their final average compensation.

Ms. Auer stated an audit of the County UAW employees by UAW International found this discrepancy, and they did not find it appropriate to compensate union members when they used vacation time for union business away from the County. She further stated other units in UAW Local #2256, like the Accident Fund, have employees use a different pay code when they were on union leave, and then County Human Resources would bill the UAW for that time rather than having the employee go off payroll and use leave without pay.

Ms. Auer stated she met with Travis Parsons, Human Resources Director, and Jill Rhode, Financial Services Director, and she thought it seemed like an easy fix to the issue. She further stated she was asking County UAW employees to be active and go to union trainings, and requested the County work with them to make the change.
Ms. Auer stated she would appreciate if the County would enter into a Letter of Understanding (LOU) with the UAW for this type of reciprocal arrangement. She further stated that UAW International wanted the County to find a way to compensate the UAW employees when they were on union business away from the County without breaking the rules or negatively impacting County UAW employees.

Commissioner Maiville clarified that this issue would be discussed during the Closed Session part of the meeting. He further stated that he would move all resolutions to be on the consent agenda, but he wanted to recognize the hard work of the Trails and Parks and Complete Streets to come up with a Complete Streets policy and recommendations for the next round of trails and parks millage applications.

Commissioner Koenig arrived at 6:05 p.m.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NOLAN, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. **Drain Commissioner** – Resolution Amending Resolution #16-322 to Extend the Sunset of an Allocation to the Revolving Drain Fund

2. **Innovation and Technology**
   a. Resolution to Approve the Purchase of Backup Storage Solution from Avalon
   b. Resolution to Approve the Purchase of Host Server Replacement from Avalon
   c. Resolution to Approve the Purchase of Palo Alto NextGen Firewall
   d. Resolution to Authorize Conversion of the Vacant Deputy Information Officer to a Senior Network Administrator
   e. Resolution to Approve the Replacement of the Uninterruptable Power Supply for Datacenter

3. **Facilities**
   a. Resolution to Award a Contract for the Replacement of the Sheriff’s Office Roof
   b. Resolution Honoring Michael T. Hughes

4. **Road Department**
   a. Resolution to Approve an Agreement for the Columbia Road Bridge Replacement Project
   b. Resolution to Rescind Resolution 17-259 Approving a Local Road Agreement with Lansing Township
   c. Resolution to Rescind Resolution 17-261 Authorizing a Contract for Recycling and Resurfacing of Various Streets in Lansing Township
   d. Resolution to Approve Purchase of Synchro Traffic Modeling Software
   e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
5. **Parks Department**
   a. Resolution to Authorize Acceptance of Charitable Donation from the Friends of Ingham County Parks
   b. Resolution to Authorize a Contract for Improvements to the Parking Lot at Hawk Island County Park
   c. Resolution to Adopt the Recommendations of the Special Trails and Parks Committee

6. **Health Department**
   a. Resolution to Authorize FY 2018 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement
   b. Resolution to Amend Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health and Human Services

7. **Financial Services** – Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study and Second Year Update

8. **Board of Commissioners**
   a. Resolution to Adopt a Complete Streets Policy for Ingham County
   b. Resolution Honoring Bishop Samuel Duncan, Jr.

9. **Controller’s Office** – Resolution Authorizing Adjustments to the 2017 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Grebner

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

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Grebner to vote on the items on the consent agenda. Commissioner Grebner voted in favor of the items on the consent agenda.

Chairperson Celentino thanked Commissioner Banas and the Special Trails and Parks Committee for creating the recommendations for the Trails and Parks millage applications. He also thanked Commissioner Sebolt for chairing the Special Complete Streets Committee and creating the County’s Complete Streets policy.

Commissioner Banas thanked members of the special committees for their hard work.

**Public Comment**

Bradley Prehn, UAW Steward, stated he agreed with Ms. Auer’s stance on the compensation of UAW employees when they attended union trainings or conferences. He further stated the issue would affect him and other employees who were active in the UAW, both now and in the future.
Mr. Prehn stated he hoped the Committee would consider the LOU in their Closed Session.

10. **Human Resources – Labor Relations (Closed Session)**

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW, AT 6:08 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LABOR RELATIONS.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Celentino, Crenshaw, Koenig, Nolan, Maiville, Sebolt  **Nays:** None  **Absent:** Grebner

Commissioner Grebner arrived at 6:09 p.m.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. GREBNER, AT 6:43 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CRENSHAW, TO SUSPEND THE RULES AND ALLOW COMMISSIONER GREBNER TO VOTE ON THE CONSENT AGENDA ITEMS FOR WHICH HE HAD BEEN ABSENT.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Grebner stated he was in favor of the items on the consent agenda.

11. **Board Referral** – Memorandum from Clinton County Community Development Regarding a Proposed Amendment and Public Hearing for Zoning Ordinance No. OR-129-17 – Aircraft Hangers

Chairperson Celentino stated the item was a Board Referral regarding Clinton County’s amendment to their ordinance.

**Announcements**

None.

**Adjournment**

The meeting was adjourned at 6:45 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Capital Region International Airport** - *Presentation from Airport Director*

   Airport CEO Wayne Sieloff will present information about Capital Region International Airport.

2. **Economic Development Department** - *Resolution to Set a Public Hearing for a Brownfield Plan*

   The Ingham County Brownfield Authority recommended approval of a brownfield plan for the Douglas J Redevelopment project in Meridian Township. The Board of Commissioners must also hold a public hearing on the plan prior to its adoption. The Economic Development Department recommends approval of a resolution to schedule a public hearing for September 26, 2017 at 6:30 p.m.

3. **Innovation and Technology Department** - *Resolution to Approve the Purchase of SAN Components Upgrade*

   The County’s Storage Area Network (SAN) device was last replaced late in 2015 (Resolution 15-465) and a backup storage upgrade was approved on July 25 (Resolution 17-277). Some reconfiguration and licensing changes on our existing device are necessary in order to optimize new storage capacity and allow proper failovers. The Information and Technology Department recommends acceptance of a quote from Avalon for the SAN Components Upgrade/Reconfiguration at a cost not to exceed $5,900.

4a. **Facilities Department** - *Resolution to Award a Contract for Generator Services for Various Back-Up Generators*

   Service agreements are necessary for regular preventative maintenance, repair, and emergency services on all County backup generators. The current service agreement covering all generators expired on July 31. The Facilities Department recommends acceptance of a proposal from PM Technologies to provide generator services over a three-year period at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Dispatch Center, and the Youth Center as well as (4) four emergency 911 back-up generators at Pennsylvania Avenue, Dobie Road, Leslie, and Dansville sites at a total cost not to exceed $24,045. The proposed agreement includes load bank testing provided on an “as needed basis” at a cost of $375.00 per generator. A two-year renewal option is also included.

4b. **Facilities Department** - *Resolution to Award a Contract for Elevator and Dumbwaiter Repair and Maintenance*

   The Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in various County buildings. A service contract to secure the assistance of a trained, certified technician is required because of liability exposure and the technical nature of elevator maintenance. The Facilities Department recommends that the Board award a three-year contract to Schindler Elevator Company for repair and maintenance of county elevators and dumbwaiters at an annual cost a not to exceed $63,739. A two-year renewal option is also included.
4c. **Facilities Department - Resolution to Authorize the Renewal of the Service Agreement for Maintenance on the X-Ray Screening Machines**

The county has a current agreement with Smith’s Detection to provide preventative maintenance and service on the two security screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse. The Facilities Department proposes to renew the service agreement with Smith’s Detection for maintenance of the two security screening machines at a total annual cost not to exceed $16,846. The proposed agreement is for two years.

4d. **Facilities Department - Notice of Emergency Purchase Order**

An emergency purchase order was issued to Griffin Pest Solutions in the amount of $8,314 to treat three areas of the jail for bed bugs. These treatments were necessary in order to assure the health and welfare of inmates, staff, and general public. 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 which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

4e. **Facilities Department - Resolution to Award a Contract for Window Cleaning Services**

The Facilities Department seeks approval of an agreement with Soap Slingers Window Cleaning, LLC to provide window cleaning services at various County facilities on a semiannual basis. The total annual cost of this agreement would not exceed $30,588 for a three-year period. A two-year renewal option is also included.

5a. **Road Department - Resolution to Approve Local Road Agreements with Alaiedon, Ingham, Leroy, Onondaga, Wheatfield, and White Oak Townships**

The Road Department recommends approval of a resolution showing six proposed 2017 Local Road Program Agreements with Alaiedon, Ingham, Leroy, Onondaga, Wheatfield, and White Oak Townships. Resolution attachments provide detail for each proposed road improvement project and its funding proposal. Total Road Department match amounts are included in the adopted/amended 2017 road fund budget. Projects included are as follows:

<table>
<thead>
<tr>
<th>Township</th>
<th>Impacted Roads</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaiedon</td>
<td>• Every Road from Howell Road to its terminus at I-96 north of Stillman Road</td>
<td>$ 130,000</td>
</tr>
<tr>
<td></td>
<td>• Dobie Road from Holt Road to Sandhill Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Simmons Road from Lamb Road to Holt Road</td>
<td></td>
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<tr>
<td></td>
<td>• Walline Road from Lamb Road to Holt Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hulet Road from Sandhill Road to its terminus at I-96</td>
<td></td>
</tr>
<tr>
<td>Ingham</td>
<td>• Clark Road from Columbia Road to M-36</td>
<td>$ 133,200</td>
</tr>
<tr>
<td></td>
<td>• Osborne Road from Columbia Road to M-36</td>
<td></td>
</tr>
<tr>
<td>Leroy</td>
<td>Various roads</td>
<td>$ 44,200</td>
</tr>
<tr>
<td>Onondaga</td>
<td>Walker Road from Baseline Road to Bellevue Road</td>
<td>$ 80,000</td>
</tr>
</tbody>
</table>
5b. **Road Department** - *Resolution to Support Safe Routes to School Program Funding Application*

Safe Routes to School is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT). The Road Department, in partnership with Delhi Charter Township and the Holt Public School District, wishes to apply for funding through the Safe Routes to School program to construct sidewalks, crosswalks, and related improvements throughout Delhi Township. These projects would be designed to enable and encourage children to safely walk and bike to school. MDOT requires a formal commitment from the “Act 51 eligible agency” (the Road Department) to receive these funds and implement the infrastructure project. The Road Department, therefore, seeks approval of a resolution to authorize Director of Engineering Robert Peterson, P.E., to act on behalf of the Ingham County Board to request Safe Routes to School funding and act as the applicant’s agent during project development.

5c. **Road Department** - *Resolution to Support Meridian Transportation Alternatives Program Funded Rectangular Rapid Flash Beacon Installation*

The Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT). Ingham County applied for and received TAP funding to install rectangular rapid flash beacons at the Township’s Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road. As a result, the Road Department proposes to authorize Director of Engineering Robert Peterson, P.E., to act on behalf of the Ingham County Board to implement TAP project development and installation of the rectangular rapid flash beacons.

5d. **Road Department** - *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 31 projects (see attachment for permit list).

5e. **Road Department** - *Resolution of Commitment for Transportation Alternatives Program Funds*

The Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT). Ingham County applied for and received a conditional commitment for $717,000 of TAP funding to construct paved shoulders on Jolly Road from Dobie Road to Meridian Road. The Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Office of Economic Development, and the Federal Highway Administration. The Road Department proposed a resolution to authorize Director of Engineering Robert Peterson, P.E., to act on behalf of the Ingham County Board to implement the TAP project development plan.

5f. **Road Department** - *Resolution to Authorize the Reclassification of the Public Relations Coordinator Position*

The Road Department recommends reclassification of its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in order to address increased workload demands in the Road Department’s Engineering and Permits units. (This request differs from department
reorganization in that it involves the duties of a single position.) Additional duties would involve assisting with permit applications, review coordination and fee payment processes, information gathering for FOIA and other public inquiries, and further clerical duties for the engineering unit. These changes will enable the Weighmaster/Permits Agent to spend more time inspecting permits and checking truck weights. The annual cost increase of the requested reclassification ranges from $6,137 to $8,221 per year at top salary step after five years. This cost increase would be covered by the anticipated road fund revenue increases from 2017 forward. The OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reclassification.

6a. **Parks Department - Resolution to Authorize Deer Hunting at Lake Lansing Park-North and the Ingham County Farm**

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 2017 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 of Michigan Department of Natural Resources research data reporting cases of chronic wasting disease in deer found in Meridian Township and surrounding counties.

6b. **Parks Department - Resolution to Authorize a Memorandum of Understanding with Mid-Michigan Mountain Bike Association**

The Parks Department wishes to continue a high degree of cooperation with the Mid-Michigan Mountain Bike Association (MMMBA). MMMBA has agreed to work with Park staff toward mutually beneficial programs, projects, and bicycling activities at Burchfield County Park. This is an update and renewal of a previous MOU with the MMMBA and Ingham County Parks. A continued active partnership with MMMBA will aid in efforts to plan, build, maintain, and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems. A resolution is offered to formally recognize this partnership.

6c. **Parks Department - Resolution to Authorize an Amendment to Agreements for Trails and Parks Millage Funding**

The Board of Commissioners authorized use of trails millage dollars to fund several projects in East Lansing (see Resolutions 16-257, 16-328, and 17-109). The City requested an amendment to these Agreements because actual bids for the projects came in higher than the amount originally requested and awarded. Based on actual bids, an additional $437,589 is needed to complete the work including contracted consultant services for engineering and design. Short of approval, East Lansing will need to modify their scope of work to create a project list consistent with awarded funds. The Parks Department recommends approval of a resolution to increase the allocation made to the City of East Lansing.

6d. **Parks Department - Resolution to Authorize the Creation of a Trails and Parks Millage Program Coordinator**

Resolution #16-103 authorized development of a job description for a Trails and Parks Millage Program Coordinator. Creation of such a position will address immediate needs within the department to provide oversight to the trails and parks millage program. The Parks Department offers a resolution to approve the position of Trails and Parks Millage Program Coordinator at MCF level 10 and to authorize funding for the position.
6e. **Parks Department** - *Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant*

On March 22, 2016 the Board approved Resolution #16-101 to authorize the submission of a Michigan Natural Resources Trust Fund Grant for facility development and improvements that included a universally accessible public kayak and canoe launch on the Grand River, ADA parking improvements, and a new accessible restroom facility at McNamara Landing at Burchfield County Park. The Michigan Natural Resources Trust Fund subsequently recommended this project for funding. The Parks Department recommends approval of a resolution to authorize acceptance of the $45,400 grant award and to approve the Michigan Natural Resources Trust Fund grant project agreement.

7. **Potter Park Zoo** - *Resolution to Authorize an Additional Weekend for the Potter Park Zoo “Boo at the Zoo” Event*

Potter Park Zoological Society is a support organization to Potter Park Zoo. Fundraising and education advocacy are the primary missions of the Society. One source of Society funding is the monies raised from the Boo at the Zoo event as agreed upon in the contract between the County and the Society, approved as Resolution 17-069. In an effort to provide a higher-quality visitor experience for guests from and to provide more opportunities for community members to attend this event, Potter Park Zoo seeks to expand Boo at the Zoo to six days and three weekends in October. A resolution to establish this schedule is proposed for Board consideration.

8a. **Human Resources Department** - *Resolution to Certify Representatives for the MERS Annual Conference*

Municipal Employees’ Retirement System (MERS) will hold its 71st Annual Meeting at the Detroit Marriott at the Renaissance Center on September 21 and 22, 2017. Governing bodies of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body. The elected Employee Delegate for the 2017 MERS Annual Conference is Sheldon Lewis, Administrative Assistant-Drain Office, and following approval by the Board, the Officer Delegate will be the County Budget Director. Expenses associated with the Annual Meeting will not exceed $1,400.

8b. **Human Resources Department** - *Resolution to Authorize the Establishment of a MERS Hybrid Plan for New Road Department Managerial and Professional Employees*

The MERS hybrid model was implemented in 2013. A new employee was hired into the Road Department managerial and professional division for the first time since 2013. Introduction of the new employee triggered the need to finally establish the hybrid division (we cannot otherwise establish a division with no employees). The Human Resources Department offers a resolution to establish this new division.

8c. **Human Resources Department** - *Resolution to Approve Implementation of Everbridge Alert System with Capital City Labor Program Inc.- Corrections Non-Supervisory Unit*

In 2015 the Sheriff’s Office identified an issue regarding unscheduled overtime and providing adequate coverage. It was determined this issue could be addressed through the Code Red Alert System and a letter of understanding (LOU) was created to provide an unscheduled overtime response process. The update LOU through December 31, 2018, maintains the same response process but names the new Everbridge Alert System. The Human Resources Department recommends approval of the revised LOU.
8d. **Human Resources Department - Resolution to Approve a Letter of Understanding with the United Automobile Aerospace and Agricultural Implement Workers of America**

Historically, officials/employees of United Automobile Aerospace and Agricultural Implement Workers of America (UAW) covered union leave for training and attending conferences with their own vacation time to remain whole for pay and accrual purposes (vacation and sick). This way the UAW official/employee did not suffer any financial penalty as a result of his/her participation. In addition to vacation time utilization, UAW International also compensated the official/employee for training and conference time. A recent UAW audit determined that this method of covering leave time with vacation time and receiving payment from the UAW was contrary to the by-laws and audit practices. Human Resources, Financial Services, and representatives from the UAW Local 2256 met and discussed potential solutions, arriving on the designation of a pay code specifically for union leave. A mutually agreed letter of understanding was developed to identify the process for requesting leave under this new code, including an approval process by the supervisor or department head. The Human Resources Department seeks Board approval of the letter of understanding.

8e. **Human Resources Department - Resolution to Authorize a Letter of Understanding with OPEIU Local #512**

On July 20, 2016 members of the Office and Professional Employees International Union, Technical/Clerical Unit (OPEIU) filed a grievance challenging overtime work performed by a non-union seasonal engineering technician. The Union asserts that a qualified Union member was available for this overtime work, an alleged violation of Article 1 of the collective bargaining agreement. The Road Department and the Union wish to resolve the issue by way of a letter of understanding to assure fully qualified staff are provided on engineering projects and offers assurance to the Union that all fully qualified Union personnel will be offered overtime opportunities in the work normally performed by the Union. A resolution to adopt the letter of understanding is offered for Board consideration.

9. **Controller’s Office - Resolution to Amend Resolution #17-207 Updating Various Fees for County Services**

Resolution #17-207 was adopted on May 23 to update various fees for county services. Three adopted for Potter Park Zoo need to be adjusted in order to match what the Parks Department will charge for parking passes. This adjustment will provide for system-wide continuity of fees and will allow for a more convenient customer experience. A resolution is proposed to make this fee adjustment.
TO:        County Services Committee
FROM:  Sandra Gower, Economic Development Coordinator
SUBJECT:  Set Public Hearing for the Termination of the Douglas J Brownfield Plan
DATE:       July 31, 2017

BACKGROUND
On March 26, 2013 the Board of Commissioners adopted Resolution #13-120 approving a brownfield plan for
the Douglas J Redevelopment project in Meridian Charter Township. No development has occurred on the site
and the site plan approval from Meridian Charter Township has expired.
In accordance with PA 381 of 1996 as amended, Section 14 (8) (b) the Board of Commissioners may terminate
a brownfield if after at least two years from the date of approval no development has occurred. A public hearing
must be held and a notification by certified letter must be delivered to the developer.

ALTERNATIVES
None

FINANCIAL IMPACTS
The County will not be subject to the TIF capture proposed in this plan.

OTHER CONSIDERATIONS
Terminating the plan will make it possible for a future developer to request a brownfield plan for that site.

RECOMMENDATION
I recommend the Board of Commissioners set a public hearing for September 26, 2017 at 6:30 PM to hear
public comment on the Termination of the Douglas J Redevelopment Brownfield Plan.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SET A PUBLIC HEARING FOR A BROWNFIELD PLAN

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (resolution #01-279) pursuant to PA 381 of 1996, as amended (the Act) in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, Ingham County Board of Commissioners approved Resolution #13-129 on March 26, 2017 for a Brownfield Plan for the Douglas J redevelopment in Meridian Charter Michigan; and

WHEREAS, the property included in the plan are 2138 Hamilton Road (33-02-02-21-405-010), 2148 Hamilton Road (33-02-02-21-405-005) and 4695 Okemos Road (33-02-02-21-405-009); and

WHEREAS, the project has not moved forward and there is no redevelopment on the site; and

WHEREAS, pursuant to the Act, Section 14, (8) provides for the termination of a brownfield plan if there has been no activity for at least two years; and

WHEREAS, pursuant to the Act, the Board of Commissioners is required to hold a public hearing prior to the termination of the plan.

THEREFORE BE IT RESOLVED, a public hearing shall be set for September 26, 2017 at 6:30 PM in the Board of Commissioners’ Room, Ingham County Courthouse, Mason, MI to hear any interested persons on the adoption of a resolution terminating the Brownfield Plan called Douglas J Redevelopment for redevelopment of property in Meridian Charter Township.

BE IT FURTHER RESOLVED, that pursuant to the Act, the Economic Development Director shall provide notice of the public hearing to the developer and shall give notice to the public by causing notice to be published in a newspaper of general circulation in the County before the date set for the public hearing.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 7/26/2017
SUBJECT: Resolution – SAN Components Upgrade/Reconfiguration

BACKGROUND
Our SAN (Storage Area Network) device was last replaced late in 2015 (resolution #15-465) with a backup storage upgrade requested in the last cycle of meetings. In order to best utilize the new storage and allow proper failovers, it will require some reconfiguration and licensing changes on our existing device.

ALTERNATIVES
For the hardware/license portion of this, our current devices limit our choices as to specific brands and parts but we were able to utilize the Midwestern Higher Education Commission (MHEC) contract (#MHEC-09C701.02) to obtain the best price possible. This came from Avalon.
For the services, we have received the following three quotes:
Avalon $5,900.00
WZC Networking $7,985.00
Dell $9,600.00

FINANCIAL IMPACT
The funding for the total of $25,150.03 total for the hardware and services is budgeted and will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-932032.

OTHER CONSIDERATIONS
This reconfiguration was quoted separately to allow us to get the best design, configuration and pricing available for our needs. The need to obtain three quotes for the services kept this from being put through in the same cycle of meetings as the other SAN project resolution.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quotes for the SAN Components Upgrade/Reconfiguration from Avalon.
INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF SAN COMPONENTS UPGRADE

WHEREAS, Ingham County increased our storage capacity in 2015 with the purchase of new SAN devices; and

WHEREAS, additional backup storage was requested in the July, 2017 round of meetings; and

WHEREAS, additional configuration and licensing changes are necessary to best utilize and allow proper disaster recovery; and

WHEREAS, the purchase price of this solution will be $25,150.03 from Avalon under the Midwestern Higher Educational Commission contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the SAN components upgrade in the amount not to exceed $25,151.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932032.

BE IT FURTHER RESOLVED, that the Controller 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 and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: July 31, 2017

SUBJECT: Resolution awarding a contract to PM Technologies to provide generator services for various backup generators throughout Ingham County
For the meeting agendas of: August 15 & 16

BACKGROUND
The generators, including (4) four emergency services 911 back-up generators, require regular preventative maintenance, repair and emergency services. The current contract expires July 31, 2017. The term of the new contract would be for (3) three years with a (2) two year renewal option, for a total not to exceed cost of $24,045.00.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, a total (3) three year cost of $20,025.00, are available within the appropriate contractual operating budgets.

Funds for the (4) four emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, a total (3) three year cost of $4,020.00, are available in Line Item #261-32500-818000.

In addition, load bank testing will be provided, on an as needed basis, for a cost of $375.00 per generator.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution awarding a contract to PM Technologies to provide generator services for various backup generators throughout Ingham County.
Per your request, the Purchasing Department sought proposals from qualified and experienced generator service vendors to provide preventative maintenance, repair and emergency service for Ingham County’s backup generators located at various County facilities. Included in this inventory is the Ingham County Emergency Services E-911 System back-up generators.

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Ingham County Purchasing Department’s website.

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>
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<tbody>
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<td>Vendors invited to propose</td>
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<td>Vendors attending pre-bid/proposal meeting</td>
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</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>GRAND TOTAL YRS 1-3</th>
<th>GRAND TOTAL (E911) YRS 1-3</th>
<th>LOAD BANK TESTING YR 1</th>
<th>LOAD BANK TESTING YR 2</th>
<th>LOAD BANK TESTING YR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Maintenance Technologies LLC</td>
<td>No, Wixom MI</td>
<td>$20,025.00</td>
<td>$4,020.00</td>
<td>$375.00</td>
<td>$375.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Michigan Critical Power</td>
<td>No, Byron Center MI</td>
<td>$20,655.00</td>
<td>$4,620.00</td>
<td>$340.00</td>
<td>$340.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Wolverine Power Systems</td>
<td>No, Wixom MI</td>
<td>$26,300.00</td>
<td>$5,310.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>The W.W. Williams Company LLC</td>
<td>No, Byron Center MI</td>
<td>$36,300.00</td>
<td>$6,600.00</td>
<td>$750.00</td>
<td>$850.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>Michigan CAT</td>
<td>No, Novi MI</td>
<td>$73,395.00</td>
<td>$16,050.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR GENERATOR SERVICES FOR VARIOUS BACK UP GENERATORS

WHEREAS, the generators, including (4) four emergency services 911 back-up generators, require regular preventative maintenance, repair and emergency services; and

WHEREAS, the current contract expires July 31, 2017, the term of the new contract would be for (3) three years with a (2) two year renewal option, for a total not to exceed cost of $24,045.00; and

WHEREAS, load bank testing will be provided, on an as needed basis, for a cost of $375.00 per generator; and

WHEREAS, the funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, a total (3) three year cost of $20,025.00, are available within the appropriate contractual operating budgets; and

WHEREAS, the funds for the (4) four emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, a total three year cost of $4,020.00, are available in line item #261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to PM Technologies, 29395 Wall Street, Wixom, Michigan 48393, to provide generator services at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center as well as (4) four emergency 911 back-up generators at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites for a total not to exceed cost of $24,045.00, for a (3) three year period with a (2) two year renewal option.

BE IT FURTHER RESOLVED, load bank testing will be provided, on an as needed basis, at a cost of $375.00 per generator.

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 and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 31, 2017

SUBJECT: Resolution awarding a contract to Schindler Elevator Company for repair and maintenance of county elevators and dumbwaiters

For the meeting agendas of: August 15 & 16

BACKGROUND
The current elevator and dumbwaiter repair and maintenance contract is expired. The Purchasing Department solicited proposals from qualified, experienced vendors. Both the Purchasing and Facilities Departments agree that a contract be awarded to Schindler Elevator Company.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Schindler Elevator Company submitted the lowest responsive and responsible bid in the amount of $63,739.00 for a (3) three year period, with a (2) two year renewal option. Funds for this contract are available within the appropriate 931100 contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to award a contract to Schindler Elevator Company for the repair and maintenance of county elevators and dumbwaiters.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 14, 2017
RE: Memorandum of performance for RFP No. 112-17: Full-Service Elevator Maintenance and Repair Services

Per your request, the Purchasing Department sought proposals from experienced and licensed vendors for the purpose of entering into an agreement to provide full-service elevator repair and maintenance services on fourteen passenger elevators and two dumbwaiters at various County facilities for a three-year period with an option for a two-year renewal.

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Ingham County Purchasing Department’s website.

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 propose</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schindler Elevator Corporation</td>
<td>Yes, Lansing</td>
<td>$63,739.00</td>
</tr>
<tr>
<td>Thyssenkrupp Elevator Corp</td>
<td>No, Grand Rapids</td>
<td>$73,523.52</td>
</tr>
<tr>
<td>Kone Inc.</td>
<td>No, Grand Rapids</td>
<td>$74,160.00</td>
</tr>
<tr>
<td>Otis Elevator Company</td>
<td>No, Lansing (Eaton)</td>
<td>$87,270.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR ELEVATOR AND DUMBAWAITER REPAIR AND MAINTENANCE

WHEREAS, the Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings; and

WHEREAS, due to the liability exposure and technical nature required for maintaining the elevators, a service contract performed by a trained and certified technician is required; and

WHEREAS, the current elevator and dumbwaiter repair and maintenance contract is expired; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors, for elevator and dumbwaiter maintenance, and both the Purchasing and Facilities Departments agree that a contract be awarded to Schindler Elevator Company a registered, local vendor who submitted the lowest most responsive and responsible bid in the amount of $63,739.00 for a (3) three year period, with a (2) two year renewal option; and

WHEREAS, the funds for said services are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Schindler Elevator Company, 3135 Pine Tree Road, Suite B, Lansing, Michigan, for the repair and maintenance of county elevators and dumbwaiters for a not to exceed total cost of $63,739.00, for a (3) three year period with an optional (2) two year renewal.

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 and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 31, 2017

SUBJECT: Resolution authorizing the renewal of the service agreement with Smith’s Detection for maintenance on the two x-ray screening machines (1) one located at the Grady Porter Building and (1) located at the Veteran’s Memorial Courthouse

For the meeting agendas of: August 15 & 16

BACKGROUND
The county has a current agreement with Smiths Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse. The current agreement expired on July 31, 2017. The new agreement is once again for two units, for a two year period, beginning August 1, 2017 and ending on July 31, 2019.

ALTERNATIVES
There are no alternatives as Smiths Detection is proprietary.

FINANCIAL IMPACT
Smith’s Detection has agreed to hold their current pricing to perform inspections, maintenance and/or repair services on both machines for a total not to exceed cost of $16,846.00.

Funds for this contract are available within the Veteran’s Memorial Courthouse line item 631-26720-931100.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of the service agreement with Smith’s Detection for maintenance on the two x-ray screening machines.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF THE SERVICE AGREEMENT FOR MAINTENANCE ON THE X-RAY SCREENING MACHINES

WHEREAS, the county has a current agreement with Smith’s Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse; and

WHEREAS, the current service agreement expired on July 31, 2017; and

WHEREAS, Smith’s Detection is proprietary; and

WHEREAS, the new agreement is once again for two units, for a two year period, beginning August 1, 2017 and ending on July 31, 2019; and

WHEREAS, Smith’s Detection has agreed to hold their current pricing to perform inspections, maintenance and/or repair services on both machines for a total not to exceed cost of $16,846.00; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a two year renewal of the service agreement with Smith’s Detection, 2202 Lakeside Boulevard, Edgewood, MD 21040, for maintenance of the two X-ray screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse, for a total not to exceed cost of $16,846.00.

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

TO: County Services Committee
FROM: Rick Terrill, Facilities Director
DATE: August 1, 2017
SUBJECT: Emergency purchase order to Griffin Pest Solutions to treat three areas of the Jail, for bed bugs

This memo is to inform you of an emergency purchase order that was issued prior to receiving board approval.

Ingham County has a current contract with Griffin Pest Solutions, for pest control. The Facilities Department was confident Griffin could take care of the issue.

Griffin was called in to perform an emergency bed bug extermination at the Ingham County Jail Post 3, Post 9 and the Chaplin’s library, this was an issue that could not wait for board approval.

Emergency PO # 2017-271 was issued to Griffin Pest Solutions for a total cost of $8,314.00.

Both the Controller and Facility Director approved this purchase.
TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 31, 2017

SUBJECT: Resolution awarding a contract to Soap Slingers Window Cleaning, LLC, to provide window cleaning services at various county facilities

For the meeting agendas of: August 15 & 16

BACKGROUND
The current contract will expire on July 31, 2017. The Purchasing Department solicited proposals from qualified, experienced vendors. Both the Purchasing and Facilities Departments agree that a contract be awarded to Soap Slingers who submitted the lowest, most responsive and responsible bid.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Soap Slingers submitted the lowest, most responsive and responsible bid in the amount of $30,558.00, to provide semi-annual window cleaning services, at various county facilities, for a (3) three year period, with a (2) two year renewal option. Funds for this contract are available within the appropriate 931100 maintenance contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to award a contract to Soap Slingers to provide window cleaning services at various county facilities.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 13, 2017
RE: Memorandum of performance for RFP No. 114-17: Window Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of providing window and glass cleaning services at various County facilities on a semiannual basis for a three-year period with an option for a two-year renewal.

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
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<td>Vendors invited to propose</td>
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<td>Vendors responding</td>
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<td>2</td>
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The following grid is a summary of the vendors’ costs:

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<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>TOTAL ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soap Slingers Window Cleaning LLC</td>
<td>Yes, Lansing, MI</td>
<td>$10,186.00</td>
</tr>
<tr>
<td>Great Lakes Window Cleaning</td>
<td>No, Lansing, MI</td>
<td>$21,720.00</td>
</tr>
<tr>
<td>Squeegee Squad</td>
<td>No, Marne, MI</td>
<td>$43,240.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR WINDOW CLEANING SERVICES

WHEREAS, the current contract for window cleaning will expire on July 31, 2017; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors for the purpose of providing semi-annual window cleaning services at various county facilities; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to Soap Slingers Window Cleaning LLC, who submitted the lowest, most responsive and responsible bid of $30,558.00, for a (3) three year period, beginning August 1, 2017 and ending July 31, 2020 with a (2) two year renewal option; and

WHEREAS, funds for these services are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Soap Slingers Window Cleaning LLC, 1305 South Cedar Street #606, Lansing, Michigan, 48910, to provide semi-annual window cleaning services, at various county facilities, for a not to exceed total cost of $30,558.00 for a (3) three year period with a (2) two year renewal optional.

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

To:        County Services & Finance Committees

From:     William Conklin, Managing Director
                      Ingham County Road Department

Date:      July 24, 2017

RE:        Resolutions for 2017 Local Road Program Agreements with Alaiedon, Leroy,
                        Onondaga, Wheatfield and White Oak Townships

Attached are five proposed resolutions for 2017 Local Road Program Agreements with the five
referenced Townships. The resolutions are self-explanatory as to the proposed road
improvements and funding. The total of the road department match indicated in the resolution is
included in the adopted/amended 2017 road fund budget.

Note several of the resolutions indicate completion of chip-sealing in 2018, which given how late
these townships decided on their local road, is necessary for the projects including chip-sealing,
which cannot be done in the cooler fall temperatures, and thus will be done next summer.

Approval of the attached resolutions is therefore recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH ALAEIDON, INGHAM, LEROY, ONONDAGA, WHEATFIELD, AND WHITE OAK TOWNSHIPS

WHEREAS, FIVE 2017 Local Road Program Agreements are proposed for the following Townships with details as to the proposed road improvement and funding provided in the following attachments:

- Alaeidon Township (Attachment A)
- Ingham Township (Attachment B)
- Leroy Township (Attachment C)
- Onondaga Township (Attachment D)
- Wheatfield Township (Attachment E)
- White Oak Township (Attachment F)

WHEREAS, each attachment describes the proposed road improvements and funding for each Township; and

WHEREAS, total Road Department funding matches indicated in each attachment are included in the adopted/amended 2017 Road Department budget; and

WHEREAS, each respective Township shall pay excess costs associated with road improvements as described in Attachments A through F or may reduce the scope of described road improvement projects in proportion to its available budget.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified in the attachments A through F to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by, each Township.

BE IT FURTHER RESOLVED, the Road Department shall invoice each Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaeidon Township (Attachment A), Ingham Township (Attachment B), Leroy Township (Attachment C), Onondaga Township (Attachment D), Wheatfield Township (Attachment E), and White Oak Township (Attachment F) to effect the road improvements as described in each attachment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary agreements consistent with this resolution and approved as to form by the County Attorney.
Alaiedon Township and the Road Department agree that asphalt skip-paving where necessary and single course chip-sealing are needed on the following Alaiedon Township local roads as part of the 2017 local road program due to normal deterioration over time:

- Every Road, Howell to end north of Stillman Road,
- Dobie Road, Holt to Sandhill Roads,
- Simmons Road, Lamb to Holt Roads,
- Walline Road, Lamb to Holt Roads
- Hulet Road, Sandhill Road to north end.

for a total estimated cost for materials of $130,000.00 with labor to be provided by the Road Department.

The Road Department is willing to cause said improvements to be undertaken, to contribute road department labor without charge on the above projects, and to pay for a portion of the cost of said improvements from the County Road Fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed 10 percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed during the construction seasons of the 2017 and 2018 calendar years.

For 2017, the County on behalf of the Road Department has allocated to Alaiedon Township’s local roads, a maximum sum of $30,000.00, from the county road fund which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute up to $30,000.00 toward the cost of said improvement from the County Road Fund and to provide labor by road department crews without charge to the project.

In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above ($60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $60,000.
Ingham Township desires that improvements be performed on Clark Road from Columbia Road to M-36, a total distance of approximately 2 miles, and on Osborne Road also from Columbia Road to M-36, a total distance of approximately 2 miles, as part of the 2017 local road program, both segments to include asphalt maintenance skip-paving where necessary, and single course chip-sealing throughout at an estimated total cost of $133,200.00 for materials.

The Road Department is willing to cause said improvements to be undertaken by road department crews without charge to the project for labor and to pay for a portion of the cost of said improvements from the County Road Fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year without charge for labor to the project.

For 2017 the County on behalf of the Road Department has allocated to Ingham Township’s local roads, a maximum sum of $22,200.00, plus carryover of unused prior year local road program funds in the amount of $44,400.00, for a total available in 2017 of $66,600.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute half the final cost up to $66,600.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties for any final cost amount below $133,200.00.
Leroy Township and the Road Department agree that improvements be performed on various Leroy Township local roads throughout Leroy Township to be chosen between the Township and Road department as part of the 2017 local road program to include asphalt leveling, skip-paving and maintenance pads where necessary, approximately 1100 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of $44,200.00.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to provide labor on this work at no cost to Leroy Township for Road Department labor.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year.

For 2017, the County on behalf of the Road Department has allocated to Leroy Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute up to $22,200.00 toward the cost of said improvement and labor on this project at no cost to Leroy Township for Road Department labor.

In the event the final cost of the improvements is less than the estimate provided above, the savings shall be split evenly between the Township and the Road Department.
ONONDAGA TOWNSHIP
ATTACHMENT D

Onondaga Township and the Road Department agree that asphalt skip-paving and related repairs are needed on the following local roads in Onondaga Township due to normal deterioration over time as part of the 2017 local road program: Walker Road, Baseline to Bellevue Roads, a total distance of approximately 2 miles, at an estimated total cost of $80,000 for materials to be placed by road department crews without charge for labor to the project.

The Road Department is willing to cause said improvements to be undertaken by road department crews without charge to the project for labor and to pay for a portion of the cost of said improvements from the County Road Fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be split between the parties for any final cost up to $222,000 (twice the amount, $111,000, the Road Department has allocated to Onondaga Township’s local roads for 2017 including unused carry over from prior years) and shall be paid solely by the Township for any final cost above that amount provided, however, that the Township’s contribution will not exceed 10 percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year without charge for labor to the project.

For 2017 the County on behalf of the Road Department has allocated to Onondaga Township’s local roads, a maximum sum of $22,200.00, plus carryover of unused prior year local road program funds in the amount of $88,800.00, for a total available in 2017 of $111,000.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute half the final cost up to $111,000.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
Wheatfield Township and the Road Department agree that asphalt skip-paving and single course chip-sealing are needed on the following Wheatfield Township local roads as part of the 2017 local road program due to normal deterioration over time: Zimmer Road, Waldo to Holt Roads, and Noble Road, Meridian to Burkley Roads, a total distance of approximately 3.5 miles, at a total estimated cost for materials only of $100,000.00, with labor to be provided by the Road Department.

The Road Department is willing to cause said improvements to be undertaken, to provide labor without charge to the project, and to pay for a portion of the cost of said improvements from the County Road Fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be split between the parties for any final cost up to $203,773.24 (twice the amount, $101,886.62, the Road Department has allocated to Wheatfield Townships local roads for 2017 including unused carry over from prior years) and shall be paid solely by the Township for any final cost above that amount provided, however, that the Township’s contribution will not exceed 10 percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 and 2018 calendar years.

For 2017 the County on behalf of the Road Department has allocated to Wheatfield Township’s local roads, a maximum sum of $22,200 plus carry-over from prior years of $79,686.62, for a total available in 2017 of $101,866.62 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute one half the final project cost, up to a maximum of $101,866.62, toward the cost of said improvement from the County Road Fund and to provide labor without charge to the project.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
White Oak Township and the Ingham County Road Department agree that asphalt skip-paving and related repairs are needed on the following local roads in White Oak Township due to normal deterioration over time as part of the 2017 local road program: Iosco Road, Meech to Kane Roads, particularly on the Dietz to Searls sub-segment with spot paving only on the poorest condition locations of the remainder, and on the low section of Cooper Road between M-52 and Brogan road at an estimated cost of $104,000 for materials only to be placed by ICRD crews without charge to the project for labor.

The Road Department is willing to cause said improvements to be undertaken by ICRD crews without charge to the project for labor, and to pay for a portion of the cost of said improvements from the County Road Fund.

The Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose.

In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by ICRD crews without charge to the project for labor during the construction season of the 2017 calendar year.

For 2017, the County on behalf of the Road Department has allocated to White Oak Township’s local roads, a maximum sum of $51,999.51 from the County Road Fund, including $29,799.51 left from prior years and $22,200 for the 2017 allocation, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute up to $51,999.51 from the County Road Fund toward the cost of said improvement and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the savings shall be split evenly between the Township and the Road Department.
MEMORANDUM

TO: Ingham County Board of Commissioners
FROM: Tracy L.C. Miller, Director of Community Development
DATE: July 24, 2017
RE: Safe Routes 2 School Grant Application

As you are aware, Delhi Township has been working with Holt Public Schools (HPS) to develop and submit a Safe Routes 2 School (SR2S) grant application. SR2S is a grant program through the Michigan Department of Transportation (MDOT). It provides funding for 100% of construction costs associated with pedestrian improvements which enable kids to walk or bike to school.

The Township has engaged the services of Landscape Architects & Planners (LAP) to help our partnership to prepare and submit the SR2S grant application. Work on the application is going well. The projects to be included in the grant application have been identified by the school district and preliminary design and cost estimates have been prepared. We plan to submit the final grant application at the beginning of August and hope to hear about an award in the fall. If we are successful, construction will occur in 2018.

SR2S funding will be passed through to the Township by the Ingham County Road Department, as they are the eligible Act 51 agency. This arrangement is familiar to the Township and one that we have used many times in the past to facilitate projects that use State funding. The Township will provide construction oversight and engineering and any other funding required to implement the project.

The grant application requires a Resolution of support from the County. You have previously received a draft resolution for the Board’s consideration which accomplishes this goal. I respectfully request that you forward this, along with your concurrence, to the County Board of Commissioners for action at the August meeting. If you have any questions, or need additional information, please do not hesitate to ask. Thank you in advance for your time and attention to this important matter.
Introducing by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUPPORT
SAFE ROUTES TO SCHOOL PROGRAM FUNDING APPLICATION

WHEREAS, the Safe Routes to School (SR2S) program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, Ingham County, in partnership with Delhi Charter Township and the Holt Public School District, wishes to apply for funding through the Safe Routes to School program to construct certain infrastructure projects throughout Delhi Township, including sidewalks, crosswalks, and related improvements, to enable and encourage children to safely walk and bike to school; and

WHEREAS, Delhi Township and the Holt Public School District desires to fund, design, construct, and maintain the built infrastructure for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; and

WHEREAS, Delhi Township and the Holt Public School District attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, administration costs, and cost overruns; and

WHEREAS, Delhi Township and the Holt Public School District commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding; and

WHEREAS, MDOT requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department (Act 51 eligible agency), to receive these funds and implement the infrastructure project, on behalf of Delhi Township and the Holt Public School District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to request Safe Routes to School funding and act as the applicant’s agent during the project development.

BE IT FURTHER RESOLVED THAT, if the application is successful and the SR2S project receives funding, a subsequent resolution will follow to accept the federal funding and secure the proper agreements to implement the project.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUPPORT MERIDIAN
TRANSPORTATION ALTERNATIVES PROGRAM FUNDED
RECTANGULAR RAPID FLASH BEACON INSTALLATION

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, Ingham County, in partnership with the Charter Township of Meridian applied for, and received, Transportation Alternatives Program funding to install rectangular rapid flash beacons at the Township’s Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road; and

WHEREAS, the Charter Township of Meridian has committed to design, construct, maintain, and fund the rectangular rapid flash beacons for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; and

WHEREAS, the Charter Township of Meridian attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, administration costs, and cost overruns; and

WHEREAS, the Charter Township of Meridian commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding; and

WHEREAS, MDOT requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department (Act 51 eligible agency), to receive the $25,374 of federal TAP funds and implement the infrastructure project, on behalf of the Charter Township of Meridian.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development and rectangular rapid flash beacons installation.

BE IT FURTHER RESOLVED, that the rectangular rapid flash beacons will be permitted for installation within the public road right-of-way upon the Charter Township of Meridian’s execution of a Permit Acknowledgement for Traffic Signal Control Responsibilities agreement.
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 August 1, 2017 as submitted.
<table>
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<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>
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</table>

**MANAGING DIRECTOR:** ______________________________
TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: August 2, 2017

SUBJECT: Agency Resolution to secure Transportation Alternatives Program funding for the Road Department’s Jolly Road project

For the County Services Committee meeting agenda of August 15, 2017
For the Finance Committee meeting agenda of August 16, 2017
For the BOC meeting agenda of August 22, 2017

The Ingham County Road Department has allocated $826,082 of federal Urban Surface Transportation Program (STP-U) funding to resurface Jolly Road from Dobie Road to Meridian Road. We also received a conditional commitment for $717,000 of Transportation Alternatives Program (TAP) funding to construct paved shoulders on Jolly Road from Dobie Road to Meridian Road. The plan is to combine the two funding sources into a single large project and build the project in 2018. The proposed project funding is as follows:

<table>
<thead>
<tr>
<th>Funding Program</th>
<th>Amount</th>
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<tr>
<td>Urban Surface Transportation Program</td>
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<tr>
<td>STP-U Local Match</td>
<td>$242,060</td>
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<tr>
<td>Transportation Alternatives Program</td>
<td>$717,000</td>
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<tr>
<td>TAP Local Match</td>
<td>$239,000</td>
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<td><strong>Total</strong></td>
<td><strong>$2,024,142</strong></td>
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To receive the Transportation Alternatives Program (TAP) funding, Ingham County, on behalf of the Road Department, must submit a resolution to:

a.) “Certify that the financing is secured, available, and committed for use in constructing the project. This includes matching funds, nonparticipating funds if applicable, and cash flow available for a locally let project.”

b.) “Commit to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds.”

c.) “If applicable: Authorize a specific employee, official, or agent to act as the applicant agency's agent during project development and sign a project agreement upon receipt of a funding award.”

The reason for the attached resolution is to certify and commit the above to receive the Transportation Alternatives Program funding and to implement the Transportation Alternatives Program project development and infrastructure installation.

Approval of the attached resolution is recommended.
WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT) and the Office of Economic Development; and

WHEREAS, the Ingham County Road Department applied for, and received a conditional commitment for $717,000 of Transportation Alternatives Program funding to construct paved shoulders on Jolly Road from Dobie Road to Meridian Road; and

WHEREAS, the Ingham County Road Department attests to the existence of, and commits to, the $239,000 of matching funds necessary to carry out the project; and

WHEREAS, the Ingham County Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Office of Economic Development, and the Federal Highway Administration; and

WHEREAS, the Ingham County Road Department commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with Transportation Alternatives Program funding; and

WHEREAS, the Office of Economic Development requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department, to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement the Transportation Alternatives Program project development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, certifies that the financing is secured, available, and committed for use in constructing the project; commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds; and authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development.

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.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 11, 2017

RE: Request/Recommendation to Reclassify Public Relations Coordinator Position to Reception/Permits/Public Information Clerk, OPEIU-512 Technical-Clerical Bargaining Unit Salary Grade 2 to Grade 3, for the Road Department.

The Road Department is recommending and seeking approval to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in the OPEIU-512 Technical-Clerical Bargaining Unit in order to add additional necessary duties to this position to further assist with increased work load in the Road Department’s Engineering and Permits units.

This position, having one employee, handles the front desk and incoming phone calls for the Road Department, maintains the department web page, issues media information releases typically announcing up-coming road work, and assists with permit applicants.

The additional duties would involve assisting with further steps in the permits application, review coordination and fee payment processes, information gathering for FOIA and other public inquiries, and further clerical duties for the engineering unit as shown on the attached job description. This will further enable the Weighmaster/Permits Agent, again one employee who is the lead on the permit application process, to spend more time out inspecting permits and checking truck weights, as both permit and trucking activity is increasing with the improving economy, and further assisting with project inspection.

The updated job description also includes more involvement with providing social media updates on road department activity, which is a communication format that has greatly increased since the subject job description was last updated.

The Human Resources Department has point-rated the new job description and per the attached Analysis Memo is recommending the new Reception/Permits/Public Information Clerk position be compensated at OPEIU-512 Technical-Clerical Bargaining Unit salary grade 3, whereas the existing Public Relations Coordinator position is compensated at OPEIU grade 2.

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of the requested reclassification is $6,137 per year to start, and $8,221 per year at top salary step after five years per current costs and current OPEIU labor contract. This cost increase would be covered by the anticipated road fund revenue increases in 2017 and going forward.
Per the attached email, the OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reclassification. The new position would be posted, filled and administered per the current OPEIU labor agreement.

As the subject position is currently vacant and staffed by temporary labor, but needs to be permanently filled to address the increasing needs described above, and given the Board of Commissioners’ monthly summer meeting schedule, the relatively simple request, and support by the affected bargaining unit, the road department is requesting that the discussion step of the normal county staffing re-organization policy and procedure be combined with consideration of the attached resolution effecting the requested reclassification with this first submission to the Board of Commissioners.
Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE
THE RECLASSIFICATION OF THE PUBLIC RELATIONS COORDINATOR POSITION

WHEREAS, The Road Department is recommending and seeking approval to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in the OPEIU-512 Technical-Clerical Bargaining Unit in order to add additional necessary duties to this position to further assist with increased work load in the Road Department’s Engineering and Permits units; and

WHEREAS, This position, having one employee, handles the front desk and incoming phone calls for the Road Department, maintains the department website, issues media information releases typically announcing upcoming road work, and assists with permit applicants; and

WHEREAS, The additional duties would involve assisting with further steps in the permits application, review coordination and fee payment processes, information gathering for FOIA and other public inquiries, and further clerical duties for the engineering unit as shown on the attached job description; and

WHEREAS, This will further enable the Road Department Weighmaster/Permits Agent, again one employee who is the lead on the permit application process, to spend more time out inspecting permits and checking truck weights, as both permit and trucking activity is increasing with the improving economy, and further assisting with road project inspection; and

WHEREAS, The updated job description also includes more involvement with providing social media updates on road department activity, which is a communication format that has greatly increased since the subject job description was last updated; and

WHEREAS, The Human Resources Department has point-rated the new job description and per the attached Analysis Memo is recommending the new Reception/Permits/Public Information Clerk position be compensated at OPEIU-512 Technical-Clerical Bargaining Unit salary grade 3, whereas the existing Public Relations Coordinator position is compensated at OPEIU grade 2; and

WHEREAS, Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of the requested reclassification is $6,137 per year to start, and $8,221 per year at top salary step after five years per current costs and current OPEIU labor contract; and

WHEREAS, The above described personnel cost increase would be covered by the anticipated road fund revenue increases in 2017 and going forward; and

WHEREAS, Per the attached email, the OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reclassification and the new position would be posted, filled and administered per the current OPEIU labor agreement.
THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk at salary grade 3 in the OPEIU-512 Technical-Clerical Bargaining Unit, effective immediately.
TO: Bill Conklin, Managing Director – Road Department
FROM: Beth Bliesener, Employment Specialist
DATE: 7-7-17
RE: Memo of analysis for updated job description

The Ingham County Road Department is updating the vacant job description - Public Relations Coordinator. As such, HR can confirm the following:

Position Public Relations Coordinator, is currently vacant. The Road Department has updated the essential functions to reflect the work that will be done and has re-titled the position to Reception, Permits, and Public Information Clerk. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, Pay Grade 03.

The OPEIU Technical/Clerical Unit – Road Department has been notified and supports the updated job description and salary placement.

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

If I can be of further assistance, please email or call me (887-4375).
INGHAM COUNTY
JOB DESCRIPTION

RECEPTION, PERMITS, and PUBLIC INFORMATION CLERK – ROAD DEPARTMENT

General Summary:
Under the supervision of the Managing Director, is responsible for receiving visitors at the Road Department’s front counter, answering telephone calls and providing information or routing calls and inquiries to the appropriate personnel. Responsible for taking complaints from citizens and others, and maintaining the complaint system database. Provides administrative and clerical support for the Road Department. Prepares periodic news releases, presentations, information brochures, and other communications regarding Road Department activities, and responds to FOIA requests. Designs, maintains and updates the Road Department’s web and social media sites. Receives and processes permit applications and takes permit fees for proposed/requested permits. Provides support for other Permit Office related activities.

Essential Functions:
1. Answers incoming calls and either supplies requested information or directs the call to the appropriate person or office.

2. Responds to walk-in visitors. Determines their respective needs and supplies the requested information or directs the inquiry to the appropriate person or office.

3. Responsible for taking complaint calls, entering information about the complaint into the complaint system database, routing the complaint form to the appropriate personnel for resolution and entering information in the database when the complaint has been resolved.

4. Receives calls by telephone or on the Road Department’s radio frequency from police agencies, Road Department personnel or the general public regarding hazardous road conditions or emergency situations. Immediately notifies appropriate Road Department personnel or the appropriate agency so that repairs can be made or the hazard mitigated.

5. Receives Freedom of Information Act (FOIA) request for Road Department information, collects requested information from other Road Department staff as necessary and responds as directed.

6. Performs clerical data input and record keeping tasks for the Road Department. Duties include typing letters and other correspondence agreements, contracts, pay estimates, reports, and other documents. Prepares bid proposals, advertisements, notices, bid tabulations and other construction documents.

7. Works closely with Permit Office, personnel processing permit applications, compiling information, disseminating various forms and providing related information to the public. Receives and processes permit applications and takes/records permit fees for proposed driveway installations, proposed construction in the right-of-way, oversize truck movements and various other permits. Provides support for other Permit Office related activities.

8. Ensures that all permits are forwarded to the proper persons for review and in a timely manner. Discusses problem permit applications and technical questions with supervisors and department heads to ensure proposed work to be performed is not in conflict with Road Department goals and objectives.

9. Accepts and accounts for money and credit card payments received through permit activities. Prepares and issues invoices and refunds for permit and development related activities.
10. Handles Engineering Department related requests for information, such as permit requirements and restrictions, right-of-way information, plat and development inquiries and road and bridge as-built and reproduction.

11. Responsible for disseminating received mail and posting Road Department out-going mail.

12. Sets up and maintains the Road Department’s web site, Facebook and/or other social media sites. Makes changes and updates as necessary or requested.

13. Prepares news releases, construction and maintenance project updates, and various other public information releases, as requested, for Road Department employees, retirees, customers, citizenry, county commissioners, county departments and/or units of government.

14. Prepares PowerPoint presentations, handouts, general road information brochures, project information mail fliers and other similar public information items as requested.

15. Performs other duties as required.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of a High School diploma or the equivalent is required. College course work preferred.

**Experience:** A minimum of three (3) years relative experience is required. Expertise in the utilization of word processing, spreadsheet, presentation, and web page design software and familiarity with the Internet and social media outlets is required.

**Other Requirements:**

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

**Working Conditions:**

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

**Physical Requirements:**
This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

This position’s physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.

This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

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

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

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

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

OPEIU Technical/Clerical Unit Department of Roads
Pay Grade 03
June 2017
### 2017 PERSONNEL COST PROJECTION
Ingham County Road Department

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### Proposed

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<td><strong>TOTAL</strong></td>
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Ok, thank-you. As indicated, no other OPEIU positions are contemplated for job description (JD) change at this time.

Bill Conklin.
ICRN

From: Swanson, Mark
Sent: Tuesday, July 25, 2017 3:01 PM
To: Conklin, William; Aaron Sanders (aksanders4@att.net)
Subject: RE: Updated Job Description—Reception, Permits, & Public Information Clerk; formerly Public Relations Coordinator

Bill,

I’ve reviewed the Changes to Elimination of the Public Relations Coordinator position which is to be replaced by a Reception, Permits and Public Information Clerk. After receiving verbal assurance that this reorganization is not likely to lead to a reduction in bargaining group positions due to the internal transfer of the existing bargaining group member expressing interest in the proposed job, OPEIU Local #512 Technical Clerical Unit accepts the Job description, as written. It is also our understanding that the proposed job will be placed at Grade 3 in the current pay scale included in the Appendix A of the current Collective Bargaining Agreement, and the other positions remaining unchanged. Based on the Notice of the Employer, the OPEIU Local #612 Technical Clerical Unit supports this reclassification.

Mark Swanson
OPEIU Local 512 – Steward
Ingham County Road Department
P.O. Box 38
Mason, MI 48854
(517) 678-9722 ext. 314

From: Conklin, William
Sent: Monday, July 24, 2017 2:02 PM
To: Swanson, Mark
Subject: RE: Updated Job Description—Reception, Permits, & Public Information Clerk; formerly Public Relations Coordinator

Mark,

Has OPEIU decided on the subject JD update—need to get this into BOC for their Aug meeting this week if we’re going to do this, otherwise I will need to have HR resume the existing JD posting.

Thanks--BC
From: Conklin, William
Sent: Thursday, June 29, 2017 6:06 PM
To: Swanson, Mark
Cc: Bilesener, Elisabeth; Peterson, Robert; Parsons, Travis
Subject: Updated Job Description--Reception, Permits, & Public Information Clerk; formerly Public Relations Coordinator

Mark,

We have taken the opportunity of the currently vacant Road Department Public Relations Coordinator position to update the job's description (JD). The new Reception, Permits, & Public Information Clerk JD is attached showing main changes highlighted from previous Public Relations Coordinator JD, which is also attached for reference.

Main change is we have added items 7-10 which increases this job's involvement with receiving permit applications, permit fees, processing permits, and assisting in the Engineering department.

Duties 7-10 on the attached JD are currently mainly done by the Permit Agent, Brenda Moyer, and to some extent still will be, but as road work picks up with increased road funding and permit activity, we need Brenda more in the field inspecting, monitoring permit activity and weigh-mastering.

HR has point rated the new JD per the previous Rye method and has determined that it should be classified as an OPEIU Technical-Clerical grade 3 rather than the current grade 2 for the former Public Relations Coordinator position.

Per the Ingham County Reclassification/Re-organization Policy, we are asking OPEIU to review the attached and reply in writing whether the union supports or has any comments or questions on the proposed JD update and proposed classification change.

Following OPEIU’s input, we will put this through the County Board approval process and, if approved, post the new job internally with OPEIU for a week in accordance with article 15, prior to any external posting. The current external posting for the former Public Relations Coordinator position has been pulled down and any applications received so far will be set aside until the proposed change is either completed and approved or denied.

To keep this process moving and get the position filled as soon as possible, we request OPEIU respond to this request for any input and approval by Monday, July 10, 2017.

Thanks very much,
Bill Conklin,
Road dept.
ORGANIZATION CHART
INGHAM COUNTY ROAD DEPARTMENT

Board of Ingham County Commissioners

Managing Director

Director of Engineering & County Highway Engineer

- Sign & Signal Shop Supervisor
- Senior Engineering Technician
- Engineering Technician II
- Engineering Technician II

Design Engineer

- Assistant Engineer
- Surveyor

Director of Operations

- Western District Supervisor
- Eastern District Supervisor
- Metro District Supervisor

- Fleet Manager
- Mason Shop Mechanics
- Buildings & Grounds

Engineering Technician II

- 3 Employees
- 15 Employees
- 12 Employees
- 12 Employees

Eng. / Permits Secretary & Weighmaster


Notes:
1. Finance Clerk assigned full-time, and one Accountant assigned part-time to road department report to County Finance Director Jill Rhode.
2. Purchasing staff assigned full-time to road department report to County Purchasing Director Jim Huggins.
3. One HR Specialist assigned part-time to road department reports to County HR Director Travis Parsons.

Road Dept. organizational chart as of May, 2017
TO:        Board of Commissioners County Services Committee
FROM:    Tim Morgan, Parks Director
DATE:     July 31, 2017
SUBJECT: Deer Hunting at Lake Lansing Park-North and the Ingham County Farm
          For the meeting agenda of 8/15/17 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 and the Ingham County Farm during the 2017-2019
Archery Deer Seasons. 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 and the Ingham County Farm, is causing damage to plant life within park property and
surrounding private lands. In addition, deer/car accidents in the Lake Lansing area prove an ongoing issue.

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 and the Ingham County Farm. 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). 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
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their July 24,
2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend the resolution authorizing deer hunting at Lake
Lansing Park-North and the Ingham County Farm be approved.
July 18, 2017

Mr. Timothy Morgan  
Director of Ingham County Parks  
121 East Maple Street, Suite 102  
Mason, MI 48854

Dear Mr. Morgan,

I am writing to you to express our support and appreciation for Ingham County’s participation in our deer management program.

In previous years, archery hunters have been assigned to harvest deer on two County-owned properties: 1) The Dobie Road Farm, located at 3860 Dobie Road, Okemos and 2) Lake Lansing Park North, located at 6260 East Lake Road, Haslett.

We have appreciated the County’s support and partnership in past years and as you can see from the attached map, the Dobie Road Farm and Lake Lansing Park North Park are very important large hunting locations within the program. Meridian Township continues to receive numerous complaints relative to deer damage and the number of car/deer collisions remains high. In addition to a managed harvest, the township provides educational material on deer-resistant landscaping and suggestions for safe driving during the fall, which is when the deer/car collisions are at a high point.

Our deer management program is an archery-only program where hunters are assigned to each site and shoot downward from a tree stand or carefully placed blinds. The stands, (locations approved by the township) are located in wooded areas away from trails. All of our parks and land preserves remain open to the public during the hunting season which runs from October 1-January 1. All of our volunteer hunters are township residents or police officers who are hand selected for the program; are screened through a criminal background check; attend an orientation at the MSU Demmer Center; must pass a proficiency test; and follow communication protocols set up for the program. Assignments to sites are made by proximity to where the hunter lives, and most times is in a site close to their neighborhood. Safety is the number one priority for this program. During the week, hunters typically hunt before and/or after work. All sites selected for the program will have signage posted as well.
Attached is a poster that the township promotes called Deerwise Community, which encourages drivers to be on the lookout for deer. I have also attached the resolution that the County Parks Board passed to allow hunting within Lake Lansing North Park for your use.

Please contact me with any questions or if you would like to discuss the program.

Sincerely,

LuAnn Maisner, Director of Parks and Recreation

cc:  Pat Witte, Lake Lansing Park Manager

      Earl Krom, USDA Aphis
Non-Township Owned Properties That Are Hunted
AA-(Dobie Road Ingham Cty. Farm); BB-(MSU's Dobie Reserve); CC - (Delta Dental)

Meridian Township 2016 Deer Management Areas

ADDITIONAL PROPOSED TOWNSHIP-OWNED PROPERTIES:
A. Forest Hills Natural Area
B. Orlando Park Outlot "B"
C. Hartruck Park
D. Tacoma Hills Natural Area
E. Riverside Cemetery
F. Glendale Cemetery
G. Wonch Park
H. Ferguson Park
I. Sumbal Natural Area (Land Preserve)
Statistics are from the MSP Traffic Crash Reporting System, *Crash Statistics Report*

Searched - County = Ingham  City/Township = Meridian Twp and Williamstown Twp separately  
Date Range = (Varied)  Special Circumstances = Deer

This report was generated on 2/07/2017.

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From: Krom, Earl G - APHIS [mailto:Earl.G.Krom@aphis.usda.gov]
Sent: Thursday, May 18, 2017 10:13 AM
To: Morgan, Timothy <TMorgan@ingham.org>
Cc: Witte, Patrick <PWitte@ingham.org>
Subject: RE: Suspect deer for chronic wasting disease identified in Ingham County

Tim,

We have removed 83 deer total from Lake Lansing Park thus far for CWD surveillance efforts, none of them came back as positive. We are finished as of the beginning of May with deer removals until after fawning season. I would anticipate that the DNR will want us to continue efforts in July. If you have any questions or concerns please let me know.

Thanks
Earl Krom

From: Fedewa, Chad (DNR) [mailto:FEDEWAC1@michigan.gov]
Sent: Monday, July 17, 2017 3:34 PM
To: Morgan, Timothy <TMorgan@ingham.org>
Subject: Deer numbers

Hi Tim

Sorry I didn’t get these numbers to you sooner. I was certain that I sent them when I got the numbers from our lab. Anyway, here is a breakdown of our numbers regarding CWD sampling since 2015. They are broken down by Township and Year. Each year includes hunter harvested deer, roadkill, culled deer (deer shot by USDA Wildlife Services), and targeted deer. Target deer are deer that are exhibiting symptoms consistent with CWD that are tested. To date, we haven’t had any of those deer turn out to be positive for CWD (except the very first deer that was found positive in 2015). There are a lot of other ailments a deer can have that also look like symptoms of CWD.

Let me know if you are looking for anything else.

Chad Fedewa, Wildlife Biologist

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</tbody>
</table>
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE DEER HUNTING AT LAKE LANSING PARK-NORTH AND THE
INGHAM COUNTY FARM

WHEREAS, this is a request due to the Michigan Department of Natural Resources research data reporting cases of (CWD) chronic wasting disease of 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 and the Ingham County Farm located at 3860 Dobie Road, Okemos, is causing damage to plant life within park property and the Ingham County Farm surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area and the Ingham County Farm are an issue; 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 the Ingham County Farm; 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).

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 and the Ingham County Farm during the 2017-2019 Archery Deer Seasons.

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, 2019 at Lake Lansing Park-North and the Ingham County Farm.

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.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 31, 2017
SUBJECT: Mid-Michigan Mountain Bike Association (MMMBA)
For the meeting agenda of 8/15 County Services and 8/16 Finance

BACKGROUND
The purpose of the Memorandum of Understanding (MOU) is to continue the high degree of cooperation between Mid-Michigan Mountain Bike Association (MMMBA) and the Ingham County Parks. MMMBA has agreed to work with Ingham County Park staff for mutually beneficial programs, projects and bicycling activities at Burchfield County Park. This is an update and renewal of a previous MOU with the MMMBA and Ingham County Parks. The MOU was reviewed by County legal counsel.

ALTERNATIVES
The Memorandum of Understanding would provide for a continued active partnership with MMMBA to plan, build, maintain and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems. Without the Memorandum of Understanding, Ingham County Parks would not have the expertise and assistance of the MMMBA.

FINANCIAL IMPACT
There are no financial impacts. This group volunteers hundreds of hours annually to the Ingham County Parks in support of mountain bike trails.

OTHER CONSIDERATIONS
Ingham County Parks and the MMMBA agreed to the attached MOU. The Parks & Recreation Commission supported this resolution with the passage of a motion at their July 24, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an agreement with Mid-Michigan Mountain Bike Association (MMMBA).
RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MID-MICHIGAN MOUNTAIN BIKE ASSOCIATION

WHEREAS, it has been determined that Burchfield County Park would benefit from the expertise and involvement of the Mid-Michigan Mountain Bike Association (MM MBA); and
WHEREAS, MMMBA has agreed to work with Ingham County Park staff for mutually beneficial programs, projects and bicycling activities at Burchfield County Park; and

WHEREAS, the Memorandum of Understanding would provide for an active partnership with MMMBA to plan, build, maintain and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems; and

WHEREAS, the MMMBA and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding with the Mid-Michigan Mountain Bike Association (MM MBA).

BE IT FURTHER RESOLVED, the term of the Memorandum of Understanding shall be from the date of execution until January 1, 2022.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Memorandum of Understanding on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM OF UNDERSTANDING

2017 – 2022

By and Between

Mid-Michigan Mountain Bike Association

&

The County of Ingham acting on behalf of the Parks Department
MEMORANDUM OF UNDERSTANDING

between

Mid-Michigan Mountain Biking Association (MM MBA)

and

The County of Ingham acting on behalf of the Parks Department

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Mid-Michigan Mountain Biking Association, hereinafter referred to as MMMBA, and the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) acting on behalf of the Ingham County Parks Department.

PURPOSE:

This MOU is intended to provide a written framework extending the collaboration between MMMBA and the County, for the continuation of mutually beneficial programs, projects and bicycling activities at the county level. These programs, projects and activities comprise part of the Ingham County Parks multiple use mission and serve the public.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY MUTUALLY AGREED, as follows:

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Ingham County Parks’ benefits include an active partnership with MMMBA to plan, build, maintain and promote designated mountain bike trails for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems.

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks may:

1. Work with MMMBA to identify opportunities (trail projects, education and assistance) and jointly pursue such projects with the mountain bike community.
2. Make Ingham County Parks lands available for mountain biking and related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Include and utilize MMMBA technical expertise in Ingham County Parks programs as they relate to mountain biking and trail development. Provide to the public the appropriate rules and regulations pertaining to mountain biking on county property.
4. Under the supervision of park staff and when prior authorization has been granted, hand tools may be made available for volunteers working on trail maintenance. Such tools include but
are not limited to: shovels, leaf rakes, iron rakes, Mattocks, McLeod’s, rogue hoes, bow-saws, folding hand-saws, machete, pruning shears, loppers, wheelbarrows, etc.

5. Promote awareness and bicycle access throughout the Ingham County Parks trail system through social media, web forums, ride events and other channels.

6. Help identify and advocate for mountain bike current trends as part of the 5 year master plan public input and stake holder process by being responsive to user needs.

7. Works collaboratively with MMMBA in the development of way finding and signage design, concepts, and implementation program for Ingham County Trails.

C. MMMBA may:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the mountain biking community and the Ingham County Parks.

2. Provide technical assistance with projects, educational activities, grant application, and mountain biking activities and management.

3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.

4. Utilize IMBA (International Mountain Biking Association) best-practices for trail development and maintenance. This includes a focus on rider safety, environmental protection and sustainability.

5. Monitor the bicycle accessible multi-use trails designated for mountain bike use and to make alterations as needed to counter erosion problems as well as to improve the trail as deemed appropriate by Ingham County Parks trail managers.

6. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc., on the mountain bike trails.

7. Organize volunteer trail maintenance events to assist in maintenance of the mountain bike accessible trails within the confined resources of the MMMBA.

8. Perform regular inspection of all built trail structures that are specific to the mountain bike accessible trails. This will be completed once a month using a comprehensive checklist/worksheet (attached) to ensure that all structures are in good condition. These inspections will be completed in season when mountain bike accessible trails are open. Needed repairs will be made as soon as is reasonable; whenever they are discovered or reported by riders or park personnel. MMMBA and Ingham County Parks to coordinate when necessary on larger trail maintenance projects.

9. Obtain Ingham County Parks approval prior to implementation of any new trail development, outside trail line improvements and other major maintenance beyond basic trail care.

10. Encourage safe and courteous trail use and responsible bicycling.

11. Promote awareness and bicycle access throughout the Ingham County Parks trail system through social media, web forums, ride events and other channels.

12. Help identify and advocate for mountain bike current trends as part of the 5 year master plan public input and stake holder.
13. Provide available hand tools for use by volunteers for trail maintenance. Such tools include but not limited to: shovels, leaf rakes, iron rakes, Mattocks, McLeod’s, rogue hoes, bow-saws, folding hand-saws, machete, pruning shears, loppers, wheelbarrows, etc.

14. Work collaboratively with Ingham County Park staff in the development of way finding and signage design, concepts, and implementation program for Ingham County Trails.

D. LIABILITY:

1. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the MMMBA in the performance of this Agreement shall be the responsibility of the MMMBA, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the MMMBA, any volunteer, subcontractor, or anyone directly or indirectly employed by the MMMBA. Further, this agreement shall not serve as a waiver of any defense that the MMMBA may have to any potential claim, including the extension of governmental immunity to the MMMBA as a government contractor or quasi-government agency.

2. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the MMMBA if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.

3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the MMMBA in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the MMMBA in relation to each party’s responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees, respectively, as provided by statute or court decisions. Further, this agreement shall not serve as a waiver of any defense that the MMMBA may have to any potential claim, including the extension of governmental immunity to the MMMBA as a government contractor or quasi-government agency.

E. INSURANCE:

1. MMMBA shall purchase and maintain insurance not less than the limits set forth below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the County and have a minimum A.M. Best Company’s Insurance Reports rating of A or A- (Excellent).
2. General Liability Insurance on an “Occurrence Basis” with limits of liability not less than
$1,000,000 per occurrence and/or aggregate combined single limit. General aggregate, products,
personal and adv. injury are included in the MMMBA insurance policy. This is a standard
mountain bike association insurance policy underwritten by one of the few companies who write
such policies.
3. Proof of Insurance - MMMBA shall provide to the County at the time the Agreements are
returned by it for execution, two (2) copies of certificates of insurance for each of the policies
mentioned above.

F. NONDISCRIMINATION. The MMMBA, as required by law, shall not discriminate against a person to
be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or
privileges of employment, or a matter directly or indirectly related to employment because of race,
color, religion, national origin, age, sex, gender identity, disability that is unrelated the individual’s
ability to perform the duties of a particular job or position, height, weight, or marital status. The
MMMBA shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations
prohibiting discrimination, including, but not limited to the following:
1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
2. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
promulgated thereunder; and
regulations promulgated thereunder.
Breach of this section shall be regarded a material breach of this Agreement. In the event MMMBA is
found not to be in compliance with this section, the County may terminate this Agreement effective as of
the date of delivery of written notification to MMMBA.

G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham
County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual
consent of the parties, by the issuance of a written modification, signed and dated by all parties,
prior to any changes being performed.
3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual
consent of the parties, by the issuance of a written modification, signed and dated by all parties,
prior to any changes being performed.
4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in
part, at any time before the date of expiration.
5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

<table>
<thead>
<tr>
<th>Ingham County Parks Contact</th>
<th>MMMBA Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Jeff Gehl, Burchfield Park Manager</td>
<td>Contact: Jared Steffen, MMMBA President</td>
</tr>
<tr>
<td>Phone: 517-676-2233</td>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jgehl@ingham.org">jgehl@ingham.org</a></td>
<td>E-mail: <a href="mailto:speedychix@comcast.net">speedychix@comcast.net</a></td>
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<tr>
<td>Ingham County Parks</td>
<td>MMMBA Administrative Contact</td>
</tr>
<tr>
<td>Administrative Contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact</td>
</tr>
<tr>
<td>Tim Morgan - Director of Parks</td>
<td>Anne Grofvert, MMMBA</td>
</tr>
<tr>
<td>Phone: 517-676-2233</td>
<td>Phone: (517) 881-7616</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:tmorgan@ingham.org">tmorgan@ingham.org</a></td>
<td></td>
</tr>
</tbody>
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6. **NON-FUND OBLIGATING DOCUMENT.** This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

7. **COMMENCEMENT/EXPIRATION DATE.** This instrument is executed as of the date of last signature and is effective through January 1, 2022 at which time it will expire unless extended.

8. **WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

9. **AGREEMENT MODIFICATIONS.** All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County’s Board of Commissioners, and signed by their duly authorized representatives.

10. **PURPOSE OF SECTION TITLES.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

11. **COMPLETE AGREEMENT.** This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

12. **SEVERABILITY.** If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.
13. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

COUNTY: ______________________ MM MBA: ______________________

Sarah Anthony – Chairperson
Ingham County Board of Commissioners

Jared Steffen, President
Mid-Michigan Mountain Biking Association

Date

Date:

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Mattis D. Nordfjord
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 31, 2017
SUBJECT: Amendment to City of East Lansing Agreements

For the meeting agenda of 8/15 County Services and 8/16 Finance

BACKGROUND
Board of Commissioners Resolution 16-257, 16-328, and 17-109 authorized entering into contracts with the City of East Lansing to fund the following projects:

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Project #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL-Northern Tier Trail Repair and Maintenance Application</td>
<td>TR003</td>
<td>08/25/16</td>
<td>08/25/18</td>
<td>16-257</td>
</tr>
<tr>
<td>EL-07-NTT-SWL (South County Line, West of Abbot Road)</td>
<td>TR007</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-04-NTT-SWL (Whitehills Park)</td>
<td>TR008</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-03-ELT-RC (Hagadorn Road)</td>
<td>TR009</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>(EL) CL-22-ELT-RC (Kalamazoo Street)</td>
<td>TR010</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-05-NTT-SWL (Harrison Meadows)</td>
<td>TR011</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-06-NTT-SWL (East of Abbey Road)</td>
<td>TR012</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL - Northern Tier Trail Connection through White Park</td>
<td>TR033</td>
<td>Awaiting signatures on contracts</td>
<td>17-109</td>
<td></td>
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</tbody>
</table>

The City of East Lansing is requesting an amendment to the Agreements because the actual bids for the projects came in higher than the amount originally requested and awarded. Based on actual bids, an additional $437,589 is needed to complete the work including the already contracted consultant services for engineering and design. A detailed explanation of the amendment request is attached.

ALTERNATIVES
This resolution requests an amendment to the agreements in order to complete these projects and to move the process forward as approved and presented with the first round applications for #TR003, TR007, TR008, TR009, TR010, TR011, and TR012. Another option would be that the City of East Lansing would need to modify their scope of work for their projects to come on or below budget for #TR003, TR007, TR008, TR009, TR010, TR011, and TR012.

FINANCIAL IMPACT
This resolution requests authorizing an additional $437,589 from 2017 funds to complete the work including the already contracted consultant services for engineering and design for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012.

Additionally, this resolution requests authorizing using $437,589 (out of the $469,000) from the awarded funds per Resolution 17-109 for Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012, which totaled $1,088,500 combined.
This resolution is also requesting an additional $437,589 from 2018 funds for Agreement #TR033, utilizing the remaining $31,411 already approved for Agreement #TR033 for a total project cost of $469,000. This project from the City of East Lansing provided local match from a trust fund grant from the Michigan Department of Natural Resources for $300,000.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of East Lansing.
July 25, 2017

Timothy Morgan, Director
Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI. 48854

RE:   City of East Lansing 2016 Trails and Parks Projects – Amendment Request

Dear Tim:

Per our conversation of Friday July 14th the City of East Lansing is requesting an amendment to our existing contracts with Ingham County for use of the Trails and Parks Millage Funds. The reason for the amendment is that actual bids for the projects funded in 2015 (trail improvements included but not limited to crack sealing, asphalt repair, pathway overlay, etc.) and 2016 (replacement of 2 pedestrian bridges and renovation of 4 pedestrian bridges) came in higher than the amount originally requested and awarded in our funding applications. Based on actual bids, an additional $437,589 is needed to complete the work including the already contracted consultant services for engineering and design.

In addition to the 2015 and 2016 Millage funds awarded to the City of East Lansing, the City was also awarded funds for a 2017 project: extension of the Northern Tier Trail through White Park. If the 2017 funds could be used for the aforementioned 2015 and 2016 projects, sufficient funds would be available to cover the $437,589 shortfall. If the Board of Commissioners was agreeable to this amendment to the existing contracts, the City of East Lansing would respectfully request that the 2017 project be re-funded in 2018.

Attached to this letter is a document that provides background information regarding this request. Either Wendy Longpre, our Assistant Director of Parks & Recreation or I plan to attend the August 15th County Services Committee Meeting, the August 16th County Finance Committee Meeting and the August 22nd Board of Commissioners Meeting.

Anticipating and hoping for a positive response to this request, and in an effort to move this project along as quickly as possible, the City of East Lansing staff plan to request that our City Council award a contract to Davis Construction, Inc.,
the low bid contractor on this project at their Tuesday August 15th, 2017 City Council Regular Meeting. The award would be contingent upon the approval of the proposed funding plan by the Ingham County Board of Commissioners at their Tuesday August 22nd, 2017 Regular Meeting. In this manner, it is plausible that work could begin on the bridges as early as mid-September.

Please feel free to contact me if further information is needed. My office phone number is 517.319.6867.

Sincerely,

Timothy M. McCaffrey
Director of Parks & Recreation

Attachment (1)
Cc: George Lahanas, City Manager
    Wendy Longpre, Assistant Director of Parks & Recreation
    Jared Cypher, Assistant Controller, Ingham County Government
City of East Lansing 2016 Trails and Parks Projects
Background Information for Amendment Request

Ingham County awarded the City of East Lansing $1,088,500 in 2 separate funding applications, $198,000 in 2015 and $890,500 in 2016. The proposed scope of work for these projects and funds includes consultant services for engineering and design, trail improvements (crack sealing, asphalt repair, pathway overlay, etc.), replacement of 2 pedestrian bridges and renovation of 4 pedestrian bridges on the trail. At the County’s request, 7 contracts were awarded: 1 for the trail improvements; and 1 each for the 6 pedestrian bridges. For efficiency and cost effectiveness, the City of East Lansing bid all of the projects as 1 bid package.

These projects were initially bid in spring 2017, with a bid opening on May 9, 2017. There were 2 bidders and the low bid was $1,543,484. This was close to $600,000 over available funds, not including any contingency funds. A process of value engineering identified several areas of potential scope of work reductions or revisions, including changing steel bridge approach rails to timber approach rails, re-using end-of-trail bollards, and installing a 1” overlay of asphalt along the pathway instead of the micro-surfacing process. Upon adjusting the scope of work, the project was re-bid.

On Tuesday, July 6, 2017 bids were opened for the project with the revised scope of work. There were 2 bidders and the low bid was $1,300,046. Contracted consultant services for engineering and design at this time are $126,043. The dollar amount needed to complete the scope of work in the bid package and including existing engineering costs is $1,426,089. This does not include a construction contingency or any additional engineering costs, including construction inspection and supervision.

The addition of a modest contingency of $100,000 increases the construction cost to $1,526,089. City staff anticipate requesting a $50,000 allocation from East Lansing City Council for the additional engineering costs, however with $1,088,500 in available funds and $1,526,089 in costs, we still have a $437,589 shortfall.

In 2017, Ingham County awarded the City of East Lansing $469,000 for an extension of the Northern Tier Trail through White Park. If these funds were able to be used on the projects funded in 2016 and 2017 that would address the immediate shortfall. However, the funds would not then be available for the originally intended purpose.

It is important to remember that the City of East Lansing has identified the 2017 Millage funds as matching funds for a 2017 Michigan Natural Resources Trust Fund (MNRTF) Grant for the Northern Tier Trail extension through White Park. Consequently, we request that the County re-allocate $469,000 for completion of the Northern Tier Trail through White Park. This re-allocation would be required to make the proposed plan work.
Notification of whether or not MNRTF will award these funds is expected in December 2017. In the application to Ingham County, we suggested that this project was subject to the MNRTF grant and that it would not be completed until fall of 2018 or spring/summer 2019.

The project scope has been adjusted and value engineered as much as feasible without compromising the quality and longevity of the proposed improvements. The Mannik & Smith Group, our project consultants along with Wendy Longpre our Assistant Director of Parks & Recreation and Nicole McPherson, our Engineering Administrator in our Public Works Department have worked very hard to propose a quality project while recognizing the importance of considering financial constraints. So that you are aware, we have attributed the increased costs from the original funding request to a number of factors including but not limited too;

> Costs were underestimated for bridge painting and traffic control on the Kalamazoo Street and Hagadorn Bridges;
> The bearings need to be replaced on the Hagadorn Bridge;
> Additional deterioration has taken place along the Northern Tier Trail since the estimate; of probable cost was developed 2 years ago expanding the scope of crack-sealing, asphalt repair and path overlay;
> Multiple damaged culverts along the Northern Tier Trail requiring partial or complete replacement;
> Concrete approach slabs were added to the project scope at each bridge approach which will decrease future maintenance costs and improve the transition between the bridge and the pedestrian pathway; and,
> Fencing along the trail was found to be in poor condition and many of the bridge approach rails do not meet AASHTO requirements, so replacement of these items was included in the projects for safety reasons.
Agenda Item 6c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO AGREEMENTS FOR TRAILS AND PARKS MILLAGE FUNDING

WHEREAS, Board of Commissioners Resolution 16-257, 16-328 and 17-109 authorized entering into contracts with the City of East Lansing to fund the below projects; and

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<td>09/20/16</td>
<td>09/20/18</td>
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<tr>
<td>EL-04-NTT-SWL (Whitehills Park)</td>
<td>$204,100</td>
<td>TR008</td>
<td>09/20/16</td>
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<tr>
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<td>$206,050</td>
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<td>EL-06-NTT-SWL (East of Abbey Road)</td>
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<tr>
<td>EL - Northern Tier Trail Connection through White Park</td>
<td>$469,000</td>
<td>TR033</td>
<td>Awaiting signatures on contracts</td>
<td>17-109</td>
<td></td>
</tr>
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</table>

WHEREAS, the City of East Lansing is requesting an amendment to Agreement #TR003, TR007, TR008, TR009, TR010, TR011, TR012, and TR033 because the actual bids for the projects came in higher than the amount originally requested and awarded; and

WHEREAS, based on actual bids, an additional $437,589 is needed to complete the work including the already contracted consultant services for engineering and design; and

WHEREAS, the City of East Lansing is requesting the funds awarded per Board of Commissioners Resolution 17-109 in the amount of $469,000 from Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012; and

WHEREAS, the awarded funds per Resolution 17-109 in the amount of $469,000 will be allocated as follows: $437,589 for Agreement # TR003, TR007, TR008, TR009, TR010, TR011, and TR012 and the remaining $31,411 for Agreement #TR033; and

WHEREAS, the City of East Lansing is requesting Agreement #TR033 authorized per Board of Commissioners Resolution 17-109 instead be funded in 2018.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of East Lansing.
<table>
<thead>
<tr>
<th>Contract Title</th>
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<td>TR008</td>
<td>09/20/16</td>
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<td>16-328</td>
</tr>
<tr>
<td>EL-03-ELT-RC (Hagadorn Road)</td>
<td>TR009</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
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<tr>
<td>(EL) CL-22-ELT-RC (Kalamazoo Street)</td>
<td>TR010</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
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<tr>
<td>EL-05-NTT-SWL (Harrison Meadows)</td>
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<td>09/20/16</td>
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<tr>
<td>EL-06-NTT-SWL (East of Abbey Road)</td>
<td>TR012</td>
<td>09/20/16</td>
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<tr>
<td>EL - Northern Tier Trail Connection through White Park</td>
<td>TR033</td>
<td>Awaiting signatures on contracts</td>
<td>17-109</td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional $437,589 to complete the work including the already contracted consultant services for engineering and design for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes $437,589 of $469,000 of the awarded funds per Resolution 17-109 from Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012 and the remaining $31,411 for Agreement #TR033.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional $437,589 for Agreement #TR033, and use the remaining $31,411 authorized per Resolution 17-109, from 2018 funds as authorized per Board of Commissioners Resolution 17-275 which allows for allocating funding for projects over a multi-year period.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR003, TR007, TR008, TR009, TR010, TR011, TR012, and TR033 shall remain unchanged.

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 & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 31, 2017
SUBJECT: Trails & Parks Millage Program Coordinator

For the meeting agenda of 8/15 County Services and 8/16 Finance

BACKGROUND
Board of Commissioners Resolution #16-103 authorized staff to develop a job description for a staff person who would specifically work on the trails and parks millage. The Ingham County Parks Department is requesting a new position titled Trails & Parks Millage Program Coordinator. The Ingham County Parks Commission and Human Resources have recommended this request.

ALTERNATIVES
Creating a new position will address immediate needs within the department to provide oversight to the trails and parks millage program.

FINANCIAL IMPACT
This position will be placed in the Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958). The financial analysis of this request is attached and provided by Michael Townsend, Budget Director. The long term annual cost of this request would be $123,068. This resolution requests that the Board of Commissioners authorize funding this position from the trails and parks millage.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their July 24, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the creation of a Trails & Parks Millage Program Coordinator for the Parks Department.
TO: Tim Morgan, Parks Director

FROM: Joan Clous, Human Resource Specialist

DATE: July 19, 2017

RE: Memo of Analysis for creation of a new position within the Parks Department – Trails & Parks Millage Program Coordinator

The Parks Department is in need of a new position to enhance their ability to serve residents of Ingham County.

An analysis of information provided by the Parks Department resulted in the creation of a new position titled Trails & Parks Millage Program Coordinator. It will be placed in the Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958).

Please use this memo as acknowledgement of Human Resources’ participation. You are now ready to complete the final steps in the process: contacting Budgeting, writing a memo of explanation and preparing a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4374).
INGHAM COUNTY
JOB DESCRIPTION

TRAILS & PARKS MILLAGE PROGRAM COORDINATOR – Millage Funded

General Summary: Under the general direction of the Parks Director this position is the primary contact for the Ingham County Trails and Parks Millage Program and is responsible for the coordination and monitoring of grants for non-motorized trails for the duration of each project, including blue ways, green ways and special projects, which requires highly technical oversight, management, and tracking and compliance assurance for these programs. Will communicate and interface with the Park Director, Deputy Controller, Staff and other local governments to allocate and track grant dollars appropriately and in accordance with the current millage plan. Works with communities on helping with local match from various state, federal and private grant programs. This position will analyze and evaluate data, manage funding from budgeting and programming through project implementation and financial closeout and have the ability to prepare reports, charts, maps and other graphs to display data and have background in GIS mapping and data collection.

Essential Functions:
1. With oversight from Director receives and reviews applications for Ingham County’s Trails applications for all rounds of the Ingham County Trails Park Program and ensures they are complete and correct. Provides all necessary information to the Park Commission, Parks Director and Board of Commissioners including funding recommendations.
2. Coordinates and accounts for the appropriate reimbursements and financial information from local municipalities with the Financial Services Department. Assists the Parks Director in financial reporting through the development and modification of various forms for applicants and reimbursements to the millage program. Review contracts entered in MUNIS for accuracy, calculate and approve initial payments per contact language, monitor the Trails and Parks fund for accuracy, establish necessary general ledger accounts and projects, track and keep current fund balance and fund balance projections, develop and maintain spreadsheets, review reimbursement forms from other agencies and recommend payments.
3. Initiate changes to policies and procedures to expedite the obligation and expenditure of grant program funds.
4. Provide assistance to municipalities, and non-profit public entities regarding grants, trail and blue way planning, development, funding, management issues and completing application. Work with all communities to encourage and promote millage funded projects when they are awarded, started and completed. Coordinate and assist with scheduling special dedications, press releases, and social media for promotion of millage projects.
5. Develops and maintains effective relationships with the Board of Commissioners, Parks Commission, various agencies, trail user groups, volunteers, and local organizations and media representatives for trail and blue way development. Assists Director with presentations to boards, commissions, civic groups and the general public as necessary.
6. Implements Ingham County Board of Commissioners approved Trails and Parks master plans, following standards for management and maintenance for all trails and blue ways. Provides information to Park Commissioners, Board of Commissioners, Director and consultant as directed and necessary for the millage program, as well as communication with attorney’s office and Board of Commissioners office. Communicates official Board of Commissioners resolutions, plans, policies and procedures to staff and the general public.
7. Assists Director with project management for millage funded capital improvement projects, assisting with soliciting for grants both public and private for the Ingham County Parks Capital


Improvement Program and annually assisting with updating the major action program items as part of the Five-Year Ingham County Park Master Plan.

8. Prepares and maintains daily, monthly and annual reports and records of the millage as assigned.
9. Coordinates and attends stakeholder meetings and takes minutes at these and any other special millage related meetings, and coordinates temporary construction signage and permanent plaque delivery and ordering, as well as communicating with various government entities in regard to millage and financial funding items and questions related to the millage.
10. Responsible for routine monitoring of existing trails and blue ways via foot and bicycle and kayak or canoe to assess the present conditions as well as access potential critical connections that may be developed.

**Other Functions:**
- Performs other duties as assigned.

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

**Employment Qualifications:**

**Education:** Bachelor’s Degree in Parks & Recreation Administration, Natural Resource Science, Resource Management, Resource/Land or Trails Planning, Engineering, Recreation, Environmental Studies, Tourism or a related field.

**Experience:** One to two years of experience managing grants and project management. Grant writing experience preferred.

**Other Requirements:**
- Must have certification or be able to obtain certification to perform PASER ratings.
- Must be able to load and unload and operate a bicycle, kayak and/or canoe.
- Maybe be required to lift up to 100 pounds.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, bicycles, canoes/kayaks, etc.
3. This position is required to travel for meetings and appointments.
4. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.
Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm’s reach such as making general observations about buildings, people or situations, 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
Pay Grade
### Trails & Parks Millage Program Coordinator

**MCF 10**  
**Step 5**

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Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CREATION OF A TRAILS & PARKS MILLAGE PROGRAM COORDINATOR

WHEREAS, Board of Commissioners Resolution #16-103 authorized staff to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution; and

WHEREAS, an analysis of information provided by the Parks Department resulted in the creation of a new position titled Trails & Parks Millage Program Coordinator; and

WHEREAS, Human Resources has evaluated the proposed new position, and new job description and has established the appropriate salary grade level; and

WHEREAS, the position will be a Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958).

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a new position titled Trails & Parks Millage Program Coordinator in the Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958).

BE IT FURTHER RESOLVED, the Board of Commissioners authorize funding this position from the trails and parks millage.

BE IT FURTHER RESOLVED, that the Trails & Parks Millage Program Coordinator 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.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 1, 2017
SUBJECT: McNamara Landing Grant

For the meeting agenda of 8/15/17 County Services and 8/16/17 Finance

BACKGROUND
Board of Commissioners Resolution #16-101 authorized the submission of a Michigan Natural Resources Trust Fund Grant for facility development and improvements that included: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park.

The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund grant.

ALTERNATIVES
With the growing popularity in paddle sports, the Parks Department identified a need for developing and improving facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains. Currently, the site has wooden steps and an alternate 6ft. wide concrete walkway leading to the water. However, the set of steps at the water’s edge, used for landing and launching water craft, does not meet universally accessible guidelines. The rented portable privy and parking area are also in need of updates to meet accessibility standards.

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing. This accessible dock/canoe/kayak launch can be utilized for accessible fishing on the Grand River as well.

The growing state-wide trend is to designate navigable rivers into water trails and connect communities on a regional basis. This development project would help with future collaboration with other local units of government in connecting “destination points” on the Grand River and could foreseeably benefit the area economically from increased public use, due to improved accessibility.

FINANCIAL IMPACT
The grant award is in the amount of $105,800, matched with Trails & Parks millage 30% local match of $45,400 for a total project amount of $151,200. The required matching funds were authorized in Board of Commissioners Resolution #16-101.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of $105,800 for the grant application titled McNamara Landing Improvements and Development #TF16-0185 to the Michigan Natural Resources Trust Fund for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

WHEREAS, the required matching funds of $45,400 will come from previously appropriated County funds reserved for this purpose in Resolution #16-101.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the $105,800 Michigan Natural Resources Trust Fund Grant for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant #TF16-0185 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide forty five thousand four hundred ($45,400) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: County Services and Finance Committees  
FROM: Cynthia Wagner  
DATE: 8-08-2017  
SUBJECT: Boo at the Zoo  
For the meeting agenda of 8-15-2017  

BACKGROUND  
Potter Park Zoological Society is a support organization to Potter Park Zoo. Fundraising for the Zoo is the main mission of the Society, as well as, to advocate and educate for and about the Zoo. One source of funding maintained by the Society is the admission monies from the “Boo at the Zoo” event as stated in the agreement between the County and the Society, Resolution #17-069.

The “Boo at the Zoo” event has previously taken place for four days in October of each year, Resolution #13-395. A high volume of visitors on these days causes long lines which negatively impacts visitor experience. Also, as this is an outdoor event, weather influences attendance which leads to overcrowding on days it is not raining. Expanding the “Boo at the Zoo” event from four to six days would provide community members a higher quality experience by spreading out attendance and having more days available in the event of rain.

ALTERNATIVES  
Boo at the Zoo could continue to operate over a four day period.

FINANCIAL IMPACT  
In October 2016, the admission and parking revenues for the proposed expanded weekend of “Boo at the Zoo” were $4,672 and $1,931. With the additional attendance from “Boo at the Zoo” the County parking revenue would increase. Also, the Zoo is now managing the gift shop, restaurant, and encounters allowing for a substantial monetary benefit from increased Boo at the Zoo attendance.

OTHER CONSIDERATIONS  

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the expansion of the “Boo at the Zoo” event from four to six days.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ADDITIONAL WEEKEND FOR THE POTTER PARK ZOO
“BOO AT THE ZOO” EVENT

WHEREAS, the Potter Park Zoological Society is a private, 501(c)(3) nonprofit fundraising organization that supports the Potter Park Zoo; and

WHEREAS, the agreement between Ingham County and the Potter Park Zoological Society states the Zoological Society retain the admission monies for the “Boo at the Zoo” event, Resolution #17-069; and

WHEREAS, the Society event, “Boo at the Zoo” has previously been a four day event, Resolution #13-395; and

WHEREAS, the Potter Park Zoological Society will provide the personnel, both paid staff and volunteers to plan, implement and facilitate the “Boo at the Zoo” event; and

WHEREAS, extending the length of the “Boo at the Zoo” event will provide higher quality visitor experiences for guests and more opportunities for community members to attend this event.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners approves the expansion of the “Boo at the Zoo” event from four to six days in October of each year.
TO:       Board of Commissioners County Services Committee and Finance Committee
FROM:     Travis Parsons, Human Resources Director
DATE:     July 28, 2017
SUBJECT:  71st Annual MERS Conference
          County Services August 15th and Finance Committee August 16th

BACKGROUND
The 71st Annual Conference of the participating municipalities enrolled in the Municipal Employees’
Retirement System (MERS) will be held at the Detroit Marriott at the Renaissance Center in Detroit, Michigan
on Thursday, September 21 and Friday, September 22, 2017. According to the provisions of the Retirement Act,
a non-managerial member of the Retirement System and an alternate are to be elected by secret ballot for the
Annual Conference.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The 2017 MERS Annual Conference Registration Fee is $175.00. This fee also includes meals. The total cost of
registration for the Employer Delegate and the Employee Delegate is $350.00.

The Detroit Marriott at the Renaissance Center expenses are as follows:
The MERS group rate is $169.00 for a one night stay (September 21, 2017) plus the 9% Tourism Fee ($15.21)
and the $25.00 Parking Fee. The hotel expense per person is $209.21. Because Ingham County is tax exempt,
there are no additional charges. The total cost of hotel expenses for the Officer Delegate and the Employee
Delegate is $418.42.

The Officer Delegate mileage expense is $76.72 based on the round trip mileage of 143.40 @ .535 per mile.
The Employee Delegate mileage expense is $98.55 based on the round trip mileage of 184.20 @ .535 per mil.
The total mileage cost for the Officer Delegate and the Employee Delegate is $175.27.

The 2017 MERS Annual Conference expenses (MERS registration, hotel accommodation, and the mileage
reimbursement) will be paid by the County for the Officer Delegate and Employee Delegate. The total expenses
are $943.69 and do not exceed a maximum of $1400.00 already set aside in the Human Resources Line Item
863000 (Travel and Attendance for the Annual MERS Conference).

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
After review, I respectfully recommend approval of the attached resolution for the certified Ingham County
Representatives to attend the 2017 MERS Annual Conference.
RESOLUTION TO CERTIFY REPRESENTATIVES FOR THE MERS ANNUAL CONFERENCE

WHEREAS, the Municipal Employees’ Retirement System (MERS) will hold the Annual Conference at the Detroit Marriott at the Renaissance Center in Detroit, MI on September 21 and September 22, 2017; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate: Sheldon Lewis, Administrative Assistant-Drain Office

Officer Delegate: Michael Townsend, Budget Director

BE IT FURTHER RESOLVED, Ingham County Board of Commissioners authorizes the payment, pursuant to the County’s travel policy, of the expenses of the Employee Delegate and Officer Delegate to attend the 2017 MERS Annual Conference.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: July 17, 2017
SUBJECT: Resolution Authorizing the Establishment of a MERS Hybrid Plan for New Road Department Managerial and Professional Employees
County Services – August 15th Agenda & Finance Committee – August 16th Agenda

BACKGROUND
Beginning in January 2013, the Board of Commissioners established Municipal Employees’ Retirement System (MERS) Hybrid Pension Divisions to address the escalating defined benefit pension costs. Corresponding Hybrid division were established for the existing defined benefit (DB) divisions to allow placement of new hires into the Hybrid Plan.

The existing DB division for the Road Department managerial and professional classifications was not addressed at that time. With the hiring of a new employee into a Road Department professional position, Financial Services discovered that significant adjustments had to be made each month for reporting to MERS.

Financial Services and Human Resources discussed solutions and determined the need to create a new Hybrid division for the new hires in the management and professional positions at the Road Department. This division is the same structure as the existing Hybrid Plan for MCF new hires.

ALTERNATIVES
There are no alternatives. If we do not establish the new division, it creates inefficiency in monthly reporting into the MERS portal and the need for additional adjustments.

FINANCIAL IMPACT
There is no financial impact regarding the amount of contribution. It is solely for operational efficiency.

OTHER CONSIDERATIONS
The employees that would be enrolled in this new Hybrid Division are not represented by a collective bargaining unit. Although it creates another division in an already complex pension reporting structure for the County, it will provide better accountability and efficiency for pension reporting going forward.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to establish the MERS Hybrid Plan Division.
MERS Hybrid Plan Adoption Agreement

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name: County of Ingham
   Municipality #: 3303

   If new to MERS, provide your municipality's/court’s fiscal year: ______ through ______ (Month) through (Month).

II. Effective Date

   Check one:
   A. ☐ If this is the initial Adoption Agreement for this group, the effective date shall be the first day of June 2017.

   ☑ This municipality or division is new to MERS, so vesting credit prior to the initial MERS effective date by each eligible participant shall be credited as follows (choose one):
      ☑ Vesting credit from date of hire ☐ No vesting credit

   ☐ This division is for new hires, rehires, and transfers of current Defined Benefit* division # ______ and/or current Defined Contribution division # ______
   Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

   Current active (defined benefit or Defined Contribution) employees (select one of the following and see Plan Document, Section 64 for more information):
      ☐ Will have a one-time opportunity to convert the value of their current defined benefit into a lump sum transferred to the Defined Contribution portion of Hybrid sum, or continue accruing service in the Defined Benefit. (Complete MERS Hybrid Conversion Addendum.)

      ☐ Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Hybrid plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for participants to make their election is: __/___/___

      ☐ Will be required to cease service accrual in Defined Benefit and will transfer to Hybrid for future service accrual.

   * By completing the section above, the Employer acknowledges receiving Projection Study (if applicable) results and understands the municipality’s obligation to continue funding the liability associated with the closed Defined Benefit division.

   B. ☐ If this is an amendment of an existing Adoption Agreement (Hybrid division # _______), the effective date shall be the first day of ____________, 20___. Please note: You only need to mark changes to your plan throughout the remainder of this Agreement.
C. □ If this is to separate employees from an existing Hybrid division

(existing division number(s) ___________________________)

into a new Hybrid division, the effective date shall be the first day of ______________, 20__.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of all employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

Met. & Prep. Rand Det after 6/1/2017

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

To receive one month of service credit (check one):

☒ An employee shall work 10 _______ hour days

☐ An employee shall work _________ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be ________ month(s).

☐ Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be excluded from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be ________ month(s).
MERS Hybrid Plan Adoption Agreement

IV. Provisions

Employer Caps

☐ Employer hereby elects to cap the annual contribution to Hybrid (total amount for both Defined Benefit and Defined Contribution portions) ____% of payroll.

☐ The Defined Benefit component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percentage. The employer's annual contributions are capped at ____%. Employee Contributions will make up the difference.


The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: __December 31__, 2016

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.

2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier

   The multiplier shall be one of the following dependent upon the division's Social Security status:

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<tr>
<th>Social Security Coverage</th>
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4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years

5. Vesting shall be 6 years
6. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to include these types from your MERS reported wages:

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: ________________________________________________________________
- Other 2: ______________________________________________________________

7. Normal Retirement Age: ___ (any age from 60 – 70)

8. Early Normal Retirement with unreduced benefits
   - Age 55-65 ______ with 25 years of service.


1. Vesting (Check one):
   - Immediate
   - Cliff Vesting (fully vested after below number years of service)
     - 1 year
     - 2 years
     - 3 years
     - 4 years
     - 5 years
   - Graded Vesting
     - ___% after 1 year of service
     - ___% after 2 years of service
     - ___% after 3 years of service (min 25%)
     - ___% after 4 years of service (min 50%)
     - ___% after 5 years of service (min 75%)
     - 100% after 6 years of service

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death while actively employed, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested.
2. Contributions
   a. Will be remitted
      - Weekly
      - Bi-Weekly [☑]
      - Monthly
   b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)
      | Employee Contribution | 2.5 |
      | Employer Contribution  | 2.5 |
      Enter % or $ for contribution amounts

[☐] Direct mandatory employee contributions as pre-tax.
NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

   c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

3. Compensation:
   Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 401(a) of the MERS Plan Document (check one):
   - Medicare taxable wages reported in Box 5 of Form W-2
   - All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals
   - Compensation, for retirement purposes, is defined as base wages. Any of the following may be included:
     - Longevity pay
     - Overtime pay
     - Shift differentials
     - Pay for periods of absence from work by reason of vacation, holiday, and sickness
     - Workers' compensation weekly benefits (if reported and are higher than regular earnings)
     - A member's pre-tax contributions to a plan established under Section 125 of the IRC
     - Transcript fees paid to a court reporter
     - A taxable car allowance
     - Short term or long term disability payments
     - Payments for achievement of established annual (or similar period) performance goals
     - Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
     - Lump sum payments attributable to the member's personal service rendered during the FAC period
     - Other: ____________________________________________
     - Other 2: __________________________________________

NOTE: In any of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. Loans: [☐] shall be permitted  [☑] shall not be permitted
   If Loans are elected, please complete and attach the MERS Hybrid Loan Addendum.
MERS Hybrid Plan Adoption Agreement

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this MERS Hybrid Plan Adoption Agreement and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Hybrid Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer’s retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.

2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;

3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer’s credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity’s retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;

4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;

7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;

8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by ______________________ on the ______ day of ______________________, 20____.  
(Name of Approving Employer)

Authorized signature: ______________________

Title: ______________________

Witness signature: ______________________

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20____ Signature: ______________________

(Authorized MERS Signatory)
Introducing by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEW ROAD DEPARTMENT MANAGERIAL AND PROFESSIONAL EMPLOYEES

WHEREAS, the County Board of Commissioners has established MERS Hybrid Plan Divisions to address the escalating pension costs; and

WHEREAS, Financial Services and Human Resources recognized a need to establish a Hybrid division for Ingham County Road Department new hires in non-represented managerial and professional classifications; and

WHEREAS, the Hybrid Plan Adoption Agreement to establish this new division for new hires in non-represented management and professional classifications at the Road Department has been completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached MERS Hybrid Plan Adoption Agreement for new employees, occupying non-represented managerial and professional classifications at the Ingham County Road Department, hired after June 1, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners - Law and Courts Committee, County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: July 20, 2017

SUBJECT: LOU – CCLP 911 Non-Supervisory Unit
       Law and Courts August 10th Agenda, County Services August 15th Agenda
       Finance Committee August 16th Agenda

BACKGROUND
In 2015, the Sheriff’s Office identified an issue regarding unscheduled overtime and providing adequate coverage. At that time, the parties met and determined this could be addressed through the Code Red Alert System and an LOU was created to provide an unscheduled overtime response process.

The update LOU through December 31, 2018, maintains the same response process but names the new Everbridge Alert System.

ALTERNATIVES
Adequate staffing is necessary to insure the safety and security of the adult offenders housed at the Ingham County Jail. Not implementing this response system to address the unscheduled overtime process creates ability undue hardship on the Corrections Officers that are held over and creates additional liability.

FINANCIAL IMPACT
The LOU provides a $50 bonus in addition to contractual wages for officers reporting for duty under the Everbridge Alert System. A similar response system and protocol has been in place since 2015.

OTHER CONSIDERATIONS
This LOU is an undated version of the expired LOU for the Code Red Alert System that had been in place since 2015. The alert system for unscheduled overtime has worked well since its inception.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding the Everbridge Alert System.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM, INC. -
CORRECTIONS UNIT

EVERBRIDGE ALERT SYSTEM

WHEREAS, the COUNTY OF INGHAM and the INGHAM COUNTY SHERIFF (hereinafter referred to as the "Employer") and Capitol City Labor Program, Inc. (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Corrections Unit for the period January 1, 2015, through December 31, 2017; and

WHEREAS, the Parties wish to supplement the contract regarding unscheduled overtime and the use of the EVERBRIDGE ALERT SYSTEM for unit employees.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as to the following unscheduled overtime process:

1. Overtime will be offered by seniority to Corrections Deputies working the shift.

2. Overtime will then be offered to Corrections Deputies as listed through the EVERBRIDGE ALERT SYSTEM.
   a. Corrections Deputies, Corrections Command officers, and all Law Enforcement Deputies and Command Officers shall be entered into the EVERBRIDGE ALERT SYSTEM. Contact phone numbers will be entered into the system for text message and phone call notification.
   b. Deputies changing their contact number shall notify their supervisor and the Executive Assistant to the Sheriff and any changes shall be made to the system.

3. After an EVERBRIDGE ALERT message is broadcast, interested Corrections Deputies are to call into the Command Officer on duty if they wish to volunteer to work the overtime assignment within 30 minutes.
   a. The Deputy(ies) who calls in within the 30 minutes will be granted the overtime assignment(s).
   b. If no Corrections Deputy calls in within the 30 minutes following the EVERBRIDGE ALERT, then the first Corrections Command Officer(s) to call in during the 30 minutes will be granted the overtime assignment(s).
   c. If no response by Corrections Deputies or Corrections Command Officers within the original 30 minutes, then a second EVERBRIDGE ALERT shall go out to the Law Enforcement - Deputy and Law Enforcement - Command units. The overtime shall be granted to the first officer(s) to call in from either Law Enforcement Unit.

4. The Deputy or Command Officer that calls in to volunteer for the overtime assignment will be notified by the Command Officer that they were granted the assignment. The Deputy or Command Officer granted the assignment will report for duty within 1 hour from the confirming notification.

5. Corrections or Law Enforcement Deputies or Command Officers reporting for duty under the EVERBRIDGE ALERT will receive a $50 bonus in addition to contractual wages, overtime, etc. that may otherwise apply for hours worked.
6. If the EVERBRIDGE ALERT SYSTEM is not operational, Corrections Command will only be responsible for calling those employees who normally work the hours of the overtime opening.
   a. Overtime from 0645 - 1900 will be offered to Day shift.
   b. Overtime from 1845 - 0700 will be offered to Night shift.
7. If the overtime is not filled voluntarily, it will be assigned to a Deputy currently working or reporting to work for the next shift, based on the least amount of overtime hours worked.
8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect, except as stated above.

This Letter of Understanding will be effective through December 31, 2018, at which time the EVERBRIDGE ALERT SYSTEM in response to unscheduled overtime shall expire. Any modification of this Agreement must be in writing and signed by the parties hereto.

COUNTY OF INGHAM

Sarah Anthony, Chairperson       Date
Board of Commissioners

SHERIFF OF INGHAM COUNTY

Sheriff Scott Wriggelsworth       Date

CAPITOL CITY LABOR PROGRAM, INC.

Tom Krug, Executive Director       Date

By:________________________________
Bonnie G. Toskey
Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE IMPLEMENTATION OF EVERBRIDGE ALERT SYSTEM WITH CAPITAL CITY LABOR PROGRAM INC. – CORRECTIONS NON-SUPERVISORY UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Labor Program Inc. for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties identified a hardship in filling unscheduled overtime assignments; and

WHEREAS, the parties supplemented the contract regarding unscheduled overtime and the use of an alert system; and

WHEREAS, a Letter of Understanding (LOU) addressing the use of a Code Red Alert System through December 31, 2016 was executed between parties; and

WHEREAS, representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge Labor Program Inc. met and conferred over updating the LOU regarding use of the Everbridge Alert System; and

WHEREAS, the provisions of the updated Letter of Understanding have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and the Ingham County Sheriff and the Capitol City Labor Program, Inc.

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.
TO: Board of Commissioners County Services and Finance Committee  
FROM: Travis Parsons, Human Resources Director  
DATE: July 25, 2017  
SUBJECT: UAW – TOPS Letter of Understanding Regarding Union Leave  
County Services August 15th and Financial Services August 16th Agendas

BACKGROUND
The UAW – TOPS unit approached Human Resources regarding the use of accrued time to cover leaves for Union conferences, seminars and training. Historically, UAW Officials/Employees have covered the union leave for training and attending conferences with their own vacation time to remain whole for pay and accrual purposes (vacation and sick) and so the UAW Official/Employee does not suffer any penalty under MERS final average compensation calculation.

In addition to the Employee utilizing vacation time to cover the absence from work, UAW International also paid the Employee for the training and conference time. A recent UAW Audit determined that the method of covering the leave time with vacation time and receiving payment from the UAW was contrary to the by-laws and audit practices. The auditors suggest the Officials/Employees request leave without pay to cover this time and only receive reimbursement from the Union, however this would penalize the employee’s accruals and it could adversely impact their final average compensation.

Human Resources, Financial Services and representatives from the UAW Local 2256 met and discussed potential solutions, arriving on the designation of a pay code specifically for union leave. Time paid by the Employer under this new pay code would be tracked and billed to the UAW for reimbursement on a quarterly basis. This new process would eliminate direct payment to the employee and alleviate the UAW Auditors concerns. The UAW Official/Employee would no longer need to utilize accrued vacation time to avoid suffering any loss of accrued benefits or potential penalties in the calculation of their pension.

The current collective bargaining agreement has few references to union time. A Letter of Understanding (LOU) is important to define applicable union leaves, eligibility, limitations and identify appropriate use of this pay code. The LOU would identify the process for requesting leave under this code, including an approval process by the supervisor or department head.

The draft LOU was a discussion item in closed session on July 18th and additional parameters were provided to HR for continued discussion with the UAW. The changes from the original draft are in bold type. The UAW is in agreement with the current draft LOU as presented.

ALTERNATIVES
To make no change to the past practice and require Union Officials to cover union leave with accrued vacation time or vacation bonus time.

FINANCIAL IMPACT
Without the need to use accrued vacation time to attend UAW Training opportunities, UAW Officials/Employees would have additional time away from their normal work responsibilities.
OTHER CONSIDERATIONS
The other collective bargaining agreements that provide union time, do so on a very limited basis.

RECOMMENDATION
The LOU for approval is the result of the meet and confer process and additional suggested parameters provided by County Services.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA

WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, representatives of the UAW raised a concern regarding UAW sponsored seminars and/or training and how the time is accounted for and paid for Officials in attendance; and

WHEREAS, the representatives from UAW, Human Resources and Financial Services met on the issue and developed a process for requesting, approval, tracking and accounting for the time; and

WHEREAS, the terms and conditions of the process are outlined in the attached Letter of Understanding; and

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

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

UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF
AMERICA (UAW) INGHAM COUNTY UNIT, LOCAL #2256 (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement extending through December 31, 2017 (the “CBA”); and

WHEREAS, the current collective bargaining agreement does not address a process for Officers in the Ingham County Unit, Local 2256 to attend UAW International and UAW Local 2256 sponsored seminars and trainings; and

WHEREAS, the Employer and the Union recognize the need to identify union leave time for seminars and training and the process for approval; and

WHEREAS, the Employer and the Union have discussed this issue and created this Letter of Understanding.

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

1. The Employer shall establish a special pay code for the purpose of identifying hours paid for appropriate Union Officials to attend approved Union sponsored seminars and/or training.

2. The employee’s wages, based on hours reported under the special pay code, will be billed back to the Union, including applicable employer paid payroll taxes and pension costs for reimbursement on at least a quarterly basis.

3. The request by the Union Official to attend UAW International and UAW Local 2256 sponsored seminars and/or training must be submitted in writing to their department head.

4. Department Heads shall maintain a record of Union Leave time requested and available to the requestor and approve the leave request in accordance with the operational requirements of the department.

5. Once approved by the department head, the requesting UAW Officer, Steward or Election Committee Member will present their request for leave under the designated special pay code for approval by the by the appropriate Union Official.
6. The Employer will grant, upon approval of the appropriate Department Director and the Union Official, paid leaves of absence under the special pay code and subject to the aforementioned Union reimbursement process, to designated Union Officials and subject to the following limitations:

   a. Chairperson of the local unit may receive up to 25 work days each calendar year to attend UAW International and UAW Local 2256 sponsored seminars and/or training.
   b. The six (6) other Union Officers and/or Stewards may each receive up to 10 work days each calendar year to attend UAW International and UAW Local 2256 sponsored seminars and/or training.
   c. Three (3) UAW Election Committee members may each receive up to 2 work days each calendar year to conduct Union elections and contract ratification votes.

7. Any time reported under the special pay code while attending Union sponsored seminars and/or training will not be counted for the purpose of overtime calculation.

8. All the other terms and condition specified in the parties’ collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Sarah Anthony, Chairperson Date
Ingham County Board of Commissioners

Barb Byrum, County Clerk Date

Honorable Richard J. Garcia Date
Chief Probate Judge

Honorable Janelle A. Lawless Date
Chief Circuit Judge

Honorable Donald Allen, Jr. Date
Chief Judge, 55th District Court

UNITED AUTO WORKERS

Sally Auer, Chairperson Date
Ingham County Unit, Local 2256

Scott Dedic Date
International Representative
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: July 27, 2017

RE: Proposed Resolution Authorizing a Letter of Understanding Between
COUNTY OF INGHAM (Employer) and OPEIU LOCAL #512 (Union)
Regarding Overtime Grievance Settlement

Ingham County on behalf of the Road Department (the “Employer”) and the Office and Professional Employees International Union, Technical/Clerical Unit (OPEIU, or the “Union”) have agreed to a collective bargaining agreement for January 1, 2016, through December 31, 2017 (the “CBA”).

The Union filed a grievance challenging overtime work performed by a non-union seasonal engineering technician on July 15, 2016, when the union asserts that a qualified Union member was available for this overtime work, an alleged violation of Article 1 of the above-referenced CBA.

Road Department project management staff did not feel at the time the decision was made to use the non-union technician that the subject union employee/grievant fully had the necessary training and experience for the subject assignment on July 15, 2016. In subsequent meetings regarding this grievance, the grievant and the Union asserted that the grievant did have the necessary training, skills and experience to perform the subject work on July 15, 2016, and provided examples of the grievant having done similar work on several occasions in prior years.

Rather than expend further time and resources resolving the above differences in opinion on the subject, including the higher cost and further staff time of possible arbitration, the Road Department and the Union wish to resolve the issue with a letter of understanding which further clarifies practices going forward to assure that the Employer’s need for fully qualified staffing is provided on engineering projects, and that the Employer assures that all fully qualified union personnel are offered overtime in the work normally performed by the union before offering it to non-union personnel.

Therefore Road Department management recommends that the Employer agree to the following in a Letter of Understanding (LOU) to be authorized per the attached, proposed resolution and said LOU to be executed with the Union if approved by the Board of Commissioners:

[Remaining text cut off]
1. In full and final settlement of OPEIU grievance dated July 20, 2016, the parties agree that:

   a. For purposes of Article 1, The Employer will endeavor to avail union staff of any and all training and professional development opportunities desired by the individual and the Employer, and applicable to work normally performed by the union, but not in conflict with the given individual’s normal job duties, nor in conflict with the Employer’s other operations.

   b. However the Employer has the right and duty to have fully qualified personnel perform inspection of construction projects normally performed by the union without the need to train individuals for the given duties at the time those duties need to be performed, and thus may use fully qualified non-union personnel for these duties if union members fully qualified in the opinion of the Employer are not available at the given time to perform said duties.

   c. When overtime opportunities arise within the work normally performed by the union, the employer will offer the overtime to fully qualified and available union members starting with those normally assigned to the given project, then to those in the job classification normally performing the duties incurring the given overtime, and then to other union members fully qualified in the Employer’s opinion to perform the given duties.

   d. Employees claiming to be fully qualified for certain duties who are offered overtime to perform those duties but fail to adequately perform those duties, may be subject to discipline per the employer’s discipline policy.

   e. Recognizing the Union’s claim of foregone overtime, but denying its validity, the Employer on a one-time, non-precedential basis, shall pay 7 hours overtime to the grievant in this matter for that worked in the field by the non-union seasonal engineering technician on July 15, 2016, at her then current rate of pay, a total sum of $273.90.

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective forthwith in the future.

All other aspects of the subject CBA will remain unchanged.
LETTER OF AGREEMENT  
BETWEEN  
INGHAM COUNTY (Employer)  
OPEIU LOCAL 512 TECHNICAL-CLERICAL UNIT (Union)  

WHEREAS, the Employer and the Union have entered a collective bargaining agreement with a term running from January 1, 2016, through December 31, 2017; and

WHEREAS, the Union has filed a grievance challenging overtime work performed by a non-union seasonal engineering technician on July 15, 2016, when the union asserts that a qualified union member was available for this overtime work, an alleged violation of Article 1 of the collective bargaining agreement; and

WHEREAS, the Parties are desirous of settling this matter, and establishing a practice going forward to assure that the Employer’s need for fully qualified staffing is provided on engineering projects, and that the employer assures that all qualified union personnel are offered overtime in the work normally performed by the union before offering it to non-union personnel,

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

3. In full and final settlement of OPEIU grievance dated July 20, 2016, the parties agree that:
   
f. For purposes of Article 1, The Employer will endeavor to avail union staff of any and all training and professional development opportunities desired by the individual and the Employer, and applicable to work normally performed by the union, but not in conflict with the given individual’s normal job duties, nor in conflict with the Employer’s other operations.

   g. However the Employer has the right and duty to have fully qualified personnel perform inspection of construction projects normally performed by the union without the need to train individuals for the given duties at the time those duties need to be performed, and thus may use fully qualified non-union personnel for these duties if union members fully qualified in the opinion of the Employer are not available at the given time to perform said duties.

   h. When overtime opportunities arise within the work normally performed by the union, the employer will offer the overtime to fully qualified and available union members starting with those normally assigned to the given project, then to those in the job classification normally performing the duties incurring the given overtime, and then to other union members fully qualified in the Employer’s opinion to perform the given duties.

   i. Employees claiming to be fully qualified for certain duties who are offered overtime to perform those duties but fail to adequately perform those duties, may be subject to discipline per the employer’s discipline policy.

   j. Recognizing the Union’s claim of foregone overtime, but denying its validity, the Employer on a one-time, non-precedential basis, shall pay 7 hours overtime to the grievant in this matter for that worked in the field by the non-union seasonal engineering technician on July 15, 2016, at her then current rate of pay, a total sum of $273.90.

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective forthwith in the future.
COUNTY OF INGHAM

Sarah Anthony, Chairperson
Board of Commissioners

OPEIU LOCAL 512 TECH-CLERICAL UNIT

Mark Swanson, Chief Steward

Aaron Sanders, OPEIU Representative

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Mattis Norfjord
WHEREAS, the County of Ingham, (the “Employer”) and the Office and Professional Employees International Union, Technical Clerical Unit (OPEIU or the “Union”) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, the Union has filed a grievance challenging overtime work performed by a non-union seasonal engineering technician on July 15, 2016, when the union asserts that a qualified union member was available for this overtime work, an alleged violation of Article 1 of the collective bargaining agreement; and

WHEREAS, the Parties are desirous of settling this matter, and establishing a practice going forward to assure that the Employer’s need for fully qualified staffing is provided on engineering projects, and that the employer assures that all qualified union personnel are offered overtime in the work normally performed by the union before offering it to non-union personnel.

THEREFORE, BE IT RESOLVED, the Ingham County Board of Commissioners agrees to the following in a Letter of Understanding (LOU) with the Union:

1. In full and final settlement of OPEIU grievance dated July 20, 2016, the parties agree that:
   a. For purposes of Article 1, The Employer will endeavor to avail union staff of any and all training and professional development opportunities desired by the individual and the Employer, and applicable to work normally performed by the union, but not in conflict with the given individual’s normal job duties, nor in conflict with the Employer’s other operations.
   b. However the Employer has the right and duty to have fully qualified personnel perform inspection of construction projects normally performed by the union without the need to train individuals for the given duties at the time those duties need to be performed, and thus may use fully qualified non-union personnel for these duties if union members fully qualified in the opinion of the Employer are not available at the given time to perform said duties.
   c. When overtime opportunities arise within the work normally performed by the union, the employer will offer the overtime to fully qualified and available union members starting with those normally assigned to the given project, then to those in the job classification normally performing the duties incurring the given overtime, and then to other union members fully qualified in the Employer’s opinion to perform the given duties.
   d. Employees claiming to be fully qualified for certain duties who are offered overtime to perform those duties but fail to adequately perform those duties, may be subject to discipline per the employer’s discipline policy.
e. Recognizing the Union’s claim of foregone overtime, but denying its validity, the Employer on a one-time, non-precedential basis, shall pay 7 hours overtime to the grievant in this matter for that worked in the field by the non-union seasonal engineering technician on July 15, 2016, at her then current rate of pay, a total sum of $273.90.

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective forthwith in the future.

BE IT FURTHER RESOLVED, 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.
Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-207 UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners adopted Resolution #17-207 to update various fees for county services; and

WHEREAS, three of the fees adopted by the Zoo per Resolution #17-207 need to be adjusted to match what the Parks Department will be charging to keep parking passes consistent at all Ingham County locations; and

WHEREAS, the Parks Department and Potter Park Zoo fees should be the same for Parking since they are sold by each department and are valid for parking at all County locations; and

WHEREAS, the Zoo fees that need to be adjusted are as follows: the Resident – Daily (April-October) Parking Fee should be $3.00, the Resident Annual Parking Fee should be $32.00 and the Non-Resident Annual Parking Fee should be $42.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee adjustments in the rates established for the Park Annual Passes (Resident – Daily (April-October) Parking Fee should be $3.00, the Resident Annual Parking Fee should be $32.00 and the Non-Resident Annual Parking Fee should be $42.00), which will be effective for the 2018 budget year.

BE IT FURTHER RESOLVED, all other fees set by Resolution #17-207 will remain the same as adopted by the Board of Commissioners.