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COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
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DEB NOLAN
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RYAN SEBOLT
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JANUARY 17, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 6, 2016](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews - Parks Commission
2. Facilities - Emergency PO to Myers Plumbing & Heating, Inc. for Sanitary and Domestic [Water Line Repairs](#) Inside the Evidence Room at the Jail
3. Innovation and Technologies - Authorization to Start an [Application Programmer](#) above Step 2
4. Road Department
 - a. Resolution to Approve a Professional [Engineering Services](#) Contract for the Kerns Road Salt Storage Site Closure Project with Envirosolutions, Inc.
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
 - c. Resolution to Approve a First Party Construction Contract with Rieth-Riley Construction Co., Inc. a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Dart Container Corporation in Relation to a [Road Reconstruction Project for Cedar Street](#) from College Road to Legion Drive
 - d. Resolution to Authorize a [Service Contract](#) with Bentley Systems, Incorporated
 - e. Resolution Authorizing a Letter of Understanding between County of Ingham (Employer) and [OPEIU Local #512 \(Union\)](#) Regarding Initial Reclassification or Promotion Salary Step for the Ingham County Road Department
5. Fair Office - Resolution to Authorize a Memorandum of Understanding with the City of Mason Regarding [Rayner Park](#)
6. Health Department - Resolution to Approve a Policy Prohibiting the Use of [Electronic Smoking Devices](#) within Ingham County Offices

7. Potter Park Zoo - Potter Park Zoo [Reorganization](#) (*Discussion*)
8. Controller - Resolution Authorizing an Agreement with the [Ingham Conservation District](#)
9. Board of Commissioners
 - a. Resolution Recognizing [Black History/Cultural Diversity Month](#) in Ingham County
 - b. Resolution Honoring [Winston O'Neal](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
December 6, 2016
Draft Minutes

Members Present: Nolan, Celentino, Bahar-Cook, Hope, and Maiville

Members Absent: Koenig and Tsernoglou

Others Present: Drain Commissioner Pat Lindemann, Register of Deeds Derrick Quinney, Tim Dolehanty, Travis Parsons, Rick Terrill, Deb Fett, Becky Bennett, Jim Hudgins, Bill Conklin, Sandy Gower, Paul Pratt, Tim Morgan, Debbie Edokpolo, Russell Kolski, Stacy Biers, Kirk Heinze, Sally Auer, Jean Ann Hamlin, Rich Estill, Mark Williams, Mark Ferguson, Ryan Buck, and others

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

Approval of the November 15, 2016 Minutes and Closed Session Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE NOVEMBER 15, 2016 MINUTES AND CLOSED SESSION MINUTES.

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

Additions to the Agenda

1. Human Resources
 - a. Resolution Authorizing Termination of the Contract with Hay Group for the Comprehensive Countywide Compensation and Classification Study

13. Controller
 - c. Resolution to Waive Policy Rules to Allow Employee Purchase of Obsolete Property

14. Board of Commissioners
 - e. Resolution Congratulating the Capital Area Hispanic Community Representative and the Greater Lansing Hispanic Chamber of Commerce on the Event of the 34th Annual Hispanic Christmas Symposium

Chairperson Nolan stated that the Health Department provided additional information for Agenda Item No. 5(b)

Substitute –

9. Road Department

- b. Resolution to Retain MDEQ Scrap Tire Market Development - Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project Testing and Research Services with Selected Michigan State University

Limited Public Comment

Sally Auer, UAW Chairperson, stated that she was representing 350 employees from all County departments. She further stated they were in the same place as they were in Summer 2016 with regard to the Hay Study. Ms. Auer stated that they continued to look at the data and do what they could do with the limited information that they had been provided despite requesting more complete information.

Ms. Auer stated that she had learned Jackson County performed a similar study, this year. She further stated that their process appeared to be more transparent than the process here at the County. Ms. Auer stated that it appeared that they had used the Rye Study. She further stated that it was interesting that other counties still utilized the Rye Study when it was our County's position that the Rye Study was antiquated.

Ms. Auer stated that the job descriptions were out of date and did not reflect the jobs that employees were performing. She further stated that the Jackson County had used comparables that the Hay Group did not use.

Ms. Auer said the UAW did not support the Hay Study and would not support any further time working on it.

Jean Ann Hamlin, ICEA-Court Professionals President, stated that their position had not changed. She further stated that they did not receive all the information they requested in order to make it a worthy effort to respond. Ms. Hamlin stated that they were still afraid that if the study continued, there would be a lack of transparency. She further stated that if the study were to continue, they would request to be trained such as the Human Resources Department had and be provided the same proprietary information.

Mark Williams, AFSME Council 25, read a statement into the record. That statement is included as Attachment A.

Mr. Williams stated they were concerned with a lack of transparency and Hay's use of comparables.

Rich Estill, ICEA County Professionals, stated to trust, but verify. He further stated that they that he did not believe that Human Resources was out to get them. Mr. Estill stated that they wanted to verify the classifications, however they were not provided the information from which they could do that. He further stated that without the needed information, it was very difficult for them to support the study.

Derrick Quinney, Register of Deeds, stated that he was here tonight to speak in opposition of the Hay Study.

Pat Lindemann, Drain Commissioner, stated that he was dissatisfied with the Hay Study. He provided an example where a supervisor was classified far below an employee the supervisor supervised. Drain Commissioner Lindemann stated that it was difficult to make decisions affecting his staff without the information that the Hay Group refused to provide. He further stated that he did not support the Hay Study. Drain Commissioner Lindemann stated that he suggested “canning” the Study and move forward.

Bill Conklin, Road Department Director, stated that he did not agree with the placement of the Road Department employees. He further stated that he provided input last summer, however no changes occurred. Mr. Conklin stated that the Road Department was not in agreement with the Hay Study as-is.

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

3. Drain Commission
 - a. Resolution to Approve Agreement for Work in County Road Right-of-Way by Ferley Consolidated Drain Drainage District
 - b. Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds
 - c. Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act by: 1) Continuing Membership in the Greater Lansing Regional Committee for Storm Water Management, 2) Agreeing to the Committee’s December 8, 2016 Memorandum of Agreement, and 3) Confirming the Terms upon which the Drain Commissioner will Represent (“Nest”) County Departments for Phase II Compliance
 - d. Resolution Pledging Full Faith and Credit to Blue-Spotted Salamander Drain Drainage District Bonds

4. Economic Development
 - a. Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant
 - b. Resolution Approving the Ingham County Brownfield Authority Brownfield Plan for the Elevation at Okemos Pointe 2360 Jolly Road (Portion); 2398 Jolly Road (Portion); 2350 Jolly Oak Road; 2362 Jolly Oak Road; Jolly Oak Road (Portion) Okemos, Meridian Charter Township Michigan

5. Health Department
 - a. Resolution Authorizing a Shift Differential for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am
 - c. Resolution to Authorize Conversion of a Community Health Representative IV Position to a Coding Specialist Position
 - d. Resolution Authorizing a Great Start Agreement with the Midland County Educational Services Agency and 0.25 FTE Increase of Position #601490

6. Innovation and Technologies
 - a. Resolution to Approve the Contract for Renewing Courtview Support Services
 - b. Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG
 - c. Resolution Honoring Kevin Douglas

7. Treasurer – Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

9. Road Department
 - a. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - b. Resolution to Retain MDEQ Scrap Tire Market Development - Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project Testing and Research Services with Michigan State University

10. Parks
 - a. Resolution Authorizing a Memorandum of Understanding with the Friends of the Lansing Regional Trails Ambassador Program
 - b. Resolution Authorizing Entering into a Contract with Spicer Group, Inc. to Provide Consulting Services to and Assist the Ingham County Parks Staff with the Delivery of Certain Millage Related Items
 - c. Resolution Honoring Raelyn Kateley

11. Farmland and Open Space Preservation Farmland and Open Space Preservation
 - b. Resolution Approving the Ranking of the 2016 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

12. Human Resources
 - a. Resolution Approving a Letter of Understanding with Capitol City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit Regarding Overtime and Call Taker Assignments
 - b. Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual

13. Controller
 - a. Resolution Approving Various Contracts for the 2017 Budget Year
 - b. Resolution Authorizing the Controller to Make Year End Budget Adjustments

14. Board of Commissioners
 - b. Resolution Approving Annual 2017 Compensation for Non-Judicial County-Wide Elected Officials
 - d. Resolution Honoring Dr. Martin Luther King, Jr.

- e. Resolution Congratulating the Capital Area Hispanic Community Representative and the Greater Lansing Hispanic Chamber of Commerce on the Event of the 34th Annual Hispanic Christmas Symposium

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

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tsernoglou.

1. Human Resources

- a. Resolution Authorizing Termination of the Contract with Hay Group for the Comprehensive Countywide Compensation and Classification Study

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING TERMINATION OF THE CONTRACT WITH HAY GROUP FOR THE COMPREHENSIVE COUNTYWIDE COMPENSATION AND CLASSIFICATION STUDY.

Commissioner Bahar-Cook stated that she was handing out the minutes from the November 1, 2016. She further stated that in those minutes, she requested that this be prepared by staff if the concerns raised in that meeting were not addressed. She further stated that it was clear from the public comment tonight that the concerns previously raised were not addressed.

Commissioner Maiville stated that if we terminated this contract, what could we salvage out of this.

Travis Parsons, Human Resources Director, stated that at this point, they were working with the Hay Group to go over the appeals that had come in thus far with the possibility that the Matrix be revised.

Commissioner Maiville asked if we could update the job descriptions based on the information we had received.

Mr. Parsons answered yes.

Commissioner Maiville stated that he was disappointed that a long list of comparables were not considered in this study, including MSU and the State of Michigan. He further stated that he was concerned with what they would be losing out on if they ended the contract now.

Chairperson Nolan asked why the comparables were not used.

Mr. Parsons answered that they were solicited for information, however they did not respond.

Commissioner Maiville asked whether the information could be secured by other means.

Mr. Parsons answered that they could be requested by FOIA.

Commissioner Celentino asked if the PDQ's could still be used.

Mr. Parsons answered yes.

Commissioner Celentino stated that he supported this resolution. He further stated that they really needed to focus on the 2018 budget, next year. Commissioner Celentino stated that he did not like how the wage study process occurred.

Commissioner Hope stated that she supported this resolution. She thanked the employees and the unions for being present tonight. Commissioner Hope stated that a lack of transparency with this study had hurt employee morale. She further stated that she was disappointed with how the study was conducted.

Chairperson Nolan asked if the resolution's language was proper for ending this contract.

Tim Dolehanty, Controller/Administrator, stated that the language was succinct.

Commissioner Bahar-Cook stated that she held back from suggesting that each reason for ending the contract be included because she preferred to have as clean of a break as possible.

Commissioner Maiville stated that last month, he wanted staff to have time to perform damage control. He further stated that it did not appear that much had changed since then.

Commissioner Bahar-Cook stated that she did believe that there was valuable information to be derived from this study. She further stated that the problems she believed that existed were the comparables and the proprietary information that was not shared. Commissioner Bahar-Cook stated that her concerns with the study did not stem from the performance of the Human Resources Department or Mr. Parsons.

Chairperson Nolan stated that the resolution authorizing the contract for the study had passed the Board of Commissioners unanimously, however there were huge concerns with the lack of transparency. She further stated she would like information from comparables that were subject to FOIA to be collected.

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

5. Health Department
 - b. Resolution to Authorize a Reorganization of the Health Department's Staff and Administrative Structure

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE HEALTH DEPARTMENT'S STAFF AND ADMINISTRATIVE STRUCTURE.

Debbie Edokpolo, Deputy Health Officer, and Russell Kolski, Deputy Health Officer/Community Health Centers Executive Director, addressed the Committee regarding the resolution.

There was a discussion regarding the changes proposed in the resolution.

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

11. Farmland and Open Space Preservation Farmland and Open Space Preservation
 - a. Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on the Sheridan, Miedema, and Lovette Properties

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON THE SHERIDAN, MIEDEMA, AND LOVETTE PROPERTIES.

Commissioner Maiville stated that the owners of the Sheridan property were the parents of Stacy Biers, Farmland and Open Space Preservation. He further stated that she was kept out of the transaction so as to ensure that it was an ethical one.

Kirk Heinze, Farmland and Open Space Preservation, stated that they did follow the ethics policy regarding Ms. Biers and the Sheridan property.

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

13. Controller
 - c. Resolution to Waive Policy Rules to Allow Employee Purchase of Obsolete Property

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO WAIVE POLICY RULES TO ALLOW EMPLOYEE PURCHASE OF OBSOLETE PROPERTY.

Mr. Dolehanty provided an overview of the resolution.

Discussion.

Chairperson Nolan asked how much the phone was worth.

Mr. Dolehanty answered that Jim Hudgins, Purchasing Director, would work with the carrier to determine its value.

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

14. Board of Commissioners

a. Resolution Authorizing Commissioner Compensation for 2017 and 2018

Commissioner Bahar-Cook asked if there were any suggestions from staff.

Mr. Dolehanty stated that the employees were receiving a 1% increase in 2017.

Chairperson Nolan asked if any increases were set for 2018.

Mr. Dolehanty answered no.

Commissioner Hope stated that to set an example, perhaps the commissioners should not authorize a raise for themselves for either year.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION FOR 2017 AND 2018 AND AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2017 through 2018 with a 1% increase for 2017 and a 1% increase for 2018.

Commissioner Bahar-Cook stated that she felt the commissioners were underpaid for the duties they perform for the County and its residents.

Discussion.

Commissioner Maiville stated that the 1% for 2017 was not difficult to consider as the employees were getting a 1% increase for 2017. He further stated that 2018 was more difficult as any change had not been determined for the employees and the County was facing budget challenges in 2018.

Commissioner Celentino stated that what they had done in the past was to match what increases they enacted for the employees. He further stated he had concerns with an increase in 2018 given the budget concerns the County was facing.

The motion was amended as follows:

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2017 through 2018 with a 1% increase for 2017 and a ~~0%~~ 1% increase for 2018.

This was considered a friendly amendment.

Commissioner Bahar-Cook stated that it was her understanding that the commissioners could not vote for an increase in 2018 the term 2017-2018 term of the commissioners as such a change to compensation during a term was not permitted under law.

Discussion.

THE MOTION, AS AMENDED, CARRIED. **Yeas:** Bahar-Cook, Celentino, Nolan, and Maiville **Nays:** Hope **Absent:** Koenig and Tsernoglou

14. Board of Commissioners

- c. Resolution Amending the Ingham County Board Rules to Assign the Human Services Committee as the Liaison for the Ingham County Fair, Fair Board, Parks Department, and Parks and Recreation Commission

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES TO ASSIGN THE HUMAN SERVICES COMMITTEE AS THE LIAISON FOR THE INGHAM COUNTY FAIR, FAIR BOARD, PARKS DEPARTMENT, AND PARKS AND RECREATION COMMISSION.

Commissioner Hope stated that she was concerned with the timing of this resolution as commissioners had already chosen their committee assignments. She further stated that commissioners may have chosen their assignments based on which committee had oversight of the departments, boards, and commissions affected by this resolution.

Commissioner Maiville stated that he agreed with Commissioner Hope.

Commissioner Celentino stated that he was looking forward to a rebalancing of areas that each committee was responsible for. He further stated that he did agree that this could have affected committee assignment choices.

Chairperson Nolan asked staff to send this resolution out to the commissioners, so that they may consider how it affects committee assignments.

Discussion.

Becky Bennett, Board Coordinator, stated that perhaps the commissioners could have another Democratic Caucus meeting.

Commissioner Celentino stated that he would support the resolution tonight, however if there was a lot of opposition from the other commissioners, he would oppose the resolution at the Board meeting.

Commissioner Bahar-Cook stated that she believed the Parks Department and Fair were more appropriately placed with the County Services Committee. She further stated she would vote in opposition to this resolution.

THE MOTION FAILED. **Yeas:** Celentino and Nolan **Nays:** Maiville, Hope, and Bahar-Cook **Absent:** Koenig and Tsernoglou

2. Presentation – Facilities Condition Assessment Report

Rick Terrill, Facilities Department Director, provided his Facilities Condition Assessment Report.

Commissioner Bahar-Cook asked that staff prepare additional information regarding immediate needs that may be coming. She asked that this report be transmitted to the rest of the commissioners.

Mr. Dolehanty stated that they intended to include this report in the capital projects piece of the budget development process.

There was a discussion about economies of scale and RFP's.

Commission Bahar-Cook asked if this report would assist with the development of RFP's and make them competitive.

Mr. Terrill answered yes.

Commissioner Maiville asked whether there were concerns with asbestos abatement.

Mr. Terrill stated that the Grady Porter Building was abated during its renovation. He further stated that they did discover lead in the paint on the exterior of the Mason Historical Courthouse. Mr. Terrill stated that there was some lead abatement needed for the Forest Community Health Center.

Chairperson Nolan asked for this report to be expanded to include the parks, the Jail, the fairgrounds, and Road Department buildings.

There was a discussion regarding the Potter Park Zoo.

Commissioner Bahar-Cook suggested that this be shared with the other commissioners.

8. Purchasing Department – Prevailing Wage and Living Wage Update

Mr. Dolehanty stated that Jim Hudgins, Purchasing Director, prepared a report and submitted it with this meeting's agenda materials.

Announcements

Commissioner Celentino thanked Chairperson Nolan for her leadership. He also thanked Commissioner Bahar-Cook for her service to the Board and County.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:33 p.m.



ATTACHMENT A

12/6/2016

To all,

This letter is to express our disapproval of how our union, AFSCME Local 1499, was misrepresented in the Hay Group wage study funded by Ingham County on 10/26/2016. We have been given the opportunity to refute the outcome of the wage study, but our input has been disregarded with no consideration for the inherent dangers and extensive skill level requirements for our job. Our placement near the bottom of the matrix list is unfounded, with no valid data to support your results. We find this to be unacceptable. Please consider this letter to be our official refusal to accept the conclusion of your wage study.

Todd Hull, President
AFSCME Local 1499

JANUARY 17, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Parks Commission** - *Interviews*

Candidates for open seats on the Parks Commission will be present for interviews with Committee members.

2. **Facilities Department** - *Emergency PO to Myers Plumbing & Heating, Inc. for Sanitary and Domestic Water Line Repairs Inside the Evidence Room at the Jail*

An emergency purchase order was issued to Myers Plumbing & Heating in the amount of \$6,286.48 for repairs to domestic water lines and sanitary sewer lines at the jail. These repairs were necessary to prevent damage to items stored in the evidence room. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action taken pursuant to Policy.

3. **Innovation and Technology Department** - *Authorization to Start an Application Programmer above Step 2*

Article 28.1.B of the Ingham County Employees Association (ICEA) Collective Bargaining Agreement allows that a new employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee. Based on knowledge, skills and expertise of a recommended candidate, and in recognition of local market demands, the Chief Information Officer recommends that the Committee allow a new Chief Information Officer to start at Step 9 of the ICEA Salary Position scale.

4a. **Road Department** - *Resolution to Approve a Professional Engineering Services Contract for the Kerns Road Salt Storage Site Closure Project with Envirosolutions, Inc.*

The Road Department stored deicing materials at a designated site on Kerns Road many decades ago. Hazardous substances, including sodium and chloride were released into the soil on the property resulting in environmental contamination. A post-remediation evaluation indicated that contamination was mitigated through removal of an underground brine collection tank, capture and disposal of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations. The Department seeks approval of a resolution to secure engineering services from EnviroSolutions, Inc. to begin the storage site closure process at a cost not to exceed \$20,000.

4b. Road Department - *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 48 projects (see attachment).

4c. Road Department - *Resolution to Approve a First Party Construction Contract with Rieth-Riley Construction Co., Inc. a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Dart Container Corporation in Relation to a Road Reconstruction Project for Cedar Street from College Road to Legion Drive*

The Road Department received a Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Cedar Street from College Road to Legion Drive. The road work is needed to address severely deteriorated concrete pavement, improve property access, and to accommodate traffic generated as a result of the Dart Container Corporation facility expansion project. The project generally involves drainage improvements, indirect cross-over and driveway installation, and resurfacing of Cedar Street from College Road to Legion Drive. To accomplish these goals, the Road Department proposed a resolution to authorize execution of a first party (construction) contract with Rieth-Riley Construction Co., Inc., Mason, Michigan to effect reconstruction of Cedar Street from College Road to Legion Drive for a total estimated cost of \$2,026,200 using \$1,750,000 in TEDF-A funds; \$213,000 of Dart Container Corporation (local hard match); and \$63,200 from the Road Department (local hard match). Additionally, the proposed resolution would authorize execution of a third party agreement with Dart Container Corporation to undertake administration of the construction contract at an estimated total of \$270,300.

4d. Road Department - *Resolution to Authorize a Service Contract with Bentley Systems, Incorporated*

The Road Department recommends approval of a resolution to approve a service contract with Bentley Systems, Inc. to provide a road design and graphics software license and technical support at a total cost not to exceed \$8,394.40. The department uses these two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for Road Department contractors. **Bentley Systems, Inc. is a sole-source provider for this service.**

4e. Road Department - *Resolution Authorizing a Letter of Understanding between County of Ingham (Employer) and OPEIU Local #512 (Union) Regarding Initial Reclassification or Promotion Salary Step for the Ingham County Road Department*

The Road Department seeks Board approval of a Letter of Understanding with OPEIU Local 512 to define the phrase, “current annual wage”; to establish a procedure to determine wages paid to employees reclassified or promoted within the bargaining unit; to recognize an employee’s step increase earned prior to promotion; and to approve an employee’s placement within the established wage and step scale. All other provisions of the collective bargaining agreement remain unchanged.

5. Fair Office – *Resolution to Authorize a Memorandum of Understanding with the City of Mason Regarding Rayner Park*

In its recent conveyance of Rayner Park to the City of Mason, Ingham County reserved an easement over the premises for vehicle parking purposes in conjunction with the annual Ingham County Fair.

The City has asked that the County assume responsibility for necessary repairs to the ground surface caused by vehicle parking during the Fair. The Fair Office recommends approval of a Memorandum of Understanding honoring the City's request.

6. **Health Department** - *Resolution to Approve a Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices*

The Health Department proposes a policy to prohibit the use of electronic smoking devices (ESDs) within all county offices. Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth. The Health Officer believes use of ESDs in public places also causes confusion among the public about smoking in public places.

7. **Potter Park Zoo** - *Potter Park Zoo Reorganization (Discussion)*

Potter Park Zoo proposes to reorganize their department to create a Lead Guest Services position; retitle the Registrar/Principal position as Zoo Registrar and revise position duties; retitle the Zoo Curator/Veterinarian position as Director of Animal Health and revise position duties; retitle the Security Coordinator position as Guest Experience Supervisor and revise position duties; and create a new Customer Service Manager position.

The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department Head will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

8. **Controller** - *Resolution Authorizing an Agreement with the Ingham Conservation District*

A resolution is offered to authorize execution of an agreement with the Ingham Conservation District with an unchanged scope of services from 2016. The total cost of the agreement is \$8,354.

9a. **Board of Commissioners** - *Resolution Recognizing Black History/Cultural Diversity Month in Ingham County*

A Resolution is offered to formally recognize the month of February, 2017 as "Black History/Cultural Diversity Month" in Ingham County.

9b. **Board of Commissioners** - *Resolution Honoring Winston O'Neal*

A resolution is offered to honor Winston O'Neal for his numerous societal contributions and to wish him continued success in the years to come.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: December 27, 2016

SUBJECT: Emergency PO to Myers Plumbing & Heating, Inc. for sanitary and domestic water line repairs inside the evidence room at the Jail

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

While inspecting a leak outside of the evidence room it was also revealed that domestic water lines and sanitary lines were pitted and in need of immediate replacement, inside the evidence room. Emergency Purchase Order 2016- 419 was issued to Myers Plumbing & Heating, Inc. for a total cost of \$6,286.48.

The Budget office created a new account for these repairs, 245-31199-931000-6FC23.

The Facilities Department is requesting a Line Item transfer of \$6,286.48 from the Jail compressor line item #245-31199-976000-6FC08 into the newly created Line Item #245-31199-931000-6FC23.

Both the Controller and Facility Director approved this purchase.

Agenda Item 3

TO: County Services Committee
FROM: Deb Fett, CIO
DATE: 1/03/2017
SUBJECT: Authorization to Start an Application Programmer above Step 2

BACKGROUND

Recruitment of a new Application Programmer to replace a retiring employee was recently concluded with the selection of a candidate to fill the position. The chosen candidate currently earns a salary that falls above step 9 of the ICEA Salary Position scale –Labor Market Exception (see table below).

2017 SCALE

	1	2	3	4	5	6	7	8	9
IT Prog. Specialist	46,424.75	50,891.57	55,356.29	59,826.24	64,294.10	68,760.91	73,227.73	77,696.63	82,162.40

Article 28 1.B of the Ingham County Employees Association Personnel Manual allows that a new Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES

The chosen candidate has indicated a willingness to accept an offer to fill the vacant position contingent upon a competitive salary offer. If we are not able to agree on a salary, the search will continue.

FINANCIAL IMPACT

Per our Budget Department: due to the decreased pension cost of a new hire, the overall cost of the current employee (\$116,043) is virtually the same as a new hire at step 9 (\$116,724). In addition, ITD anticipates a cost savings in consulting services due to the experience of the candidate.

OTHER CONSIDERATIONS

Seven candidates applied via our website for the Application Programmer position. Six candidates were selected for first interviews with the top three candidates brought forward to a second interview. The chosen candidate was the unanimous recommendation of the committee due to their governmental experience and ability to benefit Ingham County from day one on the job.

RECOMMENDATION

Based on knowledge, skills and expertise of a recommended candidate, and in recognition of local market demands, I recommend that the County Services Committee allow the selected Application Programmer candidate to begin at Step 9 of the ICEA Salary Position scale.

Agenda Item 4a

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: December 15, 2016

SUBJECT: Kerns Road Salt Storage Site Closure Professional Services

For the County Services Committee meeting agenda in January 2017

For the Finance Committee meeting agenda in January 2017

For the BOC meeting agenda in January 2017

The former Ingham County Road Commission, now Ingham County Road Department (ICRD) stored deicing materials within the Kerns Road site many decades ago. Hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt resulting in environmental contamination. Response activities have been taken to remove most of the contamination. Post-remedial action evaluations indicate that the source area has been mitigated by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations.

Facility ID No.: 33000022

Site Address: 700 Acme Street

Parcel No.: 33-19-10-05-102-007

Description: 9.72 acres located east of Kerns Road, between Cedar Street (M-36) and Howell Road, NW ¼ of Section 5, T2N, R1W, Vevay Township, Ingham County, Michigan. The site is presently occupied by H & H Welding & Repair, which purchased the unimproved property in 1998.

Staff attempted to gain closure of the site from 2000 through 2009. Throughout that effort, the site was close to being eligible, but not quite eligible. Towards the end of the effort, the rules were such that closure was near impossible. Recent legislation and rule changes have renewed our desire to renew the site closure effort. Based on communications with Michigan Department of Environmental Quality, the project will involve efforts to develop a plan to request closure of the site via an NFA (No Further Action) Report, pursuant to the relevant portions of MCL 324.20114 and Michigan Department of Environmental Quality rules.

The Purchasing Department solicited proposals from qualified and experienced environmental consulting firms to provide environmental services for the Kerns Road Salt Storage Site Closure Project, and received four (4) proposals. The proposed base fees submitted ranged from \$13,049.98 to \$27,000.00. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county. Based on the review, ICRD recommends that the low proposer, EnviroSolutions, Inc. of Westland, Michigan, be retained to provide the requested professional services. Since it is likely that well sampling from old well locations will lead to additional work, beyond the base bid work, I propose that the Board of Commissioners approve up to \$20,000.00 for the project.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from EnviroSolutions, Inc.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A
PROFESSIONAL ENGINEERING SERVICES CONTRACT
FOR THE
KERNS ROAD SALT STORAGE SITE CLOSURE PROJECT
WITH
ENVIROSOLUTIONS, INC.**

WHEREAS, the former Ingham County Road Commission, now Ingham County Road Department (ICRD) stored deicing materials within the Kerns Road site many decades ago; and

WHEREAS, hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt resulting in environmental contamination; and

WHEREAS, response activities have been taken to remove most of the contamination by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations; and

WHEREAS, recent legislation and rule changes have renewed our desire to reconstitute the site closure effort, pursuant to the relevant portions of MCL 324.20114 and Michigan Department of Environmental Quality rules; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced environmental consulting firms to provide environmental services for the Kerns Road Salt Storage Site Closure Project and received four (4) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the low proposer, EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with EnviroSolutions, Inc., 38115 Abruzzi Drive, Westland, Michigan, based on its Kerns Road Salt Storage Site Closure Project Professional Engineering Services Proposal dated November 16, 2016, for the not-to-exceed fee of \$20,000.00.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated January 5, 2017 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: January 5, 2017

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2016-764	STEVE SIVYER EXCAVATING	SANITARY	MARSH RD & LAKE DR	MERIDIAN	10
2016-765	STEVE SIVYER EXCAVATING	WATERMAIN	LAKE DR & MARSH RD	MERIDIAN	10
2016-766	CONSUMERS ENERGY	GAS	THREE OAKS DR	MERIDIAN	5
2016-767	CONSUMERS ENERGY	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-768	CONSUMERS ENERGY	GAS	WILLOUGHBY RD & PINE TREE	DELHI	11
2016-769	CONSUMERS ENERGY	GAS	CEDAT ST & BOND AVE	DELHI	14
2016-772	CONSUMERS ENERGY	GAS	STONER RD & KALAMAZOO ST	LANSING	18
2016-773	AT & T	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-774	CONSUMERS ENERGY	GAS	JOLLY OAK RD & JOLLY RD	MERIDIAN	33
2016-775	COMCAST	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-776	CONSUMERS ENERGY	GAS	GRACE ST	LANSING	18
2016-777	CONSUMERS ENERGY	ELECTRIC / UG	WILLOUGHBY RD & WINTERBERRY RD	DELHI	11
2016-778	CONSUMERS ENERGY	GAS	CORNELL RD & TIHART RD	MERIDIAN	23
2016-781	CONSUMERS ENERGY	GAS	TOWNER RD	MERIDIAN	4
2016-784	WOLVERINE ENGINEERING	MISCELLANEOUS	PARK LAKE RD & HASLETT RD	MERIDIAN	8
2016-785	CONSUMERS ENERGY	GAS	LOUNSBURY RD	WILLIAMSTOWN	2
2016-788	EVERSTREAM GLC	CABLE / UG	HOLLOWAY DR & HOLT RD	DELHI	24
2016-789	DELHI TOWNSHIP	SANITARY	AUBURN AVE	DELHI	15
2016-790	DELHI TOWNSHIP	SANITARY	DEAN AVE	DELHI	15
2016-791	COMCAST	CABLE / UG	HOLLOWBROOK DR	DELHI	20
2016-793	CONSUMERS ENERGY	GAS	ELM RD & HOLT RD	LEROY	23
2016-794	AT & T	CABLE / UG	ST JOSEPH ST & LENTZ CT	LANSING	10
2016-795	LANSING TOWNSHIP	WATERMAIN	CATHERINE ST & IONIA ST	LANSING	18
2016-796	COMCAST	CABLE / UG	NEWMAN RD & MARSH RD	MERIDIAN	22
2016-797	CONSUMERS ENERGY	GAS	HOLT RD & US-127	ALAIEDON	19
2016-798	COMCAST	CABLE / UG	OKEMOS RD & KENT ST	MERIDIAN	21
2016-799	MERIDIAN TOWNSHIP	SPECIAL EVENT	CENTRAL PARK DR	MERIDIAN	15
2016-800	ACD.NET	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-801	TONY & EMILY KIBBEY	TREE REMOVAL	WILLEDSON AVE	DELHI	23

2016-804	AT & T	CABLE / UG	HULETT RD & JOLLY RD	MERIDIAN	5
2016-805	COMCAST	CABLE / OH	WAVERLY RD & BISHOP RD	DELHI	7
2016-806	WOLVERINE PIPELINE	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-807	ACD.NET	CABLE / UG	JOLLY OAK RD & OKEMOS RD	MERIDIAN	33
2016-808	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2016-809	METC	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-810	ITC	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-811	PRATT & WHITNEY AUTO AIR	COMM DRIVE	HOLLOWAY DRIVE	DELHI	24
2016-813	COMCAST	CABLE / UG , OH	WILLOUGHBY RD & PINE TREE	DELHI	11
2016-818	WESTSIDE WATER	WATERMAIN	MAIN ST & MARREN AVE	LANSING	18
2016-819	WESTSIDE WATER	WATERMAIN	MORRIS AVE & OVERLEA DR	LANSING	7
2016-820	WESTSIDE WATER	WATERMAIN	STONER RD & MICHIGAN AVE	LANSING	18
2016-821	BERGMANN ASSOCIATES	LANE CLOSURE	VARIOUS	WHEATFIELD	
2016-822	CONSUMERS ENERGY	GAS	TWIN PONDS LN	WILLIAMSTOWN	32
2016-823	CONSUMERS ENERGY	GAS	WILLOW ST & BOYNTON DR	LANSING	7
2016-824	MERIT NETWORK INC	CABLE / UG	HOLT RD & EIFERT RD	DELHI	15
2016-825	AT & T	CABLE / UG	WOODLAKE CIR & JOLLY RD	ALAIEDON	4
2016-826	FRONTIER	ANNUAL PERMIT	VARIOUS	VARIOUS	
2016-827	COMCAST	CABLE / UG	DUNCKEL RD & LEGACY PKWY	DELHI	2

MANAGING DIRECTOR: _____

Agenda Item 4c

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: December 15, 2016

SUBJECT: Reconstruction of Cedar Street from College Road to Legion Drive

For the County Services Committee meeting agenda in January 2017

For the Finance Committee meeting agenda in January 2017

For the BOC meeting agenda in January 2017

The Ingham County Road Department (ICRD) received a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Cedar Street from College Road to Legion Drive. The road work is needed to address severely deteriorated concrete pavement, improve property access, and to accommodate traffic generated as a result of Dart Container Corporation's facility expansion project.

The project generally involves drainage improvements, indirect cross-over and driveway installation, and resurfacing of Cedar Street from College Road to Legion Drive. We structured the bid documents to allow bids for resurfacing Cedar Street with either hot-mix-asphalt (HMA) or a concrete overlay called "white-topping" (Conc). The alternate resurfacing methods and materials were proposed to foster competition between the asphalt and concrete pavement industries and provide the best value to the public road users.

The Purchasing Department advertised and received eight (8) bids for reconstruction of Cedar Street on September 16, 2016. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, similar project experience, required MDOT prequalification, and overall value to the county. The as-read bid results were as follows:

<u>Alternate A (HMA)</u>	<u>Alternate B (Conc)</u>	<u>Contractor</u>
\$2,026,209.80	No Bid	Rieth-Riley Construction Co., Inc., Mason, MI
\$2,180,271.47	\$3,164,992.05	Hoffman Brothers, Inc., Battle Creek, MI
\$2,241,353.45	\$3,082,184.21	Kamminga & Roodvoets, Inc. Grand Rapids, MI
\$2,269,963.78	No Bid	C & D Hughes, Inc., Charlotte, MI
\$2,466,965.09	\$3,970,222.16	Toebe Construction, LLC, Wixom, MI

After confirming the bid results, both ICRD and Purchasing Department staff agree to recommend that **Rieth-Riley Construction Co., Inc., Mason, Michigan**, be offered the construction contract to perform the work.

The project's contractual responsibilities are as follows: The County on behalf of the Ingham County Road Department must enter into a first party (construction) contract with the approved contractor to perform the work. An associated second party agreement between the State of Michigan/MDOT and the County is required to secure the TEDF-A funds, to define our (Requesting Agency) responsibilities, and to administer the construction contract on MDOT's behalf. Lastly, a third party agreement between the County and Dart Container Corporation is proposed to transfer much of ICRD's construction oversight responsibilities to Dart's professional services consultant and to establish Dart Container Corporation's contribution to the local match requirement for the project.

The TEDF-A grant is a fixed amount that requires a minimum of 20% match. The match can be a combination of hard match and soft match. Hard match is USA currency (dollars) and soft match includes early preliminary engineering (EPE) expenses, preliminary engineering (PE) expenses, construction engineering (CE) expenses, and the value of the right-of-way needed for the project.

The estimated (rounded) project costs are as follows:

Low Responsible Bid	\$2,026,200	
TEDF-A Grant Funding:	- <u>\$1,750,000</u>	
Local (Hard) Match Amount:	\$ 276,200	
Local (Soft) Match Amount:	<u>\$ 270,300</u>	
Total Match Contribution:	\$ 546,500	(Exceeds 20% requirement)

PLEASE NOTE, all of the amounts listed above have been "rounded" to the nearest \$100 because the low responsible bid was based on a summation of estimated work quantities multiplied by the bidder's unit price for dozens of pay items that comprises the project work. That is the nature of unit price contracts, which is the standard of the road construction industry. Actual project costs can only be determined after construction has been completed and mutually agreed upon by ICRD and the contractor. The second party agreement between MDOT and Ingham County, when sent for execution, will illustrate rounded amounts. The same "rounding" of amounts approach should be employed when considering the Ingham County and Dart Container Corporation third party agreement.

Staff has spent since mid-September securing the required hard match for the project. The effort resulted in Dart Container Corporation contributing \$483,300 of the \$546,500 match total illustrated above. The remaining \$63,200 of match funds will be provided from the Road Department's 2017 projects budget, or pared from the project by reducing or eliminating some of the construction work.

The reason for this memo and resolution is to execute the construction contract with Rieth-Riley Construction Co., Inc., Mason, Michigan, execute the second party agreement between MDOT and Ingham County, and to execute the Ingham County and Dart Container Corporation third party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A FIRST PARTY CONSTRUCTION CONTRACT WITH
RIETH-RILEY CONSTRUCTION CO., INC.
A SECOND PARTY AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION AND
A THIRD PARTY AGREEMENT WITH
DART CONTAINER CORPORATION
IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR
CEDAR STREET FROM COLLEGE ROAD TO LEGION DRIVE**

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Transportation Economic Development Fund, Category A grant to reconstruct Cedar Street from College Road to Legion Drive; and

WHEREAS, the road work is needed to address severely deteriorated concrete pavement, improve property access, and to accommodate traffic generated as a result of Dart Container Corporation's facility expansion project; and

WHEREAS, the project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the responsible low bidder; and

WHEREAS, the County in turn, must enter into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirements for the Transportation Economic Development Fund, Category A grant requirements; and

WHEREAS, the Road Department and Dart Container Corporation agree that Dart Container Corporation will administer construction of the project, and be responsible for \$483,300 of the project's local match costs, by way of a third party agreement; and

WHEREAS, the project is a State-Aid Highway project, and as such, Dart Container Corporation has agreed to comply with all applicable and appropriate ICRD, MDOT, AASHTO design standards, and to fully administer construction of the project, complying with all ICRD and MDOT construction requirements; and

WHEREAS, the estimated (rounded) project costs are as follows:

Low Responsible Bid	\$2,026,200
TEDF-A Grant Funding:	- \$1,750,000
Local (Hard) Match Amount:	\$ 276,200
Local (Soft) Match Amount:	<u>\$ 270,300</u>
Total Match Contribution:	\$ 546,500

WHEREAS, all of the amounts listed above have been “rounded” to the nearest \$100 because the low responsible bid was based on a summation of estimated work quantities multiplied by the bidder’s unit price for dozens of pay items that comprises the project work. That is the nature of unit price contracts, which is the standard of the road construction industry. Actual project costs can only be determined after construction has been completed and mutually agreed upon by ICRD and the contractor. The second party agreement between MDOT and Ingham County, when sent for execution, will illustrate rounded amounts. The same “rounding” of amounts approach should be employed when considering the Ingham County and Dart Container Corporation third party agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first party (construction) contract with Rieth-Riley Construction Co., Inc., Mason, Michigan to effect reconstruction of Cedar Street from College Road to Legion Drive for a total estimated cost of \$2,026,200, to be paid for using \$1,750,000 in State of Michigan, Transportation Economic Development Fund, Category A funding, \$213,000 of Dart Container Corporation local (hard) match, and \$63,200 of local (hard) match from the Road Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with State of Michigan/MDOT to secure the \$1,750,000 in State of Michigan, Transportation Economic Development Fund, Category A funds, to define our (Requesting Agency) responsibilities, and to administer the construction contract on MDOT’s behalf.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Dart Container Corporation to undertake administration of the construction contract, per Ingham County and the State of Michigan/MDOT requirements, provide soft match (Early Preliminary Engineering, Preliminary Engineering, Construction Engineering) estimated to total \$270,300, and provide the \$213,000 of hard match to fund the project. Said match requirements are to be met utilizing \$483,300 pledged by Dart Container Corporation.

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.

Agenda Item 4d

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: January 4, 2016

SUBJECT: Authorization to Contract for Services with Bentley Systems, Inc.

For the County Services Committee meeting agenda in January 2017

For the Finance Committee meeting agenda in January 2017

For the BOC meeting agenda in January 2017

This is a recommendation for the Board of Commissioners to authorize a service contract with Bentley Systems, Incorporated to provide the Road Department's annual road design (GEOPAK) and graphics (MicroStation) software license and technical support. The department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors.

Using sophisticated software, such as Bentley Systems, is the only efficient way to generate road and bridge plans for the road and bridge construction industry. We have been using the Bentley MicroStation product for about 20 years and purchased the GEOPAK product last year. The GEOPAK purchase replaced a design software package called EaglePoint that no longer supports our Bentley MicroStation graphics software. We utilized the EaglePoint design software for 15 years before last year's GEOPAK purchase. The Michigan Department of Transportation (MDOT) uses the same Bentley Systems products as is recommended herein.

The authorization requested amounts to a renewal of last year's service contract. The costs are this year is 6% more than last years' service contract. Bentley Systems, Incorporated is the sole source for this service. We license two seats of the GEOPAK software and five seats of the MicroStation software.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and authorize the service contract with Bentley Systems, Incorporated.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE CONTRACT WITH
BENTLEY SYSTEMS, INCORPORATED**

WHEREAS, The Road Department uses the two Bentley Systems products to generate digital road and bridge construction plans and facilitate construction staking for our contractors; and

WHEREAS, using sophisticated software, such as Bentley Systems products, is the only efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the authorization requested amounts to a renewal of last year's service contract and the costs are 6% more than last year's service contract; and

WHEREAS, Bentley Systems, Incorporated is the sole source for this service; and

WHEREAS, the Road Department, Director of Engineering recommends that the Board of Commissioners authorize a contract with Bentley Systems, Incorporated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Bentley Systems, Incorporated, 685 Stockton Drive, Exton, Pennsylvania, based on its Renewal Advice document dated January 4, 2017, for road design (GEOPAK) and graphics (MicroStation) software license and technical support.

BE IT FURTHER RESOLVED, that the agreement shall be in effect from February 17, 2017 through February 17, 2018.

BE IT FURTHER RESOLVED, that for the term of this agreement, the Bentley GEOPAK software license and technical support fees shall be \$4,510.00 for two seats and the Bentley MicroStation software license and technical support fees shall be \$3,884.40 for five seats.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed \$8,394.40 to Bentley Systems, Incorporated for the purchase of the Bentley road design (GEOPAK) and graphics (MicroStation) software license and technical support.

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: December 21, 2016

RE: Proposed Resolution Authorizing a Letter of Understanding Between
COUNTY OF INGHAM (Employer) and OPEIU LOCAL #512 (Union)
Regarding Initial Reclassification or Promotion Salary Step Placement

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

Per resolution 15-220, adopted June 9, 2015, the Employer authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) for the Ingham County Road Department.

Vacancy/Posting, of the previous, 2014-2015, CBA, in place at the time of the above mentioned reclassification, was silent on the initial salary step placement in positions into which existing employees may be promoted. Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-2017, CBA provides in pertinent part that Employees promoted to a position will be compensated at a step minimally equal to their current rate of pay.

The above mentioned, new Engineering Technician II (OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, and the then incumbent in the previous Engineering Technician I position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II position (OPEIU Grade 5) position to be effective at the start of a payroll period on June 29, 2015.

The above mentioned incumbent was due a step increase in the previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then \$39,409 per year) to step 3 (then \$43,637 per year) on June 17, 2015, but was never given this step increase as he was promoted to the Engineering Technician II position (OPEIU Grade 5) in the next full pay period on June 29, 2015.

The above mentioned incumbent was placed at step 1 (then \$45,097 per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of 3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then \$43,637 per year) at which he should have been at the date of this promotion.

Per resolution 12-324, adopted October 9, 2012, the Employer authorized reclassifying two Finance Clerk positions in the OPEIU, among several other non-OPEIU positions then reclassified in the Road Department, with the provision in the second "Resolved" paragraph that the salaries of the reclassified incumbents were authorized to be placed in a step in the reclassified grade that provided at least a 5% increase from their pay step that existed on the effective date of reclassification.

Road Department management therefore recommends that the Employer and the Union agree that "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

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

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.
2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.
3. To recognize the above mentioned incumbent's step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then \$39,409 per year) to step 3 (then \$43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.
4. To place the above mentioned incumbent's salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then \$47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent's salary and subsequent salary step increases accordingly.
5. That all other aspects of the CBA remain unchanged.

**LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
OPEIU LOCAL #512 (Union)**

WHEREAS, the COUNTY OF INGHAM, (the "Employer") and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, TECHNICAL CLERICAL UNIT (OPEIU or the "Union") have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the "CBA");

WHEREAS, Per resolution 15-220, adopted June 9, 2015, the Employer authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5);

WHEREAS, Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, in place at the time of the above mentioned reclassification was silent on the initial salary step placement in positions into which existing employees may be promoted;

WHEREAS, Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-2017 CBA provides in pertinent part that Employees promoted to a position will be compensated at a step minimally equal to their current rate of pay;

WHEREAS, The above mentioned, new Engineering Technician II position (OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, and the then incumbent in the previous Engineering Technician I position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II position (OPEIU Grade 5) position to be effective at the start of a payroll period on June 29, 2015;

WHEREAS, The above mentioned incumbent was due a step increase in the previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then \$39,409 per year) to step 3 (then \$43,637 per year) on June 17, 2015, but was never given this step increase as he was promoted to the Engineering Technician II position (OPEIU Grade 5) in the next full pay period on June 29, 2015;

WHEREAS, The above mentioned incumbent was placed at step 1 (then \$45,097 per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of 3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then \$43,637 per year) at which he should have been at the date of this promotion;

WHEREAS, Per resolution 12-324, adopted October 9, 2012, the Employer authorized reclassifying two Finance Clerk positions in the OPEIU, among several other non-OPEIU positions then reclassified in the Road Department, with the provision in the second "Resolved" paragraph that the salaries of the reclassified incumbents were authorized to be placed in a step in the reclassified grade that provided at least a 5% increase from their pay step that existed on the effective date of reclassification;

WHEREAS, the Employer and the Union agree "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

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

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.
2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.
3. To recognize the above mentioned incumbent's step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then \$39,409 per year) to step 3 (then \$43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.
4. To place the above mentioned incumbent's salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then \$47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent's salary and subsequent salary step increases accordingly.
5. All other aspects of the CBA will remain unchanged.

COUNTY OF INGHAM

UNION REPRESENTATIVE

Sarah Anthony, Chairperson Date
Board of Commissioners

Mark J. Swanson 12-21-16
Mark J. Swanson Date
Chief Steward, OPEIU Local #512

William Conklin 12-21-16
William Conklin Date
Managing Director – Road Department

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

Mattis D. Nordfjord
Mattis D. Nordfjord, Esq.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer) AND OPEIU LOCAL #512 (Union)
REGARDING INITIAL RECLASSIFICATION OR PROMOTION SALARY STEP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the COUNTY OF INGHAM, (the “Employer”) and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, TECHNICAL CLERICAL UNIT (OPEIU or the “Union”) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, per resolution 15-220, adopted June 9, 2015, the Employer authorized reclassifying one Engineering Technician I position (OPEIU Grade 3) to one Engineering Technician II position (OPEIU Grade 5) for the Ingham County Road Department; and

WHEREAS, Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, in place at the time of the above mentioned reclassification was silent on the initial salary step placement in positions into which existing employees may be promoted; and

WHEREAS, Article 15—Vacancy/Posting, Section 2.D., of the current, 2016-2017 CBA provides in pertinent part that Employees promoted to a position will be compensated at a step minimally equal to their current rate of pay; and

WHEREAS, the above mentioned, new Engineering Technician II position (OPEIU Grade 5) position was posted per Article 15—Vacancy/Posting, of the previous, 2014-2015 CBA, and the then incumbent in the previous Engineering Technician I position (OPEIU Grade 3) has hired or promoted into the new Engineering Technician II position (OPEIU Grade 5) position to be effective at the start of a payroll period on June 29, 2015; and

WHEREAS, the above mentioned incumbent was due a step increase in the previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then \$39,409 per year) to step 3 (then \$43,637 per year) on June 17, 2015, but was never given this step increase as he was promoted to the Engineering Technician II position (OPEIU Grade 5) in the next full pay period on June 29, 2015; and

WHEREAS, the above mentioned incumbent was placed at step 1 (then \$45,097 per year) of the new Engineering Technician II position, OPEIU Grade 5, an increase of 3.34% over the previous Engineering Technician I position, OPEIU Grade 3, step 3 (then \$43,637 per year) at which he should have been at the date of this promotion; and

WHEREAS, per resolution 12-324, adopted October 9, 2012, the Employer authorized reclassifying two Finance Clerk positions in the OPEIU, among several other non-OPEIU positions then reclassified in the Road Department, with the provision in the second “Resolved” paragraph that the salaries of the reclassified incumbents were authorized to be placed in a step in the reclassified grade that provided at least a 5% increase from their pay step that existed on the effective date of reclassification; and

WHEREAS, the Employer and the Union agree "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion and that employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

THEREFORE BE IT RESOLVED, The Ingham county Board of Commissioners agrees to the following:

1. "Current annual wage" is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.
2. Employees who are reclassified or promoted within their career field within the OPEIU bargaining unit to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.
3. To recognize the above mentioned incumbent's step increase in his previous Engineering Technician I position, OPEIU Grade 3, from step 2 (then \$39,409 per year) to step 3 (then \$43,637 per year) as existing prior to his promotion to the new Engineering Technician II position (OPEIU Grade 5) position.
4. To place the above mentioned incumbent's salary in the new Engineering Technician II position (OPEIU Grade 5) position at step 2 (then \$47,654) to have been effective at the start of the payroll period on June 29, 2015 and adjust the above mentioned incumbent's salary and subsequent salary step increases accordingly.
5. All other aspects of the CBA will remain unchanged.

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

Agenda Item 5

TO: Board of Commissioners County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller; Sandy Dargatz, Fair Manager
DATE: December 28, 2016
SUBJECT: Memorandum of Understanding with the City of Mason
For the meeting agendas of January 17 and January 18

BACKGROUND

This resolution authorizes a memorandum of understanding with the City of Mason that will address the County's responsibilities toward Rayner Park under its reserved easement for Fair parking. Details are as follows:

1. Representatives of the City and the County shall conduct a walk-through inspection of the areas within Rayner Park designated for vehicle parking for the annual Ingham County Fair no more than seven days before the commencement of the Fair, and jointly issue a written report noting the current condition of the ground surface.
2. Within three days after the end of the Fair, representatives of the City and the County shall conduct a walk-through inspection of the areas within Rayner Park designated for vehicle parking for the annual Ingham County Fair, and jointly issue a written report noting any significant changes to the condition of the ground surface caused by vehicle parking at the Fair.
3. Within seven days of the submission of the post-Fair inspection report to the County, the County shall repair any significant changes in the ground surface at Rayner Park caused by vehicle parking as noted in the post-Fair inspection report, including any necessary regrading of land and reseeded of grass areas.

ALTERNATIVES

None.

FINANCIAL IMPACT

The Fair already has an excavator under contract (Beduhn) who together with Fair staff, can perform the work expected under this MOU. There may be some minor (yet undetermined) costs associated with the Beduhn contract and wages for Fair staff.

OTHER CONSIDERATIONS

Given the condition of the ground and the time of year at which the Fair is held, it is unlikely that Rayner Park will sustain significant damage from Fair parking in any given year.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution to support a memorandum of understanding with the City of Mason.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF MASON REGARDING RAYNER PARK

WHEREAS, on November 28, 2016, the City acquired Rayner Park from the County for public park purposes; and

WHEREAS, in its conveyance of Rayner Park to the City, the County reserved an easement over the premises for vehicle parking purposes in conjunction with the annual Ingham County Fair; and

WHEREAS, the reserved parking use by the County includes all appropriate areas for parking, including but not limited to gravel areas and grass fields, allowing for the parking of approximately 584 vehicles, together with ingress and egress, and any fencing erected on the premises shall not interfere with vehicle ingress and egress for parking; and

WHEREAS, the City desires that the County be responsible for repairing changes to the ground surface caused by the vehicle parking for the County Fair; and

WHEREAS, the parties are agreeable to entering this Memorandum of Understanding that will address the County's responsibilities toward Rayner Park under its reserved easement for Fair parking.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a memorandum of understanding with the City of Mason addressing the County's responsibilities toward Rayner Park under its reserved easement for Fair parking, by repairing changes to the ground surface caused by the vehicle parking for the County Fair.

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.

Agenda Item 6

TO: Board of Commissioners Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: 12/01/16

SUBJECT: Authorization for Ingham County Policy Prohibiting Electronic Smoking in County Offices
For the meeting agenda of 1/23/17

BACKGROUND

Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking in a public place or the meeting of a public body. This statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity.

Now that use of ESDs has become more prevalent, the Ingham County Health Department (ICHHD) is proposing that Ingham County prohibit their use within all county offices. Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth. The use of ESDs in public places also causes confusion among the public about smoking in public places.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a policy prohibiting the use of ESDs in Ingham County offices.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A POLICY PROHIBITING THE USE OF ELECTRONIC SMOKING DEVICES WITHIN INGHAM COUNTY OFFICES

WHEREAS, Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking in a public place or the meeting of a public body; and

WHEREAS, this statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity; and

WHEREAS, now that use of ESDs has become more prevalent, the Ingham County Health Department (ICHHD) is proposing that Ingham County prohibit their use within all county offices; and

WHEREAS, early research indicates that ESDs can serve as an introduction to tobacco products, especially among youth, as well as cause confusion among the public about smoking in public places; and

WHEREAS, the Health Officer recommends approval of the attached policy prohibiting the use of ESDs in Ingham County offices.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the attached policy prohibiting the use of ESDs in Ingham County offices.

Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices

- Electronic Smoking Device (ESD): a noncombustible product designed to contain a vapor cartridge or containing nicotine or other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substance in a solution or other form. Electronic smoking devices include an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and also include a vapor cartridge or other container of nicotine or other substance in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.
- Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking in a public place or the meeting of a public body. This statute was developed shortly after the introduction of electronic smoking devices (ESDs) in the United States, prior to their increased popularity.
- Ingham County prohibits the use of ESDs within all county offices.
- Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth.
- The use of ESDs in public places also causes confusion among the public about smoking in public places.

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102

Lansing, MI 48911-3895

Administration: 517.887.4327

Employee Services: 517.887.4373

Internet: www.ingham.org



Employment: 517.887.4328

FAX Number: 517.887.4396

TO: Cynthia Wagner, Director of Potter Park Zoo

FROM: Beth Bliesener, Employment Specialist

DATE: January 9, 2017

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for Potter Park Zoo:

- Human Resources has created a new position titled Lead Guest Services position. The position will reside in the Zoo UAW Local 2256 unit. The position will be compensated at a newly created salary titled Lead Guest Services. The seven steps being proposed are the following:

Lead Guest Services Salary Scale (2017):

Step 1 \$ 30,088.91
 Step 2 \$ 31,292.47
 Step 3 \$ 32,544.16
 Step 4 \$ 33,845.93
 Step 6 \$ 36,607.75
 Step 7 \$ 38,072.06

- Human Resources had updated the job description titled Registrar/Principal Clerk 24. Human Resources along with the Director of the Zoo and the incumbent in the position has retitled the position to be Zoo Registrar and updated the duties to reflect what the position is doing. In doing so, Human Resources is also proposing an increase in the salary after evaluating the new duties. Below is the proposed new salary and current salary:

New Salary scale: Registrar

Step 1 \$ 38,190.12
 Step 2 \$ 39,717.72
 Step 3 \$ 41,306.42
 Step 4 \$ 42,958.68
 Step 5 \$ 44,677.03
 Step 6 \$ 46,464.11
 Step 7 \$ 48,322.68

Current 2017 Salary scale Registrar

Step 1 \$ 29,285.23
 Step 2 \$ 30,638.25
 Step 3 \$ 32,103.14
 Step 4 \$ 33,632.85
 Step 5 \$ 35,275.49
 Step 6 \$ 36,917.10
 Step 7 \$ 38,736.44

- Human Resources had updated the job description titled Zoo Curator/Veterinarian 38. Human Resources along with the Director of the Zoo and the incumbent in the position has retitled the position to be Director of Animal Health and updated the duties to reflect what the position is doing. In doing so, Human Resources is also proposing an increase in the salary after evaluating the new duties. Human Resources is proposing the salary be its own scale titled Director of Animal Health. Below is the proposed new salary and current salary:

New Salary scale: Director of Animal Health	Current 2017 Salary scale Vet/Curator
Step 1 \$ 60,819.13	Step 1 \$ 57,017.75
Step 2 \$ 63,616.82	Step 2 \$ 59,857.61
Step 3 \$ 66,543.19	Step 3 \$ 62,919.13
Step 4 \$ 69,652.81	Step 4 \$ 66,091.49
Step 5 \$ 72,904.64	Step 5 \$ 69,418.60
Step 6 \$ 76,309.13	Step 6 \$ 72,946.46
Step 7 \$ 79,897.54	Step 7 \$ 76,630.11

- Human Resources has updated the job description Potter Park Zoo Security Coordinator. Human Resources in conjunction with the Director of the Zoo has updated the duties of the position and have re-titled the position to Guest Experience Supervisor. The salary would remain the same as the Security Coordinator salary scale in the Zoo Teamster unit.
- Lastly, Human Resources has created a new position titled Customer Service Manager. The position will reside in the Managerial and Confidential unit. The position will be compensated at a MCF 10 salary range (\$61,615.26 - \$73,957.55).

I have sent the Zoo UAW and Zoo Teamsters notices regarding the above positions. Both units support all of the changes and additions. I have attached their responses. I have also attached all the job descriptions.

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

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

Hi Elisabeth,

The union supports the new classification, thanks for the email.

Kyle Hensley
UAW 2256 Zoo Unit Chair
Sent from my iPhone

On Jan 5, 2017, at 12:36 PM, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Good Afternoon,

Please see the attached memorandum regarding creating a new classification in the Zoo UAW bargaining unit – Lead Guest Services.

Potter Park Zoo would like to propose the addition of this position in the next round of Board of Commissioner sub-committee meetings. Does the union support the new classification or does the union have any concerns about this proposal, please let me know.

Thank-you.

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

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<Notification to Zoo UAW re new classification.doc>

<Lead Guest Services Worker.pdf>

We support the changes. Please keep me updated and forward me with the finalized documents when they are complete.

Mike Parker
Recording Secretary/Business Representative
Teamsters Local 243

From: Bliesener, Elisabeth [<mailto:EBliesener@ingham.org>]
Sent: Thursday, January 5, 2017 12:57 PM
To: mikeparker@teamsters243.org
Cc: Parsons, Travis <TParsons@ingham.org>; Wagner, Cynthia <CWagner@ingham.org>
Subject: Notification to union regarding Potter Park Zoo Re-organization

Good Afternoon,

Please see the attached memorandum regarding updating 3 Zoo Teamsters job descriptions and salaries – Director of Animal Health, Guest Experience Supervisor, and Zoo Registrar.

Potter Park Zoo would like to propose the changes of these positions in the next round of Board of Commissioner sub-committee meetings. Does the union support all of the changes or does the union have any concerns about this proposal, please let me know.

Thank-you.

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

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INGHAM COUNTY
JOB DESCRIPTION
Director of Animal Health

General Summary: Under direction from the Zoo Director, the Director of Animal Health will plan, direct and participate in all health care programs for the zoo's collection of animals. He/she will possess considerable knowledge in understanding all aspects of animal veterinary medical health practices as well as knowledge of chemical and physical immobilization of exotic animals. The Director of Animal Health will be experienced in the principles and practices of zoo operations, be an active participant in the zoo's management team and the ability to supervise, evaluate and direct zoo veterinary technicians. He/she will be able to maintain accurate health records and have the ability to write reports to various accrediting/licensing boards, state and federal regulation agencies.

Essential Functions:

1. Establish a comprehensive zoo preventive medicine program for all species included in the zoo animal collection to regularly. Performs inspections and treatment of animals depending on their medical needs, including but not limited to: births, routine physical examinations, immobilizations, surgery and special care requirements including emergency veterinary attention to sick or traumatized animals.
2. Oversees operations of the Animal Health Department performing activities such as, but not limited to, hiring, discipline, training and scheduling.
3. Works collaboratively with Michigan State University's College of Veterinary Medicine, and other Colleges – in various aspects of mentorship, teaching and research.
4. Establishes and conducts effective pre-shipment quarantine protocols for all incoming and outgoing animals to ensure health of collection, prevent spread of disease and comply with government regulations.
5. Oversee animal nutrition program and participate with other zoo personnel in planning and executing nutrition, browse, enrichment, reproduction, animal training/behavioral modification, conservation and safety programs.
6. Conducts postmortem studies and analyses.
7. Participates in Animal Management Committee meetings as well as Animal Care department and area meetings.
8. Maintains inventory for the zoo veterinary clinic, including overseeing purchases of equipment, drugs and other needed supplies, also ensures the clinic is kept in a clean, antiseptic and orderly manner. Establishes a comprehensive record keeping system for the clinic including but not limited to: medical records including anesthesia and necropsy reports, drug inventory, records for the Association of Zoos and Aquariums as well as state and federal reports.
9. Leads the Animal Welfare Committee and oversees the welfare of the entire animal collection.
10. Plays a key role in developing the zoo's mission for Conservation and Research projects both ex situ and in situ
11. Assists in the design process of exhibits to ensure habits meet each animal's unique physical and social needs, as well as the different enclosure requirements in order to protect animals, keepers and the visiting public.
12. Trains staff and volunteers in the awareness of zoonotic diseases, the spread of infectious diseases and their prevention and detection.
13. Manages relief veterinarians for coverage and works with them to maintain animal health for the zoo collection.

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: Doctor of Veterinary Medicine degree (or equivalent) from an Association of American Veterinary Medical Colleges accredited school. American College of Zoological Medicine (ACZM) board certification or board eligibility is desirable.

Experience: At least two (2) year of experience as a veterinarian in a zoo environment.

Other Requirements:

- Michigan Veterinary license in good standing.
- Current DEA license.
- Michigan Pharmacy license
- USDA accreditation.
- Michigan Driver License.
- THIS POSITION IS SUBJECT TO WORKING NIGHTS, WEEKENDS AND HOLIDAYS DUE TO CASES OF MEDICAL EMERGENCIES, ACCIDENTS, ETC.

(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 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.
3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to vibrations and oscillating movements.
6. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

7. This position is exposed to communicable diseases, blood, other body fluids, etc.
8. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
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 close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Zoo Teamsters: Veterinarian only pay scale updated job description 2017.

**INGHAM COUNTY
JOB DESCRIPTION**

GUEST EXPERIENCE SUPERVISOR

General Summary:

Under the supervision of the Guest Services Manager, the Potter Park Zoo Guest Experience Supervisor is responsible for leading the work of a group of employees engaged in security, admissions and parking activities. He/She will implement security operations, emergency procedures and staff emergency preparedness. The Potter Park Zoo Guest Experience Supervisor will maintain a safe environment for Zoo guests, employees, volunteers and others as well as a secure environment for the animals and all other assets of Potter Park Zoo.

Essential Functions:

1. In collaboration with Zoo management, responsible for planning, developing and implementing safety procedures and protocols including, but not limited to, criminal and non-criminal activity, injuries to Zoo personnel and guests, disorderly conduct, general Zoo complaints and investigations, dissatisfied guests, lost persons and property, dangerous and non-dangerous animal escapes, fire, weather related and other emergencies.
2. Ensure all Security, Parking and Admission daily responsibilities and shift specific responsibilities are completed. Monitor park operations and makes recommendations for improved park safety and guest services.
3. Provide leadership in the preparation and management of the budget for the Security, Admissions and Parking Divisions within the Zoo's master operational budget.
4. Oversees operations of the Security, Admissions and Parking Divisions and their staff, performing activities such as, but not limited to, hiring, discipline, training, scheduling.
5. Develops and manages emergency, safety and guest service procedures, policies and training including emergency drills for Zoo staff as necessary to ensure AZA standards are met. Maintains records of all training and drills
6. Coordinate and act as a liaison with city, county and state emergency preparedness organizations to assure consistency in policies and procedures.
7. Oversee department equipment ensuring all are in safe working order including vehicles, amigos and wheelchairs, credit card machines and registers.
8. Reconcile and record daily admission and parking reports and deposits. Secure cash for admissions and parking.
9. Coordinate and communicate with all divisions any safety or admissions and parking needs.
10. May assist with Zoo inventory functions in the Guest Services Division.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a high school diploma or its equivalent with some college level coursework in Criminal Justice, Security and Risk Analysis, Emergency Management, Public Administration or related field is preferred

Experience: A minimum of 2 years Guest Services and cash handling experience and supervisory experience is required.

Other Requirements: Must have valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms and Electromuscular Disruption Device (Taser).

(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 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.
4. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
5. This position is exposed to noise levels which require shouting in order to be heard.
6. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
7. This position is exposed to communicable diseases, blood, other body fluids, etc.

8. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
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 light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***Zoo Teamsters
Security Coordinator pay scale
Updated Job Description 2017***

INGHAM COUNTY
JOB DESCRIPTION
Lead Guest Services Worker

General Summary: Under the supervision of the Guest Experience Supervisor provides work direction to the parking booth and admissions booth attendants, ensures booths are stocked with supplies such as maps, tickets and parking passes. Performs duties of parking and/or admissions booth attendants as needed. Directs traffic to overflow parking as needed. Completes reports. Makes and verifies deposits.

Essential Functions:

14. Provides work direction and support to parking booth and admission booth attendants.
15. Enters school group reservations and posts weekly in admission and parking booths.
16. Verifies nightly cash counts, receipts and deposits, counts draws and sets up for next day's business.
17. Performs cash pickups throughout day, provides receipts to attendants and verifies cash drop amounts.
18. Requests needed supplies such as annual parking passes, receipt books, register tapes, etc. and resupplies booths as needed.
19. Prepares reports which provide statistical information such as daily visitors, parking passes sold, guest passes, etc.
20. Prepares and competes daily fee sheet for each attendant working each day.
21. Works as an office assistant during winter and other non-high volume visitor days.
22. Assists with traffic control for overflow parking, facilitates guest entry to Zoo for large groups, and performs duties of parking booth and admissions booth attendants as needed.

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: High School Diploma or equivalent Computer skills including spreadsheet software.

Experience: One year prior cash handling and customer service experience required.

(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:

11. 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.

12. 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.
13. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
14. This position is exposed to noise levels which require shouting in order to be heard.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, lift, carry, push, pull, reach, grasp, handle, pinch, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, lifting, carrying, pushing and pulling
- This position's physical requirements require continuous stamina in sitting, standing, twisting, bending, reaching, grasping, handling, pinching and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

Zoo UAW Local 2256
Lead Guest Services pay scale

INGHAM COUNTY
JOB DESCRIPTION
Zoo Registrar

General Summary: Under the Supervision of the Zoo Director manages and maintains all physical records of zoo animals. Ensures legal compliance with local, state, federal and international laws as they relate to animal transactions. Serves as secretary for the Zoo Advisory Board. Processes payroll, enters PARs and generates reports utilizing MUNIS. Provides administrative support for the Zoo Director. Processes P-card statements, work orders, orders office supplies, answer phones, processes payables for all zoo invoices, processes cash receipting of admissions, parking and shelter revenues, and processes bank reconciliations.

Essential Functions:

23. Manages and maintains both active and inactive animal physical records systems. Manages the animal census/inventory process and all data entered in ZIMS (Zoological Information Managements System). Ensures safe animal shipments.
24. Manages and monitors animal transactions and coordinates to ensure legal compliance with local, state, federal and international laws. Performs all duties associated with acquisition and management of local, federal and state wildlife permits and licenses.
25. Primary liaison with the institution and International Species Information System (ISIS). Participates in Zoological Registrars Association (ZRA) in an effort to develop and set standards for animal data management.
26. Secretary to the Zoo Advisory Board; post meeting dates, maintain member list, gather reports for packet, assist with resolutions, agendas, type minutes and email packets to the zoo board members and employees.
27. Process payroll, enter PARs, and generate reports utilizing MUNIS.
28. Processes P-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
29. Assist with work orders for any IT issues such as phone, computer, copier and printers.
30. Answers phones, orders office supplies, files and assists employees and visitors with requests.
31. Provides administrative support for the Zoo Director.
32. Uses two-way radio to maintain contact as required with employees and participates in emergency response according to zoo emergency procedures.

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: Associate's Degree in business, animal science, biology or a related field

Experience: One to two years of accounting experience

Other Requirements:

-
-

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, lift, carry, reach, grasp, type, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, twisting, bending, stoop/crouching, squatting, lifting, carrying, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

*Zoo Teamster
Registrar pay scale
Job Description updated 2017*

INGHAM COUNTY
JOB DESCRIPTION
Customer Service Manager

General Summary: Under the supervision of the Zoo Director will develop and implement an innovative sales plan for the gift shop and concession areas. Purchase all supplies and merchandise for the gift shop and concession areas and oversees the purchasing of supplies for the public safety, admissions and parking areas. Will conduct biannual inventory of supplies and merchandise. Works with Zoo Director to develop budget for Customer Service Division. Prepares reports related to customer service areas and presents to Zoo Director. Is responsible for hiring, training, discipline, scheduling and daily operations of the staff within the Customer Service Division.

Essential Functions:

33. In collaboration with the Zoo Director, responsible for developing and implementing an innovative sales plan for the gift shop and concession areas continually working to increase revenue.
34. Purchases all supplies and merchandise for the gift shop and concessions areas. Oversees the purchasing of supplies for the public safety and admissions and parking divisions. Performs biannual inventory of supplies and merchandise.
35. Collaborates with the marketing division to promote sales and create informational graphics.
36. Create displays and oversee the stocking of all food and retail merchandise.
37. Oversees the Guest Experience Supervisor and the operations of the security, admissions and parking divisions, contract vendors, gift shop and concessions. This includes, but is not limited to, hiring, discipline, training, scheduling and daily operations.
38. Works with the Zoo Director to develop a budget for the Guest Services Division and manages the budget in all departments under their supervision.
39. Maintains detailed accounting records of all purchases and sales and provides reports to the Zoo Director regularly.
40. Prepares deposits and verifies cash drawers are properly set up for next day's business.
41. Coordinates and communicates with divisions to provide food service when needed.
42. Maintains and exceeds the highest standards in health, safety and customer service for Federal, State and AZA guidelines including participating in all zoo drills and safety trainings.

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 Hospitality Services or a related field

Experience: Minimum of 3 years of experience to include supervisory experience.

Other Requirements:

- ServSafe certification is required within six months of employment.

(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:

16. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
17. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
18. This position is exposed to noise levels which require shouting in order to be heard.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, 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, twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

MCF10
December 27, 2016

PROPOSED ZOO REORGANIZATION

CURRENT	2017 BUDGET	PROPOSED	2017 PROPOSED	2017 CHANGE
VETERINARIAN (Teamster Zoo/8)	98,947	DIRECTOR ANIMAL HEALTH (Teamster Zoo/NEW)	110,089	11,142
REGISTRAR (Teamster Zoo/4)	56,848	REGISTRAR (Teamster Zoo/NEW)	61,642	4,794
ZOO SECURITY COORDINATOR (Teamster Zoo/7)	58,968	GUEST EXPERIENCE SUPERVISOR (Teamster Zoo/7)	83,658	24,690
ZOO DIRECTOR (SPECIAL PART-TIME)(1)	0	ZOO DIRECTOR - FULL-TIME (MCF14)	144,272	144,272
		LEAD GUEST SERVICES (UAW Zoo/NEW) (2)	55,606	55,606
		CUSTOMER SERVICE MANANGER (MCF10) (2)	94,599	94,599
	214,763		549,866	335,103

CURRENT	LONG TERM COST	PROPOSED	PROPOSED LONG TERM COST	LONG TERM INCREASE
VETERINARIAN (Teamster Zoo/8)	98,947	DIRECTOR ANIMAL HEALTH (Teamster Zoo/NEW)	110,089	11,142
REGISTRAR (Teamster Zoo/4)	56,848	REGISTRAR (Teamster Zoo/NEW)	68,022	11,174
ZOO SECURITY COORDINATOR (Teamster Zoo/7)	83,658	GUEST EXPERIENCE SUPERVISOR (Teamster Zoo/7)	83,658	0
ZOO DIRECTOR (SPECIAL PART-TIME)(1)	0	ZOO DIRECTOR - FULL-TIME (MCF14)	168,785	168,785
		LEAD GUEST SERVICES (UAW Zoo/NEW) (2)	65,475	65,475
		CUSTOMER SERVICE MANANGER (MCF10) (2)	109,866	109,866
	239,453		605,895	366,442

(1) Salaries paid from temporary wages

(2) Function formerly paid by Zoo Society. Costs to be covered by Gift Shop/Concession revenue being transferred from Society to Zoo.

Proposed 2017 Budget Adjustments - Zoo

ACCOUNT DESCRIPTION	ORIGINAL APPROP	PROPOSED	AMENDED	
		ADJ	BUDGET	
REVENUE CONTROL	(4,000)		(4,000)	
CURRENT PROPERTY TAX	(2,854,683)		(2,854,683)	
PROPERTY TAX ADJ. PRIOR	(4,000)		(4,000)	
UNPAID PERSONAL PROP TA	2,500		2,500	
INDUSTRIAL FACILITIES T	(13,000)		(13,000)	
INTEREST-TAXES	(150)		(150)	
PAYMENTS IN LIEU OF TAX	(5,500)		(5,500)	
SHELTER FEES	(10,000)		(10,000)	
ZOO INTERACTIVE SITE - ZOO	(26,000)		(26,000)	
ZOO INTERACTIVE SITE - PONIES	0	(32,000)	(32,000)	Add revenue for ponies
652000 PARKING FEES	(185,000)		(185,000)	
652100 ADMISSION FEES	(593,010)		(593,010)	
665000 INTEREST REVENUE	(15,000)		(15,000)	
676020 DONATIONS	(49,000)	(7,500)	(56,500)	Update projection based on committed donations
GIFT SHOP/CONCESSION REVENUE	0	(470,000)	(470,000)	Formerly Zoo Society Revenue
REVENUE	(3,756,843)	(509,500)	(4,266,343)	
700001 EXPENDITURE CONTROL	10,000		10,000	
EXPENDITURE CONTROL	10,000	0	10,000	
704000 SALARIES & WAGES-PERM	1,128,516	335,103	1,463,619	See Proposed Zoo Reorganization Detail
		(24,021)	(24,021)	Fill Curator at Lower Step
705000 SALARIES & WAGES-TEMP	330,470	97,101	427,571	Correct Temporary Budget
706000 SALARIES & WAGES-OVERTI	12,500	10,000	22,500	Overtime for AZA Inspection
706100 ON CALL	0	20,000	20,000	On call vet fees
714000 INSURANCE COST - UNEMPL	5,785		5,785	
715000 FICA COUNTY SHARE	88,496		88,496	
716020 INSURANCE COST - PHP	217,559		217,559	
716030 HLTH WAIVER	12,548		12,548	
716035 RETIREE HLTH INS CHARGE	56,899		56,899	
716040 RETIREE HEALTH INS TRUS	10,377		10,377	
716100 INSURANCE COST - DENTAL	21,696		21,696	
716200 INSURANCE COST - VISION	2,976		2,976	
716258 ZOO LEGACY RETIREE HLTH	30,960		30,960	
717000 INSURANCE COST - LIFE	2,161		2,161	
717100 INSURANCE COST - DISABI	1,505		1,505	
718000 RETIREMENT -DEFINED BEN	86,758		86,758	

Proposed 2017 Budget Adjustments - Zoo

ACCOUNT DESCRIPTION	ORIGINAL APPROP	PROPOSED	AMENDED	
		ADJ	BUDGET	
718500 RTMT DEFINED CONTRIBUTI	3,210		3,210	
720000 LONGEVITY BONUS	15,800		15,800	
722000 INSURANCE COST - WORK C	19,642		19,642	
722600 INSURANCE COST - EAP/CA	297		297	
PERSONNEL SERVICES	2,048,155	438,183	2,486,338	
726010 SUPPLIES	5,500		5,500	
726015 ANIMAL FEED	140,000		140,000	
728000 PRINTING AND BINDING	2,500		2,500	
729000 POSTAGE	3,500		3,500	
730000 OFFICE SUPPLIES	5,000		5,000	
735000 CONTROLLED CAPITAL ITEM	5,000		5,000	
735100 CONTROLLED CAPITAL ITEM	0	15,260	15,260	Computer Replacements per CIP Budget
740000 MAINTENANCE SUPPLIES	60,550		60,550	
743000 OTHER SUPPLIES	33,750		33,750	
743100 SMALL TOOLS	3,500		3,500	
745000 UNIFORM & ACCESSORIES	9,800		9,800	
747000 GAS-GREASE-OIL-ANTIFREE	23,000		23,000	
802100 ANIMAL HUSBANDRY/LAB WO	21,000		21,000	
802101 ANIMAL HUSB/MEDICAL RX	26,000		26,000	
802102 ANIMAL HUSBANDRY/MED EQ	25,000		25,000	
802103 ANIMAL HUSBANDRY/ANIMAL	16,000		16,000	
815000 MEMBR/SCRPS/SUBSCRIPTIO	28,800	12,000	40,800	AZA Dues
818000 CONTRACTUAL SERVICES	137,000	(110,000)	27,000	Less \$110,000 payment to Zoo Society
818007 CONTRACTUAL SVCS-FACILI	169,115		169,115	
861110 TRVL PROF DEVL P OUT STA	35,000	10,000	45,000	Rhino Transport
890080 ADMINISTRATION CHARGES	150,078		150,078	
901000 ADVERTISING	60,000	(20,000)	40,000	Reduce expenses
921030 TRASH & MANURE REMOVAL	12,903		12,903	
921050 TELEPHONE	20,750		20,750	
921060 TELEPHONE - LONG DISTAN	125		125	
931000 BUILDING REPAIR & MAINT	80,000		80,000	
931100 MAINT-RELATED CONTRACTU	16,500		16,500	
932000 EQUIPMENT REPAIR & MAIN	39,500		39,500	
942000 EQUIPMENT RENTAL	1,500		1,500	
957040 PROPERTY TAX REFUNDS-IN	700		700	

Proposed 2017 Budget Adjustments - Zoo

ACCOUNT DESCRIPTION	ORIGINAL APPROP	PROPOSED	AMENDED	
		ADJ	BUDGET	
960000 EMP TRAINING & IMPROV	5,500		5,500	
GIFT SHOP/CONCESSION EXPENSES	0	300,000	300,000	Formerly Zoo Society Expense
CONTROLLABLE EXPENSE	1,137,571	207,260	1,344,831	
911000 INSURANCE & BONDS	38,976	25,681	64,657	Flood Insurance
921000 UTILITIES	200,000	(11,000)	189,000	Based on 2016 actual costs
921070 COURIER SERVICE	465		465	
921150 TELEPHONE ALLOCATION CO	10,448		10,448	
943000 IT OPERATIONS	31,714		31,714	
943100 NETWORK MAINT SVC CHG	28,749		28,749	
NON-CONTROLLABLE EXP	310,352	14,681	325,033	
Revenue Total	(3,756,843)	(509,500)	(4,266,343)	
Expense Total	3,506,078	660,124	4,166,202	
(Use of)/Addition to Fund Balance	250,765		100,141	

Agenda Item 8

TO: Board of Commissioners County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: December 27, 2016
SUBJECT: Resolution Authorizing an Agreement with the Ingham Conservation District
For the meeting agendas of January 17 and January 18

BACKGROUND

This resolution authorizes a 2017 agreement with the Ingham Conservation District. The scope of services remains the same as 2016 and is attached to this memorandum.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for \$8,354, a 2% increase (\$164) over 2016. Funds for this agreement are included in the 2017 budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2017 agreement with the Ingham Conservation District.



INGHAM CONSERVATION DISTRICT

1031 West Dexter Trail, Mason, MI 48854

Phone: (517) 676-2290

Fax: (517) 676-4351

INGHAM CONSERVATION DISTRICT 2017 SCOPE OF WORK

Thank you for supporting the work of the Ingham Conservation District (ICD). In 2017 the ICD will use the \$8,354.00 in operational funding from the Ingham County Board of Commissioners to support ICD staff and operations, natural resource education, outreach materials and conservation oriented events. The following narrative and table detail how funds will be divided between these purposes.

Staff Support

\$5,354.00 is budgeted for support of staff. ICD staff will manage existing projects and pursue and develop new projects and programs beneficial to the environmental and economic health of Ingham County. Please reference the ICD Annual Plan of Work for a list of current programs and new programs being pursued for 2017.

Educational/Outreach Materials and Events

\$1,000.00 is earmarked for education and outreach activities. Funding will provide printed outreach materials as well as supplies for ICD events. Events planned for 2017 to date include the ICD Annual Meeting, a spring Garlic Mustard Pull, a county-wide Tire Recycling Event, a Forest and Farm Stewardship Education Day for landowners, a Native Shrub Planting with local youth and our spring and fall Volunteer Stream Monitoring.

Vehicle and Property Maintenance

\$1,000.00 is budgeted for maintenance activities. This amount will support the ICD's 200 acre publically accessible green space, trail system, vehicles and buildings.

Office Support

\$1,000.00 is budgeted for general office support. Funds will be used to support office operations and purchase supplies.

If you have questions about the ICD's activities and service to Ingham County please contact the ICD Executive Director, Michelle Beloskur, at (517) 676-2290 or visit the newly updated ICD website at www.inghamconservation.com.

Ingham County Operations Funding for the Ingham Conservation District in 2017

Item	County Funds Allocated
Staff Support	\$5,354.00
Educational and Outreach	\$1,000.00
Vehicle and Property Maintenance	\$1,000.00
Office Support	\$1,000.00
Total Funding Amount	\$8,354.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2017 Ingham County budget includes \$8,354 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2017 through December 31, 2017 in an amount not to exceed \$8,354.

BE IT FURTHER RESOLVED, 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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH
IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2017 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING WINSTON O'NEAL

WHEREAS, Winston O'Neal joined Phi Beta Sigma Fraternity, Incorporated on May 18, 1979, and has served his fraternity with great distinction; and

WHEREAS, Winston, a founding member of Central Michigan University's Lambda Gamma Chapter, has served in the capacities of President, Vice-President, Chairman of Membership Intake, and Treasurer; and

WHEREAS, additionally Winston assisted with the founding of the University of Detroit, Rho Nu Chapter; and WHEREAS, after graduating from college and returning to his hometown of Detroit, Michigan, Winston continued as an active member with XI Beta Sigma; and

WHEREAS, under the direction and tutelage of the Honorable Carl J. Turner, Ruben Vaughn, Robert Wolf and Wade K. Davis, he served as Chairman of the Sigma Week, Sigma Beta Club Director, Director of Collegiate Affairs and Alumni Advisor; and

WHEREAS, appointed by Curtis Clingman, Charles Talbert, and Arnold Beckwith from 1988 to 1998, Winston was the longest serving State Director for Michigan, he was then elected to the position of Regional Director for the Great Lakes Region of Phi Beta Sigma Fraternity, in April 1998 where he served two terms; and

WHEREAS, as Regional Director, Winston served as a member of the General Board for Phi Beta Sigma Fraternity, Incorporated and developed the model membership campaign entitled "Mission Possible" that is currently being used by the International team and he, along with his Board, increased the Great Lakes regional membership from 400 to 1000 financial members; and

WHEREAS, during this time the Great Lakes Regional Board developed and established the fraternity's first Alumni Advisers Institute and Membership Recruitment Kits developed under the Great Lakes Board Theme Recruitment, Retention and Reactivation; and

WHEREAS, on March 28, 2002, Winston along with 10 other members organized and founded the Nu Alpha Sigma Chapter where he currently serves as Chapter President, in addition he is a Proud Life Member (1425) of Phi Beta Sigma Fraternity, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Winston O'Neal for his numerous contributions and wishes him continued success in the years to come.