

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

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

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 21, 2015  
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES  
BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 7, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Innovation & Technology
  - a. Monthly Project Update
  - b. Resolution Approving [Various Contracts](#) for the Innovation and Technology Department for the 2015 Budget Year
2. Drain Office - Discussion: Request for [Reorganization](#) of Department Drain Operations and Maintenance Positions Funded by Non-General Fund Monies
3. Financial Services - Resolution to Authorize the Bi-Annual Retiree Health Care [Actuarial Study](#)
4. Equalization - Resolution to Contract with and Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as Peer Review Group Members for the 2015 Ingham County [Remonumentation Project](#)
5. Facilities
  - a. Resolution Authorizing a Contract with Laux Construction, LLC for [Renovations](#) at the Ingham County Forest Community Health Center (FCHC)
  - b. Resolution Authorizing a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) for the Purpose of [Leasing Space](#) from Ingham County at the Forest Community Health Center (FCHC)
6. Parks - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan [Recreation Passport Grant](#) for Trail Repair and Improvements at Hawk Island County Park

7. Fair - Resolution Authorizing Entering into a Contract with Anderson-Fischer & Associates for Excavation Services for Improvements to the “Donkey” and Dressage Arenas at the Ingham County Fairgrounds
8. Road Department
  - a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road over Doan Creek, Holt Road over Doan Creek, and Clark Road over Deer Creek - MDOT Contract No. 15-5001
  - b. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt Emulsions for the Road Department
  - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
9. Controller
  - a. Resolution Authorizing an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.
  - b. Resolution to Amend Business Travel and Reimbursement Policy and Procurement Card Policy
  - c. Discussion Item: Resolution Updating Various Fees for County Services

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

April 7, 2015

Draft Minutes

Members Present: Celentino, Bahar-Cook, Banas, Crenshaw, Hope, and Maiville

Members Absent: Koenig

Others Present: Tim Dolehanty, Travis Parsons, Mike Pathfinder, Becky Bennett, Sandy Gower, Daniel Gough, Bruce Moore, Ryan Buck, Robin Stites, Rebecca Ryan, 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.

Ryan Buck, Chief Deputy Circuit Court Clerk, introduced the newly appointed Recording Secretary, Rebecca Ryan, to the Committee.

Chairperson Celentino wished Ms. Ryan luck in her new position.

Approval of the March 17, 2015 Minutes and Closed Session Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF MARCH 17, 2015 MEETING, INCLUDING BOTH THE OPEN AND CLOSED SESSIONS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

9. Resolution in Honor of the 2015 State Arbor Day Celebration
10. Resolution Honoring Sean T. McGuire

Substitute –

8. Controller's Office - Resolution Authorizing Adjustments to the 2015 Ingham County Budget

Limited Public Comment

None.

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

1. Drain Office
  - a. Resolution Pledging Full Faith and Credit to Matthew L. Bugbee Drain Drainage District Bonds
  - b. Resolution Pledging Full Faith and Credit to Towar Gardens and Branches Drain Drainage District Bonds
  - c. Resolution Pledging Full Faith and Credit to Towar Snell Drain Drainage District Bonds
  
2. Sheriff's Office - Resolution to Name Sheriff's Office Training Room B the Deputy Grant Whitaker Training Room
  
4. Facilities Department
  - a. Resolution Approving Contract Change Order #4 to the Lease Agreement with the State of Michigan for Space at the Human Services Building (HSB) and Awarding a Contract to Laux Construction to Build a Larger Department of Human Services (DHS) Training Room at the Human Services Building
  - b. Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services and Approve Schematic Designs for Health Department Renovations to the Human Services Building
  
6. Purchasing Department - Resolution Authorizing a Three-Year Agreement with Granger Container Inc. for Waste Removal and Recycling Services
  
7. Road Department
  - a. Resolution Authorizing a Contract for Janitorial Services & Supplies for the Ingham County Road Department
  - b. Resolution to Approve a First Party Construction Contract with Hoffman Brothers, Inc., a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Jackson National Life Insurance in Relation to a Road Reconstruction Project for Okemos Road from South of Sandhill Road to the I-96 Interchange
  - c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road Over Doan Creek, Holt Road Over Doan Creek, Clark Road Over Deer Creek - MDOT Contract No. 15-5001
  - d. Resolution to Authorize Approval of the Final Plat of Meadow Ridge No. 6
  - e. Resolution to Authorize a Construction Contract with Smith's Waterproofing, LLC
  - f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
8. Controller's Office - Resolution Authorizing Adjustments to the 2015 Ingham County Budget
  
9. Resolution in Honor of the 2015 State Arbor Day Celebration

10. Resolution Honoring Sean T. McGuire

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

3. Health Department - Resolution to Authorize a Reorganization of the Health Department's Environmental Health Division Staff and Administrative Structure

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE HEALTH DEPARTMENT'S ENVIRONMENTAL HEALTH DIVISION STAFF AND ADMINISTRATIVE STRUCTURE.

Commissioner Bahar-Cook stated that that the correspondence from the unions that the memo stated was attached was not included.

Travis Parsons, Human Resources Department Director, stated that he brought the correspondence to the meeting tonight. He provided the correspondence to the Committee.

Mr. Parsons provided an overview of the different Sanitarian positions.

Commissioner Maiville stated that the unions' approval correspondence had been provided when this resolution was a discussion item at a prior meeting.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

5. Economic Development

- a. Resolution Establishing an Ingham County Local Site Remediation Revolving Fund and a Policy for its Funding and Implementation

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION ESTABLISHING AN INGHAM COUNTY LOCAL SITE REMEDIATION REVOLVING FUND AND A POLICY FOR ITS FUNDING AND IMPLEMENTATION.

Commissioner Bahar-Cook asked for an overview of the resolution.

Sandy Gower, Economic Development Coordinator, stated that this resolution involved the Ingham County Brownfield Redevelopment Authority (ICBRA). She provided an overview of the resolution.

Ms. Gower introduced the following individuals to the Committee:

Daniel Gough, ICBRA Chairperson

Bruce Moore, ICBRA Vice Chairperson

Commissioner Bahar-Cook asked whether they were doing anything with loans currently.

Ms. Gower answered no. She stated that there was not a formalized application process yet.

There was a discussion about whether General Fund should be addressed in this resolution.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO AMEND THE POLICY REFERENCED IN THE RESOLUTION AS FOLLOWS:

The Ingham County Brownfield Redevelopment Authority (ICBRA) has established a Local Site Remediation Revolving Fund (LSRRF) as authorized under Section 8 of the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of Michigan of 1996, as amended (“Act 381”). The ICBRA can provide loans for brownfield redevelopment projects in the County. Funding for the LSRRF comes primarily from tax increment revenues generated by completed Brownfield Plan Projects after such Projects have had certain eligible activities paid or reimbursed pursuant to a Development and Reimbursement Agreement, but the LSRRF may also receive funds from any other source permitted under Act 318 **except that no monies shall be derived from the Ingham County General Fund**. The LSRRF is intended to help identify brownfields within the County and provide financing to assist with eliminating brownfield conditions.

Commissioner Banas asked what the process would be to utilize general fund monies if this amendment were to be adopted.

Chairperson Celentino stated that they would have to return to the Board of Commissioners.

Commissioner Bahar-Cook stated that without this amendment, there was potential that General Fund monies could be rolled into a line item during the budget process.

THE MOTION TO AMEND THE POLICY REFERENCED IN THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Commissioner Bahar-Cook stated that the policy appeared to grant the ICBRA the final say on some aspects of projects. She asked why the Board of Commissioners would not have the final say.

Ms. Gower stated that the Board would be made aware of the process when it would consider approving a Brownfield project. She further stated that she had pulled language from other counties’ policies to develop the proposed policy that was before the Committee tonight.

Tim Dolehanty, Controller/Administrator, stated that the ICBRA would have some authority to perform actions that an advisory committee would not.

The policy referenced in the resolution was amended as follows:

The LSRRF Committee, in its sole discretion, may make amendments to this policy as it deems appropriate. **The Ingham County Board of Commissioners would be notified if an amendment was made.**

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

5. Economic Development

- b. Resolution Establishing an Application Policy for Inclusion of Private Property in an Ingham County Brownfield Plan and to Establish an Application Fee for the Submission of an Application

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION ESTABLISHING AN APPLICATION POLICY FOR INCLUSION OF PRIVATE PROPERTY IN AN INGHAM COUNTY BROWNFIELD PLAN AND TO ESTABLISH AN APPLICATION FEE FOR THE SUBMISSION OF AN APPLICATION.

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the “Policy for Inclusion of Private Property in Ingham County Brownfield Plan” as attached hereto.

**THEREFORE BE IT RESOLVED, the Ingham County Brownfield Redevelopment Authority and all applicants thereto shall adhere to all Ingham County Human Resources policies.**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes an application fee of \$1,500, to be reviewed annually, for the submission of a Brownfield Plan to the Ingham County Brownfield Redevelopment Authority.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Announcements

Chairperson Celentino stated that Mike Ashton, Chief Information Officer and IT Director, would be attending the next Committee meeting on April 21 to provide the Committee with an update. He invited any commissioner who would not be attending to send questions through the Controller’s Office that he or she would like posed to Mr. Ashton.

Mr. Dolehanty stated that a Request for Proposals (RFP) was developed to update or replace the Granicus recording system had been issued. He further stated that the RFP should be out now and that he was told that proposals were expected in about four weeks. Mr. Dolehanty stated that the RFP process was used because the cost of the project would exceed approximately \$70,000. He further stated that due to this cost, Barb Byrum, County Clerk, and Becky Bennett, Board Coordinator, wanted to proceed with an RFP process to so that there would be competition.

Ms. Bennett stated that Jim Hudgins, Purchasing Director, provided a draft RFP to Clerk Byrum and herself. She further stated that both she and Clerk Byrum had questions so a meeting was called with Mr. Hudgins and Mr. Ashton.

Ms. Bennett stated that the meeting was attended by:

Clerk Byrum  
Mr. Hudgins  
Mr. Ashton  
Ms. Bennett  
Jen Shuster, Chief Deputy County Clerk  
Frank Chain, IT Project Manager

Ms. Bennett stated that she and Clerk Byrum did not feel comfortable with going with Carousel who had put in a bid for \$73,000. She further stated that they preferred the project go out for bid. Ms. Bennett stated that after the meeting, Mr. Hudgins made changes to the draft RFP and sent the new draft to Clerk Byrum and herself yesterday afternoon. Ms. Bennett stated that she and Clerk Byrum needed to review the new draft. She further stated the RFP had not been issued for bid yet.

Commissioner Banas stated that today was National Volunteer Day.

Commissioner Banas stated that she attended a meeting at Meridian Township regarding the Lake Lansing Road project. She further stated that the Road Department had fielded the questions presented quite well. Commissioner Banas stated that there was a general agreement that there would be better communication at the start of a project. She further stated that there were public meetings held on the Lake Lansing Road project, however not many people had known about it.

Commissioner Banas stated that Meridian Township has a Complete Streets policy. She provided background on the policy. Commissioner Banas stated that she would like to explore adopting a Complete Streets policy at the County level. She further stated that she would like connections to trails to be considered as well. Commissioner Banas stated that Commissioner Nolan was also present at the meeting.

#### Public Comment

None.



Adjournment

The meeting was adjourned at approximately 6:35 p.m.

# APRIL 21, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

**1a. Innovation and Technology Department - Monthly Project Update**

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

**1b. Innovation and Technology Department - Resolution Approving Various Contracts for the Innovation and Technology Department for the 2015 Budget Year**

The proposed resolution seeks approve contracts for the 2015 budget year not listed in Resolution 14-488 to approve annual contracts over \$5,000. This group also represents routine yearly contracts that the Innovation and Technology Department has to maintain phone services, applications, and hardware support. These contracts will be included in future annual resolutions presented by the budget office. Contracts included in this request are as follows:

<u>Contract</u>	<u>Amount</u>
Annual ARUBA Maintenance – This is maintenance on the County wireless network	\$6,807.97
Dark Fiber maintenance - Zayo	\$10,000.00
Oracle Database Maintenance – Mythics	\$14,766.56
Annual server parts Maintenance – Service Express	\$15,448.39
ATT – Monthly phone and data services for multiple offices	\$50,000.00
Comcast data services	\$36,000.00
Tylor Munis Annual upgrade	\$153,308.65

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

Representatives of the Drain Commissioner will discuss an office reorganization proposal as required in the Reorganization Policy.

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

Generally accepted accounting principles require municipalities like Ingham County to commission a valuation of the cost of its retiree health care actuarially calculated on at least a bi-annual basis. The most recent valuation was conducted for the year ended December 31, 2012. Gabriel Roeder Smith and Company was selected to conduct this valuation study because they are familiar with our employee groups, our benefit levels and our financial reporting. The cost of the evaluation is \$20,330.

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

Michigan statute (MCL 54.269b) requires appointment of a county peer review group to act as a panel of surveyors to review and provide advice on original public land survey corners or protracted public land survey corners.

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

To address needed renovations at the Forest Community Health Center, the Facilities Department recommends approval of a contract with Laux Construction, LLC, a registered local vendor, at a cost of \$1,441,900. The department also seeks a project contingency fund in amount of \$108,000.00 to cover any unforeseen circumstances that may arise, for a total cost not to exceed cost of \$1,549,900.

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

The Facilities Department seeks approval of a lease agreement with CMHA-CEI to lease approximately 3,000 square feet of space at the Forest Community Health Center. CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness. The length of the lease will be five years with a two-year renewal option.

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

The Parks Department proposes a resolution to authorize acceptance of a project agreement with the Michigan Department of Natural Resources Recreation Passport Grant Program for asphalt trail repairs within Hawk Island County Park. The total cost of the repair project is \$60,000. Approval of the DNR grant will provide \$45,000 toward the project, with the remaining \$15,000 provided through budgeted County Capital Improvement funds.

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

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

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

The Road Department received federal funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek. These three projects will be packaged together as a single construction contract. This project involves bridge railing replacement, cleaning and coating of structural steel, deck replacement or shallow overlays, guardrail installation, and scour countermeasures. The total estimated cost for the project is \$717,600. The Road Department recommends approval of a resolution to authorize a second party agreement between MDOT and Ingham County to define Road Department responsibilities and to administer the construction contract on behalf of MDOT.

**8b. Road Department - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt Emulsions for the Road Department**

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. Bids were solicited and evaluated for the various types of asphalt emulsions. The Road Department recommends the Board award this bid in split form to Terry Materials Inc. and Asphalt Materials Inc. based on unit prices as submitted in response to RFP #32-15.

**8c. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

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

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

Ingham County has a contract with Cohl, Stoker and Toskey, PC to provide legal services under a fixed fee. There has been no increase in the base fee for approximately eight years, with the exception of an increase provided in conjunction with additional duties associated with consolidation of Road Department functions. The proposed resolution would provide for an \$11,368.75 increase to the base rate, an amount equal to 2½% of the current rate.

**9b. Controller - Resolution to Amend Business Travel and Reimbursement Policy and Procurement Card Policy**

The Business Travel and Reimbursement Policy and Procurement Card Policy offer contradictory instructions regarding airline reservations (Travel and Reimbursement Policy delegates responsibility exclusively to Financial Services; Procurement Card policy allows “cardholders” to make reservations).

Changes are also proposed in the Travel and Reimbursement Policy to allow for meal reimbursement in instances of same-day travel. Changes proposed to these policies were presented to department heads in late January and circulated for a 30-day review period before presentation for Committee approval.

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

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

## Agenda Item 1b

DATE: March 30, 2015

TO: County Services and Finance Committees

FROM: Michael E. Ashton, Chief Information Officer

RE: Resolution Approving Various Contracts for the Innovation and Technology Department 2015 Budget Year

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This resolution will approve the attached list of contracts for the 2015 budget year for the Innovation and Technology Department. These were not listed in the annual resolution for contracts over \$5000. These are routine yearly contracts that the Innovation and Technology Department has to maintain phone services, Applications, and hardware support. These contracts were approved by the board in previous years but we not listed in the contract resolution 14-488 in December of 2014 for FY 2015. This list will be included in the future on the resolution presented by the budget office. The list consists only of contracts that are included in the 2015 Adopted Budget for the Innovation and Technology Department. If a contract later exceeds the budgeted amount, a resolution will be brought before the Board of Commissioners approving the increased amount.

Based on Resolution #13-439, the Innovation and Technology Department is using the Consumer Price Index (CPI) to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2015 increase of 1.5% or less are the only ones included in this resolution.

Annual ARUBA Maintenance – This is maintenance on the County wireless network - \$6,807.97  
Dark Fiber maintenance - Zayo - \$10,000  
Oracle Database Maintenance – Mythics - \$14,766.56  
Annual server parts Maintenance – Service Express - \$15,448.39  
ATT – Monthly phone and data services for multiple offices - \$50,000  
Comcast data services - \$36,000  
Tylor Munis Annual upgrade – \$153,308.65

Please contact me if you have any questions.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT FOR THE 2015 BUDGET YEAR**

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

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2015 Adopted Budget for the Innovation and Technology Department; and

WHEREAS, these contracts are required to maintain and keep the Ingham County technology network maintained and operational.

THEREFORE BE IT RESOLVED, that the following maintenance agreements be approved for the Innovation and Technology Department:

Annual ARUBA Maintenance – This is maintenance on the County wireless network - \$6,807.97  
Dark Fiber maintenance - Zayo - \$10,000  
Oracle Database Maintenance – Mythics - \$14,766.56  
Annual server parts Maintenance – Service Express - \$15,448.39  
ATT – Monthly phone and data services for multiple offices - \$50,000  
Comcast data services - \$36,000  
Tylor Munis Annual upgrade – \$153,308.65

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other related documents which are contained in the adopted budget subject to review by the County Attorney as to form and to certification by the Controller/Administrator that the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted.

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

## Agenda Item 2

**DATE:** April 7, 2015  
**TO:** County Services Committee  
**FROM:** Patrick E. Lindemann, Ingham County Drain Commissioner  
**RE:** Request for Reorganization of Department Drain Operations and Maintenance Positions Funded by Non-General Fund monies

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

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

Drain operations and maintenance isn't what it was 100 years ago because drains aren't what they were 100 years ago, or even 10 years ago. Today a drain is just as likely to involve an urban enclosed system, subject to the requirements of Phase II of the Clean Water Act, with technically sophisticated bioretention swales, pumps, and staging to manage and pretreat the flow, as it is to involve large open ditches that were more typical of rural drains of the past. And there are increasingly complex regulations that apply to drain operations and maintenance and work place safety. These factors require a more professionally trained work force with greater experience and skills to operate everything from heavy equipment to computers, and manage a drainage system in normal conditions and during all kinds of emergencies such as pollution events or environmental disasters that are becoming a real and all too frequent occurrence involving public drain infrastructure here in Ingham County. Even just the inspection of a drain's operation can be anything but simple today, necessitating the use of televised cameras with computer support and the knowledge of bio-systems. Moreover, there is an increasing demand from the public for not only a quick response by my Office, but also for a more environmentally-sensitive response to these drainage issues. The reorganization I am proposing will allow me to better meet these expectations.



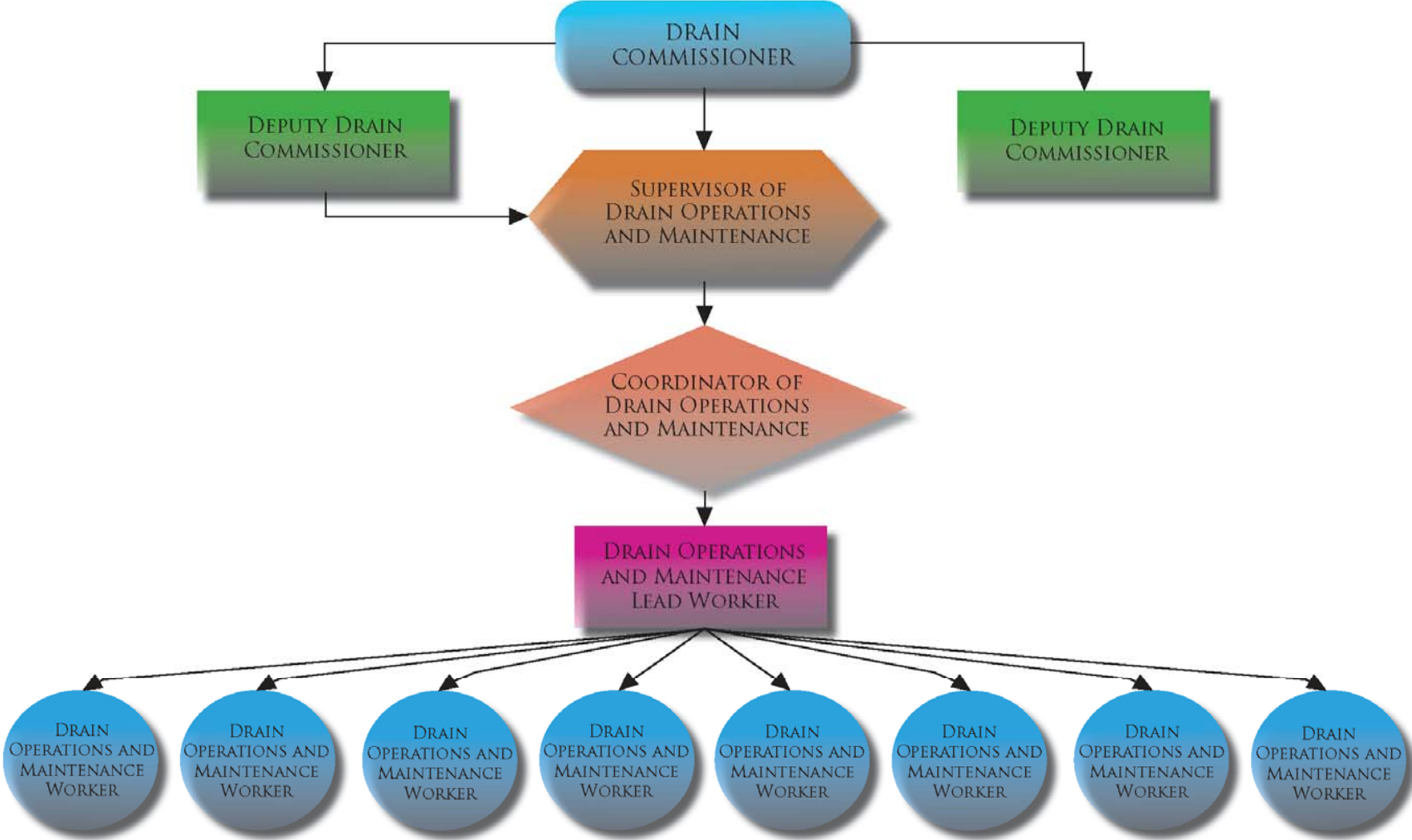
Under the proposed reorganization, there will be a total of 11 FTE personnel in Drain Operations and Maintenance, which is an increase of 2 FTE over the existing table of organization. Currently, all 9 FTE positions in Drain Operations and Maintenance are in the UAW. Under the reorganization, there will be 2 FTE positions in the ICEA and 9 FTE positions in the UAW, reflecting the need for professional supervisory positions and additional Drain Operations and Maintenance workers. Attached are supporting emails from the UAW and ICEA representatives. Also attached is a “Memo of Analysis for Reorganization” from Human Resources and an updated organization chart if the reorganization is approved.

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

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

In closing, I believe the proposed reorganization will allow my Office to better serve the public and advance the Board of Commissioners’ objectives relating to drain operations and maintenance, including providing suitable and ecologically sensitive drainage systems, fostering economic well-being, promoting environmental protection, smart growth, and conservation, and supporting public safety. I look forward to discussing my proposal with you at your County Services Committee meeting on April 21<sup>st</sup>.

# INGHAM COUNTY DRAIN COMMISSIONER OPERATIONS AND MAINTENANCE



**Agenda Item 2**

TO: Pat Lindemann, Drain Commissioner  
Carla Clos, Deputy Drain Commissioner

FROM: Joan Clous, Human Resources Specialist

DATE: March 30, 2015

RE: Memo of Analysis for Reorganization

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

1. Drain Operations and Maintenance Worker positions have been reclassified from UAW level "E" to UAW level "G" (\$37,438.13 to \$44,637.73)
2. The creation of a Drain Operations and Maintenance Lead Worker has been classified at a UAW level "H" (\$39,609.08 to \$ 47,248.40)
3. The newly created position of Coordinator of Drain Operations and Maintenance has been determined to fall within the scope of ICEA jobs and was classified at an ICEA level "8" (\$55,172.68 to \$ 66,233.45)
4. The newly created position of Supervisor of Drain Operations and Maintenance has been determined to fall within the scope of ICEA jobs and was classified at an ICEA level "9" (\$60,341.75 to \$72,437.78)

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

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

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This is probably late but I see no problem with the proposed reclassifications

*Sally Auer*  
*Chairperson*  
*UAW Ingham County Unit*  
*(517) 483-6209*  
*(517) 574-6548*

Hi Joan:  
I support the additions.

*Sincerely, Dana Watson, 272-4105, FCEA-Prof President*

<b>2015 PERSONNEL COST PROJECTIONS</b>				
<b>DRAIN MAINTENANCE REORGANIZATION PROPOSAL</b>				
<b>FIRST YEAR COST</b>				
<b>CURRENT TITLE/PAY GRADE</b>	<b>CURRENT COST</b>	<b>PROPOSED TITLE/PAY GRADE</b>	<b>PROPOSED FIRST YEAR COST</b>	<b>ADDITIONAL COST</b>
DRAIN MAINTENANCE SUPERVISOR (UAW 13)	\$84,523	SUPERVISOR OF OPERATIONS AND MAINTENANCE (ICEA 9)	\$100,991	\$16,468
DRAIN MAINTENANCE LEAD WORKER (UAW 11)	\$70,958	COORDINATOR OF DRAIN OPERATIONS AND MAINTENANCE (ICEA 8)	\$86,595	\$15,638
		DRAIN OPERATIONS AND MAINTENANCE LEAD WORKER (UAW H)	\$78,550	\$78,550
DRAIN MAINTENANCE WORKER (UAW E) X 7	\$463,325	DRAIN OPERATIONS AND MAINTENANCE WORKER (UAW G) X 8	\$539,625	\$76,300
<b>TOTALS</b>	<b>\$618,807</b>		<b>\$805,762</b>	<b>\$186,956</b>

<b>2015 PERSONNEL COST PROJECTIONS</b>			
<b>DRAIN MAINTENANCE REORGANIZATION PROPOSAL</b>			
<b>FIRST YEAR COST</b>			
	<b>CURRENT</b>	<b>PROPOSED</b>	
	<b>DRAIN MAINTENANCE SUPERVISOR</b>	<b>SUPERVISOR OF DRAIN</b>	
	<b>UAW GRADE 13, step 5 (1790)</b>	<b>OPERATIONS AND MAINTENANCE</b>	
		<b>ICEA GRADE 9, step 1</b>	
SALARY	47,681	60,342	
LONGEVITY	1,800	1,800	
<b>WAGES</b>	<b>\$49,481</b>	<b>\$62,142</b>	
UNEMPLOYMENT	247	311	
FICA	3,785	4,754	
HEALTH	13,720	13,720	
DENTAL	886	886	
VISION	119	119	
LIFE	95	126	
DISABILITY	63	80	
RETIREMENT	7,066	8,190	
CURRENT RETIREE HLTH	2,766	2,766	
FUTURE RETIREE HLTH	1,806	2,268	
WORKERS COMP	4,216	5,294	
CARES	33	33	
LIABILITY	240	302	
<b>TOTAL</b>	<b>\$84,523</b>	<b>\$100,991</b>	<b>New Hourly Cost \$48.55</b>

	<b>CURRENT</b>	<b>PROPOSED</b>	
	<b>DRAIN MAINTENANCE LEAD</b>	<b>COORDINATOR OF DRAIN</b>	
	<b>WORKER</b>	<b>OPERATIONS AND MAINTENANCE</b>	
	<b>UAW GRADE 11, step 5 (1793)</b>	<b>ICEA GRADE 8, step 1</b>	
SALARY	43,168	55,173	
LONGEVITY	1,800	1,800	
<b>WAGES</b>	<b>\$44,968</b>	<b>\$56,973</b>	
UNEMPLOYMENT	225	285	
FICA	3,440	4,358	
HEALTH	6,257	6,257	
DENTAL	886	886	
VISION	119	119	
LIFE	95	126	
DISABILITY	58	73	
RETIREMENT	6,421	7,509	
CURRENT RETIREE HLTH	2,766	2,766	
FUTURE RETIREE HLTH	1,641	2,080	
WORKERS COMP	3,831	4,854	
CARES	33	33	
LIABILITY	218	276	
<b>TOTAL</b>	<b>\$70,958</b>	<b>\$86,595</b>	<b>New Hourly Cost \$41.63</b>

	<b>CURRENT</b>	<b>PROPOSED</b>		
		<b>DRAIN OPERATIONS AND</b>		
	<b>DRAIN MAINTENANCE WORKER</b>	<b>MAINTENANCE LEAD WORKER</b>		
	<b>UAW GRADE E, step 5 (2000)</b>	<b>UAW GRADE H, step 3</b>		
SALARY	39,914	43,263		
LONGEVITY	1,800	1,800		
<b>WAGES</b>	<b>\$41,714</b>	<b>\$45,063</b>		
UNEMPLOYMENT	209	225		
FICA	3,191	3,447		
HEALTH	13,720	13,720		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	53	58		
RETIREMENT	5,957	6,435		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,523	1,645		
WORKERS COMP	3,554	3,839		
CARES	33	33		
LIABILITY	202	219		
<b>TOTAL</b>	<b>\$74,022</b>	<b>\$78,550</b>	<b>New Hourly Cost</b>	<b>\$37.76</b>

	<b>CURRENT</b>	<b>PROPOSED</b>		
		<b>DRAIN OPERATIONS AND</b>		
	<b>DRAIN MAINTENANCE WORKER</b>	<b>MAINTENANCE WORKER</b>		
	<b>UAW GRADE E, step 5 (6058)</b>	<b>UAW GRADE G, step 4</b>		
SALARY	39,914	42,714		
LONGEVITY	600	600		
<b>WAGES</b>	<b>\$40,514</b>	<b>\$43,314</b>		
UNEMPLOYMENT	203	217		
FICA	3,099	3,314		
HEALTH	6,257	6,257		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	52	55		
RETIREMENT	5,785	6,185		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,479	1,581		
WORKERS COMP	3,452	3,690		
CARES	33	33		
LIABILITY	197	210		
<b>TOTAL</b>	<b>\$64,936</b>	<b>\$68,722</b>	<b>New Hourly Cost</b>	<b>\$33.04</b>

	<b>CURRENT</b>	<b>PROPOSED</b>		
	DRAIN MAINTENANCE WORKER UAW GRADE E, step 5 (3463)	DRAIN OPERATIONS AND MAINTENANCE WORKER UAW GRADE G, step 4		
SALARY	39,914	42,714		
LONGEVITY	1,000	1,000		
<b>WAGES</b>	<b>\$40,914</b>	<b>\$43,714</b>		
UNEMPLOYMENT	205	219		
FICA	3,130	3,344		
HEALTH	16,092	16,092		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	52	56		
RETIREMENT	5,843	6,242		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,493	1,596		
WORKERS COMP	3,486	3,724		
CARES	33	33		
LIABILITY	199	212		
<b>TOTAL</b>	<b>\$75,312</b>	<b>\$79,098</b>	New Hourly Cost	<b>\$38.03</b>

	<b>CURRENT</b>	<b>PROPOSED</b>		
	DRAIN MAINTENANCE WORKER UAW GRADE E, step 2 (7299)	DRAIN OPERATIONS AND MAINTENANCE WORKER UAW GRADE G, step 1		
SALARY	34,992	37,483		
LONGEVITY	0	0		
<b>WAGES</b>	<b>\$34,992</b>	<b>\$37,483</b>		
UNEMPLOYMENT	175	187		
FICA	2,677	2,867		
HEALTH	6,257	6,257		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	45	48		
RETIREMENT	2,575	2,759		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,277	1,368		
WORKERS COMP	2,981	3,194		
CARES	33	33		
LIABILITY	170	182		
<b>TOTAL</b>	<b>\$55,048</b>	<b>\$58,244</b>	New Hourly Cost	<b>\$28.00</b>

	<b>CURRENT</b>	<b>PROPOSED</b>		
		<b>DRAIN OPERATIONS AND MAINTENANCE WORKER UAW GRADE G, step 4</b>		
	<b>DRAIN MAINTENANCE WORKER UAW GRADE E, step 5 (6060)</b>			
SALARY	39,914	42,714		
LONGEVITY	600	600		
<b>WAGES</b>	<b>\$40,514</b>	<b>\$43,314</b>		
UNEMPLOYMENT	203	217		
FICA	3,099	3,314		
HEALTH	6,257	6,257		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	52	55		
RETIREMENT	5,785	6,185		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,479	1,581		
WORKERS COMP	3,452	3,690		
CARES	33	33		
LIABILITY	197	210		
<b>TOTAL</b>	<b>\$64,936</b>	<b>\$68,722</b>	New Hourly Cost	<b>\$33.04</b>

	<b>CURRENT</b>	<b>PROPOSED</b>		
		<b>DRAIN OPERATIONS AND MAINTENANCE WORKER UAW GRADE G, step 1</b>		
	<b>DRAIN MAINTENANCE WORKER UAW GRADE E, step 2 (7298)</b>			
SALARY	34,992	37,483		
LONGEVITY	0	0		
<b>WAGES</b>	<b>\$34,992</b>	<b>\$37,483</b>		
UNEMPLOYMENT	175	187		
FICA	2,677	2,867		
HEALTH	6,257	6,257		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	45	48		
RETIREMENT	2,575	2,759		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,277	1,368		
WORKERS COMP	2,981	3,194		
CARES	33	33		
LIABILITY	170	182		
<b>TOTAL</b>	<b>\$55,048</b>	<b>\$58,244</b>	New Hourly Cost	<b>\$28.00</b>



	<b>CURRENT</b>	<b>PROPOSED</b>		
	DRAIN MAINTENANCE WORKER UAW GRADE E, step 5 (1775)	DRAIN OPERATIONS AND MAINTENANCE WORKER UAW GRADE G, step 4		
SALARY	39,914	42,714		
LONGEVITY	1,800	1,800		
<b>WAGES</b>	<b>\$41,714</b>	<b>\$44,514</b>		
UNEMPLOYMENT	209	223		
FICA	3,191	3,405		
HEALTH	13,720	13,720		
DENTAL	886	886		
VISION	119	119		
LIFE	95	95		
DISABILITY	53	57		
RETIREMENT	5,957	6,357		
CURRENT RETIREE HLTH	2,766	2,766		
FUTURE RETIREE HLTH	1,523	1,625		
WORKERS COMP	3,554	3,793		
CARES	33	33		
LIABILITY	202	216		
<b>TOTAL</b>	<b>\$74,022</b>	<b>\$77,808</b>	New Hourly Cost	<b>\$37.41</b>

		<b>PROPOSED</b>		
New Position		DRAIN OPERATIONS AND MAINTENANCE WORKER UAW GRADE G, step 1		
SALARY		37,438		
LONGEVITY		0		
<b>WAGES</b>		<b>\$37,438</b>		
UNEMPLOYMENT		187		
FICA		2,864		
HEALTH		12,464		
DENTAL		886		
VISION		119		
LIFE		95		
DISABILITY		48		
RETIREMENT		2,755		
CURRENT RETIREE HLTH		2,766		
FUTURE RETIREE HLTH		1,366		
WORKERS COMP		3,190		
CARES		33		
LIABILITY		182		
<b>TOTAL</b>		<b>\$64,393</b>	New Hourly Cost	<b>\$30.96</b>



**INGHAM COUNTY  
JOB DESCRIPTION**

**SUPERVISOR OF DRAIN OPERATIONS AND MAINTENANCE**

**General Summary:**

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

**Essential Functions:**

1. Inspect, evaluate and manage county and inter-county storm water systems and lake level structures. Develops and implements short and long term pro-active and remedial drain operations and maintenance programs, including setting goals, staffing, resources and schedules for procurement of equipment and material to assure that drainage problems are addressed and drains function as designed according to the Drain Commissioner's Standards.
2. Reviews and analyzes expenditures related to drain operations and maintenance and keeps Drain Commissioner apprised of progress in achieving draining drain operational goals and prepares for Drain Commissioner approval the budget for drain operations and maintenance, including capital improvement budget for equipment purchases for drain operations and maintenance activities. Assists in county budget review process as it relates to drain operations and maintenance.
3. Verifies and maintains records of all county and inter-county drain operations and maintenance activities, including time and materials used, and prepares regular reports for departmental staff whose job responsibilities support drain operations and maintenance.
4. Supervises day-to-day work of department drain maintenance personnel, including assigning functions, scheduling and training and participates in interviewing and selection of department drain maintenance personnel.
5. Ensures and oversees the compliance with all worker safety regulatory and training requirements of OSHA and MIOSHA, traffic safety, and confined entry safety, including the purchase of safety equipment and the compliance with State and Federal statutes that relate to drain operations and maintenance, including but not limited to, Drain Code, Soil Erosion and Sedimentation Control Act, Water Resources Protection, Inland Lakes and Streams and Wetlands Protection, Miss Dig Underground Facility Damage Prevention and Safety Act, Government Liability for Negligence Act, and Phase II of Federal Clean Water Act.
6. Interacts with public entities, contractors, utilities, consulting engineers, private landowners, press and general public on county and inter-county drain operations and maintenance and represents Drain Commissioner and department at meetings with governmental officials, agencies, neighborhoods, developmental communities and public, including but not limited to, liaison with CADPA. Occasionally represents Drain Commissioner with news media. Assists with Day of Review public hearings for assessment of drain operations and maintenance.

7. Operates or directs the operation of department equipment necessary for drain operations and maintenance, including but not limited to, all department heavy equipment, field survey and related equipment and the televising camera equipment. Maintains inventory of tile and other materials necessary for drain operations and maintenance.
8. Prepares bid proposals and contracts for contractual drain operations and maintenance and oversees the construction activities of all drain operations and maintenance activities including preparing and mailing legal public notices.
9. Reviews preliminary and as-built drain plan and profiles for petitioned drain maintenance and improvement projects.
10. Oversees emergency response involving drain operations and maintenance including in the absence of the Deputy Drain Commissioner, serving as liaison to Local Emergency Planning Committee and performs duties as assigned under Emergency Management Act and related statutes.
11. Serves as primary contact with Michigan Department of Environmental Quality for Drain Commissioner's Authorized Public Agency program and ensures compliance with legal requirements of program for drain operations and maintenance.
12. Performs all duties of the Drain Operations and Maintenance Lead Worker and Drain Operations and Maintenance Worker.
13. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** Bachelor's degree in engineering or related field

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

OR

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

**Other Requirements:** Possession of valid State of Michigan Commercial Driver's License, Certification of Commercial Pesticide Applicator and Certification of Comprehensive Soil Erosion and Sedimentation Control. Training in Confined Space Entry, Trench Safety, Traffic Safety, Operations Level Environmental Incidence Response, MIOSHA Standards and CPR/Standard First Aid as well as the requirements of State and Federal statutes necessary to perform the duties of the job. Skilled in the use of computer and software applications related to job functions.

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

## **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

## **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing, ability to endure repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**Job Point Evaluation Table**

POSITION	1 Knowledge & Education	2 Work Experience	3 Interpersonal & Comm Skills	4 Guidance & Direction	5 Supervisory/Managerial	6 Visual Concentration	7 Job Complexity	8-1 Job Impact-Financial	8-2 Job Impact--Well Being of Others	9 Physical Effort	10 Unpleasant Working Conditions	11 Accident for Health Hazards	TOTAL PTS	GRADE
	190	180	130	120	130	20	130	85	85	45	45	45	1205	9

*Union ICEA  
Pay Grade 9*

**INGHAM COUNTY  
JOB DESCRIPTION**

**COORDINATOR OF DRAIN OPERATIONS AND MAINTENANCE**

**General Summary:**

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

**Essential Functions:**

1. Inspect, evaluate, and manage county and inter-county storm water systems and lake level structures. Develops and implements short and long term pro-active and remedial drain operations and maintenance programs, including setting goals, staffing, resources and schedules for procurement of equipment and material to assure that drainage problems are addressed and drains function as designed according to the Drain Commissioner's Standards.
2. Assists in preparation for Drain Commissioner approval, the budget for drain operations and maintenance, including capital improvement budget for equipment purchases for drain operations and maintenance activities. Assists in County budget review process as it relates to drain operations and maintenance.
3. Verifies and maintains records of all county and inter-county drain operations and maintenance activities, including time and materials used, and prepares regular reports for departmental records and drain financial management, coordinating with County personnel and departmental staff whose job responsibilities support drain operations and maintenance,
4. Supervises day to day work of department maintenance personnel, including assigning functions, scheduling, and training, and participates in interviewing and selection of department drain maintenance personnel.
5. Ensures and oversees the compliance with all worker safety regulatory and training requirements of OSHA, MIOSHA, traffic safety and confined entry safety, including the purchase of safety equipment and the compliance with State and Federal statutes that relate to drain operations and maintenance, including but not limited to, Drain Code, Soil Erosion and Sedimentation Control Act, Water Resources Protection, Inland Lakes and Streams, and Wetlands Protection, Miss Dig Underground Facility Damage Prevention and Safety Act, Government Liability for Negligence Act and Phase II of Federal Clean Water Act
6. Interacts with public entities, contractors, utilities, consulting engineers, private landowners, press and general public on county and inter-county drain operations and maintenance and represents Drain Commissioner and department at meetings with governmental officials, agencies, neighborhoods, developmental communities and public, including but not limited to, liaison with CADPA in the absence of Supervisor. Occasionally represents Drain Commissioner with news media. Assists with Day of Review public hearings for assessment of drain operations and maintenance.

7. Operates or directs operation of department equipment necessary for drain operations and maintenance, including but not limited to, all department heavy equipment, field survey and related equipment and the televising camera equipment. Maintains inventory of tile and other materials necessary for drain operations and maintenance.
8. Prepares bid proposals and contracts for contractual drain operations and maintenance and oversees the construction activities of all drain operations and maintenance activities including preparing and mailing public notices.
9. Reviews preliminary and as-built drain plan and profiles for petitioned drain maintenance and improvement projects
10. Oversees emergency response involving drain operations and maintenance, including in the absence of the Deputy Drain Commissioner and the Supervisor serving as liaison to Local Emergency Planning Committee and performs duties as assigned under Emergency Management Act and related statutes.
11. Performs all duties of Drain Operations and Maintenance Worker and Drain Operations and Maintenance Lead Worker.
12. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

**Other Functions:**

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

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

**Employment Qualifications:**

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

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

OR

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

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

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



## **Working Conditions:**

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2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

## **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing, and the ability to endure repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**Job Point Evaluation Table**

POSITION	1 Knowledge & Education	2 Work Experience	3 Interpersonal & Comm Skills	4 Guidance & Direction	5 Supervisory/Managerial	6 Visual Concentration	7 Job Complexity	8-1 Job Impact-Financial	8-2 Job Impact--Well Being of Others	9 Physical Effort	10 Unpleasant Working Conditions	11 Accident for Health Hazards	TOTAL PTS	GRADE
	190	135	130	120	130	20	130	85	85	45	45	45	1160	8

**Union ICEA**  
**Pay Grade 8**

**INGHAM COUNTY  
JOB DESCRIPTION**

**DRAIN OPERATIONS AND MAINTENANCE LEAD WORKER**

**General Summary:**

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

**Essential Functions:**

1. Inspects, maintains, constructs, and repairs county and inter-county drains and lake level structures to assure that county and inter-county drains and lake level structures are functioning properly and in accordance with approved Drain Commissioner's Standards, Drain Code and Inland Lake Levels
2. Operates and transports to job sites department vehicles and equipment necessary for drain operations and maintenance, including but not limited to, department heavy equipment such as vactor jet rodder, excavator, bulldozer and back-hoe; department small equipment such as chain saw, brush cutters and brush hogs; field survey and related equipment, pumps and televising cameras.
3. Oversees and participates in repair and maintenance of department heavy and light vehicles and equipment necessary for drain operations and maintenance, including but not limited to, normal maintenance activities such as vehicle tune-ups and changing oil and other fluids; sharpening chains of chain saws and the welding, fabricating and modifying of department equipment.
4. Inventories department tile and other materials necessary for drain operations and maintenance under the direction of Supervisor and Coordinator of Drain Operations and Maintenance.
5. Documents for departmental records drain inspections, maintenance, construction, and repair work as directed by supervisor. Will be required to use cameras, computers or other such technology in performance of documentation.
6. Interacts extensively with private landowners and general public on county and inter-county drain operations and maintenance and in resolving draining problems
7. Complies with State and Federal statutes that relate to drain operations and maintenance, including but not limited to, Drain Code, Soil Erosion and Sedimentation Control Act, Water Resources Protection, Inland Lakes and Streams and Wetlands Protection, Miss Dig Underground Facility Damage Prevention and Safety Act, Government Liability for Negligence Act and Phase II of Federal Clean Water Act.
8. Performs emergency response involving drain operations and maintenance, including but not limited to, flooding emergencies and environmental pollution incidence response emergencies.
9. Performs all duties of the Drain Operations and Maintenance Worker.

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

**Other Functions:**

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

**Employment Qualifications:**

**Education:** Associate's Degree in construction or a related field.

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

OR

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

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

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

**Working Conditions:**

1. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.

5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**Job Point Evaluation Table**

POSITION	1 Knowledge & Education	2 Work Experience	3 Interpersonal & Comm Skills	4 Guidance & Direction	5 Supervisory/Managerial	6 Visual Concentration	7 Job Complexity	8-1 Job Impact-Financial	8-2 Job Impact--Well Being of Others	9 Physical Effort	10 Unpleasant Working Conditions	11 Accident for Health Hazards	TOTAL PTS	GRADE
	140	90	100	80	90	50	70	35	60	60	55	55	885	H

*Union UAW  
Pay Grade H*

**INGHAM COUNTY  
JOB DESCRIPTION**

**DRAIN OPERATIONS AND MAINTENANCE WORKER**

**General Summary:**

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

**Essential Functions:**

1. Inspects, maintains, constructs, and repairs county and inter-county drains and lake level structures to assure that county and inter-county drains and lake level structures are functioning properly and in accordance with approved Drain Commissioner's Standards, Drain Code and Inland Lake Levels.
2. Operates and transports to job sites, department vehicles and equipment necessary for drain operations and maintenance, including, but not limited to, department heavy equipment such as vector jet rodder, excavator, bulldozer, and back-hoe; department small equipment such as chain saw, brush cutters and brush hogs; field survey and related equipment; pumps and televising camera.
3. Repairs and maintains department heavy and light vehicles and equipment necessary for drain operations and maintenance, including, but not limited to, normal maintenance activities such as vehicle tune-ups and changing oils and other fluids; sharpening chains of chain saws and the welding, fabricating and modifying of department equipment.
4. Documents for departmental records, drain inspections, maintenance, construction, and repair work as directed by supervisor. Will be required to use cameras, computers or other such technology in performance of documentation.
5. Complies with State and Federal statutes that relate to drain operations and maintenance, including but not limited to, Drain Code, Soil Erosion and Sedimentation Control Act, Water Resources Protection, Inland Lakes and Streams and Wetlands Protection, Miss Dig Underground Facility Damage Prevention and Safety Act, Government Liability for Negligence Act and Phase II of Federal Clean Water Act.
6. Performs emergency response involving drain operations and maintenance, including but not limited to, flood emergencies and environmental pollution incidence response emergencies.
7. Interacts with private landowners and general public on county and inter-county drain incidental to the operations and maintenance of drains and resolving drainage problems
8. May participate in 24-hour and weekend/holiday on-call emergency flood and environmental response system on a rotational basis.

**Other Functions:**

- Performs other duties as assigned.

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

**Employment Qualifications:**

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

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

OR

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

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

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

**Working Conditions:**

1. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.



9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, balancing, twisting, bending, stooping, crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**Job Point Evaluation Table**

POSITION	1 Knowledge & Education	2 Work Experience	3 Interpersonal & Comm Skills	4 Guidance & Direction	5 Supervisory/Managerial	6 Visual Concentration	7 Job Complexity	8-1 Job Impact-Financial	8-2 Job Impact--Well Being of Others	9 Physical Effort	10 Unpleasant Working Conditions	11 Accident for Health Hazards	TOTAL PTS	GRADE
	65	180	85	60	50	50	50	35	35	75	55	55	795	G

***Union UAW  
Pay Grade G***

### Agenda Item 3

TO: Ingham County Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: April 8, 2015  
RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

Generally accepted accounting principles require a municipality of our size to have a valuation of the cost of its retiree health care actuarially calculated on at least a bi-annual basis. The last valuation was conducted for the year ended December 31, 2012. A report for the year ended December 31, 2014 is required.

Gabriel Roeder Smith and Company was selected since they have conducted our valuation in the past. They are familiar with our employee groups, our benefit levels and our financial reporting. With the changes made to both pension and the vesting for retiree health insurance in the last round of contract negotiations, this year's calculation will be difficult and I do not recommend we make a change at this time.

The cost for the evaluation is \$20,330 which appears very reasonable based upon all the changes which have occurred since 2012 which was prepared at a cost of \$19,000. The cost for the report will be charged to the Employee Benefit Fund.

Please let me know if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE BI-ANNUAL RETIREE  
HEALTH CARE ACTUARIAL STUDY**

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2012; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, Michigan 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2014 at a cost of \$20,330.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with Gabriel Roeder Smith and Company to conduct this bi-annual retiree health care valuation.

BE IT FURTHER RESOLVED, the total cost of \$20,330 will be paid from the Employee Benefit Fund.

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

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

**Agenda Item 4**

To: County Services and Finance Committees

From: Douglas A. Stover, Director  
Equalization/Tax Mapping

Date: April 7, 2015

Subject: 2015 Remonumentation Peer Review Group Members

The attached resolution appoints Peer Review Group Members for the 2015 Ingham County Remonumentation Project.

The resolution also authorizes contracts for the services of each Peer Review Group Member, said contracts to be funded by survey and remonumentation grants funds authorized for 2015 at a cost not to exceed \$800 per Peer Review Group Member.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTRACT WITH AND APPOINT ANTHONY BUMSTEAD,  
DAVID CLIFFORD, RONALD ENGER, GILBERT BARISH, DAVID VAN DENBERGHE,  
DAVID LOHR, BRIAN REYNOLDS AND GREG VAUGHN, AS PEER REVIEW GROUP MEMBERS  
FOR THE 2015 INGHAM COUNTY REMONUMENTATION PROJECT**

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group Members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2015 Ingham County Remonumentation Project:

Anthony Bumstead, 513 W. Lovett Street, Charlotte, MI 48813  
David Clifford, 805 N. Cedar Street, Mason, MI 48854  
Ronald Enger, 805 N. Cedar Street, Mason, MI 48854  
Gilbert Barish, 2300 N. Grand River Avenue, Lansing MI 48906  
David Van Denberghe, 2300 N. Grand River Avenue, Lansing MI 48906  
David Lohr, 6014 Chesapeake Drive, Lansing MI 48911  
Brian Reynolds, 138 W. State Street, Hastings MI 49058  
Greg Vaughn, 312 North Street, Mason MI 48854

to terms expiring December 31, 2015.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2015 at a cost not to exceed \$800 per Peer Review Group Member.

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

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)**

The Forest Community Health Center is in need of renovations to accommodate the growing demands of Ingham County residents.

The Purchasing Department solicited bids for the renovations and Laux Construction, LLC, a registered, local vendor submitted the lowest responsive and responsible bid of \$1,441,900.00 and is recommended by the Purchasing and Facilities Departments. The Facilities Department is asking for a contingency amount of \$108,000.00 for any unforeseen circumstances that may arise.

The renovations will be performed for a total not to exceed cost of \$1,549,900.00 which includes the contingency.

The funds for this project are available within the approved CIP line item 511-61553-976000-02012.

Renovations will begin once approval is obtained and all contracts have been signed, with the anticipated completion date to be approximately November of 2015.

I recommend approval of this resolution.

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: April 7, 2015  
 SUBJECT: Renovating the Forest Community Health Center (FCHC)

Project Description:

Proposals were sought from experienced and qualified general contractors for the purpose of renovating the Forest Community Health Center (FCHC) located in Lansing, Michigan.

The scope of work includes, but is not limited to, exterior masonry repairs, concrete repairs, aluminum storefront repairs, hollow metal doors and hardware repairs, roof replacement, painting existing metal panel, fence repair, composite metal panel column covers, new trellis, interior renovation including casework, doors & frames, finishes, appliances, interior and exterior lighting, electrical including generator replacement, fire alarm, mechanical upgrades including boiler replacement, fire suppression.

Alternate 1 in the grid below decreased the generator size as outlined in the bid documents.

Proposal Summary:

Vendors contacted: 46 Local: 18  
 Vendors Pre-bid Response: 27 Local: 10  
 Vendors responding: 04 Local: 03

VENDOR NAME	LOCAL PREF	BASE BID	ALT 1 TOTAL	TOTAL BID
Laux	Yes - Holt MI	\$1,441,900.00	-\$48,000.00	\$1,393,400.00
Moore Trosper	Yes - Holt MI	\$1,679,000.00	-\$48,000.00	\$1,631,000.00
Parrish Corporation	Yes - Lansing MI	\$1,695,000.00	-\$48,350.00	\$1,646,650.00
SG Construction	No - Flint MI	\$1,599,000.00	-\$22,000.00	\$1,577,000.00

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, a local vendor, in an amount not to exceed \$1,549,900. The not to exceed amount is the base bid, \$1,441,900 plus a \$108,000 contingency for any unseen circumstances.

Advertisement:

Posted on the Purchasing Department Web Page.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH  
LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY  
FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, the Forest Community Health Center is in need of renovations to accommodate the growing demands of Ingham County residents; and

WHEREAS, the Purchasing Department solicited bids for the renovations and Laux Construction, a registered local vendor, submitted the lowest responsive and responsible bid of \$1,441,900.00 and is recommended by the Purchasing and Facilities Departments; and

WHEREAS, the Facilities Department is asking for a contingency amount of \$108,000.00 for any unforeseen circumstances that may arise; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$1,549,900.00 which includes the contingency; and

WHEREAS, the funds for this project are available within the approved CIP line item 511-61553-976000-02012; and

WHEREAS, renovations will begin once approval is obtained and all contracts are signed; and

WHEREAS, the anticipated completion date is approximately November of 2015.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform renovations at the Ingham County Forest Community Health Center for a total not to exceed cost of \$1,549,900.00 which includes a \$108,000.00 contingency.

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



MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMHA-CEI) FOR THE PURPOSE OF LEASING SPACE FROM INGHAM COUNTY AT THE FOREST COMMUNITY HEALTH CENTER (FCHC)**

The Facilities Department is requesting the approval of a lease agreement with CMHA-CEI to lease approximately 3000 square feet of space at the Forest Community Health Center. CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness.

The lease would begin on the date the facility is operational. The length of the lease would be for five (5) years for a total cost of \$234,210.00 as follows:

<u>Year</u>	<u>Lease Rate/sq.ft.</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 1:	\$15.00	\$3,750.00	\$45,000.00
Year 2:	\$15.30	\$3,825.00	\$45,900.00
Year 3:	\$15.61	\$3,901.50	\$46,830.00
Year 4:	\$15.92	\$3,980.00	\$47,760.00
Year 5:	<u>\$16.24</u>	<u>\$4,060.00</u>	<u>\$48,720.00</u>
	\$78.07	\$19,516.50	\$234,210.00

A two (2) year renewal option is available after the first five years for an additional cost of \$100,350.00 as follows:

<u>Year</u>	<u>Lease Rate/sq.ft</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 6:	\$16.56	\$4,140.00	\$49,680.00
Year 7:	<u>\$16.89</u>	<u>\$4,222.50</u>	<u>\$50,670.00</u>
	\$33.45	\$8,362.50	\$100,350.00

The length of the lease will be five (5) years with a two (2) year renewal option, for a total cost of \$334,560.00, if the two (2) year renewal option is exercised.

I recommend approval of this resolution.

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: April 7, 2015  
 SUBJECT: Lease of Real Property

Project Description:

Proposals were sought from community services agencies/non-profit organizations (Lessee) to enter into an agreement to lease a portion of the Ingham Community Health Center (IHC) located at 2316 S. Cedar St. in Lansing, Michigan. Ingham County (Lessor) intends to retain ownership of the proposed leased space throughout the full term of any lease, and beyond, for future redevelopment. Proposals from partisan political organizations were discouraged.

The term of the lease is five (5) years, with an additional 2-year option to renew. The leasing agreement will be a full-service lease, including utilities, maintenance, and janitorial. An excess utility consumption clause may be applicable for use beyond normal office and will be reviewed at time of contract preparations. The Lessee will incur all costs related to all construction/renovation costs. The Lessor may terminate this Lease Agreement at any time for any reason upon one-hundred eight (180) days written notice to the Lessee.

Proposal Summary:

Vendors contacted: 33 Local: 33  
 Vendors responding: 01 Local: 01

VENDOR NAME	Local Pref	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6 -Option	Yr 7-Option
		Rate/SF Annual Lease	Rate/SF Annual Lease	Rate/SF Annual Lease	Rate/SF Annual Lease	Rate/SF Annual Lease	Rate/SF Annual Lease	Rate/SF Annual Lease
CMHA - CEI Lansing MI	YES	\$15.00 \$45,000.00	\$15.30 \$45,900.00	\$15.61 \$46,830.00	\$15.92 \$47,760.00	\$16.24 \$48,720.00	\$16.56 \$49,680.00	\$16.89 \$50,670.00

Recommendation:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) is a local vendor who submitted the only responsive proposal.

CMHA-CEI Proposed to occupy 3,000± SF of space at the rates in the grid above. The space will be used for CMHA-CEI Outpatient Therapy and Medication Clinic between the hours of 8:00 am and 5:00 pm. CMHA-CEI will purchase furniture

The Evaluation Committee recommends awarding the contract to CMHA-CEI as outlined above.

Advertisement:

The RFP was advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMHA-CEI) FOR THE PURPOSE OF LEASING SPACE FROM INGHAM COUNTY AT THE FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, the Facilities Department is requesting approval to enter into a lease agreement with CMHA-CEI to lease approximately 3,000 square feet of space at the Forest Community Health Center; and

WHEREAS, CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with CMHA-CEI, 812 East Jolly Road Suite G-10, Lansing, Michigan 48910 to lease approximately 3,000 square feet of space from Ingham County at the Forest Community Health Center, beginning the date the facility is operational.

BE IT FURTHER RESOLVED, the length of the lease would be for five (5) years for a total cost of \$234,210.00 as follows:

<u>Year</u>	<u>Lease Rate/Sq.Ft</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 1:	\$15.00	\$3,750.00	\$45,000.00
Year 2:	\$15.30	\$3,825.00	\$45,900.00
Year 3:	\$15.61	\$3,901.50	\$46,830.00
Year 4:	\$15.92	\$3,980.00	\$47,760.00
Year 5:	<u>\$16.24</u>	<u>\$4,060.00</u>	<u>\$48,720.00</u>
	\$78.07	\$19,516.50	\$234,210.00

BE IT FURTHER RESOLVED, a two (2) year renewal option is available after the first five (5) years for a total cost of \$100,350.00 as follows:

<u>Year</u>	<u>Lease Rate/Sq.Ft</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 6:	\$16.56	\$4,140.00	\$49,680.00
Year 7:	<u>\$16.89</u>	<u>\$4,222.50</u>	<u>\$50,670.00</u>
	\$33.45	\$8,362.50	\$100,350.00

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.

## **MEMO**

Date: April 7, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant Program Grant for Trail Repair and Improvements at Hawk Island County Park

This resolution authorizes the acceptance of the project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program for repairs to the asphalt trail within Hawk Island County Park.

The asphalt trail at Hawk Island County Park was originally constructed in 2001, and is in need of repairs. Runners, walkers, and bikers all utilize the trail system year-round. \$15,000 has been previously allocated through Ingham County Capital Improvement funds which is the required matching funds for this project of \$45,000, which will provide a total project of \$60,000. Repairs are planned for the fall of 2015.

Please do not hesitate to contact me if you have questions regarding this issue.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK**

WHEREAS, The Ingham County Board of Commissioners authorized submission of an application to the Michigan Department of Natural Resources requesting a grant from the State of Michigan Natural Resources Trust Fund in the amount of \$45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, notification has been received that the State of Michigan Legislature has approved the grant request and the Michigan Department of Natural Resources has offered Ingham County Parks a Project Agreement; and

WHEREAS, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose in Resolution #05-14; and

WHEREAS, the Parks & Recreation Commission supported this recommendation with the passage of a resolution at their March 23, 2015 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a Project Agreement to accept the \$45,000 Michigan Recreation Passport Grant for trail repair at Hawk Island County Park from the Michigan Department of Natural Resources.

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

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

**Memorandum**

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: April 8, 2015

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

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

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

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

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

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

Sincerely,

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

**MEMORANDUM**

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

Project Description:

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

Scope of work:

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

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

Proposal Summary:

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

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

Recommendation:

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

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

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ANDERSON-FISCHER & ASSOCIATES FOR EXCAVATION SERVICES FOR IMPROVEMENTS TO THE “DONKEY” AND DRESSAGE ARENAS AT THE INGHAM COUNTY FAIRGROUNDS**

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

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

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

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

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

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

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



# MEMORANDUM

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TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Road Department

DATE: April 6, 2015

SUBJECT: Bridge Structure Rehabilitation and Preventative Maintenance for:  
Meech Road Bridge over Doan Creek  
Holt Road Bridge over Doan Creek  
Clark Road Bridge over Deer Creek

The Ingham County Road Department has received Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek. These three projects will be packaged together as a single construction contract.

The project generally involves bridge railing replacement, cleaning and coating of structural steel, deck replacement or shallow overlays, guardrail installation, and scour countermeasures. The estimated costs for the project are as follows:

State Local Bridge Funding	\$ 681,700
Road Department Match:	<u>\$ 35,900</u>
	\$ 717,600

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 APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO STATE FUNDED BRIDGE PROJECTS LOCATED AT MEECH ROAD OVER DOAN CREEK, HOLT ROAD OVER DOAN CREEK, AND CLARK ROAD OVER DEER CREEK - MDOT CONTRACT NO. 15-5001**

WHEREAS, the Road Department has received Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek; 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:

State Local Bridge Funding	\$ 681,700
Road Department Match:	<u>\$ 35,900</u>
	\$ 717,600

WHEREAS, the Road Department match is included in the 2015 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek for a total estimated cost of \$717,600 consisting of \$681,700 of state Local Bridge Program funding and \$35,900 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: Jim Hudgins, Director of Purchasing  
 DATE: March 11, 2015  
 SUBJECT: Emulsified Asphalt – HFRS-2, HFRS-2M, SS-1H, AE-90 and CM-300

Project Description:

Ingham County sought competitive sealed bids from interested and experienced companies for the purpose of furnishing its 2015 season’s requirements of emulsified asphalt to the Ingham County Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 05  
 Vendors responding: 03 Local: 00

Vendor	SS-1H Plant Pickup	HFRS-2 Delivery to Jobsite	HFRS-2M Delivery to Jobsite	AE-90 Plant Pickup	CM-300 Delivery to Metro	Detention Rate	Total Cost for SS-1H	Total Cost for HFRS-2	Total Cost for HFRS-2M	Total Cost for AE-90	Total Cost for CM-300	Plant Location
Bit - Mat Products	\$1.9800	\$1.9800	\$2.0300	\$1.9800	No Bid	\$90.00	\$39,600.00	TBD	\$913,500.00	\$19,800.00	No Bid	Bay City, MI
Terry Asphalt Materials/Strawser Construction	\$1.9500	\$1.8567	\$2.1567	\$1.7500	No Bid	\$90.00	\$39,000.00	TBD	\$970,515.00	\$17,500.00	No Bid	Alma, MI
Asphalt Materials, Inc.	\$3.0000	\$1.7252	\$1.8752	\$1.8000	\$3.3638	\$90.00	\$60,000.00	TBD	\$843,840.00	\$18,000.00	\$53,820.80	Monroe, MI/Oregon, OH

\*Terry Asphalt Materials - 3 hours free for loads greater than 9,000 gallons and 2 hours free for loads less than 9,000 gallons.  
 \*Asphalt Materials - 3 hours free for minimum load of 9,000 gallons and 2 hours free for minimum load of 6,000 gallons.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Terry Asphalt Materials Inc., the low bidder, for SS-1H Plant Pick up and AE-90 Plant Pick up. The reason for this recommendation is to allow small quantity pickup by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Additionally, it is the recommendation to award Asphalt Materials Inc., the low bidder, a contract for HFRS-2 Delivery to Jobsite, HFRS-2M Delivery to Jobsite and CM-300 Delivery to Metro.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure, the County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
2015 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS  
FOR THE ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch---16,000 gallons; and

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

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-15, and it is their recommendation, with the concurrence of Road Department staff, to award this bid in split form and to purchase the SS-1H and AE-90 asphalt emulsions on an as-needed, plant pickup, unit price basis from Terry Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and to award HFRS-2 (if needed), HFRS-2M and CM-300 asphalt emulsions on an as-needed, delivered, unit price basis from Asphalt Materials Inc.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. and Asphalt Materials Inc. based on their lowest qualified bid and/or logistically practical plant location for the selected various types of asphalt emulsions.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders accordingly with Terry Materials Inc. and Asphalt Materials Inc. and purchase asphalt emulsions 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 April 8, 2015 as submitted.



COHL, STOKER & TOSKEY, P.C.  
ATTORNEYS AND COUNSELORS  
601 NORTH CAPITOL  
LANSING, MICHIGAN 48933

PETER A. COHL  
DAVID G. STOKER  
ROBERT D. TOWNSEND  
BONNIE G. TOSKEY  
RICHARD D. McNULTY  
TIMOTHY M. PERRONE  
MATTIS D. NORDEFJORD

(517) 372-9000  
FAX (517) 372-1026

March 27, 2015

Timothy Dolehanty, Controller  
Ingham County Controller's Office  
Courthouse  
P.O. Box 179  
Mason, Michigan 48854

Re: Cohl, Stoker & Toskey Legal Services Contract

Dear Tim:

We would appreciate the Board of Commissioners considering an increase in our legal service contract base rate. Our firm has not requested or received an increase for approximately eight years in its base rate (2007 through 2015), with the exception of the negotiated increase to cover our services to the Road Commission when the County took over the Road Commission. Further, we did not request nor receive any increase when the County acquired the 911 Central Dispatch or Potter Park Zoo from the City of Lansing. Both of which also increased the work and number of contracts for our firm.

Enclosed is our average hourly rate based on our fixed fee from 2007 through 2014. I am sure you will recognize that the hourly rate is significantly less than an experienced attorney with expertise in municipal and labor law and litigation would receive. The increase which we are requesting for 2015 is 2.5%, which equates to \$11,368.75. This is the same percentage increase negotiated in the County's union contracts. We are also requesting an increase in 2016 and 2017 of 1% each year. This proposal mirrors the minimum increases provided to most union contracts for those same years.

As with all employers, our expenses have increased considerably for such items as health insurance, utilities, mileage reimbursement, etc. Your consideration and the Board's consideration of our request would be greatly appreciated. If you have any questions, please let me know. If our proposal does get onto a Committee agenda, I would be pleased to attend.

Thank you.

Very truly yours,

COHL, STOKER & TOSKEY, P.C.

A handwritten signature in black ink, appearing to read "Peter A. Cohl", is written over the printed name. The signature is fluid and cursive, with a large initial "P" and "C".

Peter A. Cohl

PAC/gmk  
Enclosure



## Ingham County Annual Retainer 2007 - 2014

### Fees:

2007	404,750.00	*
2013	454,750.00	**

\*2007 to date, no base fee increase (approximately 8 years)

\*\*Increase due to additional work as a result of Road Commission being taken over by the Board of Comm

### Effective Hourly Rate:

2007	109.00	4,420 hrs
2008	78.00	5,186 hrs
2009	79.00	5,175 hrs
2010	99.00	4,096 hrs
2011	117.00	3,384 hrs
2012	103.00	3,724 hrs
2013	117.00	3,711 hrs
2014	114.00	4,005 hrs

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT  
FOR LEGAL SERVICES WITH COHL, STOKER & TOSKEY, P.C.**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter "Contractor"); and

WHEREAS, that contract requires the Contractor to provide all its legal services to the County under a fixed fee; and

WHEREAS, there has not been a base fee increase to that contract for approximately eight (8) years (2007 to 2015) with the exception of an increase when the County took over the Road Commission and thereby increasing the services of the Contractor; and

WHEREAS, the Contractor's expenses and costs have gone up significantly during that eight (8) period; and

WHEREAS, the Contractor has requested a base fee increase.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a two and one-half percent (2½%) increase on the base rate to their contract (this equates to \$11,368.75).

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign such contract amendment after review by the Controller/Administrator.

## MEMORANDUM

**TO:** County Services Committee  
Finance Committee

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

**DATE:** March 17, 2015

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

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

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

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

J. Meal Allowance

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

N. Travel Arrangements

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

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

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

If the travel is for less than a full day the following meals will be allowed as explained above:

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

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

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

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

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

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

C. Procurement Card Program Overview

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

**MEMORANDUM**

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 3, 2015

SUBJECT: 2016 Update of County Fees

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When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2016 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees, addition of a few fees and some proposed eliminated fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2015, park and zoo winter seasonal fees on November 1, 2015, and for all other departments on January 1, 2016. As noted in the fee schedule, seasonal fees will continue through March 31, 2016.

The first attachment (Attachment A) offers analysis of proposed fees for 2016. The annual average United States' consumer price index was used to do the calculation. This rate of 1.6% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2015 cost as calculated in last year's fee update process.
4. The 2016 cost, which was calculated by multiplying the 2015 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.

6. The 2016 calculated fee is based on the 2016 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2016, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all such cases, the Controller ultimately agreed with recommendations of the department head as follows:
  - a. CS: The Clerk's Office would like to maintain the 2015 rate for the Marriage Solemnize fee (line 10) in recognition of a significant increase a few years ago. The Clerk indicated that she charges the largest fee in the County already for marriages.
  - b. CS: The Parks Department would like to maintain their 2015 fees. They feel that the fees have been increased significantly over the past few years and would like the parks to be affordable. However, they would like to simplify the fee schedule by removing some fees and creating new fees in an effort to eliminate keeping track of weekend and weekday rates. The lines that are struck out would be removed with new fees being added on Lines 120, 137-138 and 181-182 and 184. Also, Line 77 is a new fee added to recoup the cost of additional seasonal labor for reservations outside of normal business hours.
  - c. CS: The Zoo agreed with most of the proposed fee increases. They would prefer not to raise lines 202, 204, 205, 208-209 and 211 because they would like to be in line with the Parks Department and to stay within AZA compliance with Zoos of their size.
  - d. CS: The Register of Deeds agrees with most of the proposed fee increases. However, Line 228 and 229 they don't agree with increasing due to state law and only being able to charge 1.00 per copy with the rest going to their vendor Fidler for maintaining the system.
  - e. HS: The Health Department would like to change the medical examiner fees for autopsy reports to mirror the fees that Sparrow charges in lines 20 and 21. On lines 23, 24, 26 and 33 Office for Young Children staff feel the proposed fees are above the market rates for these services. They would like to increase the fee, just not as drastically. Environmental Health fees are not included this year due to the Maximus Study that is currently underway.

- f. L&C: Animal Control proposed fee increases are supported by the department except the following: In Lines 8-9, 11-15, 25 and 37 increases are not recommended because current rates far exceed the rates in neighboring counties and municipalities with similar operational capacity. They feel high fees will continue to deter animal owners from complying with requirements.
- g. L&C: The District Court does not recommend any fee increase for 2016.
- h. L&C: In line 65, the Circuit Court raised the per page copy cost to \$1.50 per page. This increase, which has been approved by the State Court Administrative Office (SCAO), was made to keep abreast of increased supply costs and to mitigate the loss of revenue we would experience by no longer being able to charge for online access to Register of Actions and name searches. In line 66, pursuant to various changes in the record reproduction court rule, and most recently in MCR 8.119(H), the court is no longer able to charge for online criminal history or name searches. Parties who are seeking criminal history reports are directed to the Michigan State Police or the Michigan Secretary of State. In line 67, pursuant to the amendment of MCL 769.1k, the Court requested that the SCAO calculate the average costs of a criminal case. Based on three years of budget data, and the assumption that we would continue to assess attorney fees separately, the SCAO has calculated our average cost of a criminal case at \$1,471. The Circuit Court Judges have agreed that they will assess up to \$1,470 in court costs based on the specifics of each case. The additional revenue amount is not available at this time due to uncertainty of how much will actually be charged and how much will be collected. In line 69, the Circuit Court has adopted a bench warrant fee of \$150. All other proposed increases are agreed upon by the court. The Friend of the Court does not want to increase the bench warrant fee in line 77. They feel it has been increased enough over the years and that these fees are very difficult to collect and have a very high outstanding balance.

10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2016 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2015 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$82,000 in additional revenue in 2016. Total revenue generated by the listed fees is approximately \$5.7 million, meaning the proposed adjustments would increase the base by about 1.5%.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments



**DRAFT – FOR REVIEW & CONSIDERATION ONLY**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT A

2016 County Fees Analysis  
County Services Committee

FEES PROPOSED TO CHANGE ARE IN BOLD

	Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
7	Clerk	Certified Copy - 1st Copy	\$20.96	100.0%	\$20.00	\$20.96	\$20.00	16,500	\$20.00	\$0
8	Clerk	Certified Copy - Add'l Copies	\$10.48	100.0%	\$10.00	\$10.48	\$10.00	20,400	\$10.00	\$0
9	Clerk	Expedited Svc - copies of Vital Records	\$20.96	100.0%	\$25.00	\$20.96	\$25.00	248	\$25.00	\$0
10	Clerk	Marriage Solemnize	\$52.39	100.0%	\$50.00	\$52.39	\$51.00	200	\$50.00	\$0
11	Clerk	Notarization of Documents - County resident	\$5.29	100.0%	\$5.00	\$5.29	\$5.00	0	\$5.00	\$0
12	Clerk	Notarization of Documents - non-County resident	\$10.57	100.0%	\$10.00	\$10.57	\$10.00	0	\$10.00	\$0
13	Clerk	Marriage Witness Fee	\$15.86	100.0%	\$15.00	\$15.86	\$15.00	0	\$15.00	\$0
14	Clerk	Non-Resident Consent to Service of Process	\$2.11	100.0%	\$2.00	\$2.11	\$2.00	0	\$2.00	\$0
15	BOC	FOIA Request Copies	\$0.17	100.0%	\$0.17	\$0.17	\$0.17	10	\$0.17	\$0
16	Drain Comm.	Photography	\$284.05	100.0%	\$275.00	\$284.05	\$280.00	3	\$280.00	\$15
17	Drain Comm.	Topography	\$568.09	100.0%	\$555.00	\$568.09	\$565.00	3	\$565.00	\$30
18	Drain Comm.	Floodplain/wetland	\$113.62	100.0%	\$110.00	\$113.62	\$110.00	0	\$110.00	\$0
19	Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$1,311.79	75.0%	\$680.00	\$983.85	\$690.00	20	\$690.00	\$200
20	Drain Comm.	Preliminary Plat Review (2)	\$1,685.45	75.0%	\$680.00	\$1,264.09	\$690.00	3	\$690.00	\$30
21	Drain Comm.	Plat and Commercial Drainage Review								
22	Drain Comm.	Plat and Commercial Drainage Review - First acre	\$695.87	100.0%	\$680.00	\$695.87	\$690.00	15	\$690.00	\$150
23	Drain Comm.	Additional acre	\$79.53	100.0%	\$76.00	\$79.53	\$77.00	15	\$77.00	\$15
24	Drain Comm.	Re-submission Admin fee	\$227.24	100.0%	\$220.00	\$227.24	\$225.00	0	\$225.00	\$0
25	Drain Comm.	Plat Drain Administration Fee	\$7,069.52	75.0%	\$2,400.00	\$5,302.14	\$2,450.00	3	\$2,450.00	\$150
26	Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$498.01	100.0%	\$490.00	\$498.01	\$490.00	40	\$490.00	\$0
27	Drain Comm.	Drain Crossing Permit- (Residential)	\$131.27	100.0%	\$125.00	\$131.27	\$130.00	1	\$130.00	\$5
28	Drain Comm.	Tap in Permit - Residential	\$140.12	75.0%	\$100.00	\$105.09	\$105.00	1	\$105.00	\$5
29	Drain Comm.	Tap-in Permit - Commercial	\$547.00	75.0%	\$400.00	\$410.25	\$410.00	10	\$410.00	\$100
30	Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$604.02	100.0%	\$590.00	\$604.02	\$600.00	0	\$600.00	\$0
31	Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$60.40	100.0%	\$59.00	\$60.40	\$60.00	0	\$60.00	\$0
32	Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	\$529.84	100.0%	\$520.00	\$529.84	\$525.00	0	\$525.00	\$0
33	Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$52.98	100.0%	\$52.00	\$52.98	\$52.00	0	\$52.00	\$0
34	Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	\$455.67	100.0%	\$440.00	\$455.67	\$450.00	0	\$450.00	\$0
35	Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$45.57	100.0%	\$44.00	\$45.57	\$45.00	0	\$45.00	\$0
36	Drain Comm.	Soil Erosion Permit Transfer	\$96.58	100.0%	\$90.00	\$96.58	\$95.00	0	\$95.00	\$0
37	Drain Comm.	Soil Erosion Permit Renewal (3)	\$48.29	100.0%	1/2 of orig fee	\$48.29	1/2 of orig fee	0	1/2 of orig fee	\$0

2016 County Fees Analysis County Services Committee		FEES PROPOSED TO CHANGE ARE IN BOLD							
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
38	Drain Comm. Escrow account-1/2 acre or less	\$568.09	100.0%	\$555.00	\$568.09	\$565.00	20	\$565.00	\$200
39	Drain Comm. Escrow account - 1/2 to 1 acre	\$1,704.27	100.0%	\$1,675.00	\$1,704.27	\$1,685.00	10	\$1,685.00	\$100
40	Drain Comm. Escrow account - 1 to 5 acres	\$3,408.55	100.0%	\$3,350.00	\$3,408.55	\$3,375.00	15	\$3,375.00	\$375
41	Drain Comm. Escrow account - 5 to 10 acres	\$5,680.92	100.0%	\$5,590.00	\$5,680.92	\$5,600.00	5	\$5,600.00	\$50
42	Drain Comm. Escrow account - each add'l 10 acres	\$2,840.46	100.0%	\$2,795.00	\$2,840.46	\$2,800.00	5	\$2,800.00	\$25
43	Drain Comm. Soil Erosion Permit-Residential-12 mo.	\$261.32	100.0%	\$255.00	\$261.32	\$260.00	2	\$260.00	\$10
44	Drain Comm. Soil Erosion Permit - 9 month duration	\$337.31	75.0%	\$245.00	\$252.98	\$250.00	5	\$250.00	\$25
45	Drain Comm. Soil Erosion Permit - 6 month duration	\$273.49	75.0%	\$200.00	\$205.12	\$200.00	40	\$200.00	\$0
46	Drain Comm. Soil Erosion Permit - Renewal	\$136.75	75.0%	\$100.00	\$102.56	1/2 of orig fee	25	1/2 of orig fee	\$0
47	Drain Comm. Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$436.91	75.0%	\$310.00	\$327.68	\$320.00	15	\$320.00	\$150
48	Drain Comm. Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$63.81	75.0%	\$45.00	\$47.86	\$46.00	10	\$46.00	\$10
49	Drain Comm. Violation and Cease&Desist Order	\$298.35	100.0%	\$290.00	\$298.35	\$295.00	6	\$295.00	\$30
50	Drain Comm. Title Search - Drain Assessments	\$5.42	100.0%	\$5.00	\$5.42	\$5.00	1,694	\$5.00	\$0
51	Equalization Pre-2005 Paper Maps/Aerial photos (blueprints)	\$12.88	100.0%	\$12.00	\$12.88	\$12.00	100	\$12.00	\$0
52	Equalization Digitally Produced Paper Maps- Parcel Layer								\$0
53	Equalization 8.5" x 11"	\$6.37	100.0%	\$6.00	\$6.37	\$6.00	5	\$6.00	\$0
54	Equalization 11" x 17"	\$12.74	100.0%	\$12.00	\$12.74	\$12.00	5	\$12.00	\$0
55	Equalization 17" x 22"	\$19.11	100.0%	\$18.00	\$19.11	\$19.00	5	\$19.00	\$5
56	Equalization 22" x 34"	\$25.48	100.0%	\$25.00	\$25.48	\$25.00	5	\$25.00	\$0
57	Equalization 28" x 40"	\$31.85	100.0%	\$31.00	\$31.85	\$31.00	5	\$31.00	\$0
58	Equalization 34" x 44"	\$38.22	100.0%	\$37.00	\$38.22	\$38.00	5	\$38.00	\$5
59	Equalization Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer								\$0
60	Equalization 8.5" x 11"	\$12.74	100.0%	\$12.00	\$12.74	\$12.00	1,250	\$12.00	\$0
61	Equalization 11" x 17"	\$25.48	100.0%	\$25.00	\$25.48	\$25.00	25	\$25.00	\$0
62	Equalization 17" x 22"	\$38.22	100.0%	\$37.00	\$38.22	\$38.00	20	\$38.00	\$20
63	Equalization 22" x 34"	\$50.95	100.0%	\$50.00	\$50.95	\$50.00	5	\$50.00	\$0
64	Equalization 28" x 40"	\$63.69	100.0%	\$62.00	\$63.69	\$63.00	5	\$63.00	\$5
65	Equalization 34" x 44"	\$76.43	100.0%	\$75.00	\$76.43	\$76.00	5	\$76.00	\$5
66	Equalization Custom Maps	\$71.86	100.0%	\$70.00	\$71.86	\$71.00	50	\$71.00	\$50
67	Parks Administrative/Office Fees								
68	Parks Administrative -Returned Check Fee	\$32.57	100.0%	\$30.00	\$32.57	\$32.00	0	\$30.00	\$0
69	Parks Cancellation Fee (for all park reservations)	\$21.14	100.0%	\$20.00	\$21.14	\$21.00	0	\$20.00	\$0

2016 County Fees Analysis County Services Committee		FEES PROPOSED TO CHANGE ARE IN BOLD								
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue	
70	<b>Parks</b>	<b>Parking/Vehicle Entrance Fees ****</b>								
71	Parks	Resident Daily	\$4.27	75.0%	\$3.00	\$3.20	\$3.00	40,000	\$3.00	\$0
72	Parks	Resident Annual	\$42.65	75.0%	\$30.00	\$31.99	\$31.00	4,000	\$30.00	\$0
73	Parks	Non-Resident Daily	\$5.29	100.0%	\$5.00	\$5.29	\$5.00	9,000	\$5.00	\$0
74	Parks	Non-Resident Annual	\$42.65	100.0%	\$40.00	\$42.65	\$42.00	30	\$40.00	\$0
75	<b>Parks</b>	<b>Shelters</b>								
76	Parks	Winter Sports Building (100 Person Capacity) ****	\$97.70	100.0%	\$90.00	\$97.70	\$95.00	0	\$90.00	\$0
77	<b>Parks</b>	<b>NEW - Winter Sports Building - reservation fee/non operational hrs</b>								
78	<b>Parks</b>	<b>Shelters - 60 Person Capacity ****</b>								
79	Parks	Lake Lansing South Lakeview	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	61	\$75.00	\$0
80	Parks	Lake Lansing North Oak Knoll	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	41	\$75.00	\$0
81	Parks	Lake Lansing North Sandhill	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	41	\$75.00	\$0
82	Parks	Hawk Island Kestrel	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	143	\$75.00	\$0
83	Parks	Hawk Island 1/2 of Peregrine	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	73	\$75.00	\$0
84	Parks	Burchfield Deer Run	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	27	\$75.00	\$0
85	Parks	Burchfield Pine Knoll	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	23	\$75.00	\$0
86	Parks	Burchfield Southridge	\$79.28	100.0%	\$75.00	\$79.28	\$78.00	38	\$75.00	\$0
87	<b>Parks</b>	<b>Shelters - 120 Person Capacity ****</b>								
88	Parks	Lake Lansing - North - 1/2 of Main	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	13	\$100.00	\$0
89	Parks	Hawk Island Peregrine	\$132.13	100.0%	\$125.00	\$132.13	\$130.00	47	\$125.00	\$0
90	Parks	Burchfield 1/2 of North Bluff	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	15	\$100.00	\$0
91	Parks	Burchfield 1/2 of Woodsong	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	8	\$100.00	\$0
92	<b>Parks</b>	<b>Shelters - 150 Person Capacity ****</b>								
93	Parks	Lake Lansing - South - 1/2 of Main	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	60	\$100.00	\$0
94	<b>Parks</b>	<b>Shelters - 240 Person Capacity ****</b>								
95	Parks	Lake Lansing - North - Main	\$184.98	100.0%	\$175.00	\$184.98	\$180.00	28	\$175.00	\$0
96	Parks	Burchfield - North Bluff	\$184.98	100.0%	\$175.00	\$184.98	\$180.00	23	\$175.00	\$0
97	Parks	Burchfield - Woodsong	\$184.98	100.0%	\$175.00	\$184.98	\$180.00	19	\$175.00	\$0
98	<b>Parks</b>	<b>Shelters - 300 Person Capacity ****</b>								
99	Parks	Lake Lansing - South - Main	\$184.98	100.0%	\$175.00	\$184.98	\$180.00	17	\$175.00	\$0
100	Parks	Burchfield - Overlook	\$184.98	100.0%	\$175.00	\$184.98	\$180.00	30	\$175.00	\$0
101	Parks	Shelters - 375 Person Capacity ****								\$0
102	Parks	Hawk Island - Red Tail	\$264.26	100.0%	\$250.00	\$264.26	\$260.00	51	\$250.00	\$0
103	<b>Parks</b>	<b>Cabanas - Mini semi permanent shelters/30 p cap.</b>								
104	Parks	Hawk Island	\$79.28	100.0%	\$75.00	\$79.28	\$76.00	35	\$75.00	\$0
105	Parks	Lake Lansing South	\$79.28	100.0%	\$75.00	\$79.28	\$76.00	15	\$75.00	\$0

2016 County Fees Analysis County Services Committee		FEES PROPOSED TO CHANGE ARE IN BOLD								
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue	
106	Parks Burchfield	\$79.28	100.0%	\$75.00	\$79.28	\$76.00	10	\$75.00	\$0	
107	Parks Wedding Gazebo									
108	Parks Lake Lansing Wedding Gazebo	\$264.26	100.0%	\$250.00	\$264.26	\$260.00	5	\$250.00	\$0	
109	Parks Boating Fees ****									
110	Parks In-Park Canoe/Kayak - per hr	\$6.34	100.0%	\$6.00	\$6.34	\$6.00	2,262	\$6.00	\$0	
111	Parks Abandonment Recovery Fee	\$43.42	100.0%	\$40.00	\$43.42	\$41.00	0	\$40.00	\$0	
112	Parks Late Fee (arriving 1/2 hour or later after closing)	\$21.71	100.0%	\$20.00	\$21.71	\$21.00	0	\$20.00	\$0	
113	Parks Canoe/Kayak Trips - McNamara	\$15.86	100.0%	\$15.00	\$15.86	\$15.00	146	\$15.00	\$0	
114	Parks Canoe/Kayak Trips - Bunker Rd	\$23.25	100.0%	\$22.00	\$23.25	\$23.00	64	\$22.00	\$0	
115	Parks Canoe/Kayak Trips - Eaton Rapids	\$29.60	100.0%	\$28.00	\$29.60	\$29.00	15	\$28.00	\$0	
116	Parks Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.43	100.0%	\$5.00	\$5.43	\$5.00	0	\$5.00	\$0	
117	Parks Pedal Boat -per 1/2 hour (Weekday)	\$5.16	100.0%	\$5.00	\$5.16	\$5.00	0	\$5.00	\$0	
118	Parks Pedal Boat -per 1/2 hr (Weekend)	\$6.60	100.0%	\$6.00	\$6.60	\$6.00	8,092	\$6.00	\$0	
119	Parks Pedal Boat -Senior (+60) -per 1/2 hr-	\$1.20	100.0%	\$1.00	\$1.20	\$1.00	0	\$1.00	\$0	
120	Parks Pedal Boat - 1/2 hour - NEW	\$6.00	100.0%	\$0.00	\$6.00	\$0.00	0	\$6.00	\$0	
121	Parks Row Boat - 1st hour	\$7.40	100.0%	\$7.00	\$7.40	\$7.00	0	\$7.00	\$0	
122	Parks Row Boat - Hourly Thereafter	\$3.17	100.0%	\$3.00	\$3.17	\$3.00	0	\$3.00	\$0	
123	Parks Boat Launch - Daily	\$5.29	100.0%	\$5.00	\$5.29	\$5.00	2,689	\$5.00	\$0	
124	Parks Boat Launch - Annual	\$52.85	100.0%	\$50.00	\$52.85	\$51.00	119	\$50.00	\$0	
125	Parks Ski Rental (Burchfield only) ****									
126	Parks Moonlight Ski- Adult	\$10.57	100.0%	\$10.00	\$10.57	\$10.00	0	\$10.00	\$0	
127	Parks Moonlight Ski - Child (12 & under)	\$3.60	100.0%	\$3.00	\$3.60	\$3.00	0	\$3.00	\$0	
128	Parks Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****									
129	Parks 1st hour	\$4.23	100.0%	\$4.00	\$4.23	\$4.00	0	\$4.00	\$0	
130	Parks Each additional hour-	\$1.06	100.0%	\$1.00	\$1.06	\$1.00	0	\$1.00	\$0	
131	Parks Cross Country Skiing Adults: Wknds & Holidays(Burchfield) ****								\$0	
132	Parks 1st hour	\$8.46	100.0%	\$8.00	\$8.46	\$8.00	0	\$8.00	\$0	
133	Parks Each additional hour	\$3.17	100.0%	\$3.00	\$3.17	\$3.00	0	\$3.00	\$0	
134	Parks ****								\$0	
135	Parks 1st hour-	\$4.23	100.0%	\$4.00	\$4.23	\$4.00	0	\$4.00	\$0	

2016 County Fees Analysis County Services Committee		FEES PROPOSED TO CHANGE ARE IN BOLD								
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue	
136	Parks	Each additional hour	\$1.06	100.0%	\$1.00	\$1.06	\$1.00	0	\$1.00	\$0
137	Parks	NEW - Cross Country Ski Rental- adult per hour	\$7.00	100.0%	\$0.00	\$7.00	\$0.00	0	\$7.00	\$0
138	Parks	NEW - Cross Country Ski Rental - child per hour	\$5.00	100.0%	\$0.00	\$5.00	\$0.00	0	\$5.00	\$0
139	Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child ****								
140	Parks	Skis per hour	\$3.17	100.0%	\$3.00	\$3.17	\$3.00	0	\$3.00	\$0
141	Parks	Boots per hour	\$3.17	100.0%	\$3.00	\$3.17	\$3.00	0	\$3.00	\$0
142	Parks	Poles per hour	\$3.17	100.0%	\$3.00	\$3.17	\$3.00	0	\$3.00	\$0
143	Parks	Day Camp ****								
144	Parks	Resident Monday-Friday 9am-4pm	\$97.70	100.0%	\$90.00	\$97.70	\$95.00	0	\$90.00	\$0
145	Parks	Non-Resident Monday-Friday 9am-4pm	\$108.56	100.0%	\$100.00	\$108.56	\$105.00	0	\$100.00	\$0
146	Parks	Resident Mon-Fri 7:30am-5:30pm	\$130.27	100.0%	\$120.00	\$130.27	\$125.00	0	\$120.00	\$0
147	Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$141.12	100.0%	\$130.00	\$141.12	\$135.00	0	\$130.00	\$0
148	Parks	Disc Golf ****								\$0
149	Parks	Day Pass - 12 & Under (with an adult) FREE	\$0.00	100.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
150	Parks	Day Pass (13 and older)	\$4.34	100.0%	\$4.00	\$4.34	\$4.00	0	\$4.00	\$0
151	Parks	Season Pass	\$43.42	100.0%	\$40.00	\$43.42	\$43.00	0	\$40.00	\$0
152	Parks	Equipment Rental per round of Disc Golf	\$1.09	100.0%	\$1.00	\$1.09	\$1.00	0	\$1.00	\$0
153	Parks	Equipment Replacement-lost,damaged,stolen Discs	\$10.86	100.0%	\$10.00	\$10.86	\$10.00	0	\$10.00	\$0
154	Parks	Dog Park (12 Month Pass) ****								\$0
155	Parks	Regular Pass	\$32.57	100.0%	\$30.00	\$32.57	\$32.00	0	\$30.00	\$0
156	Parks	Student (college ID)	\$16.28	100.0%	\$15.00	\$16.28	\$16.00	0	\$15.00	\$0
157	Parks	Senior (+60)	\$16.28	100.0%	\$15.00	\$16.28	\$16.00	0	\$15.00	\$0
158	Parks	Veteran	\$16.28	100.0%	\$15.00	\$16.28	\$16.00	0	\$15.00	\$0
159	Parks	Owner of Service Animal	\$16.28	100.0%	\$15.00	\$16.28	\$16.00	0	\$15.00	\$0
160	Parks	Daily Pass	\$5.43	100.0%	\$5.00	\$5.43	\$5.00	0	\$5.00	\$0
161	Parks	Replacement FOB	\$5.43	100.0%	\$5.00	\$5.43	\$5.00	0	\$5.00	\$0
162	Parks	Snow Tube Rental -Burchfield ****								
163	Parks	Burchfield - Tube Rental (2 hours)	\$2.17	100.0%	\$2.00	\$2.17	\$2.00	1,000	\$2.00	\$0
164	Parks	Hawk Island Snow Hill **** Rates								
165	Parks	Adult Pass - Snow Tubing (2 hours) Mon-Fri	\$10.86	100.0%	\$10.00	\$10.86	\$10.00	0	\$10.00	\$0
166	Parks	Child Pass - Snow Tubing (12 & under 2 hours) Mon-Fri	\$5.43	100.0%	\$5.00	\$5.43	\$5.00	0	\$5.00	\$0
167	Parks	Family Pass - Snow Tubing ( 2 adults & 2 children 2hrs) Mon-Fri	\$27.14	100.0%	\$25.00	\$27.14	\$27.00	0	\$25.00	\$0
168	Parks	Adult Pass - Snow Tubing (2 hours) Sat, Sun and Holidays	\$13.03	100.0%	\$12.00	\$13.03	\$13.00	0	\$12.00	\$0

2016 County Fees Analysis County Services Committee			FEES PROPOSED TO CHANGE ARE IN BOLD							
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue	
169	Parks —Child Pass—Snow Tubing (12 & under-2 hours) S, S and hol-	\$8.68	100.0%	\$8.00	\$8.68	\$8.00	0	\$8.00	\$0	
170	Parks Family Pass—Snow Tubing ( 2 adults & 2 children-2hrs) S, S, hol-	\$37.99	100.0%	\$35.00	\$37.99	\$37.00	0	\$35.00	\$0	
171	Parks —Group Rate (30-100 people, 2 hours)/per person	\$5.43	100.0%	\$5.00	\$5.43	\$5.00	0	\$5.00	\$0	
172	Parks Each add'l child for Snow Tubing	\$3.26	100.0%	\$5.00	\$3.26	\$5.00	0	\$5.00	\$0	
173	Parks —Adult Pass—Snowboarding (open to close) Mon-Fri (5)		100.0%	\$15.00	\$15.24	\$15.00	0	\$15.00	\$0	
174	Parks —Adult Pass—Snowboarding S,S, Holidays (5)		100.0%	\$20.00	\$20.32	\$20.00	0	\$20.00	\$0	
175	Parks —Child Pass—Snowboarding—all day (12 & under) Mon-Fri (5)		100.0%	\$12.00	\$12.19	\$12.00	0	\$12.00	\$0	
176	Parks —Child Pass—Snowboarding (12 & under) S,S, holiday (5)		100.0%	\$15.00	\$15.24	\$15.00	0	\$15.00	\$0	
177	Parks Season Pass for Adults ** Resident (5)		100.0%	\$149.00	\$151.38	\$149.00	0	\$149.00	\$0	
178	Parks Season Pass-Children 12 & under ** (5)		100.0%	\$99.00	\$100.58	\$99.00	0	\$99.00	\$0	
179	Parks Season Pass for Adults ** Non-Resident (5)		100.0%	\$159.00	\$161.54	\$159.00	0	\$159.00	\$0	
180	Parks Season Pass-Children 12 & under ** Non-Resident (5)		100.0%	\$109.00	\$110.74	\$109.00	0	\$109.00	\$0	
181	Parks <b>NEW - Per person (adults and children) (2 hours)</b>	<b>\$10.00</b>	<b>100.0%</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$10.00</b>	<b>\$0</b>	
182	Parks <b>NEW - Group Rate - (4 + people) (per person) (2 hours)</b>	<b>\$8.00</b>	<b>100.0%</b>	<b>\$0.00</b>	<b>\$8.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$8.00</b>	<b>\$0</b>	
183	Parks Hawk Island Snow Tube **** Non-Operational Rates (Reservation Only)									
184	Parks <b>NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00</b>	<b>\$100.00</b>	<b>100.0%</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$100.00</b>	<b>\$0</b>	
185	Parks —Group Rate (1-50 people) 2 hours (normal fee pp + \$50)-	\$324.59	100.0%	\$299.00	\$324.59	varies	0	\$299.00	\$0	
186	Parks —Group Rate (50+ people) 2 hours (normal fee pp + \$100)-	\$433.14	100.0%	\$399.00	\$433.14	varies	0	\$399.00	\$0	
187	Parks —Per additional adult	\$10.32	100.0%	\$10.00	\$10.32	\$10.00	0	\$10.00	\$0	
188	Parks —Per additional child	\$5.16	100.0%	\$5.00	\$5.16	\$5.00	0	\$5.00	\$0	
189	Parks Snow Board & Boot rental-	\$15.48	100.0%	\$15.00	\$15.48	\$15.00	0	\$15.00	\$0	
190	Parks Board or Boot rental	\$10.32	100.0%	\$10.00	\$10.32	\$10.00	0	\$10.00	\$0	
191	Parks Helmet rental	\$5.16	100.0%	\$5.00	\$5.16	\$5.00	0	\$5.00	\$0	
192	Parks Test rental-	\$5.16	100.0%	\$5.00	\$5.16	\$5.00	0	\$5.00	\$0	
193	Parks Utility Vehicle/Golf Cart Rental									
194	Parks 1/2 day = up to 4 hours	\$52.85	100.0%	\$50.00	\$52.85	\$52.00	10	\$50.00	\$0	
195	Parks full day = up to 8 hours	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	5	\$100.00	\$0	
196	Parks Game Rental (for 4 hours) ****								\$0	
197	Parks Moonwalk	\$290.68	100.0%	\$250.00	\$290.68	\$280.00	4	\$250.00	\$0	
198	Parks Dunk Tank	\$237.83	100.0%	\$200.00	\$237.83	\$230.00	0	\$200.00	\$0	
199	Parks Giant Slide	\$422.81	100.0%	\$350.00	\$422.81	\$410.00	2	\$350.00	\$0	
200	Parks Rental House (4)	\$812.80	100.0%	\$930.00	\$812.80	\$800.00	0	\$800.00	\$0	



2016 County Fees Analysis County Services Committee		FEES PROPOSED TO CHANGE ARE IN BOLD								
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue	
201	Zoo	<b>Parking Fees ****</b>								
202	Zoo	Resident - daily (April - October)	\$5.43	75.0%	\$3.00	\$4.07	\$4.00	0	\$3.00	\$0
203	Zoo	Non-Resident daily (April - October)	\$5.43	100.0%	\$5.00	\$5.43	\$5.00	0	\$5.00	\$0
204	Zoo	Resident Annual	\$43.42	75.0%	\$30.00	\$32.57	\$32.00	0	\$30.00	\$0
205	Zoo	Non-Resident Annual	\$43.42	100.0%	\$40.00	\$43.42	\$42.00	0	\$40.00	\$0
206	Zoo	Ingham County (non-profit) School Bus	\$5.43	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
207	Zoo	<b>Admission Fees (group rate ****)</b>								
208	Zoo	Resident Adult (April - October)	\$13.03	50.0%	\$4.00	\$6.51	\$6.00	0	\$4.00	\$0
209	Zoo	Non-Resident Adult (April - October)	\$13.03	100.0%	\$10.00	\$13.03	\$12.00	0	\$10.00	\$0
210	Zoo	Resident Senior (April - October)	\$13.03	25.0%	\$3.00	\$3.26	\$3.00	0	\$3.00	\$0
211	Zoo	Non-Resident Senior (April - October)	\$13.03	100.0%	\$8.00	\$13.03	\$10.00	0	\$8.00	\$0
212	Zoo	<b>Children (age 3-12) (April - October)</b>	\$13.03	25.0%	\$2.00	\$3.26	\$3.00	0	\$3.00	\$0
213	Zoo	Children under 3	\$13.03	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
214	Zoo	<b>All Adults(November-March): Res, Non-Res, or Senior</b>	\$13.03	25.0%	\$2.00	\$3.26	\$3.00	0	\$3.00	\$0
215	Zoo	<b>Children (age 3-12) (November - March)</b>	\$8.68	25.0%	\$1.00	\$2.17	\$2.00	0	\$2.00	\$0
216	Zoo	Admission Fee for Charitable Events (5)	\$4.06	100.0%	\$4.00	\$4.06	\$4.00	0	\$4.00	\$0
217	Zoo	School Groups & Charitable Organizations ANY SHELTER	\$25.40	100.0%	\$25.00	\$25.40	\$25.00	0	\$25.00	\$0
218	Zoo	<b>Shelters - 60 Person Capacity ****</b>								
219	Zoo	Potter Park Penquin Cove	\$79.28	100.0%	\$75.00	\$79.28	\$79.00	35	\$79.00	\$140
220	Zoo	<b>Shelters - 80 Person Capacity ****</b>								
221	Zoo	Potter Park Eagle Landing	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	37	\$105.00	\$185
222	Zoo	<b>Shelters - 150 Person Capacity ****</b>								
223	Zoo	Potter Park 1/2 of Tiger Den	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	27	\$105.00	\$135
224	Zoo	<b>Shelters - 300 Person Capacity ****</b>								
225	Zoo	Potter Park - Tiger Den	\$184.98	100.0%	\$175.00	\$184.98	\$180.00	10	\$180.00	\$50
226	RoD	<b>Register of Deeds</b>								
227	RoD	Plat Administration Fee (1)	\$105.70	100.0%	\$20.00	\$105.70	\$20.00	10	\$20.00	\$0
228	RoD	AVA product print fee per copy	\$1.19	100.0%	\$1.10	\$1.19	\$1.15	0	\$1.10	\$0
229	RoD	Tapestry product per search	\$6.46	100.0%	\$5.95	\$6.46	\$6.00	0	\$5.95	\$0
230	RoD	Tapestry product print fee per copy	\$1.09	100.0%	\$1.00	\$1.09	\$1.00	0	\$1.00	\$0
231	RoD	Laredo product,0-250 minutes,chrq/month	\$54.28	100.0%	\$50.00	\$54.28	\$53.00	0	\$53.00	\$0
232	RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	100.0%	\$0.20	\$0.22	\$0.21	0	\$0.21	\$0
233	RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$108.56	100.0%	\$100.00	\$108.56	\$105.00	0	\$105.00	\$0
234	RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.16	100.0%	\$0.15	\$0.16	\$0.16	0	\$0.16	\$0
235	RoD	Laredo product,1001-3000 mins-chrq/mo	\$217.11	100.0%	\$200.00	\$217.11	\$210.00	0	\$210.00	\$0

2016 County Fees Analysis		FEES PROPOSED TO CHANGE ARE IN BOLD								
County Services Committee										
Location of Service	Fee Description	2016 Cost	Target Percent	2015 Fee	2016 Calc. Fee	2016 Initial Prop. Fee	Units	Controller/Department Recommend.	Additional Revenue	
236	RoD	Laredo Min. Ovrgr for 1000-3000 min. plan	\$0.13	100.0%	\$0.12	\$0.13	\$0.13	0	\$0.13	\$0
237	RoD	Laredo product,Unltd mins-chrg/mo.	\$271.39	100.0%	\$250.00	\$271.39	\$260.00	0	\$260.00	\$0
238	Treasurer	NSF Checks	\$32.41	100.0%	\$30.00	\$32.41	\$31.00	75	\$31.00	\$75
239	Treasurer	Tax service fee	\$4.23	100.0%	\$4.00	\$4.23	\$4.00	100	\$4.00	\$0
240	TOTALS									\$2,350
(1) Set per the State Guidelines										
(2) These Fees must be the same as the 1st acre										
**** FEE EXCEPTIONS - <u>Waiver of Fees</u> : all school and non-profit groups Mon-Friday (PB#10-21), Big Brother/Sister (PB#04-25), Special Events (PB#11-53), Annual hardship pass -free to low income(PB#93-78)										

ATTACHMENT B					
2016 County Fees Analysis					
County Services Committee					
Location of Service	Fee Description	2016 Cost	2015 Fee	Controller/ Department Recommend.	Additional Revenue
Drain Comm.	Photography	\$284.05	\$275.00	\$280.00	\$15
Drain Comm.	Topography	\$568.09	\$555.00	\$565.00	\$30
Drain Comm.	Preliminary Comm. Site Plan Review	\$1,311.79	\$680.00	\$690.00	\$200
Drain Comm.	Preliminary Plat Review	\$1,685.45	\$680.00	\$690.00	\$30
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$695.87	\$680.00	\$690.00	\$150
Drain Comm.	Additional acre	\$79.53	\$76.00	\$77.00	\$15
Drain Comm.	Re-submission Admin fee	\$227.24	\$220.00	\$225.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$7,069.52	\$2,400.00	\$2,450.00	\$150
Drain Comm.	Drain Crossing Permit- (Residential)	\$131.27	\$125.00	\$130.00	\$5
Drain Comm.	Tap in Permit - Residential	\$140.12	\$100.00	\$105.00	\$5
Drain Comm.	Tap-in Permit - Commercial	\$547.00	\$400.00	\$410.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$604.02	\$590.00	\$600.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	\$60.40	\$59.00	\$60.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	\$529.84	\$520.00	\$525.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	\$455.67	\$440.00	\$450.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	\$45.57	\$44.00	\$45.00	\$0
Drain Comm.	Soil Erosion Permit Transfer	\$96.58	\$90.00	\$95.00	\$0
Drain Comm.	Escrow account-1/2 acre or less	\$568.09	\$555.00	\$565.00	\$200
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,704.27	\$1,675.00	\$1,685.00	\$100
Drain Comm.	Escrow account - 1 to 5 acres	\$3,408.55	\$3,350.00	\$3,375.00	\$375
Drain Comm.	Escrow account - 5 to 10 acres	\$5,680.92	\$5,590.00	\$5,600.00	\$50
Drain Comm.	Escrow account - each add'l 10 acres	\$2,840.46	\$2,795.00	\$2,800.00	\$25
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$261.32	\$255.00	\$260.00	\$10
Drain Comm.	Soil Erosion Permit - 9 month duration	\$337.31	\$245.00	\$250.00	\$25
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$436.91	\$310.00	\$320.00	\$150
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$63.81	\$45.00	\$46.00	\$10
Drain Comm.	Violation and Cease&Desist Order	\$298.35	\$290.00	\$295.00	\$30
Equalization	17" x 22"	\$19.11	\$18.00	\$19.00	\$5
Equalization	34" x 44"	\$38.22	\$37.00	\$38.00	\$5
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer				\$0
Equalization	17" x 22"	\$38.22	\$37.00	\$38.00	\$20
Equalization	28" x 40"	\$63.69	\$62.00	\$63.00	\$5
Equalization	34" x 44"	\$76.43	\$75.00	\$76.00	\$5
Equalization	Custom Maps	\$71.86	\$70.00	\$71.00	\$50
Parks	NEW - Winter Sports Building - reservation fee/non operational hrs	\$30.00	\$0.00	\$30.00	\$0
Parks	Pedal Boat --per 1/2 hour (Weekday)	\$5.16	\$5.00	\$5.00	\$0
Parks	Pedal Boat --per 1/2 hr (Weekend)	\$6.60	\$6.00	\$6.00	\$0
Parks	Pedal Boat - Senior (+60) --per 1/2 hr-	\$1.20	\$1.00	\$1.00	\$0
Parks	Pedal Boat - 1/2 hour - NEW	\$6.00	\$0.00	\$6.00	\$0
Parks	1st hour	\$4.23	\$4.00	\$4.00	\$0
Parks	Each additional hour-	\$1.06	\$1.00	\$1.00	\$0
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield) ****				\$0
Parks	1st hour	\$8.46	\$8.00	\$8.00	\$0
Parks	Each additional hour	\$3.17	\$3.00	\$3.00	\$0
Parks	****				\$0
Parks	1st hour-	\$4.23	\$4.00	\$4.00	\$0

2016 County Fees Analysis				
County Services Committee				
Location of Service	Fee Description	2015 Fee	Controller/ Department Recommend.	Additional Revenue
Parks	Each additional hour-	\$1.00	\$1.00	\$0
Parks	NEW - Cross Country Ski Rental- adult per hour	\$0.00	\$7.00	\$0
Parks	NEW - Cross Country Ski Rental - child per hour	\$0.00	\$5.00	\$0
Parks	—Adult Pass— Snow Tubing (2 hours) Mon-Fri	\$10.00	\$10.00	\$0
Parks	—Child Pass— Snow Tubing (12 & under 2 hours) Mon-Fri	\$5.00	\$5.00	\$0
Parks	Family Pass— Snow Tubing ( 2 adults & 2 children 2hrs) Mon-Fri	\$25.00	\$25.00	\$0
Parks	—Adult Pass— Snow Tubing (2 hours) Sat, Sun and Holidays	\$12.00	\$12.00	\$0
Parks	—Child Pass - Snow Tubing (12 & under 2 hours) S, S and hol	\$8.00	\$8.00	\$0
Parks	Family Pass— Snow Tubing ( 2 adults & 2 children 2hrs) S, S, hol	\$35.00	\$35.00	\$0
Parks	—Group Rate (30-100 people, 2 hours)/per person	\$5.00	\$5.00	\$0
Parks	Each add'l child for Snow Tubing-	\$5.00	\$5.00	\$0
Parks	—Adult Pass— Snowboarding (open to close) Mon-Fri	\$15.00	\$15.00	\$0
Parks	—Adult Pass— Snowboarding S,S, Holidays-	\$20.00	\$20.00	\$0
Parks	—Child Pass— Snowboarding all day (12 & under) Mon-Fri	\$12.00	\$12.00	\$0
Parks	—Child Pass— Snowboarding (12 & under) S,S, holiday-	\$15.00	\$15.00	\$0
Parks	Season Pass for Adults ** Resident-	\$149.00	\$149.00	\$0
Parks	Season Pass-Children 12 & under **	\$99.00	\$99.00	\$0
Parks	Season Pass for Adults ** Non-Resident-	\$159.00	\$159.00	\$0
Parks	Season Pass-Children 12 & under ** Non-Resident	\$109.00	\$109.00	\$0
Parks	NEW - Per person (adults and children) (2 hours)	\$0.00	\$10.00	\$0
Parks	NEW - Group Rate - (4 + people) (per person) (2 hours)	\$0.00	\$8.00	\$0
Parks	NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00	\$0.00	\$100.00	\$0
Parks	—Snowtubing Group Rate (1-50 people) 2 hours (normal fee pp + \$50)	\$299.00	\$299.00	\$0
Parks	—Snowtubing Group Rate (50+ people) 2 hours (normal fee pp + \$100)	\$399.00	\$399.00	\$0
Parks	—Snowtubing Per additional adult	\$10.00	\$10.00	\$0
Parks	—Snowtubing Per additional child	\$5.00	\$5.00	\$0
Parks	Snow Board & Boot rental-	\$15.00	\$15.00	\$0
Parks	Board or Boot rental	\$10.00	\$10.00	\$0
Parks	Helmet rental	\$5.00	\$5.00	\$0
Parks	Test rental-	\$5.00	\$5.00	\$0
Zoo	Admission- Children (age 3-12) (April - October)	\$2.00	\$3.00	\$0
Zoo	Admission- All Adults(November-March): Res, Non-Res, or Senior	\$2.00	\$3.00	\$0
Zoo	Admission- Children (age 3-12) (November - March)	\$1.00	\$2.00	\$0
Zoo	Potter Park Penguin Cove Shelter	\$75.00	\$79.00	\$140
Zoo	Potter Park Eagle Landing Shelter	\$100.00	\$105.00	\$185
Zoo	Potter Park 1/2 of Tiger Den Shelter	\$100.00	\$105.00	\$135
Zoo	Potter Park - Tiger Den Shelter	\$175.00	\$180.00	\$50

2016 County Fees Analysis				
County Services Committee				
Location of Service	Fee Description	2015 Fee	Controller/ Department Recommend.	Additional Revenue
RoD	Laredo product,0-250 minutes,chg/month	\$50.00	\$53.00	\$0
RoD	Laredo Min. Overage for 0-250 min. plan	\$0.20	\$0.21	\$0
RoD	Laredo product, 250-1000 mins.-chg/mo.	\$100.00	\$105.00	\$0
RoD	Laredo Min. Ovrgr for 250-1000 min. plan	\$0.15	\$0.16	\$0
RoD	Laredo product,1001-3000 mins-chrg/mo	\$200.00	\$210.00	\$0
RoD	Laredo Min. Ovrgr for 1000-3000 min. plan	\$0.12	\$0.13	\$0
RoD	Laredo product,Unltd mins-chrg/mo.	\$250.00	\$260.00	\$0
Treasurer	NSF Checks	\$30.00	\$31.00	\$75
TOTALS				\$2,350