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VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
BRYAN CRENSHAW
MARK GREBNER
DEB NOLAN
CAROL KOENIG
RYAN SEBOLT
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 7, 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 [February 21, 2017](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Economic Development – Resolution Setting a [Public Hearing](#) for a Brownfield Plan
2. Facilities Department – Resolution to Authorize Purchase of a [Card Access System](#)
3. Road Department
 - a. Resolution to Authorize an Agreement with Michigan Department of Transportation for [Bridge Replacement](#)
 - b. Resolution to Authorize Purchase of [2017 Seasonal Aggregates](#)
 - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Potter Park Zoo
 - a. Resolution to Approve [Visitor Incentive Programs](#) at Potter Park Zoo
 - b. Resolution to Establish Potter Park Zoo [Membership Benefits](#)
 - c. Resolution to [Amend Visitation Hours](#) at Potter Park Zoo
 - d. Resolution to Authorize an Agreement with Potter Park Zoological Society for [Services](#) Provided at the Potter Park Zoo
 - e. Resolution to Accept [Charitable Donations](#) from the Potter Park Zoological Society
5. Circuit Court/Family Division
 - a. Resolution to Update the [Court Officer Circuit Court/Family Division](#) Job Description and Reclassify the Position
 - b. Resolution to Add Two Part-Time [Juvenile Detention Specialist](#) Positions
6. Human Resources – Resolution to Approve a Collective Bargaining Agreement Wage Reopener with the [Capitol City Labor Program, Inc.](#) – Supervisory Officers Unit
7. Controller – Resolution to Accept the [2018 – 2022 Strategic Plan](#)

8. Michigan Nurses Association – Medication Administration Grievance

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
February 7, 2017
Draft Minutes

Members Present: Celentino, Crenshaw, Nolan, Sebolt, Grebner, Koenig (arrived at 6:06p.m.) and Maiville

Members Absent: None.

Others Present: Becky Bennett, Travis Parsons, Tim Dolehanty, Rick Terrill, Linda Vail, Bill Conklin, Sally Auer, Maggie Fenger 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 February 7, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 7, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Additions to the Agenda

10. Board of Commissioners – Resolution honoring Alejandro Salais as the First Place Winner of the Equal Opportunity Committee Scholarship

Substitute –

5. Road Department
 - d. Forming a Road Commission Subcommittee (Discussion)
7. Controller
 - c. Resolution to Restructure Controller/Administrator Office Positions

Removed –

2. Equal Opportunity Committee – Annual Report (*Presentation*)

Limited Public Comment

None.

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

3. Fair Office – Resolution to Award a Contract to GM Contracting for Construction of Four Pole Barn Kits
4. Facilities Department
 - a. Resolution to Award a Contract to Nelson Trane to Upgrade Existing Tracer Summit System
5. Road Department
 - a. Resolution to Award a Contract to Plante-Moran, PLLC to Conduct a Performance Audit of the County Road Fund
 - b. Resolution to Award a Contract to Precision Solutions, Inc. for a Software License and Maintenance Agreement
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
6. Health Department – Resolution to Authorize an Agreement with Michigan Primary Care Association to Provide Funding for a 1 FTE Community Health Worker Position
7. Controller
 - a. Resolution to Assign Ingham County Qualified Energy Conservation Bond Allocation to the State of Michigan
 - b. Resolution Honoring John L. Neilsen on the Event of His Retirement
 - c. Resolution to Restructure Controller/Administrator Office Positions
8. Board of Commissioners – Resolution Designating April 4, 2017 as “National Service Recognition Day in Ingham County”

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

1. Interviews – Fair Board Interviews

Stan Jordan interviewed for appointment to the Fair Board.

Commissioner Koenig arrived at 6:06p.m.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN TO RECOMMEND STAN JORDAN FOR APPOINTMENT TO THE FAIR BOARD TO THE BOARD OF COMMISSIONERS. THE MOTION CARRIED UNANIMOUSLY.

4. Facilities Department
 - b. Resolution to Authorize Purchase and Installation of Air Handler Units at Forest Community Health Center

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Commissioner Maiville asked why this issue had not been identified before, and stated that there were many repairs that had come through before for this building.

Rick Terrill, Facilities Director, stated that this unit had just reached the end of its useful life and several more will reach the end soon as well.

Commissioner Nolan asked how many other units were reaching the end of their usable life.

Mr. Terrill stated that five or six units were at the end, and the Facilities Department will repurpose as much as they can from the old units, but this particular unit is beyond repair due to its age.

Commissioner Koenig asked if there were any other alternatives and if the unit had actually failed or was still running.

Mr. Terrill answered that the unit was limping along but he believed the compressor had failed, which is an expensive repair.

Commissioner Koenig asked if the unit was currently being used.

Mr. Terrill stated that the heating part of the unit was being used.

Commissioner Grebner asked if the Forest Community Health Center was a building the County had bought from someone else.

Mr. Terrill stated that the County had purchased the building in 2013.

Discussion.

Commissioner Sebolt asked if there was a better deal if the units were bought in bulk.

Mr. Terrill stated that the problem with buying in bulk was how to store the units and whether or not storing the units affected the warranties. He further stated that the County was purchasing the unit directly and then having the contractor install it, which saved significant money over having the contractor purchase the unit.

Commissioner Sebolt asked if it was possible to build funds into the County budget to purchase five units at one time.

Mr. Terrill stated that would eat up a lot of capital improvement dollars.

Commissioner Grebner asked how many square feet the Forest Community Health Center was.

Mr. Terrill answered that internally the building was 35,000 square feet.

Commissioner Koenig stated that this unit was half a million dollars, and replacing five to six more units was a lot of money.

Mr. Terrill stated that the replacements would happen over the next five years.

Commissioner Koenig asked why the replacement was not rolled into the rehab costs.

Mr. Terrill stated that the rehab budget did not support all the projects that were needed, and projects had to be prioritized based on immediate needs or repairs that could be done over time.

Commissioner Koenig asked if the budget Mr. Terrill referenced was the County rehab budget.

Mr. Terrill answered yes.

THE RESOLUTION CARRIED UNANIMOUSLY.

5. Road Department

d. Forming a County Services Subcommittee for County Roads (*Discussion*)

Commissioner Nolan introduced the resolution.

Chairperson Celentino asked Bill Conklin, Managing Director of the Road Department, what the subcommittee role would be in complete streets projects and ordinances.

Mr. Conklin stated that the County subcommittee could do what the local level governments have done, which would be adopting a resolution for complete streets. He further stated that it would probably be best to keep it fairly general, with goals stated but individual projects subject to conditions and budget needs.

Mr. Conklin stated that currently three townships have complete streets ordinances already.

Chairperson Celentino stated that he did not realize the subcommittee could adopt a complete streets ordinance.

Mr. Conklin stated that they could but he suggested keeping it high level and goal oriented.

Commissioner Grebner stated that he doubted the County had the power to adopt an ordinance on the roads. He further stated that he believed if the township had an ordinance, the County was not bound by the ordinance.

Mr. Conklin stated that his office dealt with customers in the township ordinances as well as they could to keep the townships happy while working on projects. He further stated that he found Commissioner Grebner's statement interesting and if the issue came up he would have to defer to the County Attorney.

Commissioner Grebner suggested approaching each township and adopting a policy of cooperation with them, rather than dragging them into things they were not planning to do. He further stated that he believed a complete streets plan would realistically target the three charter townships as well as possibly the City of Williamston and Alaiedon Township.

Commissioner Grebner stated that he did not believe the other townships would be interested in complete streets plans. He further stated that he believed generally the people on the subcommittee should represent a township with County roads, and anyone who did not have County roads were best advised to cheer from the sidelines.

Chairperson Celentino stated that he was not willing to limit the subcommittee like that because he thought Commissioner Sebolt would be a good person to have on the committee but his district did not have County roads.

Commissioner Sebolt asked how the County interacted with complete streets ordinances when they encountered them.

Mr. Conklin stated that the County had a non-motorized plan or a trail plan already.

Commissioner Sebolt asked if the County was pulling down any PA 51 dollars currently.

Mr. Conklin stated that the County did get PA 51 funds and provided an overview of the projects those funds were generally used for. He further stated that he would have to consult with the County Attorney on any complete streets issues because it could be a problem if the County did not have the money for a complete streets component and the township insisted on the complete streets component.

Commissioner Koenig stated that this situation had happened before and it was used persuasively, and was no real issue.

Mr. Conklin stated that essentially, he worked with townships to keep them happy by looking at each project, discussing goals with the township and figuring out ways to make it happen.

Mr. Conklin stated that tree ordinances were a different issue completely, because the townships had asked for trees to be planted in certain areas that typically did not have trees planted and then other trees left in areas where they typically would be removed. He further stated that he had tried to work with them as long as their requests did not conflict with lines of sight and other concerns, but drew the line at putting trees in places where they would block signage.

Chairperson Celentino stated that it seemed like there were concrete issues the subcommittee could work on.

Mr. Conklin stated that yes a committee could work, and could work with the townships directly.

Chairperson Celentino stated that the County Services committee needed to decide what the next step was for the subcommittee question.

Commissioner Nolan suggested a resolution be presented at the next meeting of the Board of Commissioners to establish a formal subcommittee.

Commissioner Grebner stated that a subcommittee could be established without the Board of Commissioners involvement.

Becky Bennett, Board Coordinator, stated that the Chairperson of the County Services Committee could appoint members to a subcommittee.

Commissioner Grebner stated that the Chair had the power to appoint a subcommittee.

Chairperson Celentino stated that the voting members of the subcommittee would still have to be part of the County Services Committee.

Commissioner Sebolt stated that the Chair of the County Services Committee could appoint members to vote on the subcommittee who were not on the committee.

Discussion.

Chairperson Celentino asked for volunteers for the subcommittee.

Commissioners Nolan, Maiville, Sebolt and Koenig volunteered for the subcommittee.

Discussion.

Chairperson Celentino designated the following commissions to be on the subcommittee on county roads:

Commissioners Sebolt, Maiville, Koenig and Nolan.

Chairperson Celentino appointed Commissioner Sebolt as the Chair of the subcommittee, and invited all county commissioners to attend and participate through public comments sections if they wanted.

Public Comment

Sally Auer, UAW Representative, spoke in support of the Ingham County Health Department initiative.

9. Human Resources – Labor Relations Update (*Closed Session*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, AT 7:02 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING THE LABOR RELATIONS UPDATE.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW, AT 7:22 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW TO SUPPORT THE DIRECTION OF THE HEALTH DEPARTMENT AS THEY REDEFINE HOW THEY USE THEIR STAFF.

Commissioner Sebolt stated that he did not have the information from last year. He said he felt he had not received the other side of the story from the nurses' perspective. Commissioner Sebolt further stated that without being able to abstain from voting, he would vote "no" due to the lack of information he had.

THE MOTION CARRIED. **Yeas:** Celentino, Crenshaw, Grebner, Nolan, Koenig, Maiville
Nays: Sebolt **Absent:** None

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:24 pm.

MARCH 7, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Economic Development Department - *Resolution Setting a Public Hearing for a Brownfield Plan*

The Ingham County Brownfield Authority recommended approval of a brownfield plan for the K3 Property, LLC development located in Mason. 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 March 28, 2017 at 6:30 p.m.

2. Facilities Department - *Resolution to Authorize Purchase of a Card Access System*

Identocard IdentiPass, the existing door card access system that serves 55th District Court, Hilliard Building, Potter Park Zoo, and the Sheriff's Office, reached the end of its life in December 2015. Identocard no longer supports the current system and there are no longer parts available for replacement should it fail again. The Facilities Department recommends approval of a resolution to support a contract with I.COMM to upgrade our existing IdentiPass door card access system at a total cost of \$10,997.88.

3a. Road Department - *Resolution to Authorize an Agreement with Michigan Department of Transportation for Bridge Replacement*

The Road Department received federal funding (\$448,500) and state funding (\$84,100) to replace the Zimmer Road Bridge over Deer Creek in Wheatfield Township at a total cost of \$560,600. Road Department funds totaling \$28,000 will be applied to the project as well. The Road Department recommends approval of a resolution to authorize a contract with the State of Michigan/MDOT for this project.

3b. Road Department - *Resolution to Authorize Purchase of 2017 Seasonal Aggregates*

Proposals were sought from qualified and experienced companies to furnish and deliver crushed natural aggregate for the 2017 construction season. The Road Department recommends multiple unit price contracts with Yellow Rose Transport, Edward C. Levy Co., and Gerken Materials with orders to be processed on an as needed, unit price, basis.

3c. 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 15 projects (see attachment).

4a. Potter Park Zoo - *Resolution to Approve Visitor Incentive Programs at Potter Park Zoo*

Honoring members of the community with free admission to Potter Park Zoo on special holidays is one way to give back to the community. Special community event days, such as Zoo Days, have been part of Zoo's history for 25 years. These incentive days provide the Zoo an opportunity to reach a larger audience and engage visitors who otherwise may not be able to come to the Zoo. Resolution 10-040, approved on February 23, 2010, established three incentive days. Potter Park Zoo proposes a resolution to increase that number to 10 days throughout the year.

4b. Potter Park Zoo - *Resolution to Establish Potter Park Zoo Membership Benefits*

The Potter Park Zoological Society is a private, 501c (3) nonprofit fundraising organization that raises funds to support Potter Park Zoo. In the past, the Society depended on revenue from the sale of memberships that included entry to the Zoo. Memberships promote increased commitment and visitation from Zoo visitors. Reciprocity with other Association of Zoos and Aquariums member facilities is another benefit of the membership program. With these benefits in mind, Potter Park Zoo offers a resolution to continue this practice by offering three membership options.

4c. Potter Park Zoo - *Resolution to Amend Visitation Hours at Potter Park Zoo*

Hours of operation at Potter Park Zoo are currently 10:00 a.m. to 4:00 p.m. in the off season and 9:00 a.m. to 6:00 p.m. in the summer season. A visitor count conducted in 2016 showed limited attendance after 5:00 p.m. A visitor survey conducted in August, 2016 showed that 84.87% of respondents would visit the Zoo if it was open until 8:00 p.m. one day a week. Based on survey results and visitor comments, it is believed revenue will easily exceed expense for the proposed extended Friday evening hours by focusing evening visitor attendance to one day a week. For these reasons, Potter Park Zoo seeks approval to amend the hours of operation.

4d. Potter Park Zoo - *Resolution to Authorize an Agreement with Potter Park Zoological Society for Services Provided at the Potter Park Zoo*

The Potter Park Zoological Society is a private, 501c (3) nonprofit fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events, and fundraising. Under a new operational structure established late last year, the Society hopes to maintain education programs, volunteer and docent activities, special events, communications, public relations, press releases, and fundraising for the Zoo. County-employed Zoo staff will now operate the gift shop and concessions. The new structure eliminates the need for any fiscal allocations to the Society. The Association of Zoos and Aquariums strongly recommends affiliation with a support organization through a formal agreement. Potter Park Zoo has submitted a resolution to authorize such an agreement for consideration by the Board.

4e. Potter Park Zoo - *Resolution to Accept Charitable Donations from the Potter Park Zoological Society*

Local individuals, businesses, and organizations support Potter Park Zoo through donations to the Zoological Society. The intent of charitable gifts is to direct funds for the sole and exclusive benefit Potter Park Zoo. By way of a draft resolution, the Zoo seeks blanket acceptance of all small donations from the Potter Park Zoological Society to allow continued improvements throughout the zoo. This

blanket acceptance will also allow for more immediate donor satisfaction which helps secure future donations.

5a. Circuit Court Family Division - Resolution to Update the Court Officer Circuit Court/Family Division Job Description and Reclassify the Position

The principal responsibility of the Circuit Court/Family Division Court Officer position is to transport juveniles to and from court and deliver legal documents issued by Family Division Judges. A recent resignation from that position provided an opportunity to review the job description and to revise several outdated job duties. The Human Resources Department reviewed those changes and determined that the position grade should be changed from the UAW/E class to UAW/G to more accurately align the position with similar positions at the Circuit Court. The compensation range for UAW/G starts at \$38,190.64 and ends at \$45,534.95 after four years, a difference of \$6,366. A resolution to affirm this change is provided for consideration.

5b. Circuit Court Family Division - Resolution to Add Two Part-Time Juvenile Detention Specialist Positions

The Ingham County Youth Center staffing levels on the 7:00 a.m. to 3:00 p.m. shift allows for a Shift Supervisor, a Control Room staff, a floater (Juvenile Detention Specialist), and one direct care staff (Juvenile Detention Specialist) assigned to each day room. The Youth Center has a rated capacity of 24 residents. Current staffing arrangements at the Youth Center provides a staff ratio of 1:12 when the population is 24. However, Department of Health and Human Services, Bureau of Children and Adult Licensing Administrative Rule 400.123 requires that a facility must always maintain a staffing ratio of at least one direct care or supervisory staff for eight residents when the residents are present and awake. This licensing requirement can be met with the addition of two part-time positions (up to 29 hours). The Family Division has identified funds in its existing budget to support adding these two positions and seeks Board approval of a resolution to accommodate this change.

6. Human Resources Department - Resolution to Approve a Collective Bargaining Agreement Wage Reopener with the Capitol City Labor Program, Inc. - Supervisory Officers Unit

A tentative agreement was reached between representatives of Ingham County and the Capitol City Labor Program, Inc. - Supervisory Officers Unit on a scheduled wage reopener for 2017. Bargaining unit members have ratified this tentative agreement and a resolution is offered for Board ratification.

7. Controller's Office - Resolution to Accept the 2018 - 2022 Strategic Plan

Following months of work with the assistance of a consultant, Management Partners, Inc., a draft strategic plan is offered for consideration by the Committee. The Plan presents the goals and aspirations of County government and all its affiliated departments and agencies. A resolution accepting the Plan is proposed for adoption if the Board deems the final product to be comprehensive, appropriate, aspirational, and strategically sound.

8. **Michigan Nurses Association** - Medication Administration Grievance Hearing

Article 7 of the collective bargaining agreement between the Michigan Nurses Association and Ingham County sets forth a grievance procedure as a means for the peaceful settlement of disputes as they arise. The Parties seek to secure, at the earliest level possible, equitable solutions to complaints or grievances of nurses or groups of nurses. Both parties agree that proceedings under this Article shall be kept as informal and confidential as may be appropriate.

Step 4 of the grievance procedure requires the County Services Committee to meet and discuss grievances not resolved at an earlier step. The Committee is charged with reviewing facts as they relate to the interpretation and application of the collective bargaining agreement and rendering a written decision not later than five days following said meeting. If the decision of the County Services Committee is unsatisfactory to the Union, then the dispute may be submitted for arbitration.

Agenda Item 1

TO: Ingham County Board of Commissioners County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: February 21, 2017

SUBJECT: Set Public Hearing for Klavons Restaurant, Mason for the March 28, 2017 Meeting

BACKGROUND

On February 10, 2017 the Ingham County Brownfield Authority (ICBRA) approved a Brownfield Plan for the Klavons Restaurant in the City of Mason. This project is the redevelopment of an under-utilized site on Kipp Road in Mason. Pursuant to PA 381 of 1996 as amended, both the City of Mason and the Ingham County Board of Commissioners are required to hold a public hearing on the proposed Brownfield before the plan is approved. The Brownfield Plan must be adopted by both the Board of Commissioners and the City of Mason.

OTHER CONSIDERATIONS

The Brownfield plan will be presented to the County Services Committee at their meeting on March 21, 2017 and the Finance Committee on March 22, 2017.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution setting a public hearing for the Klavons Restaurant in Mason for March 28, 2017 at 6:30 PM.

Agenda Item 1

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SETTING 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, the ICBRA recommends approval a Brownfield Plan to redevelop underutilized properties in the City of Mason, Michigan identified with tax ID Numbers 33-19-10-08-476-012 and 33-19-10-08-476-010 (the Property) containing 2.18 acres for a Klavons Restaurant with private investment of approximately \$2,500,000 and the creation of 108 FTE jobs; and

WHEREAS, the description of the Property along with any maps and Brownfield (finance) Plan are available for public inspection at the office of the ICBRA, Hilliard Building 121 E Maple Street, Room 104, Mason, MI 48854; and

WHEREAS, pursuant to the Act, the Board of Commissioners is required to hold a public hearing on the approval and adoption of the Brownfield Plan and to publish that notice in accordance with the Act.

THEREFORE BE IT RESOLVED, a public hearing shall be set for March 28, 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 approving the Brownfield Plan called Klavons Restaurant in Mason, MI.

BE IT FURTHER RESOLVED, that pursuant to the Act, notice of the public hearing shall be provided to taxing jurisdictions that levy taxes subject to capture under the Act and 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.

Agenda Item 2

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 21, 2017

SUBJECT: Resolution authorizing a contract with I.COMM for the purpose of upgrading our existing Identicard Access System at 55th District Court, Hilliard Building, Potter Park Zoo and the remaining areas at the Sheriff's Office to the new version of Identicard known as PremiSys.

For the meeting agendas of: March 7 and March 8

BACKGROUND

Identicard IdentiPass, the existing door card access system that serves the locations listed, reached its end of life in December 2015. Identicard no longer supports the current system and there are no longer parts available for replacement should it fail again, like it did last Fall, at the Sheriff's Office.

ALTERNATIVES

There are no alternatives for this project as Identicard PremiSys is proprietary so parts and software are only available through I.COMM.

FINANCIAL IMPACT

The cost to perform this upgrade will be \$10,997.88.

Funds for the upgrades are available in the 2017 approved CIP line item #245-90210-979000-7FC08.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, both the Purchasing and Facilities Departments respectfully recommend approval of the attached resolution to support a contract with I.COMM to upgrade our existing IdentiPass door card access system to PremiSys at 55th District Court, Hilliard Building, Potter Park Zoo and remaining areas at the Sheriff's Office.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF A CARD ACCESS SYSTEM

WHEREAS, Identocard IdentiPass, the existing door card access system that serves the locations listed, reached its end of life in December 2015; and

WHEREAS, Identocard no longer supports the current IdentiPass system; and

WHEREAS, there are no longer parts available for replacement should it fail again, like it did last Fall at the Sheriff's Office; and

WHEREAS, this upgrade will be completed for a total cost of \$10,997.88; and

WHEREAS, the funds are available in the 2017 approved CIP line item #245-90210-979000-7FC08, which has a balance of \$11,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with I.COMM Corporation, 1605 East Kalamazoo Street, Lansing, Michigan, 48912, to upgrade our existing identocard access system at 55th District Court, Hilliard Building, Potter Park Zoo, and the remaining areas at the Sheriff's Office, to the new version of Identocard, known as Premisys, for a total cost of \$10,997.88.

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

Agenda Item 3a

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: February 13, 2017

SUBJECT: Replacement of the Zimmer Road Bridge over Deer Creek

For the County Services Committee meeting agenda of March 7, 2017

For the Finance Committee meeting agenda of March 8, 2017

For the BOC meeting agenda of March 14, 2017

The Ingham County Road Department (ICRD) received federal and state funding to replace the Zimmer Road Bridge over Deer Creek, Wheatfield Township. The project generally involves removal of the existing structure and installation of a three-sided precast concrete arch structure on spread foundations. The estimated costs for the project are as follows:

Federal Funding:	\$ 448,500
State Funding:	\$ 84,100
Road Department Match:	<u>\$ 28,000</u>
	\$ 560,600

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

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

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF
TRANSPORTATION FOR BRIDGE REPLACEMENT**

WHEREAS, The Ingham County Road Department received federal and state funding to replace the Zimmer Road Bridge over Deer Creek, Wheatfield Township; and

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

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

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

Federal Funding:	\$ 448,500
State Funding:	\$ 84,100
Road Department Match:	<u>\$ 28,000</u>
	\$ 560,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect replacement of the Zimmer Road Bridge over Deer Creek for a total estimated cost of \$560,600 consisting of \$ 448,500 in federal funding, \$84,100 in state funding, and \$28,000 in Road Department funds.

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 and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: February 20, 2017

SUBJECT: ITB No.36-17: Slag 29A and 29A Crushed Natural Aggregate.

The Road Department annually purchases approximately 19,000 tons of 29A, or an approved substitute 3/8's x #4 Blast Furnace slag and natural aggregates that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations.

The purpose of this correspondence is to support the attached resolution to purchase 29A Slag, 3/8's x #4 Slag and 29A Natural aggregate for the scheduled 2017 Chip seal program and various other road maintenance operations. The Road Department prefers to use Slag on chip sealing projects when available. There has been a limit amount of Slag available in previous seasons; as a result the road department uses 29A aggregate as a secondary product for chip sealing and various other projects. Slag is a byproduct from a metal blast furnace foundries and supplies can change as the demand for metal changes.

The Road Department's adopted 2017 budget includes uncontrollable expenditures and funds for this and other maintenance material purchases.

Bids for 29A Slag, 3/8's x #4 Slag and 29A Natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #36-17, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase 29A Slag, 3/8's x #4 Slag and 29A Natural aggregate on an as-needed, unit price per ton basis from:

1. Yellow Rose Transport, 29A blast furnace slag @ \$25.00 a ton, with an estimated quantity of 8000 ton delivered to the Western and Metro facilities.
2. Edward C. Levy Co., 3/8's x #4 blast furnace slag @ 24.45 a ton, with an estimated quantity of 9500 ton delivered to the Eastern facility.
3. Gerken Materials Inc. for 29A crushed natural aggregate @ \$21.05 a ton, with an estimated quantity to be determined, delivered to all 3 locations.

Yellow Transport, Edward C Levy Co., and Gerken Materials Inc. are the lowest bid which meets the specifications required from Bid Proposal #36-17. The Slag and Natural aggregates are to be delivered to the three district garage locations.

There were several bids that failed to meet the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and the additional specifications from Bid Proposal #36-17. If these products were used that do not meet the requested requirement, an end result would most likely affect the quality of our Chip seal projects.

Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department's 2016-17 seasonal supply of 29A Slag, 3/8's x #4 Slag and 29A Natural aggregate.

TO: Tom Gamez, Road Department

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: February 17, 2017

RE: Memo of performance for ITB No. 36-17: Slag 29A and 29A Crushed Natural Aggregate

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering Slag 29A and 29A Natural Aggregate for the Ingham County Road Department.

The RFP was advertised in the Lansing State Journal and City Pulse, as well as, posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	17	2
Vendors responding	7	1

The cost summary grid is on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) 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 proposal 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

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Vendor Name	Local Pref	Western - Slag 29A	Western - Slag 29A	Eastern - Slag 29A	Eastern - Slag 29A	Metro - Slag 29A	Metro - Slag 29A	Western - 29A Crushed Natural Agg	Western - 29A Crushed Natural Agg	Eastern - 29A Crushed Natural Agg	Eastern - 29A Crushed Natural Agg	Metro - 29A Crushed Natural Agg	Metro 29A Crushed Natural Agg	Overall Total Slag 29A	Overall Total 29A Crushed Natural Agg
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Overall Total	Overall Total
Verplank Trucking	No, Ferrysburg MI	\$51.27	\$358,890.00	\$51.27	\$487,065.00	\$49.57	\$49,570.00							\$895,525.00	
Yellow Rose Transport Inc.	No, Grandville MI	\$25.00	\$175,000.00	\$25.00	\$237,500.00	\$25.00	\$25,000.00							\$437,500.00	
Edw C. Levy	No, Detroit MI	\$26.10	\$182,700.00	\$24.45	\$232,275.00	\$25.72	\$25,720.00							\$440,695.00	
Carl Schlegel	No, Lansing - Clinton County							\$22.60	\$158,200.00	\$22.60	\$214,700.00	\$22.60	\$22,600.00		
Carl Schlegel	No, Lansing - Clinton County							\$23.60	\$165,200.00	\$23.60	\$224,200.00	\$23.60	\$23,600.00		
Stone Co.	No, Middleville MI							\$20.14	\$140,980.00	\$20.14	\$191,330.00	\$20.14	\$20,140.00		
Sunrise Aggregates	Yes, Dansville MI	\$25.70	\$179,900.00	\$25.70	\$244,150.00	\$26.70	\$26,700.00	\$28.70	\$209,900.00	\$28.70	\$272,650.00	\$28.70	\$28,700.00	\$450,750.00	\$511,250.00
Gerken Materials Inc.	No, Napoleon OH							\$21.05	\$147,350.00	\$21.05	\$199,975.00	\$21.05	\$21,050.00		
3/8 X 4 BF															

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF 2017 SEASONAL AGGREGATES

WHEREAS, the Road Department annually purchases approximately 19,000 tons of 29A or approved substitute 3/8's x #4, Blast furnace slag and natural aggregates that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2017 budget includes controllable expenditures and funds, for this and other maintenance material purchases; and

WHEREAS, bids for 29A with an approved substitute 3/8's x #4 blast furnace slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchases on an as-needed, unit price per ton basis; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department locations based on availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$475,000; and

WHEREAS, It is the recommendation of the Purchasing department and Road department to purchase 29A crushed natural aggregate from Gerken Materials Inc., 29A Blast furnace slag from Yellow Rose Transport Inc., 3/8's x #4 Blast furnace slag from Edward C. Levy Co., delivered to the Metro, Eastern and Western garages and to award bid and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchases on an as-needed, unit price per ton basis, based on availability of required material, with preference based on lowest qualifying bid unit price per ton and quality of material to:

1. Yellow Rose Transport, 29A blast furnace slag @ \$25.00 a ton, with an estimated quantity of 8000 ton delivered to the Western and Metro facilities.
2. Edward C. Levy Co., 3/8's x #4 blast furnace slag @ 24.45 a ton, with an estimated quantity of 9500 ton delivered to the Eastern facility.
3. Gerken Materials Inc. for 29A crushed natural aggregate @ \$21.05 a ton, with an estimated quantity to be determined, delivery to all 3 locations.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 21, 2017 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: February 21 , 2017

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2017-064	RON LAUNSTEIN	LAND DIVISION	HAWLEY RD & BARNES RD	VEVAY	26
2017-065	MICHIGAN HEALTH & HOSPITAL ASSOC.	MISCELLANEOUS	UNIVERSITY PARK DR & ALAIEDON PKWY	ALAIEDON	4
2017-066	CONSUMERS ENERGY	ELECTRIC / OH	CEDAR ST & HOWELL RD	ALAIEDON	31
2017-069	CONSUMERS ENERGY	GAS	MARSH RD & LAKE DR	MERIDIAN	10
2017-070	COMCAST	CABLE / UG	MARSH RD & HASLETT RD	MERIDIAN	10
2017-071	COMCAST	CABLE / UG	CENTRAL PARK DR & COLUMBUS	MERIDIAN	22
2017-072	MERIDIAN TOWNSHIP	ROAD CLOSURE	CENTRAL PARK DR & MARSH RD	MERIDIAN	15, 16
2017-073	MERIDIAN TOWNSHIP	ROAD CLOSURE	CENTRAL PARK DR & MARSH RD	MERIDIAN	15, 16
2017-074	WESTSIDE WATER	WATERMAIN	BRYNFORD AVE & SAGINAW ST	LANSING	18
2017-075	CONSUMERS ENERGY	GAS	EDSON ST & LAKE DR	MERIDIAN	10
2017-076	STEPHEN & DEENA PARKER	LANDSCAPING	REYNOLDS ROAD & LEE ST	MERIDIAN	3
2017-078	CONSUMERS ENERGY	ELELCTRIC / UG	SUGAR MAPLE LN & WOODFIELD RD	MERIDIAN	11
2017-079	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	OKEMOS RD & KINAWA DR	MERIDIAN	28
2017-080	AT & T	CABLE / UG	MARSH RD & HASLETT RD	MERIDIAN	10
2017-081	CONSUMERS ENERGY	GAS	MARSH RD & HASLETT RD	MERIDIAN	10

MANAGING DIRECTOR: _____

TO: Ingham County Board of Commissioners
FROM: Cynthia Wagner
DATE: 2-21-17
SUBJECT: Potter Park Zoo Incentives
For the meeting agenda of 3-7-17

BACKGROUND

Potter Park Zoo is a community organization and has been millage funded by Ingham County residents since 2007. Potter Park Zoo feels, honoring members of the community on special holidays with free admission is one way to give back to the community. As special community event days, such as, Zoo Days has been part of Potter Park Zoo's history since 1992. All of these incentive days, allow Potter Park Zoo the opportunity to reach a larger audience and engage visitors who otherwise may not be able to come to the Zoo.

ALTERNATIVES

The alternative is to not allow free or discounted admission for some or all of the proposed incentives.

FINANCIAL IMPACT

Each incentive is listed in the attached document showing attendance, the past three years. College Day and Veteran's Day are newly proposed incentives and we will report in December of 2017 the financial impact for those days at that time. We do not have definitive data on whether guests would have visited in past years without the incentives; however we can begin to collect feedback in 2017.

OTHER CONSIDERATIONS

Potter Park Zoo is working to increase awareness of the Zoo with MSU students as well as increase attendance of the 18-24 year old demographic. Offering a free college day in the fall, is one method, we can use to achieve increased awareness of the Zoo for students between the ages of 18-24.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve incentives at Potter Park Zoo.

Potter Park Zoo Current Incentives

Incentive	2016 Total Attendance	2015 Total Attendance	2014 Total Attendance
Ingham County <i>Monday Free</i>	4,695 <i>Free 9-noon only</i>	4,522	4,372
Mother's Day <i>Mom's Free</i>	Mothers-1082 Total-2775	Mothers-312 Total-1,066	Mother's-1096 Total-3,386
Father's Day <i>Father's Free</i>	Father's-377 Total-920	Father's-539 Total-2,111	Father's-557 Total-2,195
Be A Tourist in Your Own Town <i>Free Parking</i> <i>\$1.00 Admission with Passport</i>	4,283	2,610	5,212
Zoo Days <i>\$1.00 Admission with Voucher</i>	4,800	6,595	5,592
Groups 20+ <i>\$1.00 off per person</i>	5,557	14,406	14,249
Ingham School Groups <i>\$1.00 Admission per child</i>	2,333	1,832	2,468

Potter Park Zoo Proposed Incentives

Incentive	Fees
Ingham County Residents	Ingham County Residents Free admission 9am-noon every non-holiday Monday
Mother's Day (May)	Mothers Free Admission
Father's Day (June)	Fathers Free Admission
College Day (October)	Free Admission With Valid Student I.D.
Veteran's Day (November)	Veteran's Free Admission
Be A Tourist In Your Own Town (June)	Free Admission and Parking with Tourist Passport Greater Lansing Convention and Visitor's Bureau
Zoo Days (July)	\$1.00 Admission Per Person With Voucher
Registered groups 20+	1.00 off admission per person
Ingham County School Groups	1.00 per child (April 1 st – October 31 st)
Ingham County Residents Free Day (October)	Free Admission

Veteran's Day	2016	2015	2015
Total Attendance	139	120	24

Total attendance for Veteran's day without incentive

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE VISITOR INCENTIVE PROGRAMS AT POTTER PARK ZOO

WHEREAS, citizens of Ingham County have invested in the operation of Potter Park Zoo through the passing of a .41mil levy; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #10-040 authorizing visitor incentive programs and wishes to amend it at this time; and

WHEREAS, positive visitor experience and incentive for increased attendance are valuable to Potter Park Zoo and beneficial to the community.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following visitor incentive programs at the Potter Park Zoo:

Incentive	Fees
Ingham County Residents	Ingham County Residents Free Admission 9am-noon Every Non-Holiday Monday
Mother’s Day (May)	Mothers Free Admission
Father’s Day (June)	Fathers Free Admission
College Day (October)	Free Admission with Valid Student I.D.
Veteran’s Day (November)	Veteran’s Free Admission
Be A Tourist In Your Own Town (June) Greater Lansing Convention and Visitor’s Bureau	Free Admission and Parking with Tourist Passport
Zoo Days (July)	\$1.00 Admission Per Person With Voucher
Registered groups 20+	\$1.00 off Admission Per Person
Ingham County School Groups	\$1.00 Admission Per Child (April 1 st – October 31 st)
Ingham County Residents Free Day (October)	Free Admission

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 2-21-17
SUBJECT: Potter Park Zoo Membership Benefits
For the meeting agenda of 3-7-17

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 Zoo memberships, as agreed upon in the contract between the County and the Society. Memberships encompass many benefits as is standard amongst zoos and aquariums in the Association of Zoos and Aquariums (AZA). Some of these benefits involve areas of revenue for the Zoo. Reciprocity among AZA Zoos and Aquariums is one of the membership benefits as detailed in the attached document.

ALTERNATIVES

The alternative is to drastically reduce the benefits of a membership at Potter Park Zoo by eliminating benefits affecting sources of revenue for the Zoo. This change in membership benefits would likely reduce the number of memberships sold annually which would negatively impact the operational revenue for the Zoological Society and also negatively impact visitor commitment to the Zoo.

FINANCIAL IMPACT

The proposed benefits will not decrease revenue from previous years as the benefits have either stayed the same or lessened from previous years.

OTHER CONSIDERATIONS

The Zoo is now managing the gift shop, restaurant, and encounters allowing for a substantial benefit from increased memberships as repeat visitors typically spend more in these areas. In 2016, the number of vehicles that entered the zoo with a deluxe or premium membership was 1,459. The total number of visitors that entered the zoo with a Potter Park Zoo membership was 18,004 and the total number of visitors that entered the zoo with a reciprocal membership was 6,139.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve membership benefits at Potter Park Zoo.

ASSOCIATION OF ZOOS & AQUARIUMS

RECIPROCITY PROGRAM

If the zoo or aquarium to which you belong has **50%** in the Reciprocity column, you can expect to receive a 50% discount on admission at all the zoos and aquariums on this list (except, of course, those that are **FREE TO THE PUBLIC**). **ALWAYS CALL AHEAD***

If the zoo or aquarium to which you belong has **100% and 50%** in the Reciprocity column, you can expect to receive free admission to the zoos and aquariums that also have **100% and 50%** in the Reciprocity column and those that are **FREE TO THE PUBLIC**; and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. (see Rules for exceptions) **ALWAYS CALL AHEAD***

If the zoo or aquarium to which you belong has **FREE TO THE PUBLIC** in the Reciprocity column, you can expect to receive free or half price admission to the zoos and aquariums that have **100% and 50%** in the Reciprocity column and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. **ALWAYS CALL AHEAD***

State	City	Zoo or Aquarium	Reciprocity	Contact Name	Phone #
CANADA	Calgary - Alberta	Calgary Zoo	50%	Amy Bown	403-232-9312
	Granby - Quebec	Granby Zoo	50%	Mireille Forand	450-372-9113 x2103
	Toronto	Toronto Zoo	50%	Reynaldo deGuzman	416-392-9103
MEXICO	León	Parque Zoológico de León	50%	Pavlova Sheffield	52-477-210-2335 x102
Alabama	Birmingham	Birmingham Zoo	100% & 50%	Patty Pendleton	205-879-0409 x232
Alaska	Seward	Alaska SeaLife Center	50%	Shannon Wolf	907-224-6355
Arizona	Phoenix	The Phoenix Zoo	50%	Natalie Yamal	602-914-4365
	Tempe	SEA LIFE Arizona Aquarium	50%	Information	877-526-3960
Arkansas	Tucson	Reid Park Zoo	50%	Gail Brown	520-881-4753
	Little Rock	Little Rock Zoo	50%	Kelli Enz	501-661-7218
California	Atascadero	Charles Paddock Zoo	100% & 50%	Becky Maxwell	805-461-5080 x2105
	Eureka	Sequoia Park Zoo	100% & 50%	Kathleen Juliano	707-441-4263
	Fresno	Fresno Chaffee Zoo	50%	Katharine Alexander	559-498-5938
	Los Angeles	Los Angeles Zoo	50%	Lisa Correa	323-644-4759
	Oakland	Oakland Zoo	50%	Christina Corona	510-632-9525 x150
	Palm Desert	The Living Desert	50%	Elisa Escobar	760-346-5694 x2111
	Sacramento	Sacramento Zoo	50%	Kim Sheffield	916-808-5888
	San Francisco	Aquarium of the Bay	50%	Nicole Smith	415-623-5331
	San Francisco	San Francisco Zoo	50%	Jesse Lowenberg	415-753-7097
	San Jose	Happy Hollow Zoo	50%	Taylor K. Cameron	408-794-6444
	San Mateo	CuriOdyssey (formerly Coyote Point Museum)	100% & 50%	Ali Turner	650-340-7581
	San Pedro	Cabrillo Marine Aquarium	FREE - 10% discount in the gift shop	Melissa Neff	310-548-7593
	Santa Ana	Santa Ana Zoo	100% & 50%	Estela Codiz	714-953-8555 x13
	Santa Barbara	Santa Barbara Zoo	100% & 50%	Victoria Madrigal	805-962-5339 x114
	Colorado	Pueblo	Pueblo Zoo	50%	Vikki Graston
Connecticut	Bridgeport	Connecticut's Beardsley Zoo	100% & 50%	Amanda Bolanos	203-394-6569
Delaware	Wilmington	Brandywine Zoo	100% & 50%	Gene Peacock	302-571-7747
DC	Washington	Smithsonian National Zoological Park	FREE TO THE PUBLIC 10% discount in on-site gift shops	Alyssa Yaguda	202-633-3042
Florida	Jacksonville	Jacksonville Zoo and Gardens	50%	Lyndsay Plemmons	904-757-4463 x114
	Melbourne	Brevard Zoo	50%	Cheri L. Purnell	321-254-9453 x225
	Miami	Zoo Miami	50%	Carlos Simoes	305-255-5551
	Sanford	Central Florida Zoo & Botanical Gardens	50%	Alix Black	407-323-4450 x117
	Sarasota	Mote Marine Aquarium	100% & 50%	Katie Erenati	941-388-4441 x373
	St. Augustine	Saint Augustine Alligator Farm	50%	Molly Ebersold	904-824-3337 x10
	Tampa	Tampa's Lowry Park Zoo	50%	Kayla Rogers	813-935-8552 x294
	Tampa	The Florida Aquarium	50%	Darina Bramlett	813-273-4030
	West Palm Beach	Palm Beach Zoo	50%	Amanda Joy	561-533-0887 x238

Look up your zoo/aquarium. The discount you receive at other zoos/aquariums will equal what your zoo/aquarium offers to others, unless the zoo or aquarium you are visiting is free to the public. Call ahead!

**ASSOCIATION
OF ZOOS &
AQUARIUMS**
RECIPROCIITY PROGRAM

If the zoo or aquarium to which you belong has **50%** in the Reciprocity column, you can expect to receive a 50% discount on admission at all the zoos and aquariums on this list (except, of course, those that are **FREE TO THE PUBLIC**). **ALWAYS CALL AHEAD***

If the zoo or aquarium to which you belong has **100% and 50%** in the Reciprocity column, you can expect to receive free admission to the zoos and aquariums that also have **100% and 50%** in the Reciprocity column and those that are **FREE TO THE PUBLIC**; and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. (see Rules for exceptions) **ALWAYS CALL AHEAD***

If the zoo or aquarium to which you belong has **FREE TO THE PUBLIC** in the Reciprocity column, you can expect to receive free or half-price admission to the zoos and aquariums that have **100% and 50%** in the Reciprocity column and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. **ALWAYS CALL AHEAD***

State	City	Zoo or Aquarium	Reciprocity	Contact Name	Phone #
Georgia	Albany	Chehaw Wild Animal Park	100% & 50%	Morgan Burnette	229-430-3966
	Atlanta	Zoo Atlanta	50%	Member Services	404-624-5662
Idaho	Boise	Zoo Boise	100% & 50%	Elaine Gleaton	208-608-7744
	Idaho Falls	Idaho Falls Zoo at Tautphaus Park	100% & 50%	Laurie Gravatt	208-612-8421
Illinois	Bloomington	Miller Park Zoo	100% & 50%	Jennifer Rogers	309-434-2250
	Chicago	Lincoln Park Zoo	FREE TO THE PUBLIC 10% discount on retail, food, education programs, and ticketed public events	Kate Fridholm	312-742-2076
Indiana	Decatur	Scovill Zoo	50%	Kathy Winter	217-421-7435
	Peoria	Peoria Zoo	100% & 50%	Jenny Stokes	309-681-3500
	Springfield	Henson Robinson Zoo	100% & 50%	Jacqueline Peeler	217-585-1821
	Wheaton	Cosley Zoo	100% & 50%	Susan Wahlgren	630-665-5534
	Evansville	Mesker Park Zoo & Botanic Garden	100% & 50%	Ami Wagner	812-435-6143 x413
	Fort Wayne	Fort Wayne Children's Zoo	50%	Nikki Wilkes	260-427-6800
Iowa	South Bend	Potawatomi Zoo	50%	Maria Tomlinson	574-235-7651
	Des Moines	Blank Park Zoo	100% & 50%	Lisa Williams	515-974-2600
Kansas	Dubuque	Nat'l Mississippi River Museum & Aquarium	50%	Melissa Wersinger	563-557-9545 x213
	Emporia	David Traylor Zoo of Emporia	FREE TO THE PUBLIC 25% off all merchandise	Lori Heavener	620-341-4365
	Garden City	Lee Richardson Zoo	FREE TO THE PUBLIC 10% off gifts/concessions; free drive-through & shuttle; half-price train	Jessica Norton	620-276-6243
	Hutchinson	Hutchinson Zoo	FREE TO THE PUBLIC 20% discount in the gift shop	Kiley Buggeln	620-694-2653
	Manhattan	Sunset Zoo	100% & 50%	Tammy L. Jones	785-587-2737
	Salina	Rolling Hills Zoo	50%	Kathy Tolbert	785-827-9488
Kentucky	Topeka	Topeka Zoological Park	100% & 50%	Melissa Hurley	785-368-9161
	Wichita	Sedgwick County Zoo	50%	Tonya Wright	316-266-8288
	Louisville	Louisville Zoological Garden	50%	Membership Department	502-459-2287
	Louisiana	Alexandria Zoo	100% & 50%	Lee Ann Whitt	318-441-6833
Maryland	Baton Rouge	BREC's Baton Rouge Zoo	100% & 50%	Kelsey Megilligan	225-775-3877
	Baltimore	The Maryland Zoo in Baltimore	50%	Ally Lauer	443-552-5280
Maryland	Salisbury	Salisbury Zoo	FREE TO THE PUBLIC 25% discount in the gift shop	Mary Seemann	410-548-3188

Look up your zoo/aquarium. The discount you receive at other zoos/aquariums will equal what your zoo/aquarium offers to others, unless the zoo or aquarium you are visiting is free to the public. Call ahead!

**ASSOCIATION
OF ZOOS &
AQUARIUMS**
RECIPROCITY PROGRAM

State	City	Zoo or Aquarium	Reciprocity	Contact Name	Phone #
Massachusetts	Attleboro	Capron Park Zoo	100% & 50%	Melanie Fernandes	774-203-1843
	Boston	Franklin Park Zoo (Zoo New England)	50%	Molly Tucker	617-989-2076
	Boston	Museum of Science	100% & 50%	Sue Maclaren	617-589-0394
	New Bedford	Buttonwood Park Zoo	100% & 50%	Michelle Gomes	508-991-4556 x10
	Stoneham	Stone Zoo (Zoo New England)	50%	Molly Tucker	617-989-2076
Michigan	Battle Creek	Binder Park Zoo	50%	Vicki Taft	269-979-1351
	Detroit	Detroit Zoological Society	50%	Membership Call Center	248-541-5717 press 3
	Grand Rapids	John Ball Zoological Garden	100% & 50%	Lynsey Marcellus	616-336-4312
	Lansing	Potter Park Zoological Gardens	100% & 50%	Kelly Gibson	517-342-2717
	Saginaw	The Children's Zoo at Celebration Square	100% & 50%	Herb Spence	989-759-1408
Minnesota	Apple Valley	Minnesota Zoo	50%	Membership Department	952-431-9339
	Duluth	Lake Superior Zoo	100% & 50%	Samantha Halligan	218-730-4500 x204
	St. Paul	Como Park Zoo	FREE TO THE PUBLIC 15% discount in the gift shop	Kate Aksadi	651-487-8229
Missouri	Eureka	Endangered Wolf Center	50%	Steve Parker	636-938-5900
	Kansas City	Kansas City Zoo	50%	Josh Hollingsworth	816-595-1234
	Kansas City	Sea Life Aquarium	50%	Jimmy Lopez	816-556-3232
	Saint Louis	Saint Louis Zoo	FREE TO THE PUBLIC— Half price Adventure Pass (up to 4 passes)	Lucia Clifton	314-646-4540
	Springfield	Dickerson Park Zoo	100% & 50%	Tammy Rash	417-743-1570
Montana	West Yellowstone	Grizzly & Wolf Discovery Center	50%	Erika Kuc	406-646-7001 x111
Nebraska	Lincoln	Lincoln Children's Zoo	100% & 50%	Ryan Gross	402-475-6741
	Omaha	Omaha's Henry Doorly Zoo & Aquarium	50%	Sara Fox	402-738-2094
	Scottsbluff	Riverside Discovery Center	50%	Anne James	308-632-0062
	Holderness	Squam Lakes Natural Science Center	50%	Janet Robertson	603-968-7194 x12
New Hampshire	Holderness	Squam Lakes Natural Science Center	50%	Janet Robertson	603-968-7194 x12
New Jersey	Cape May	Cape May County Park and Zoo	FREE TO THE PUBLIC 10% discount in the gift shop	Tracey Carr	609-465-5271
	Paramus	Bergen County Zoo	100% & 50%	Marianne Vella	201-262-3771
	West Orange	Turtle Back Zoo	100% & 50%	Kristina Van Sant	973-731-5800 x241
New Mexico	Albuquerque	ABQ BioPark	50%	Nichole Woods	505-764-6280
	Carlsbad	Living Desert Zoo & Gardens State Park	100% & 50%	Kathryn T. Law	575-887-5516
New York	Buffalo	Buffalo Zoo	50%	Denise M. Lanz	716-995-6131
	Millbrook	Trevor Zoo	100% & 50%	Jessica Bennett	845-677-3704

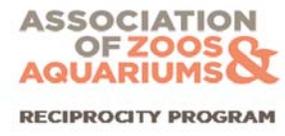
If the zoo or aquarium to which you belong has **50%** in the Reciprocity column, you can expect to receive a 50% discount on admission at all the zoos and aquariums on this list (except, of course, those that are **FREE TO THE PUBLIC**). **ALWAYS CALL AHEAD***

If the zoo or aquarium to which you belong has **100% and 50%** in the Reciprocity column, you can expect to receive free admission to the zoos and aquariums that also have **100% and 50%** in the Reciprocity column and those that are **FREE TO THE PUBLIC**; and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. (see Rules for

If the zoo or aquarium to which you belong has **FREE TO THE PUBLIC** in the Reciprocity column, you can expect to receive free or half-price admission to the zoos and aquariums that have **100% and 50%** in the Reciprocity column and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. **ALWAYS CALL**

Look up your zoo/aquarium. The discount you receive at other zoos/aquariums will equal what your zoo/aquarium offers to others, unless the zoo or aquarium you are visiting is free to the public. Call ahead!

State	City	Zoo or Aquarium	Reciprocity	Contact Name	Phone #
New York	Rochester	Seneca Park Zoo	50%	Lisa Buda	585-336-7272
	Staten Island	Staten Island Zoo	100% & 50%	Loretta Andersen	718-442-3100 x23
	Syracuse	Rosamond Gifford Zoo at Burnet Park	50%	Jean Moffit	315-435-8511 x130
North Carolina	Asheboro	North Carolina Zoological Park	100% & 50%	Erin Sherrill	336-879-7258
	Asheville	Western North Carolina Nature Center	100% & 50%	Tonya Miller	828-259-8092
	Atlantic Beach	No. Carolina Aquarium at Pine Knoll Shores	100% & 50%	Suzanne Mwengi	1-800-832-3474 x237
	Greensboro	Greensboro Science Center	100% & 50%	Eddie Whittington	336-288-3769 x1305
	Kure Beach	No. Carolina Aquarium at Fort Fisher	100% & 50%	Eddie Whittington	1-800-832-3474 x237
	Manteo	No. Carolina Aquarium at Roanoke Island	100% & 50%	Eddie Whittington	1-800-832-3474 x237
North Dakota	Bismarck	Dakota Zoo	100% & 50%	Terry Lincoln	701-223-7543
	Fargo	Red River Zoo	100% & 50%	Sara Winch	701-277-9240 x305
	Minot	Roosevelt Park Zoo	100% & 50%	Jill McDonald	701-857-4166
	Wahpeton	Chahinkapa Zoo	100% & 50%	Guest Service Manager	701-642-8709
Ohio	Akron	Akron Zoological Park	50%	Ally Tatlow	330-375-2550 x7246
	Cincinnati	Cincinnati Zoo & Botanical Garden	50%	TR Amrine	513-559-7788
	Cleveland	Cleveland Metroparks Zoo	50%	Jason Orlando	216-635-3355
	Columbus	Columbus Zoo and Aquarium	50%	614-724-3489	Jenny Terman
	Cumberland	the Wilds	50%	Jenny Terman	614-724-3489
	Dayton	Boonshoft Museum of Discovery	100% & 50%	Emily Van Leeuwen	937-275-7431 x152
	Port Clinton	African Safari Wildlife Park	50%	Kelsey Keller	800-521-2660 x7
	Toledo	The Toledo Zoo	50%	Tana M. Benford	419-385-5721 x5024
	Oklahoma City	Oklahoma City Zoo and Botanical Garden	50%	Bob Mathew	405-425-0233
	Tulsa	Tulsa Zoo	50%	Patrick Weisz	918-669-6603
Oregon	Portland	Oregon Zoo	50%	Kym Amador	503-220-5737
	Winston	Wildlife Safari	50%	Guest Services	541-679-6761 x210
Pennsylvania	Erie	Erie Zoological Society	100% & 50%	Lisa Estes	814-864-4091
	Hershey	ZOOAMERICA North American Wildlife Park	100% & 50%	Dee Nixon	717-534-3123
	Norristown	Elmwood Park Zoo	50%	Morgan Reale	610-277-3825 x275
	Philadelphia	Philadelphia Zoo	50%	Member Services	215-243-5254
	Pittsburgh	National Aviary	50%	Lori Urbowitz	412-323-7235
	Schnecksville	Lehigh Valley Zoo	100% & 50%	Jessica Kutza	610-799-4171 x225
Rhode Island	Providence	Roger Williams Park Zoo	50%	Elizabeth Grover	401-941-3910 x369
South Carolina	Columbia	Riverbanks Zoo & Garden	50%	Jennifer Claytor	803-602-0817
	Greenville	Greenville Zoo	100% & 50%	Ollisia Marshall	864-467-4542
South Dakota	Sioux Falls	Great Plains Zoo & Delbridge Museum	100% & 50%	Jess Poncelet	605-367-8313 x128
	Watertown	Bramble Park Zoo	100% & 50%	Kim Konrad	605-882-6269



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If the zoo or aquarium to which you belong has **FREE TO THE PUBLIC** in the Reciprocity column, you can expect to receive free or half-price admission to the zoos and aquariums that have **100% and 50%** in the Reciprocity column and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. **ALWAYS CALL AHEAD***

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**ASSOCIATION
OF ZOOS &
AQUARIUMS**
RECIPROCITY PROGRAM

State	City	Zoo or Aquarium	Reciprocity	Contact Name	Phone #
Tennessee	Chattanooga	Chattanooga Zoo at Warner Park	100% & 50%	Membership Manager	423-697-1322
	Knoxville	Zoo Knoxville	50%	Megan Smith	865-637-5331 x 1011
	Memphis	The Memphis Zoo	50%	Membership	901-333-6767
	Nashville	Nashville Zoo, Inc.	50%	Lori Pace	615-833-1534
Texas	Abilene	Abilene Zoological Gardens	100% & 50%	Kim Baker	325-676-6451
	Brownsville	Gladys Porter Zoo	100% & 50%	Abby Vazquez	956-546-7187 x310
	Corpus Christi	Texas State Aquarium	50%	Erin Kane	361-881-1340
	Dallas	Dallas Zoo	50%	Membership	469-554-7400
	El Paso	El Paso Zoo	50%	Angie Aragon	915-212-0245
	Houston	Houston Zoo	100% & 50%	Membership Department	713-533-6555
	Lufkin	Ellen Trout Zoo	100% & 50%	Brittany Thacker	936-630-0575
	San Antonio	San Antonio Zoo	50%	Loralea Davis	210-734-7184 x1042
	Tyler	Caldwell Zoo	50%	Mike Tucker	903-593-0121 x224
	Waco	Cameron Park Zoo	100% & 50%	Kristi Webb	254-750-8415
Utah	Salt Lake City	Utah's Hogle Zoo	50%	Andrew Nadauld	801-584-1741
	Salt Lake City	Tracy Aviary	100% & 50%	Robbin Daffin	801-596-8500 x102
Virginia	Norfolk	Virginia Zoo	100% & 50%	Lori Cummings	757-441-2374 x242
Washington	Seattle	Woodland Park Zoo	50%	Annie McCaffrey	206-548-2400
	Tacoma	Point Defiance Zoo & Aquarium	50%	Adam Wojtanowics	253-404-3656
West Virginia	Wheeling	Oglebay's Good Zoo	100% & 50%	Vickie Schwing	304-243-4030
Wisconsin	Baraboo	International Crane Foundation	100% & 50%	Jennifer Kippley	608-356-9462 x151
	Green Bay	NEW Zoo	100% & 50%	Darlene Bourassa	920-662-2402
	Madison	Henry Vilas Zoo	FREE TO THE PUBLIC 10% discount in the gift shop and concessions.	Emily Lundquist	608-258-9490
	Milwaukee	Milwaukee County Zoological Gardens	100% & 50%	Cindy Gray	414-258-2333 x209
	Racine	Racine Zoological Gardens	100% & 50%	Maggie Madden	262-636-9189

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If the zoo or aquarium to which you belong has **FREE TO THE PUBLIC** in the Reciprocity column, you can expect to receive free or half-price admission to the zoos and aquariums that have **100% and 50%** in the Reciprocity column and a 50% discount on admission to the zoos and aquariums that have **50%** in the Reciprocity column. **ALWAYS CALL AHEAD***

*Please note that the number of visitors admitted with a family membership may vary and parking may not be included. In addition, participating institutions located in close geographic proximity to each other are not required to offer free or discounted admission to each other's members in order to participate in AZA's Reciprocal Admissions Program; for instance—Milwaukee County Zoo does not reciprocate with Lincoln Park Zoo, Henry Vilas Zoo or Racine Zoo. **ALWAYS CALL AHEAD!**

11/1/2016

Look up your zoo/aquarium. The discount you receive at other zoos/aquariums will equal what your zoo/aquarium offers to others, unless the zoo or aquarium you are visiting is free to the public. Call ahead!

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH POTTER PARK ZOO MEMBERSHIP BENEFITS

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

WHEREAS, the Potter Park Zoological Society manages memberships for Potter Park Zoo as the contract between the Society and the Zoo specifies; and

WHEREAS, memberships promote increased commitment and visitation from Zoo visitors; and

WHEREAS, the Zoo manages the gift shop, restaurant and encounters and receives the revenue from these areas which benefit from return visitors such as Zoo members; and

WHEREAS, the proposed benefits are in line with benefits offered in past years and at other zoos accredited by the Association of Zoos and Aquariums.

THEREFORE BE IT RESOLVED that the Potter Park Zoo Board approves the membership benefits affecting County revenue sources as detailed below.

Basic Level Memberships

Individual Basic One Named Adult	One Adult Family Basic One Named Adult Plus Children in household and/or Grandchildren under 18	Two Adult Family Basic Two Named Adults Plus Children in household and/or Grandchildren under 18
\$50	\$65	\$80

Add an individual adult to any membership for an additional \$15.00. Add up to two adults total per membership.

Basic Member Benefits

- **Unlimited standard admission* to the zoo for one year**
- **Free or discounted admission to over 100 AZA accredited zoos and aquariums nationwide**
- **10% Discount at the Zoovenier Gift Shop and Concessions throughout the zoo**
- Discounts on Sundown Safari Family Camping, Birthday Parties and Zookambi Summer Camp
- E-mail newsletter, announcing exciting happenings throughout the year!
- Membership renewal discount if you renew online**
- Special annual "Members Only Party" at the zoo
- Member's Entrance for Boo at the Zoo and Wine-n-Stein

Deluxe Level Memberships

Individual Deluxe One Named Adult	One Adult Family Deluxe One Named Adult Plus Children in household and/or Grandchildren under 18	Two Adult Family Deluxe Two Named Adults Plus Children in household and/or Grandchildren under 18
\$100	\$115	\$130

Deluxe Member Benefits

- **All Basic member benefits PLUS**
- **Free parking for one vehicle per visit at Potter Park Zoo**
- Discounted admissions to Wine & Stein and Winter Wine & Stein
- Free admission to Boo at the Zoo and Wonderland of Lights events

Premium Level Memberships

Individual Premium One Named Adult	One Adult Family Premium One Named Adult Plus Children in household and/or Grandchildren under 18	Two Adult Family Premium Two Named Adults Plus Children in household and/or Grandchildren under 18
\$200	\$215	\$230

Premium Member Benefits

- **All Basic and Deluxe member benefits PLUS**
- **6 One-Time-Use Guest Passes**
- **15% Discount at the Zoovenier Gift Shop and Concessions**
- One e-ticket to Spring Wine and Stein and one e-ticket to Winter Wine & Stein
- One Docent Led Tour for 4 people offered in April, June, August and October

*Standard admission refers to non-fundraising event days.

**\$5 off per membership for online renewal

GUEST PASSES CANNOT BE USED AT WONDERLAND OF LIGHTS OR BOO AT THE ZOO

Benefits in BOLD are County revenue sources.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners approves the reciprocity agreement of Potter Park Zoo with other AZA accredited facilities.

TO: Potter Park Zoo Advisory Board
FROM: Cynthia Wagner
DATE: 2-21-17
SUBJECT: Change in Potter Park Zoo Visitation Hours
For the meeting agenda of 3-7-17

BACKGROUND

Potter Park Zoo is currently open to the public from 10am-4pm in the off season and 9am-6pm in the summer season. It has been recorded that from 5pm-6pm Potter Park Zoo has limited visitor admittance. All encounters including the pony path, contact area, wings down under, camel ride, train ride and bungee jump have closed at 5pm due to minimal revenue after 5pm. The results of a survey conducted by Potter Park Zoo in August of 2016 showed that out of 361 responses only 9.14% visited the Zoo after 3pm. Actual attendance numbers in 2016 support these survey results, see attached. The survey also showed that 84.87% responded, they would visit the Zoo if it was open until 8pm one day a week. In addition, Potter Park Zoo hosts several events requiring preparation on Zoo grounds without visitors present which necessitates the Zoo closing early on these days.

ALTERNATIVES

The hours of operation could stay 9am-6pm during the summer season.

FINANCIAL IMPACT

Total admissions revenue in 2016 from 5pm-6pm during the months of May, June, July, and August was \$3,341. Minimum staffing costs at admissions during this same time frame for one supervisor and one temporary employee is \$2,848.

Keeping the zoo open until 8pm one day a week in the summer is expected to have a positive financial impact. The total cost in seasonal wages for all zoo encounters and guest services to be open at the zoo one day a week from 5pm-8pm is \$400.00. Based on survey results and visitor comments, it is believed revenue will easily exceed expense for the proposed extended Friday evening hours by focusing evening visitor attendance to one day a week.

OTHER CONSIDERATIONS

Changing the time, Potter Park Zoo closes from 6pm to 5pm, would allow the animals to be on exhibit for all hours the zoo is open and allow for a better visitor experience. Keeping the Zoo open until 8pm one day a week during the summer months will allow public unable to visit during the day, to have extended hours available to them. Staying open later on Friday evenings, could allow the Zoo to reach the 18-24 year old demographics which has been a very limited percentage of attendance to the Zoo.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve a change in visitation hours for 2017 at Potter Park Zoo.

Ohio

Akron Zoo

April-Oct 10a-5p
Nov-March 11a-4p

Cincinnati Zoo & Botanical Gardens

Jan 3-March 11 10a-5p
March 12-May 27 10a-5p
May 28-Sept 5 10a-6p *
Sept 6-Oct 31 10a-5p *
*(9am early entrance for member and ZAT ticket holders) *
Nov 1-Nov 18 10a-5p
Nov 19-Jan 1 (Festival of Lights)
Fri and Sat 10a-9p

Cleveland Metro Parks Zoo & Rainforest

Open all year 10a-5p
Closed Jan 1 and Dec 25

Columbus Zoo & Aquarium

Jan-Feb 10a-4p
March 10a-5p
April-May 27 9a-5p
May 28-Sept 4 9a-7p
Sept 5-Sept 30 9a-5p
Oct-Dec 10a-5p

Toledo Zoo

Jan-April 10a-4p
May until Memorial Day
Weekdays 10a-4p
Weekends 10a-5p
Memorial Day-Labor Day 10a-5p
Sept Weekdays 10a-4p
Weekends 10a-5p
Oct-Nov 10a-4p

Wisconsin

Henry Vilas Zoo (Madison)

Open Daily 930a-5p
Zoo closes at noon on
Thanksgiving and the day after,
Christmas Eve and day, New Year's
Eve and day and MLK Day

International Crane Foundation (Baraboo)

April 15-Oct 31 9a-5p

Milwaukee County Zoological Gardens

March 1-May 27 9a-430p
May 28-Sept 5 9a-5p
Sept 6-Oct 31 9a-430p
Nov-Feb Mon-Fri 930a-230p
Sat & Sun 930a-430p

New Zoo & Adventure Park (Suamico)

April-May 9a-6p
June-Aug 9a-8p
Sept-Oct 9a-6p
Nov-March 9a-4p

Racine Zoological Gardens

Oct 3-Arpril 28 9a-430p

Michigan

Binder Park

April 14-Oct 9 Mon-Fri 9a-5p
Sat 9a-6p, Sun 11a-6p
*Holidays open until 6p
Closed winter except for special
events (brew and lights)

Children's Zoo at Celebration Square

April 23-Oct 8 10a-5p

Detroit Zoo

Jan 2-March 10a-4p
April-June 9a-5p
July-Aug 9a-5p
Open until 8p on Wed
Sept 1-5 9a-5p
Sept 6-30 10a-5p
Oct-Dec 10a-4p
Closed Thanksgiving and
Christmas day

John Ball Zoo

March 12-May 16 10a-4p
May 7-May 31
Weekdays 9a-4p, Weekends 9a-6p
June-Aug 9a-6p
Sept 1-5, 10-11 9a-6p
Sept 6-9 9a-4p
Sept 12-Nov 13 10a-4p
Nov 14-March 11 Closed for
season

Minnesota

Como Park Zoo (St. Paul)

Open every day of the year

April-Sept 10a-6p

Oct-March 10a-4p

Lake Superior Zoo (Duluth)

May-Oct 31 10a-5p

Nov-April 30 10am-4pm

Closed Tues & Wed

Closed at 1p Dec 24

Closed New Year's day,

Thanksgiving and Christmas.

Minnesota Zoo (Apple Valley)

Sept 6-30 Mon-Fri 9a-4p

Sat-Sun 9a-6p

Oct-May 5 9a-4p

May 6-26 Mon-Fri 9a-4p

Sat-Sun 9a-6p

May27-Sept 4 9a-6p

Closed Thanksgiving and

Christmas

Indiana

Fort Wayne Children's Zoo

Open daily 9a-5p

Closed for 2016 Season on Oct 9

Mesker Park zoo & Botanic Garden (Evansville)

Open all year 9a-4p

Potawatomi Zoo (South Bend)

Open all year 10a-5p

Illinois

Cosley Zoo (Wheaton)

Jan-March 9a-4p

April-Oct 9a-5p

Nov 9a-4p

Thanksgiving-Dec 23 9a-9p

Dec 26-30 9a-9p

Christmas Eve 9a-12p

New Year's Eve 9a-12p

Closed Thanksgiving, Christmas

and New Year's

Henson Robinson Zoo (Springfield)

Mon-Fri 10a-5p

Sat-Sun 10a-6p

Lincoln Park (Chicago)

May 28-Sept 5 Mon-Fri 10a-5p

Sat & Sun 10a-630p

Sept 6-Oct 10a-5p

Nov-March 10a-430p

April-May 10a-5p

Miller Park (Bloomington)

Everyday 930a-430p

Closed Thanksgiving and Christmas

Peoria Zoo (Peoria)

Open daily 10a-5p

Closed Thanksgiving, Christmas

Eve, Christmas, New Year's Eve

and New Year's day

Scovill Zoo (Decatur)

Aug 15- Oct 10

Weekday 930a-5p

Weekend 930a-6p

Iowa

Blank Park Zoo (Des Moines)

Oct-April 10a-4p

May-Sept 9a-5p

Closed Thanksgiving, Christmas

Eve, Christmas, and New Year's

day

Nat'l Mississippi River Museum &

Aquarium (Dubuque)

March-May26 10a-5p

May27-Sept5 9a-6p

Sept6-Oct 9a-5p

Nov-Feb Tues-Sun 10a-5p

New York

Buffalo Zoo

July-Aug31 10a-5p

Sept-June30 10a-4p

Fridays in July open for admission

until 730p

Christmas Eve 10a-130p

New Year's Eve 10a-230p open

New Year's Day

Rosamond Gifford Zoo (Syracuse)

Year round 10a-430p

Closed Thanksgiving, Christmas

and New Year's Day

Seneca Island Zoo (Rochester)

April-Oct 10a-4p

Nov-March 10a-3p

Staten Island Zoo

Open 7 days a week 10a-445p

*Every Wed free admission for all

2p-445p* Closed Thanksgiving,

Christmas, and New Year's Day

Trevor Zoo (Millbrook)

Year round 9a-5p

May		9:00-10:00AM		5:00-6:00 PM		June		9:00-10:00 AM		5:00-6:00PM		
Date	# of Transactions	Revenue	# of Transactions	Revenue	Date	# of Transactions	Revenue	# of Transactions	Revenue	Date	# of Transactions	Revenue
1	5	\$48.00	1	\$6.00	* 1	20	\$754.00	0	\$0.00			
2	3	\$18.00	0	\$0.00	* 2	23	\$405.00	2	\$22.00			
3	8	\$158.00	2	\$8.00	* 3	24	\$975.00	3	\$42.00			
4	1	\$14.00	0	\$0.00	Bea	NA	NA	NA	NA			
5	34	\$1,635.00	4	\$30.00	Tourist	3	\$56.00	0	\$0.00			
6	0	\$0.00	19	\$44.00		6	\$32.00	0	\$0.00			
7	15	\$200.00	11	\$150.00	* 7	71	\$1,221.00	1	\$6.00			
8	17	\$134.00	16	\$114.00	* 8	47	\$1,166.00	3	\$12.00			
9	3	\$13.00	6	\$56.00	* 9	15	\$685.00	0	\$0.00			
10	0	\$0.00	0	\$0.00	10	16	\$218.00	2	\$48.00			
11	9	\$179.00	0	\$0.00	11	33	\$564.00	4	\$54.00			
12	4	\$269.00	0	\$0.00	12	35	\$443.00	7	\$85.00			
13	12	\$427.00	4	\$20.00	* 13	31	\$389.00	NA	NA			
14	5	\$50.00	1	\$8.00	* 14	18	\$379.00	3	\$56.00			
15	3	\$36.00	0	\$0.00	15	NA	\$0.00	0	\$0.00			
16	15	\$173.00	3	\$24.00	16	7	\$93.00	0	\$0.00			
17	17	\$651.00	3	\$25.00	* 17	27	\$824.00	4	\$41.00			
* 18	95	\$1,281.00	4	\$52.00	18	27	\$348.00	4	\$31.00			
19	27	\$575.00	0	\$0.00	19	40	\$424.00	4	\$45.00			
* 20	101	\$1,003.00	0	\$0.00	20	11	\$74.00	0	\$0.00			
21	22	\$406.00	6	\$79.00	21	16	\$268.00	NA	NA			
22	21	\$312.00	7	\$77.00	22	16	\$217.00	0	\$0.00			
23	18	\$51.00	12	\$126.00	23	17	\$160.00	0	\$0.00			
24	20	\$158.00	5	\$38.00	24	25	\$261.00	3	\$30.00			
25	13	\$189.00	2	\$14.00	25	27	\$374.00	3	\$43.00			
26	21	\$299.00	2	\$24.00	26	17	\$230.00	3	\$20.00			
* 27	23	\$395.00	0	\$0.00	27	13	\$97.00	0	\$0.00			
28	28	\$368.00	7	\$86.00	28	18	\$147.00	8	\$64.00			
29	8	\$157.00	5	\$53.00	29	28	\$389.00	5	\$38.00			
30	25	\$320.00	10	\$118.00	30	14	\$236.00	NA	NA			
31	17	\$243.00	0	\$0.00								

* = Many School Groups
NA=Information Not Available

July				August			
9:00-10:00 AM		5:00-6:00PM		9:00-10:00AM		5:00-6:00 PM	
Date	Revenue	# of Transactions	Revenue	Date	Revenue	# of Transactions	Revenue
1	\$132.00	10	\$56.00	1	\$0.00	0	\$0.00
2	\$216.00	12	\$18.00	2	\$183.00	14	\$28.00
3	\$282.00	18	\$84.00	3	\$159.00	14	\$20.00
4	\$263.00	19	\$20.00	4	\$220.00	16	\$18.00
5	NA	NA	NA	5	\$148.00	18	\$60.00
6	NA	NA	NA	6	\$511.00	26	\$48.00
7	\$223.00	16	\$26.00	7	\$420.00	22	\$107.00
8	\$196.00	15	\$0.00	8	\$311.00	35	\$92.00
9	\$328.00	21	\$101.00	9	\$274.00	19	\$26.00
10	\$184.00	13	\$39.00	10	\$163.00	22	\$12.00
11	\$222.00	21	\$74.00	11	\$202.00	15	\$10.00
12	\$290.00	25	\$0.00	12	\$250.00	21	\$0.00
13	\$266.00	21	\$0.00	13	\$65.00	5	\$40.00
14	\$168.00	13	\$22.00	14	\$128.00	44	\$12.00
15	\$261.00	24	\$19.00	15	\$165.00	26	\$12.00
16	\$395.00	24	\$68.00	16	\$12.00	1	\$12.00
17	\$360.00	30	\$82.00	17	\$72.00	12	\$35.00
18	\$178.00	30	\$0.00	18	\$184.00	15	\$6.00
19	\$622.00	24	\$0.00	19	\$221.00	15	\$74.00
20	\$338.00	21	\$10.00	20	\$280.00	19	\$25.00
21	\$268.00	16	\$0.00	21	\$400.00	24	\$0.00
22	\$139.00	17	\$0.00	22	\$50.00	28	\$32.00
23	\$410.00	24	\$36.00	23	\$192.00	18	\$44.00
24	\$0.00	0	\$18.00	24	NA	11	\$0.00
25	\$94.00	41	\$0.00	25	\$30.00	4	NA
26	\$349.00	25	\$0.00	26	\$356.00	30	\$91.00
27	\$313.00	20	\$12.00	27	\$147.00	12	\$50.00
28	\$181.00	15	NA	28	\$257.00	24	\$0.00
29	\$324.00	27	\$12.00	29	\$56.00	19	\$0.00
30	\$85.00	4	\$0.00	30	\$113.00	8	\$0.00
31	\$287.00	19	\$0.00	31	\$74.00	8	\$0.00

July

August

9:00-10:00 AM

5:00-6:00PM

9:00-10:00AM

5:00-6:00 PM

of Transactions
Revenue

of Transactions
Revenue

of Transactions
Revenue

of Transactions
Revenue

Zoo Days
Zoo Days

Zoo Brew

Zoo Brew

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND VISITATION HOURS AT POTTER PARK ZOO

WHEREAS, the Potter Park Zoo has very low attendance between the hours of 5pm-6pm; and

WHEREAS, the Potter Park Zoo conducted a survey in which the responses supported the attendance numbers showing only 9.14% responded they visit the zoo after 3pm; and

WHEREAS, the Potter Park Zoo survey also showed 84.87% responded they would visit if the Zoo was open until 8pm one day a week; and

WHEREAS, based on survey results, it is anticipated that changing visitation hours will result in an increase in revenue on an annual basis; and

WHEREAS, the Potter Park Zoo hosts several events requiring preparation without visitors present; and

WHEREAS, the Potter Park Zoo Board is in support of the changing visitation hours of the Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes changing the visitation hours of the Potter Park Zoo as follows:

FROM

Potter Park Zoo 2016 Visitation Hours

January 1 st - April 1 st	10am-4pm
April 1 st - September 4 th	9am-6pm
September 5 th -October 31 st	9-4pm M-F, 9am-6pm SA, SU
November 1 st -December 31 st	10am-4pm

2016 Special Closures

May 19 th	Close at noon in preparation for Wine-n-Stein
June 30 th , July 28 th and August 25 th	Close at 3:30 in preparation for Zoo Brew
December 25 th	CLOSED

TO

Potter Park Zoo 2017 Visitation Hours

January 1 st - April 1 st	10am-4pm
April 1 st - September 4 th	9am-5pm
May 26 th - September 1 st	9am-8pm, Fridays
September 5 th -October 31 st	9-4pm M-F, 9am-5pm SA, SU
November 1 st -December 31 st	10am-4pm

2017 Special Closures

May 18 th	Close at noon in preparation for Wine-n-Stein
June 29 th , July 27 th and August 31 st	Close at 3:30 in preparation for Zoo Brew
December 25 th	CLOSED

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 2-21-17
SUBJECT: Potter Park Zoological Society Contract with the County
For the meeting agenda of 3-7-17

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events and fundraising. A new operations structure in 2016 resulted in numerous significant changes to the operational structure at Potter Park Zoo. These changes resulted in the necessary termination of the contract with the Potter Park Zoological Society for services at the Potter Park Zoo on September 27th, 2016 by the Ingham County Board of Commissioners, effective December 31, 2016.

The Potter Park Zoological Society and the County wish to enter into a new contract representing the current operational structure allowing the Potter Park Zoological Society to provide services at the Zoo to maintain, education programs, volunteer and docent activities, special events, communications, public relations, press releases, and fundraising.

ALTERNATIVES

Potter Park Zoo is an AZA, Association of Zoos and Aquariums, accredited institution. As an accredited institution a support organization is recommended and an agreement with the support organization is required.

FINANCIAL IMPACT

The Zoological Society as a support organization has the potential to raise significant funds for Potter Park Zoo. The proposed structure places more importance on the role of the Society fundraising for the Zoo. This new operational structure results in the Potter Park Zoo operating the Zoo gift shop and Concessions which both increase revenue for the Zoo budget. The structure also eliminates the need for any allocations to be paid from the Zoo to the Society.

OTHER CONSIDERATIONS

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with the Potter Park Zoological Society.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH POTTER PARK ZOOLOGICAL SOCIETY FOR SERVICES PROVIDED AT THE POTTER PARK ZOO

WHEREAS, the electorate of Ingham County approved the millage to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society, a 501(c)(3) organization including staff and volunteers, has raised the quality and success of public relations, marketing and educational programs, all while fostering team partnership with, and providing additional assistance to Ingham County to achieve a Zoo experience that meets the goals of both parties; and

WHEREAS, a new operations structure in 2016 resulted in numerous significant changes to the operational structure at Potter Park Zoo; and

WHEREAS, on September 27th, 2016 the Ingham County Board of Commissioners terminated the contract with the Potter Park Zoological Society for services at the Potter Park Zoo, effective December 31, 2016; and

WHEREAS, the Potter Park Zoological Society and the County wish to enter into a new agreement representing the current operational structure; and

WHEREAS, the Potter Park Zoological Society is able to provide services at the Zoo to maintain, education programs, volunteer and docent activities, special events, communications, public relations, press releases, and fundraising; and

WHEREAS, the County will employ a Zoo Director; and

WHEREAS, the Zoo Director will represent the Zoo at the necessary Potter Park Zoo Board and Liaison Committee meetings of the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with the Potter Park Zoological Society for services at the Potter Park Zoo, under mutually agreeable terms and conditions to both parties, effective upon execution of the contract, for a 5 year term, unless terminated earlier.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

AGREEMENT BETWEEN COUNTY OF INGHAM
AND
POTTER PARK ZOOLOGICAL SOCIETY

This Agreement is made this ____ day of _____, 2017, (hereafter the "Agreement") by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, whose address is 121 E. Maple St., P.O. Box 319, Mason, Michigan 48854 (hereafter the "County") and the **POTTER PARK ZOOLOGICAL SOCIETY**, a Michigan non-profit corporation, of 1301 S. Pennsylvania Ave., Lansing, Michigan 48912 (hereafter the "Society").

WITNESSETH:

WHEREAS, the County is responsible for the operation, maintenance and improvement of the Potter Park Zoo in Lansing, Michigan (hereafter the "Zoo"); and

WHEREAS, the Society is a private, 501(c)(3), fundraising organization that was established, in part, to provide a better and more extensive zoological park for the Greater Lansing Metropolitan Area.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, **IT IS HEREBY AGREED** as follows:

1. Scope of Services to be Provided by the Society. As more fully set forth below, the Society, in furtherance of the purpose for which it was established, agrees to provide various services pertaining to the operation of the Potter Park Zoo.

A. Except as otherwise provided in this Agreement, the Society shall operate and maintain education programs, volunteer and docent activities, special events, public relations, fundraising, web and press releases, pursuant to the following:

i. The County shall approve all zoo operation fees charged by the Society.

ii. The Society shall send any proposed changes to the Potter Park Zoo Operations Fee Schedule (attached hereto as **Exhibit A**) to the County Services Committee and the County Controller for consideration.

B. The Society shall, at its own cost and expense, furnish all labor, services, materials, supplies and equipment necessary to maintain all premises used and occupied by the Society in a clean, orderly and inviting condition as determined by the Zoo Director or his/her designee. The County shall provide trash containers and be responsible for the removal of trash discarded in such trash containers. The Society shall be responsible for accumulating such trash and placing it in the trash containers.

C. The County shall maintain/repair all permanent zoo facilities and fixtures. The Society is responsible for routine cleaning. The County shall provide all required maintenance and repairs to buildings and structures provided that the maintenance or repair to buildings is not the result of the intentional or negligent act of the Society's employee or agent. In the event that the maintenance or repair to buildings is the result of the intentional or negligent act of the Society's employee or agent as determined by the Zoo Director, the County will invoice the Society for the cost of such maintenance or repair which will be promptly paid on demand.

D. The Society shall be solely responsible for all the decorating and planning for the Wonderland of Lights special event, as well as the purchasing of lights.

E. The Society shall have the right to sell Society memberships and retain the revenues collected from membership sales until December 31, 2017. Society memberships include unlimited admissions to the Zoo and admission to all special events unless otherwise noted. On or before November 1, 2017, the County Administrator/Controller, Zoo Director and Director of the Society will attempt establish a reasonable revenue sharing formula for the revenues collected from membership sales commencing January 1, 2018. However, in the event the parties are unable to reach an agreement the Society will pay the County 15% of the revenues collected from membership sales as a condition of this Agreement's continuation.

F. The Society will make a minimum payment of \$49,000.00 per year during the first, second and third year of this Agreement toward the Society's commitment to repay the Zoo Millage Fund for the construction and equipment associated with the Moose Exhibit as described in Ingham County Resolution 14-290. In addition, the Society will promptly transfer all restricted project donations made to the Society to support the Zoo to the County. On or before November 1, 2017, and on or before each November 1st in subsequent years, the County Administrator/Controller, Zoo Director and Director of the Society will meet to discuss the status of the Society's fundraising efforts and progress toward the commitment to repay the Zoo Millage Fund for the Moose Exhibit.

G. The County shall provide all telephones and telephone service throughout the Zoo to maintain consistency in communications. Support and monthly expenditures shall be covered by the County. The Society's use of the County's phones will be solely for the purposes covered by this Agreement. The County will invoice the Society for any unauthorized phone charges which will be promptly paid on demand.

H. The Society may recommend to the County capital improvement expenditures so as to assist the County's efforts on improvements and necessities for the Zoo.

I. The Society will not place signs or advertisements upon any Zoo property, except that which has been approved by the Zoo Director, or his/her designee.

J. The Society shall furnish qualified and professional management services and/or consultation for the services including but not limited to the following:

- i. Society management of:
 - a. Operations, accounting, systems, procedures and research for Society programs;
 - b. Development and implementation of a long range fundraising plan;
 - c. Promotion, marketing, customer relations and services;
 - d. Governmental grant application preparation and processing; and
 - e. Event and logistics management for public events, private events, school programs, educational programming, membership sales and volunteer programming.

J. Meetings of the Society's Board of Directors will comply with and be subject to Michigan's Open Meetings Act (Act 267 of 1976, being MCL 15.261 et seq.). However, the parties agree and understand that the Society may take steps to protect the privacy of donors who wish to remain anonymous.

K. Official records of the Society related to this Agreement shall be subject to public inspection in compliance with Michigan's Freedom of Information Act (Act 442 of 1976, being MCL 15.231 et seq.). However, the parties agree and understand that the Society may take steps to protect the privacy of donors who wish to remain anonymous.

2. Zoo Director. The County shall employ a Zoo Director.

3. Provision of Funding and Collection of Revenues. The Society will collect revenues paid for the services and programs it provides, including the Boo at the Zoo and Wonderland of Lights special event, which revenues shall be deposited in accounts established by the Society, to be used for Zoo operations in accordance with the Society's articles of incorporation and subject to the Accounting Procedures and Reports in Section 5 of this Agreement until December 31, 2017. The Society will reimburse the County for any wages paid to County staff and County materials used as

a result of the events held by the Society (e.g. set-up and clean-up for Boo at the Zoo and Wonderland of Lights). Such costs to the County for these events will be invoiced to the Society. On or before November 1, 2017, the County Administrator/Controller, Zoo Director and Director of the Society will attempt establish a reasonable revenue sharing formula for the revenues received by the Society for the services and programs the Society provides commencing January 1, 2018. However, in the event the parties are unable to reach an agreement the Society will pay the County 15% of the revenues collected from membership sales as a condition of this Agreement's continuation.

4. Agreement Term and Termination. This Agreement shall commence on the date first above written, and shall continue for a term of five (5) years, unless terminated earlier. Notwithstanding any contrary provision, either party shall have the right to terminate this Agreement with or without cause upon sixty (60) calendar days prior written notice to the other. Any Zoo revenue funds held by the Society when this Agreement terminates shall be returned to the County upon the effective date of such termination.

5. Accounting Procedures and Reports. The Society's accounting procedures and internal financial controls shall conform to generally accepted accounting practices, in order that revenues and expenditures of Zoo funds can be readily ascertained and verified. The Society shall be responsible for all of the following:

A. The Society shall submit monthly financial reports consisting of all expenditures and revenues of the Society, delivered to the County Controller or his/her designee.

B. Within ninety (90) calendar days following the end of the Society's fiscal year, the Society shall submit a report on the fees collected and expenditures made pursuant to this Agreement, delivered to the County Controller or his/her designee.

C. An Independent Audit of the Society shall be conducted by an independent certified public accountant and provided annually to the County Controller or his/her designee. The Independent Audit shall be completed and provided to the County within six (6) months following the end of the Society's fiscal year.

D. Invoices, contracts, records, and all other documentation of revenues and expenditures pursuant to this Agreement shall be available for inspection during regular working hours by authorized representatives of the County.

E. If the County requests information from the Society, pertaining to any funds collected, spent or provided under this Agreement, then Society shall provide said information, to the County Controller or his/her designee, within 10 working days.

F. The Society shall maintain all financial records and supporting materials regarding funds collected or provided under this Agreement and expenditures made therefrom for a period of six (6) years after the termination of this Agreement. If an audit of such records or litigation between the parties commences before the end of the retention period records shall be maintained until the audit has been completed and audit findings have been resolved and/or the completion of all litigation.

6. Insurance. The Society 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).

A. Worker's Disability Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.

B. Commercial 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. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.

C. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

D. Professional Liability Insurance (Errors and Omissions) shall be maintained during the life of this Agreement with Limits of Liability of not less than \$1,000,000.00 per claim.

E. For special events that include the distribution of alcoholic beverages, standard Liquor Liability Insurance coverage, with limits of not less than of not less than One Million and no/00 Dollars, (\$1,000,000.00) per occurrence and/or aggregate combined single limit to cover property damage and damages arising out of bodily injuries to, or death of, one or more persons.

F. Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds": The County of Ingham, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

G. Cancellation Notice - All insurances described above shall include an

endorsement stating the following:

It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Controller, P.O. Box 319, Mason, Michigan 48854.

H. Proof of Insurance - The Society 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. If so requested, certified copies of all policies will be furnished.

7. **Living Wage**. In the event the sum to be paid the Society under this Agreement when combined with the sum to be paid under any other Agreement(s) the Society has with Ingham County during the twelve (12) month period covered by this Agreement totals FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00), the Society and all its subcontractor(s) shall comply with the County of Ingham's policy on payment of living wages as set forth in the Ingham County Board of Commissioner's Resolution No. 03-168, a copy of which is labeled **Exhibit B** and attached to this Agreement. In the event that the Society or its subcontractor(s) violates the Living Wage Policy, the County shall have the right to terminate this Agreement and disbar the Society from future Ingham County contracts as provided below:

A. If the Society is found to be in violation of the Living Wage Policy, the Society shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The Society shall also pay the County \$100.00 per affected employee for each day the violation occurs beginning with the third day after the Society receives notification of the violation. The County may withhold from payments to the Society such amounts as are necessary to effectuate the above-stated payments or penalties.

B. If the Society is found to be in violation of the Living Wage Policy and is subsequently required to pay the \$100.00 penalty provided for above for more than three (3) incidents within a two (2) year period the Society shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for the purposes of this subsection is defined as failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

Breach of this section shall be a material breach of this Agreement.

8. **Nondiscrimination**. The Society, 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 Society shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
- B. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
- C. Section 504 of the Federal Rehabilitation act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder; and
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327, as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this Agreement. In the event the Society 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 the Society.

9. Compliance with the Law. The Society shall administer the funding and provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, State, and local laws, ordinances, rules and regulations.

10. Applicable Law And Venue. This Agreement shall be subject to, governed by, and construed according to the laws of the State of Michigan.

It is expressly understood and agreed that legal or equitable action that arises out of or regarding this Agreement shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes of the State of Michigan and Michigan Court Rules. In the event any action is brought in or moved to Federal Court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

11. Independent Contractor. It is expressly understood and agreed that the Society is an independent contractor. The employees and agents of the Society shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the County. The Society's employees and agents shall not be entitled to any fringe benefits of the County such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave, or longevity. The Society shall be responsible for paying any salaries, wages or other compensation due its employees for services performed pursuant to this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The Society shall carry workers' disability compensation coverage for its employees, if and as required by law, and shall provide the County with proof of such coverage.

12. Indemnification and Hold Harmless. The Society shall, at its own expense, indemnify, protect, defend and hold harmless the County, its elected and appointed officers, employees, and agents from all claims, damages, lawsuits, costs, and expenses, including but not limited to, all costs from administrative proceedings, court costs and attorney fees they may incur as a result of any acts, omissions or negligence of the Society, its employees, agents or subcontractors that may arise out of this Agreement. The Society's responsibilities to the County and its officers, employees and agents as set forth in this section shall not be mitigated by any insurance coverage obtained by the Society.

13. Standards of Conduct for Ingham County Vendors. The Society shall comply with the County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled **Exhibit C** and attached to this Agreement. Breach of this section shall be a material breach of this Agreement.

14. Modifications, Amendments, or Waivers. All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties. No failure or delay on the part of the County in exercising any rights, 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.

15. Assignment or Subcontracting. The Society shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without prior approval by the County. All subcontracts entered into by the Society must comply with the insurance and indemnification provisions of this Agreement.

16. Disregarding 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.

17. Complete Agreement. This Agreement, the attached Exhibits, A, B, and C, and any additional or supplementary documents incorporated herein by specific reference contains all 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.

18. Invalid Provisions. This Agreement shall be interpreted according to the laws of the State of Michigan. If any provision of this Agreement is held to be invalid, it shall be considered to be deleted and the remainder of the agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

19. **Non-Beneficiary Contract.** This Agreement is not intended to be a third party beneficiary contract, and confers no rights on anyone other than the parties hereto.

20. **Certification of Authority to Sign Agreement.** The persons signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement and that this Agreement has been authorized by the County and the Society.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this instrument on the day and year first above written.

COUNTY OF INGHAM

By: _____
Sara Anthony, Chairperson
County Board of Commissioners

Date: _____

POTTER PARK ZOOLOGICAL SOCIETY

By: _____
Aaron Davis, Chairperson
Board of Directors

Date: _____

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

By: _____
Mattis D. Nordfjord

EXHIBIT A
Potter Park Zoo Operations Fee Schedule

Admission Fees

Resident adult (April – October)	\$ 6.00
Non-resident adult (April – October)	\$ 11.00
Resident senior (April – October)	\$ 5.00
Non-resident senior (April – October)	\$ 10.00
Children age 6 – 12 (April – October)	\$ 4.00

Shelters

Penguin Cove	\$ 100.00
Eagle Landing	\$ 125.00
Tiger Den	\$ 200.00

EXHIBIT B

ADOPTED - JUNE 24, 2003
Agenda Item No. 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A POLICY TO REQUIRE THE PAYMENT OF A LIVING WAGE

RESOLUTION #03-168

WHEREAS, the Ingham County Board of Commissioners desires to increase the quality and reliability of services procured for Ingham County or provided Ingham County inhabitants by promoting higher productivity and retention of employees working for Ingham County on Ingham County contracts; and

WHEREAS, the Ingham County Board of Commissioners desires to use Ingham County spending and procurement of services to require covered employers who provide services to Ingham County to pay their employees a "Living Wage" sufficient to meet their employees' basic subsistence needs; and

WHEREAS, the Ingham County Board of Commissioners desires to raise the income of low-income working people and their families employed by covered employers on Ingham County contracts; and

WHEREAS, the Ingham County Board of Commissioners desires to use Ingham County spending to encourage the development of jobs paying wages above the poverty level; and

WHEREAS, the Ingham County Board of Commissioners, under this policy, does not intend to establish any generally applicable County minimum wage, or regulate the wages paid by any business or individual that chooses not to provide services covered by this policy to the County; and

WHEREAS, the Ingham County Board of Commissioners desires to provide incentives for covered employers to provide health insurance to their employees; and

WHEREAS, the economic research summarized in the Economic Policy Institute's August 2000 issue guide, "Higher Wages Lead to More Efficient Service Provision," indicate that payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee turnover; and

WHEREAS, the Ingham County Board of Commissioners references the Michigan League for Human Services October 1998 report, "Economic Self-Sufficiency: A Michigan Benchmark," that a family of three required at that time, on average \$2,724 a month to pay for housing, food, child care, health care, transportation, clothing, household supplies, a telephone, and taxes, and this was at the time equivalent to an hourly wage of \$15.83 for households with a single worker and \$7.92 for households with two workers; and

WHEREAS, while the 2002 United States Department of Health and Human Services federal poverty guideline was \$18,100 a year for a four-person family income near the poverty level is not a desirable standard of living sufficient to meet the subsistence needs of a family in Ingham County and its surrounding communities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby requires that each contractor pay its employees providing services under the contract wages which are greater than or equal to a living wage, and meets other conditions, as defined in this policy.

BE IT FURTHER RESOLVED, that this policy applies to any individual, proprietorship, partnership, corporation, trust, association or other entity that is a contractor, defined as follows:

- i. A "contractor" is a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective

date of the contract with Ingham County exceeds \$50,000 and where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events;

ii. A "subcontractor" is a party to a contract with a contractor providing services to Ingham County who is required to pay a "living wage" under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor's contract with Ingham County; where the subcontractor employs five or more employees and where the total value of the subcontractor's contract for that purpose exceeds \$25,000.

BE IT FURTHER RESOLVED, that the living wage requirement of this policy shall apply with respect to any employee of a contractor or subcontractor who is employed either part time or full time providing services directly under the contract.

BE IT FURTHER RESOLVED, that for the purposes of this policy, the following terms and phrases are defined as follows:

A. "Contract" means an agreement to perform services, including the subcontracting of services. Contracts for the purchase of goods and contracts to lease or purchase property are excluded.

B. "Employer" means a person who engages employees to provide labor in exchange for payment of wages or salary.

C. "Federal poverty line" means the official poverty line defined by the Office of Management and Budget based on Bureau of Census data for a family of four (4), as adjusted to reflect the percentage change in the Consumer Price Index for all urban consumers.

D. "Health care benefits" means the right granted to an employee under a contract, certificate or policy of insurance to have payment made by a health care insurer or health care corporation for specified medical or health care services for the employee and dependents.

E. "Living wage" means an hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on forty (40) hours per week, fifty (50) weeks per year; provided however, that costs paid by the employer for an employee's health care benefits may be counted toward up to one-fifth (1/5) of the hourly rate payable to the employee.

F. "Person" includes individuals, proprietorships, partnership, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof.

G. "Public entity" means the State of Michigan including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

BE IT FURTHER RESOLVED, that the County Controller shall annually adjust the living wage as provided herein to incorporate changes in the federal poverty level. The Controller shall notify the Board of Commissioners of any change in the amount of the living wage, and shall notify each contractor of such changes and such contractors shall, no later than 30 days after notification, adjust the hourly rates of affected employees as necessary to comply with this policy.

BE IT FURTHER RESOLVED, that the County Controller shall include an explanation of the requirements of this policy in all requests for proposals that may be covered by this policy.

BE IT FURTHER RESOLVED, that each contract covered by this policy shall require compliance with this policy. Each such contract shall provide that a violation of this policy shall be considered a material breach of the contract and Ingham County shall have the right to terminate the contract and disbar the contractor from future Ingham County contracts as provided below.

BE IT FURTHER RESOLVED, that every contractor shall post in a conspicuous place on all job sites subject to this policy

a copy of the living wage rate required under this policy. The contractor shall keep accurate records of the names and actual wages and benefits paid to each employee providing services under the contract and subcontract and provide Ingham County with such records within five (5) business days, if requested by the County.

BE IT FURTHER RESOLVED, that each contract shall provide that contractors who are found to be in violation of this provision shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The contract shall also provide that contractors shall be required to also pay Ingham County \$100 per affected employee for each day the violation occurs beginning with the third day after the contractor receives notification of the violation. The County may withhold from payments to the contractor such amounts as are necessary to effectuate the payments or penalties provided in this paragraph.

BE IT FURTHER RESOLVED, that a contractor who is found to be in violation of this provision and is subsequently required to pay the \$100.00 penalty provided above for more than three (3) incidents within a two (2) year period shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for purposes of this paragraph is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

BE IT FURTHER RESOLVED, that anyone with knowledge of a violation of this policy may file a complaint with the County Controller, who shall have thirty (30) days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's satisfaction within the thirty (30) day period, the complainant or his representative may bring forward his/her complaint to the County Services Committee of the Ingham County Board of Commissioners. The Committee shall forward its recommendation on the matter to the Board of Commissioners for final resolution.

BE IT FURTHER RESOLVED, a contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a wage rate shall be ineligible to bid on any contract involving the County for a period of (five) 5 years from the date of such finding.

BE IT FURTHER RESOLVED, that the following exemptions from this policy apply:

- A. Public entities are exempt from compliance with this policy.
- B. Entities with 501(c)(3) status with who have nine (9) or fewer employees are exempt from compliance with this policy.
- C. Employees who are working under the terms of a collective bargaining agreement are exempt from compliance with this agreement.
- D. Exempt employees working on projects where federal, state or local law, or Ingham County policy requires payment of a prevailing wage are exempt from compliance with this policy.
- E. The following programs are exempt if developed specifically for high school and/or college students by Ingham County or one of its contractors:
 - 1. A bona fide training program;
 - 2. A summer or youth employment program;
 - 3. A work study, volunteer/public service, or internship program;
- F. Co-op employees employed as part of a high school or college co-op program which is part of the employee's educational curricula.
- G. Programs which operate to train people with disabilities and which are designated as community rehabilitation programs, work activity centers and/or sheltered workshops.
- H. Temporary or seasonal employees hired by a contractor. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee.

BE IT FURTHER RESOLVED, that a contractor may request a wavier of the provisions of this policy if they believe that the application of the policy to the contractor would violate federal, state, or local laws. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

BE IT FURTHER RESOLVED, that a non-profit human services agency may request a waiver of the provisions of this policy if they believe that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying this policy. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

BE IT FURTHER RESOLVED, that this policy shall apply to any contract entered into or renewed after the effective date of this policy.

BE IT FURTHER RESOLVED, that entering an agreement for extension of a contract for a period beyond its original term shall be considered entering a contract for purposes of this policy.

BE IT FURTHER RESOLVED, that this policy shall go into effect ninety (90) days after adoption by the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that it is the intent of the Ingham County Board of Commissioners that the requirement for payment of a living wage as defined in this policy will apply to employees of Ingham County.

COUNTY SERVICES: Yeas: Celentino, Holman, De Leon, Schor
Nays: Severino, Nevin **Absent:** None **Approved 6/17/03**

FINANCE: Yeas: Swope, Dedden, Hertel, Thomas
Nays: Grebner, Minter **Absent:** None **Approved 6/18/03**

EXHIBIT C

**ADOPTED - DECEMBER 8, 2015
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

RESOLUTION # 15 - 459

WHEREAS, the Ingham County Board of Commissioners (“Board”) purchases goods and services from a multitude of vendors and contractors; and

WHEREAS, the Board is committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors, contractors, and subcontractors conduct their business operations and interactions with County employees ethically; and

WHEREAS, the Board has determined that a clear and concise approach is needed to ensure compliance with appropriate standards of conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, a copy of said *Standards of Conduct for Ingham County Vendors* shall be incorporated into the County’s vendor registration process so that vendors are fully informed as to the County’s expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, the Purchasing Department shall include in all solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, that any County vendor found to violate the *Standards of Conduct for Ingham County Vendors* shall be notified and offered an opportunity to respond. If a violation is found, the Board of Commissioners may preclude further business with that vendor for up to one year or longer.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville

Nays: None **Absent:** None **Approved 12/01/15**

Standards of Conduct for Ingham County Vendors

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517)

676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 2-21-17
SUBJECT: Potter Park Zoological Society Donations to the Potter Park Zoo
For the meeting agenda of 3-7-17

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events, and fundraising. Local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society. The intent of charitable gifts is that funds are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience at the Zoo helping achieve the Zoo’s mission to “Inspire people to conserve animals in the natural world”.

ALTERNATIVES

The alternative is to require Board approval for any amount donated from the Zoological Society to the Zoo or approve a lesser amount for accepted donations.

FINANCIAL IMPACT

Approval of the acceptance of small donations from the Potter Park Zoological Society to the Potter Park Zoo will allow continued improvements throughout the zoo such as enrichment, graphics, plants, and minor exhibit modifications. It will also allow for more immediate donor satisfaction which helps secure future donations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow Potter Park Zoo to accept donations from the Potter Park Zoological Society.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT CHARITABLE DONATIONS FROM THE POTTER PARK
ZOOLOGICAL SOCIETY**

WHEREAS, the Potter Park Zoological Society whose mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events and fundraising; and

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

WHEREAS, local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society; and

WHEREAS, the intent of charitable gifts is that the donations are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience at the Zoo and helping achieve the Zoo's mission to "Inspire people to conserve animals in their natural world".

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of monetary and physical donations from the Potter Park Zoological Society up to the amount of \$10,000 for Potter Park Zoo.

BE IT FURTHER RESOLVED, accepted monetary and physical donations will become the property of Ingham County and will be used, maintained, and disposed of in accordance with County policy.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget to accept donations and to account for any funds received and the disbursement thereof in accordance with this resolution.

MEMORANDUM

TO: Law and Courts, County Services, and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: February 23, 2017

SUBJECT: **RESOLUTION COURT OFFICER-CIRCUIT COURT/FAMILY DIVISION**

The Court Officer – Circuit Court/Family Division position is mainly responsible for transporting juveniles to and from court and delivering legal documents issued by Family Division Judges. Due to safety concerns, the employee wears a bullet proof vest, carries a firearm and TASER (Conducted Electrical Weapon). The employee must use great discretion as there are safety concerns and tremendous liability.

The position of Court Officer–Circuit Court/Family Division will be vacated on February 24, 2017, by nine year veteran Tom Foote. While reviewing the job description prior to being posted for hiring, the Deputy Court Administrator found that several of the job duties were outdated. The employee currently working in the position, along with the supervisor, recommended changes to the job description in an effort to have the job description more accurately reflect the position.

After changes to the job description were made, the Family Division, along with Human Resources and the UAW reviewed the job classification. It was agreed that the position falls within the UAW/G class and should be moved to more accurately align the position with similar positions at the Circuit Court.

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102

Lansing, MI 48911-3895

Administration: 517.887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Scott LeRoy, Deputy Court Administrator Juvenile Division
FROM: Beth Bliesener, Employment Specialist
DATE: 2-22-17
RE: Memo of analysis for position #140048, Court Officer – Family Court

Per your request, Human Resources has updated the job description for position #140048, Court Officer – Family Court. HR can confirm the following:

Position #140048, Court Officer – Family Court, will be vacant as of February 24, 2017. The essential functions have been updated to reflect the work that needs to be performed to meet the needs of the Family Division. After analysis, the job will now be compensated at a UAW G salary range \$38,190.64 - \$45,534.95.

The UAW has been notified. They support the classification and salary placement.

I have attached the updated job description and the union's response.

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).

2017 Personnel Cost Projections
Long Term Cost to Change Court Officer from UAW/E to UAW/G

	<u>UAW/E, Step 5</u>	<u>UAW/G, Step 5</u>
Wages	<u>40,716</u>	<u>45,535</u>
Unemployment	204	228
FICA	3,115	3,483
Health	13,855	13,855
Current Retiree Hlth	3,347	3,347
Future Retiree Hlth	1,832	2,049
Dental	904	904
Vision	124	124
Life	86	86
Disability	53	59
Retirement	6,038	6,753
Workers Comp	1,287	1,439
Liability	41	46
CARES	33	33
Separation Buyout	509	569
Total	<u>72,144</u>	<u>78,510</u>
Additional Long-Term Cost		<u>6,366</u>

Whitford, Lisa

From: Auer, Sally
Sent: Wednesday, February 22, 2017 2:07 PM
To: Bliesener, Elisabeth
Cc: Leroy, Scott
Subject: RE: Court Officer - Family Court

Yes, the UAW is in agreement with the change of level and the updated job description. Thanks.

*No act of kindness,
no matter how small,
is ever wasted.*

Aesop



In Solidarity

*Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular*

From: Bliesener, Elisabeth
Sent: Wednesday, February 22, 2017 11:34 AM
To: Auer, Sally
Subject: Court Officer - Family Court

Sally,

The Court Officer – Family Court position will be vacant as of February 24, 2017. The job description has been updated to reflect the duties that needs to be performed to meet the needs of the Family Division. I have attached the updated job description for your records. In doing so the Rye point factors were also analyzed and needed to be changed to reflect the duties being performed. The position would change to a UAW G.

Does the union support the updated job description and level?

Thanks,

Beth Bliesener
Ingham County
Human Resources
Employment Specialist

517-887-4375

Transmission is Privileged and Confidential.

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**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER – CIRCUIT COURT/FAMILY DIVISION

General Summary:

Under the supervision of the Family Services Director. Locates individuals named on legal documents issued by the Judges of the Family Court and serves the papers. Maintains courtroom security and provides security and assistance to the Judge. Provides courier service and performs other support tasks. Provides general assistance to court participants on scheduling and procedural information.

Essential Functions:

1. Locates individuals named on legal documents issued by the Judges of the Family Court and serves the papers. Prepares and submits Motions and Orders for Alternative Service to the judges when appropriate.
2. Completes LEIN forms to assist caseworkers and investigators to get warrant checks, criminal histories, and driving records. Serves as LEIN TAC. (Terminal Agency Coordinator). Completes LEIN Audits when required by MSP LEIN Field Services.
3. Calibrates and maintains the PBT machines and Accuracy Check Logs. Trains staff in their use.
4. Assists Court staff in conducting home visits when needed for the safety and well-being of the worker.
5. Transports juveniles to Youth Center, Jail, hospital and other locations as well as to other counties and detention facilities. Responsible for the safety and security of individuals kept in a locked area.
6. Maintains security in the courtroom. Monitors activity in and around the courtroom to ensure appropriate behavior.
7. Maintains a log of all apprehension orders and bench warrants issued by the Family Court, ensures they are entered to LEIN with the appropriate police agencies and ensures they are recalled as appropriate.
8. Provides courier service as needed.
9. Assists law enforcement agencies in locating individuals, transporting, and providing supplemental security for their prisoners and witnesses when brought to court.
10. Provides related support tasks for the Court.

Other Functions:

May perform special projects, such as researching and compiling statistics, researching new products and services, preparing court reports, and providing administrative support.

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

Employment Qualifications:

Education: High school graduation or its equivalent with some college level coursework in police administration, criminal justice, or related areas is required.

Experience: One year experience as a law enforcement officer or closely related capacity.

Other Requirements: Must have valid Michigan Driver's License. Concealed Pistol License {CPL} (with pistol free zone exempt status) or *LEOSA permit* required. Past MCOLES or equivalent certification preferred.

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

Physical Requirements:

- Ability to access courtroom.
- Ability to access the court location.
- Ability to access various locations throughout the County.
- Ability to operate a motor vehicle.
- Ability to climb stairs to access residences.
- Ability to walk over various types of terrain to carry out location efforts.
- Ability to enter and retrieve information from a computer.

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

Working Conditions:

- Regular contacts with persons charged and/or convicted of criminal offenses.
- Works outside, including driving a motor vehicle, in all types of weather conditions.
- May encounter physical altercations in the course of location or arrest efforts.

Introduced by the Law and Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UPDATE THE COURT OFFICER CIRCUIT COURT/FAMILY DIVISION
JOB DESCRIPTION AND RECLASSIFY THE POSITION**

WHEREAS, the position of Court Officer – Circuit Court/Family Division, position number 140048 is vacant;
and

WHEREAS, the Circuit Court Family Division has updated the job description; and

WHEREAS, the Circuit Court Family Division and Human Resources Department has reviewed the job description for the position of Court Officer-Circuit Court/Family Division and determined that the new classification and pay grade of the revised job description would be reclassified from UAW/E to a UAW/G (\$38,190.64 – \$45,534.95); and

WHEREAS, the additional long-term cost would be a difference of \$6,366; and

WHEREAS, the Circuit Court Family Division has identified funds to cover this additional cost; and

WHEREAS, the UAW has reviewed the revised job description and supports the reclassification and salary placement; and

WHEREAS, the Deputy Court Administrator recommends that the Board of Commissioners authorize this personnel change and reclassification of the Court Officer–Circuit Court/Family Division.

THEREFORE BE IT RSOLVED, that the Board of Commissioners authorizes the changes to the Court Officer – Circuit Court/Family Division job description, position number 140048 and reclassification of the Court Officer – Circuit Court/Family Division from a UAW/E to a UAW/G.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the Circuit Court Family Division Position Allocation List and budget in accordance with this resolution.

MEMORANDUM

TO: Law and Courts, County Services, and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: February 23, 2017

SUBJECT: **RESOLUTION JUVENILE DETENTION SPECIALIST (TWO PART-TIME)**

The purpose of this resolution is to bring staffing ratios at the Ingham County Youth Center within regulation of the Department of Health and Human Services, Bureau of Children and Adult Licensing Administrative Rules for Juvenile Court-Court Operated Residential Care Facilities.

The Bureau of Child and Adult Licensing defines a direct care worker as a person who has assigned child care responsibilities and provides direct care and supervision of children in a facility (R 400.101 g, Administrative Rules for Juvenile Court – Operated Residential Facilities). The Ingham County Youth Center staffing on the 7:00 am – 3:00 pm shift allows for a Shift Supervisor, a Control Room staff, a floater (Juvenile Detention Specialist) and one direct care staff (Juvenile Detention Specialist) assigned to each day room.

The Youth Center has a rated capacity of 24 residents. Each day room has twelve rooms licensed to accommodate 12 residents. One direct care staff is assigned to each day room and the floater's responsibility is to assist the direct care staff in each day room. With current staffing arrangements at the Youth Center, we have a staff ration of 1:12 when the population is 24.

Licensing rule 400.123 states that a facility shall maintain a staffing ration of at least 1 direct care or supervisory staff for 8 residents at all times when the residents are present and awake. Currently we do not meet this requirement on the 7:00 am to 3:00 pm shift. One direct care staff often supervises more than eight youth in one day room. The Shift Supervisor and the floater's responsibilities do not allow for direct care supervision during the course of the day.

As a result of the above stated issue, the Family Division is requesting two part-time Juvenile Detention Specialist positions be added to the 7:00 am to 3:00 pm shift. By adding the two part-time positions (up to 29 hours), the Youth Center would be in compliance with licensing requirements for all shifts, 7 days a week. In addition to bringing the Youth Center in compliance with licensing requirements, adding these two part-time positions would significantly reduce the cost associated with bringing in on-call staff to cover first shift.

The Family Division has identified funds in the existing budget to support adding these two positions. If the additional positions were approved, the Family Division would complete transfers from the Youth Center, Residential and Community Programs line-items, which are projected to have slight surpluses at the end of the 2017 fiscal year.

County of Ingham

HUMAN RESOURCES DEPARTMENT

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FAX Number: 517.887.4396



TO: Scott LeRoy, Deputy Court Administrator Juvenile Division
FROM: Beth Bliesener, Employment Specialist
DATE: 2-13-17
RE: Memo of Analysis for adding two part-time positions

Human Resources can confirm the following information regarding positions requested by the Family Division:

1. A Juvenile Detention Specialist is a current classification in the UAW unit.
2. The Family Division would like to add two part-time Juvenile Detention Specialist positions.

I have sent the UAW notices regarding the addition of the two part-time positions. The UAW supports adding the two positions and I have attached the UAW's response.

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).

Whitford, Lisa

From: Auer, Sally
Sent: Monday, February 13, 2017 2:19 PM
To: Bliesener, Elisabeth
Cc: Leroy, Scott; Gentry, Richard; Prehn, Bradley
Subject: RE: Adding 2 Part-time Juvenile Detention Specialist positions

Good afternoon. After talking with Scott, I understand the thought behind the 2 part-time juvenile detention positions as opposed to 1 full-time position. Per Article 5, Section 1, Subsection C, part-time employees work from 20 hours up to and including 29 hours per week. The UAW is in support of the addition of these 2 part-time positions.

Thanks.

*No act of kindness,
no matter how small,
is ever wasted.*



In Solidarity

*Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular*

From: Bliesener, Elisabeth
Sent: Friday, February 10, 2017 11:18 AM
To: Auer, Sally
Cc: Bliesener, Elisabeth; Leroy, Scott
Subject: Adding 2 Part-time Juvenile Detention Specialist positions

Good Morning Sally,

The Family Division is looking to add two UAW part-time (20 – 28 hrs./week) Juvenile Detention Specialist positions.

Do we have the unions support to add 2 part-time Juvenile Detention Specialist positions, if so we plan to submit a resolution with the next agenda deadline of Feb 21st.

Let me know if you have any questions.

Thanks,

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375

Transmission is Privileged and Confidential.

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2017 PERSONNEL COST PROJECTION
 PART-TIME JUVENILE DETENTION SPECIALIST (28 hours/week, 0.7 FTE)

	UAW/G, step 1	UAW/G, step 5
Wages	<u>\$26,734</u>	<u>\$31,875</u>
Unemployment	134	159
FICA	2,045	2,438
Health	5,985	5,985
Current Retiree Hlth	3,347	3,347
Future Retiree Hlth	1,203	1,434
Dental	904	904
Vision	124	124
Life	22	22
Disability	0	0
Retirement	3,965	4,727
Workers Comp	845	1,007
CARES	33	33
Separation Buyout	334	398
Liability	78	92
Total	<u>\$45,753</u>	<u>\$52,545</u>

Introduced by the Law and Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADD TWO PART-TIME JUVENILE DETENTION SPECIALIST POSITIONS

WHEREAS, the Youth Center provides short term secure detention for 24 delinquent youth from ages 12 to 17. The Youth Center is a self-contained program where youth are closely monitored in a structured setting 24 hours a day; and

WHEREAS, the Youth Center is staffed by Juvenile Detention Specialists (JDS) who provide direct care services to detained juveniles; and supervise, guide and counsel juveniles through daily activities within the framework of the detention environment; and

WHEREAS, the Division of Child Welfare Licensing defines a direct care worker as a person who has assigned child care responsibilities and provides direct care and supervision of children in a facility; and

WHEREAS, the Division of Child Welfare Licensing rule 400.123 states that a facility shall maintain a staffing ration of at least one direct care or supervisory staff for eight residents at all times when the residents are present and awake; and

WHEREAS, Currently the Youth Center has three JDS staff working first shift (7:00 am – 3:00 pm). One JDS is assigned to each of the two dayrooms and one JDS assigned to be a “floater” and is often pulled away from direct care duties, therefore compromising facility security and licensing requirements; and

WHEREAS, the current staffing ratio is not in compliance with the Division of Child Welfare Licensing staffing ratios and places residents and staff at higher risk of harm; and

WHEREAS, adding two part-time JDS positions would bring the Youth Center in compliance with licensing ratios; and

WHEREAS, the Office of Juvenile Justice and Delinquency Prevention issued a report in February 2009 stating that 71 percent of suicides occurred in detention facilities during traditional waking hours; and

WHEREAS, the UAW has reviewed the proposal and supports adding two part-time JDS positions; and

WHEREAS, the JDS position is compensated at a UAW/G level; and

WHEREAS, the Family Division has identified funds within the current 2017 budget to cover the cost.

THEREFORE BE IT RESOLVED, the Family Division shall add two part-time Juvenile Detention Specialist positions compensated at UAW/G level to fulfill safety and licensing requirements.

BE IT FUTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Family Division’s budget in accordance with this resolution.

Agenda Item 6

TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: February 20, 2017

SUBJECT: Resolution Approving the Collective Bargaining Agreement 2017 Wage Reopener for the Capitol City Labor Program, Inc. – Supervisory Officers Unit

BACKGROUND

Attached is a resolution regarding the 2017 wage reopener for the captioned bargaining unit. We have been engaged in negotiations with this unit, including participation in the mediation process on February 9th. On Wednesday, February 15, 2017, we were advised that the Capital City Labor Program, Inc. – Supervisory Officers Unit voted to ratify the proposal from the Mediator.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 1% increase to the existing 2016 salary schedule, effective the first full pay period following ratification by the Board of Commissioners.

The unit would receive retroactive payment for the period between January 1, 2017 and the effective date of the 1% increase. This will be satisfied through a \$200 payment (less applicable payroll withholdings), paid subsequent to ratification to those employees who are employed at the time this agreement is ratified and remain employed at the time of payment.

OTHER CONSIDERATIONS

The CCLP – Supervisory Officers Unit falls under PA 312 – Compulsory Arbitration of Labor Disputes in Police and Fire Departments.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE CAPITOL CITY LABOR PROGRAM, INC. –
SUPERVISORY OFFICERS UNIT**

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

WHEREAS, the agreement included a wage reopener for 2017; and

WHEREAS, an agreement regarding the 2017 wage reopener has been reached between representatives of Ingham County and Capitol City Labor Program, Inc. – Supervisory Officers Unit; and

WHEREAS, the wage reopener agreement for a 1% increase has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2017 wage reopener agreement between Ingham County and Capitol City Labor Program Inc. – Supervisory Officers Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2017 wage reopener, subject to the approval as to form by the County Attorney.

Agenda Item 7

Introduced by the Law & Courts, Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2018 – 2022 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, the Board of Commissioners, working with elected officials, department heads and budgetary units has completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners has reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

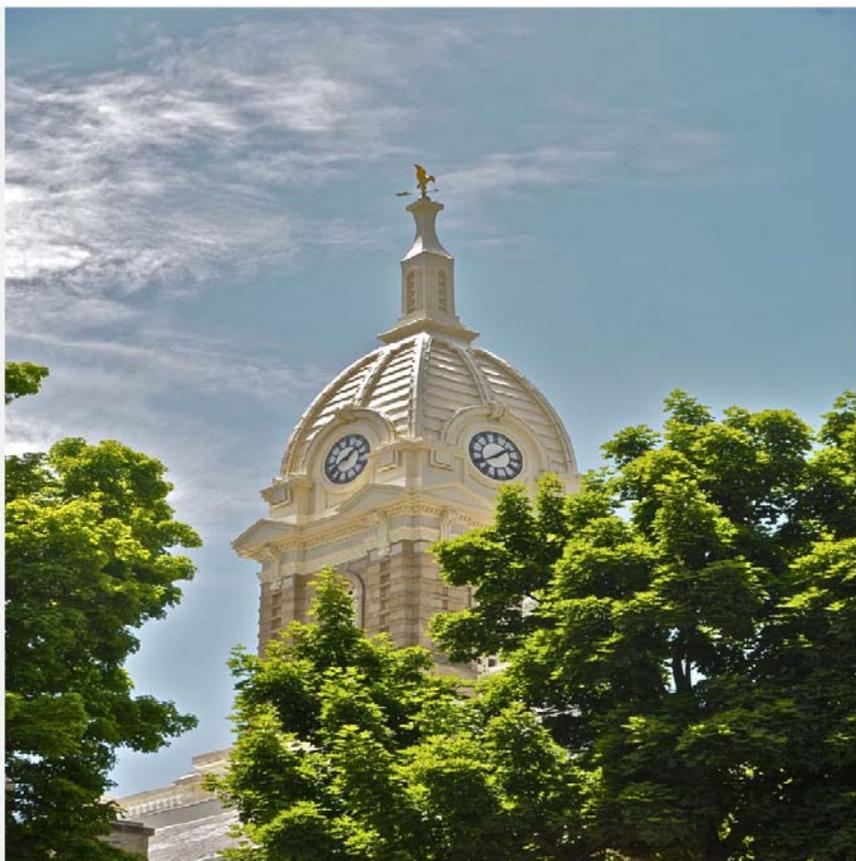
WHEREAS, the Board deems the final draft of the plan to be comprehensive, appropriate, aspirational and strategically sound.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2018 – 2022 Ingham County Strategic Plan as presented and modified by the Board membership.

BE IT FURTHER RESOLVED that the Board commends all those persons who participated in the development of the Strategic Plan for their dedication and commitment to the future of Ingham County.



Ingham County Strategic Plan



Vision
Mission
Values
Overarching
Priorities
Goals
Strategies
Success
Indicators

February 2017

Prepared for Ingham County, Michigan by Management Partners



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Background



Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on _____.



Vision and Mission



A vision statement is aspirational. It reflects a desired future for the County.

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.



Values



Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



Goals and Strategies (2018 – 2022)



A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.



Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.



Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



Communication



Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.



Management, Finance and Governance



Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.



Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.



Facilities and Infrastructure



Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.



Human Resources and Staffing



Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice- Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2 (2016)
Ryan Sebolt, District 2 (2017)

Bryan Crenshaw, District 4

Todd Tennis, District 5

Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)

Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14



