

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
DIANNE HOLMAN
DALE COPEEDGE
MARK GREBNER
DONALD VICKERS

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, FEBRUARY 17, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 3, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews - Equal Opportunity Committee
2. County Services Committee – Discussion - Lansing Area Economic Partnership ([LEAP](#)) 2009 Membership Communication (*Tabled from the January 20, 2009 County Services Committee*)
3. Ingham County Equalization/Tax Mapping – Resolution Amending 2009 Grant Agreement with Michigan Department of Labor and [Economic Growth](#) and Amend Contracts with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. as Remonumentation Surveyor
4. Parks & Recreation Commission
 - a. Resolution Recommending an Appropriation to be Used for Phase II of the Greening [Mid-Michigan Project](#)
 - b. Resolution Authorizing Participation in the WKAR Public TV and Radio Member Card Promotion for Admission into the [Potter Park Zoo](#)
 - c. Resolution Supporting the Creation of a New Classification [Financial Coordinator](#) Position
5. Health Department - Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and [Special Services Divisions](#) of the Health Department
6. Facilities Department - Resolution to Establish a [Policy and Guidelines](#) for Use of Electronic Devices, Computers, and Open Flames in County Facilities

7. Human Resources Department - Managerial and Confidential Employee Step Increase Authorization Request Due March 2009
8. Controller's Office – Information Regarding Increasing the Health Waiver 3% for 2009 to Coincide with the Benchmark Increase (*no material*)
9. Board Referral – Letter from Ingham County Road Commission Regarding Proposed Future Road Projects

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

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

COUNTY SERVICES COMMITTEE

February 3, 2009

Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge, Mark Grebner, Donald Vickers and Board Chairperson Debbie DeLeon

Members Absent: None

Others Present: Matthew Myers, Tony Lindsey, Tom Shewchuk, Jim Hudgins, Steve Law, Becky Bennett, Mike Bryanton, Sue Pigg, Bradley Johnson and John Henderson

The meeting was called to order by Chairperson Celentino at 7:01 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the January 20, 2009 Minutes and Closed Session Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE JANUARY 20 MINUTES AND THE CLOSED SESSION MINUTES AS PRINTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

Additions to the Agenda

1b. Potter Park Zoo Board Interviews

Limited Public Comment: None

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEM:

2. Ingham County Clerk – Resolution to Adopt a Fee Increase for Certified Copies of Vital Records Issued by the County Clerk's Office

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEM ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

1. Interviews

a. Economic Development Corporation Board

**COMM. VICKERS DISCLOSED THAT HE KNOWS JP BUCKINGHAM.
COMM. COPEdge DISCLOSED THAT HE KNOWS BRUCE MOORE.**

The Committee interviewed the following applicants for a position on the Economic Development Corporation Board:

JP Buckingham
Stuart Morrison

Bruce Moore
Elizabeth Beal

(Comm. Koenig arrived at 7:07 p.m.)

b. Parks & Recreation Commission - Appointment

Chairperson Celentino informed the Committee that John Revitte was not able to attend tonight's meeting for his interview.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPEGE, TO WAIVE THE TERM LIMIT AND TO RECOMMEND THE REAPPOINT PAM WEIL TO THE PARKS & RECREATION COMMISSION. MOTION CARRIED UNANIMOUSLY.

c. Potter Park Zoo Board Interviews

Chairperson Celentino stated Ms. Bennett, Board Coordinator, spoke with the County Attorney regarding this Committee's interest in authorizing the Parks and Recreation Commission to interview applicants for the Zoo Board. The County Attorney notified Ms. Bennett that the County Services Committee has the authority to delegate interviewing Zoo Board applicants to the Parks and Recreation Commission without a resolution. The Parks and Recreation Commission can then make a recommendation to this Committee on who to appoint. If this Committee accepts the recommendation, it will be forwarded to the Board of Commissioners for final action.

Comm. Grebner suggested this Committee could approve a motion to say the Parks and Recreation Commission can, until further notice, interview Zoo Board applicants.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THAT ALL ZOO BOARD APPLICATIONS SHOULD BE REVIEWED BY THE PARKS BOARD UNTIL FURTHER NOTICE.

Comm. Grebner explained this action will create a hierarchy. Comm. Copedge said he would like to refer applications to the Zoo Board from this Committee. Comm. Grebner stated doing this on a case by case basis will not create a hierarchy. It is better to have an established policy and it will also save time.

Comm. Copedge requested clarification regarding Comm. Grebner's motion. Comm. Grebner explained that the next time there is a vacancy on the Zoo Board, the applications will go to the Parks and Recreation Commission for interviews and recommendation to this Committee. Comm. Holman agreed that the motion will clarify this process.

Comm. Vickers thanked Comm. Holman for clarify an issue regarding a resignation letter for the Parks and Recreation Commission.

MOTION CARRIED UNANIMOUSLY.

3. Ingham County Parks & Recreation Commission – Resolution Increasing the Membership of the Potter Park Zoo Advisory Board to Add a Parks and Recreation Commission Representative

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEdge, TO APPROVE THE RESOLUTION INCREASING THE MEMBERSHIP OF THE POTTER PARK ZOO ADVISORY BOARD TO ADD A PARKS AND RECREATION COMMISSION REPRESENTATIVE. MOTION CARRIED UNANIMOUSLY.

4. Management Information Services Department – Resolution Entering into an Agreement with Key Government Finance, Inc. for the Financing of New Cisco Core Infrastructure Equipment and Maintenance for the Ingham County Management Services Department

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEdge, TO APPROVE THE RESOLUTION ENTERING INTO AN AGREEMENT WITH KEY GOVERNMENT FINANCE, INC. FOR THE FINANCING OF NEW CISCO CORE INFRASTRUCTURE EQUIPMENT AND MAINTENANCE FOR THE INGHAM COUNTY MANAGEMENT SERVICES DEPARTMENT.

Mr. Myers explained the County is close to knowing if it will receive Sen. Stabenow's proposed funds. The core infrastructure equipment will be purchased now and then when these funds are received they will be used to pay for this purchase. The funds will also be used to pay off the in-car cameras. Mr. Shewchuk stated the funding for the MIS matter is included in the next three years' budgets.

Comm. Vickers asked which part of the bill will be financed. Mr. Shewchuk stated the payments will be made annually. Comm. Vickers then asked about the current system. Mr. Shewchuk said this system connects the entire County facilities together.

Comm. Copedge asked what will be purchased in this matter. Mr. Shewchuk said the County has four main sites. Each computer, camera and network device is connected by switches at each facility. The new system will replace the older technology and will support our newer technology.

Board Chairperson DeLeon asked if the specific funding will pay the entire bill. Mr. Myers said it is staff's intent to pay off the bill and to avoid finance charges. He also explained if the County waits to purchase this equipment, the costs may increase. Board Chairperson DeLeon asked about the two sets of maintenance costs. Mr. Shewchuk explained one maintenance cost is from the manufacturer; the other cost is for AIS to be able to come to our facilities to fix a problem.

Comm. Grebner noted that AIS is Mr. Shewchuk's former employer. Mr. Hudgins assured the Law Enforcement Committee that this is the best arrangement for the County. Comm. Grebner then asked how long the new system will last. Mr. Shewchuk stated the new system will last approximately five to ten years. This depends on how the County grows and what it does in the future.

MOTION CARRIED UNANIMOUSLY.

5. Board Referral – Communication from Ingham Conservation District (Referred to County Services from the December 9, 2008 Board of Commissioners' Meeting.)

Mr. Johnson, Ingham Conservation District Board Chairperson, said Ingham County has provided funding to the District since 1988. He then reviewed the funding levels from the County which are contained in his November 25, 2008 letter to the Ingham County Board of Commissioners. This information is included in the agenda material.

Chairperson Celentino asked if the District went before the Human Services Committee during the Community Agency funding process. Mr. Johnson indicated the District did appear before the Human Services Committee. Mr. Myers said the Human Services Committee recommended zero funding for the District for 2009.

Mr. Johnson said the District plays a critical role in delivering farmland programs to Ingham County landowners. Without this funding, it would be difficult to provide these services.

Mr. Law, District, said approximately \$50 million in programs came into the State and the District would like to work to provide some of those funds to this County. Chairperson Celentino asked if the District could receive funding from the Farmland Preservation Board. Comm. Grebner said he does not think the District qualifies for the Farmland Preservation Board's millage funds. Mr. Myers said he would check this matter with the County Attorney.

Comm. Copedge asked if the District is involved in forestry and water supply efforts. Mr. Johnson said the District is involved in forestry issues but not water supply efforts. Comm. Copedge asked if the District has looked into the proposed federal stimulus package for funding opportunities. Mr. Johnson said the District is looking for other funding resources. Comm. Copedge suggested the District look at the stimulus package.

Comm. Grebner asked if other county Conservation Districts receive funding from their county governments. Mr. Law said one District receives approximately \$20,000 from its county government. Mr. Johnson said some of the Conservation Districts are in dire straits. Comm. Grebner stated the District does not require funding from the County. He then explained the Conservation District dates back to the great depression. It would be best if staff could find a place for the District somewhere in County government.

Comm. Holman spoke regarding the Community Agency budget process. Approximately three years ago, the Board of Commissioners shifted its priorities to fund agencies that provide basic needs. This is why the District scored badly in the budget process. The District probably wants to know if it now fits within county government.

Board Chairperson DeLeon said there has been a shift in priorities due to our budget concerns. Ingham County has faced millions of dollars of cuts over the past two years and it will face a \$5 million cut next year. The Ingham Conservation District was told two years ago that it would not receive any more Community Agency funding.

Mr. Johnson said the District brings non-local dollars into Ingham County. The County pays the District a small amount to receive this funding.

Mr. Myers said he believes the District does not fit in the Community Agency funding process. He also said he will contact Randy Bell at the Cooperative Extension office in Mason regarding the Ingham Conservation District to see what type of connection can be made between the two entities.

(Comm. Copedge left the meeting at 8:25 p.m.)

Chairperson Celentino suggested the Ingham Conservation District should contact the Cooperative Extension Office and the Farmland Preservation Board regarding funding opportunities.

Mr. Johnson said the District will continue to look for other funding resources. He then thanked the Committee for its time this evening.

6. Facilities Department – Soil Testing Costs

Mr. Myers said he met with the 911 consolidation consultant today regarding possible sites for the facility. One of the sites is on the Community Mental Health property, another is on the Ingham County Family Center property, one site is in Mason and the last site is an existing facility in the Keystone area. The number one recommendation is probably the CMH site.

Mr. Myers then explained that he would like to conduct soil boring on the CMH site before a final recommendation is made. The cost for the soil boring is approximately \$3,200. He will ask this Committee to authorize a not exceed amount of \$4,000 at a future meeting.

Announcements: None

Public Comment: None

The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Debra Neff

Ingham County Board of Commissioners *Agenda Item 2*

CHAIRPERSON
DEBBIE DE LEON
DISTRICT 2

VICE-CHAIRPERSON
DALE COPEDE
DISTRICT 6

VICE-CHAIRPERSON PRO TEM
RANDY SCHAFFER
DISTRICT 13



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BECKY BENNETT
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DISTRICT 12

STEVE DOUGAN
DISTRICT 14

LAURA DAVIS
DISTRICT 15

DON VICKERS
DISTRICT 16

January 6, 2009

TO: County Services and Finance Committees
FROM: Becky Bennett
Board Coordinator
RE: LEAP Membership

The Ingham County Board of Commissioners became a member of the Lansing Area Economic Partnership (LEAP) in 2008 as a way to expand the County's efforts at business attraction. Through LEAP Ingham County would have a voice with other local municipalities and private businesses in attracting new business to the area.

The 2009 membership fee of \$35,000 is now due. The Board of Commissioners has the opportunity to decide if it wishes to continue as a member of LEAP or to move in a different direction. This membership allows the Board to appoint one person as a voting member. If the Board wishes to continue as a member, the membership fee would have to be taken from the 2009 contingency fund.

If you have any questions, please feel free to contact me.



INGHAM COUNTY

ECONOMIC DEVELOPMENT CORPORATION

121 E. Maple St., Mason, Michigan 48854 phone: 517-676-7210 fax: 676-7358
www.ingham.org

Our mission is to increase the economic vitality and quality of life county-wide by planning and coordinating development efforts, providing services, and facilitating advantageous partnerships.

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Chairperson

DARRELL PLACE
Vice Chairperson

**MICHAEL
FREDERICK**
Secretary

MARK BISHOP
Treasurer

**MATTHEW J.
MYERS, Ph.D.**
Commission Member

JAMES GRANT, PE
Member

AUBURN PERKINS
Member

GANESH REDDY
Member

EARL VAN RIPER
Member

VACANT
Member

RANDY BELL
MSU-Extension/ex
officio

STAFF
Susan M. C. Pigg, MSU
Extension
Economic Development
Educator

MEMO

TO: Ingham County Commissioners- County Services Committee
FROM: Susan M. C. Pigg, Economic Development Educator
Ingham County Economic Development Corp. / MSU Extension
DATE: January 26, 2009
RE: LEAP membership and Ingham Economic Development

Over a year ago, when the County was invited to join the new Lansing Economic Area Partnership (LEAP), I was asked to comment. I spoke in support of joining the new regional effort and I promised to tell you after a year whether LEAP was beneficial to the county. So, as promised, my assessment is that LEAP has been helpful to Ingham County's economic development program this year. They did not replace or duplicate the work that I do for the County, but they have enhanced and expanded economic development activities here. You will have seen LEAP's summary of their successes this year. I cannot place a monetary value on the services for comparison with the annual \$35,000 membership fee, but from my view here are some of the valuable products/services LEAP provided to Ingham County over the past year that improved our efforts to create, retain, and expand business investment and jobs.

- LEAP and Ingham County EDC created a functioning 'no wrong door' approach, to retaining existing employers. No matter whom a business calls for help, they get all of the assistance we can collectively provide. The County had a model for business retention visits that LEAP expanded to assist firms region-wide. Visits to firms are coordinated with us and the visit results are shared so there is no duplication of effort and a regional team can assist instead of just one agency.
- LEAP implemented a regional on-line calendar and purchased software (Synchronist) for our use so we can schedule and share the results of retention visits and assure that everyone that has helpful resources. LEAP staff is can schedule and/or attend visits so the number of firm visits will increase.
- LEAP paid for Business Support Professional (BSP) certified training for the Ingham EDC staff and local community staff to increase professional business assistance skills. They have connected with the Capital Area Michigan Works to create a well working 'first alert' team for economic development.
- LEAP staff directly assisted in the efforts to secure the FRIB and to land the recently announced IBM facility location to E. Lansing. They have responded quickly to other site searches as well collecting information from various agencies and providing useful data to prospective businesses. Their staffs commit time and their professional expertise intensely to these projects assuring that new and expanding businesses get comprehensive help quickly.
- LEAP has coordinated and funded promotions of the Lansing area. Efforts including MSU banners linking Lansing, Lansing Township and E. Lansing/MSU; the "What I like about Lansing" campaign; the area's top 50 MSU/Green companies; a video on area businesses, etc. are important to attracting and retaining employers. Their efforts expand and complement our limited efforts to reach out for economic development.

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE February 6, 2009

Agenda Item Title: Resolution Amending 2009 Grant Agreement with Michigan Department of Labor and Economic Growth and Amend Contracts with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. as Remonumentation Surveyor

Submitted by: Ingham County Equalization/Tax Mapping

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: The attached resolution amends the previously adopted resolution with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. as Remonumentation Surveyor.

Financial Implications: This amended resolution will decrease the contract from \$93,903 to \$84,797. This is a result in declining revenues to the State. The contract is a result of a grant from the State of Michigan. This does not impact the County General Fund.

Other Implications: None.

Staff Recommendation: MM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 3

To: County Services and Finance Committees

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

Date: February 4, 2009

Subject: 2009 Remonumentation Grant

On December 9, 2008, Resolutions #08-350 and 08-351 were adopted by the Board of Commissioners with regard to the 2009 Survey and Remonumentation Grant from the State of Michigan. As a result of declining revenues, the State has reduced the amount of our 2009 Grant.

The attached resolution amends the 2009 Grant and contract amounts taking into consideration the reduction in funding from \$93,903 to \$84,797.

DAS/djs
Encl.

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING 2009 GRANT AGREEMENT WITH MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH AND AMEND CONTRACTS WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE AND WOLVERINE ENGINEERS AND SURVEYORS, INC. AS REMONUMENTATION SURVEYOR

WHEREAS, on December 9, 2008, the Ingham County Board of Commissioners agreed to enter into an agreement with the Michigan Department of Labor and Economic Growth for the purposes of receiving \$93,903 in grant funds for the Ingham County Monumentation and Remonumentation Project, Resolution #08-350; and

WHEREAS, on December 9, 2008, the Ingham County Board of Commissioners agreed to contract with Ronnie M. Lester as County Representative and with Wolverine Engineers & Surveyors, Inc. as County Remonumentation Surveyor, for the Ingham County Monumentation and Remonumentation Project, Resolution #08-351; and

WHEREAS, on January 20, 2009, we received notification from Michigan Department of Labor and Economic Growth, Office of Land Survey and Remonumentation that the State of Michigan has reduced the grant funds available to Ingham County to \$84,797 for 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends and authorizes entering into the 2009 Grant Agreement between the State of Michigan and Ingham County for the purposes of receiving \$84,797 in grant funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby amends its authorization to contract with Ronnie M. Lester as County Representative, at a cost not to exceed \$12,600 and amends its authorization to contract with Wolverine Engineers and Surveyors, Inc. as Project Surveyor, at a cost not to exceed \$64,347 for 2009.

BE IT FURTHER RESOLVED, that the Board Chairperson, County Clerk and County Grant Administrator have the authority to sign said grant contract documents after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE February 4, 2009

Agenda Item Title: Resolution Recommending an Appropriation to be Used for Phase II of the Greening Mid-Michigan Project

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE ____, JD ____, HS ____, CS X__, Finance X__

Summary of Proposed Action: In partnership with the Tri-County Regional Planning Commission, the appropriation will complete the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area.

Financial Implications: Requires an \$8,000 transfer from the Parks 2009 508 Enterprise Fund budget to the Tri-County Regional Planning Commission.

Other Implications: None.

Staff Recommendation: MM X JN __ TL __ TM __ JC __
Staff recommends approval of the resolution.

INGHAM COUNTY PARKS & RECREATION COMMISSION
Meeting of January 26, 2009
RESOLUTION # 09-07

RESOLUTION RECOMMENDING AN APPROPRIATION TO BE USED FOR
PHASE II OF THE GREENING MID-MICHIGAN PROJECT

WHEREAS, the Tri-County Regional Planning Commission is currently partnering with Michigan Natural Features Inventory to complete the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area that was previously unavailable; and

WHEREAS, the Ingham County Parks Department is a partner in the Greening Mid-Michigan Project Steering Committee which was created to identify priorities, seek funding, and create networking opportunities for this project; and

WHEREAS, the GMMP includes three phases of work, including a Potential Conservation Area plan, comprehensive natural resource identification, and a green infrastructure mapping and public engagement component for Ingham, Eaton, and Clinton Counties; and

WHEREAS, the First Phase, the Potential Conservation Area plan, mapped and defined those places in the landscape dominated by native vegetation that have potential for harboring high quality natural areas; and

WHEREAS, the Second Phase will involve the creation of additional parcel and specie-specific data collection for each county which will be housed by the Michigan Natural Features Inventory (MNFI), which will create general GIS layers of high priority areas for public use; and

WHEREAS, Phase Three involves an intense public engagement component with data disseminated to, and input gathered from, a wide group of agencies to be utilized as a development tool to supplement park and recreation, land preservation, and transportation plans and to further the development of a shared vision for growth, development, tourism, and conservation; and

WHEREAS, funding for Phase One was secured through the Michigan Department of Transportation in the amount of \$24,000 through the Tri-County Regional Planning Commission and Phase Three is entirely funded at this time by a \$35,000 People and Land (PAL) grant through Leap, Inc., a group of regional public and private economic development leaders; and

WHEREAS, \$17,045 is needed for the completion of Phase Two, partial monies have been secured through a Battle Creek Watershed 319 Grant and the Greater Lansing Regional Committee for Stormwater Management for a total of \$3,500, a \$4,000

appropriation from the Eaton County Parks Department, and a \$4,000 commitment from the Ingham County Agricultural Preservation Board; and

WHEREAS, completion of the Greening Mid-Michigan Project will provide a regional framework for priority land conservation that can help guide the growth of the Ingham County Parks and other Mid-Michigan park systems; and

WHEREAS, the GMMP will identify priority conservation corridors that will guide future planning for the Heart of Michigan Trails Partnership; and

WHEREAS, Ingham County Parks staff have identified funds within the existing 2009 Parks Department budget to support a line item budget transfer of an amount not to exceed \$8,000 from the 508 Enterprise Fund.

BE IT THEREFORE RESOLVED, that the Ingham County Parks & Recreation Commission supports the Michigan Natural Features Inventory funding by requesting a line item budget transfer of up to \$8,000 within the 2009 Parks Department Budget to support Phase II of the Greening Mid-Michigan Project.

Moved by Ms. Holman and **Supported by** Mr. Thomas that Resolution #09-07 be approved. **Yes-4;**

No-2 Mr. Matt, Mr. Pratt. MOTION CARRIED.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOMMENDING AN APPROPRIATION TO BE USED FOR
PHASE II OF THE GREENING MID-MICHIGAN PROJECT**

WHEREAS, the Tri-County Regional Planning Commission is currently partnering with Michigan Natural Features Inventory to complete the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area that was previously unavailable; and

WHEREAS, the Ingham County Parks Department is a partner in the Greening Mid-Michigan Project Steering Committee which was created to identify priorities, seek funding, and create networking opportunities for this project; and

WHEREAS, the GMMP includes three phases of work, including a Potential Conservation Area plan, comprehensive natural resource identification, and a green infrastructure mapping and public engagement component for Ingham, Eaton, and Clinton Counties; and

WHEREAS, the First Phase, the Potential Conservation Area plan, mapped and defined those places in the landscape dominated by native vegetation that have potential for harboring high quality natural areas; and

WHEREAS, the Second Phase will involve the creation of additional parcel and specie-specific data collection for each county which will be housed by the Michigan Natural Features Inventory (MNFI), which will create general GIS layers of high priority areas for public use; and

WHEREAS, Phase Three involves an intense public engagement component with data disseminated to, and input gathered from, a wide group of agencies to be utilized as a development tool to supplement park and recreation, land preservation, and transportation plans and to further the development of a shared vision for growth, development, tourism, and conservation; and

WHEREAS, funding for Phase One was secured through the Michigan Department of Transportation in the amount of \$24,000 through the Tri-County Regional Planning Commission and Phase Three is entirely funded at this time by a \$35,000 People and Land (PAL) grant through Leap, Inc., a group of regional public and private economic development leaders; and

WHEREAS, \$17,045 is needed for the completion of Phase Two, partial monies have been secured through a Battle Creek Watershed 319 Grant and the Greater Lansing Regional Committee for Stormwater Management for a total of \$3,500, a \$4,000 appropriation from the Eaton County Parks Department, and a \$4,000 commitment from the Ingham County Agricultural Preservation Board; and

WHEREAS, completion of the Greening Mid-Michigan Project will provide a regional framework for priority land conservation that can help guide the growth of the Ingham County Parks and other Mid-Michigan park systems; and

WHEREAS, the GMMP will identify priority conservation corridors that will guide future planning for the Heart of Michigan Trails Partnership; and

WHEREAS, Ingham County Parks staff have identified funds within the existing 2009 Parks Department budget to support a line item budget transfer of an amount not to exceed \$8,000 from the 508 Enterprise Fund.

BE IT THEREFORE RESOLVED, that the Ingham County Parks & Recreation Commission supports the Michigan Natural Features Inventory funding by requesting a line item budget transfer of up to \$8,000 within the 2009 Parks Department Budget to support Phase II of the Greening Mid-Michigan Project.

RESOLUTION STAFF REVIEW

DATE February 2, 2009

Agenda Item Title: Resolution Authorizing Participation in the WKAR Public TV and Radio Member Card Promotion for Admission into the Potter Park Zoo

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action:

The Ingham County Parks Department wishes to partner with WKAR radio and television in the WKAR Member Card Promotion program. Member Cards are available to WKAR donors who make a contribution of \$120 to WKAR. The Member Card provides promotional pricing at area retailers, restaurant and recreational venues. Our promotional offer will be a 2 for 1 at Potter Park Zoo admissions – one time only.

Pursuant to the Board of Commissioners' Resolution #05-295, if the proposed fee reduction has not been rejected by the Board of Commissioners by official resolution within 60 days of such notification the Member Card promotional offer will be considered effective.

Financial Implications:

There are no expenses associated with this program. Costs, in terms of lost revenue will be reported throughout the year.

Other Implications: None.

Staff Recommendation: MM X JN ____ TL ____ TM ____ JC ____
Staff recommends approval of the resolution.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 26, 2009
RESOLUTION # 09-10

RESOLUTION AUTHORIZING PARTICIPATION IN THE WKAR PUBLIC TV & RADIO MEMBERCARD PROMOTION FOR ADMISSION INTO THE POTTER PARK ZOO

WHEREAS, WKAR has requested that the Potter Park Zoo participate in their MemberCard promotion; and

WHEREAS, participation in the MemberCard promotion provides the Potter Park Zoo with advertising during live on-air studio pledge breaks and/or during regular programming, in mailings to MemberCard members, placement on the WKAR webpage at membercard.com with a link to the Potter Park Zoo website, and information regarding the Potter Park Zoo will be printed in the Directory of Membership Benefits used by active station members throughout the year; and

WHEREAS, there is no fee for participation and the Potter Park Zoo would provide MemberCard holders with a one-time 2 for 1 savings on admission to the Zoo; and

WHEREAS, the MemberCard is not valid on major holidays or in conjunction with other specials; and

WHEREAS, the Potter Park Zoo Society is in favor of this proposal as a way to increase visitation to the Zoo and the Potter Park Zoo Advisory Board passed Resolution # 01-09 in favor of this concept at its January 10th, 2009 meeting.

THEREFORE BE IT RESOLVED, that in support of the WKAR Public TV and Radio MemberCard promotion, the Parks & Recreation Commission authorizes staff at the Potter Park Zoo to work with WKAR to facilitate participation in their MemberCard program by agreeing to the terms of participation in the attached promotion authorization.

Moved by Mr. Czarnecki and **Supported by** Mr. Guenther that Resolution #10-09 be approved. **Yes-6; No-0. MOTION CARRIED.**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARTICIPATION IN THE WKAR PUBLIC TV &
RADIO MEMBER CARD PROMOTION FOR ADMISSION
INTO THE POTTER PARK ZOO**

WHEREAS, WKAR has requested that the Potter Park Zoo participate in their Member Card promotion; and

WHEREAS, participation in the Member Card promotion provides the Potter Park Zoo with advertising during live on-air studio pledge breaks and/or during regular programming, in mailings to Member Card members, placement on the WKAR webpage at membercard.com with a link to the Potter Park Zoo website, and information regarding the Potter Park Zoo will be printed in the Directory of Membership Benefits used by active station members throughout the year; and

WHEREAS, there is no fee for participation and the Potter Park Zoo would provide Member Card holders with a one-time 2 for 1 savings on admission to the Zoo; and

WHEREAS, the Member Card is not valid on major holidays or in conjunction with other specials; and

WHEREAS, the Potter Park Zoo Advisory Board passed Resolution #01-09 in favor of this concept at its January 10, 2009 meeting, as a means to increase visitation.

THEREFORE BE IT RESOLVED, that in support of the WKAR Public TV and Radio Member Card promotion, the Parks & Recreation Commission authorizes staff at the Potter Park Zoo to work with WKAR to facilitate participation in their Member Card program by agreeing to the terms of participation in the attached promotion authorization.

RESOLUTION STAFF REVIEW

DATE February 6, 2009

Agenda Item Title: Resolution Supporting the Creation of a New Classification
Financial Coordinator Position

Submitted by: Parks & Recreation Commission/Human Resources Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: Since the addition of Potter Park Zoo, the Parks Department has been responsible for the evaluation and integration of the Potter Park Zoo budget. Currently, a position at the Parks Department listed as “Bookkeeper” has had primary responsibility for assisting the Parks Director with the additional duties related to the Potter Park Zoo budget. This resolution reclassifies the “Bookkeeper” position from a MCF -3 to a MCF -5. The new position title will be changed to Financial Coordinator.

The Parks Commission and the Parks Director are in support of this change.

Financial Implications: The change from a MCF -03 to a MCF -05 will result in an increase to the Parks Department budget. The current MCF-03 position’s salary range is \$33,275 – \$39,938, and the MCF- 05 salary range is \$37,948 - \$45,551 for 2009. In the future, the position will be shared equally between the Parks and the Potter Park Zoo budget.

Other Implications: None.

Staff Recommendation: MM__ JN__ TL__X__ TM__ JC__
Staff recommends approval of the resolution.

Memorandum

Date: July 24, 2008

To: Tony Lindsey
Director of Human Resources

From: Willis Bennett
Interim Director of Parks

Re: Reclassification

Mr. Lindsey:

Attached is a request, from Karen Fraser from the Parks Department staff, for reclassification. I have been fortunate to work with Karen, as she is an outstanding employee. The duties of her position have increased dramatically over the years, as the Parks Department has grown. Obviously, with the addition of Potter Park and Potter Park Zoo, the duties have nearly doubled.

I am in agreement with the reclassification request, as the position has greatly increased in responsibility and the current pay levels for that position is not reflective of the work done by a person in that position.

I am requesting that the Human Resources Department review the attached documents and proceed with the necessary actions to accommodate the request.

In regards to the financial implications, I feel that since a significant amount of work for this position is generated by the Potter Park Zoo, the additional funds necessary for this request should and can be made available from the Operational Budget of the Potter Park Zoo.

Please feel free to contact me to discuss this issue.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 26, 2009
Resolution #09-09

RESOLUTION SUPPORTING THE CREATION OF A NEW CLASSIFICATION FINANCIAL COORDINATOR

WHEREAS, the role, functions and responsibilities of the existing Bookkeeper position have increased over a period of years; and

WHEREAS, the position requires a higher level of knowledge and education than was historically needed, acts with minimal supervision, supervises employees, involves complex processes and has a significant impact on the financial outcomes of the Parks and Zoo; and

WHEREAS, the Human Resources Department has reviewed the affected position and made a recommendation upon which this resolution is based; and

WHEREAS, this position provides services to both the Parks Department and Potter Park Zoo; and

WHEREAS, historically Potter Park Zoo has not contributed funding toward this position; and

WHEREAS, the carry forward of 2008 Potter Park Zoo budgeted personnel funds can cover retroactive pay; and

WHEREAS, it is recommended that the future cost of funding this position be shared by the Ingham County Parks Department and Potter Park Zoo.

THEREFORE BE IT RESOLVED, the Ingham County Parks & Recreation Commission supports the creation of the new classification of Financial Coordinator to be established and compensated at the MCF- 05 level and that the Bookkeeper MCF-03 be eliminated; and

BE IT FURTHER RESOLVED, that new classification be made retroactive to January 1, 2008.

Moved by Mr. Czarnecki and **Supported by** Mr. Matt that Resolution #09-09 be approved.
Yes-6; No-0. MOTION CARRIED.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING THE CREATION OF A NEW CLASSIFICATION
FINANCIAL COORDINATOR POSITION**

WHEREAS, the role, functions and responsibilities of the existing Bookkeeper position have increased over a period of years; and

WHEREAS, the position requires a higher level of knowledge and education than was historically needed, acts with minimal supervision, supervises employees, involves complex processes and has a significant impact on the financial outcomes of the Parks and Zoo; and

WHEREAS, the Human Resources Department has reviewed the affected position and made a recommendation upon which this resolution is based; and

WHEREAS, this position provides services to both the Parks Department and Potter Park Zoo; and

WHEREAS, historically Potter Park Zoo has not contributed funding toward this position; and

WHEREAS, the carry forward of 2008 Potter Park Zoo budgeted personnel funds can cover retroactive pay; and

WHEREAS, it is recommended that the future cost of funding this position be shared by the Ingham County Parks Department and Potter Park Zoo; and

WHEREAS, the Ingham County Parks & Recreation Commission supported the creation of the new classification of Financial Coordinator by passing a resolution at their January 26, 2009 meeting.

WHEREAS, the current MCF-03 position's salary range is \$33,275 – \$39,938, and the MCF- 05 salary range is \$37,948 - \$45,551 for 2009.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes that the creation of the new classification of Financial Coordinator be established and compensated at the MCF- 05 level, with a \$37,948 - \$45,551 annual rate range for 2009.

BE IT FURTHER RESOLVED, that the new classification be made retroactive to January 1, 2009, the date the Human Resources Department completed their review.

BE IT FURTHER RESOLVED, that the Bookkeeper MCF-03 classification be eliminated.

RESOLUTION STAFF REVIEW

DATE February 5, 2009

Agenda Item Title: Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Division of the Health Department

Submitted by: T. A. Lindsey, Human Resource Director

Committees: LE____ JD____, HS X, CS X Finance X

Summary of Proposed Action:

This resolution would authorize conversion of five (5) units into one cohesive unit designated as Public Health Services. It will also enable the repositioning of existing staff to address Public Health Service needs.

I. Eliminate the following vacant positions:

- 1.0 FTE Senior Public Health Nurse (601056) (ICEA PHN 4)
- 1.0 FTE Communicable Disease Field Representative (601232) (ICEA PRO 07)
- 1.0 FTE Community Health Representative IV (601091) (UAW F)
- 1.0 FTE Public Health Nurse I (601150) (PHN 2)
- 1.0 FTE Secretary Health (601012) (UAW D)

II. Establish the following positions:

- 1.0 FTE HIV/STI Prevention Coordinator (ICEA PRO 08)
- 0.5 FTE Disease Control Nurse (NP/CN 3)
- 0.5 FTE Communicable Disease Investigator (ICEA PRO 06)
- 1.0 FTE Community Health Rep III (UAW E)

III. Changes in job titles, reclassifications and salary grades:

<u>Position Number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601004	MCF 11	MCF 13	Director, Public Health Services
601152	ICEA PRO 8	ICEA PRO 9	Family Outreach Services Supervisor
601143	PHN II	PHN IV	Public Health Nursing Supervisor
601135	UAW F	UAW G	Public Health Specialist
601010	UAW D	UAW E	CHR III

IV. Convert to full time equivalents:

<u>Position Number</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
CHR II (601092)	.50 FTE	1.0 FTE
Health Center Nurse (601094)	.75 FTE	1.0 FTE
Health Center Nurse (601088)	.75 FTE	1.0 FTE

CHR II (601363)	.50 FTE	1.0 FTE
CHR II (601110)	.75 FTE	1.0 FTE
V&H Tech (601217)	.50 FTE	1.0 FTE

V. Convert the interim appointed Disease Control Supervisor (Position 601057) to permanent status.

VI. Eliminate the Nursing Director position (601138) MCF 11, be eliminated upon incumbent's retirement.

2009 Personnel Cost Projection ICEA-PRO07			2009 Personnel Cost Projection UAWF		
		Step 5			Step 5
704000	Salary	\$57,512	704000	Salary	\$40,501
720000	Longevity	600	720000	Longevity	600
	Wages	<u>\$58,112</u>		Wages	<u>\$41,101</u>
715000	FICA&med	4,446	715000	FICA&med	3,144
716020	PHP&Surchrg	12,891	716020	PHP&Surchrg	12,891
716100	Dental	578	716100	Dental	578
716200	Vision	108	716200	Vision	108
718000	Retirement	4,788	718000	Retirement	4,020
722000	Workers Comp	1,354	722000	Workers Comp	958
915050	Liability	1,193	915050	Liability	844
	Life Insurance	86		Life Insurance	86
714000	Unemployment	291	714000	Unemployment	206
716040	Health Ins Trust	581	716040	Health Ins Trust	411
	Total	<u>\$84,428</u>		Total	<u>\$64,346</u>

2009 Personnel Cost Projection ICEA-PHN4			2009 Personnel Cost Projection UAWD			.50 FTE	.75 FTE
		Step 5			Step 5		
704000	Salary	\$66,997	704000	Salary	\$35,772	\$17,886	\$26,829
720000	Longevity	600	720000	Longevity	600	0	0
	Wages	<u>\$67,597</u>		Wages	<u>\$36,372</u>	<u>\$17,886</u>	<u>\$26,829</u>
715000	FICA&med	5,171	715000	FICA&med	2,782	1,368	2,052
716020	PHP&Surchrg	12,891	716020	PHP&Surchrg	12,007	7,175	12,007
716100	Dental	578	716100	Dental	578	578	578
716200	Vision	108	716200	Vision	108	108	108
718000	Retirement	5,570	718000	Retirement	3,557	1,749	2,624
722000	Workers Comp	1,575	722000	Workers Comp	847	417	625
915050	Liability	1,388	915050	Liability	747	367	551
	Life Insurance	86		Life Insurance	86	22	86
714000	Unemployment	338	714000	Unemployment	182	89	134
716040	Health Ins Trust	676	716040	Health Ins Trust	364	179	268
	Total	<u>\$95,978</u>		Total	<u>\$57,630</u>	<u>\$29,938</u>	<u>\$45,862</u>

**2009 Personnel Cost
Projection
ICEA-PHN2**

		Step 5
704000	Salary	\$58,674
720000	Longevity	600
	Wages	<u>\$59,274</u>
715000	FICA&med	4,534
716020	PHP&Surchrg	12,891
716100	Dental	578
716200	Vision	108
718000	Retirement	4,884
722000	Workers Comp	1,381
915050	Liability	1,217
	Life Insurance	86
714000	Unemployment	296
716040	Health Ins Trust	0
	Total	<u>\$85,250</u>

**2009 Personnel Cost
Projection
MCF12**

		Step 5
704000	Salary	\$80,399
720000	Longevity	600
	Wages	<u>\$80,999</u>
715000	FICA&med	6,196
716020	PHP&Surchrg	12,891
716100	Dental	578
716200	Vision	108
718000	Retirement	12,109
722000	Workers Comp	1,887
915050	Liability	1,663
	Life Insurance	144
714000	Unemployment	405
716040	Health Ins Trust	0
	Total	<u>\$116,981</u>

**2009 Personnel Cost
Projection
MCF13**

		Step 5
704000	Salary	\$86,010
720000	Longevity	600
	Wages	<u>\$86,610</u>
715000	FICA&med	6,626
716020	PHP&Surchrg	12,891
716100	Dental	578
716200	Vision	108
718000	Retirement	12,948
722000	Workers Comp	2,018
915050	Liability	1,778
	Life Insurance	144
714000	Unemployment	433
716040	Health Ins Trust	0
	Total	<u>\$124,134</u>

**2009 Personnel Cost
Projection
UAWG**

		Step 5
704000	Salary	\$42,935
720000	Longevity	600
	Wages	<u>\$43,535</u>
715000	FICA&med	3,330
716020	PHP&Surchrg	12,891
716100	Dental	578
716200	Vision	108
718000	Retirement	4,258
722000	Workers Comp	1,014
915050	Liability	894
	Life Insurance	86
714000	Unemployment	218
716040	Health Ins Trust	435
	Total	<u>\$67,347</u>

**2009 Personnel Cost
Projection**

UAWG		Step 5
704000	Salary	\$38,233
720000	Longevity	600
	Wages	<u>\$38,833</u>

**2009 Personnel Cost
Projection**

MNA3		Step 5	.50 FTE
704000	Salary	\$64,001	\$32,001
720000	Longevity	600	0
	Wages	<u>\$64,601</u>	<u>\$32,001</u>

715000	FICA&med	2,971	715000	FICA&med	4,942	2,448
716020	PHP&Surchrg	12,007	716020	PHP&Surchrg	12,891	7,175
716100	Dental	578	716100	Dental	578	578

716200	Vision	108	716200	Vision	108	108
718000	Retirement	3,798	718000	Retirement	5,323	3,130
722000	Workers Comp	905	722000	Workers Comp	1,505	746
915050	Liability	797	915050	Liability	1,326	657
	Life Insurance	86		Life Insurance	86	22
714000	Unemployment	194	714000	Unemployment	323	160
716040	Health Ins Trust	388	716040	Health Ins Trust	646	320
	Total	<u>\$60,665</u>		Total	<u>\$92,330</u>	<u>\$47,343</u>

**2009 Personnel Cost
Projection**

MCF 11

Director

704000	Salary	\$89,655
720000	Longevity	600
	Wages	<u>\$90,255</u>
715000	FICA&med	6,905
716020	PHP&Surchrg	12,891
716100	Dental	578
716200	Vision	108
718000	Retirement	13,493
722000	Workers Comp	2,103
915050	Liability	1,853
	Life Insurance	144
714000	Unemployment	451
716040	Health Ins Trust	903
	Total	<u>\$129,683</u>

**2009 Personnel Cost
Projection**

MNA1

Step 5 .75 FTE

704000	Salary	\$56,143	\$42,107
720000	Longevity	600	0
	Wages	<u>\$56,743</u>	<u>\$42,107</u>
715000	FICA&med	4,341	3,221
716020	PHP&Surchrg	12,891	7,175
716100	Dental	578	578
716200	Vision	108	108
718000	Retirement	4,676	3,470
722000	Workers Comp	1,322	981
915050	Liability	1,165	865
	Life Insurance	86	43
714000	Unemployment	284	211
716040	Health Ins Trust	567	421
	Total	<u>\$82,761</u>	<u>\$59,179</u>

**2009 Personnel Cost
Projection**

ICEA

PRO08

Step 5

704000	Salary	\$63,986	
720000	Longevity	600	
	Wages	<u>\$64,586</u>	
715000	FICA&med	4,941	
716020	PHP&Surchrg	12,891	
716100	Dental	578	
716200	Vision	108	
718000	Retirement	5,322	
722000	Workers Comp	1,505	
915050	Liability	1,326	
	Life Insurance	86	
714000	Unemployment	323	
	Health Ins		
716040	Trust	0	
	Total	<u>\$91,665</u>	

**2009 Personnel Cost
Projection**

ICEA

PRO06

Step 5

.5 FTE

704000	Salary	\$53,600	\$26,800
720000	Longevity	600	0
	Wages	<u>\$54,200</u>	<u>\$26,800</u>
715000	FICA&med	4,146	2,050
716020	PHP&Surchrg	12,891	7,175
716100	Dental	578	578
716200	Vision	108	108
718000	Retirement	4,466	2,208
722000	Workers Comp	1,263	624
915050	Liability	1,113	550
	Life Insurance	86	43
714000	Unemployment	271	134
	Health Ins		
716040	Trust	0	0
	Total	<u>\$79,122</u>	<u>\$40,271</u>

**2009 Personnel Cost
Projection
ICEA
PRO09**

		Step 5
704000	Salary	\$69,977
720000	Longevity	600
	Wages	<u>\$70,577</u>
715000	FICA&med	5,399
716020	PHP&Surchrg	12,891
716100	Dental	578
716200	Vision	108
718000	Retirement	5,816
722000	Workers Comp	1,644
915050	Liability	1,449
	Life Insurance	86
714000	Unemployment	353
	Health Ins	
716040	Trust	<u>706</u>
	Total	<u>\$99,607</u>

Financial Implications: The Health Department Management intent was to remain budget neutral. However, Budget reports a total cost reduction of \$18,264 (includes salary and benefits).

Other Implications: Greater organizational efficiency and effectiveness. The affected collective bargaining units have been informed of the proposed changes and their support has been requested.

Staff Recommendation: MM___ JN___ TL X TM___ JC___
Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: February 5, 2009

Subject: Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department

Over the last year, the Deputy Health Officer for Nursing, Planning and Special Services has assessed the focus and performance of areas under her supervision. This is a recommendation to authorize the reorganization of Disease Control, Public Health Nursing, and Planning and Special Services including the unifying and renaming of Public Health Nursing, and Planning and Special Services as Public Health Services.

This reorganization is informed by the following goals:

- 1) Adjustment for budgetary constraints, including cost savings and cost neutrality;
- 2) Administrative parsimony/efficiency which will allow for greater managerial effectiveness as well as cost savings; this adjustment in the organizational structure is due, in part, to the establishment of the Deputy Health Officer administrative level within the Department. Other managerial and supervisory responsibilities have been adjusted accordingly;
- 3) Enhancement of revenue generating opportunities and cost savings measures, such as:
 - Improving revenue generating services by expanding FTEs among existing staff who are currently involved in billable activities (e.g., Children Special Health Care Services, Vision and Hearing),
 - Improve fiscal management and accountability activities currently underway in these areas of the Department by expanding staff currently involved in billing activities (e.g., Immunizations, Public Health Nursing);
- 4) Programmatic prioritization and strengthening:
 - Increases and better coordinate prevention efforts by combining HIV and STI surveillance and prevention activities;
 - Increases in ability to serve the growing numbers of clients in need of Children's Special Health Care Services
 - Increase capacity of home visitation initiatives through workflow adjustments

The described structural/personnel changes are also complemented by workflow and quality strategies that are being implemented simultaneously. The establishment of communities of practice within Public Health Services will improve accountability, quality, and efficiency. The Department was awarded a competitive grant

from the National Association of City and County Health Officers to begin this work. The Department has been selected to apply for funding from the Robert Wood Johnson Foundation which will continue this effort to strengthen the performance and effectiveness of staff during this economically challenging period. The reorganization and establishment of Public Health Services has been reviewed and approved by the Department of Human Resources. We have also conferred with the leadership of all effected unions and provided them documentation of the proposed changes in writing. I recommend that the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

- c: Renee Canady, Deputy Health Officer, Public Health Services, Health Department
Jaeson Fournier, Deputy Health Officer, Community Health Care Services, Health Department
Laura Peterson, Deputy Health Officer, Health Plan Management
John Jacobs, Chief Financial Officer, Health Department
T. A. Lindsey, Human Resources Director
Janet Bowen, President, Ingham County Employees' Association Public Health Nurses Unit
Justin Spenski, President, Ingham County Employees' Association Professional Employees Unit
Kathy Fitton, President, Michigan Nurses Association
Sally Auer, President, UAW

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE DISEASE CONTROL, PUBLIC HEALTH NURSING, AND PLANNING AND SPECIAL SERVICES DIVISIONS OF THE HEALTH DEPARTMENT

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Health Officer Dean G. Sienko, M.D., reorganized the administrative structure of the Health Department as approved in Resolution #07-079 and establishing position of Deputy Health Officer for Nursing, Planning and Special Services; and

WHEREAS, the Administrators of the Ingham County Health Department are encouraged to continually evaluate staffing needs and to identify opportunities to reduce costs and improve efficiency; and

WHEREAS, the Deputy Health Officer has reviewed the structure of the Department and has proposed a number of changes in reporting relationships and job functions; and

WHEREAS, the Deputy Health Officer recommends unifying Departmental functions by integrating Public Health Nursing and Planning and Special Services; and

WHEREAS, the proposed changes will result in enhanced programmatic, administrative and fiscal efficiency; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions and retirements; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer, as advised by the Deputy Health Officer, has recommended that the Board of Commissioners authorize the proposed reorganization and the resulting establishment of positions and changes in job titles and classifications; and

WHEREAS, the Health Officer has advised that **no** additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

Position No./ Title	Current Grade	Current Salary/Benefits	Proposed Grade	Proposed Salary/Benefits	Increase
601004 Director, Public Health Services	MCF 12	\$116,981	MCF 13	\$124,134	\$7,153
601152 Family Outreach Services Supervisor	ICEA PRO 8	\$91,665	ICEA PRO 9	\$99,607	\$7,942
601143 Public Health Nursing Supervisor	PHN II	\$72,220	PHN IV	\$95,978	\$23,758
601135 Public Health Specialist	UAW F	\$64,346	UAW G	\$67,347	\$3,001
601010 CHR III	UAW D	\$57,630	UAW E	\$60,655	\$3,025

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions be established:

Position Title	Proposed Grade	Salary/Benefits
HIV Prevention Coordinator	ICEA PRO8	\$91,665
Disease Control Nurse (.5 FTE)	MNA 3	\$47,343
Communicable Disease Investigator (.5 FTE)	ICEA PRO6	\$40,271
CHR III (1 FTE)	UAW E	\$60,665

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following conversion to full time equivalents.

Position No. / Title	Current FTE	Current Salary/Benefits	Proposed FTE	Proposed Salary/Benefits	Increase
601092 CHR II	.50 FTE	\$29,938	1.0 FTE	\$57,630	\$27,692
601094 Health Center Nurse	.75 FTE	\$59,179	1.0 FTE	\$82,761	\$23,582
601088 Health Center Nurse	.75 FTE	\$59,179	1.0 FTE	\$82,761	\$23,582
601363 CHR II	.50FTE	\$29,938	1.0 FTE	\$57,630	\$27,692
601110 CHR II	.75 FTE	\$45,862	1.0 FTE	\$57,630	\$11,768
601217 V&H Tech	.50 FTE	\$29,938	1.0 FTE	\$57,630	\$27,692

BE IT FURTHER RESOLVED, that the following positions be eliminated:

Position No./ Title	Grade	Salary/Benefits Savings
601056 Senior Public Health Nurse (HIV Coordinator)	PHN 4	(\$95,978)
601232 Communicable Disease Field Representative	ICEA PRO7	(\$84,428)
601091 Community Health Representative IV	UAW F	(\$64,346)
601150 Public Health Nurse I	PHN 2	(\$85,250)
601012 Secretary Health	UAW D	(\$57,630)
601138 Nursing Director	MCF 11	(\$129,683)

BE IT FURTHER RESOLVED, that the employee appointed as the Interim Disease Control Supervisor, (601057) MCF 12, be made permanent, and that the Nursing Director position, (601138) MCF 11, be eliminated upon incumbent's retirement.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE February 6, 2009

Agenda Item Title: Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance____

Summary of Proposed Action: This resolution establishes a policy and guidelines to limit the use of electronic devices, control the use of computers and eliminate the use of items that produce an open flame.

Financial Implications: The policy will reduce energy consumption and will reduce liability to the county by eliminating open flames.

Other Implications: None.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: February 5, 2009

SUBJECT: Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

The resolution before you authorizes the establishment of a policy and guidelines for the use of electronic devices, computers and open flames in county facilities. This is in effort to reduce energy consumption and identify safe practices. The policy is written as follows:

POLICY AND GUIDELINES FOR USE OF ELECTRONIC DEVICES, COMPUTERS, AND OPEN FLAMES IN COUNTY FACILITIES

The purpose of these guidelines is to outline the personal items and equipment that are not authorized to be used in county facilities other than those pieces of equipment that currently exist in designated or approved break areas. The Facilities Department along with the support of the Controller's Office will be asking the Board of Commissioners to adopt these guidelines and establish a policy that will reduce energy consumption and identify safe practices.

- 1.) No open flames are allowed in County facilities such as, but not limited to the following: candles, tea lights, etc.
- 2.) No personal electrical devices are to be used in offices or cubicles such as, but not limited to the following: space heaters, electric candle burners, hot plates, micro waves, coffee makers, refrigerators, etc.

Note: Exceptions to this would be small desk fans or radios if approved by department head.

- 3.) All computers, monitors, printers, and peripherals (or attached devices) must be shut off at the end of day.

Note: Exceptions to this would need to be approved by MIS and department head.

- 4.) Any electrical piece of equipment that is not approved by the Department Head and Board of Commissioners.

I recommend approval of this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A POLICY AND GUIDELINES FOR USE OF
ELECTRONIC DEVICES, COMPUTERS,
AND OPEN FLAMES IN COUNTY FACILITIES**

WHEREAS, it is the responsibility of the Facilities Department to find ways to reduce energy consumption and identify safe practices; and

WHEREAS, this policy is to eliminate the use of some electronic devices in offices or cubicles such as, but not limited to the following: space heaters, electric candle burners, hot plates, microwaves, coffee makers, refrigerators, etc. The exceptions would be small desk fans or radios as approved by the department head; and

WHEREAS, this policy is also to provide safe practices in which no open flames are allowed in county facilities such as, but not limited to the following: candles, tea lights, etc.; and

WHEREAS, all computers, monitors, printers, and peripherals (or attached devices) must be shut off at the end of the day unless approved by the department head.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby agrees to implement this new policy and guidelines to help the County reduce energy consumption and identify safe practices in the facilities.

POLICY AND GUIDELINES FOR USE OF ELECTRONIC DEVICES, COMPUTERS, AND OPEN FLAMES IN COUNTY FACILITIES

The purpose of these guidelines is to outline the personal items and equipment that are not authorized to be used in county facilities other than those pieces of equipment that currently exist in designated or approved break areas. The Facilities Department along with the support of the Controller's Office will be asking the Board of Commissioners to adopt these guidelines and establish a policy that will reduce energy consumption and identify safe practices.

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Note: Exceptions to this would need to be approved by MIS and department head.

- 4.) Any electrical piece of equipment that is not approved by the Department Head and Board of Commissioners.

MEMORANDUM

DATE: 02.03.09

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396

RE: Managerial and Confidential Employee
Step Increase Authorization Request
Due March 2009 - Bennett & Myers

Prior to last year (2008) step increases for all managers occurred without an approval process. For this employee group, rate range progression was automatic unless there were reservations (objections) from the department. All of the labor agreements for Ingham County include step increases for employees, at their anniversary date and have occurred without approval from Supervisors. Managers, Professionals, and Confidential Employees are covered by the "Managerial Plan" and the Plan requires the approval of the Supervisor for Step Increases. The approval for the step increase could be viewed as a formality and yet to comply with the Managerial Plan, the two (2) requests before you must receive Committee approval.

xc: File

MEMORANDUM

DATE: 1.27.09

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396

RE: Scheduled Step Increase Notice – Dr. Matthew Myers, Controller

Request: Grant Step Increase Implementation Authorization.

Facts: A review of Human Resources Records indicates a scheduled step increase.

Dr. Matthew Myers *from* MCF 19/3 \$125,089 *to* MCF 19/4 \$130,929.

Subject to approval, this step increase is effective 03.03.09, period ending 03.27.09, pay date 04.4.09.

Authority Source: MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL B. COMPENSATION PLAN, 2. “ Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee of the Board of Commissioners.”

Attachment: Job Description

xc: Human Resource File

**INGHAM COUNTY
JOB DESCRIPTION**

CONTROLLER

General Summary:

Appointed by the Board of Commissioners, the Controller is the chief fiscal and administrative officer for the county. The Controller works closely with the Board of Commissioners and its committees, the various County officials and departments, and the public in identifying issues and problems and facilitating their resolution. The Controller also directs the central administrative functions of the county government and is liaison on behalf of the Board of Commissioners between county officers, department heads, and the general public. A primary responsibility of the Controller is to present a balanced budget for consideration by the Board of Commissioners in accordance with the Uniform Budgeting Act of 1978. The Controller is also a member of the County Building Authority and the City/County Building Authority which oversees various building projects as assigned by the Board of Commissioners.

Essential Functions:

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

A. Board of Commissioners, County Departments & Others (55%)

1. Meets with Board Leadership periodically to identify issues, determine strategies, and set priorities for addressing same.
2. Discuss issues status and problems with Board Chairperson, Board Leadership, and other Commissioners as appropriate.
3. Advises Commissioners of pending issues and current status.
4. Directs and does research on problems and issues as necessary; develop alternatives and recommendations for Board consideration.
5. Directs and coordinates staff support for various County Board committees.
6. In conjunction with Board Leadership and committee staff, establishes committee agendas.
7. Provides staff support for Finance Committee.
8. Communicates with elected officials, department heads, other agencies, and the general public to resolve or to facilitate resolution of their concern or request.
9. Advises elected officials, department heads and other agencies of relevant policies approved by the Board of Commissioners.
10. Implements Board adopted policies as directed.
11. Responds to inquiries from the press and the public regarding items of County business.

Ingham County
Controller
Job Description - Page 2

B. Central Services (25%)

1. Hires, supervises, evaluates, and monitors the performance of the directors of the County's central administrative functions not within the jurisdiction of a County-wide elected official: Financial Services (accounting, payables, payroll); Purchasing and Properties; Management Information Services (computers and telephones); Human Resources (recruitment and labor relations); and Budgeting. May discipline or terminate as appropriate.
2. Hires, supervises, evaluates, and monitors the performance of immediate staff in the Controller's Office, including the Deputy Controller for Administrative Services / Personnel, the Deputy Controller for Law and Courts and Human Services, and the Administrative Secretary. May discipline or terminate as appropriate.
3. Hires, supervises, evaluates, and monitors the performance of the staff assigned to the County Economic Development Corporation. May discipline or terminate as appropriate.
4. Provides administrative supervision of the Equalization Director, Community Corrections Manager and the Board Coordinator to the Board of Commissioners.
5. Works with Central Service department directors and others being supervised to develop department objectives and annual work plans; monitors progress on implementing agreed upon plans.
6. Resolves coordination problems associated with implementation of various central service activities; establishes priorities and interprets policies as needed.
7. Provides guidance and direction to departmental directors in implementing plans and in responding to new or unusual problems.
8. Promotes good working relationships between Central Service department directors and with departments being served.
9. Resolves problems between central service departments and departments being served; responds to complaints.
10. Directs preparation of the annual reports for the Controller's Office and the departments under the supervision of the Controller.

C. Budget 15%

1. Provides overall direction and priorities to be included in the Controller's recommended budget.
2. Meets with Board Leadership to determine and establish budget parameters.
3. Recommends policies pertaining to County budgeting policies.
4. Recommends actions with respect to addressing major budgetary problems which may arise.
5. Presents and defends recommended County budget to departments, board committees and others.
6. Reviews and approves budget staff recommendations for specific budget actions.
7. Meets with departments and agencies requesting County funds for budget review.
8. Approves or disapproves requested budget transfers; where necessary, recommends approval or disapproval of budget transfers.

**Ingham County
Controller
Job Description - Page 3**

9. Reviews and approves analyses, schedules and documents as prepared by budget staff to be included in budget documents.

D. Building Authority (5%)

1. Serves as Secretary of the Building Authority, which is composed of the Controller, the County Attorney, and the County Treasurer. Also serves on the City of Lansing / Ingham County Joint Building Authority.
2. As part of the Building Authority, oversees the financing and construction of building projects as authorized by the Board of Commissioners.
3. As part of the Building Authority, selects appropriate financial consultants and bond counsel and construction management personnel to implement designated projects.
4. Works with selected consultants to prepare necessary information for achieving bond ratings, and to effectuate the sale of bonds.

Other Functions:

1. None listed.

Employment Qualifications:

Education: Master's degree in Public Administration or related field.

Experience: Eight years of related experience.

Other Requirements:

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

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

Working Conditions:

Works in office conditions.

September, 1999

MEMORANDUM

DATE: 1.27.09

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396

RE: Scheduled Step Increase Notice – Rebecca Bennett, Board
Coordinator

Request: Grant Step Increase Implementation Authorization.

Facts: A review of Human Resources Records indicates a scheduled step increase.

Ms. Rebecca Bennett *from* MCF 11/4 \$71,543 *to* MCF 11/5 \$74,884.

Subject to approval, this step increase is effective 03.28.09, period ending 04.10.09, pay date 4.17.09.

Authority Source: MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL B. COMPENSATION PLAN, 2. “ Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee of the Board of Commissioners.”

xc: Human Resource File

**INGHAM COUNTY
JOB DESCRIPTION**

BOARD COORDINATOR

General Summary

Under the general direction of the Board of Commissioners, is responsible for the day-to-day operation of the Board of Commissioners Office. Provides executive assistance and administrative support to the Commissioners and supervises clerical staff within the department. Develops budgets and monitors accounts for expenditure control, and performs other administrative functions of the office. Serves as administrative staff for the Ingham County Women's Commission.

Essential Functions

1. Manages the Office of the Board of Commissioners in accordance with general policies established by the Board. Responsible for making initial decisions as to direction of oral/written information flow.
2. Supervises clerical support staff, includes participating in the employment process, orienting and training new employees, and scheduling, planning and assigning work.
3. Reviews past year's projected and actual budget figures for the Board Office, Women's Commission, and Equal Opportunity Committee, assimilates information and prepares annual budgets. Generates monthly reports and reviews projected activity, and advises Board of possible deficiencies.
4. Directs, edits and/or coordinates preparation of Board and committee agendas, board reports, resolutions for the Board Office, honorary resolutions and news releases. Electronically distributes committee agendas and materials on County's internal network system. Converts agenda material to HTML format and posts on County's web page.
5. Inputs payroll and ensures bills are paid for Board Office, Women's Commission and Equal Opportunity Committee. Processes per diem payments for Commissioners.
6. Attends Leadership and Board of Commissioners meetings, and receives calls from constituents in the absence of Commissioners. Follows-up on complaints regarding County services, may include reviewing issue with constituent, collecting information from department, and following-up with caller, department head, County Attorney, or presenting information to Commissioner to facilitate resolution of complaints.

7. Maintains regular communication with department heads, constituents, other governmental entities, community agencies and County-wide staff to research, collect and discuss information and discuss issues before the Board.
8. Develops and maintains web pages for the Board Office, Women's Commission, Equal Opportunity Committee, and other departments, and assists other staff in the development of pages. Works with MIS staff to enhance site. Designs and prepares graphics, brochures, programs, banners, letterhead and other desktop publishing projects.
9. Serves as administrative staff for the Women's Commission, and coordinates clerical staff for the Friend of the Court Advisory Committee, 911 Advisory Board, and Equal Opportunity Committee for the purpose of preparing minutes, mailings and other support. Receives calls from women in times of crisis situations, and refers them to appropriate sources.
10. Coordinates the Advisory Board process for the Board, obtaining applications for vacancies, notifying the media, arranging interviews, and informing Board of vacancies. Notifies applicants of appointments and expiration of terms, and monitors terms, making sure appointees do not exceed term limits.
11. Coordinates travel arrangements for Commissioners, monitoring expenditures to ensure they do not exceed maximum amount allowed per Commissioner, prepares correspondence and news releases for Commissioners, sets-up and attends meetings, addresses Commissioner requests, plans and coordinates special functions undertaken by the Board such as County Government Week, receptions, ceremonies, and displays, and designs and prepares advertisements for publication.
12. Establishes and maintains Board of Commissioners files on meetings, budget data, projects, and other matters. Assists the public, employees and elected officials in identifying, researching, and obtaining Board data and reports.
13. Reviews and responds to Board mail. Determines whether the issue needs the attention of the Board, a Committee, or the Chairperson. Assists in response by pulling files, collecting background information, referring to attorney, or taking other action.

Other Functions

None listed.

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

Employment Qualifications

Education: Associate's Degree with course work in data/word processing, accounting, secretarial science, and office management.

Experience: Three years of progressively more responsible secretarial/administrative experience in a governmental setting. Prefer some experience in County government.

Other Requirements: None listed.

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

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

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to lift and/or move boxes of files weighing up to 25 lbs.

Working Conditions:

Works in office conditions.

INGHAM COUNTY ROAD COMMISSION

**AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason MI 48854-0038**

**Joseph A. Guenther, Chair
Shirley M. Rodgers, Vice Chair
Thomas M. Mitchell, Member
James Dravenstatt-Mocerri, Member
Norman L. Gear, Member**

**William M. Conklin, P.E.
Managing Director**

January 28, 2009

Mr. Steven Lott, Supervisor
Alaiedon Township
2021 West Holt Road
Mason, Michigan 48854

RE: Proposed Future Road Projects

Dear Supervisor Lott and Board of Trustees:

This letter is being sent to all Townships as part of the Ingham County Road Commission's effort to provide the enclosed information on proposed future road projects to all Township governments and their citizens for public comment and input.

Enclosed for this purpose are four project lists described as follows:

1. Future Projects Wish List.

This list of federal aid eligible road segments (generally primary roads) needing resurfacing, but lacking current funding, was compiled by Road Commission staff based on poor pavement condition measured by a low pavement rating (PASER) and high traffic use measured by average daily traffic volume (ADT). Projects proposed for federal aid funding are drawn from this list as federal funds become available. This list is divided into two parts--Reconstruction/Rehabilitation and Structural Improvement based on the severity of the pavement condition. The Road Commission does not have budget available to construct these projects, nor other major improvements on our primary road system, without federal aid funding.

2. Proposed Federal Aid Projects for 2010 to 2013.

To receive federal aid, projects are first submitted to the Tri-County Regional Planning Commission (TCRPC) for inclusion in the next Transportation Improvement Plan (TIP) which covers the next four years. Those proposed by Road Commission staff for 2010 to 2013 are shown on this list. These projects

Telephone: (517) 676-9722 1-800-968-9733 Fax: (517) 676-2085 TDD: (517) 676-7798

E-Mail: roads@inghamcrc.org Web Site: <http://www.inghamcrc.org>

An Equal Opportunity Employer

were drawn from the wish list discussed above primarily based on worst pavement condition (PASER) and highest use (ADT).

Congestion Mitigation/Air Quality (CMAQ) projects are proposed at intersections most needing traffic flow improvement as per the purpose of this program. The Tri-County Region receives about \$1.6 million of CMAQ funds per year, which is shared on an informal rotating basis among the road jurisdictions of the region.

The main source of federal aid funding, the Surface Transportation Program (STP), is divided into Urban and Rural categories with differing funding levels due to typically lower traffic volumes in rural areas. The Urban area of the county, roughly defined as the northwest corner of the county bound by Holt and Meridian Roads, receives approximately \$1.5 to \$2 million in federal aid annually depending on availability of funds. This does not include the Cities of Lansing and East Lansing who receive separate Urban STP funding. The rest of the county, the Rural area, receives approximately \$0.5 million in federal aid every year. This does not include the other two counties within the Tri-County region—Clinton and Eaton Counties, who receive separate Rural STP funding.

Most federal aid programs, including STP and CMAQ, provide only 80% of the project's cost. Local governments must provide the other 20% "local match". In the past, the Road Commission has paid this match entirely. Due to our increasingly constricted budget condition resulting from flat to declining fuel tax revenue over the last 10 years, and rapidly increasing costs, we will be asking all Townships in which these projects are proposed to split this local match for all current and future federal aid projects.

3. Proposed Economic Stimulus Projects.

President Obama has proposed, and the US Congress is now considering, an Economic Stimulus Program that has a significant roads component. Although the legislation is not yet finalized, estimates based on a House committee version of the bill indicate Ingham County roads (not including the Cities) may receive approximately \$2.5 million from this program over and above our regular federal aid funding discussed above. As with regular federal aid, we understand this program will have a Rural category providing approximately \$480,000 included in the \$2.5 million total estimate.

Again, this funding should be used on the worst roads having the highest use. Also, projects funded under this program must be ready for construction by July 2009. Thus we are proposing only simple resurfacing projects not involving widening, re-alignment, or other major road work to avoid the necessary surveying, engineering, plan preparation, and any necessary environmental clearances, all of which can add several months or more to a project's timeline.

Stimulus projects are expected to be 100% federal funded and thus would not require a local match. Therefore, we have sought to balance the value of Stimulus and STP federal aid projects in Townships where both are proposed in order to fairly minimize the local match burden among Townships, which we will be asking to share this match cost.

4, Proposed Long Range Projects.

Every five years TCRPC updates its county-wide traffic growth prediction model which identifies roads on which traffic volumes are, or may become, greater than the roads' traffic flow capacity. This modeling includes testing the data to see if transit, traffic management and other general corridor improvements will address the traffic flow deficiencies without widening the roads. The resulting list (attached) shows those roads the model recommends widening to accommodate current or future expected traffic flow. These projects are placed in TCRPC's Long Range Plan (LRP) per federal rules for major widening projects to allow time for public input. All of the potential projects listed except those marked new have been in the current, 2005 to 2030, LRP. Those marked new have just been added for consideration in the next, 2010 to 2035, LRP based on the most recent traffic model update.

The roads listed in the LRP have not, at this time, undergone detailed study or design to verify the model's recommendations. These potential widening or other lane change "options" are simply being put out for public comment. If public and Township consensus oppose any of the proposed Long Range projects, alternate strategies to those proposed will be pursued to provide whatever capacity improvement alternate strategies can yield.

The Ingham County Road Commission welcomes input and comments on all four attached potential project lists from all Townships and citizens. The Wish List is a "living" document, which can and will be updated from time to time, especially as projects are completed. We need to finalize the other three lists in the very near future. Therefore, we request that Townships and citizens provide any input or comments as soon as possible in the next couple months. We ask Townships to consider these lists at one of their next Board meetings. Myself or another representative of the Road Commission would be happy to meet with Townships or attend one of their Board Meetings to answer any questions and receive input on these lists.

We would appreciate any way the Townships could assist in our public outreach effort to publicize these lists for public review and comment, such as attaching to any community newsletters, posting on Township websites, placing copies of this letter and the lists at your service counters, etc.

Please forward any public input received to myself or our Director of Engineering, Robert Peterson. We will compile all public input and provide this to the Board of Road Commissioners, who will ultimately direct any changes to the proposed projects or lists. The Road Commission will then publicize the finalized lists.

Thank you for your assistance in this regard. If you have any questions, wish to discuss this further, or want to schedule a presentation to your Board, please contact me.

Sincerely,
INGHAM COUNTY ROAD COMMISSION



William M. Conklin, PE,
Managing Director

WMC/dlb
Enclosures

cc: Board of Ingham County Road Commissioners
Ingham County Board of Commissioners
David A. Leonard, Clerk

**INGHAM COUNTY ROAD COMMISSION
PRIMARY ROAD IMPROVEMENT
WISH LIST
(as of January, 2009)**

There are two general categories of projects; both very dependent on pavement condition (PASER ratings), traffic volumes (ADT) and asset management principles. PASER surface condition ratings range from 1 to 10. Roads with lower PASER ratings require more extensive work to become acceptable.

1. RECONSTRUCTION / REHABILITATION:

Once the PASER rating of a roadway reaches 3 through 1, and possibly a 4, the stretch of road should be considered for reconstruction. The useful life of that pavement as a driving surface has essentially passed and a structural overlay, at this point, would generally not last as long as intended. 3.96% of our federal aid eligible roadways are rated 3 through 1.

The following list represents only the federal aid eligible roadways (excluding projects already in the 2008-2011 TIP) that are good candidates for reconstruction, based on their 2007 and 2008 PASER ratings:

Roadway	Limits	ADT	PASER Rating	Miles	Comments
Bishop Road	Waverly to M-99	3800	3	0.566	
Churchill Road	Baseline to Bellevue	1070	3	0.288	
Forest Road	College to Farm Lane	7030	3	0.284	Poss joint proj w/ MSU
Hamilton Road	M-43 to Okemos	2570	3	0.750	
Haslett Road	Okemos to Benson	12480	3	0.779	
Holt Road	Gilbert to Grovenburg	6070	3	0.493	
Hull Road	Main to Covert	1390	3	0.978	
Lake Lansing Rd	BR I-69 to Bois Isle	9100	3 & 4	1.039	2015 Long Range Plan
Main Street	City limit to Hull	860	3	0.752	
Marsh Road	M-43 to Franklin	21600	3	1.946	2029 Long Range Plan
Meridian Road	Jolly to M-43	2880	3	1.832	(Rev. 1-26-09)
Okemos Road	Central Park to Haslett	11020	3	1.381	2030 Long Range Plan
Park Lake Road	Lake Lansing to Co line	7120	3 & 4	1.001	
S. Washington	Holt to Whitesell	2740	3	0.631	
Willoughby Road	Cedar Park to Aurelius	7500	3	0.668	

2. STRUCTURAL IMPROVEMENT:

Once the PASER rating of a roadway reaches 6 through 4, and possibly a 3, the stretch of road should receive a structural resurfacing to extend its useful life. The useful life of that pavement is at a critical point where it will deteriorate at a faster rate if left alone. But, its life could be significantly extended with structural asphalt overlay, mill & fill, or concrete rehabilitation project. 70.50% of our federal aid eligible roadways are rated 6 through 4.

The following list represents the most needy of our federal aid eligible roadways (excluding projects in the 2008-2011 TIP) that are good candidates for structural improvements, based on their 2007 and 2008 PASER ratings:

Roadway	Limits	ADT	PASER Rating	Miles	Comments
Aurelius Road	Covert to Barnes	820	4	3.035	
Aurelius Road	Wilcox to Holt	5070	4	0.501	(Rev. 1-26-09)
Barnes Road	Onondaga to Aurelius	1050	4	2.124	
Bellevue Road	Onondaga to Crain	1590	4	0.748	
Cedar Street	Holt to Keller	17200	4 & 5	0.636	Four lane wide
College Road	Columbia to Cedar	2500	4	1.664	Add paved shoulder
Dobie Road	Birchwood to Hamilton	4060	4	0.681	
Holt Road	Aurelius to Thorburn	12200	4	0.738	☆ 2009 Addition
Howell Road	College to Okemos	2940	4	2.583	Add paved shoulder
Howell Road	Williamston to Dietz	1490	4 & 5	2.848	
Hagadorn Road	Jolly to Mt. Hope	14200	4 & 5	2.105	Add paved shoulder
Kipp Road	US-127 to Dexter Trail	9240	4 & 5	1.706	☆ 2009 Addition
Lake Lansing Rd	Bois Isle to Marsh	6890	4 & 5	0.685	Four lane wide
Meridian Road	Fogg to Dexter Trail	1620	3, 4 & 5	4.828	
Rowley Road	Vanneter to M-52	810	4	2.720	
Shoeman Road	Haslett to Co line	4030	4	1.746	
Williamston Road	Fitchburg to Ewers	690	4	4.717	
Zimmer Road	M-43 to Haslett	2770	4 & 5	3.651	☆ 2009 (Rev. 1-26-09)

**INGHAM COUNTY ROAD COMMISSION
PROPOSED FEDERAL AID PROJECTS FOR INCLUSION IN 2010-2013 TIP**

Township	Year	Road Name	Length (miles)	Limits	Type of Work	Cost
CMAQ						
Meridian	2011	Park Lake Rd.	Intersection	at Burcham Dr.	Round about	\$ 600,000
Lansing	2012	Waverly	Intersection	at Willow and at Michigan at Waverly	Signal Upgrades	\$ 200,000
Meridian	2013	Okemos	Intersection	at Hamilton	Round about	\$ 800,000
URBAN STP						
Alaiedon	2011	Okemos	0.5	Sandhill to I-96	Resurface/Widen 2 to 3 Lanes	\$ 500,000
Delhi	2011	Waverly	1	Miller to Jolly	Resurface/Widen 2 to 3 Lanes	\$ 630,000
Delhi	2012	Willoughby	1	Cedar Park to Berl	Resurface	\$ 750,000
Delhi	2013	Holt	0.75	Aurelius to Thorburn	Resurface	\$ 550,000
Lansing	2010	Waverly	0.5	St Joe to Michigan (adv. const. 09)	Resurface	\$ 600,000
Lansing	2012	Michigan	1	Waverly to Hungerford	Resurface/4 to 3 Lanes	\$ 1,000,000
Lansing	2013	Willow	1	Waverly to City Limit	Resurface/4 to 3 Lanes	\$ 550,000
Meridian	2010	Mt Hope	0.75	Farm Lane to Hagadorn	Resurface	\$ 250,000
Meridian	2011	Mt Hope	1.5	Hagadorn to Okemos (package with 2010)	Resurface	\$ 850,000
Meridian	2012	Haslett	1	Okemos to Marsh	Resurface	\$ 720,000
Meridian	2013	Lake Lansing	0.5	Bois Isle to Marsh	Resurface/4 to 3 Lanes	\$ 650,000
Vevay	2013	Kipp	1.75	U.S. 127 to Dexter Trail	Resurface	\$ 700,000
RURAL STP						
Aurelius/Delhi	2010	Waverly	2.75	Columbia to Pleasant River Dr	Resurface	\$ 900,000
Williamstown	2013	Zimmer	3.5	Grand River to Haslett	Resurface	\$ 1,210,000
						TOTAL
						\$ 11,460,000

NOTES

- All projects include base, curb, and drainage/utility structure repair as necessary.
- 4 to 3 lane conversion includes remarking from 4 lanes (2 in each direction) to 3 lanes (1 in each direction) with a center left turn lane and bike lanes on each side.
- Cost is total construction cost, not including design and construction engineering, to be provided by ICRC.
- Federal aid covers 80% of above cost. 20% local match must be provided by ICRC.
- ICRC requests that townships and/or other communities adjacent to the project consider splitting the 20% local match cost.
- TIP = Transportation Improvement Plan - projects to receive federal aid from 2010-2013
- CMAQ = Congestion Mitigation & Air Quality
- STP = Surface Transportation Program

**INGHAM COUNTY ROAD COMMISSION
PROPOSED ECONOMIC STIMULUS PROJECTS**

Township	Year	Road Name	Length (miles)	Limits	Type of Work	Cost
URBAN						
Delhi	2009	Cedar Street	0.75 miles	Dallas to Keller	Resurface	\$ 650,000
Delhi	2009	Willoughby Road	1.50 miles	Gunn to Cedar Park	Resurface	\$ 650,000
Delhi	2009	Washington Road	1.10 miles	Holt to Willoughby	Resurface	\$ 550,000
Lansing	2009	Waverly Road	1.50 miles	Willow to Grand River Ave	Resurface	\$ 1,400,000
Lansing	2009	Willow Street	1.00 miles	Waverly to Lansing City Limit (near Sunset)	Resurface	\$ 800,000
Meridian	2009	Marsh Road (South)	1.75 miles	Grand River Ave to Franklin	Resurface	\$ 1,750,000
Meridian	2009	Lake Drive	3.20 miles	Marsh to Marsh	Resurface	\$ 750,000
Meridian	2009	Hamilton Road	1.00 miles	Okemos to Grand River Ave	Resurface	\$ 600,000
Meridian	2009	Dobie Road	0.50 miles	Hamilton to Newman	Resurface	\$ 400,000
Meridian	2009	Marsh Road (North)	0.35 miles	Baker Street to north County line	Resurface	\$ 150,000
RURAL						
Onondaga	2009	Bellevue Road	2.25 miles	Onondaga to Byrum	Resurface	\$ 500,000
Williamstown	2009	Williamston Road	3.25 miles	Bismark to Haslett (see note 2)	Wearing course	\$ 450,000
TOTAL						<u>\$ 8,650,000</u>

Notes:

- All of the above projects can be made ready for letting by July 2009 or before. Most of these projects can be "log projects" which involve little to no plan preparation.
- This request is to add the additional necessary work to a currently obligated project whose budget is fully depleted: 2-inches of hot mix asphalt (HMA) wearing course and an additional 600 feet of road rehabilitation at the south end of the project.

CAPACITY EXPANDING LONG RANGE PLAN OPTIONS FOR ALTERNATIVES ANALYSIS

Based on Applications Submitted to TCRPC by 11-12-08

Local Jurisdiction	Location	Length (miles)	Termini	Potential Option	Estimated Construction Cost (2009 dollars)
ICRC	Aurelius Road	1.50	Harper (west leg) to Holt Road	Harper to Wilcox: widen from 2 to 3 lanes; Wilcox to Holt: reduce from 4 to 3 lanes;	1,500,000
ICRC	Forest/Farm Lane Corridor	0.88	College to Farm Lane; Forest to Mt. Hope	Widen from 2 to 4 lanes with roundabout at Forest and College; add curve radius; bike lanes on both sides	2,000,000
ICRC	Hagadorn Road	1.10	Bennett to Mt. Hope	Widen from 2 to 4 lanes with roundabout at intersection with Bennett; includes bike lanes	2,000,000
ICRC	Holt Road	0.88	US 127 to Hagadorn	Widen from 2 to 4 lanes; add roundabouts at intersection with Hagadorn	1,600,000
ICRC	Jolly Road	2.10	Collins to Hagadorn	Widen from 2 to 4 lanes; possible roundabout at College and Jolly intersection; bike lanes on both sides.	2,900,000
ICRC	Lake Lansing Road	1.70	I-69 BL (Saginaw) to Marsh	I-69 BL to Lac du Mont: widen from 2 to 3 lane; Lac Du Mont to Marsh: reduce from 4 to 3 lanes; add roundabout at Okemos-Lake Lansing intersection; bike lanes on both sides	3,000,000
ICRC	Marsh Road	0.50	Central Park to Tihart	Widen from 4 to 5 lanes; add roundabouts at Central Park, Times Square and Tihart intersections with Marsh	2,100,000
ICRC	Michigan Avenue	1.00	Waverly to Lansing city limit	Reduce from 4 to 3 lanes; includes bike lanes	500,000
ICRC	Okemos Road	1.50	Central Park to Haslett	Widen from 2 to 4 lanes with center left turn lanes where necessary	3,600,000
ICRC	Willow Road	0.95	Waverly to Lansing city limit	Reduce from 4 to 3 lanes, includes bike lanes	500,000
ICRC	Holt Road	1.25	Washington to Eifert	Widen from 2 to 4 lanes with center left turn lanes where necessary; possible roundabouts (not included in estimate)	2,500,000
ICRC for Meridian Township DDA	Okemos Road		Hamilton Road intersection	Construct modern roundabout (2 to 3 lanes)	800,000

CAPACITY EXPANDING LONG RANGE PLAN OPTIONS FOR ALTERNATIVES ANALYSIS
 Based on Applications Submitted to TCRPC by 11-12-08

Local Jurisdiction	Location	Length (miles)	Termini	Potential Option	Estimated Construction Cost (2009 dollars)
CCRC	State Road	1.30	DeWitt Road to US 127 BR	Widen from 2 to 4 lanes	3,000,000
Charlotte	Reynolds Road; Kalamo Hwy	1.30	Reynolds from current end extended .5 mile south to Kalamo; Kalamo from Reynolds to Cochran	Construct Reynolds extension; pave .8 mile of Kalamo Highway and upgrade Kalamo bridge	3,025,000
Eaton Rapids	Eaton Rapids bridge and approaches	0.19	Extensions of Grandview and Barnes Roads to serve as approaches to new bridge; includes bike lanes	Construct 2 lane bridge and approaches, including bike lanes	3,000,000
ECRC	Canal Road	0.64	Willow to Delta Commerce	Widen from 2 to 3 lanes, add bike lanes and sidewalk	800,000
ECRC	East-West Collector	0.60	Creyts to Mall Drive West	Construct 3 lane roadway	750,000
ECRC	East-West Collector	1.00	Canal to Creyts	Construct 3 lane roadway	1,200,000
ECRC	Michigan Avenue	1.00	Canal to Creyts	Construct 3 lane roadway	1,600,000
ECRC	Mt. Hope Highway	4.00	M-100 to Canal	Widen from 2 to 3 lanes and add paved shoulders	1,500,000
ECRC	Nixon Road	0.60	Rockbridge to M-43	Widen from 2 to 3 lanes	800,000
ECRC	Nixon Road	0.40	St. Joe to Rockbridge	Widen from 2 to 3 lanes	800,000
ECRC	Nixon Road and bridge	0.50	Willow to North Highway	Construct new bridge and roadway	2,000,000
ECRC	Snow Road Bridge		at I-496	Widen bridge from 2 to 4 lanes and add non-motorized pathways	200,000
ECRC	St. Joe Highway	4.00	M-100 to Canal	Widen from 2 to 3 lanes	1,500,000
ECRC	St. Joe Highway Bridge		at I-69/96	Widen bridge from 2 to 4 lanes	2,000,000
ECRC	Willow Highway	4.00	M-100 to Canal	Widen from 2 to 4 lanes and add bike lanes and sidewalk	4,800,000