

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
PENELOPE TSERNOGLOU
BRYAN CRENSHAW
DEB NOLAN
CAROL KOENIG
VICTOR CELENTINO
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, SEPTEMBER 16, 2014 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 [August 19, 2014](#) Minutes and Closed Session Minutes and [August 27, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews & Presentation of Annual Report
 - a. Equal Opportunity Committee Interviews
 - b. Equal Opportunity [Annual Report](#)
2. Drain Commission - Resolution to Approve Agreement for Work in County Road Rights of Way by [Fowler Drain](#) Drainage District
3. Health Department
 - a. Resolution to Authorize a 2014-2015 [Americorps*Vista](#) Continuation Grant
 - b. Resolution to Authorize an Increase in the Staff Time Allocation for the Nurse Family Partnership [Supervisor](#)
4. Parks Department
 - a. Resolution Authorizing the Purchase of One (1) New [Snow Groomer](#) and Repayment Schedule for the Hawk Island Snowpark
 - b. Resolution Authorizing the Purchase of Two (2) New [Snow Makers](#) and Repayment Schedule For the Hawk Island Snowpark
5. Facilities Department
 - a. Resolution Awarding a Contract to DLZ Michigan Inc. to Provide Professional Consulting Services for a [Space Utilization Study](#) of the Ingham County Courthouse, Hilliard Building, Road Department, Grady Porter/Veteran's Memorial Courthouse and the Human Services Building
 - b. Resolution Awarding a Contract to Molnar Roofing Company, Inc. for the Replacement of the Hilliard Building [Roof](#)
 - c. Resolution Awarding a Contract to Michigan Paving and Materials Company to Provide Asphalt [Parking Lot](#) Replacement at the Human Services Building
 - d. Resolution Awarding a Contract to Automatic Equipment Sales & Service, Inc. to Install [ADA Compliant Doors](#) at the Hilliard Building and 55th District Court

6. Farmland and Open Space Preservation Board - Resolution Approving the Statement of Work Between the United States and Ingham County to Accept \$220,196.00 for Two [Properties](#)
7. Potter Park Zoo - Resolution Authorizing a Change of Fees for the [Charitable Events](#) at Potter Park Zoo
8. Road Department - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
9. Innovation and Technology Department - Resolution to Authorize a [Reorganization](#) of the Innovation and Technology Department Programming Specialist Positions
10. Controller's Office
 - a. Resolution to Authorize the Transfer of MERS [Retirement Funds](#) for 9-1-1 Employees - Reciprocal Retirement Act
 - b. Resolution to Authorize the Transfer of Retiree [Health Insurance Funds](#) for 9-1-1 Employees from the City of Lansing
11. Human Resources - UAW Letter of Understanding (*Closed Session*)
12. Board Referrals
 - a. Letter from Charter Township of Meridian Regarding Meridian Township [Deer Management Request for Hunting at Ingham County Farm, 3860 Dobie Road](#)
 - b. Letter from Charter Township of Meridian Regarding 2005 Master Plan [Amendment - Phase 2](#)

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

COUNTY SERVICES COMMITTEE
August 19, 2014
Draft - Minutes

Members Present: Dianne Holman, Penelope Tsernoglou, Victor Celentino, Bryan Crenshaw, Deb Nolan, Carol Koenig (arrived at 6:10 p.m.), and Randy Maiville

Members Absent: None

Others Present: Tim Dolehanty, Travis Parsons, Rick Terrill, Brian Cote, Michelle Rutkowski, Paul Pratt, Missy Challiss, Becky Bennett, Ryan Buck, and others

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

Approval of the July 15, 2014 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JULY 15, 2014 MEETING AS PRESENTED.

The minutes were revised to show that Commissioner Nolan was present at the meeting.

This was considered a friendly amendment.

Commissioner Nolan stated that he was pleased with the quality of the draft minutes.

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

Additions to the Agenda

None.

Lates –

Chairperson Holman renumbered Agenda Item No. 9 as “9a.”

9. Board of Commissioners
 - b. Resolution Affirming that Ingham County is a Welcoming Community and Respects the Innate Dignity of all People

4. Innovation and Technology Department
 - c. Resolution to Approve the Purchase, Installation, and Configuration of Carousel Industries Jail Audio System

10. Controller's Office and Human Resources Department - Status of Collective Bargaining
(Closed Session)

Limited Public Comment

None.

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

2. Equalization Department - Resolution to Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn as Peer Review Group Members for the 2014 Ingham County Remonumentation Project
3. Health Department - Resolution to Authorize an Amendment to Resolution #14-270 and Establish Two Community Health Worker Positions
4. Innovation and Technology Department
 - b. Resolution to Approve the Purchase of Additional San Storage of the DR SAN
5. Human Resources Department - Resolution Certifying Representatives for the MERS Annual Meeting
6. Facilities Department
 - a. Resolution Awarding a Contract to Rieth-Riley Construction to Provide Asphalt Parking Lot Replacement at the Ingham County Sheriff's Office
 - b. Resolution Authorizing a Lease Agreement with Capitol Walk Parking for the Use of 98 Parking Spaces by Employees of the Veteran's Memorial Courthouse and Grady Porter Building
 - c. Resolution Authorizing a Contract with Bornor Restoration Inc. for Big Cat Holding Cell Repairs at the Potter Park Zoo
7. Road Department
 - a. Resolution Approving the Submittal of the Ingham County Road Advisory Board's Project Level Recommendations to the Tri-County Regional Planning Commission for the 2014 Long Range Transportation Plan Update
 - b. Resolution Authorizing the Purchase of the 2014/2015 Seasonal Requirement of Liquid De-Icer for the Ingham County Road Department
 - c. Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department
 - d. Resolution Authorizing a Revised Subcontract with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture for the Road Department
 - e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

9. Board of Commissioners
 - a. Resolution Honoring the Lansing for Cesar E. Chavez Committee

THE MOTION CARRIED UNANIMOUSLY.

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

1. Drain Commissioner - Resolution Providing Additional Funding for the Revolving Drain Fund (Fund 802)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION PROVIDING ADDITIONAL FUNDING FOR THE REVOLVING DRAIN FUND (FUND 802).

Paul Pratt, Deputy Drain Commissioner, stated that they needed more working capital due to the storms three years ago.

Discussion.

Commissioner Maiville asked how it was possible that we had functioned this long without the need for this resolution.

Mr. Pratt stated that the retrofits that occurred more recently had been more labor intensive than expected and thus more expensive. He further stated that this working capital would be used for the interim period between construction and when bond proceeds would come in.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

4. Innovation and Technology Department
 - c. Resolution to Approve the Purchase, Installation, and Configuration of Carousel Industries Jail Audio System

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO APPROVE THE PURCHASE, INSTALLATION, AND CONFIGURATION OF CAROUSEL INDUSTRIES JAIL AUDIO SYSTEM.

Michael Ashton, Chief Information Officer and IT Director, presented on the need for new audio equipment in the Sheriff's Office jail posts. He further stated that the equipment would allow officers to respond to prisoner issues faster.

Commissioner Crenshaw asked if doing all posts together would result in a cost savings.

Mr. Ashton stated that there would be a cost savings of around \$6,000.

Commissioner Koenig arrived at the meeting at 6:10 p.m.

Commissioner Crenshaw asked whether Mr. Ashton would recommend doing all the posts together.

Mr. Ashton stated that that was a recommendation that the Controller's Office could make based on its budgetary priorities.

Tim Dolehanty, Controller/Administrator, stated that this was an emergency resolution because the current system had failed.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

4. Innovation and Technology Department
 - a. Discussion Item - IT Updates & New Job Descriptions for ICEA Programmer Specialist Moving to Business Analyst Position

Mr. Ashton introduced new members of the IT team to the Committee: Vince Foess, IT Deputy Director, and Frank Chain, IT Project Manager.

Mr. Ashton stated that he was assisting the Human Resources Department and the unions work on the ICEA reclassification project. He further stated that the reclassifications would be budget neutral. Mr. Ashton stated that he would be presenting the Committee with a resolution in September. He further stated that their goal with this project was to foster career opportunities for the employees.

Mr. Ashton stated that they had a new vacancy open up due to a retirement and they were going to set up an internal posting for that position.

Mr. Celentino asked if he and the unions would both agree on the forthcoming resolution.

Mr. Ashton stated that he would continue to work with the unions. He further stated that Michelle Rutkowski, Human Resources Specialist, had been assisting him on this project.

Mr. Ashton provided a comprehensive update on the status of the Innovation and Technology Department, including the completion of the phone project, moving over to a server-based facsimile system, integrating the Road Department into the County website, and a new project to send out materials to employees that would educate them on how to use computers, phones, and other equipment more effectively.

Mr. Celentino asked why the website's look had changed.

Mr. Ashton stated that it was difficult for some people to utilize the website and there were complaints about it. He further stated that they utilized “Google Analytics” to analyze the old website.

Discussion.

Mr. Ashton stated that they had entered into a managed print services contract for all printing equipment, installed a new server in the Court, performed a security review, and received over 6,000 work orders of which there were now less than 400 pending orders. He further stated that Munis was being upgraded.

Commissioner Nolan asked for more information on the survey that they were going to send out.

Mr. Ashton stated that he wanted a good sample of positive and negative feedback so he wanted to make it easy for the respondents to do the survey. He further stated that he would be in contact with Becky Bennett, Board Coordinator, and the Board of Commissioners to continue to develop the Board’s page.

Discussion.

Commissioner Nolan stated that it was important to get feedback from front-line workers because they would be utilizing the system the most.

8. Controller’s Office

a. Discussion Regarding Health Insurance Update

Mr. Dolehanty introduced Brian Cote of CIC Benefit Consulting Group to the Committee.

Mr. Cote presented on current laws and future trends in the health care industry. He further stated that the County was looking at a 3.1% increase from PHP next year. Mr. Cote stated that most of insurance expenses came from prescriptions and emergency room visits. He further stated that the ways to keep prices in check were free generic prescription drugs, a cost transparency program, and telemedicine.

Mr. Dolehanty stated that a great way to motivate employees to engage in the cost transparency program was by finding a way for the employee to share in the savings that the County would experience utilizing the program. He further stated that the Health Coalition had been involved in these discussions. Mr. Dolehanty stated that he wanted everyone, including the Human Resources Department and the unions, on the same page. Mr. Dolehanty stated that the employees would not have to fill out any forms or seek a reimbursement. He further stated that this program offered tremendous savings to the County.

Commissioner Tsernoglou asked how the employees would share in the savings under the cost transparency program.

Mr. Dolehanty stated that CIC would get the employee information about which health care provider was more economical. He further stated that if the employee utilized the more economical provider, a percentage of the savings the County would experience would be sent to the employee.

Discussion.

Commissioner Nolan asked how they could prevent abuse of the proposed system.

Mr. Cote stated that he believed that most people were honest and most health care providers simply did not know how much a procedure would cost so it was less likely that an employee could abuse the system.

Commissioner Tsernoglou asked if the telemedicine service was a phone service.

Mr. Cote stated that employees would have access to Michigan-licensed physicians via the phone.

Discussion.

Commissioner Nolan asked how much remuneration the 250 employees who opted out of the County health insurance received.

Travis Parsons, Human Resources Director, stated that the amount was approximately \$117.00 per month.

Commissioner Nolan asked what the average deductible rate was.

Mr. Cote stated that Blue Cross Blue Shield had an available policy with a \$5,000 deductible.

There was a discussion about getting retirees back to educate them on these proposed changes.

Commissioner Koenig asked how Mr. Cote's firm was paid.

Mr. Cote stated that it was all stated in the RFQ.

Chairperson Holman asked how all these proposed changes would affect how our rates change.

Mr. Cote provided information about what other groups and counties were doing to establish their rates.

Discussion.

Mr. Dolehanty stated that the reason we wanted to do this was to keep this affordable for the employees.

Discussion.

Mr. Cote stated that it would take a few years to foster real savings because there needed to be a change in employee behavior.

Commissioner Tsernoglou asked if we would have plans that included a deductible, but the County would reimburse the employee for the deductible amount.

Mr. Cote stated yes.

Commissioner Tsernoglou stated that she was interested in this plan.

Mr. Cote stated that this had nice long-term implications.

Commissioner Nolan asked if this was the same presentation made to the Health Coalition.

Mr. Cote stated that this presentation had less slides.

8. Controller's Office
 - b. Discussion Regarding Use of County Seal

Mr. Dolehanty provided an update on the issue of Ingham County Legal News placing the County seal on its newspaper. He further provided to the Committee options to address the issue. Mr. Dolehanty stated he recommended that we ask the newspaper to put a disclaimer on their newspaper.

Discussion.

Chairperson Holman asked for the legal premise for a county seal.

Mr. Dolehanty stated that the County Clerk had to adopt a seal which would be used to certify documents.

Chairperson Holman stated that she would prefer that only the County be able to use the seal.

Discussion.

Commissioner Crenshaw stated that the County should send a letter requesting a disclaimer be placed on the newspaper.

Discussion.

Commissioner Koenig stated that she agreed with Commissioner Crenshaw's position.

Discussion.

Commissioner Nolan stated that she wanted the newspaper to cease using the seal.

Discussion.

Commissioner Tsernoglou stated that the newspaper should cease the use of the seal. She suggested that the Controller's Office contact the newspaper and request that the newspaper cease using the seal in a polite manner.

Commissioner Koenig stated that there was a previous issue with the Ingham Conservation District and the use of our website. She further stated that the County responded strongly against the District.

Discussion.

9. Board of Commissioners

- b. Resolution Affirming that Ingham County is a Welcoming Community and Respects the Innate Dignity of all People

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AFFIRMING THAT INGHAM COUNTY IS A WELCOMING COMMUNITY AND RESPECTS THE INNATE DIGNITY OF ALL PEOPLE.

Commissioner Crenshaw provided background on this resolution.

The following amendments were made to the resolution:

WHEREAS, ~~the~~ **The** Welcoming Ingham County ~~Initiative~~ **Initiative** aims to build cooperation, respect, and compassion among all in our community, including immigrants and nonimmigrants alike; endeavors to create an atmosphere **where** immigrants and refugees have increased opportunities to integrate into the social fabric of their adopted hometowns; and seeks to embrace diversity while retaining unique cultural identities; and

...

WHEREAS, we encourage all newcomers to make Ingham County ~~you~~ **their** home.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes September 13-21, **2014** as National Welcoming Week in ~~the~~ Ingham County.

This was considered a friendly amendment.

Commissioner Nolan stated that she would ordinarily support a resolution like this, however she would prefer that it did not come in as a late resolution.

Discussion.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Public Comment

None.

10. Controller's Office and Human Resources Department - Status of Collective Bargaining
(*Closed Session*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO MOVE INTO A CLOSED SESSION AT APPROXIMATELY 7:30 P.M. FOR THE PURPOSE OF A COLLECTIVE BARGAINING UPDATE.

ROLL CALL VOTE. **Yeas:** Commissioners Holman, Tsernoglou, Celentino, Crenshaw, Koenig, Maiville, and Nolan. **Nays:** None. **Absent:** None.

Re-entered open session at approximately 8:04 p.m.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TSERNOGLOU, TO SUSPEND THE RULES AND ALLOW COMM. KOENIG TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Koenig voted "yea" on all items on the consent agenda.

Announcements

None.

The meeting was adjourned at 8:05 p.m.

COUNTY SERVICES COMMITTEE

August 27, 2014

Draft - Minutes

Members Present: Dianne Holman, Victor Celentino, Bryan Crenshaw, Penelope Tsernoglou, and Randy Maiville

Members Absent: Carol Koenig and Deb Nolan

Others Present: John Neilsen, Jared Cypher, Teri Morton, Travis Parson, Willis Bennett, Rick Terrill, Kathleen Farhat, Sandy Gower, Jill Rhode, Jill Bauer, Michelle Rutkowski, Becky Bennett, Ryan Buck, and others

The meeting was called to order by Chairperson Holman at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

Chairperson Holman asked the Department Heads or their representatives to state whether they agreed with or opposed the Proposed 2015 Ingham County Budget as presented by the Controller's Office.

Department Heads or their representative for the following departments, boards, and commissions stated that they agreed with the Proposed 2015 Ingham County Budget as presented by the Controller's Office:

- a. Advisory Boards
 - i. Equal Opportunity Committee
 - ii. Historical Commission
 - iii. Women's Commission
- b. Board of Commissioners
- c. Controller
- e. County Clerk
- f. Drain Commissioner
- g. Economic Development
- h. Equalization
- i. Facilities

- j. Fair
- l. Financial Services
- o. Human Resources
- q. Parks
- r. Potter Park Zoo
- s. Purchasing
- u. Road Department
- w. Tri-County Regional Planning

- 1. Budget Hearings
 - d. County Attorney

Chairperson Holman asked the County Attorney to state whether it agreed with or opposed the Proposed 2015 Ingham County Budget.

Teri Morton, Budget Director, stated that the County Attorney agreed with the proposed budget.

- k. Farmland and Open Space Preservation Millage

Chairperson Holman asked if there was representative of the Farmland and Open Space Preservation Millage that could state whether he or she agreed with or opposed the Proposed 2015 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Millage agreed with the proposed budget.

- m. Hotel/Motel

Chairperson Holman asked if there was representative of the Hotel/Motel portion of the budget that could state whether he or she agreed with or opposed the Proposed 2015 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Millage agreed with the proposed budget.

- n. Housing Commission

Chairperson Holman asked if there was representative of the Housing Commission that could state whether he or she agreed with or opposed the Proposed 2015 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Housing Commission agreed with the proposed budget.

- p. MIS

Chairperson Holman asked if there was representative of MIS that could state whether he or she agreed with or opposed the Proposed 2015 Ingham County Budget.

John Neilsen, Chief Deputy Controller, stated that Mike Ashton, Chief Information Officer and IT Director, agreed with the proposed budget.

Commissioner Celentino asked why there was an appropriation for travel outside of the state in the amount of \$10,000.

Mr. Neilsen stated that he would send the requested information via email to the entire Committee. He further stated that some types of training required that employees travel to the east and west coasts.

t. Register of Deeds

Chairperson Holman asked if there was representative of the Register of Deeds that could state whether the Register of Deeds agreed with or opposed the Proposed 2015 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Register of Deeds agreed with the proposed budget.

v. Treasurer

Chairperson Holman asked if there was representative of the Treasurer that could state whether the Treasurer agreed with or opposed the Proposed 2015 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Treasurer agreed with the proposed budget.

Mr. Neilsen recommended that the Committee approve the entire budget, including the general fund budget, any other revenue sources (fees, federal and state grants, et cetera), and capital improvements.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE 2015 PROPOSED INGHAM COUNTY BUDGET FOR THE ADVISORY BOARDS (EQUAL OPPORTUNITY COMMITTEE, HISTORICAL COMMISSION, AND WOMEN'S COMMISSION), BOARD OF COMMISSIONERS, CONTROLLER, COUNTY ATTORNEY, COUNTY CLERK, DRAIN COMMISSIONER, ECONOMIC DEVELOPMENT, EQUALIZATION, FACILITIES, FAIR, FARMLAND AND OPEN SPACE PRESERVATION MILLAGE, FINANCIAL SERVICES, HOTEL/MOTEL, HOUSING COMMISSION, HUMAN RESOURCES, MIS, PARKS, POTTER PARK ZOO, PURCHASING, REGISTER OF DEEDS, ROAD DEPARTMENT, TREASURER, TRI-COUNTY REGIONAL PLANNING, THE ENTIRE BUDGET, INCLUDING THE GENERAL FUND BUDGET, ANY OTHER REVENUE SOURCES (FEES, FEDERAL AND STATE GRANTS, ET CETERA), AND CAPITAL IMPROVEMENTS.

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

2. Final Ranking

Willis Bennett, Parks Department Director, requested that \$30,000 be added to the “Z”-list for the Parks Department, specifically for Sheriff’s Office patrols of County-owned parks. He stated that Delhi Township contracted with the County for a similar program and it had been very successful. Mr. Bennett stated that he wanted to increase the attractiveness of the parks by ensuring that customers felt safe when they utilized them.

Commissioner Crenshaw asked for information regarding scheduling of patrols.

Mr. Bennett stated that patrols would be scheduled based on the need of a particular park. He further stated that current and newly hired part-time Sheriff’s Deputies would perform the patrols.

Mr. Bennett also requested that \$20,000 be added to the “Z”-list for the Parks Department, specifically for maintenance. He stated that the maintenance budget had been continuously reduced over time and now the Parks Department was only able to buy the bare necessities such as toilet paper. Mr. Bennett stated that they needed this money for items such as paint and the construction and maintenance of picnic tables.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO ADD TO THE “Z” LIST AND IN THE FOLLOWING ORDER OF PRIORITY: (1) \$30,000 TO THE PARKS DEPARTMENT BUDGET FOR SHERIFF’S OFFICE PATROLS OF COUNTY PARKS AND (2) \$20,000 TO THE PARKS DEPARTMENT BUDGET FOR THE PURCHASE OF MAINTENANCE-RELATED SUPPLIES.

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

Announcements

Mr. Neilsen stated that Tim Dolehanty, Controller/Administrator, was unable to attend tonight’s meeting due to a family emergency.

Public Comment

None.

The meeting was adjourned at approximately 6:12 p.m.

SEPTEMBER 16, 2014 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

2. **Drain Commissioner** - Resolution to Approve Agreement for Work in County Road Rights of Way by Fowler Drain Drainage District

The Ingham County Drain Commissioner proposed this resolution to grant formal license and permission to construct, improve and maintain the Fowler Drain, and to allow construction of the drain within road rights-of-way held by the Road Department.

- 3a. **Health Department** - Resolution to Authorize a 2014-2015 AmeriCorps*Vista Continuation Grant

This resolution authorizes an agreement with the Corporation for National and Community Services (CNCS) to operate Year Two of the AmeriCorps*VISTA project in Ingham County.

AmeriCorps*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps*VISTA Program grant of \$15,000 for the 2014-2015 fiscal year to be utilized to partially cover the \$65,617 (salary and fringe) for the full-time coordinator.

Match totaling \$89,310 is being provided by the following Sources: Host site match, \$44,852, match dollars offered by Ingham County MSU Extension \$22,182, and match from the VISTA Deferred Revenue Cost Share Fund \$22,276.

Out of this \$89,310 match, Ingham County is required to support three (3) VISTA members at \$11,676 each (total of \$35,028), provide \$50,617 for salary and fringe for full time coordinator, and \$3,665 for travel, supplies and phone.

The grant requires a match.

	<u>Amount</u>	<u>Percent</u>
Grant	\$ 15,000	15%
Match	\$ 89,310	85%*
Total	<u>\$104,310</u>	

*Grant guidelines direct applicants to hold the CNCS member support at \$11,676 per member.

A total of 15 FTE AmeriCorps*VISTA members will be placed in host sites selected through an RFP process. The AmeriCorps Specialist-*VISTA (position #601463) will be increased to 1 FTE.

3b. Health Department - Resolution to Authorize an Increase in the Staff Time Allocation for the Nurse Family Partnership Supervisor

This resolution increases the staffing allocation for the Nurse Family Partnership (NFP) program from a .50 FTE to a 1.0 FTE NFP Supervisor position. This program requires additional supervisory time in order to demonstrate these positive effects. In addition to individual meetings with staff, the NFP supervisor must also provide weekly team meetings and case conferencing, in order to maintain program fidelity. Additionally, the program now participates in a number of quality improvement initiatives, which require a significant amount of time to access data and run reports. Michigan Department of Community Health (MDCH) will again provide the Health Department with support to the NFP program, which currently supports the work of four Public Health Nurses and .50 FTE Supervisor. Funds to support the .50 FTE increase in staff will be utilized from existing funding in the 2015 budget in the amount of \$57,723.

4a. Parks Department - Resolution Authorizing the Purchase of One (1) New Snow Groomer and Repayment Schedule for the Hawk Island Snowpark

The Parks Department seeks approval to purchase a snow groomer needed to properly build and maintain the Hawk Island Snowpark. The Purchasing Department solicited bids for a snow groomer and along with Park staff, has reviewed the bids and recommends that Kassbohrer All Terrain Vehicles, Inc. be awarded the bid in an amount not to exceed \$185,000. The Parks Commission approved this resolution at their August 2014 meeting.

Because the Parks Department budget does not include funds for this purchase, the Department requests that necessary funds be advanced to the Department and repaid over ten years.

4b. Parks Department - Resolution Authorizing the Purchase of Two (2) New Snow Makers and Repayment Schedule For the Hawk Island Snowpark

The Parks Department seeks approval to purchase two snow makers needed to assure availability of adequate snow to operate the Hawk Island Snowpark. The Purchasing Department solicited bids for the snow makers and along with Park staff, has reviewed the bids and recommends that Snow Machines, Inc. be awarded the bid in an amount not to exceed \$39,200. The Parks Commission approved this resolution at their August 2014 meeting.

Because the Parks Department budget does not include funds for this purchase, the Department requests that necessary funds be advanced to the Department and repaid over ten years.

5a. Facilities Department - Resolution Awarding a Contract to DLZ Michigan Inc. to Provide Professional Consulting Services for a Space Utilization Study of the Ingham County Courthouse, Hilliard Building, Road Department, Grady Porter/Veteran's Memorial Courthouse and The Human Services Building

The Facilities Department seeks approval of a contract with DLZ Michigan, Inc. to provide professional consulting services for a space utilization study of several Ingham County Buildings. Results of the study will be used by the county to plan and execute facility upgrades, determine the best usage of existing space, make appropriate recommendations regarding space utilization, determine future space needs and plan for new structures, if appropriate. DLZ was determined to be

the most qualified bidder, having more familiarity and experience with county buildings allowing them to complete this project at a cost not to exceed \$74,700.

5b. Facilities Department - Resolution Awarding a Contract to Molnar Roofing Company, Inc. for the Replacement of the Hilliard Building Roof

The Facilities Department seeks approval of a contract with Molnar Roofing Company Inc., for replacement of the Hilliard Building roof. The roof is old, deteriorated, and in need of replacement. After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Molnar who submitted the lowest responsive and responsible bid at a cost not to exceed \$193,710, inclusive of a \$5,318 contingency for any unseen circumstances that may arise.

5c. Facilities Department - Resolution Awarding a Contract to Michigan Paving and Materials Company to Provide Asphalt Parking Lot Replacement at the Human Services Building

The Facilities Department seeks approval of a contract with Michigan Paving and Materials Company for asphalt parking lot replacement at the Human Services Building. After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Michigan Paving who submitted the lowest responsive and responsible bid at a cost not to exceed 224,910.75, inclusive of a \$10,000 contingency for any unseen circumstances that may arise.

5d. Facilities Department - Resolution Awarding a Contract to Automatic Equipment Sales & Service, Inc. to Install ADA Compliant Doors at the Hilliard Building and 55th District Court

The Facilities Department seeks approval of a contract with Automatic Equipment Sales & Service, Inc. to install ADA compliant doors at the Hilliard Building and 55th District Court. After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Automatic Equipment at a cost not to exceed 11,304.

6. Farmland and Open Space Preservation Board - Resolution Approving the Statement of Work Between the United States and Ingham County to Accept \$220,196.00 for Two Properties

The Farmland and Open Space Preservation Board seeks approval of an agreement between the United States of America and Ingham County for the purchase of permanent conservation easement deeds on two of the top ranked properties of the 2013 Ingham County Farmland and Open Space Preservation Board application cycle. Four properties were submitted for matching fund consideration, and two were awarded funds under the Agricultural Conservation Easement Program-Agricultural Land Easements (ACEP-ALE) Statement of Work.

There will be future costs associated with proceeding with negotiations on the two properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process. The value of the two properties in question is estimated to be \$220,196.

7. **Potter Park Zoo** - *Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo*

Potter Park Zoo proposes adoption of a flat per person fee of \$4.00 for participants in charitable events at Potter Park Zoo. This fee will cover Zoo expenses and increase the perceived value of holding a charitable event at Potter Park Zoo.

During the Potter Park Zoo season, running from April 1st to October 31st the Park receives approximately 10 requests for pavilion reservations from non-profit groups. Most of these reservations are for the purpose of holding fundraising or promotional activities solely for the benefit of their individual charitable cause. These events have an average attendance of approximately 1,000 guests, with some events being much larger. In years past, these groups have reserved the pavilions and received free entry to the zoo for their guests.

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

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

9. **Innovation and Technology Department** - *Resolution to Authorize a Reorganization of the Innovation and Technology Department Programming Specialist Positions*

The Innovation and Technology Department seeks to continue implementation of its reorganization plan through approval of updated job descriptions for the MIS Programming Specialist positions. The new job descriptions more accurately represent the job duties performed in their day to day roles in the department. The proposed job descriptions have the same pay and Union classification. Of three (3) current employees serving in this capacity, two would be moved into the new job description of Business Analyst and one will remain as Programming Specialist until the Network Administration positions are approved. The selection of staff into the new job descriptions are based on their current roles.

There is no financial impact associated with this resolution and Human Resources has approved the updated job descriptions. The ICEA Professionals union has reviewed the revised job description for the position of Business Analyst and has given their approval with no objections. Other department employees have also confirmed they have no objection to these changes.

10a. **Controller's Office** - *Resolution to Authorize the Transfer of MERS Retirement Funds for 9-1-1 Employees – Reciprocal Retirement Act*

This resolution finalizes the contractual obligation to transfer certain 9-1-1 funds from the City of Lansing to Ingham County for the former City of Lansing 9-1-1 employees that became County of Ingham 9-1-1 employees.

The County hired an outside actuary to perform an independent review of a report prepared by the City's pension actuary. The result of this review determined that the amount to be transferred for the actuarial accrued liability for the impacted employees equals \$1,070,858. The City transferred

\$968,348 on December 31, 2013, and the remaining balance to be transferred is \$102,510. The City will transfer this amount upon approval of this resolution.

The proposed resolution also comports with the reciprocal retirement act which requires the Board of Commissioners accept this liability.

10b. Controller's Office - Resolution to Authorize the Transfer of Retiree Health Insurance Funds for 9-1-1 Employees from the City of Lansing

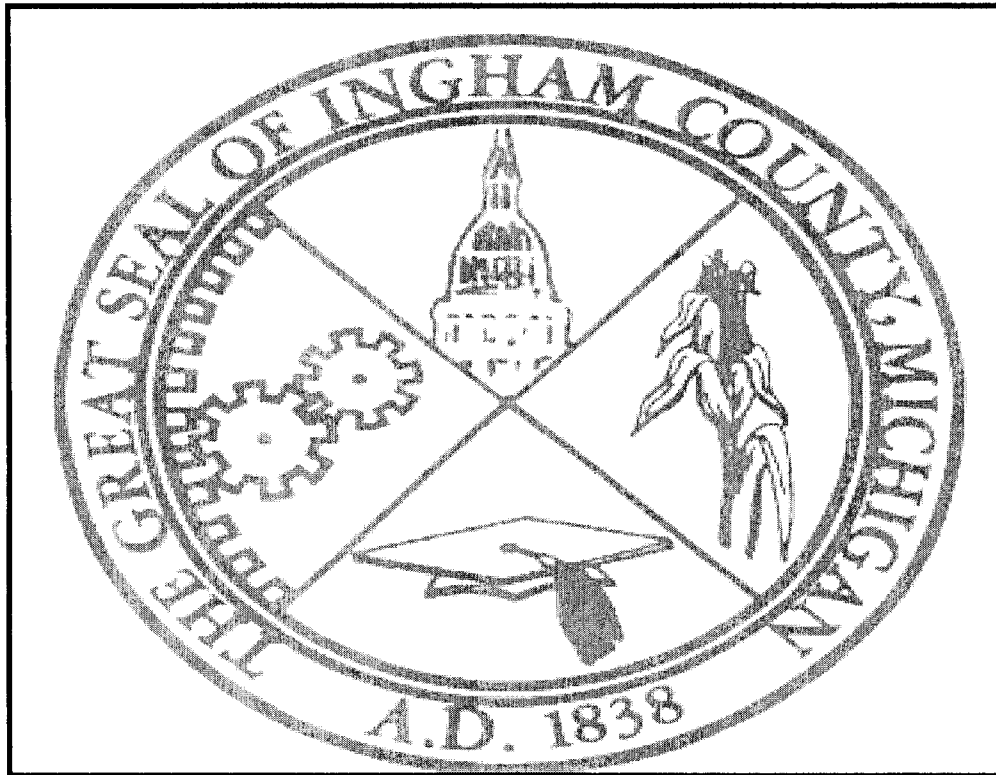
This resolution finalizes the contractual obligation to transfer certain 9-1-1 funds from the City of Lansing to Ingham County for the former City of Lansing 9-1-1 employees that became County of Ingham 9-1-1 employees for Other Post-Employment Benefits (OPEB), specifically retiree health insurance.

The proposed resolution authorizes transfer of retiree health insurance funds from the City of Lansing to Ingham County after joint agreements on the amount of funds and a three year payment schedule. The amount was determined by joint effort between City of Lansing Finance Director and the Ingham County Director of Financial Services. The Controller's Office agrees that the amounts and payment plan are fair to both parties.

The total amount of the OPEB transfer equals \$684,129. The City will pay the County \$228,043 per year over a three year period. Payments will be due each October beginning in 2014 and the County will deposit the funds into their Retiree Health Insurance Trust.

11. Human Resources (CLOSED SESSION) - UAW Letter of Understanding

INGHAM COUNTY EQUAL OPPORTUNITY COMMITTEE (EOC)



CHAIR

Tiyah Isom-Morris

VICE-CHAIR

Tamara Warren

TREASURER

Heather Yevseyev

SECRETARY

Isaias Solis

COUNTY COMMISSIONER

Sarah Anthony

COMMITTEE MEMBERS

Mark Eagle

Florenio Hernandez

Gloria Keene

Ryan Maloney

Tiyah Isom-Morris

Anthony Snyder

Isaias Solis

Tamara Warren

Heather Yevseyev

COMMISSIONER (ALTERNATE)

Rebecca Bahar-Cook

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Member Biography



TIYAH ISOM-MORRIS is currently the Chairperson for Ingham County Equal Opportunity Committee and also serves as an AmeriCorps-Vista member to the Tri-County Office on Aging. Tiyah earned her Associate in Science degree in Criminal Justice from Lansing Community College and Bachelor of Arts in Health Administration from the University of Michigan-Flint. She plan to start a Master's in Public Health program at the University of Michigan-Flint this fall. Her goal is to work in the area of Public Health Policy at the federal level.

Mrs. Isom-Morris has worked in many areas of community empowerment and non-profit organizations. Her interests are writing songs and poetry as well as new product development. She loves to talk and meet with new people as well as bring information and ideas to the community.

My motivation for serving on the Equal Opportunity Committee is that I feel the committee is necessary seeing the County is very behind in adopting policies that create an environment for equal opportunity and non-bias. Ingham County is unique to me in that the human resource department is located outside of the many departments it serve.

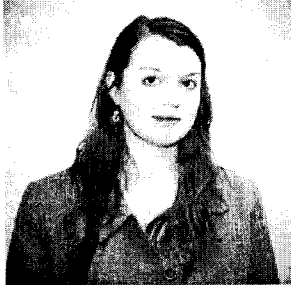
I'd like to see more awareness and knowledge on inclusion and acceptance of those vulnerable populations within our community by County departments. I would also like County employees to feel that they have an outlet should concerns regarding equal employment arise.



TAMARA WARREN is one of two Enrolling Clerks for the Michigan State Senate. She holds a bachelor's degree in Business from Western Michigan University as well as a Master of Business Administration from Northwood University. Tamara is also a certified paralegal.

Possessing a true servant's heart, Tamara enjoys spending time volunteering at the McLaren Greater Lansing Hospital's McRee Guest House. In the past she has helped as a G.E.D. tutor with the Capitol Area Literacy Coalition (CALC) and at the Women's Shelter for Ending Violent Encounters (E.V.E.). Ms. Warren is a faithful member of Pilgrim Rest Baptist Church and is committed to serving her community while helping create positive progressive change.

As a young community leader, I understand the importance of access. Diversity is integral in all aspects of life and a fundamental premise of what our country is built upon. We must level the playing field for all protected groups including women and minorities, and need to ensure fairness and equality in the workplace. While serving, I look to continue to develop my skills and stretch myself. I plan to build my professional network while creating meaningful change for the citizens of our county.



HEATHER YEVSEYEV is the owner and head editor of the writing and editing service Escritura Press. Along with joining the Equal Opportunity Committee as a member and Treasurer, Ms. Yevseyev serves as the Director of Development for Cristo Rey Community Center, the Director of Communications for the Greater Lansing Hispanic Chamber of Commerce and the contributing author of Grant Chant: Show Me the Money for the Power of We Consortium. Ms.

Yevseyev is a passionate advocate whose focus areas include basic-need services, community empowerment, engagement, education, and the culture of domestic violence.



MARK EAGLE was appointed to the Ingham County Equal Opportunity Committee in February of 2014. Mr. Eagle is a graduate of Central Michigan University where he studied Political Science with an emphasis on state and local government. He also is pursuing a master's degree in Public Administration from Central Michigan University.

Mr. Eagle is currently the Treasurer/CFO of the National Federation of the Blind of Michigan. The NFB of Michigan is a non-profit organization dedicated to education and advocacy, and interests of Michigan's Blind residents.

Mr. Eagle previously served as a State Commissioner for Michigan Commission for the Blind. At MCB, he was a member of a five person board that set agency policies.

Dedicated to public service, Mr. Eagle has volunteered with Michigan Commission on Disability Concerns as a program assistant and mentor.

As a lifelong resident of the Capital region, Mr. Eagle believes that the key to a successful County is a successful Equal Opportunity Committee where every resident can depend on fair and equal access to county employment no matter their background. That success begins with good committee leadership and a vision for the county.

While on the committee Mr. Eagle looks forward to providing the county board of commissioners a clear path to creating policies that encourage and promote a diverse county workforce. He also wants to share a unique prospective and expertise on creating equal opportunities for persons with disabilities.



FLORENSIO HERNANDEZ is a Lansing, Michigan native with a strong commitment to the academic and cultural development of millennial collegians. A first-generation college student, Mr. Hernandez completed his Political Science Pre-Law Bachelor of Arts degree at Michigan State University. During that time, he spent two years working as a Racial and Ethnic Student Aide, interned at the State of Michigan Capitol Building, studied abroad in London,

England and became a member of the largest and fastest growing Latino fraternity, Sigma Lambda Beta.

Since graduating, Hernandez has dedicated the last 6 years working as a college admissions counselor for MSU. He has staffed offices in both Detroit and East Lansing, Michigan. In addition to being responsible for over 2,000 applications each year, he has travelled too and recruited students from Genesee County and Southwest Detroit, in addition to the states of Minnesota, Wisconsin, Florida and Texas as well as the nation of Mexico. He remained dedicated to the educational development of Chicano and Latino students as a member and former President of Advocates for Latino Student Advancement in Michigan Education (ALSAME) and a variety of grass roots organizations in Lansing. Always striving to be a role model for undergraduate Chicano and Latino students, he's pursuing his Master of Arts degree in college student affairs.



ISAIAS SOLIS is currently the Director, Power of We Consortium, Ingham County Health Department, and is responsible for overseeing the relationships and activities of the Power of We Consortium (PWC), Ingham County's multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promote systems reform in Ingham County, while focusing on collaboration with community and neighborhood groups to improve community well-being.

Isaias was raised in Detroit, Michigan and his mother, Gloria Flores, currently works at Arvin Meritor- an automotive manufacturing company where she has been actively involved with her union, UAW. He graduated from Michigan State University, James Madison College with a degree in Social Relations & Policy and a specialization in Chicano/Latino Studies. His passion

and commitment to become an aggressive advocate for education reform and advocate for vulnerable populations steered him to the Rio Grande Valley in 2005 as Teach for America corps member. Isaias was bestowed the Donna ISD Teacher of the Year award in 2007 for his role in achieving significant academic gains for his students by increasing Social Studies TAKS scores from 48% to 92% and demonstrating an unfathomable level of commitment to Donna ISD students, school, and community.

Upon graduating from the University of Michigan with a Master of Social Work degree and a 4.0 GPA, Isaias served as Deputy State Director at Telamon Corporation before accepting a position with the Ingham County Health Department in July 2012. He also worked alongside former Governor Jennifer Granholm, Lansing Mayor Tony Benavides, Congressman Hansen Clarke, and in Capitol Hill in Washington, DC with the Congressional Hispanic Caucus Institute.

Projections of demographic shifts in the United States have been made abundantly clear with the recent US Census data: it is a matter of years before the majority of the population is composed of people of color. Yet we are often reminded that "demographics are not destiny." We have only to look around our city, county, and state today to see that deep institutional and structural inequities can co-exist with varied population demographics. It will take courage, intentionality, creativity, strategic thinking and resources to build a deep, sustainable and action-oriented movement adequate to achieving a more equitable society, and the Equal Opportunity Committee allows us to do that in a smaller scale in Ingham County. I envision an Ingham County community when people equitable chances to reach their full potential and are no more likely to encounter life's burdens or benefits just because of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age, sexual orientation or political affiliation.



GLORIA KEENE works for the Michigan Department of Licensing and Regulatory Affairs and is a graduate of Michigan State University. The following quote by Henry Ford expresses her inspiration for serving on the EOC, "Coming together is a beginning. Keeping together is progress. Working together is success."

My motivation for serving on the Equal Opportunity Committee (EOC) is to assist Ingham County in its efforts to effectively advise the Board of Commissioners on matters which will insure equal opportunity for all County citizens. My goal during my term is through the committee's collaborative approach in making its recommendations; I hope to further the continued review, refreshing and implementation of EOC policies, by-laws and employment data necessary to carry out the Board's commitment to equal opportunity.



RYAN D. MALONEY is currently the Territory Manager of Michigan Restaurant Association, and responsible for recruitment and retention of members for the Association in a defined geographic area. His career history also includes serving in management and leadership positions. He is a service-focused professional with a strong commitment to serving the needs of disadvantaged community members. He's been involved with community-based advocacy projects and has worked with victims of domestic violence. He is also a member of the Rotary Club of South Lansing/Holt.

Ryan Maloney went to Michigan State University where he took Interdisciplinary Studies in Social Science – International Studies.

My motivation for serving is pretty simple. I want to make a positive impact in my community and do my part to make sure individuals in Ingham County continue to have a fair shot at procuring good quality jobs.

I am pleased with the work we have done reviewing and updating the EEOC plan and updating some of the processes the committee will use in the future in keeping with the charter given to us by the Board of Commissioners. Going forward, my goal for the committee is to assist Ingham County Human Resources in bolstering the County's reputation with current employees as well as future applicants, making it a desirable place to work and a leader in the State of Michigan in fair employment practices.

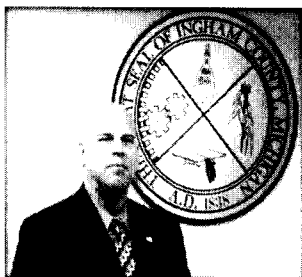


TONY SNYDER is an experienced civil rights attorney representing individuals across the financial, racial, and mentally-abled spectrum. For eight (8) years he represented clients as a private practice attorney, arguing in both the trial courts and in front of the Michigan Court of Appeals, on behalf of his clients. His particular areas of interest are criminal defense; adult & child protection; estate preservation; and family/custody affairs. He recently joined the Ingham County Equal Opportunity Committee to help protect the rights of those with mental disabilities in the

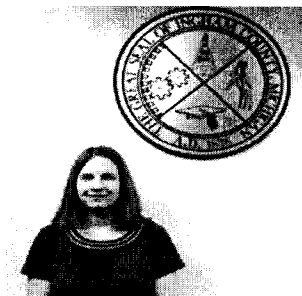
workforce. Tony is passionate about viewing disabilities, not as a handicap, but as an opportunity for employers to build their business by incorporating employees with different abilities. Tony now works for the Michigan Senate where he uses his experience as a litigator having fought for his clients in the courtroom, to fight for the citizens of Michigan in the Legislature.

My motivation is to find out how the county operates, particularly as it relates to equal opportunity for those with mental disabilities. It is my experience that those with mental disabilities still have the ability to work (i.e. people with Down syndrome, certain forms of autism) and they want/seek employment. Unfortunately, those with disabilities may be passed

over for employment because of a misconception that they are unable to perform the job tasks. Similarly, I would be interested in working with those with physical disabilities and learn how we as a community can foster a spirit of welcoming employment in Ingham County. Lastly, I like the idea that we're going to the different departments in the county and asking them "What's working for them", as it relates to equal opportunity. I love that we're looking for "best practices" and giving different departments a chance to brag (if you will) about what's working for them. What might work in the Roads Department might work in the Courts, or vice versa. But (as I suspect) the Departments don't talk to one another, there's no way of adopting a best practice in one department and transferring it over to another department.



TRAVIS PARSONS' public sector career spans over 20 years. Most of that time has been dedicated to the diverse aspects of human resources. Equal Employment Opportunity has been the foundation of every HR position held, from statistical reporting and federal filings to participation in a mentoring project for Equity and Workforce Development. While working in Northern California he served as the Civil Rights Coordinator, where he conducted investigations and wrote compliance reviews. As the Human Resources Director for Ingham County, Travis currently assists the Equal Opportunity Committee as a staff liaison.



BETH BLIESENER is a graduate of Michigan State University with a Bachelor's degree in Human Resources. She has been a resident of Michigan her entire life.

Beth has more than 12 years of experience in the Human Resources' field. Prior to Ingham County she worked in a private practice. Beth is currently the Employment Specialist for Ingham County. She serves as one of the Human Resources representative on the EOC committee of Ingham County.

Supporting Diversity in County Departments

Diversity in Ingham County governmental departments is critical to ensure everyone has an opportunity to contribute, grow and prosper.

The Ingham County Equal Opportunity Committee (EOC) sent electronic correspondence to all County Departments requesting information on each department's duties and responsibilities. We also requested a brief overview of activities, initiatives, policies or efforts to promote equal opportunity, diversity and equality. Following are the departments who sent a response to our request and details on department activities.

Ingham County Register of Deeds Department Lead: Curtis Hertel Jr

1. Our staff of 10 is responsible for recording all property documents submitted to our office that meet with state requirements, and printing & distributing those records to the public, when requested. We also maintain on-site and online digital options for the public to obtain our records.
2. With the receipt of additional funding through the Ingham County Commissioners, our office established an extensive program to educate the public about home ownership and their options when facing foreclosure, during the height of the foreclosure crisis. We also established a hotline and coordinated with local non-profits to provide financial counseling, and legal options for those facing foreclosure, and especially for victims of foreclosure fraud. We also recorded a same-sex marriage certificate into our records to establish property rights for a same-sex couple, the first time this has been done in Michigan.

Ingham County Road Department (ICRD) Department Lead: Bill Conklin

1. ICRD is responsible for the maintenance of approximately 1254 miles of county roads, 68 bridges, numerous culverts, traffic control signs and devices, and related appurtenances throughout the county road system, road and bridge improvement project design and management, in addition to other statutory duties including but not limited to review and issuance of county road permits, review, approval and oversight of new subdivision plats and any new public county road construction, and annual financial reporting regarding expenditures of various road related funds.
2. CRD routinely works with Ingham County Human Resources (HR) and Purchasing Departments to promote and comply with all equal opportunity laws, regulations, and county goals and policies in both hiring, HR management, and purchasing activities.

Also ICRD is currently working with HR and other county departments to update its Non-Discrimination Plan as required under Title VI of the Civil Rights Act of 1964. The original plan covering just the former road commission is being updated and generalized to cover all Ingham County operations as required by federal law. The Equal Opportunity Committee will be included in this effort as desired. The updated plan will then be presented to the Board of Commissioners for review and approval, filing with regulatory agencies, and public posting.

**Ingham County Human Resources
Department Lead: Travis Parsons**

1. The Ingham County Human Resources Department ensures an efficient and motivated work force by promoting positive labor management relations, recruiting and retaining high quality, well-trained, culturally diverse employees for Ingham County Departments. Human Resources is responsible for various policies and programs regarding labor relations and contract negotiations. We assist departments with recruiting, screening, interviewing, referring and selection of the most qualified applicant for vacant positions. We advise department heads and elected officials on issues regarding discipline and employee rights. HR evaluates new and existing positions through reclassification and reorganization to assure appropriate job responsibilities and salary placement.
2. Human Resources efforts in this area are on-going. The Department constantly strives to increase recruitment resources, including utilizing community based organizations, local school programs, colleges and universities, Michigan Works, employments services, and various websites. Human Resources reviews employee and applicant demographics on a quarterly basis and compares this information to the relevant labor market.

In 2013, Human Resources worked in conjunction with the EOC to update the Equal Opportunity Employment Plan. In 2014, Human Resources assisted the EOC to create foundational personnel policies for Equal Employment Opportunity, Safe Workplace Policy Prohibiting Workplace Violence and Forms of Unacceptable Bullying, and a Policy against Harassment in the Workplace.

**Ingham County Health Department
Department Lead: Linda S. Vail, MPA**

1. The Ingham County Health Department was established in 1938 with the statutory responsibility to protect and promote the public's health. The Department administers programs and services to prevent and control environmental hazards, disease, and health problems in vulnerable populations. The Department assesses and monitors the health status of Ingham County, identifies major health problems, and develops strategies through a community-based process to achieve the highest level of health possible for residents.
2. Ingham County Health Department has become a leader of local public health departments across the nation for its work on its Health Equity and Social Justice Project. All health

department employees participate in a peer-guided and facilitated community social justice training to explore how dialogue can be used as a vehicle to help better inform the Department's internal and external policies and practices. This Project helps the Department to strengthen our workforce to work together better to provide quality service for Ingham County residents. This beneficial work has helped us to establish five core values for our employees: Servant Leadership, Accountability, Respect for Others, Continuous Mutual Learning and Health Equity. The Department also implements the County's Equal Opportunity Employment Plan in all of its hiring practices. The Department seeks to recruit and maintain a diverse workplace in an effort to provide the highest quality of service to our residents, as well as to provide equal opportunity in our employment practices.

Office of the Ingham County Controller
Department Lead: Tim Dolehanty

1. Under the direction of the Board of Commissioners, the County Controller is the chief fiscal and administrative officer. The Controller's responsibilities include directing the central administrative functions of the County government and acting as liaison on behalf of the Board of Commissioners between County officers, department heads, and the general public. A major service provided by the Controller's office includes preparation and execution of a balanced County budget.
2. The Controller/Administrator's Office does not discriminate against any person or entity based upon race, creed, color, ethnicity, gender, marital status, age, or sexual orientation. We endeavor to treat all people equally and fairly, whether they be members of the public or fellow county employees.

Drain Commissioner
Department Lead: Patrick E. Lindemann

1. To provide for the health, safety and welfare of County citizens and protection of surface waters and the environment by providing storm water management, flood control, development review, and water quality protection programs as mandated.
2. The Drain Commissioner and his staff works with community groups throughout the county to advertise job openings within our department as well as other county agencies, offices, and departments. Our staff also works directly with the Human Resources Department to insure that the interview pool for all Drain Commissioner staff openings include qualified minority candidates. We also encourage our suppliers, vendors, and merchants to interview qualified minority candidates for available employment opportunities.

Michigan State University Extension
Department Lead: Don Lehman

1. Michigan State University (MSU) Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan residents with the information that they need to do their jobs better, raise healthy and safe families, build their communities and empower our children to dream of a successful future. With a presence in every Michigan County, Extension faculty and staff members provide tools to live and work better. From a personal meeting to information online, MSU Extension educators work every day to provide the most current information when people need it to ensure success in the work place, at home and in the community.
2. 500 Fresh coupons were distributed to low income WIC clients to expand their benefits to include fruits and vegetables sold at the local farmer's markets. MSUE also partnered with Tri-County Office on Aging to distribute 100 coupons to seniors to enable them to purchase fruits and vegetables. 4-H has established new clubs in urban areas of Lansing, worked with animal control to bring short term learning opportunities to their Outreach Center and hosted the Ingham County Youth Commission. The Weekend Survival Kit program purchases, packages and distributes supplemental food to children in five Lansing elementary schools so families have supplemental food during times that children are not receiving meals at school. An example is North Elementary where 303 of 600+ children received kits for a total distribution of 2,573 kits.

Ingham County Prosecuting Attorney
Department Lead: Stuart Dunnings III

1. ICPA reviews and prosecutes criminal complaints. Prosecutes in all Michigan courts, including Appeals; investigates and establishes child paternity in Family Support cases. Serves on boards and commissions, including Concealed Weapons Licensing Board; Prosecutes cases of child abuse and neglect through Family Court; Provides criminal law legal assistance to area police agencies; Prosecutes civil drug forfeitures; Provides services to crime victims in accordance with the State of Michigan's Victim's Rights laws. Many other services, not listed due to space restrictions.
2. ICPA participates in a many projects that provide support and services to offenders. Often among the underlying causes of a crime are the youth of the offender; substance abuse; post-traumatic stress disorder; mental illness/lack of treatment. These projects lessen the impact played by the criminal justice system in exacerbating existing social inequalities.

We also participates in many projects that advocate for diversity and equity. These include Power of We Consortium, the Ingham Change Initiative, Greater Lansing Alliance against Hate Crimes, and Capital Area United Way.

Ingham County Treasury Department
Department Lead: Eric Schertzing

1. The County Treasurer is custodian of all monies with responsibility for investing idle funds and maintaining an adequate cash flow. Settles with townships and city treasurers for taxes collected for the county and state. In addition, collects delinquent real taxes, maintains debt service accounts for bonded indebtedness and collects and disburses hotel/motel accommodation taxes. The Treasurer is also responsible for sale of dog licenses.
2. The County Treasurer implemented a policy requiring all banks, investment firm and saving institutions holding County funds that sign the county investment policy, also affirm that the institution is an equal opportunity employer and does not discriminate against any persons.

Ingham County Clerk Office
Department Lead: Barb Byrum

1. Oversee all Elections in the County, receive Campaign Finance Reports, File, maintain & provide access to vital records. Process CPL applications & prepare approved permits, Process & maintain business filings, Certify Notary applicants, maintain DD-214 records, serve in many other capacities. Should serve as Clerk of the Circuit Court.
2. We follow the Equal Opportunity Commission guidelines in our hiring and I encourage a friendly, welcoming work environment for all.

Ingham County Fair
Department Lead: Sandra Dargatz

1. Provide events, diverse entertainment platforms, and facility rentals to the citizens of Ingham County.
2. The Ingham County Fair provides handicap accessible facilities at which a diverse genre of activities and events are held throughout the year.

Ingham County 9-1-1 Central Dispatch
Department Lead: Lance Langdon

1. The 9-1-1 center is the initial point of contact for the public, both residents and visitors to access their public safety needs; Police, Fire and EMS.
2. A public service campaign was launched to inform the public on what was needed when they called 9-1-1, on both television and radio. We have started to post our hiring information on community boards, through the Lansing Community College Veterans Affairs and have been trying to get employment information distributed through wounded warrior.

Ingham County Sheriff's Office
Department Lead: Gene L. Wriggelsworth

1. In Michigan the Office of Sheriff has been charged with a myriad of duties in addition to its peacekeeping function. The Sheriff is the principal officer for the Michigan Court System, having responsibility for Court security, the execution of orders, judgments and civil process of the Courts to include the seizure and sale of property to enforce judgments. The Sheriff is responsible for the establishment, maintenance and operation of the County Jail and all ancillary services. Michigan Law provides that the Sheriff is the Officer primarily responsible for providing patrol and traffic services on county primary and local roads. The Sheriff has executive duties on the County concealed Weapons Board, in the recovery of drowned bodies, the enforcement of local marine safety, the enforcement of county and local ordinances, and maintaining local criminal records.
2. The Ingham County Sheriff's Office (ICSO) has annual two hour cultural diversity training to all ICSO staff. Areas of emphasis are not limited to but include racial/ethnic sensitivity and awareness, sexual orientation and preferences, job discrimination, sexual harassment, religious rights and freedoms, etc. In addition, the ICSO has an Anti-Discrimination Policy which states "Members will not discriminate against any person because of their national origin, color, creed, sex, religious beliefs, age or lifestyles. All Members shall take care to observe and respect the civil rights of others, as the term "Civil Rights" is commonly understood."

Ingham County Economic Development
Department Lead: Sandra Gower

1. The Economic Development Department works with the Ingham County Economic Development Corporation and the Ingham County Brownfield Authority. The Coordinator manages the County's Brownfield Program. The Department works closely with the State and other regional organizations to help coordinate business attraction, retention and entrepreneurship programs. This department also administers many of the County's CDBG programs. This department has one staff person.
2. The CDBG programs are targeted to provide employment, business and housing opportunities to low and moderate income residents of Ingham County. The Department does not have any specific activities, initiatives or policies beyond those adopted by the Ingham County Board of Commissioners.

Ingham County Department of Veteran Affairs
Department Lead: Randy A. Marwede

1. Our Department assists eligible veterans and their families members with VA Compensation Claims, VA Pension Claims, VA Survivor Pension Claims, Dependency and Indemnity Compensation Claims, VA Burial and Death benefits, assistance with accessing VA medical and transportation to appointments at the VAMC in Ann Arbor, VA Home Loan, VA Education, emergency financial assistance and other veteran related benefits.
2. Our Department provides outreach to the Ingham County community and networks with all agencies that provide a human service. We are a member of the Lansing Veteran Resource Coalition which has spontaneous communication when a veteran or dependent of a veteran needs assistance. Our outreach efforts include presentations and attendance at agency events such as Senior Activity Fairs, Homeless programs and others.

Ingham County Circuit Court
Department Lead: Chief Judge Lawless

1. The Ingham County Circuit Court is part of the judicial branch of government; it is not an Ingham County Department. The court is responsible for the administration of justice.
2. To provide equal opportunity, diversity and equality the court provides services and accommodations as required by law. The court follows County policies related to employment matters, and utilizes the resources provided by the Human Resource Department.

Ingham County Purchasing Department
Department Lead: Jim Hudgins

1. Purchases goods and services for county-funded departments in accordance with county purchasing, budget, and administrative policies, including overseeing and administering vendors' adherence to Equal Opportunity Employment and Nondiscrimination guidelines and policies.

The mission of the Purchasing Department is to provide for the procurement of goods and services for county-funded departments with the objective that they will be available at the proper time, in the proper place, in quality, quantity and price that are consistent with the needs of the county. Central to this mission are the fostering of broad-based competition with integrity, the administration of county purchasing policies and procedures, and stewardship to county taxpayers.

2. The Purchasing Department implements vendors' adherence to Equal Opportunity Employment (EOE) policies by:
 1. Requiring Vendor Registration which is a condition of providing goods and services to the County.
 2. Ensuring vendors sign the Signature Sheet included in RFPs and ITBs which requires vendor acknowledgement of EOE policies;
 3. Sending Purchase Orders with Terms & Conditions including EOE language to only registered vendors;
 4. Requiring vendors to sign contracts prepared by the County Attorney, which includes language of EOE guidelines; and,
 5. Posting EOE policies on the Purchasing Department's website.

Ingham County Facilities Department

Department Lead: Richard Terrill

1. The Facilities Department shares the County Commissioners' commitment and understanding of the importance of supporting diversity in the workplace. It is my belief that an organization's staff is a reflection of the community it serves. It promotes equal opportunity, better understanding of cultural differences, and better communication with the community as a whole. The Facilities Department always participates in and supports the different cultural events that the County hosts annually.

Ingham County Board of Commissioners

Department Lead: Becky Bennett

1. The Ingham County Board of Commissioners' Office is the administrative office for the Board of Commissioners which is the governing body for the County of Ingham. The Office acts as a liaison between the Board of Commissioners, Officials, other County Departments and the public. Among other things, the Board of Commissioner's Office is also responsible for administering the appointment process for the many appointed board and commissions of the Board of Commissioners and addressing constituent concerns.
2. The Board of Commissioners' Office does not discriminate against any person or entity based upon race, creed, color, ethnicity, gender, marital status, age, or sexual orientation. County employees, advisory board applicants, appointees, constituents, and other members of the public are all treated equally and fairly.

Ingham County Equalization/Tax Mapping

Department Lead: Douglas A. Stover

1. The Equalization Department advises and assists the Board of Commissioners in equalizing property tax assessments on a county-wide basis. In conformance with state directives the Department conducts annual sales and appraisal studies. These studies are used to equalize assessed values for each class of property within each of the twenty-one local units of government within Ingham County. The Department assists local assessing officers in the discovery, listing and valuation of properties for property tax purposes, and in the development and use of valuation standards and techniques for the assessment of property.
2. The Department does not discriminate against any person or entity based upon race, creed, color, ethnicity, gender, marital status, age, or sexual orientation. We meet with the public in person and by phone and email on a daily basis. We strive to treat all people equally and fairly.

55th District Court

Department Lead: Michael J. Dillon

1. The criminal division of the court process misdemeanor offenses and felony offenses up to and through the preliminary examination stage. The traffic division processes all traffic violations, including misdemeanor and civil infractions. In addition, the division processes state and municipal civil infractions. The civil division processes civil litigation cases where the amount of the claim does not exceed \$25,000. In addition, the civil division process landlord/tenant cases, landlord contract disputes and small claims cases. The probation division is responsible for supervising defendants sentenced to probation.
2. The court follows the EEOC policies of the County. The court utilizes the County's Human Resource Department in all human resource matters, including the recruitment, selection and hiring of employees.

Ingham County Medical Care Facility

Department Lead: Mark Stevens

1. Ingham County Medical Care Facility (ICMCF) is a 236 bed skilled nursing facility that provides a wide range of health care services to the elderly in Ingham County. There are two special units. One is a 58-bed subacute rehab center that focuses on the elderly needing short-term rehab services with the goal of returning to the home or to a home supportive

environment. The other is a 26-bed secure Dementia Unit. Skilled and basic nursing services are provided for those needing long term placement.

2. Nondiscrimination Policy. In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91; ICMCF does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, disability, or age in employment or admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by ICMCF directly or through a contractor or any other entity with which ICMCF arranges to carry out its programs and activities.

**** All departments were contacted and asked to submit to the EOC any information they would want presented on their behalf for the purposes of this report. The above material is what the EOC received, with minimal to no editing.***

Accomplishments of the EOC (2013-2014)

Contract/Procurement Compliance

Ingham County spends more than \$100 million dollars each year to purchase supplies and public works contracting services. Those who contract with the County to provide these services have a special responsibility to assure that the employment and subcontracting procedures promote equal opportunity for all persons.

Contract Compliance laws were enacted as a means of providing equal employment opportunities for minorities and female workers and economic development and business growth opportunities for small contractors and minority and women owned businesses through the distribution of city, state, and federal contracting dollars.

The Equal Opportunity Committee (EOC) has the responsibility to review and monitor the equal opportunity, affirmative action and contract compliance laws of the County as they apply to contractors, subcontractors, and goods and services vendor suppliers doing business with Ingham County.

In 2013, the EOC reviewed and monitored two departments, Purchasing and the Treasurer's Office. Director James Hudgins and Treasurer Eric Schertzing provided an overview to the Committee about their respective department's policies and procedures and abided by the Committee's recommendation to ensure that the EEOO clause was being, not only shared, but rigorously enforced with any entity conducting business with the County.

EEOC Training

EOC members understand the importance of being equipped with the essential tools and resources to be knowledgeable about Equal Employment Opportunity Commission guidelines. Committee members received training from Ingham County Attorney Rich McNulty about Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, Title I and Title V of the Americans with Disabilities Act of 1990, as amended, Section 501 and 505 of the Rehabilitation Act of 1973, the Civil Rights Act of 1991, and the Lilly Ledbetter Fair Pay Act of 2009.

Ingham County Equal Employment Opportunity Plan Rules & Regulations

The Equal Opportunity Committee is responsible for reviewing Ingham County's Equal Opportunity Employment Plan (EOC Plan) and recommending changes, reviewing the implementation of the EOE Plan to ensure equal opportunities are maintained for all employees and applicants.

Developed for Approval by the Board of Commissioners: Equal Opportunity Plan 2013

The Equal Opportunity Committee devoted time and effort in developing a proposed updated and revised Equal Opportunity Employment Plan in 2013. The previous Equal Opportunity Employment Plan was last reviewed in 2007.

Project, Policy and Procedure Development

In 2013, the following policies and procedures were developed by the EOC in conjunction with the Human Resources Department and the County Attorney:

Approval: Ingham County Investigative Procedures Form

The purpose of the Investigative Procedures Complaint protocol is to provide a fair and consistent means of addressing concerns with regard to Ingham County complaints and applicable codes of conduct regarding Equal Employment Opportunity policies and guidelines.

Please note the EOC received and reviewed one employee complaint in 2013 and found no violation of policy or procedure.

Approval: Ingham County Application Community Survey

In an effort to adequately understand the community's perception about employment in Ingham County, the Equal Opportunity Committee developed a 10-question survey about access to Ingham County employment. The survey will be administered when applicants access the Ingham County online application. All data will be anonymous and will help the Human Resources Department and the Equal Employment Opportunity Committee better guide hiring and employment practices that offer equal opportunity to all potential applicants. The survey project was launched on June 1, 2014.

Developed for Approval by the Board of Commissioners: Equal Employment Opportunity Policy

It is the policy of the Ingham County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, height, weight, disability, or other protected status.

Developed for Approval by the Board of Commissioners: Safe Workplace Policy Prohibiting Workplace Violence and Forms of Unacceptable Bullying

Ingham County is committed to providing a safe workplace for the public and its employees, customers, and contractors. Ingham County strictly prohibits and will not tolerate any threatened or actual workplace violence.

Developed for Approval by the Board of Commissioners: Policy Against Harassment In The Workplace

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Proactive handling of harassment issues in the workplace has been a priority of the Equal Opportunity Committee. In order to assist Ingham County Human Resources with this process, the EOC developed and approved guidelines addressing numerous forms of harassment, including but not limited to sexual harassment and other discriminatory harassment.

Approval: EOC By-Laws

Focusing on increasing the capacity and long-term sustainability of the Equal Opportunity Committee became a focal point for the Committee. In 2013, the EOC developed and approved Committee By-Laws to help govern the Committee. In addition, the Committee developed structured leadership position descriptions.

Emergent: Ingham County Employment Data Analysis

Over the last year, the Equal Opportunity Committee has received Ingham County Employment Data from the Ingham County Human Resources Department. The Committee receives data quarterly on the demographics of the employee population and applicant pool. The data has been pivotal, allowing the EOC to explore each department in-depth and offering guidance to incorporate policies and procedures to ensure equal opportunity for all Ingham County employees.

Emergent: Ingham County Cultural Diversity Committee

In recognition and support of existing Ingham County diversity programs and “National African American History Month” also known as “Black History Month”, the EOC contacted the Ingham County Cultural Diversity Committee. The Diversity Committee presented information regarding the history of the Annual Diversity Luncheon and the EOC discussed opportunities to provide support to this long-standing program.

Ingham County at a Glance

This 2013-2014 year, the Ingham County Board of Commissioners together with Ingham County Human Resource Department and Ingham County Equal Opportunity Committee has been busy acknowledging and highlighting the need for acceptance and diversity within Ingham County.

On December 3, 2013 The Board of Commissioners approved **Resolution #13-467** honoring the life and accomplishments of Dr. Martin Luther King Jr. in appreciation of the many accomplishments he made towards improving the quality of life for citizens throughout the country, particularly those in Ingham County. It speaks to Dr. Martin Luther King Jr.'s wisdom, courage, and passion for civil rights through non-violence; how the movements and marches led by Dr. King brought significant change to the fabric of American life inspiring men and women, young and old, in the nation and abroad. This resolution further resolves that citizens of Ingham County are encouraged to celebrate January 20th in honor of the late Dr. Martin Luther King Jr. birthday and national holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

On February 27, 2014, the Ingham County Human Resource Department celebrated diversity within Ingham County employees with an annual Diversity Luncheon held at the Grady Porter Building (Veterans Memorial Courthouse). There were (3) three speakers this year; Major Sam Davis from the Ingham County Sheriff's Office, Jessica Yorko, Ingham County Health Department, and Jennie Pollak, Central Michigan 211. The 131 attendees enjoyed songs by County staff and Diversity Luncheon Committee members, dance presentation, solo violin performance and tutorial by a local Zumba instructor.

On March 18, 2014 the Ingham County Board of Commissioners approved **Resolution # 14-108** honoring the memory of Cesar E. Chavez, an extraordinary Mexican-American, labor leader and role model, and declared March 31st as "Cesar E. Chavez Day" in Ingham County. The resolution outlines Cesar E. Chavez values, philosophy and style in leading the first successful farm workers union in American history serving hundreds of thousands of farm workers, which lead to the passage of the 1975 California Agricultural Labor Act.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHTS OF WAY
BY FOWLER DRAIN DRAINAGE DISTRICT**

WHEREAS, as a result of drainage problems and flooding experienced in the Drainage District, a Petition, dated August 16, 2011, for improvements, including but not limited to the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (hereinafter "Improvements") to the drain known and designated as the Fowler Drain (hereinafter "Drain") was filed by five (5) freeholders whose lands shall be liable to assessment for benefits of such work; and

WHEREAS, an Order of Necessity was entered on November 2, 2011, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that Improvements to the Drain are necessary for the protection of the public health in Aurelius Township and Onondaga Township; and

WHEREAS, the Drainage District is developing plans and specifications for Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, said Improvements are intended to relieve the drainage problem and flooding providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations and local ordinances; and

WHEREAS, said Improvements entail work to be performed in public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the "ICRD"), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and

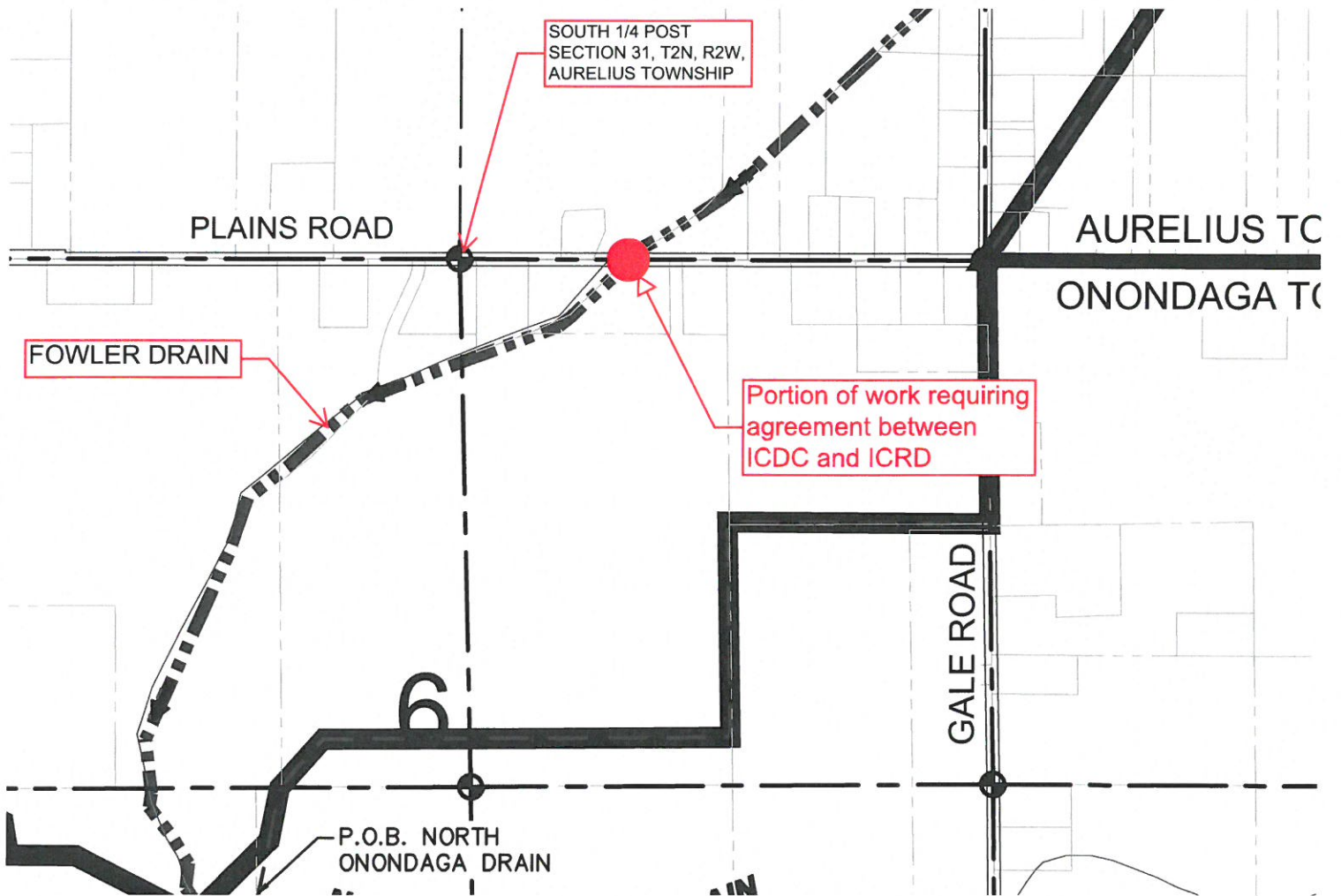
WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and the roads are left in equal, or better, condition once construction is complete in accordance with the terms of an agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the IRCDD approves entering into an agreement with the Ingham County Drain Commissioner on behalf of the Fowler Drain Drainage District to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD.

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.

EXHIBIT A



SOUTH 1/4 POST
SECTION 31, T2N, R2W,
AURELIUS TOWNSHIP

PLAINS ROAD

FOWLER DRAIN

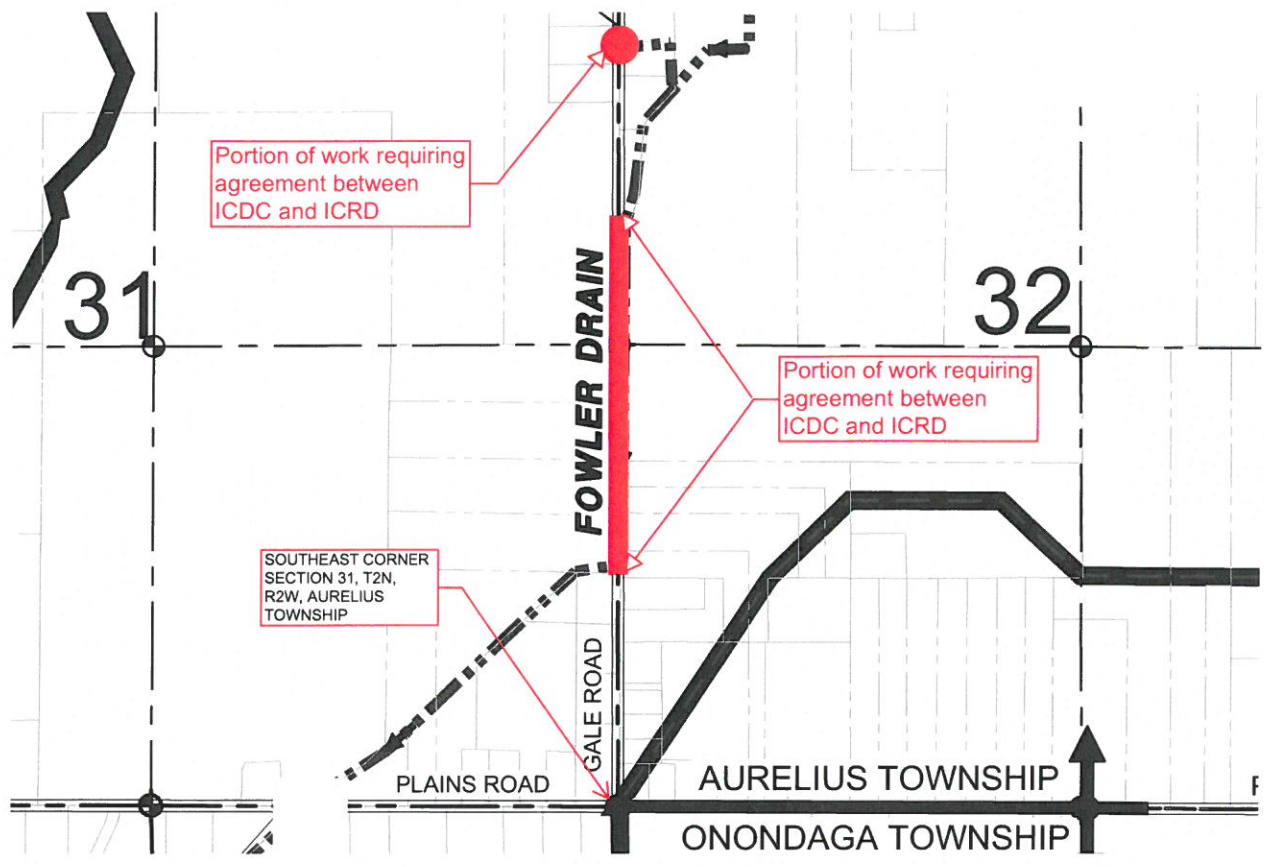
Portion of work requiring
agreement between
ICDC and ICRD

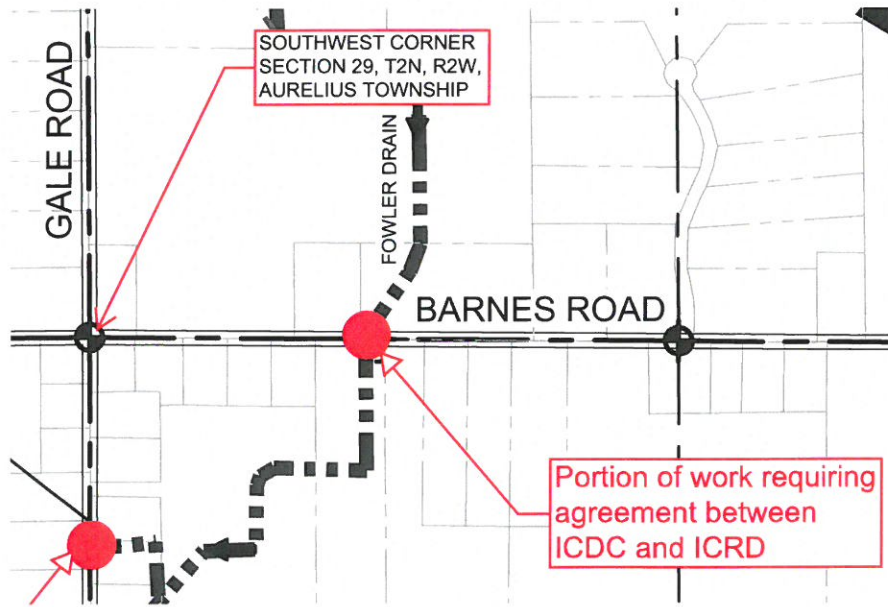
AURELIUS TC
ONONDAGA TC

6

GALE ROAD

P.O.B. NORTH
ONONDAGA DRAIN





FOWLER DRAIN

SUMMARY OF ROUTE AND COURSE OF DRAINS TO BE ESTABLISHED WITHIN THE INGHAM COUNTY ROAD RIGHT-OF-WAY

Fowler Drain – Main

That part of the Fowler Drain lying within the Plains Road right-of-way and described as beginning in the Fowler Drain at the South right-of-way line of Plains Road a point which is S89°52'E, 849.8 feet and S26°35'W, 36.9 feet from the South Quarter Post of Section 31, T2N, R2W, Aurelius Township, Ingham County, Michigan; thence N26°35'E 36.9 feet to the line between Section 31, T2N, R2W, Aurelius Township and Section 6, T1N, R2W, Onondaga Township, thence continuing N26°35'E, 33.5 feet; thence N62°45'E, 6.2 feet to the North right-of-way line of Plains Road and the point of ending.

Also, that part of the Fowler Drain lying within the Gale Road right-of-way and described as beginning in the Fowler Drain at the West right-of-way line of Gale Road a point which is N00°12'W, 1411.6 feet and S60°10'W, 38.1 feet from the Southeast Corner of Section 31, T2N, R2W, Aurelius Township, Ingham County, Michigan; thence N60°10'E, 38.1 feet to the line between Sections 31 and 32, T2N, R2W, Aurelius Township; thence continuing N60°10'E, 29.0 feet; thence N00°05'E, 1039.5 feet; thence N00°06'E, 502.1 feet to the East right-of-way line of Gale Road and the point of ending.

Also, that part of the Fowler Drain lying within the Barnes Road right-of-way and described as beginning in the Fowler Drain at the South right-of-way line of Barnes Road a point which is S89°33'E, 1246.7 feet and S09°34'W, 33.6 feet from the Southwest Corner of Section 29, T2N, R2W, Aurelius Township, Ingham County, Michigan; thence N09°34'E, 33.6 feet to the line between Sections 29 and 32, T2N, R2W, Aurelius Township; thence continuing N09°34'E, 33.3 feet to the North right-of-way line of Barnes Road and the point of ending.

Fowler Drain – Branch

That part of the Fowler Drain, Branch lying within the Gale Road right-of-way and described as beginning in the Fowler Drain, Branch at the East right-of-way line of Gale Road, a point which is S00°12'E, 942.8 feet and S87°30'E, 32.9 feet from the Northeast Corner of Section 31, T2N, R2W, Aurelius Township, Ingham County, Michigan; thence N87°30'W, 32.9 feet to the line between Sections 31 and 32, T2N, R2W, Aurelius Township; thence continuing N87°30'W, 7.4 feet to the point of ending.

**Agreement for Work in Road Right of Way by
Fowler Drain Drainage District**

This Agreement is made and entered into on this ____ day of _____ 2014, by and between the Fowler Drain Drainage District (hereinafter "Drainage District"), administered by the Ingham County Drain Commissioner (hereinafter "Drain Commissioner") of 707 Buhl Avenue, Mason, Michigan 48854-0220, and the Ingham County Board of Commissioners acting on behalf of the Ingham County Road Department (hereinafter, the "ICRD") of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

WITNESSETH:

WHEREAS, as a result of drainage problems and flooding experienced in the Drainage District, a Petition, dated August 16, 2011, for improvements, including but not limited to the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (hereinafter "Improvements") to the drain known and designated as the Fowler Drain (hereinafter "Drain") was filed by five (5) freeholders whose lands shall be liable to assessment for benefits of such work, and;

WHEREAS, an Order of Necessity was entered on November 2, 2011, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that Improvements to the Drain are necessary for the protection of the public health in Aurelius Township and Onondaga Township, and;

WHEREAS, the Drainage District is developing plans and specifications for Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore, and;

WHEREAS, said Improvements are intended to relieve the drainage problem and flooding providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations and local ordinances, and;

WHEREAS, said Improvements entail work to be performed in public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and the roads are left in equal, or better, condition once construction is complete in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. The ICRD does hereby grant license and permission to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD and as marked on the map with highlights and summary route and course descriptions attached hereto as Exhibit A, and that roads are left in equal, or better, condition once construction is complete.

2. The Drainage District, the boundaries of which are depicted on the map attached hereto as Exhibit A, is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached Exhibit A.

3. The term "Drainage Structures" as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-of-way and that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement.

5. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD's obligations for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

6. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District's obligations for maintenance and repair of the Drain as provided by law.

7. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

8. For the Improvements to be performed pursuant to this Agreement and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in Plans and Specifications during construction for work within road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Improvements and their details constructed within the public road rights-of-way and identifying the drainage structures to be maintained by the Drainage District.

9. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and the ICRD authorities or transfer any authority, on to the other. The ICRD and Drain Commissioner do not waive any claims, positions and/or interpretations that they may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

10. This Agreement incorporates by reference the ICRD Right-Of-Way Permit Rules and Regulations, as revised on June 8, 2006.

11. This Agreement does not confer or grant an easement or other rights or interests in the road right-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

12. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

13. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

[SIGNATURES ON THE FOLLOWING PAGES]

FOWLER DRAIN DRAINAGE DISTRICT

By: _____

Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

Subscribed and sworn to before me this ____ day of _____, 2014.

_____, Notary Public
State of Michigan, County of Ingham
My commission expires: _____
Acting in the County of: _____

**COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT**

By: _____

Victor Celentino
Chairperson, County Board of Commissioners

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

Subscribed and sworn to before me this ____ day of _____, 2014, by Victor Celentino, Chairperson,
County Board of Commissioners.

_____, Notary Public
State of Michigan, County of Ingham
My commission expires: _____
Acting in the County of: _____

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

By: _____

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

Subscribed and sworn to before me this ____ day of _____, 2014, by _____.

_____, Notary Public
State of Michigan, County of Ingham
My commission expires: _____
Acting in the County of: _____

Prepared by and Return to:
Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220

MEMORANDUM

TO: Human Services Committee
 County Services Committee
 Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: September 2, 2014

RE: Resolution to Authorize a 2014-2015 AmeriCorps*VISTA Continuation Grant

This is a recommendation to authorize an agreement with the Corporation for National and Community Services (CNCS) to operate Year Two of the AmeriCorps*VISTA project in Ingham County.

AmeriCorps*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The Corporation for National and Community Service (CNCS) has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps*VISTA Program grant of \$15,000 for the 2014-2015 fiscal year to be utilized to partially cover the \$65,617 (salary and fringe) for the full-time coordinator.

Match totaling \$89,310 is being provided by the following Sources: Host site match, \$44,852, match dollars offered by Ingham County MSU Extension \$22,182, and match from the VISTA Deferred Revenue Cost Share Fund \$22,276.

Out of this \$89,310 match, Ingham County is required to support three (3) VISTA members at \$11,676 each (total of \$35,028), provide \$50,617 for salary and fringe for full time coordinator, and \$3,665 for travel, supplies and phone.

The grant requires a match.

	Amount	Percent
Grant	\$ 15,000	15%
Match	\$ 89,310	85%*
Total	\$104,310	

*Grant guidelines direct applicants to hold the CNCS member support at \$11,676 per member.

A total of 15 FTE AmeriCorps*VISTA members will be placed in host sites selected through an RFP process. The AmeriCorps Specialist-*VISTA (position #601463) will be increased to 1 FTE.

Our pool of VISTA members will support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community- and faith-based organizations. The list of those agencies is attached.

CNCS will make member support payments and education awards totaling \$286,308 direct to VISTA members.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the National Corporation for Community Service for the second year of this AmeriCorps*VISTA Program.

Attachment

c: Joel Murr w/attachment
 Eric Thelen w/attachment
 Isaias Solis w/attachment

AmeriCorps*VISTA Project

Community- and faith-based organizations who are selected via a competitive RFP process (as of 09/01/14) to receive a VISTA member are:

1. Power of We Consortium- AmeriCorps*VISTA Leader
2. Capital Area College Access Network – College Access Support Coordinator
-For further information on Capital Area College Access Network, visit <http://www.micollegeaccess.org/directory/lcan/cap-college-access-network>
3. Capital Area Community Services, Head Start Preschools – Health Advocate
-For further information on CACS, Head Start Preschools, visit <http://www.cacsheadstart.org/>
4. Center for Financial Health – Financial Literacy Coordinator
-For further information on Center for Financial Health, visit <http://www.centerforfinancialhealth.org/>
5. City of Lansing, Mayor’s Office – Mayor’s Youth Council Advisor
-For further information, visit http://www.lansingmi.gov/Mayors_Office
6. City of Lansing, Office of Financial Empowerment – Community Outreach and Development Specialist
-For further information on the Office of Financial Empowerment, visit <http://www.lansingmi.gov/OFE>
7. Cristo Rey Community Center – Youth Program Curriculum Developer and Volunteer Coordinator
-For further information on Cristo Rey Community Center, visit <http://www.cristo-rey.com/>
8. Eaton Regional Education Service Agency (RESA), Prevention Program Services – College Program Outreach Coordinator
-For further information on Eaton Regional Education Service Agency, visit <http://www.eatonresa.org/>
9. Edgewood Village – Programs Support Specialist
-For further information on Edgewood Village, visit <http://www.edgewoodvillage.net/>
10. Elder Law of Michigan – Financial Literacy Resources Developer
-For further information on Elder Law of Michigan, visit <http://www.elderlawofmi.org/>
11. Greater Lansing Housing Coalition – Program Assistant
-For further information on Greater Lansing Housing Coalition, visit <http://www.glhc.org/index.php>
12. Information Technology Empowerment Center (ITEC) – Outreach Coordinator
-For further information on Information Technology Empowerment Center, visit <http://www.iteclansing.org/>
13. MSU Center for Service Learning and Civic Engagement – Community Financial Literacy Program Coordinator
-For further information on Michigan State University for Service Learning and Civic Engagement, visit <http://www.servicelearning.msu.edu/>
14. NorthWest Initiative – Financial Asset Navigator
-For further information on NorthWest Initiative, visit <http://nwlansing.org/>
15. REACH Studio Art Center – Outreach Coordinator
-For further information on REACH Studio Art Center, visit <http://www.reachstudioart.org/>
16. Refugee Development Center – Cultural Competency and Outreach Program Developer
-For further information on Refugee Development Center, visit <http://www.refugeedevelopmentcenter.org/>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2014-2015 AMERICORPS*VISTA CONTINUATION GRANT

WHEREAS, the Ingham County Health Department on behalf of the Power of We Consortium was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2012; and

WHEREAS, annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10,307, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) provided a new three year funding cycle which the first year of such funding was accepted by resolution #13-380; and

WHEREAS, the Corporation for National and Community Services (CNCS) has provided Ingham County second year continuation funding with up to fifteen (15) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, VISTA members provide expanded capacity to community-based organizations that are engaged in work that helps meet Ingham County's long-term goals of fostering economic well-being, assisting in meeting basic needs and fostering appropriate youth development; and

WHEREAS, a mechanism has been established for collecting cost share from each VISTA host site for the purpose of paying for cost-shared members in future years (Resolution #06-333); and

WHEREAS, the Health Department has successfully collected required funds from host sites to cover the costs of AmeriCorps*VISTA members; and

WHEREAS, funding for this project was anticipated in the Health Department's budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps*VISTA continuation grant of \$15,000, and authorizes a grant agreement with the Corporation for National and Community Services for the time period of September 21, 2014 through September 19, 2015.

BE IT FURTHER RESOLVED, that a non-federal match of \$89,310 is authorized, obtained through cash contributions (totaling \$44,852) of up to \$4,544 from each of the AmeriCorps*VISTA host sites, as selected through a Request for Proposal process, match from Ingham County MSU Extension totaling \$22,182, and match from VISTA Deferred Revenue Cost Share Fund (Resolution #06-333) totaling \$22,276.

BE IT FURTHER RESOLVED, that the AmeriCorps Specialist-VISTA position (#601463) shall be increased to 1.0 FTE for the duration of the grant.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 10, 2014

RE: Resolution to Increase Supervisor Position for the Nurse Family Partnership Program to Full-time

This is a recommendation to increase the staffing allocation for the Nurse Family Partnership (NFP) program from a .50 FTE to a 1.0 FTE NFP Supervisor position. The Health Department's NFP program has been operationalized since 2012, and funds are included in the Comprehensive Planning, Budgeting, and Contracting Agreement with the Michigan Department of Community Health (MDCH).

NFP provides home visiting services for first time at risk mothers living in Ingham County. Mothers must enroll in services prior to their 28th week of pregnancy, and highly trained Public Health Nurses provide services until the child turns two years old. NFP is a nationally recognized, evidence based model supported by the Maternal, Infant Early Childhood Home Visiting Initiative (MIECHV).

The Ingham County NFP program has been recognized across the state for its positive outcomes for families. This high quality program requires additional supervisory time in order to demonstrate these positive effects. In addition to individual meetings with staff, the NFP supervisor must also provide weekly team meetings and case conferencing, in order to maintain program fidelity. Additionally, the program now participates in a number of quality improvement initiatives, which require a significant amount of time to access data and run reports.

MDCH will again provide ICHD with support to the NFP program, which currently supports the work of four Public Health Nurses and .50 FTE Supervisor. The Health Department is requesting \$57,723.00 from existing funding in the 2015 budget to support an additional .50 FTE, which will result in a full time NFP Supervisor.

I recommend that the Board of Commissioners adopt the attached resolution to increase the NFP Supervisor position to full-time.

c: Regina Traylor w/attachment
Eric Thelen w/attachment
Jane Noice w/attachment
Debbie Edokpolo w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INCREASE IN THE STAFF TIME ALLOCATION
FOR THE NURSE FAMILY PARTNERSHIP SUPERVISOR**

WHEREAS, the Ingham County Health Department (ICHD) has implemented the Nurse Family Partnership (NFP) program since April 2012; a nationally recognized, evidence based home visiting program that serves first time pregnant mothers; and

WHEREAS, the Ingham County NFP program has been recognized across the state as a model program, with the highest percentage of enrolled families and positive health outcomes for women and children; and

WHEREAS, Resolution #12-106 authorized an amendment to the Comprehensive Planning, Budgeting, and Contracting Agreement with the Michigan Department of Community Health (MDCH) to support NFP, which established four Public Health Nursing position at the PHN/3 Grade Level; and

WHEREAS, by Resolution #12-143, Resolution #12-106 was amended to include that an existing Public Health Nurse would provide program coordination, resulting in the reclassification to a Senior Public Health Nurse, Grade 4 level at .50 FTE; and

WHEREAS, the Public Health Nurse in position #601144 assumed the duties of the Senior Public Health Nurse/NFP Supervisor, resulting in the position being paid at two rates (PHN II/Grade 3 and Senior Public Health Nurse/PHN Grade 4); and

WHEREAS, the current CPBC agreement with MDCH funds 4.0 FTE Public Health Nurse (PHN) positions and a .50 FTE NFP supervisor position; and

WHEREAS, the NFP program requires the PHNs to participate in a weekly two-hour reflective supervision with the NFP supervisor; and

WHEREAS, NFP model fidelity also requires the staff to participate in weekly team meetings and case conferencing opportunities; and

WHEREAS, the Ingham County NFP program now participates in Michigan's Home Visiting Collaborative Improvement and Innovation Network to Reduce Infant Mortality (CoIIN), a federal quality improvement initiative that requires significant data collection and summarization; and a continuous Quality Improvement project with the Michigan Public Health Institute (MPHI); and

WHEREAS, the Maternal Child Health Division (MCH) of the Health Department is requesting an increase in staff allocation of the NFP supervisor from .50 FTE to 1.0 FTE to better address the additional responsibilities that the program requires; and

WHEREAS, the funds to support the .50 FTE increase in staff will be utilized from existing funding in the 2015 budget in the amount of \$57,723.00; and

WHEREAS, the Health Officer recommends that position #601144 be classified as a Senior Public Health Nurse/NFP (PHN/Grade 4) 1.0 FTE for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a .50 FTE increase in staff allocation (position #601144) to the Nurse Family Partnership program, providing a total 1.0 FTE NFP supervisor position.

BE IT FURTHER RESOLVED, that the staffing allocation will begin October 1, 2014 through September 31, 2015.

MEMO

Date: August 26, 2014

To: County Services & Finance Committees

From: Willis Bennett

Re: Resolution authorizing the purchase of one (1) new snow groomer from Kassbohrer All Terrain Vehicles, Inc.

Ingham County partnered with Superparks, LLC for the management and maintenance of the Hawk Island Snowpark. After a two year period, Ingham County made the decision not to continue with Superparks, LLC. Due to the termination of the agreement with Superparks, Parks Department staff will now manage and maintain the Snowpark. With the loss of this agreement, the equipment provided by Superparks will no longer be available.

To properly build and maintain the Snowpark a snow groomer is needed to create and maintain the features of the hill.

The Purchasing Department solicited bids for a snow groomer and along with Park staff, has reviewed the bids and recommends that Kassbohrer All Terrain Vehicles, Inc. be awarded the bid in an amount not to exceed \$185,000.

The Parks Commission approved this resolution at their August 2014 meeting.

As the Parks Department budget does not have adequate funding at this time, we request the funds necessary be advanced to the department and repaid over a ten (10) year period. Based upon the projected operating budget, the long term costs for the snow groomer will be lower by purchasing the equipment vs. renting over the same period.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 4, 2014
SUBJECT: Snow Grooming Equipment

Project Description:

Ingham County Purchasing Department sought proposals for the purchase of one (1) new snow groomer delivered to Hawk Island County Park in Lansing, Michigan for use on a small snow tubing hill. An option for renting the groomer was also requested.

Proposal Summary:

Vendors contacted: 13 Local: 0
Vendors responding: 01 Local: 0

In understanding the number of vendors contacted and responding it is important to recognize that the Snow Grooming and Snow Making equipment manufacturers are specialized fields whereby vendors are few and each specializes in a different degree of land area (square feet vs acres) to be covered along with different performance measures for different sports and/or field use (snow hills vs artic exploration).

Vendor Name	Local Preference	Bid Amount
Kassbohrer Company 3045 4 th Avenue East Shakopee MN 55379	No	\$185,000

Local and Other Vendors Not Responding

Snowgroomers.net - Harbor Springs, MI - Our SNO-MASTER groomers are small, tow behind groomers that do not meet your specifications as having a front blade and power tiller.

Track Inc., Bloomington MN - We cannot meet the December 1, 2014 onsite requirement and we do not have an option for rental equipment that would fit your needs.

Yellowstone Track Systems Inc. - West Yellowstone, MT., The County needs to push berms, which means we don't meet your specifications.

Recommendation:

The Evaluation Committee recommends awarding the contract to Kassbohrer All Terrain Vehicles, Inc. in an amount not to exceed \$185,000.

In addition to submitting the only responsive proposal, Kassbohrer Company began manufacturing snow grooming equipment in Germany in 1969 with their first manufacturing facility in the United States in 1979. In 2009 they boast 17,000 vehicles sold to 66 different countries since 1969. The company has set innovation and quality benchmarks along the way including its current success of developing sustainable “green” vehicles.

Advertisement:

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department’s Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) NEW SNOW GROOMER AND REPAYMENT SCHEDULE FOR THE HAWK ISLAND SNOWPARK

WHEREAS, the Ingham County Parks Department built and operates the Snowpark at Hawk Island County Park; and

WHEREAS, due to the termination of the agreement with Superparks, LLC, for the management and maintenance of the Snowpark, Parks Department staff will now manage and maintain the Snowpark; and

WHEREAS, a dedicated snow groomer is necessary to build and maintain the features of the Snowpark; and

WHEREAS, the proposed operating budget for the Snowpark included renting a snow groomer and by purchasing the equipment, a small savings can be attained; and

WHEREAS, the Ingham County Purchasing Department took sealed bids for snow grooming equipment and upon review of bids received, Purchasing and Parks staff recommend the bid be awarded to Kassbohrer All Terrain Vehicles, Inc.; and

WHEREAS, the Parks Commission supported this recommendation by passing Parks Resolution #15-14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one (1) new snow groomer, from Kassbohrer All Terrain Vehicles, Inc. in an amount not to exceed \$185,000.

BE IT FURTHER RESOLVED, that appropriate funds be approved as an advance from the General Fund to be paid back over ten (10) years by the Parks Department.

BE IT FURTHER RESOLVED, that the Parks Department and Purchasing Department are hereby authorized to execute a purchase order with Kassbohrer All Terrain Vehicles, Inc. for the purchase of one new snow groomer in an amount not to exceed \$185,000.

MEMO

Date: August 26, 2014
To: County Services & Finance Committees
From: Willis Bennett
Re: Resolution authorizing the purchase of two (2) new snow makers from Snow Machines, Inc.

Ingham County partnered with Superparks, LLC for the management and maintenance of the Hawk Island Snowpark. After a two year period, Ingham County made the decision not to continue with Superparks, LLC. Due to the termination of the agreement with Superparks, Parks Department staff will now manage and maintain the Snowpark. With the loss of this agreement, the equipment provided by Superparks will no longer be available.

To properly build and maintain the Snowpark, two additional snow makers are needed to create adequate snow to operate the hill. By having the ability to build snow, the Snowpark can open earlier in the season and remain open longer.

The Purchasing Department solicited bids for snow makers and along with Park staff, has reviewed the bids and recommends that Snow Machines, Inc. be awarded the bid in an amount not to exceed \$39,200.

The Parks Commission approved this resolution at their August 2014 meeting.

As the Parks Department budget does not have adequate funding at this time, we request the funds necessary be advanced to the department and repaid over a ten (10) year period. Based upon the projected operating budget, the long term costs for the snow makers will be lower by purchasing the equipment vs. renting over the same period.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: September 4, 2014
SUBJECT: Snow Making Equipment

Project Description:

Ingham County seeks proposals for two (2) new snowmakers to be delivered to Hawk Island County Park in Lansing, Michigan.

Proposal Summary:

Vendors contacted: 10 Local: 0
Vendors responding: 01 Local: 0

In understanding the number of vendors contacted and responding it is important to recognize that the Snow Grooming and Snow Making equipment manufacturers are specialized fields whereby vendors are few and each specializes in a different degree of land area (square feet vs acres) to be covered along with different performance measures for different sports and/or field use (snow hills vs artic exploration).

Vendor Name	Local Preference	Bid Amount
Snow Makers Inc. 1512 Rockwell Dr. Midland MI 48642	No	\$39,200

Local and Other Vendors Not Responding

MND America, Colorado, not a local vendor

Reason: At this time we respond with No Bid Submitted. It would not be possible for us to deliver within the time limit set forth in the contract. Please consider our company for any future bids for snowmaking and outdoor recreation products.

Recommendation:

The Evaluation Committee recommends awarding the contract to Snow Makers Inc. in an amount not to exceed \$39,200.

In addition to submitting the only responsive proposal, Snow Makers Inc. has been in business since 1974 and has served over 800 resorts around the world from very simple to complex projects.

Advertisement:

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department's Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) NEW SNOW MAKERS AND REPAYMENT SCHEDULE FOR THE HAWK ISLAND SNOWPARK

WHEREAS, the Ingham County Parks Department built and operates the Snowpark at Hawk Island County Park; and

WHEREAS, due to the termination of the agreement with Superparks, LLC, for the management and maintenance of the Snowpark, Parks Department staff will now manage and maintain the Snowpark; and

WHEREAS, additional dedicated snow makers are necessary to build and maintain the features of the Snowpark; and

WHEREAS, the proposed operating budget for the Snowpark included renting snow makers and by purchasing the equipment, a small savings can be attained; and

WHEREAS, the Ingham County Purchasing Department took sealed bids for snow making equipment and upon review of bids received, Purchasing and Parks staff recommend that the bid be awarded to Snow Machines, Inc.; and

WHEREAS, the Parks Commission supported this recommendation by passing Parks Resolution #16-14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two (2) new snow makers from Snow Machines, Inc. in an amount not to exceed \$39,200.

BE IT FURTHER RESOLVED, that appropriate funds be approved as an advance from the General Fund to be paid back over ten (10) years by the Parks Department.

BE IT FURTHER RESOLVED, that the Parks Department and Purchasing Department are hereby authorized to execute a purchase order with Snow Machines, Inc. for the purchase of two new snow makers in an amount not to exceed \$39,200.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 2, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR A SPACE UTILIZATION STUDY OF THE INGHAM COUNTY COURTHOUSE, HILLIARD BUILDING, ROAD DEPARTMENT, GRADY PORTER/VETERAN'S MEMORIAL COURTHOUSE AND THE HUMAN SERVICES BUILDING**

The resolution before you authorizes awarding a contract to DLZ Michigan, Inc. to provide professional consulting services for a space utilization study of several Ingham County Buildings.

The space utilization study will be used by the county to plan and execute facility upgrades, determine the best usage of existing space, make appropriate recommendations regarding space utilization, determine future space needs and plan for new structures, if appropriate.

The County expects that significant cost savings and efficiencies will be gained through implementation of the consultant's recommendations.

The Purchasing Department solicited proposals from qualified, experienced vendors and although their bid of \$74,900.00 was not the lowest, both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. They are the most qualified, having more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards.

The Facilities Department would like to request a line item transfer of \$24,900.00 from Line Item 245-90110-931000-4FC09 for Annex Building repairs which has a balance of \$143,696.85, into Line Item 245-23399-818000 for space needs study which has a balance of \$50,000.00.

Upon approval of the line item transfer, funds will be available within Line Item 245-23399-818000 which will have a balance of \$74,900.00 for space needs study.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 4, 2014
 SUBJECT: Professional Consulting Services for a Space Utilization Study

Project Description:

Ingham County Purchasing Department sought proposals from qualified and experienced consulting firms and individuals specializing in building space planning for the purpose of entering into a contract to conduct a space utilization study of select County facilities.

Proposal Summary:

Vendors contacted: 94 Local: 24
 Pre-Bid Attendance: 08 Local: 02
 Vendors responding: 05 Local: 02

Vendor Name & Address	Total	Local Pref
Plante Moran Cresa, East Lansing, MI	\$46,500	Yes
DLZ Michigan Inc, Lansing MI	\$74,900	Yes
WTA Architects, Saginaw MI	\$121,567	No
Straub, Pettitt, Yaste, Clawson MI	\$160,000	No
Management Partners, Cincinnati OH	\$189,900	No

Local and Other Vendors Not Responding

Fishbeck, Thompson, Carr & Huber, Inc., a local vendor.

Reason: Current commitments.

KL Design Group, LLC, a local vendor.

Reason: Current work load.

Hobbs & Black Architects, a local vendor.

Reason: Current work load.

Recommendation: The evaluation committee conducted individual meetings with Plante Moran Cresa and DLZ Michigan, the local and low bidders. The meetings provided an opportunity to review each proposal submitted and discuss how each vendor would meet the needs of the County.

While both firms are impressive, the Committee’s decision was influenced by DLZ’s full-service, in-house, technical staff (e.g. structural, electrical and mechanical), methodology and experience along with their familiarity with the County’s buildings.

Although DLZ is not the lowest bidder, the Evaluation Committee recommends awarding the contract to DLZ Michigan Inc. in an amount not to exceed \$74,900 for reasons stated above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN INC. TO PROVIDE PROFESSIONAL CONSULTING SERVICES FOR A SPACE UTILIZATION STUDY OF THE INGHAM COUNTY COURTHOUSE, HILLIARD BUILDING, ROAD DEPARTMENT, GRADY PORTER/VETERAN'S MEMORIAL COURTHOUSE AND THE HUMAN SERVICES BUILDING

WHEREAS, the scope of services for this project will include an organizational needs analysis of all departments, facilities space utilization assessment and recommendations, including an architectural design layout of the potential relocation facilities; and

WHEREAS, the County expects that significant cost savings and efficiencies will be gained through implementation of the consultant's recommendations; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and although DLZ Michigan, Inc. did not submit the lowest bid, they are the most qualified having more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards; and

WHEREAS, both the Purchasing and Facilities Departments recommend that a contract be awarded to DLZ Michigan, Inc., a local vendor, for a not to exceed cost of \$74,900.00; and

WHEREAS, the Facilities Department would like to request a line item transfer of \$24,900.00 from Line Item 245-90110-931000-4FC09 for Annex Building repairs which has a balance of \$143,696.85, into Line Item 245-23399-818000 for space needs study which has a balance of \$50,000.00; and

WHEREAS, upon approval of the line item transfer, funds are available within Line Item #245-23399-818000 which will have a balance of \$74,900.00 for space needs study.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, Michigan 48911 to provide professional consulting services for a space utilization study of the Ingham County Courthouse, Hilliard Building, Road Department, Grady Porter/Veteran's Memorial Courthouse and the Human Services Building for a not to exceed cost of \$74,900.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 29, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO MOLNAR ROOFING COMPANY INC. FOR THE REPLACEMENT OF THE HILLIARD BUILDING ROOF**

The resolution before you authorizes awarding a contract to Molnar Roofing Company Inc., for the replacement of the Hilliard Building roof. The roof is old, deteriorated, and in need of replacement.

After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Molnar Roofing Company, Inc. who submitted the lowest responsive and responsible bid of \$188,392.00 to replace the Hilliard Building roof.

The Facilities Department would like to ask for a \$5,318.00 contingency for any unseen circumstances that may arise with this type of project.

This project will be completed for a not to exceed cost of \$193,710.00 which includes a \$5,318.00 contingency.

Funds for the roof replacement are available in the approved CIP Line Item #245-90210-976000-4FC08 which has a balance of \$193,710.00 for Hilliard Building roof replacement.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 4, 2014
 SUBJECT: Hilliard Roof Replacement

Project Description:

Ingham County Purchasing Department sought proposals from experienced and qualified roofing contractors for the Hilliard Building Roof Replacement project in Mason, Michigan. The scope of work includes:

- Base Bid: Roof Restoration of Roof Section A (Coating) and Roof Replacement of Roof Section B (Cold Applied)
- Alternate No.1 (Deduct): Roof Replacement of Roof Section B (Hot Applied)
- Alternate No.2 (Add): Roof Replacement of Roof Section C/D/E (Cold Applied)
- Alternate No.3 (Add): Roof Replacement of Roof Section C/D/E (Hot Applied)

Ingham County retained DLZ Michigan Inc. as a consultant for this project.

Proposal Summary:

Vendors contacted: 75 Local: 13
 Pre-bid Attendance: 06 Local: 01
 Vendors responding: 04 Local: 01

VENDOR NAME	LOCAL PEF	BASE BID TOTAL	ALTERNATE 1 - Deduct	ALTERNATE 2 + Add	ALTERNATE 3 + Add
Wm. Molnar Roofing Inc., Riverview MI	N	\$148,393.00	(\$3,600)	\$39,999.00	\$37,742.00
Schena Roofing & Sm Co Inc., Chesterfield MI	N	\$179,000.00	(\$16,800.00)	\$59,000.00	\$49,650.00
Brown & Sons Roofing Co., Bay City MI	N	\$188,683.00	No Bid	\$76,276.00	No Bid
Bornor Restoration Inc., Lansing MI	Y	\$201,000.00	(\$14,270)	No Bid	\$61,275.00

Local and Other Vendors Not Responding

Architectural Building Restoration Inc., Lowell, MI
 Reason: Does not do this type of roof.

Recommendation: The results of the proposal evaluations and post bid interviews found W.M. Molnar Roofing, the low bidder, confident that all required work was included in their bid. They had observed the existing working conditions prior to preparing their bid, verified the County’s schedule could be met and have worked with the roofing manufacturer on projects of the same scale. W.M. Molnar Roofing confirmed their base bid price included prevailing wages.

DLZ recommend, and the Ingham County Evaluation Committee concurred, awarding the contract to Wm. Molnar Roofing Inc. in an amount not to exceed \$188,392. The not to exceed cost is the sum of the base bid \$148,393 plus acceptance of Alternate #2, \$39,999.

Wm. Molnar Roofing Inc., a Wayne County vendor is licensed, bonded and insured.

Advertisement:

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO MOLNAR ROOFING COMPANY, INC.
FOR THE REPLACEMENT OF THE HILLIARD BUILDING ROOF**

WHEREAS, the Hilliard Building roof is old, deteriorating, and is in need of replacement; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Molnar Roofing Company, Inc. who submitted the lowest responsive and responsible bid of \$188,392.00 to replace the Hilliard Building roof; and

WHEREAS, the Facilities Department would like to ask for a \$5,318.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, this project will be completed for a not to exceed cost of \$193,710.00 which includes a \$5,318.00 contingency; and

WHEREAS, funds for the roof replacement are available in the approved CIP Line Item# 245-90210-976000-4FC08 which has a balance of \$193,710.00 for the Hilliard Building roof replacement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Molnar Roofing Company Inc., 12455 Hale Street, Riverview, Michigan 48193 for the replacement of the Hilliard Building roof for a not to exceed cost of \$193,710.00 which includes a \$5,318.00 contingency.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 4, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO MICHIGAN PAVING AND MATERIALS CO. TO PROVIDE ASPHALT PARKING LOT REPLACEMENT AT THE HUMAN SERVICES BUILDING**

The resolution before you authorizes awarding a contract to Michigan Paving and Materials Company to provide asphalt parking lot replacement at the Human Services Building.

The scope of this project is to replace the southwest corner of the Human Services Building parking lot which has deteriorated over time, as well as expand the Southeast corner employee lot an additional 20-25 parking spaces to accommodate employees and guests of the Human Services Building.

After careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Michigan Paving and Materials Company who submitted the lowest responsive and responsible bid in the amount of \$214,910.75; and

The Facilities Department would like to ask for a \$10,000.00 contingency for any unseen circumstances that may arise with this type of project.

This project will be completed for a not to exceed total of \$224,910.75 which includes a \$10,000.00 contingency.

The funds for this project are available in the approved CIP Line Item 631-23304-931000-4FC15 which has a balance of \$234,380.00 for the Human Services Building parking lot replacement.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: September 4, 2014
 SUBJECT: Asphalt Reconstruction Services at the Human Services Building

Project Description:

Ingham County Purchasing Department sought proposals from experienced and qualified asphalt and excavation vendors for the Asphalt Parking Lot Replacement at the Human Services Building (HSB) Project.

Proposal Summary:

Vendors contacted: 39 Local: 05
 Pre-Bid attendance 05 Local: 01
 Vendors responding: 02 Local: 01

VENDOR NAME	LOCAL PREF	BID TOTAL	REVISED BID
Michigan Paving & Materials, Lansing MI - Clinton County	No	\$235,476.50	\$214,910.75
Rieth-Riley, Mason MI	Yes	\$244,997.52	No Bid

Revised Bid

The scope of work changed in order to stay within budget. Each responding vendor was given the opportunity to review the reduction in the scope of work and submit a revised bid.

Reith-Riley, a local vendor, chose not to rebid; furthermore, they declined the opportunity to utilize the 10% local purchasing preference at the time of original bid on this project.

Recommendation:

Michigan Paving & Materials submitted the lowest responsive proposal, and the only revised proposal. They are a Clinton County vendor that is licensed, bonded and insured.

The company has years of experience working on projects of similar size and scope, as well as, highly trained employees with a focus on both the environment and safety.

The Evaluation Committee recommends awarding the contract to Michigan Paving & Materials in an amount not to exceed \$224,910.75, which is inclusive of the \$10,000.00 contingency for any unseen circumstances.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO MICHIGAN PAVING AND MATERIALS
COMPANY TO PROVIDE ASPHALT PARKING LOT REPLACEMENT
AT THE HUMAN SERVICES BUILDING**

WHEREAS, the Human Services Buildings southwest corner lot is in need of replacement due to deterioration over time; and

WHEREAS, the Facilities Department would also like to expand the southeast corner employee lot an additional 20-25 parking spaces to accommodate employees and guests of the Human Services Building; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Michigan Paving and Materials Company who submitted the lowest responsive and responsible bid in the amount of \$214,910.75; and

WHEREAS, the Facilities Department would like to ask for a \$10,000.00 contingency for any unseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-931000-4FC15 which has a balance of \$234,380.00 for the HSB parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Michigan Paving and Materials Company, 16777 Wood Road, Lansing, Michigan 48906 to provide asphalt parking lot replacement in the southwest corner of the Human Services Building and to provide an additional 20-25 parking spaces in the southeast corner employee lot, for a not to exceed cost of \$224,910.75 which includes a \$10,000.00 contingency.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 3, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO AUTOMATIC EQUIPMENT SALES & SERVICE, INC. TO INSTALL ADA COMPLIANT DOORS AT THE HILLIARD BUILDING AND 55th DISTRICT COURT**

The resolution before you authorizes awarding a contract to Automatic Equipment Sales & Service, Inc. to install ADA compliant doors at the Hilliard Building and 55th District Court.

After careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Automatic Equipment Sales & Service, Inc. to install ADA compliant doors at the Hilliard Building and at 55th District Court for a total not to exceed cost of \$11,304.00.

Funding for the project is available within the approved CIP Line Item 245-23399-931000-3FC02 which has a balance of \$12,000.00 for ADA compliant doors.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: September 4, 2014
SUBJECT: Proposal Summary for Automatic Door Openers

Project Description:

The Ingham County Purchasing Department sought quotes to provide and install automatic door openers at the 55th District Court and the Hilliard Buildings.

Proposal Summary:

Vendors contacted: 3 Local: 2
Vendors responding: 3 Local: 2

Table with 3 columns: Company, Cost, Local Preference. Rows include Automatic Equipment Sales & Service, Inc. (\$11,304.00), Metal Frames, Inc. (\$15,796.00), and Henderson Glass Inc. (\$15,181.96).

Recommendation:

The Evaluation Committee recommends awarding a contract to Automatic Equipment Sales & Service Inc. Automatic Equipment Sales & Service Inc. submitted the lowest responsive proposal and is a registered vendor.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO AUTOMATIC EQUIPMENT SALES & SERVICE,
INC. TO INSTALL ADA COMPLIANT DOORS AT THE HILLIARD BUILDING
AND 55th DISTRICT COURT**

WHEREAS, the Hilliard Building and 55th District Court are not compliant with ADA standards therefore installation of new ADA compliant doors is necessary; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Automatic Equipment Sales & Service, Inc. who submitted the lowest responsive and responsible bid of \$11,304.00 to install ADA compliant doors at the Hilliard Building and 55th District Court; and

WHEREAS, this project will be completed for a total not to exceed cost of \$11,304.00; and

WHEREAS, funds for the doors are available in the approved CIP Line Item# 245-23399-931000-3FC02 which has a balance of \$12,000.00 for ADA compliant doors.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Automatic Equipment Sales & Service, Inc., 5110 West River Drive N.E., Comstock Park, Michigan 49321 to install ADA compliant doors at the Hilliard Building and 55th District Court for a total not to exceed cost of \$11,304.00.

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

Agenda Item 6

To: County Services and Finance Committees
From: Stacy Byers, Ingham County Farmland and Open Space Preservation Board
Date: 9/10/2014
RE: Resolution approving the Statement of Work between the United States and Ingham County to accept \$220,196.00 for two properties.

This resolution approves entering into an agreement between the United States of America and the County of Ingham for the purchase of Permanent Conservation Easement Deeds on two of the top ranked properties of the 2013 Ingham County Farmland and Open Space Preservation Board application cycle. Four properties were submitted for matching funds consideration, two were awarded funds under ACEP-ALE Statement of Work.

There will be future costs associated with proceeding with negotiations on the two properties, including, but not limited to, appraisal, survey, title commitment and insurance costs. These costs are allocated through the established County budget process.

	<u>Acres</u>	<u>Easement Total</u>	<u>Federal</u>	<u>County</u>	<u>Landowner</u>
Fogle Property	77.8	\$466,605.00	\$181,976.00	\$204,629.00	\$0.00
Haynes	77.6	\$98,000.00	\$38,220.00	\$59,780.00	\$0.00

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE STATEMENT OF WORK BETWEEN THE UNITED STATES AND INGHAM COUNTY TO ACCEPT \$220,196.00 FOR TWO PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of Development Rights Ordinance in July 2004 and amended by resolution 10-99; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2013 and submitted 4 properties to the Federal Farm and Ranchland Protection Program, for consideration of matching funds; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase the Permanent Conservation Easement Deeds on the top ranked properties from the 2013 application cycle; and

WHEREAS, the USDA-NRCS wishes to enter into a 2014 Statement of Work for, the Haynes and Fogle properties, and agrees to provide \$220,196.00 of matching funds.

	<u>Acres</u>	<u>Easement Total</u>	<u>Federal</u>	<u>County</u>	<u>Landowner</u>
Fogle Property	77.8	\$466,605.00	\$181,976.00	\$204,629.00	\$0.00
Haynes	77.6	\$98,000.00	\$38,220.00	\$59,780.00	\$0.00

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2014 Statement of Work, acting by and through the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) on behalf of the Commodity Credit Corporation (CCC), and Ingham County for the implementation of the Agriculture Conservation Easement Program-Agriculture Lands Easements (ACEP-ALE).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign the 2014 Statement of Work after review and approval by County Attorney.

MEMORANDUM

TO: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: September 4, 2014
SUBJECT: Change of fees for charitable events at Potter Park Zoo

We are proposing a flat per person fee of \$4 for the participants in charitable events at Potter Park Zoo. This fee will cover our expenses and increase the perceived value of holding a charitable event at Potter Park Zoo.

During the Potter Park Zoo season, running from April 1st to October 31st the Park receives approximately 10 requests for pavilion reservations from non-profit groups. Most of these reservations are for the purpose of holding fundraising or promotional activities solely for the benefit of their individual charitable cause. These events have an average attendance of approximately 1,000 guests, with some events being much larger. In years past, these groups have reserved the pavilions and received free entry to the zoo for their guests. By continuing this policy the loss of revenue to the zoo is considerable. One example of the lost revenue would be the 2013 Capital Area Down Syndrome Buddy Walk with an average attendance of 2,000 people. If we consider an admission rate of \$4 there is a loss of \$8,000 on one event alone. In the 2014 season we have scheduled the following charitable events so far:

MS Walk	1000 guests
Rainbow Connection Walk	300 guests
Lansing Community College Zoo Day	1824 guests
Race to a Million Walk	200 guests
Tomorrows Child Jungle Jubilee	100 guests
Sparrow Run/Walk	100 guests
Community Mental Health	<u>2500 guests</u>
	6024 total guests

At the \$4 proposed admission rate this is a revenue loss of \$24,096 for the 2014 season, so far.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CHANGE OF FEES FOR THE
CHARITABLE EVENTS AT POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo wishes to establish a change of fees for charitable events which would cover the operational expenses of the zoo during these events; and

WHEREAS, the Potter Park Zoo has become an independent department within Ingham County and in the past has always mirrored the Parks Department fees; and

WHEREAS, the Potter Park Zoo charges for the use of the Pavilion rental only and entry fees to the zoo were waived; and

WHEREAS, the pavilion rental fees that are currently being charged will remain unchanged.

THEREFORE BE IT RESOLVED, the Potter Park Zoo Board authorizes the Potter Park Zoo charitable events fees to be charged a rate of \$4.00 per person.

BE IT FURTHER RESOLVED, the charitable event fees will become effective upon approval of the Board of Commissioners.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 4, 2014 as submitted.

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: September 7th, 2014
Re: Reorganization of the Innovation and Technology Department Phase 2 MIS Programming Specialist

Dear Commissioners,

The Innovation and Technology department is requesting to continue the reorganization of the department. In this phase we have updated the job descriptions of the MIS Programming Specialist positions. The new job descriptions more accurately represent the job duties performed in their day to day roles in the department. The department currently has funded and allocated four (4) positions as a MIS Programming Specialist. We are request that we change three (3) of the four (4) current job descriptions and replace them with three (3) Business Analyst positions. The fourth position will be done in the next phase as it relates to Data Base Administration and UNIX network Administration so will be done with the Network Administrator positions.

The new job descriptions will have the same pay and Union classification. There are currently three (3) employees in this role. They would be moved into the new job description of Business Analyst. One will remain until we do the Network Administration positions. The selection of staff into the new job descriptions are based on their current roles. Upon approval of this resolution we will be posting the one vacant Business Analyst position for an Internal Posting.

There is no financial impact to this resolution and Human Resources has approved and included with this resolution is their memo of Analysis for the Phase II of the Re-organization. The ICEA Professionals union has reviewed the revised job description for the position of Business Analyst and has given their approval with no objections. I have also reached out to the staff affected and they have indicated and confirmed they have no concern or objection to these changes.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.

Agenda Item 9

TO: Michael Ashton, Chief Information Officer

FROM: Michelle Rutkowski, Human Resources Specialist

DATE: 9/4/14

RE: Memo of Analysis for Phase II of Re-organization--updated

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

1. You are proposing to replace the Programming Specialist classification with a new classification, a Business Analyst. HR has evaluated the new classification and determined it is equivalent in score and salary to the current Programming Specialist classification. The new classification will be compensated according to the special salary scale for the Programming Specialist.
2. Pages 79-82 of the current ICEA Professional contract are a Letter of Understanding regarding the IT (formerly MIS) Department. To implement Phase II of your re-organization, the following aspects of the LOU must be altered:
 - a. Change the references to “Programming Specialist” to “Programming Specialist/Business Analyst”.
 - b. Remove the reference to the minimum requirements for Programming Specialist.
3. Three of the four Programming Specialists will be changed to Business Analysts. The fourth Programming Specialist will be considered in Phase III of your reorganization as part of the review for the Network Administrator I, II and III classifications. Eventually, the title of “Programming Specialist” will be phased out.
4. Incumbent employees will be unharmed by these proposed changes. We will recognize and accept any incumbent’s qualifications even if they do not meet the new education or experience qualifications of the new Business Analyst classification. No employee will be reclassified out of a job and they will experience no harm regarding their salary or benefits package
5. I have sent the ICEA Professional’s notice regarding this proposal and I have spoken to their Chair. She will be in contact with me shortly

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

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

MEMORANDUM

DATE: 9/4/14

TO: Dana Watson, ICEA Professional President

FROM: Michelle Rutkowski, Human Resources Specialist

SUBJECT: Proposed IT Re-Organization (Phase Two)—Updated

In conjunction with Ingham County's Innovation and Technology Department, Human Resources is sending this notice of intent to update the ICEA Programming Specialist classification.

There are currently four Programming Specialist positions in the IT Department. Three are occupied and one is vacant. Our will update the job description for three of the Programming Specialists. This update is superficial in relation to the position's essential functions. The significant change is found in the education and experience requirements. To increase our applicant pool, we are providing combinations of experience and education (Bachelor's Degree and 2 years, Associate's Degree and 3 years, high school diploma and 7 years.) Each of these combinations are mathematically equivalent in our job points evaluation system and are therefore interchangeable without impacting the classification's score or salary. We will also change the job title to Business Analyst so the position is more consistent with current technology trends.

We would evaluate the fourth Programming Specialist position in the third and next phase of the re-organization: the ICEA Network Administrator I, II and III classifications. The fourth Programming Specialist performs work more in line with the Network Administrators and deserves to be compared to them in regard to skills, job requirements and salary.

Important notes to make regarding Phase II of IT's re-organization:

1. Pages 79-82 of the current contract is a Letter of Understanding regarding the IT Department. The LOU dictates the minimum requirements for a Programming Specialist. Our re-organization proposal would alter those minimum requirements. We would like this re-organization proposal to supersede the LOU in this regard.
2. Also, we would need to reflect the change in job title from "Programming Specialist" to "Business Analyst." Eventually, the title of "Programming Specialist" will fade away altogether but, for now, we will have three (3) Business Analysts and one (1) Programming Specialist.
3. The three employees converting to the Business Analyst classification will maintain their current salary level. We will recognize and accept their qualifications even if they do not meet the new education or experience qualifications. None of them will be reclassified out of their job and they will experience no harm in regard to their complete compensation package.

If you have any concerns about this proposal, please contact me or Mike Ashton. Thank you for your patience and understanding as we process this proposal under a very tight deadline.

**INGHAM COUNTY
JOB DESCRIPTION**

BUSINESS ANALYST

General Summary: Under supervision of the Project Office Manager, performs the analysis, design, testing, installation, maintenance and training related to new, existing, and purchased software systems used by the County. Provides Vendor Relationship Management and Project Management support for new systems throughout the county. Provides technical support to other Innovation and Technology staff. Provides Client Relationship Management and expertise for supported county agencies. Responsible maintaining the availability, integrity, security and project management of the county's application environment

Essential Functions:

1. Meets with County staff and/or representatives of outside firms to identify and assess the tasks to be automated or the processes to be enhanced. Meet with end-users to discuss details regarding the flow of information through specific departments in the County. Analyzes data flow and makes recommendations for automating specific activities to collect and report on data.
2. Works with vendors to resolves problems that occur with agency applications. Analyze the problem with users, researches problem on systems, and reports problem to vendor as necessary.
3. Installs software upgrades for applications in designated areas, includes applying in-house customization and reports, and testing the system. Assist vendors with software and hardware installation as needed. Install interim corrections to software as needed.
4. Designs, configures, manages and maintains the applications, database systems, and county's website to ensure maximum availability, integrity, and security.
5. Analyzes, determines, and documents the scope of a project, customer business needs, current applications, budget, testing requirements, and the design of the solution.
6. Works under the direction of the Project Manager to develop applications and ensure projects are completed within budget and on-time.
7. Establishes a documented county application development standard and methodology to ensure consistency and integration.
8. Contributes in the planning, leadership, and direction regarding the county's application development environment.
9. Provides telephone support to users and IT technicians encountering problems or with questions about an application.
10. Researches commercially written and public domain software for use in automating procedures. Work with vendors to design custom programs where necessary using standardized County software. Performs testing and evaluation on various software programs for potential use.
11. Coordinates software implementations, schedules, and trains staff on use of software, and monitors status of operations. Conduct one on one and small group training.

12. Escalates problems and issues to management as needed.
13. Regular attendance and punctuality are standards of performance required for this position.

Other Functions:

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

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

Employment Qualifications:

A minimum of one of the following combinations is required:

1. A Bachelor's Degree in data processing, information management or a closely related field **AND** a minimum of 2 years of experience in vendor relationship management, client relationship management or project management.
OR
2. An Associate's Degree in data processing, information management or a closely related field **AND** a minimum of 3 years of experience in vendor relationship management, client relationship management or project management
OR
3. A High School Diploma or equivalent **AND** a minimum of 7 years of experience in vendor relationship management, client relationship management or project management.

Other Requirements: Working knowledge of many or all of the following: ASP, ASP.net, VB.net, C#, SQL Server, Oracle, XML, XSLT, JavaScript, HTML, CSS, AJAX

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position is exposed to vibrations and oscillating movements.
5. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
6. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, typing, enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require regular stamina (21-50% of the time) in standing, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Introduced by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INNOVATION AND TECHNOLOGY DEPARTMENT PROGRAMMING SPECIALIST POSITIONS

WHEREAS, the position of MIS Programing Specialist is an outdated job description; and

WHEREAS, with the renaming and reorganization of the Innovation and Technology Department and changing of IT trends the use of programmers has changed; and

WHEREAS, the position of MIS Programming Specialist is currently classified as an ICEA MIS Programing Specialist; and

WHEREAS, there are currently four (4) positions in the Innovation and Technology Department classified as a MIS Programming Specialist; and

WHEREAS, this Chief Information Officer has recommended converting three (3) of the positions to a Business Analyst position; and

WHEREAS, the Human Resources Department has reviewed the revised the job description for the position of Business Analyst and determined that the new classification and pay grade of the revised job description would remain in the ICEA MIS Specialist pay scale; and

WHEREAS, currently there are three employees assigned to the MIS Programing Specialist and one vacant position; and

WHEREAS, two of the current employees will be moved into the Business Analyst Position; and

WHEREAS, the ICEA Professionals union has reviewed the revised job description for the position of Business Analyst and has given approval with no objections indicated.

THEREFORE BE IT RESOLVED, that three of the current positions of MIS Programming Specialist (Position #958010, #958009, and #958008) be eliminated and replaced with three (3) revised Business Analyst job descriptions using the same position numbers.

BE IT FURTHER RESOLVED, two of the current employees (Position #958010 and #958009) will be moved into the Business Analyst Position at their same step as of September 23rd, 2014.

BE IT FURTHER RESOLVED, that the one vacant Business Analyst (Position #958008) will be posted and filled with the new job description.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the Innovation and Technology Department Position Allocation list in accordance with this resolution.

INGHAM COUNTY

Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: The Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: August 25, 2014
RE: City of Lansing Pension and OPEB Transfer for 9-1-1 Employees

As you are aware, the City of Lansing and Ingham County have been working on finalizing the transfer of funds for the 9-1-1 employees for both pension and retiree health insurance (OPEB). Attached are two resolutions which resolve both issues.

The first resolution finalizes the issue concerning the pension. The County hired an outside actuary to perform an independent review of the report prepared by the City's pension actuary. The result of this review determined that the amount to be transferred for the actuarial accrued liability for the impacted employees equals \$1,070,858. Since the City transferred \$968,348 on December 31, 2013, the remaining balance to be transferred is \$102,510. The City will be transferring this amount as soon as this resolution is approved.

In addition, the reciprocal retirement act requires that the Board of Commissioners accept this liability. This is also accomplished by the resolution.

The second resolution deals with the retiree health insurance (OPEB). The amount was determined by a joint effort between Angie Bennett, City of Lansing Finance Director, and myself. We agreed on a calculation method and assumptions which were fair to both sides. Using this methodology, it was determined that the total amount of the transfer equaled \$684,129.

There was an issue concerning the source of funds for this transfer. The City has these funds under trust in a Voluntary Employee Benefit Association Trust (VEBA). The Internal Revenue Service has very stringent requirements concerning the transfer of money out of a VEBA. Both the City Attorney and the County's Benefit Attorney have reviewed the situation and determined that these funds could not be transferred from the City's VEBA into the County's Non-VEBA trust. This means that the City needed to find a different funding source for this liability. Once this was discovered, the County offered the City the option of a multi-year payment plan.

It was determined that the City would pay the County \$228,043 per year over a three year period. The payments will be due each October beginning in 2014 and the County will deposit the funds into their Retiree Health Insurance Trust.

We believe that the approval of these two resolutions will complete all financial transactions between the City and the County resulting from the transfer of employees for the consolidated 9-1-1 Center.

If you have any questions or wish to discuss, please let me know.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF MERS RETIREMENT FUNDS
FOR 9-1-1 EMPLOYEES – RECIPROCAL RETIREMENT ACT**

WHEREAS, on or about September 14, 2010, the City of Lansing and Ingham County entered into an Agreement (the “Agreement”) for the establishment and operation of a consolidated 9-1-1 Dispatch Center; and

WHEREAS, pursuant to the Agreement, it was envisioned that certain City employees who worked as 9-1-1 operators in the City’s Emergency Communications Division would be provided the opportunity to continue employment as Ingham County employees, would be placed in no worse position regarding retirement benefits than if they had continued as City of Lansing employees, and would continue to receive eligibility for City of Lansing retiree health benefits; and

WHEREAS, Section 6(1) of the Reciprocal Retirement Act, MCL 38.1106(1) authorizes an agreement to transfer the credited service towards retirement of a member from his or her preceding reciprocal unit (in this instance, the City of Lansing) to his or her succeeding reciprocal unit (in this instance, Ingham County); and

WHEREAS, the Agreement provided as follows:

The City’s Retirement System shall transfer to the County designated MERS plan(s) the trust pension assets equal to the funded value of the actuarially accrued liabilities as determined in the most recent actuarial valuation for those former City employees employed by the County. The County will assume remaining unfunded accrued liabilities for those former City employees employed by the County. The City shall provide such further and/or additional information or resolutions as may be required by MERS or the County. The County will establish with MERS such pension plan or plans providing former City employees employed by The County with such pension benefits as negotiated with the appropriate recognized union or as designated by the County and shall provide for prior service credit. However, the County recognizes that the accrued benefits for service credit accrued by former City employees employed by the County while employed by the City shall not be diminished. Future 9-1-1 Employees shall be placed in such plan as is negotiated with the applicable union or as established by the County.

WHEREAS, the actuarial accrued liability (“AAL”) for each City of Lansing employee that has elected to transfer to employment with the County has been calculated by Boomershine Consulting Group as of November 25, 2013; and

WHEREAS, County officials had an independent review of the Boomershine Consulting Groups’s calculations and which validated the calculation in the amount of \$1,070,858.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the transfer of credited service for all employees included in Appendix A and the funds designated for each transferred employee from the City of Lansing to Ingham County for credit towards the transferred employee’s retirement in the Municipal Employees Retirement System (“MERS”) account established by Ingham County pursuant to the Agreement.

BE IT FURTHER RESOLVED, that the County will agree to accept the \$1,070,858 as payment on the AAL of the transferred employees which includes the \$968,348 paid by the City on December 31, 2013 and \$102,510 which will be paid after passage of this resolution.

BE IT FURTHER RESOLVED, that the provisions of this resolution apply to each of the transferred employees referenced on Appendix A individually and are not dependent upon application to all of the transferred employees.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized on behalf of the County to sign and execute all contract and legal documents to effectuate and finalize this transaction, subject to prior approval as to form, by the County Attorney.

APPENDIX A

City of Lansing Employee's Retirement System

As of June 27, 2012

Current Listing of employees transferred to Ingham County

Last Name	First Name
Baert (Stephens)	Angela
Booker	Bobbie
Buren Priebe (Girard)	Amada
Calkins	Therese
Cameron	Andrew
Clickner	James
Davidson	Barbara J.
Demers	Catherine
Feier (Carranco)	Kyla
Fell	Kristen
Felton	Lynette
Forbis	Jessica
French	Danielle
Gaskill	Cassandra
Gross	Trisha
Harris	Melissa
Harvey	Stacy
Henrys	Kacie
Howland	Elizabeth
Jordan	Julia
Longo	Terri
Longoria (Johchkeere) (Larner)	Sherry
Merillat	Vicki
Miller	Kim
Murphy	Danielle
Murphy	Marci
Sahr (Harrison)	Lisa
Spottek	Diana
Thurston	Andrew
Treanor	Theresa
Wykowski	Victoria
Wykowski	Julie

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF RETIREE HEALTH INSURANCE FUNDS
FOR 9-1-1 EMPLOYEES FROM THE CITY OF LANSING**

WHEREAS, on or about September 14, 2010, the City of Lansing and Ingham County entered into an Agreement (the "Legacy Agreement") for the establishment and operation of a consolidated 9-1-1 Dispatch Center; and

WHEREAS, the City of Lansing had been contributing to a Voluntary Employee Benefit Association Trust (VEBA) for retiree health insurance benefits for many years and has been including this expense in the amount reimbursed by the County; and

WHEREAS, the Legacy Agreement required that the City transferred the 9-1-1 employees portion of this fund to the County; and

WHEREAS, it was determined that the amount of the required transfer equals \$684,129; and

WHEREAS, it was found that Internal Revenue Service has very stringent requirements concerning the transferring of funds from a VEBA so the City and County needed to determine other options concerning the payment of these funds; and

WHEREAS, the administration of the City and County have reviewed all the options and are recommending that the City pay this amount to the County over a three year period in the annual installment amount of \$228,043 due in October of each year; and

WHEREAS, the County will need to contribute this amount to the Ingham County Retiree Health Insurance Trust under the management of Morgan Stanley.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners agrees to accept the \$684,129 in three equal installments from the City of Lansing paid to the County over a three year period in the annual installment amount of \$228,043 due in October of 2014, 2015, and 2016 each year and that this amount will be contributed to the County's Retiree Health Insurance Trust.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized on behalf of the County to sign and execute all contract and legal documents to effectuate and finalize this transaction, subject to prior approval as to form, by the County Attorney.

CHARTER TOWNSHIP OF MERIDIAN AGENDA ITEM # 12a

Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

July 22, 2014

RECEIVED
JUL 28 2014

**RE: MERIDIAN TOWNSHIP DEER MANAGEMENT
 REQUEST FOR HUNTING AT INGHAM COUNTY FARM, 3860 DOBIE ROAD**

Dear Ingham County Board of Commissioners:

As you may know, Meridian Township has been striving to reduce the over-population of white-tailed deer in our area. Justifications for action include:

- A documented increase in deer-car collisions
- Destruction of natural and residentially planted vegetation
- Concern over potential health risks to the community

To address the issue of over-population, Meridian Township has obtained Deer Management Assistance Permits from the Michigan Department of Natural Resources which allow for the harvesting of antlerless deer.

Our Deer Management Plan identifies large parcels in the township that may be suitable for hunting, both public and private. **Meridian Township has identified the Ingham County Farm at 3860 Dobie Road, Okemos MI 48864, parcel number 33-02-34-200-007 as a potential partner site for deer management. This property was selected based on its size, proximity to other deer management areas, and concerns from nearby residents for its potential to contribute to issues associated with an increasing deer population.** It is estimated that there are approximately 56 acres of huntable land on this property with respect to State required 450ft safety zones around occupied dwellings of nearby residences and the Ingham County Medical Care Facility (out of the total 100.25 acre property).

In addition to private landowners, Meridian Township has successfully partnered with Delta Dental in Okemos, and Ingham County Parks; Lake Lansing Park – North in Haslett to further address concerns over the deer population.

Deer management has taken place on Meridian Township properties and cooperating lands since 2011. Safety is our top priority and our program is restricted to archery only, all hunters submit to a background check, an equipment check and proficiency test. The number of hunters allowed per property is restricted based on huntable acres. All State rules and regulations, and landowner designated restrictions are strictly enforced. Township hunters are required to donate a portion of harvested deer; Michigan Sportsman Against Hunger has volunteered to pay for the processing of venison for distribution to local food pantries.

Archery season begins on October 1, 2014. Details may be found on the Michigan Department of Natural Resources Web Site at www.michigan.gov/dnr.

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000
www.meridian.mi.us



Enclosed please find the deer management plan, maps, and other pertinent information.

We would be happy to attend a County Board of Commissioners meeting to present our deer management program and to answer any questions that Commissioners may have.

It is our hope that we can include the Ingham County Farm property in our 2014 deer management program.

Please contact me with any questions.

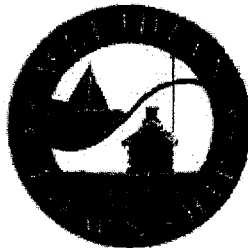
Yours truly,

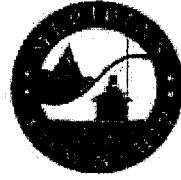
Nicholas Sanchez
Assistant Park Naturalist
Meridian Township Parks and Recreation
(517) 853-4600
sanchez@meridian.mi.us

Charter Township of Meridian



- 2014 -
Deer Management Plan - DRAFT





DEER MANAGEMENT PLAN Meridian Charter Township

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DEER MANAGEMENT PLAN MERIDIAN CHARTER TOWNSHIP

I. INTRODUCTION

A. Community Description & Location

Meridian Charter Township is located in Central Michigan, on the northern edge of Ingham County. As of the 2010 census, the township had a population of 39,688. Meridian Township is the local government unit that includes the unincorporated communities and census-designated places of Haslett and Okemos. The Township takes its name from the fact that the Michigan Meridian, the prime north-south survey line, runs along the eastern edge of the township. It is from this line that all townships were surveyed and measured.

Meridian Township originally encompassed 36 square miles with boundaries of Coleman Road on the north, Jolly Road on the south, College/Abbott Roads on the west and Meridian Road on the east. Over the years, due to annexations by East Lansing and a 425 agreement with the City of Lansing, the western boundary has changed and the Township now encompasses 31.7 square miles. Michigan State University borders the Township on the southwest side. Michigan's State Capital, Lansing, is located eight miles to the west of Meridian Township.

B. General Description of Potential Deer Management Areas

1. Government-Owned Property

a. Meridian Township-Owned Property

Potential deer management areas may include select parks, land preserves, or other township-owned properties that are not specifically designated as a parks or land preserves.

b. Ingham County-Owned Property

In 2013, Ingham County Parks requested to work cooperatively with Meridian Township to place hunters in Lake Lansing Park North. It is expected that Ingham County Parks will request assistance in 2014. Ingham County Parks owns and manages two regional parks in the north-east portion of the township: Lake Lansing North and South Parks.

In addition, Ingham County owns 100 acres of property on the east side of Dobie Road, south of Hatch Road that may be suitable for future managed harvests.

c. Michigan State University (MSU)

The University owns a 107-acre area designated as the Dobie Reserve, located on the west side of Dobie Road and the north side of the Red Cedar River. MSU also owns large farms within the south-west portion of the township. As of 2013, MSU does **not** wish to participate in the deer management program, nor will they place their own Pest Management employees at the Dobie Reserve.

2. Private Property

The township contains numerous private parcels of land that are greater than five acres in size that may be suitable for hunting. In addition, it may be possible to manage deer on several smaller private properties that have suitable hunting property that collectively comprise five acres or more. Meridian Township is able to provide antlerless deer permits to properties that are directly adjacent to one of the township-owned properties that have been designated for hunting. Meridian Township staff will continue to encourage private landowners to allow hunting on property greater than 5 acres in size, and will continue to provide interested landowners with contact information for Meridian Township qualified hunters interested in hunting on private lands.

3. Commercial Properties, Cemeteries, & Golf Courses

Participating Properties:

a. Indian Hills Golf Course: Indian Hills Golf Course regularly hunts their property and will continue to do so in 2014.

b. Meridian Sun Golf Course: Meridian Sun Golf Course regularly hunts their property and will continue to do so in 2014.

Non-Participating Properties:

a. Delta Dental, Okemos Road: Delta Dental has agreed to participate in the managed deer harvest. A qualified hunter will hunt on the property over weekends and holidays only and will communicate with security when entering and leaving the property.

b. College Fields Golf Course: College Fields Golf Course does not wish to participate in the managed deer harvest at this time.

II. PURPOSE

A. Reasons for the Development of a Deer Management Plan

1. The Township has documented numerous complaints of white-tailed deer (*Odocoileus virginianus*) damage from township residents.
3. Response to complaints of damage to personal property (landscaping).
4. Increased deer/vehicle accidents within the township.
5. Increase of deer/human contact.
6. Deer roaming into densely populated residential neighborhoods.
 - In urbanized areas, remnant natural areas exist as fragmented landscape.
 - Deer may become highly concentrated in remaining habitat islands.
2. There is evidence of damage to the park and land preserve's ecosystems by deer over-browsing, as noted by local biologists.
 - Recognizing that parks and land preserves support ecosystem services, protect water quality and provide wildlife habitat.
 - Recognizing that preferred native forage plants (oak, cedar, trillium, bloodroot, and trout lily) may require up to 10 years to regenerate.
 - Recognizing that deer may facilitate the introduction and spread of invasive species through preferential forage on native plant species and serving as dispersal conduits along game trails.

- There is a high density of game trails throughout parks and land preserves and in residential neighborhood's common natural areas.
- Parks and land preserves serve as a protected area for plants and animal species.
- Impacts on native plant communities have cascading effects on associated wildlife species.

III. GOALS OF DEER MANAGEMENT PROGRAM

A. Natural Resources Management Philosophy

Land management utilizes an ecosystem approach to ensuring the health and function of park and land preserve's natural communities. Management methods may include the control of deer densities, removal of invasive species, application of prescribed burns, and reintroduction of native plants.

B. MDNR Deer Management Philosophy

The MDNR supports deer management in urban/suburban areas to help address:

1. Damage to ecosystems
2. High vehicle-deer crash incidence rate
3. Damage to residential landscaping and gardens
4. Public Act 451 of 1994: The wildlife and their habitats of the state are valuable public natural resources held in trust by the state and the state has a duty as trustee to manage its wildlife and their habitats effectively for the use and enjoyment of present and future residents and for the protection of the environment.
5. Natural Resources Commission Policy #2007: The Department's goal is to manage the deer herd using management practices based on scientific research to:
 - a. Maintain healthy animals and keep the deer population within limits dictated by the carrying capacity of the range
 - b. Limit effects on native plant communities, agricultural, horticultural, and silvicultural crops and public safety.

IV. DEER POPULATION INFORMATION

A. Michigan Deer Population - Statewide Trends

According to the MDNR, in the absence of predators, unmanaged herds readily increase to abundant levels which can result in:

1. Increased propensity for disease
2. Poor individual health of deer

3. High incidence of roadside mortality (vehicle-deer collision)

B. Deer Population Goal

Michigan Department of Natural Resources (MDNR) and Michigan Natural Features Inventory (MNFI) suggest that minimizing impacts to natural communities and associated wildlife may require managing herds at less than 15-20 deer per square mile.

C. Deer Productivity

According to the MDNR, it is possible that deer productivity may increase as population is reduced. Deer management clearly needs to be a multi-year effort. It is our hope that private landowners and adjacent communities will help address the over-population issues as well.

D. Deer Population Evaluation

It is difficult to obtain exact numbers of the deer herd population in uncontained settings. Options for establishing population include:

1. Utilization of helicopter surveys to attempt to develop base line population information. The downside to utilizing helicopters is that it can be costly.
2. Local biologists have stated that it is unnecessary to take the measure of conducting a helicopter survey, and that the damage to vegetation, incidents of deer/vehicle accidents, and simple observations provide direct evidence and measures of the impacts of deer populations intended to be managed.
3. Trail cameras and observation are another possibility for gathering informal numbers on the deer population.
4. Informal "herd count" data is reported from township residents and hunters.

E. Deer Population Study

In 2013, Chad Blass, a PhD candidate at MSU began a study of *The Social and Spatial Structure of White-tailed Deer in Suburban and Urban Landscapes*. This study focused on an area within the township that is approximately four square miles in size and is generally located south of Hamilton Road, west of Dobie Road, east of Jolly Road, and north of Kinawa Road. Their research involved collecting deer pellets and conducting DNA testing to determine the site fidelity of herds of deer. To date, no studies have documented the social structure of deer in suburban environments or the area they occupy; so this will be the first study of its kind in Michigan. The objective is to quantify the area occupied by a herd or family of deer. The implication is that the study results will aid deer managers in developing control strategies

tailored to the desires of local neighborhoods. Mr. Blass is proposing to expand his studies to a larger area within the township during the early fall of 2013 and winter of 2014. The results of the study have not yet been made available.

V. MONITORING AND EVALUATION OF BROWSED VEGETATION

Measures may be taken to evaluate improvements in the composition and structure of native plant communities.

A. Deer Enclosures

Deer enclosures are fenced areas that exclude deer. They are generally 10-12' in height and should be approximately 10' x 20' in size. The enclosures may be constructed in:

1. Harris Nature Center, located in Meridian Riverfront Park
2. Davis-Foster Land Preserve
3. Nancy Moore Park

B. Observations of Composition and Structure of Native Plant Communities

The deer enclosures will allow for direct comparison in areas that are open for deer browsing versus areas that are enclosed with fencing ("enclosures"). Notable signs may include visible regeneration of oak, white pine, and cedar, increased diversity of spring ephemeral wildflowers, and a reduction in the under story browse line. In addition, these highly visible enclosures may include educational signage stating their purpose. The enclosures will be placed on township properties that have a high number of visitors for the purpose of providing public education on the issue.

Deer enclosures and educational signage were constructed within Lake Lansing North County Park in 2012 (within the 120-acre area that is covered by a Meridian Land Preservation Conservation Easement). In 2013, data was collected to document the area that is open to deer browsing and the area that is fenced off to deer browsing. The evidence of over browsing is clear, and it is expected that differences in species composition, productivity and growth rate will continue to intensify when comparing the fenced and open areas. Data collection will continue annually for the foreseeable future.

VI. ALTERNATIVES TO HUNTING

A. Fencing

1. Prohibits landscape connectivity and wildlife movement. Fences should be a minimum of ten feet in height.

B. Translocation or Trapping

1. Wildlife Division of MDNR will not allow removal of live deer. Deer may not be converted to private ownership.
2. Deer may be trapped and euthanized. Affordability depends upon source of labor, extent of local involvement.

C. Deer Immunocontraception (Birth Control)

1. Wildlife Division has not allowed treatment. No approved treatment method is currently available in Michigan at this time.
2. Feasibility and affordability are limited.
3. Efficacy and side effects vary by treatment method.
4. Annual applications are generally required to maximize effectiveness.

D. Surgical Sterilization of Deer

1. Wildlife Division of the DNR does not allow sterilization.
2. Feasibility and affordability are limited. Capture and nearby facilities or mobile surgical procedures are required.

E. Landscape Alternatives

1. Meridian Garden Club - brochure about deer-resistant plants
2. Harris Nature Center and Meridian Township website – educational information about deer-resistant plants
3. Managing roadside vegetation to improve visibility
 - a. Ingham County Road Commission

F. Roadside Management Options

1. Clear road edges of vegetation
2. Increase signage at deer crossings
3. Install reflectors at deer crossings

2014 Update: After reviewing multiple publications by communities, universities, and government agencies nationwide, township staff has agreed not to pursue reflectors as a viable option for roadside management due to high installation and maintenance costs and inconsistent field testing results. The Ingham County Road Department no longer installs deer crossing signs on County roads (since 2007) due to the failure of deer crossing signs to reduce deer car collisions or alter driver behavior.

VII. GENERAL FEATURES OF 2014 MANAGED HUNT

1. Initiate highly managed hunts on Township and County property.
2. Continue to encourage private homeowners to hunt or allow hunting on their property through press releases.
3. Hunt will be conducted during the regular hunting season (archery and firearm seasons, October 1 through January 1).
4. The primary focus is antlerless deer, but antlered deer may be harvested after one antlerless deer is harvested.
5. Township properties are open to the general public on hunt days. The township may consider closing designated properties on certain days to increase the effectiveness of the harvest.
6. Hunting properties are posted to alert visitors that a hunt is in progress.
7. Adjacent property owners are notified of upcoming hunt via mailings and press releases are sent to the local news sources.
8. Humane treatment of deer.
9. Donation of the majority of the venison to the hungry.

VIII. GENERAL MANAGED HUNT PROCEDURE & PROCESSING

A. Rules and Regulations

All hunting will be per State of Michigan laws and per Meridian Township Deer Harvest Regulations.

B. Safety

Top priority of a managed hunt will be to protect the safety of hunters, neighboring residences, and the general public.

C. Dates and Times

A managed hunt will be held during the early during the regular bow and firearm seasons (October 1, 2014 through January 1, 2015). Out of season damage permits will be pursued through the DNR which could extend the season after the regular bow season.

D. Archery Hunting

1. The Meridian Township program is **ALL** archery.
2. Generally speaking, there is greater public acceptance for bow hunting because of the noise and the concern for errant shots.

E. Firearm Hunting

There will be no firearm hunting during the 2014 regular season managed harvest.

F. Establishment of Deer Blinds, Routes and Tracking

1. MDNR safety zone regulations will be observed
 - a. One hunter is housed per blind per hunt date.
 - b. Hunters must remain within 50 feet of the blind or stand while hunting.
 - c. It is expected that bow hunters will only take shots within their level of proficiency in accordance with hunter's ethics, which dictate that a shot is only taken

when capable of effectuating a quick and humane harvest. Hunters using a compound bow should limit their shots to a maximum of 40 yards and those using a crossbow should limit their shots to a maximum of 50 yards.

- d. The following items will be included on aerial photos that will be provided to the hunters:
 - 1. Property boundary lines
 - 2. Neighborhood notification extent
 - 3. 450 ft safety zone around occupied dwellings
 - 4. Blind locations
 - 5. Park or preserve trails
- e. No hunting occurs within 450 feet of an occupied dwelling.
- f. Written permission to hunt or retrieve deer on private property.
- g. Baiting is allowable per MDNR regulations.

G. Hunter Selection

Hunters are volunteers and are selected on a first-come-first-served basis. All hunters must be township residents, possess a valid hunting license, be 18 years of age or older. Hunters are subjected to a background check and are required to sign a waiver and a release. Preference is given to hunters who have participated in the previous managed hunts and who live nearby the designated hunting areas. All participating hunters must attend a mandatory orientation and safety instruction session (Deer Archery Workshop) at the Demmer Center, Michigan State University

H. General Public Notification

The public will be sufficiently notified of the upcoming deer harvest program via press releases that will be published in the local newspaper or on news media, letters mailed to adjacent residences, posted signs, social media, and the township website.

I. Neighborhood notification

- 1. Notification to neighbors adjacent to the township boundary
- 2. Address and other contact information is obtained from the latest parcel information layer available to staff.
- 3. In instances where notification involves a portion of a subdivision, an effort is made to include the full extent of the street that contains parcels following into the adjacency category.
- 4. Neighbors will receive notification letters 21 days prior to the first scheduled managed hunt date.

- J. **Radio communication with hunters**
 - 1. Radios will not be provided to hunters during the 2014 regular hunting season.

- K. **Township Police and MDNR Conservation Officer support**
 - 1. Meridian Township Public Safety and MDNR Conservation Officers may be present on-site during the harvest and will be available for support to hunters or concerned citizens.
 - 2. Hunters are required to contact the Meridian Township Parks Department upon entering their assigned property.
 - 3. Hunters are required to call in to the Meridian Township Police Cadet desk if they are tracking a deer after dark.

- L. **Deer Management Assistance Program (DMAP's)**

Meridian Township has received approval from the MDNR to conduct a managed deer harvest through the Deer Management Assistance Program. This allows the township to purchase a large number of permits. In 2014, the township will request permission to purchase 200 permits.

Chapter V Special Permit Regulations:

5.80 Deer management assistance (DMAP) hunting permits; definitions, criteria for issuance, validity of permits, application procedures, restrictions and requirements; unlawful acts.

Sec. 5.80 (1) The terms in this section shall have the meaning described to them in this section.

(a) "Permit" means a deer management assistance (DMA) permit.

(b) "Permittee" means a person who has applied for and been authorized to purchase deer management assistance permits by the department.

(c) "Authorized designee" means one person who has been designated by the landowner and approved by the department, to act on behalf of the landowner to apply for and implement the provisions of deer management assistance permits. The department reserves the right to deny a person, including the permittee, the authority to personally implement the provisions of a permit if such authority would conflict with a court order, administrative rule, or law.

(2) Permits may be issued statewide to owners or authorized designee of land located in areas where current antlerless harvest methods are insufficient to achieve department deer management objectives or where one of the following conditions exist:

(a) The department has documented that the property owner has significant agricultural or horticultural crop damage caused by deer.

- (b) The department has documented that a serious disease outbreak is a threat to the deer herd, livestock, or human health.
- (c) The department has documented a significant safety hazard from deer.
- (d) Current antlerless regulations are insufficient to achieve landowner deer management objectives.
- (3) DMA permits are valid only during an open season for the taking of deer as established by this order and only upon the land for which issued and adjacent private property with permission of the landowner.
- (4) DMA permits are valid only for the taking of an antlerless deer. A person less than 12 years of age shall not hunt deer with a firearm. A person hunting under the authority of a DMA permit shall carry the unused permit and shall exhibit the unused permit upon the request of a law enforcement officer.
- (5) A person, or authorized designee, owning land within a qualifying area as determined by the department, may apply for DMA permits by filing an agreement with the wildlife management unit supervisor. This agreement will include an estimate of desired antlerless harvest and numbers of hunters needed to meet the desired harvest objective. This agreement, once approved, shall be signed by both the permittee and wildlife management unit supervisor. The number of DMA permits will be determined by the wildlife management unit supervisor. A minimum of 5 DMA permits shall be issued per permittee. Failure to comply with these and other rules will make the permittee ineligible to participate in the DMA permit program for a period of one year.
- (6) The permittee shall not purchase more DMA permits than approved by the department.
- (7) These DMA permits shall be subsequently issued by the permittee. The permittee shall issue the DMA permits only to a person who purchased a bow and arrow deer, firearm deer, combination deer, or antlerless deer hunting license for the current hunting seasons. A person shall not accept, carry afield, use or attempt to use a DMA permit unless they had purchased a bow and arrow deer, firearm deer, combination deer, or antlerless deer license for the current hunting seasons. A permittee shall not sell a DMA permit. Permittees shall inform hunters about rules pertaining to the use of DMA permits.
- (8) Once issued by the permittee, a person issued a DMA permit shall not sell, lend, or allow another person to use or attempt to use the person's DMA permit. Unused permits may be reissued to hunters only by the permittee.
- (9) The provisions of section 3.103 shall apply to a permit and kill tag issued under this section. In addition, unless otherwise provided in this section, a person issued a DMA permit shall comply with all

rules and regulations for the taking of deer for the season in which they are hunting.

(10) Permittees shall report by January 15 to the wildlife management unit supervisor the name and address of all hunters and the number of deer harvested under the authority of DMA permits.

(11) Deer taken under the authority of a DMA permit shall not be included in the season limit as defined in section 3.101(8) of this order. The daily limit and season limit shall be 1 deer per DMA permit.

History: Am. 15, 1998, Eff. Sep 10, 1998; Am. 6, 2001, Eff. Jun 1, 2001; Am. 10, 2002, Eff. Jul 15, 2002; Am. 8, 2003, Eff. Jun 7, 2003; Am. 18, 2005, Eff. Sep 9, 2005; Am. 16, 2006, Eff. Aug 11, 2006.

IX. ON-GOING DEER MANAGEMENT

A. Continued deer management on a multi-year basis

1. The first deer harvest (2011) was a pilot program on a small scale, utilizing seven properties for hunting areas. In 2012, the program involved 18 properties. In 2013, 20 properties were involved. It is our intention to continue to hold managed hunts on a greater scale during in 2014.
2. Continue to promote hunting on private properties.
3. It may be possibly hold a special extended harvest in January or February, as permitted by the MDNR. A special hunt was held in January and February of 2012 and two deer were harvested during this time.

X. PERSONAL LIABILITY

- A. The hunters are required to sign a release of liability form for participation in a deer management program.

XI. PUBLICITY

- A. Public Opinion Survey
1. Survey was conducted in 2012 through the township website, www.meridian.mi.us or a paper copy was mailed to residents upon request. The survey received almost 900 responses.
- B. Letter to residents with greater than five acres of property
1. Promotion of private hunting, within MDNR regulations and season.
- C. Township property notification signs with hunt dates and times.
- D. Township meetings

1. The deer management plan will be discussed at the Township Board meetings, generally held on the second and fourth Tuesdays of each month
- E. Social Media
- F. Newspaper
- G. Local Television

XII. COSTS AND BENEFITS

COSTS

- A. Printing/postage
- B. Neighborhood and volunteer notification
- C. Park signage
- D. MDNR Licenses
- E. Supporting equipment
- F. Staff time

= TOTAL MANAGED HUNTS COST

BENEFITS

- A. Donated meat= (___ lbs)
- B. Improved herd health = intrinsic value
- C. Habitat benefits = intrinsic value
- D. Reduced deer/vehicle collisions = public safety, lower insurance rates

XIII. TECHNICAL CONSULTANTS, OTHER EXPERT SUPPORT, ENDORSEMENT & OVERSIGHT.

- A. Michigan Department of Natural Resources**
 1. Chad Fedewa, DNR, Wildlife Biologist, Rose Lake Field Office, 517-795-3280 (office)
 2. Brent Rudolph, DNR, 517-641-4903 x 257
- B. Michigan Natural Features Inventory**
 1. Steve Thomas, stevet4@sbcglobal.net

- C. **Michigan Sportsmen Against Hunger**
 - 1. Neal Easterbrook, 248-585-1415
- D. **Safari Club International – Lansing Chapter**
 - 1. Jim Leonard, JRLeonard54@gmail.com
- E. **Meridian Garden Club**
 - 1. Jean Goetz, President, jeangoetz88@yahoo.com
- F. **Clinton/Ionia branch of the QDMA (Quality Deer Management Area) and Stoney Creek Habitat Specialists**
 - 1. Chad Thelen, chad@stoneycreekoutdoors.net
- G. **Ingham County Parks**
 - 1. Willis Bennett, Director, pk_bennett@ingham.org
 - 2. Pat Witte, Lake Lansing Manager, pk_witte@ingham.org
 - 3. Nick Sanchez, Seasonal Ranger Staff, pk_sanchez@ingham.org (Nick is also a part-time Assistant Naturalist employed by Meridian Township)

XIV. SUMMARY

Meridian Township's Deer Management Plan strives to focus on an ecosystems approach by creating co-existence among wildlife, citizens and our natural communities in a safe, humane and practical manner.

This deer management plan recognizes that the use and enjoyment of deer by residents is highly variable. Selection of deer management methods requires consideration of general concepts and location-specific deer dynamics.

Meridian Charter Township – Deer Management Plan

Source Documents and Websites

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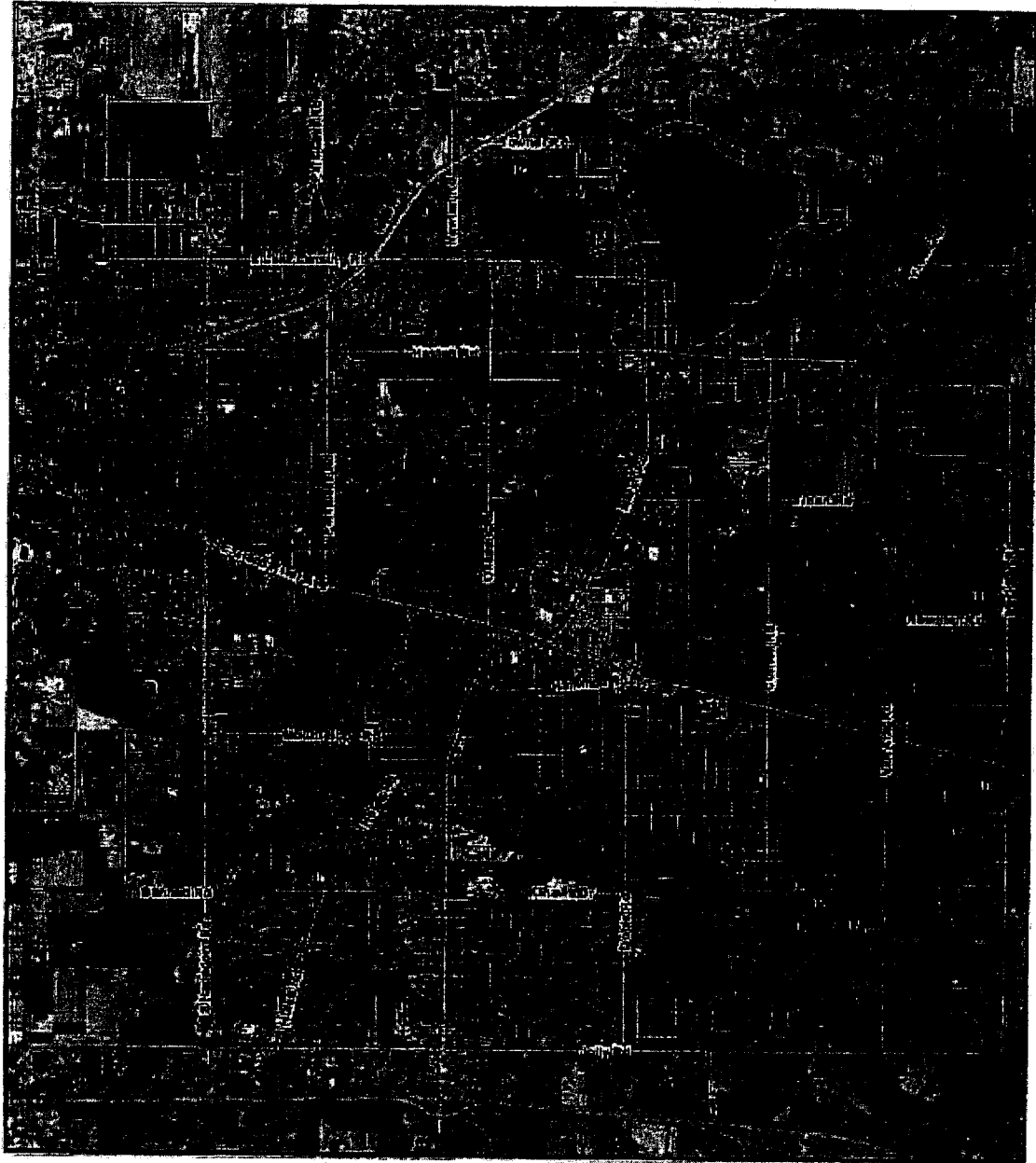
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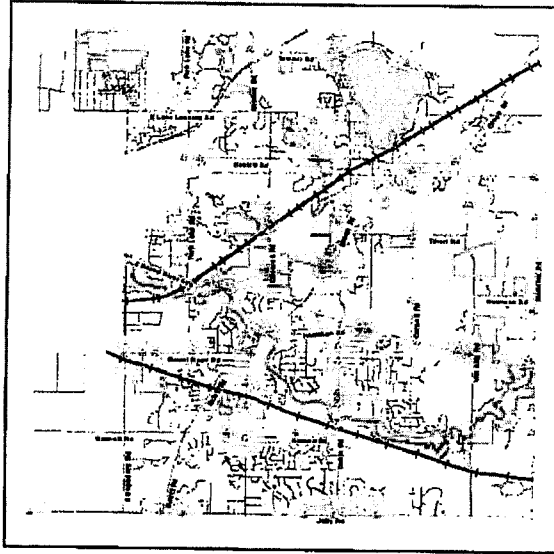
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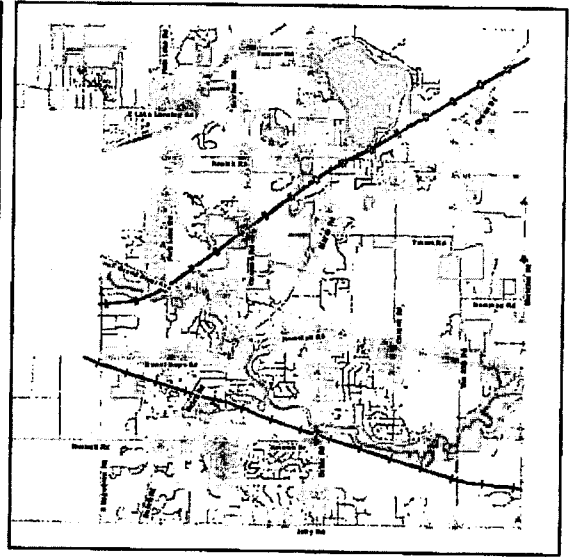


Area Name	Acres	Area Name	Acres
1 Northwest Land Preserve	125	11 Foster Circle Land Preserve	18
2 Northridge Land Preserve	25	12 Central Park Drive/Olman Road (SE Corner)	28.5
3 Forest Grove Land Preserve	25	13 Red Oak Woods Park	71
4 Meridian Ziegler Blaken Property	50.5	14 Southwest Meridian Uplands Land Preserve	80
5 Meridian Central Walkland Land Preserve	25	15 Bower Woods Land Preserve	18
6 Hubbel Land Preserve	58	16 Red Cedar Natural Area	68
7 Central Meridian Uplands Land Preserve	80	17 Meridian Pavedford Park	204.5
8 Central Park	27	18 Red Cedar Forr or Eber Land Preserve	25
9 West Central Walkland Land Preserve	21	19 Towler Road Park	22
10 Davis/Foster Land Preserve	109	20 Lake Lansing Park North	390
		21 Red Cedar Glen Preserve	14

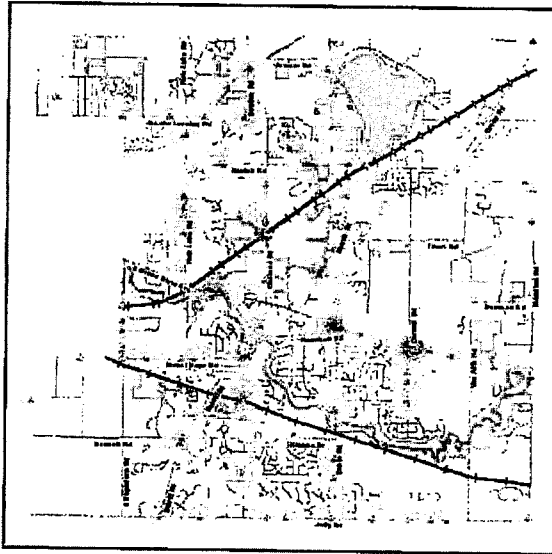
Meridian Township
2013 Proposed
Deer Management Areas



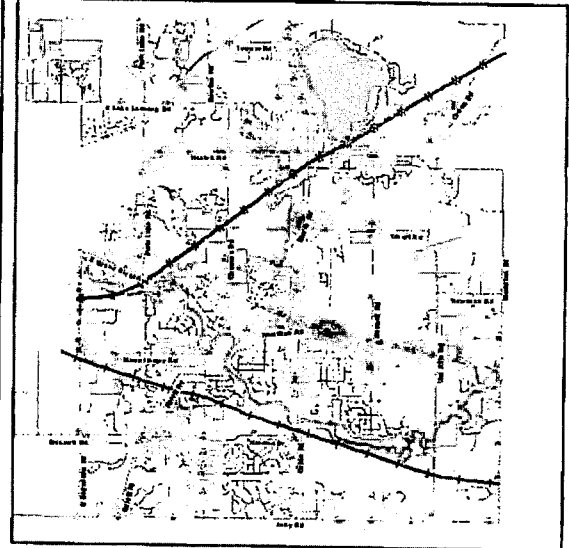
2008
88 Collisions



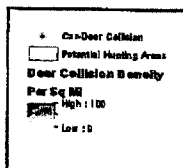
2009
129 Collisions



2010
125 Collisions

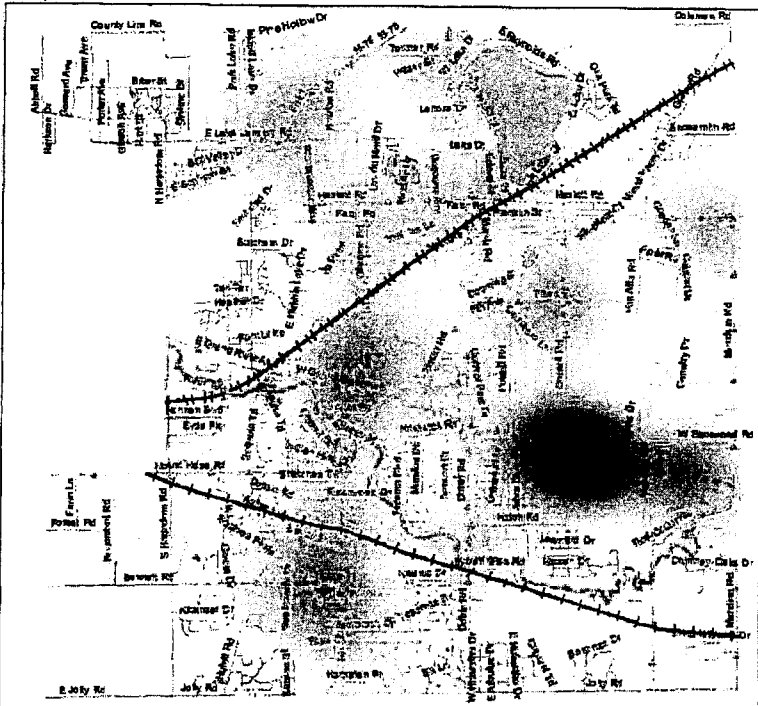


2011
115 Collisions



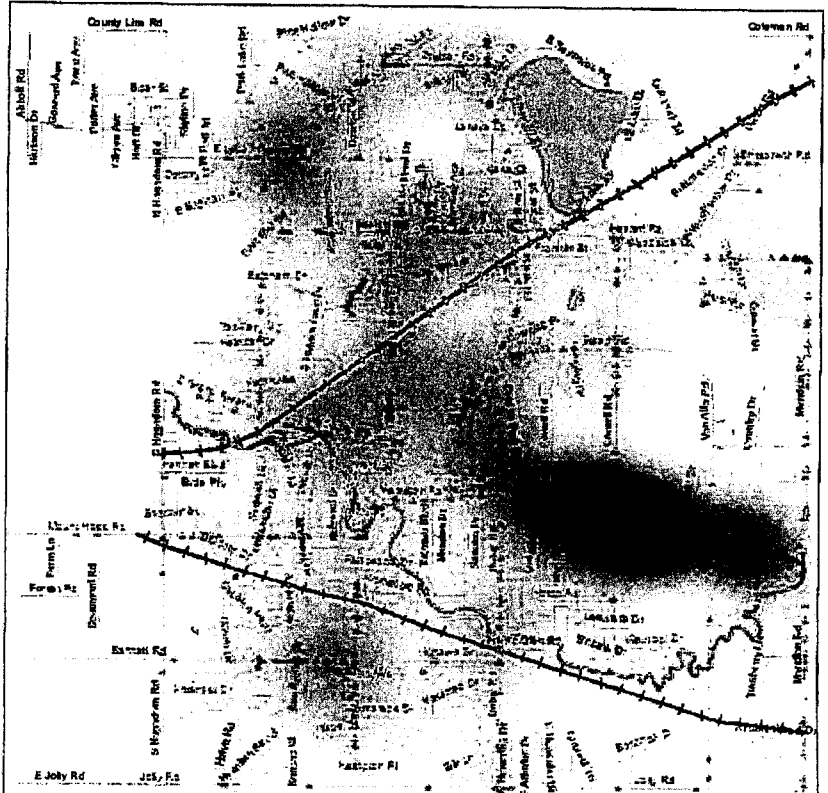
Meridian Township
Car/Deer Collisions





2012
148 Collisions

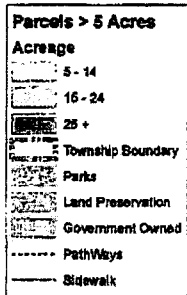
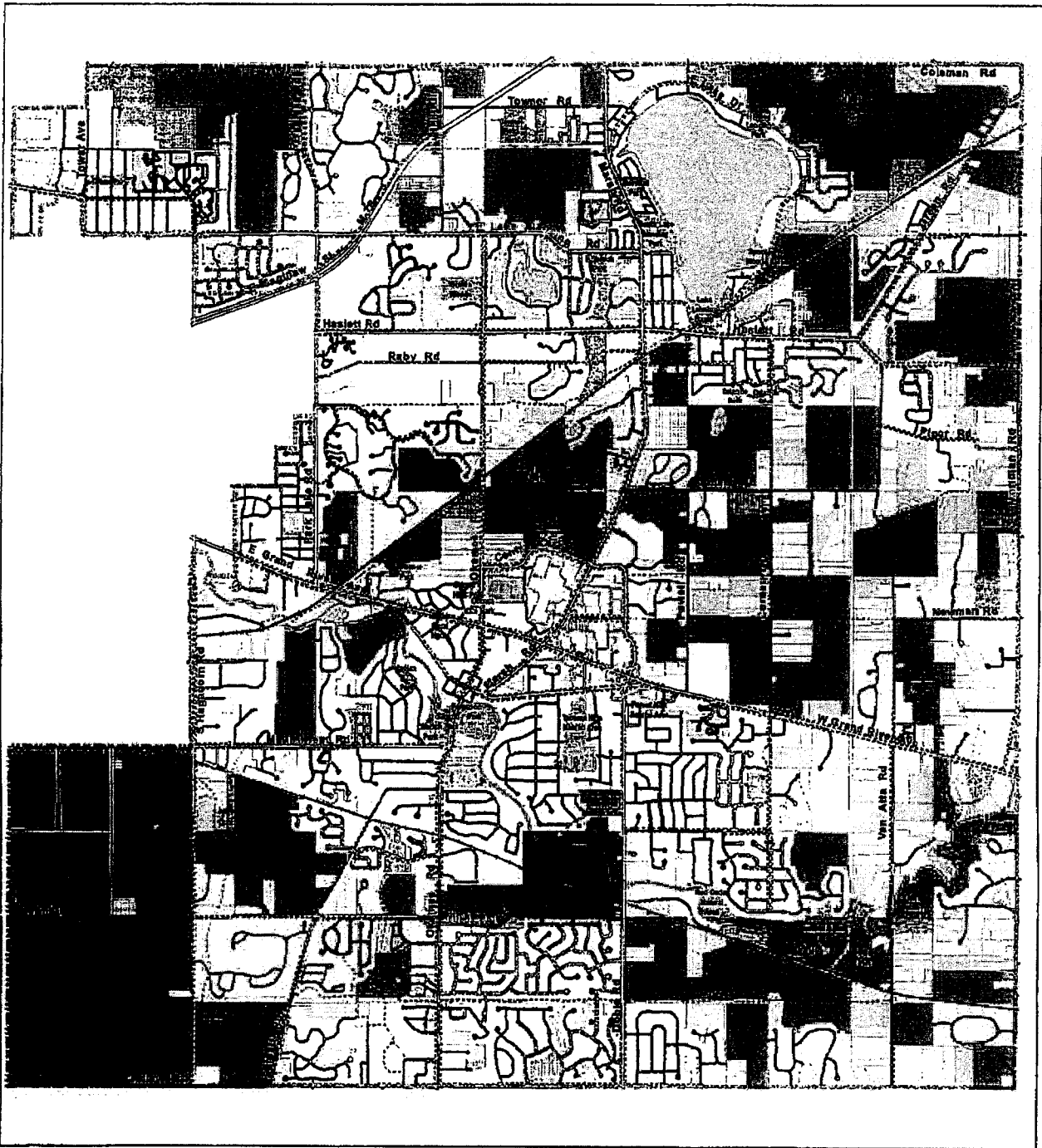
Car-Deer Collisions
Deer Collision Density



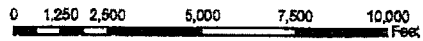
2008-2012
619 Collisions

Car-Deer Collisions
Deer Collision Density





**Deer Management Analysis
Properties in Meridian Township > 5 Acres**



CHARTER TOWNSHIP OF MERIDIAN AGENDA ITEM # 126

Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

August 15, 2014

RECEIVED
AUG 18 2014

Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

RE: 2005 Master Plan Amendment - Phase 2

Dear Commissioners:

The Charter Township of Meridian Planning Commission recently completed Phase 2 of planned amendments to the Township's 2005 Master Plan. In Phase 2, the Planning Commission reviewed and revised the Master Plan Goals and Objectives. Copies are available to view and download from the Township's website www.meridian.mi.us.

Your comments regarding the proposed amendments are welcomed. Pursuant to the Municipal Planning Act (Public Act 33 of 2008), comments will be received through October 17, 2014. If you would like to discuss the proposed amendments or if you have questions regarding them, please contact Principal Planner Gail Oranchak, Department of Community Planning and Development, 5151 Marsh Road, Okemos, MI 48864 or via e-mail oranchak@meridian.mi.us.

After the comment period has expired, the Planning Commission will hold the required public hearing during its Monday, October 27, 2014 regular meeting with adoption taking place at a subsequent meeting.

Again, thank you for your cooperation and we look forward to your participation in this important project.

Sincerely,

Holly Cordill
Planning Commission Secretary

planning\glo\2005 Master Plan\2005 Master Plan Update\ Goals\Distribution\8-15-14 Distribution letter

