

CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**FINANCE COMMITTEE**  
MARK GREBNER, CHAIR  
BRIAN McGRAIN  
TODD TENNIS  
KARA HOPE  
SARAH ANTHONY  
RANDY SCHAFFER  
ROBIN CASE NAEYAERT

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 18, 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 7, 2016](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Board of Commissioners - Appointments to the Equalization Subcommittee (*No Material*)
2. Big Brothers Big Sisters Michigan Capital Region - Resolution to Authorize a Contract with [Big Brothers Big Sisters Michigan Capital Region](#) to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2017
3. MSU Extension - Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the [Annual Work Plan for 2017](#)
4. Health Services Millage - Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation ([IHPC](#))
5. Facilities - Emergency PO to Myers Plumbing & Heating, Inc. for Sanitary and Domestic [Water Line Repairs](#) Inside the Evidence Room at the Jail
6. 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 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
  - c. Resolution to Authorize a Service Contract with [Bentley Systems, Incorporated](#)
  - d. 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

7. Fair Office - Resolution to Authorize a Memorandum of Understanding with the City of Mason Regarding [Rayner Park](#)
8. Controller/Administrator's Office - Resolution Authorizing an Agreement with the [Ingham Conservation District](#)

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
December 7, 2016  
Draft Minutes

Members Present: Bahar-Cook, Case-Naeyaert, Crenshaw, McGrain, and Schafer

Members Absent: Anthony and Tennis

Others Present: Register of Deeds Derrick Quinney, Teri Morton, Debb Fett, Rick Terrill, Paul Pratt, Carla Clos, Sandy Gower, Bill Conklin, Jean Ann Hamlin, Sally Auer, Tim Morgan, Desiree Cook, Bradley Prehn, Stacy Biers, Paul Kindel, Ryan Buck, and others

The meeting was called to order by Chairperson Bahar-Cook 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 16, 2016 Minutes and Closed Session Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE OPEN AND CLOSED SESSIONS OF THE NOVEMBER 16, 2016 FINANCE COMMITTEE MEETING.

The closed session minutes were amended as follows:

The **Finance County Services** Committee entered into closed session at approximately 7:27 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

This amendment was considered friendly.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Tennis.

Additions to Agenda

17. Controller/Administrator’s Office
  - c. Resolution to Waive Policy Rules to Allow Employee Purchase of Obsolete Property
  - d. Resolution Thanking Gretchen Whitmer for her Service to Ingham County as Prosecuting Attorney
  - e. Resolution to Honor Sheriff Gene L. Wriggelsworth of the Ingham County Sheriff’s Office

Substitute –

5. Board of Commissioners
  - a. Resolution Authorizing Commissioner Compensation for 2017 and 2018
  
17. Controller/Administrator's Office
  - a. Resolution Approving Various Contracts for the 2017 Budget Year

Limited Public Comment

Sally Auer, UAW Chairperson, stated that the UAW represented 350 County employees. She further stated that the UAW agreed to participate in the Hay Study, however they did not necessary agree to implement it. Ms. Auer stated that the process was not transparent and necessary information was not provided as it was deemed proprietary. She further stated that they were concerned that comparable employers' wage data was not used. Ms. Auer stated that the Hay Group sent requests for information to employers such as City of Lansing which were not returned, however this information could have been secured by alternative means.

Ms. Auer stated that the County got PDQ's out of this study, which provided valuable data for updating job descriptions.

Ms. Auer stated that they were told that the Rye Study was antiquated. She further stated that Jackson County recently underwent a wage study and used the Rye Study method. Ms. Auer stated that she did not understand why they did not apply the PDQ's to the Rye Study.

Ms. Auer requested that the Committee authorize the resolution to end the contract with the Hay Group.

Desiree Cook, ICEA Professionals President, stated that their members recommended the Committee authorize the resolution to end the contract with the Hay Group.

Jean Ann Hamlin, ICEA Court Professionals President, stated that she echoed Ms. Auer's concerns. She further stated that they could not respond effectively without the information that was deemed proprietary.

Ms. Hamlin stated that they requested that the Committee authorize the resolution to end the contract with the Hay Group.

Derrick Quinney, Register of Deeds, stated that he supported the passage of the resolution to end the contract with the Hay Group. He further stated that he did not feel there was sufficient transparency to make decisions regarding the livelihoods of his staff based on the Hay Study.

Paul Pratt, Deputy Drain Commissioner, stated that he was appearing before the Committee on behalf of Drain Commissioner Pat Lindemann with regard to the Hay Study. He further stated that they prepared appeals for their entire staff. Mr. Pratt stated that they had worked hard under the Rye Study to modernize their positions, however the Hay Study had moved that modernization backward. He further stated that Drain Commissioner Lindemann recommended that the Committee authorize the resolution to end the contract with the Hay Group.

Mr. Pratt stated that he was a member of the Board of Commissioners when the Rye Study was completed. He further stated that the Rye Study had a negative impact on employee morale.

Bradley Prehn, UAW, stated that the City of Lansing utilized the Hay Group to perform a wage study. He further stated that several Lansing employees who were union members were trained on the Hay process to rank a position yet this training was something County employees were unable to be provided.

Bill Conklin, Road Department Director, stated that the Road Department was not pleased with the Hay Study. He further stated that with the Rye Study, you could see how the positions were rated. Mr. Conklin stated that it was his understanding that the Hay Group would not permit this information to be disclosed. He further stated that he believed the quality of the Matrix was poor.

Mr. Conklin stated that he did not intend his comments to disparage the performance of the Human Resources Department and the Controller's Office.

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

1. Drain Commission
  - a. Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds
  - b. Resolution Pledging Full Faith and Credit to Blue-Spotted Salamander Drain Drainage District Bonds
2. Sheriff's Office
  - a. Resolution to Purchase Ten New Tasers for the Sheriff's Office Field Services Division Using 2016 Capital Improvement Funds
  - b. Resolution Authorizing the Ingham County Sheriff's Office to Enter an Inter-Agency Agreement with Wayne County to Rent a Minimum of 50 up to 70 Beds to the Wayne County Sheriff's Office
3. Treasurer - Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
6. Circuit Court/Family Division - Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home
7. Circuit Court/Friend of the Court - Resolution to Authorize the Purchase of Five OnBase Named User Client and Workflow Licenses for the Friend of the Court Imaging System from Imagesoft, Inc.
8. Community Corrections Advisory Board
  - a. Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services for FY 2017

- b. Resolution to Authorize Entering a Contract with Alcohol Drug Administrative Monitoring, Inc. for Drug Testing and Breathalyzer Services
9. Facilities Department - Resolution Awarding a Contract to Myers Plumbing & Heating to Provide HVAC Preventative Maintenance Services Six (6) Times per Year at Thirteen (13) 9-1-1 Tower Sites
10. Probate Court - Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters
11. Health Department
- a. Resolution Amending Resolution #16-425 to Authorize the Fourth Year of the Americorps VISTA Grant Cycle for 2016-2017
  - b. Resolution Authorizing the Conversion of a Community Health Representative IV Position to a Coding Specialist Position
  - c. Resolution Authorizing a Shift Differential for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am
  - d. Resolution Authorizing a FY 2017 Agreement with Capital Area Community Services, Inc. for Head Start Evaluations
  - e. Resolution Authorizing a Lease and Pharmacy Agreement with Cardinal Health 132, LLC
  - f. Resolution Authorizing a Great Start Agreement with the Midland County Educational Services Agency and 0.25 FTE Increase of Position #601490
  - g. Resolution Authorizing a Reorganization of the Health Department's Staff and Administrative Structure
  - h. Resolution Amending Resolution #16-309 with NEC Networks, LLC dba CaptureRX, for 340B Prescription Third Party Administrator and Resolution #16-310 to Walgreen Company for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler
12. 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
13. 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

14. Road Department - Resolution to Retain MDEQ Scrap Tire Market Development - Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project Testing and Research Services with Michigan State University
15. Parks - 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
16. 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
17. Controller/Administrator's Office
  - a. Resolution Approving Various Contracts for the 2017 Budget Year
  - b. Resolution Authorizing the Controller to Make Year End Budget Adjustments
  - c. Resolution to Waive Policy Rules to Allow Employee Purchase of Obsolete Property
  - d. Resolution Thanking Gretchen Whitmer for her Service to Ingham County as Prosecuting Attorney
  - e. Resolution to Honor Sheriff Gene L. Wriggelsworth of the Ingham County Sheriff's Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Tennis.

5. Board of Commissioners
  - c. Resolution Authorizing Termination of the Contract with Hay Group for the Comprehensive Countywide Compensation and Classification Study

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

Chairperson Bahar-Cook provided a summary of what occurred at the last County Services Committee meeting with regard to this resolution.

Commissioner Crenshaw thanked the unions for their feedback. He stated that he would vote in support of this resolution.

Commissioner McGrain thanked the unions for their feedback. He asked what was next.

Chairperson Bahar-Cook stated that at the last County Services meeting, staff was directed to review the good parts of the Hay Study and to report back to the Committee on how it can be used in a positive manner.

Commissioner McGrain asked whether a deadline was provided to staff.

Chairperson Bahar-Cook answered no.

Commissioner McGrain stated that he requested that staff bring this back sooner than later.

Discussion.

Commissioner Case-Naeyaert asked if the Committee passed this resolution, would we have access to the data.

Chairperson Bahar-Cook stated that we already had the data.

Commissioner Case-Naeyaert thanked everyone present at the meeting for their comments. She stated it was interesting to hear from those who have their boots on the ground and were here tonight. Commissioner Case-Naeyaert stated that it was important to her that the employees were happy where they were at the County and content to stay.

Chairperson Bahar-Cook stated that staff was also directed to FOIA wage information from local public employers.

Commissioner Schafer stated that he recommended a joint County Services-Finance Committee meeting to discuss this topic next year.

Commissioner Case-Naeyaert asked what it would cost to terminate the contract.

Teri Morton, Budget Director, stated that County only owed approximately \$12,000 more on the contract and they appeared to have fully performed on the terms of the contract.

Chairperson Bahar-Cook stated that the County should be wary of contracts that include proprietary information clauses in the future.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Tennis.

5. Board of Commissioners

- a. Resolution Authorizing Commissioner Compensation for 2017 and 2018

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION FOR 2017 AND 2018.

THE MOTION CARRIED. **Yeas:** Bahar-Cook, McGrain, Crenshaw, and Case-Naeyaert **Nay:** Schafer **Absent:** Anthony and Crenshaw

5. Board of Commissioners

- b. Resolution Approving Annual 2017 Compensation for Non-Judicial County-Wide Elected Officials

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION APPROVING ANNUAL 2017 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS.

The resolution was amended as follows:

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, ~~other than as may be specifically identified herein,~~ including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED. **Yeas:** Bahar-Cook, McGrain, Crenshaw, and Case-Naeyaert **Nay:** Schafer **Absent:** Anthony and Crenshaw

4. 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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH CAPITOL CITY LABOR PROGRAM, INC. – 9-1-1 NON-SUPERVISORY UNIT REGARDING OVERTIME AND CALL TAKER ASSIGNMENTS.

Commissioner McGrain stated that he supported this resolution. He further stated that he would like to see an update to the Committee from the 9-1-1 Center Director and asked Ms. Morton to communicate the same with staff.

THE MOTION CARRIED. Absent: Commissioners Anthony and Crenshaw.

4. Human Resources

- b. Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2017 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL.

Commissioner McGrain asked what our telecommute policy was.

Ms. Morton stated that she would follow up on this question.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Tennis.

16. 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. SCHAFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON THE SHERIDAN, MIEDEMA, AND LOVETTE PROPERTIES.

Chairperson Bahar-Cook stated that this resolution was pulled for the purposes of disclosure.

Paul Kindel, Farmland and Open Space Preservation Board Chair, stated that the parents of Stacy Biers, Farmland and Open Space Preservation Board Coordinator, owned the Sheridan property. He further stated that they followed their conflict of interest policy and had Ms. Biers leave the room anytime the Sheridan property was discussed.

Commissioner McGrain thanked Mr. Kindel for his service.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Tennis.

#### Announcements

Commissioner Schafer thanked Chairperson Bahar-Cook for her leadership of the Committee and service to the County.

Commissioner Crenshaw thanked Chairperson Bahar-Cook for her leadership of the Committee and service to the County.

Chairperson Bahar-Cook stated that the Facilities Department had prepared a Facilities Condition Assessment Report, and the commissioners should read it.

Discussion.

#### Public Comment

None.

Adjournment

The meeting was adjourned at 6:45 p.m.

## JANUARY 18, 2017 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Controller's Office is recommending approval of the following resolutions:

2. *Big Brothers Big Sisters Michigan Capital Region – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2017*

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (child trauma, effective communication, human trafficking, runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. The contract will not exceed \$25,000 for the time period of January 1, 2017 through December 31, 2017. Funds for this contract are included in the 2017 budget.

3. *MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2017*

This resolution authorizes an agreement for MSU Extension services in 2017. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets the county's share of the cost of maintaining the network of Extension Educators. For the period January 1, 2017 to December 31, 2017, the County shall pay to MSUE \$233,641 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$124,711 and \$108,930 for additional personnel.

4. *Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)*

This resolution authorizes a 2017 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services.

The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2017 budget. The administrative rate increases from 10% in 2016 to 20% in 2017. If at the end of the contract period the total amount paid by the County is less than \$1,000,000, IHPC may request payment from the County on the December invoice of additional expensed funds.

6a. 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.

6b. 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.

6c. 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.**

6d. 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.

7. 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.

8. Controller/Administrator's Office – 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.

**OTHER ITEMS:**

1. Board of Commissioners – Appointments to the Equalization Subcommittee (No material)

5. Facilities – 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.

MEMORANDUM

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 5, 2017

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program  
For the meeting agendas of January 18 and January 23

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**BACKGROUND**

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501 C3 and is facilitated by Big Brothers Big Sisters Michigan Capital Region.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The contract will not exceed \$25,000 for the time period of January 1, 2017 through December 31, 2017. Funds for this contract are included in the 2017 budget.

**OTHER CONSIDERATIONS**

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System and/or African American young men, etc.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2017**

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2017.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2017 through December 31, 2017 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

**MEMORANDUM**

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: December 16, 2016

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County  
For the meeting agendas of January 18 and January 23

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**BACKGROUND**

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2017, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

For the period January 1, 2017 to December 31, 2017, the County shall pay to MSUE \$233,641 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$124,711 and \$108,930 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

**OTHER CONSIDERATIONS**

N/A.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY  
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY  
APPROVING THE ANNUAL WORK PLAN FOR 2017**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$233,641 with MSU Extension for the period of January 1, 2017 through December 31, 2017 for delivery of Extension services and education.

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

## **AGREEMENT FOR EXTENSION SERVICES**

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into this 22nd day of December, 2016 by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION ("MSUE").

**WHEREAS** the United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

**WHEREAS** MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

**WHEREAS** For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

**WHEREAS** It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

**WHEREAS** MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

**NOW THEREFORE** in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

**A. MSUE will provide:**

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 1.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

**B. The County will Provide:**

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
  - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
  - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
  - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
  - d. Access to space for delivering Extension programs.
  - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

0 FTE County employed Clerical Support Staff

*Optional:*

4. Funding for additional Extension educators at **\$78,580**. (.8 FTE \* \$98,225.) assigned to County and reporting to Agriculture and Agribusiness Institute.
5. Funding for additional 4-H program capacity **0.5 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**

7. Total Annual Assessment in the amount of **\$233,641.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Room 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

**C. Staffing and Financial Summary**

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination)

**\$124,711.**

**ADDITIONAL PERSONNEL**

B. 0 FTE Clerical Support Staff to be employed by MSU

\$0.

C. 0.8 FTE Educator (Program Area Horticulture)

\$78,580.

D. 0.5 FTE Additional 4-H Program Coordination

\$30,350.

E. 0.5 FTE Additional paraprofessional staff

\$0.

**TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017:**

**\$233,641.**

**I. Term and Termination**

The obligations of the parties under this Agreement will commence on January 1, 2017 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator's Office, 341 S Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

**II. General Terms**

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably

beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF  
MICHIGAN STATE UNIVERSITY**

**Ingham COUNTY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Daniel T. Evon, Director,  
Contract & Grant Administration

Print name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

(title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A**  
**Technical Standards for County Internet Connections**

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.9.255.255
CIDR	35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

- 35.9.15.43 (80) (search.msu.edu)
- 35.9.160.36 (1935,443) (authentication)
- 35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
- 35.9.83.132 (all) (vpn.msu.edu)
- 35.9.81.150 (zoom.msu.edu)
- 35.9.121.189 and 190 (443) (SharePoint)
- 35.8.200.57 (80 and 443) (SharePoint)
- 35.9.121.221, 223, and 225 (443) (Exchange)
- 35.8.200.56 (80 and 443) (Exchange)
- 35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
- 35.8.201.200 (443 TCP) (Lync)
- 35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
- 35.8.200.58 (80 and 443) (Lync)
- 35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

- CANR.msu.edu – 35.8.201.199
- MSUE.anr.msu.edu – 35.8.201.199
- Events.anr.msu.edu – 35.8.200.220
- web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
- Expression Engine – 35.8.201.215

Web Hosting environment (other ANR websites) – 35.8.201.217  
Master Gardener (External) – 128.120.155.54  
Extension.org (External) – 152.46.27.147  
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to [support@anr.msu.edu](mailto:support@anr.msu.edu), where they will be routed to the best person to assist you.

## Agenda Item 4

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** January 3, 2017  
**SUBJECT:** Resolution Authorizing a Health Services Millage Contract with IHPC  
For the meeting agendas of January 18 and January 23

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### **BACKGROUND**

This resolution authorizes a 2017 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

### **ALTERNATIVES**

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Since that time, millage eligible membership has run roughly between 1,000 and 1,100 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

### **FINANCIAL IMPACT**

The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2017 budget. The administrative rate increases from 10% in 2016 to 20% in 2017. If at the end of the contract period the total amount paid by the County is less than \$1,000,000 IHPC may request payment from the County on the December invoice of additional expensed funds. In 2015 millage expenditures on the IHPC contract were \$765,937 and 2016 expenditures are projected to be between \$850,000 and \$900,000.

### **OTHER CONSIDERATIONS**

The 2017 contract will be nearly identical to the 2016 contract with the major exception being the amount paid for administration, as detailed above.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE  
INGHAM HEALTH PLAN CORPORATION (IHPC)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2017 through December 31, 2017 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of \$1,000,000 includes administrative costs, which will be capped at 20% of reimbursements paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice, and if at the end of the contract period the total amount paid by the County is less than \$1,000,000 IHPC may request payment from the County on the December invoice of additional expensed funds.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

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.



## COVERED SERVICES

### PLAN B MEDICAL COVERAGE

#### **Physician, Physician Assistant, and Nurse Practitioner Services**

**Office visit Copay: \$5.00**

Covered when provided by the member's Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

#### **Outpatient Hospital Services**

**Copay: \$0.00**

Covered when ordered by the member's PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)

**Urgent Care Services****Copay: \$5.00**

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charged not covered)
- Administration of immunizations (serum not covered- exception flu vaccine)
- Administration of injections (serum not covered- exception antibiotics )

**Laboratory Services****Copay: \$0.00**

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

**Radiology Services****Copay: \$0.00**

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

**Medical Supplies****Copay: \$0.00**

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets Available through member's Pharmacy Benefit.
- Limited wrist and knee orthotics

**Pharmacy****Copay: \$5.00 (Generic)/\$10.00 (Brand)**

- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)

**PLAN B DENTAL COVERAGE**

<b>Covered Services*</b>	<b>Member Copay**</b>
Cleanings	No
Preventative Exams	No
X-rays	No
Fillings	Yes, for some fillings (See Member Copayment Schedule for amount)
Crowns	Yes (See Member Copayment Schedule for amount)
Root Canals	Yes (See Member Copayment Schedule for amount)
Bridges & Dentures	Yes (See Member Copayment Schedule for amount)

\* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.

**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 6a**

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

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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.

**Agenda Item 6b**

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

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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 6c**

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

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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.

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.

**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, Esq.  
Mattis D. Nordfjord, Esq.

**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

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**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 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

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**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.

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.



## INGHAM CONSERVATION DISTRICT

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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](http://www.inghamconservation.com).

### Ingham County Operations Funding for the Ingham Conservation District in 2017

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