

INGHAM COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING – 6:30 P.M.
COMMISSIONERS ROOM, COURTHOUSE
341 SOUTH JEFFERSON, MASON, MICHIGAN 48854
PUBLIC PARTICIPATION OFFERED VIA ZOOM AT:
<HTTPS://INGHAM.ZOOM.US/J/86246962326>

APRIL 29, 2025

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM [APRIL 15, 2025](#)
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
 1. COUNTY SERVICES COMMITTEE – RESOLUTION TO [DONATE YEARBOOKS](#) TO THE LIBRARY OF MICHIGAN
 2. COUNTY SERVICES COMMITTEE – RESOLUTION TO [ADOPT THE HAZARD COMMUNICATION PROGRAM POLICY](#)
 3. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH [CAPITAL AREA HOUSING PARTNERSHIP](#) AND A \$150,000 AGREEMENT WITH THE INGHAM COUNTY LAND BANK FOR RESIDENTIAL DEVELOPMENT IN THE CITY OF LESLIE THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY
 4. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE [SEAMLESSDOCS LICENSING](#) SUBSCRIPTION THROUGH GOVOS
 5. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF SUPPORT FOR [SAN UNIT FROM AVALON](#)
 6. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE DISPOSAL OF [COUNTY-OWNED SURPLUS](#)

7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND THE [PURCHASING PROCEDURES POLICY](#)
8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE [ROOF REPLACEMENT](#) AT THE INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE AND ACKNOWLEDGING WITHDRAWAL OF PRIOR BID
9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE A CONTRACT WITH [J. RANCK ELECTRIC INC.](#) FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES AT THE LAKE LANSING ROAD AND MARSH ROAD INTERSECTION
10. HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR SUPPORTIVE SERVICES TRANSFORMATION FUNDS AND TO CREATE A .50 FTE [HOUSING SPECIALIST POSITION](#) IN INGHAM COUNTY HEALTH DEPARTMENT
11. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF [CLINTON COUNTY](#)
12. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY [VETERAN SERVICE FUND](#) GRANT
13. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AMENDING RESOLUTION #24-543 FOR THE FY25 [MID-STATE HEALTH NETWORK](#) SUBSTANCE USE DISORDER PREVENTION CONTRACT
14. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE COMBINING [RYAN WHITE B, C, AND D](#) INTO ONE INFECTIOUS DISEASE PHYSICIAN MASTER AGREEMENT AND TO EXTEND RESOLUTIONS #22-614 AND #22-399
15. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [BDP AND ASSOCIATES](#)
16. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [REFRESH WITH EKENE, LLC](#)
17. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE PUBLIC HEALTH [ACCREDITATION BOARD](#) FOR NATIONAL REACCREDITATION

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

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, 517-676-7200.

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

FULL BOARD PACKETS ARE AVAILABLE AT: www.ingham.org

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

Board of Commissioners Room – Courthouse

Mason, Michigan – 6:30 p.m.

Remote Participation offered via Zoom at: <https://zoom.us/j/86246962326>

April 15, 2025

CALL TO ORDER

Chairperson Sebolt called the April 15, 2025 Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Cahill, Grebner, Johnson, Lawrence, Maiville, Morgan, Peña, Pratt, Polsdofer, Ruest, Schafer, Sebolt, Tennis, Trubac, and Willis.

Members Absent: None.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Sebolt lead the Board of Commissioners in the Pledge of Allegiance.

TIME FOR MEDITATION

Chairperson Sebolt asked those present for a moment of meditation and reflection.

APPROVAL OF THE MINUTES

Commissioner Maiville moved to approve the minutes of the March 25, 2025 Meeting. Commissioner Grebner supported the motion.

The motion to approve the minutes carried unanimously.

ADDITIONS TO THE AGENDA

Chairperson Sebolt stated, without objection, the following substitute resolutions would be added:

37. RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2024 – 2025 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH ~~SERVICES~~ **SERVICES** UNDER THE MASTER AGREEMENT

40. RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ADKISSON SEARCH CONSULTANTS TO RECRUIT A DEPUTY HEALTH OFFICER/EXECUTIVE DIRECTOR FOR THE COMMUNITY HEALTH CENTERS

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

PETITIONS AND COMMUNICATIONS

A LETTER FROM VINCENT L. HALL RESIGNING FROM INGHAM COUNTY HEALTH CENTER BOARD EFFECTIVE MARCH 27, 2025. Chairperson Sebolt stated this matter would be accepted with regret and placed on file.

A LETTER FROM MICHIGAN IMMIGRANT RIGHTS CENTER (MIRC) SEEKING FUNDING FOR A PILOT PROJECT IN SERVICE OF INGHAM COUNTY COMMUNITY MEMBERS. Chairperson Sebolt stated this matter would be referred to the Human Services Committee.

A LETTER FROM COMMISSIONER JOHNSON RESIGNING FROM THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS. Chairperson Sebolt stated this matter would be accepted with regret and placed on file.

LIMITED PUBLIC COMMENT

None.

CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS

None.

CONSIDERATION OF CONSENT AGENDA

Commissioner Maiville moved to adopt a consent agenda consisting of all action items with the exception of Agenda Item Nos. 11, 24, and 30. Commissioner Grebner supported the motion.

Commissioner Trubac disclosed, under Agenda Item Nos. 48 and 49, that their wife was employed by the Michigan Public Health Institute (MPHI), but they were not involved in these projects.

Chairperson Sebolt disclosed, under Agenda Item No. 6, that Worker's Memorial Day was a day that their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), recognized and encouraged recognition of.

The motion carried unanimously.

Those agenda items that were on the consent agenda were approved via unanimous roll call vote.

Items voted on separately are so noted in the minutes.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 3**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE WOMEN’S COMMISSION

RESOLUTION #25 – 168

WHEREAS, several vacancies exist on the Women’s Commission; and

WHEREAS, the County Services Committee has interviewed applicants interested in serving on the Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Barbara Roth, 2289 Barnsbury Road, East Lansing, 48823

to the Ingham County Women’s Commission to terms expiring December 31, 2027.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 4**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING THE MONTH OF APRIL AS
ARAB-AMERICAN HERITAGE MONTH IN INGHAM COUNTY**

RESOLUTION #25 – 169

WHEREAS, the Ingham County Office of Diversity, Equity, and Inclusion and the Equal Opportunity Committee were tasked by the Ingham County Board of Commissioners to increase equity within the County; and

WHEREAS, Ingham County includes Arab-Americans who richly contribute to our community; and

WHEREAS, each April “Arab-American Heritage Month” is observed to celebrate and honor the many achievements and contributions made by Arab-Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, National Arab American Heritage Month was recognized in April 2021 by President Joe Biden, with the U.S. Department of State, some members of Congress and 37 governors issuing proclamations supporting the month; and

WHEREAS, the largest group, comprising nearly one-third of the Arab American population, are Lebanese Americans, and, according to the U.S. Census Bureau, Dearborn, Michigan, boasts the country’s largest percentage of Arab Americans; and

WHEREAS, according to Census Bureau data, Arabic is one of the fastest growing languages in the United States; and

WHEREAS, Arab-Americans are a vital and valued part of the population, making significant contributions to academia, business, medicine, law, technology, government, science, and social justice and making our county a better place to live; and

WHEREAS, Arab-Americans have resilient family values, strong work ethic, dedication to education, and diversity in faith and creed, which have strengthened our community; and

WHEREAS, it is important to recognize the heritage and culture of such an inspiring group of people and ensure acceptance, inclusion, and equality for all; and

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

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of April as “Arab-American Heritage Month” in Ingham County and urges every resident to take time during this month to acknowledge the Arab-Americans influential contributions and heritage that have helped us build a better Nation.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 5**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2025 STATE ARBOR DAY CELEBRATIONS

RESOLUTION #25 – 170

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wishes to recognize the outstanding efforts of all involved with the success of Arbor Day activities scheduled throughout the week of April 21, 2025 through April 26, 2025, with Friday, April 25, 2025 designated as State Arbor Day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2025 State Arbor Day.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 6**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PROCLAIMING APRIL 28 AS “WORKERS MEMORIAL DAY”
IN INGHAM COUNTY**

RESOLUTION #25 – 171

WHEREAS, on April 28, 1971, the Occupational Safety and Health Act (OSHA) went into effect, promising every worker the right to a safe job; and

WHEREAS, every year on April 28, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and

WHEREAS, the U.S. Department of Labor, and the Federal Bureau of Labor Statistics estimates that Michiganders have died while on the job at an average rate of 147 people per year over the past decade; and

WHEREAS, the 2024 National Census of Fatal Occupational Injuries found a worker died every 99 minutes from a work-related injury; and

WHEREAS, it is appropriate to honor the memory of the courageous and dedicated members of Michigan’s labor force who have been injured or disabled or have died as a result of workplace accidents; and

WHEREAS, we remember those who have died in work place catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and

WHEREAS, recognition of the integrity of Michigan’s workforce and its achievements on behalf of the economic growth of our state is necessary; and

WHEREAS, the Ingham County Board of Commissioners wish to pay tribute to the workers who have died or been injured or disabled in workplace accidents; and

WHEREAS, the Board renews efforts to seek stronger workplace safety and health protections, better standards and enforcement, and fair and just compensation by rededicating ourselves to improving safety and health in the workplace.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby proclaim April 28, 2025 as Workers Memorial Day in Ingham County.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

BE IT FURTHER RESOLVED, that the Board urges all citizens of the County of Ingham to recognize and honor the contributions of Michigan's workforce and call for increased workplace safety standards.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 7**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE CONTRACT AUTHORIZATION FORM

RESOLUTION #25 – 172

WHEREAS, the Board of Commissioners has authorized the use of the contract authorization form to authorize departments to enter into service contracts in the amount of \$5,000 or less with the approval of the Purchasing Director, Department Head, Controller/Administrator, and chairs of the Liaison Committee, Finance Committee and Full Board; and

WHEREAS, it is necessary to revise the form to include the vendor number assigned by the Purchasing Department and instructions on how to proceed with the signed form.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves revisions made to the attached contract authorization form to include the addition of the assigned vendor number and to provide clarification on how to proceed once the form is fully executed.

BE IT FURTHER RESOLVED, that the contract authorization form shall not be used in place of a contract, but shall serve as authorization to proceed with the preparation or approval as to form of an agreement by the County Attorney for the Board Chairperson's signature.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

INGHAM COUNTY AUTHORIZATION
TO ENTER INTO A CONTRACT UNDER \$5,000
PURSUANT TO RESOLUTION #09-095 & #23-141

Department Name: _____

DESCRIPTIVE INFORMATION

Contracting Parties: Ingham County Board of Commissioners _____
Active Vendor # _____

Type of Contract: New _____ Extension _____ Amending Resolution # _____

Expense Contract: _____ Revenue Contract: _____

Term of Contract: _____ Amount of Contract: \$ _____

Reasoning for Contract must be fully explained with an attached cover sheet and all supporting documents including a previously approved resolution if applicable: _____

Funds Available through Distribution Number: _____

Requesting Department Head Signature: _____

AUTHORIZATION

We, the undersigned, have reviewed the above-described information and do hereby authorize entering into a contract as specified. To the best of our knowledge, after reasonable inquiry, no elected official, officer or employee of Ingham County has a relationship with this vendor which would create a conflict of interest. The Board Chairperson and County Clerk are authorized to execute the contract subject to approval as to form by the County Attorney.

Purchasing Director's Signature Date

Controller/Administrator's, Signature Date

Chairperson's Signature, Liaison Committee Date

Chairperson's Signature, Finance Committee Date

Board Chairperson's Signature Date

This form is not a contract. Please forward completed form with all supporting documents to County Attorney. Contracts must be submitted to Board of Commissioners Office for the Board Chairperson's signature. **Board Chair is the only authorized signatory for Ingham County.** Follow Contract Procedures as described in Resolution

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

#23-141 distributing fully executed contract and attachments to vendor, Director of Finance & Budget (Electronic copy), County Attorney (Electronic Copy), and Purchasing (Contract Authorization Forms).

Rev. 3/13/2025

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 8**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH GOVOS TO PROVIDE SOFTWARE AND OTHER SUPPORT FOR THE COLLECTION OF THE ACCOMMODATIONS TAX ON SHORT-TERM RENTALS

RESOLUTION #25 – 173

WHEREAS, the Ingham County Ordinance to Provide for the Imposition and Collection of Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests (“the tax”) was adopted by the Board of Commissioners on May 13, 1975, and was subsequently amended on November 13, 1990, October 8, 1991, and October 13, 2020; and

WHEREAS, the Ordinance clearly requires all such business, including what are now referred to as “short-term rentals” to pay the tax; and

WHEREAS, although traditionally managed hotels and motels have largely complied with the requirements of the Ordinance but compliance by short-term rentals has occurred only rarely; and

WHEREAS, the national growth in short-term rentals has resulted in a number of software packages and related services being offered to assist local governments with the collection of accommodations taxes; and

WHEREAS, three firms responded to a request for proposals by Ingham County to meet this need and the analysis of these responses is attached; and

WHEREAS, the proposal by GovOS, Inc. best meets the requirements of the county and will be best adaptable to the collection of the tax from traditionally managed hotels and motels; and

WHEREAS, the cost of the first year of a contract with GovOS, Inc. is \$28,057, including monitoring of on-line sites for rental activity, automated monthly billing features, and an on-line portal for collection of payments; and

WHEREAS, the revenue to be generated from the contract for the county’s portion of the tax receipts, recorded in account #101-25300-448010, is expected to be more than the cost of the contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Gov-OS, Inc. to provide software and related services to improve the collection of the Accommodations Tax at a cost not to exceed \$28,057 for the first year.

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

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

Recommendation: GovOS

	Recommendation:	Cost:	Pros:	Cons:	Discussion:
Deckard Technology	No	18,700.00	<p>Checks status of every listing daily.</p> <p>Listings are tied directly to parcel numbers for simple integration and understanding by office staff.</p> <p>Cloud based software does not require a physical installation.</p>	<p>Does not accept partial payments.</p> <p>Does not allow for owners to submit evidence of overpayment for review by staff as required by the ordinance.</p>	<p>Deckard offers a full compliance solution that, while great in many aspects, does not meet our needs. Their software doesn't allow for cash payments, nor for amounts to be corrected when overpayments are discovered, both requirements of the ordinance.</p>
GovOS	Yes	28,057.00	<p>Constantly scans for rental activity.</p> <p>Includes automatic bill calculation and reminder.</p>	<p>Does not provide estimates for hotel occupancy.</p>	<p>While GovOS has the highest price, it also has the most functionality. The automated monthly billing and reminder feature will save staff time and resources.</p>
Avenue Insights & Analytics	No	24,120.00	<p>Full service registration and outreach</p> <p>Includes option for e-mail reminders for owners</p>	<p>Compliance mailings are limited to two per property per year.</p> <p>Requires additional contracts to be signed with their payment processor.</p>	<p>While offering much of the same reporting functionality, Avenu only checks listings four times per week. The modest cost savings do not justify the decreased performance. We would also be required to change payment processors or pay additional fees that the proposal does not define.</p>

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGAGEMENT LETTER WITH DYKEMA GOSSETT PLLC
TO FORM AN INGHAM COUNTY HOUSING FINANCE AUTHORITY**

RESOLUTION #25 – 174

WHEREAS, Ingham County voters on November 5, 2024 approved a four-year millage to establish an Ingham County Housing and Homeless Millage; and

WHEREAS, Kalamazoo County has previously approved a millage for similar purposes; and

WHEREAS, both counties have encountered similar difficulties efficiently allocating funds for construction of new housing and renovation of existing housing due largely but not entirely to provisions in Michigan law that permit local units of government to grant funds but not to lend funds; and

WHEREAS, in consultation with legal counsel, both the Director of the Kalamazoo County Housing Department and the Ingham County Treasurer have determined that formation of a County Housing Finance Authority and necessary amendments to state law would be in the best interests of each county's efforts; and

WHEREAS, the Kalamazoo County Housing Department has engaged with Dykema Gossett PLLC to provide the legal services necessary to establish a County Housing Finance Authority and has offered to share the results of those services in exchange for Ingham County paying half the cost of such services; and

WHEREAS, the Ingham County Attorney has reviewed the proposed Engagement Letter and has no objection to the terms and conditions of the Engagement Letter.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to sign an Engagement Letter for Dykema Gossett PLLC to provide legal counsel in connection with the formation of a County Housing Finance Authority, subject to approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that expenses under this agreement, up to \$20,000, shall be paid from the Housing Millage Fund 216.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE
BANTA CONSOLIDATED DRAIN DRAINAGE DISTRICT TO REPLACE CULVERTS
WITHIN THE INGHAM COUNTY ROAD RIGHT-OF-WAY**

RESOLUTION #25 – 175

WHEREAS, the Banta Consolidated Drain Drainage District (“Drainage District”) is an established body corporate in the County of Ingham, State of Michigan, pursuant to Public Act 40 of 1956, as amended (“Drain Code”), and the Ingham County Drain Commissioner (“Drain Commissioner”) has jurisdiction of the Banta Consolidated Drain (“Drain”), an established county drain, which services the properties within the Drainage District; and

WHEREAS, the Drainage District holds certain easements for drainage purposes, as depicted in the attached Exhibit A (“Drain Easements”); and

WHEREAS, the Michigan Department of Transportation (MDOT) is currently undertaking a project on U.S. 127 that includes replacing and upsizing its culverts within the Banta Consolidated Drain and Drain Easements; and

WHEREAS, as a result, three county road culverts downstream of the MDOT project require replacement in order to keep the Banta Consolidated Drain operating properly, as depicted in Exhibit A; and

WHEREAS, the ICRD has agreed that the culverts within the road right-of-way need replacement and has agreed to allow the Drainage District to replace the culverts in accordance with plans and specifications approved by the ICRD; and

WHEREAS, MDOT has agreed to be responsible for all costs associated with the replacement of the culverts within the road right-of-way; and

WHEREAS, Section 431 of the Drain Code, MCL 280.431, authorizes the Drainage District to enter into an agreement with a public corporation in respect to any matter connected with the construction, operation or maintenance of a drainage project; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Banta Consolidated Drain Drainage District by and through the Drain Commissioner for the Drain Commissioner to replace certain culverts within road right-of-way under the jurisdiction of the ICRD, as depicted in Exhibit A and in accordance with the plans and specifications approved by the ICRD.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

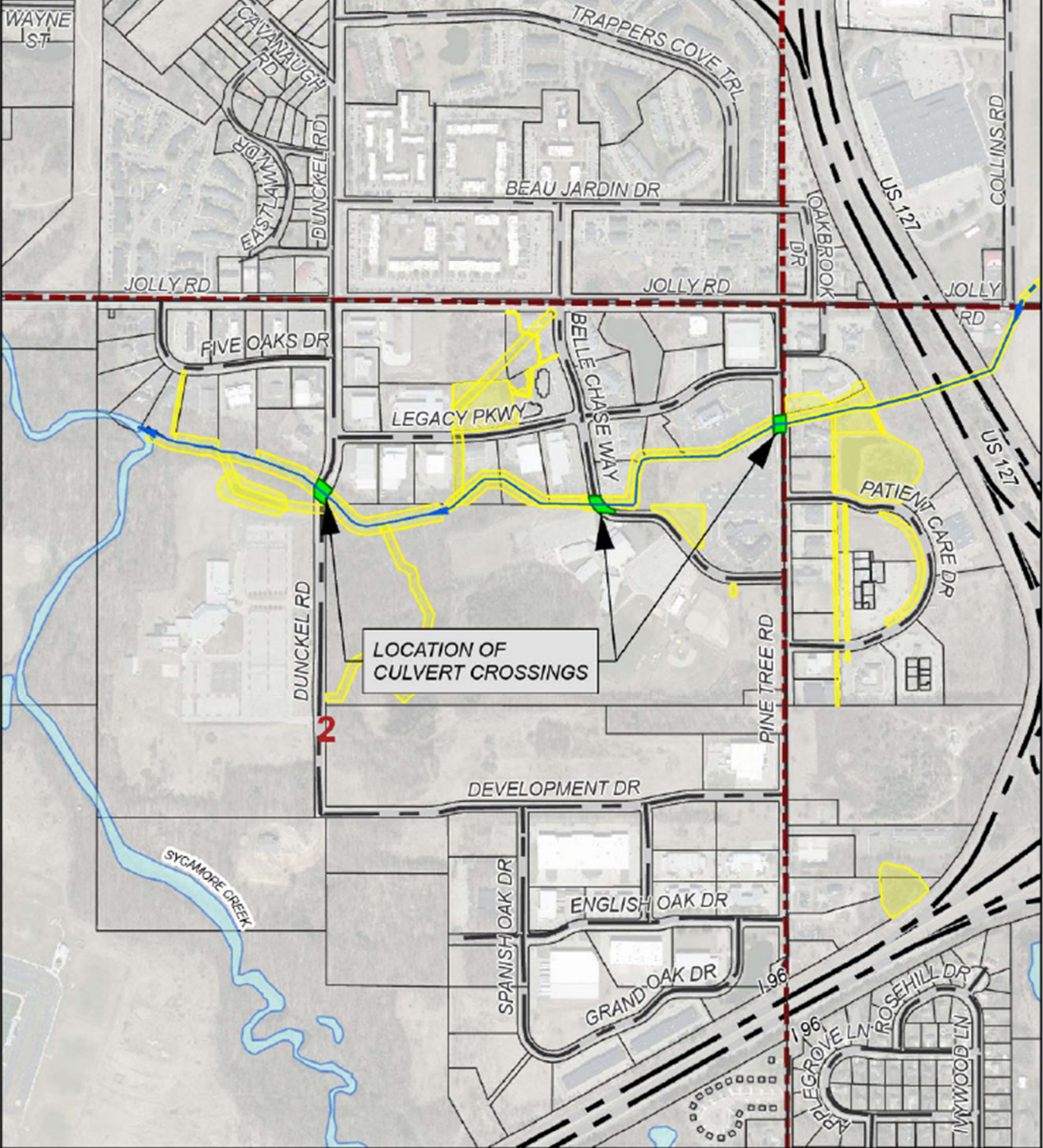
FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.



BANTA CONSOLIDATED DRAIN EXHIBIT A

INGHAM COUNTY, MICHIGAN



PATH: P:\PROJ\2023\134119SG2023_A TO Z\INGHAM DRAIN EASEMENT\CAD-GIS\GEODATA\A-Z\INGHAM COUNTY EASEMENTS ALL DRAIN APPX, PRINTED ON: 3/24/2025, BY: MATTHEW TATE

LEGEND

- Open Drain
- Closed Drain
- Road Crossing
- Drain Easements
- State Roads
- County Roads
- Local Roads
- Section Lines

NOTE:
DRAIN CENTERLINE
IS BASED ON
INGHAM COUNTY
GIS DCL LAYER

Spicer group
ST. JOHNS OFFICE
1400 Zeeb Drive
St. Johns, MI 48879
Tel. 989-224-2355
www.SpicerGroup.com



APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 11**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
DRAIN BONDS**

RESOLUTION #25 – 176

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held on April 15, 2025, at 6:30 p.m., local time.

PRESENT: Commissioners Cahill, Grebner, Johnson, Lawrence, Maiville, Morgan, Peña, Pratt, Polsdofer, Ruest, Schafer, Sebolt, Tennis, Trubac, Willis.

ABSENT: None

The following resolution was offered by Commissioner Lawrence and supported by Commissioner: Grebner.

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Eaton, State of Michigan, proceedings have been taken by the Drainage Board for the Bank Intercounty Drain (the “Drainage Board”) under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain improvements to the Bank Intercounty Drain (the “Project”), which is being undertaken by the Bank Intercounty Drain Drainage District (the “Drainage District”); and

WHEREAS, pursuant to the Act, the Drainage Board intends to issue the Drainage District’s bond or bonds (the “Bonds”), in one or more series, in the aggregate principal amount of not to exceed \$55,000,000 bearing interest at a rate to be determined upon the sale of the Bonds, and maturing within the maximum terms permitted by law, in anticipation of the collection of an equal amount of special assessments against property and public corporations in the counties of Ingham and Eaton, said special assessments to be duly confirmed as provided by the Act; and

WHEREAS, the Drainage Board approved a Computation of Cost for the Project that sets forth an estimated cost of \$55,000,000; and

WHEREAS, 94.00% of the cost of the Project has been apportioned by the Drainage Board to the County of Eaton and 6.00% of the cost of the Project has been apportioned by the Drainage Board to the County of Ingham (the “County”); and

WHEREAS, the Drainage Board deems it advisable and necessary to request that this Board adopt a resolution pledging the limited tax full faith and credit of the County on the Bonds to the extent of special assessments assessed against property and public corporations in the County and the State of Michigan; and

WHEREAS, the Project is necessary to protect and preserve the public health; and

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

WHEREAS, the Ingham County Drain Commissioner (the “Drain Commissioner”), in consultation with professionals engaged by the Drainage District, has analyzed the special assessments to be levied in Ingham County and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by these special assessments, and that these special assessments will be levied in an amount equal to or greater than the par amount of the Bonds apportioned to the County, assuring the County that there is a sufficient amount of special assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

Pursuant to the authorization provided in Sections 132 and 276 of the Act, the Ingham County Board of Commissioners, by a majority vote of its members elect, does hereby irrevocably pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds, to the extent of special assessments against property and public corporations in the County and assessments against the State of Michigan, to the extent apportioned to the County, and does agree that in the event that the property owners or public corporations in the County or the State of Michigan shall fail or neglect to account to the Ingham County Treasurer for the amount of any special assessment installment and interest (in anticipation of which the Bonds are issued), when due, then the amount thereof shall be immediately advanced from County funds, and the Ingham County Treasurer is directed to immediately make such advancement to the extent necessary. The ability of the County to levy taxes to pay its share of the principal of and interest on the Bonds shall be subject to constitutional and statutory limitations on the taxing power of the County.

In the event that, pursuant to said pledge of full faith and credit, the County advances out of County funds sums to pay any part of the principal of and interest due on the Bonds, the Ingham County Treasurer, for and on behalf of the County, shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations, including a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

amended, and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents on behalf of the County and give any approvals necessary therefor.

This resolution shall become effective only if the Board of Commissioners of the County of Eaton adopts a resolution that pledges the limited tax full faith and credit of the County of Eaton to the payment of the principal of and interest on the Bonds when due to the extent of its apportioned share of the cost of the Project

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners Cahill, Grebner, Johnson, Lawrence, Maiville, Morgan, Peña, Pratt, Polsdofer, Ruest, Schafer, Sebolt, Tennis, Trubac, Willis.

NAYS: None.

ABSTAIN: None.

COUNTY SERVICES:

Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville

Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE:

Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest

Nays: None **Absent:** Tennis **Approved 04/09/25**

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

Commissioner Lawrence moved to adopt the resolution. Commissioner Grebner supported the motion.

The motion to adopt the resolution carried via unanimous roll call vote.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2025, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2025

Barb Byrum, Clerk
County of Ingham

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 12**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING
AND REGULATORY AFFAIRS FOR THE 2025 REMONUMENTATION PROJECT**

RESOLUTION #25 – 177

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs (LARA) in December 2024, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan; and

WHEREAS, LARA’s Office of Land Survey and Remonumentation has reviewed Ingham County’s 2025 Survey and Remonumentation Grant Application in the amount of \$62,093 and will forward the 2025 Grant Agreement/Contract for digital signature and execution; and

WHEREAS, as required by Section 9a of Act 345, P.A. 1990 (MCL 54.269a), a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint and/or retain a County Grant Administrator; and

WHEREAS, Resolution #23-280 appointed Rosemary Anger, Director of Equalization and Tax Mapping, as County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs (LARA) for the purpose of receiving \$62,093 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2025.

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 13**

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FIBER INSTALLATION COSTS FROM WESTERN TEL-COM

RESOLUTION #25 – 178

WHEREAS, Ingham County is working on a project for strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements; and

WHEREAS, an additional location was identified that is ready for installation of fiber broadband at the Ingham County Fairgrounds which is currently served by a subpar connection; and

WHEREAS, the funds have been budgeted in the current fiscal year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for fiber installation from Western Tel-Com in the amount not to exceed \$51,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County Network Fund.

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

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Poldsifer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 14**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRANE U.S. INC. FOR THE BCU
SC+ CONTROLS UPDATE AT THE FOREST COMMUNITY CENTER**

RESOLUTION #25 – 179

WHEREAS, the existing Building Control Unit (BCU) at the Forest Community Center has exceeded its useful life and requires an upgrade to ensure continued efficiency in building automation and energy management; and

WHEREAS, the Facilities Department has determined that upgrading the BCU to an SC+ controller will modernize the system, improve energy efficiency, and support long-term operational reliability; and

WHEREAS, Trane U.S. Inc. has submitted a proposal of \$17,220 for the upgrade, which includes the supply and installation of the SC+ controller, necessary communication bridges, graphics transfer, system commissioning, and staff training; and

WHEREAS, funding for this project is available through the Community Energy Management Grant (Resolution #24-401) under Fund 10122300 818000 CEMGP; and

WHEREAS, Trane U.S. Inc. is an approved vendor under the Omnia cooperative purchasing agreement, which satisfies competitive bidding requirements and eliminates the need to obtain three separate quotes, ensuring compliance with county purchasing policies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, MI 48911, for the BCU SC+ controls update at the Forest Community Center, for an amount not to exceed \$17,220.

BE IT FURTHER RESOLVED, that purchases made under this cooperative contract meet all necessary procurement requirements, and the county is not required to obtain three quotes for this purchase.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and execute any related documents consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts and documents upon approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 15**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE FIRE SPRINKLER AND FM-200 INSPECTIONS AND TESTING SERVICES CONTRACT FOR THE INGHAM COUNTY JUSTICE COMPLEX

RESOLUTION #25 – 180

WHEREAS, the fire sprinkler and FM-200 systems at the Ingham County Justice Complex require regular inspections and testing to ensure compliance with NFPA-25 standards and maintain the safety and operational integrity of the facility; and

WHEREAS, Siemens Industry, Inc. has provided a proposal for the required services, including annual, semi-annual, and quarterly inspections and testing for fire sprinkler and FM-200 systems at the Justice Complex, located at 630 N. Cedar St., Mason, MI; and

WHEREAS, Siemens Industry, Inc. is a recognized provider with the expertise and capacity to perform the necessary services in compliance with industry regulations; and

WHEREAS, the total contract amount for these services is \$81,863 over three years, with an annual cost of \$25,840 for the first year, \$27,262 for the second year, and \$28,761 for the third year; and

WHEREAS, funding for this contract is available in the Maintenance Contractual 931100 line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes contracting with Siemens Industry, Inc. for fire sprinkler and FM-200 inspections and testing services for the Ingham County Justice Complex for a three-year period, in an amount not to exceed \$81,863.

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

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 16**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION FOR
LIGHTING REPLACEMENT AT FOREST COMMUNITY HEALTH CENTER**

RESOLUTION #25 – 181

WHEREAS, the existing lighting fixtures at the Forest Community Health Center have become outdated and inefficient, requiring replacement to improve energy efficiency and visibility; and

WHEREAS, the Facilities Department has determined that replacing the existing fixtures with upgraded LED lighting will enhance building performance, reduce energy consumption, and lower maintenance costs; and

WHEREAS, Laux Construction has provided a budget estimate of \$84,938.26 for this project, which includes materials, installation, project management, and contingency costs; and

WHEREAS, the project is eligible for an energy rebate through the Lansing Board of Water & Light (BWL), reducing the total cost by \$1,829; and

WHEREAS, funding for this project is available through the Community Energy Management Grant (Resolution #24-401) under Fund 10122300 818000 CEMGP, with the remaining balance covered by line item 101-00-957-000-96704; and

WHEREAS, Laux Construction holds a cooperative purchasing contract through the State of Michigan's MiDeal Program, ensuring cost-effective procurement and expedited project execution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Laux Construction to replace lighting fixtures at the Forest Community Health Center in an amount not to exceed \$84,938.26, utilizing MiDeal cooperative purchasing for competitive pricing.

BE IT FURTHER RESOLVED, that purchases made under this cooperative contract meet all necessary procurement requirements, and the county is not required to obtain three separate quotes for this purchase.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments and process any required financial transactions related to this project.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts, purchase orders, or agreements, after review by the County Attorney, to proceed with the project in a timely manner.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 17**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
WITH DLZ MICHIGAN, INC. FOR BRIDGE DESIGN SERVICES FOR
ONONDAGA ROAD OVER THE GRAND RIVER (SN 3873)**

RESOLUTION #25 – 182

WHEREAS, the Road Department has received Local Bridge Program funding to perform preventative maintenance work on the bridge located at Onondaga Road over the Grand River (SN 3873) in Onondaga Township; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% construction funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, costs associated with design engineering and right of way expenses for the Onondaga Bridge Project are included in the 2025 Road Fund budget; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, which was authorized by the Board of Commissioners in Resolution #23-534; and

WHEREAS, pursuant to Resolution #23-534, the Purchasing Department solicited detailed scope of services proposals (RFQ #30-25) from the as-needed consultants for the Onondaga Bridge Project; and

WHEREAS, Purchasing Department staff reviewed the submitted proposals for adherence to county purchasing requirements and provided the attached Memorandum of Performance to the Road Department; and

WHEREAS, Road Department staff reviewed the proposals for experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services agreement with DLZ Michigan, Inc. to provide design services for the Onondaga Bridge Project; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department also recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs during the scoping process, such as additional repairs that may become necessary to achieve a successful construction project.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consultant services agreement for bridge design services for Onondaga Road over the Grand River (SN 3873) with DLZ Michigan, Inc. located at 1425 Keystone Ave. Lansing, MI for the not to exceed fee of \$35,849.40.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding of not to exceed \$7,169.88 (20% of the proposed \$35,849.40 base fee amount) to cover additional work items executed in the form of a change order between the Road Department Managing Director (or designee) and DLZ Michigan, Inc. as a condition precedent to the initiation of any work on such additional work items.

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 18**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR A LEGISLATIVE EARMARK PROJECT ON
KIRBY ROAD AND KINNEVILLE ROAD**

RESOLUTION #25 – 183

WHEREAS, the Road Department received, and the Ingham County Board of Commissioners accepted through Resolution #24-550, Legislative Earmark funds, sponsored by State Senator Sarah Anthony and State Representative Kara Hope, to reconstruct 2.6 miles of Kirby Road and Kinneville Road from the city limits of Leslie to Cooper Road, located in Sections 14, 15, 22, and 23 of Leslie Township; and

WHEREAS, the Earmark funds pay for 100% of the construction costs up to a capped amount of \$1,500,000, with any remaining construction costs being the responsibility of the Road Department; and

WHEREAS, the Road Department's anticipated funding responsibility for this project will be included in the 2026 and 2027 Road Fund Budgets; and

WHEREAS, all earmarked funds must be awarded and the project completed by September 30, 2029, with any unspent funds to be returned to the state treasury; and

WHEREAS, the County on behalf of the Road Department, must enter into an agreement with the Michigan Department of Transportation (MDOT) consistent with all applicable laws, ordinances, and codes of the United States, the State of Michigan, and local government regulations; and

WHEREAS, the earmark funds will be distributed to the County on a milestone basis, which includes various forms to be submitted for the initial funding distribution and periodic reporting for construction activity and budget expenditure throughout the project; and

WHEREAS, the necessary reporting throughout the project requires an Authorized Certifying Official to sign and submit the documents to the Michigan Department of Transportation; and

WHEREAS, the Road Department requests the Managing Director be designated as the Authorized Certifying Official for the benefit of timely reporting of the project status and funding distribution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 25-5034 with the Michigan Department of Transportation for the reconstruction of 2.6 miles of Kirby Road and Kinneville Road from the city limits of Leslie to Cooper Road, located in Sections 14, 15, 22, and 23 of Leslie Township, for a total estimated cost not to exceed \$1,500,000 of Legislative Earmark funds.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Managing Director for the Ingham County Road Department to be designated the Authorized Certifying Official for the duration of the project for purposes of filing necessary documents required for the Legislative Earmark funds.

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 19**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR THE 2025
LOCAL ROAD PROGRAM**

RESOLUTION #25 – 184

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Delhi Township has coordinated with the Road Department to schedule work for the 2025 construction season, as detailed in the attached table; and

WHEREAS, the level of work required for this project is beyond the typical scope of the Local Road Program operational maintenance and requires an engineering design consultant and construction contractor to complete the project; and

WHEREAS, the Road Department will pay 50% of the project costs up to the capped allocation for the township and the project costs exceeding the allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$840,831.14 for Delhi Township is included in the adopted 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township for the 2025 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of all costs associated with the Delhi Township project, including engineering and contractor costs, up to the capped allocation amount as shown in the attached table.

BE IT FURTHER RESOLVED, that project costs exceeding the Road Department's capped funding match are the full financial responsibility of Delhi Township.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

BE IT FURTHER RESOLVED, that the Road Department shall invoice Delhi Township for their portion of the project costs at the conclusion of the construction season.

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

Township	Roll Over Balance Thru 2024	2025 ICRD Match Allocation	Total 2025 Match Available	Proposed 2025 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Delhi	\$630,831.14	\$210,000.00	\$840,831.14	Road reconstruction, ADA improvements, and restoration of Bond Avenue, Park Lane, and Elliot Street.	\$916,060.00	\$458,030.00	\$458,030.00

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 20**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON,
VILLAGE OF WEBBERVILLE, AND THE CITY OF WILLIAMSTON
FOR THE 2025 PAVEMENT MARKING PROGRAM**

RESOLUTION #25 – 185

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, in 2025, the Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #23-25; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #25-143 authorizing an agreement with M & M Pavement Marking, Inc. for the 2025 countywide pavement marking program, with an option for a one-year extension; and

WHEREAS, the Road Department annually invites the City of Leslie, City of Mason, Village of Webberville, and the City of Williamston to participate in the Pavement Marking Program as an economical solution to place pavement markings on roads within their jurisdiction; and

WHEREAS, the estimated 2025 pavement marking costs for the City of Leslie, City of Mason, Village of Webberville, and the City of Williamston are as follows, based on actual bid prices obtained from Bid Packet #23-25:

City of Leslie:	\$3,055.80
City of Mason:	\$5,000.07
Village of Webberville:	\$1,070.80
City of Williamston:	\$2,815.20; and

WHEREAS, the Road Department will invoice the City of Leslie, City of Mason, Village of Webberville, and the City of Williamston for all costs for work performed on the roads within their jurisdictions, at no additional cost to the Road Department budget; and

WHEREAS, the County on behalf of the Road Department, will enter into individual agreements with the City of Leslie, City of Mason, Village of Webberville, and the City of Williamston.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of Leslie for an estimated cost of \$3,055.80, the City of Mason for an estimated cost of \$5,000.07, the Village of Webberville for an estimated cost of \$1,070.80, and the City of

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

Williamston for an estimated cost of \$2,815.20 for the 2025 Pavement Marking Program and at no additional cost to the Road Department.

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 21**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR TIRES FOR THE
2025-2030 FISCAL YEARS**

RESOLUTION #25 – 186

WHEREAS, the Road Department maintains an active equipment fleet which often requires the purchase of new or refurbished tires; and

WHEREAS, the Road Department seeks to procure these products using written quotes or government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for new and refurbished tires will be determined annually based on the current pricing provided through the vendor's government contract or through written quotes; and

WHEREAS, the Ingham County Board of Commissioners approved \$60,000 in the 2025 Road Department budget for the purchase of tires, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendors offering government contract pricing include Bridgestone Americas Tire Operations, Goodyear Tire & Rubber Company, and Michelin North America, Inc.; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and

WHEREAS, vendors will be selected on an as-needed basis according to product availability and associated costs, to ensure the most efficient and cost-effective procurement through written quotes or government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of new and refurbished tires using written quotes or government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current rates and/or government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for tires.

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BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through written quotes or government contract pricing sources.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 22**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE MAXOR TO FILE A CLAIM ON BEHALF OF INGHAM COUNTY
IN THE MATTER OF THE SETTLEMENT OF RUSSO, ET AL. V. WALGREEN CO.**

RESOLUTION #25 – 187

WHEREAS, a proposed Settlement has been reached in a class action lawsuit on behalf of individuals, health insurers, and other entities who pay for prescription drugs regarding Walgreens’ usual and customary pricing practices; and

WHEREAS, the class action lawsuit, Russo, et al. v. Walgreen Co., No. 1:17-cv- 02246, relates to how Walgreens determined its usual and customary prices in submitting claims for prescription reimbursement, specifically whether it should have considered its Prescription Savings Club prices in determining its usual and customary prices; and

WHEREAS, Walgreens denies any wrongdoing and maintains that it correctly reported its retail prices as its usual and customary prices; and

WHEREAS, the Court has not decided who is right; and

WHEREAS, the Court has preliminarily approved a proposed settlement to resolve the claims, providing for \$100,000,000 to be paid by Walgreens; and

WHEREAS, all Court-approved attorneys’ fees and expenses, the costs of notice and administering the Settlement, service awards, and other costs will be deducted from this amount (“Net Settlement Fund”); and

WHEREAS, the Net Settlement Fund will be paid to members of the Settlement Class who submit valid claims; and

WHEREAS, Ingham County is a member of the Settlement Class; and

WHEREAS, Maxor was a pharmacy benefit manager for Ingham County during the period of time relevant to the settlement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Maxor to file a claim against the settlement on behalf of Ingham County as an authorized agent.

BE IT FURTHER RESOLVED, that Maxor is authorized to retain 5% of Ingham County’s settlement to cover their administrative costs.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 23**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE MEMBERSHIP WITH
THE CAPITAL COUNCIL OF GOVERNMENTS**

RESOLUTION #25 – 188

WHEREAS, the Capital Council of Governments (CAPCOG) is a partnership with Clinton, Eaton, and Ingham Counties, the Lansing Regional Chamber of Commerce, and Michigan State University; and

WHEREAS, the mission of CAPCOG is to work collaboratively between parties to support regional economic development and growth opportunities for the Greater Lansing region at the State Legislature; and

WHEREAS, CAPCOG receives an annual contribution for the CAPCOG initiative from each of the partners to be earmarked for lobbying expenses; and

WHEREAS, Ingham County’s annual membership has increased from \$5,000 to \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes payment of \$10,000 from line item 10110100815000 within the Board of Commissioners’ budget for Ingham County’s annual commitment to CAPCOG for the calendar year 2025.

BE IT FURTHER RESOLVED, that the membership dues will be paid on an annual basis and the Board Chairperson is authorized to sign any necessary documents consistent with the resolution after approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 24**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2025 COUNTY EQUALIZATION REPORT AS SUBMITTED WITH
THE ACCOMPANYING STATEMENTS**

RESOLUTION #25 – 189

WHEREAS, the Equalization and Tax Mapping Department has examined the assessment rolls of the sixteen townships and five cities of Ingham County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed; and

WHEREAS, the Equalization and Tax Mapping Department recommends adoption of the 2025 County Equalization Report with a 2025 County Equalized Value (CEV) of the real and personal property in the total combined amount of \$14,498,253,223. This is an increase of 6.76 percent over the 2024 State Equalized Value (SEV) of \$13,579,695,680.

Real Property:

Agricultural	\$564,361,727
Commercial.....	\$3,240,210,539
Industrial	\$339,058,194
Residential.....	\$9,523,095,708
TOTAL REAL	\$13,666,726,168

Personal Property:

Commercial.....	\$250,574,452
Industrial	\$49,053,257
Utility	\$531,899,346
TOTAL PERSONAL.....	\$831,527,055

GRAND TOTAL\$14,498,253,223

WHEREAS, this item has been reviewed and recommended by the Finance Committee for approval by the Board of Commissioners.

THEREFORE, BE IT RESOLVED, that in compliance with MCL 211.34, as amended, the Board of Commissioners of Ingham County approve and adopt the 2025 Ingham County Equalization Report as the equalized value of all taxable property.

BE IT FURTHER RESOLVED that the Board of Commissioners of Ingham County hereby appoint Director of Equalization and Tax Mapping, Rosemary Anger, to represent Ingham County in matters of equalization before the State Tax Commission pursuant to MCL 209.7.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis

Approved 04/09/25

Commissioner Morgan moved to adopt the resolution. Commissioner Grebner supported the motion.

Commissioner Morgan proposed the following amendment:

WHEREAS, the Equalization and Tax Mapping Department recommends adoption of the 2025 County Equalization Report with a 2025 County Equalized Value (CEV) of the real and personal property in the total combined amount of \$14,498,253,223. This is an increase of ~~16.99~~ **6.76** percent over the 2024 State Equalized Value (SEV) of \$13,579,695,680.

The amendment was considered friendly.

The motion to adopt the resolution, as amended, carried via unanimous roll call vote.

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**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 25**

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE INGHAM COUNTY’S PARTICIPATION IN THE SOLARIZE PROGRAM AND IN PARTNERSHIP WITH THE GREAT LAKES RENEWABLE ENERGY ASSOCIATION

RESOLUTION #25 – 190

WHEREAS, Ingham County is committed to achieving emissions reduction and sustainability objectives in alignment with Resolution #20-301, which declared a climate emergency for Ingham County, and Resolution #21-210, which declared Ingham County’s commitment to climate justice; and

WHEREAS, Great Lakes Renewable Energy Association (GLREA) is a non-profit organization with a mission to promote the use of renewable energy in Michigan through member empowerment, advocacy, education, and strategic collaboration; and

WHEREAS, GLREA works towards its mission through three program areas including providing regional energy fairs for public education about renewable energy systems, organizing community meetings to demonstrate the economic benefits of renewable energy, and collaborating with local and state officials to build support for renewable energy; and

WHEREAS, Solarize is a program administered by GLREA in collaboration with community partners including but not limited to local municipalities and solar installers; and

WHEREAS, the Solarize program is a community model of educating homeowners in the form of local events featuring presentations, testimonials, as well as a group-buy-based discount with a solar installer to reduce the price of purchasing solar; and

WHEREAS, Ingham County’s participation in Solarize programming is expected to aid in providing support to residents in learning and planning to install residential solar systems and in building partnerships with other institutions to utilize regional expertise and resources to meet shared goals at no cost to the County; and

WHEREAS, on March 19, 2025, the Ingham County Environmental Affairs Commission voted to recommend that the Ingham County Board of Commissioners consider pursuing a partnership with GLREA to participate in Solarize programming; and

WHEREAS, the participation of Ingham County in Solarize programming is anticipated to aid in advancing the County's efforts toward reducing greenhouse gas emissions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County's participation in Solarize programming in partnership with the Great Lakes Renewable Energy Association.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest

Nays: Schafer

Absent: Morgan

Approved 04/07/25

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 26**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SECURE FUNDING FOR VETERAN BENEFITS COUNSELOR POSITION
#682008 FROM THE CONTINGENCY FUND**

RESOLUTION #25 – 191

WHEREAS, on December 10, 2024, the Ingham County Board of Commissioners adopted Resolution #24-599 for the Ingham County Veterans Affairs Department, allocating the 2025 County Veteran Service Fund Grant (CVSFG) for the continuation of a grant-funded Veteran Benefits Counselor position, marketing, office furniture, and emergency assistance funds effective October 1, 2024, through September 30, 2025; and

WHEREAS, on February 18, 2025, the Michigan Veterans Affairs Agency (MVAA), which administers the CVSFG, identified a miscalculation in the planning allocation amounts provided in May 2024, leading to a recalculation of the FY25 CVSFG and a subsequent reduction in Ingham County's allocation by \$82,259; and

WHEREAS, this reduction significantly impacts the maintain the Veteran Benefits Counselor position and related services; and

WHEREAS, the continuation of this position is crucial to providing necessary services and assistance to veterans in Ingham County; and

WHEREAS, Ingham County seeks to secure alternative funding through the Contingency Fund to cover the costs associated with the position from April 1, 2025 through December 31, 2025, at a total amount not to exceed \$130,326.42; and

WHEREAS, this funding request is contingent upon the inability of the State of Michigan Legislators, Department of Military and Veterans Affairs, and Michigan Veterans Affairs Agency to restore the shortfall caused by the miscalculation or if the FY26 CVSFG does not cover a portion of the cost from October 1, 2025, through December 31, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the use of the Contingency Fund in an amount not to exceed \$130,326.42 to fund the Veteran Benefits Counselor position number 682008 from April 1, 2025 through December 31, 2025, in the event that state-level funding is not restored.

BE IT FURTHER RESOLVED, that the remaining balance in the FY25 CVSFG shall be allocated toward marketing and the emergency assistance fund for Peacetime, National Guard, and Reservist veterans.

BE IT FURTHER RESOLVED, that Ingham County will continue to work with state agencies and legislators to seek restoration of the miscalculated funds to minimize the impact on county resources.

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BE IT FURTHER RESOLVED, that Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

COUNTY SERVICES: Yeas: Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** Lawrence **Approved 04/08/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 27**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT TO INITIATE DEVELOPMENT OF INGHAM COUNTY’S
MATERIALS MANAGEMENT PLAN**

RESOLUTION #25 – 192

WHEREAS, Michigan’s Solid Waste Program has been updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that became effective on March 29, 2023; and

WHEREAS, the amendments require that existing county Solid Waste Management Plans be replaced with new Materials Management Plans (MMP) that focus on sustainable materials management approaches, such as recycling and composting, instead of just landfilling waste; and

WHEREAS, Resolution #24-149 approved the submission of a Notice of Intent (NOI) to the Michigan Department of Environment, Great Lakes, and Energy to prepare an MMP; and

WHEREAS, Resolution #25-087 authorized the submission of Ingham County’s MMP Work Program to the Michigan Department of Environment, Great Lakes, and Energy; and

WHEREAS, with the support of the Ingham County Materials Management Planning Committee, the Environmental Sustainability Director submitted an application in the form of an MMP Work Program for \$85,500 to the State of Michigan’s Department of Environment, Great Lakes, and Energy MMP Grant program to initiate development of Ingham County’s MMP; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the funding for initiating development of Ingham County’s MMP from the MMP Grant program administered by the Michigan Department of Environment, Great Lakes, and Energy in the amount of \$85,500.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and to sign any required documents related to the submission of quarterly and final grant reports that are consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 28**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE LINE ITEM TRANSFERS
FOR MERIDIAN TOWNSHIP TRAILS AND PARKS MILLAGE PROJECTS**

RESOLUTION #25 – 193

WHEREAS, through Resolution #17-109, #20-028, #22-235, #22-346, and #24-179, the Ingham County Board of Commissioners authorized entering into contracts with Meridian Township to fund the below projects; and

WHEREAS, Meridian Township millage projects TR080 has had difficult time securing easements due to property are exceeding their budget and reallocating funds from TR031 to cover the overage; and

WHEREAS, Meridian Township is having a difficult time securing easement for the Northern Tier Trail due to property owner opposition to the project; and

WHEREAS, Meridian Township is going to continue working on land acquisition for the trail and will reapply for funding to construct the trail if/when they can acquire the necessary land and/or find a design that can be constructed in the right-of-way Towar Ave in the future; and

WHEREAS, the steep embankment adjacent to the Red Cedar River west of the Phase I boardwalk of the MSU to Lake Lansing Trail was undermined by rising river levels following recent storms, causing a near-collapse of the trail; and

WHEREAS, to prevent further damage and ensure long-term stability, the embankment requires stabilization; and

WHEREAS, Meridian Township millage projects TR031 has expired or about to expire; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreements, listed below, with Meridian Township:

Contract Title	Project #	Current Contract Amount	New Amount Authorized	Total Revised Contract Amount	Account #
MSU to Lake Lansing Trail, Phase I	TR031	\$1,715,461.49	\$375,000 from TR031	\$2,090,461.49	228-62800-967000-TR031
East Lansing NTT Connection	TR080	\$375,000	Reallocate \$375,000 to TR031	\$0.00	228-62800-967000-TR080

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BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR031 need to be extended to complete these projects see table below:

These Project listed below only extending date of Project				
Contract Title	Project #	Expired Date	Date to extended project	Account#
MSU to Lake Lansing Trail, Phase I	TR031	12/31/24	6/1/26	228-62800-96700-TR031

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 29**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUBBELL, ROTH & CLARK, INC. FOR
PRIME PROFESSIONAL SERVICES FOR IMPROVEMENTS AT RIVERBEND NATURAL AREA
AS PART OF A MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT
#23-0142**

RESOLUTION #25 – 194

WHEREAS, the Parks Department solicited proposals from experience vendors for the purpose of entering into a contract for prime professional consulting services for Riverbend Natural Area Improvements within Burchfield County Park; and

WHEREAS, the Parks Department recommends prime professional services for the topographical survey, design development, permitting, bidding phase, construction administration, and grant administration; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Hubbell, Roth & Clark, Inc, a registered-local vendor and the lowest responsive bidder in compliance with the Ingham County Purchasing Policies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hubbell, Roth & Clark, Inc. for the topographical survey, design development, permitting, bidding phase, construction administration and grant administration for improvements at Riverbend Natural Area for an amount not to exceed \$59,860, effective January 1, 2026 for a period of three years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency not to exceed \$5,986 (10%) to cover any additional work items, expenditures of which must be mutually agreed upon in writing between the Parks Director (or designee) and Hubbell, Roth & Clark, Inc. before work on such work items is begun.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-62800-967000-TR090.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 30**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION
FOR IMPROVEMENTS TO LAKE LANSING PARK SOUTH CANOE/KAYAK LAUNCH AS PART
OF A MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT #20-0039**

RESOLUTION #25 – 195

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for making improvements to Lake Lansing Park South Canoe/Kayak launch; and

WHEREAS, this project is part of a Michigan Department of Natural Resources Trust Fund grant #TF20-0039 awarded to the Parks in the past (Resolution #21-380); and

WHEREAS, this general scope of work includes, but is not limited to 1) demolition and removal of existing dock section, 2) replacing dock/kayak launch; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Laux Construction; and

WHEREAS, there are available funds in line item 228-75999-974000-9P14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Laux Construction for a total not to exceed \$91,300.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency fund, not to exceed \$10,484, to be allocated between Laux Construction (RFP #8-25) and Anderson-Fischer & Associates (RFP #9-25).

BE IT FURTHER RESOLVED, that this contingency is intended to cover additional work items to be completed by staff in-house or expenditures by Laux Construction or Anderson-Fischer & Associates.

BE IT FURTHER RESOLVED, that any such work items must be mutually agreed upon in writing by the Parks Director (or designee) and Laux Construction or Anderson-Fischer & Anderson-Fischer & Associates prior to the commencement of work.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the project from line item 228-75999-974000-9P14 to line item 228-75999-974000-TR134.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Commissioner Tennis moved to adopt the resolution. Commissioner Grebner supported the motion.

Commissioner Tennis proposed the following amendment:

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION
FOR IMPROVEMENTS TO LAKE LANSING PARK SOUTH CANOE/KAYAK LAUNCH AS PART
OF A MICHIGAN DEPARTMENT OF NATURAL RESOURCES RESOURCES TRUST FUND
GRANT #20-0039**

The amendment was considered friendly.

The motion to adopt the resolution, as amended, carried unanimously.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 31**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH ANDERSON-FISCHER & ASSOCIATES
FOR IMPROVEMENTS TO LAKE LANSING PARK SOUTH AS PART OF A MICHIGAN
DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT #20-0039**

RESOLUTION #25 – 196

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for accessible parking lot improvements to Lake Lansing Park South; and

WHEREAS, this project is part of a Michigan Department of Natural Resources Trust Fund grant TF#20-0039 awarded to the Parks in the past (Resolution #21-380); and

WHEREAS, this general scope of work includes, but is not limited to 1) ADA accessible parking spaces, 2) drainage improvements around the newly paved parking area, 3) bio-swale and native plants; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Anderson-Fischer & Associates; and

WHEREAS, there are available funds in line item 228-75999-974000-9P14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Anderson-Fischer & Associates for the base bid of \$482,216 with a voluntary deduct of (-) \$59,000 for a total of \$423,216 for improvements at Lake Lansing Park South.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency fund, not to exceed \$10,484, to be allocated between Laux Construction (RFP #8-25) and Anderson-Fischer & Associates (RFP #9-25).

BE IT FURTHER RESOLVED, that this contingency is intended to cover additional work items to be completed by staff in-house or expenditures by Laux Construction or Anderson-Fischer & Associates.

BE IT FURTHER RESOLVED, that any such work items must be mutually agreed upon in writing by the Parks Director (or designee) and Laux Construction or Anderson-Fischer & Associates prior to the commencement of work.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the project from line item 228-75999-974000-9P14 to line item 228-75999-974000-TR134.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 32**

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-543 FOR THE FY25 MID-STATE HEALTH NETWORK SUBSTANCE USE DISORDER PREVENTION CONTRACT

RESOLUTION #25 – 197

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #24-543 for the FY25 Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Prevention Contract with ICHD, to include an additional \$85,002 in funding for MSHN’s Opioid Settlement Funds designated for opioid remediation activities; and

WHEREAS, these additional funds from MSHN were awarded through the competitive MSHN FY25 Opioid Settlement Funds grant and will be effective April 1, 2025 through September 30, 2025; and

WHEREAS, this funding award is designated to ICHD for distributing harm reduction supplies to people with Opioid Use Disorders (OUD) and for hiring a .50 FTE CHR III position (matched with Medicaid Outreach funding) to assist individuals with OUD by accessing treatment, harm reduction services and supports, and by providing health plan navigations, application support, and health plan enrollments and reactivations; and

WHEREAS, in support of this project, ICHD will fund position #601043, a .50 FTE CHR III position currently vacant and unfunded; and

WHEREAS, the Medical Health Officer recommends that Ingham County Board of Commissioners authorize amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$85,002.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$85,002.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 33**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #10-275 WITH NEXTGEN® HEALTHCARE
INFORMATION SYSTEMS, INC. FOR NEXTGEN® MOBILE PRO**

RESOLUTION #25 – 198

WHEREAS, Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to purchase NextGen® Mobile Pro Ambient Assist subscriptions, effective April 1, 2025 for a total amount not to exceed \$48,492 plus a one-time first year fee of \$350; and

WHEREAS, NextGen® Mobile Pro Ambient Assist is an AI-powered tool, designed to enhance provider efficiency and improve patient care by streamlining documentation and automating tasks within the Electronic Health Record (EHR); and

WHEREAS, the total annual cost includes nine (9) unlimited licenses at a monthly rate of \$449.00 per license/per month, for a total monthly amount not to exceed \$4,041; and

WHEREAS, the total annual cost for year one includes a one-time implementation fee of \$350; and

WHEREAS, the total cost of this agreement will be covered by operating budgets of the CHC locations; and

WHEREAS, the CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to purchase NextGen® Mobile Pro Ambient Assist subscriptions, effective April 1, 2025 for a total annual amount of \$48,842 for year one, and \$48,492 per year for subsequent years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to purchase NextGen® Mobile Pro Ambient Assist subscriptions effective April 1, 2025 for an annual amount not to exceed \$48,842 for year one, and \$48,492 for subsequent years.

BE IT FURTHER RESOLVED, that this cost total annual cost includes nine (9) unlimited licenses at a cost of \$449.00 per license per month and a one-time implementation fee of \$350 for year one.

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

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

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 34**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGEEMENT WITH DIVERSIFIED PUBLIC RELATIONS

RESOLUTION #25 – 199

WHEREAS, Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to enter into a consulting agreement with Diversified Public Relations, to provide assistance for our 2026 Service Area Competition (SAC) grant application effective May 1, 2025 through August 30, 2025 in an amount not to exceed \$24,700; and

WHEREAS, effective upon approval, Diversified Public Relations will assist CHC administration in the process of submitting a SAC grant application; and

WHEREAS, if this grant is approved, it will provide federally qualified health center continuation funding for the CHCs; and

WHEREAS, this contract will be covered by operating funds and charged to CHC Direct Support fund 51161580 818000 02002; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Diversified Public Relations, effective May 1, 2025 through August 30, 2025 in an amount not to exceed \$24,700.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Diversified Public Relations effective May 1, 2025 through August 30, 2025 in an amount not to exceed \$24,700.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 35**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2025 CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDS

RESOLUTION #25 – 200

WHEREAS, Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to accept additional funding from the Michigan Department of Health and Human Services’ (MDHHS) for the Child and Adolescent Health Center (CAHC) program, administered through Michigan Primary Care Association (MPCA) effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$825,000; and

WHEREAS, these funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services; and

WHEREAS, this funding will support continued operations of ICHD’s CHC school-based and school-linked health centers; and

WHEREAS, with this additional funding award amounts will not to exceed \$825,000 and will be divided as follows: Eastern Community Health Center - \$275,000, Sexton Community Health Center - \$275,000, Willow Community Health Center - \$275,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting additional funding from MDHHS, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$825,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting additional funding from MDHHS, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$825,000.

BE IT FURTHER RESOLVED, that this additional funding will not to exceed \$825,000 and will be divided as follows: Eastern Community Health Center - \$275,000, Sexton Community Health Center - \$275,000, Willow Community Health Center - \$275,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer

Nays: None

Absent: Morgan

Approved 04/07/25

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 36**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH KELLOGG HOTEL AND
CONFERENCE CENTER**

RESOLUTION #25 – 201

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Kellogg Hotel and Conference Center located at 219 South Harrison Road, East Lansing, Michigan, to host an ICHD all-staff training event effective May 28, 2025, for an amount not to exceed \$40,000; and

WHEREAS, Kellogg Hotel and Conference Center will provide sufficient space for the entire 350 ICHD employees to participate in a full day training event; and

WHEREAS, this all-staff meeting will include providing meals for Wednesday, May 28, 2025, to all staff, guest speakers and consultants; and

WHEREAS, this full day ICHD event will allow staff to participate in public health trainings, break-out sessions, discussions, and more led by community partners, speakers, and experts trained in the fields of physical and mental health wellness; and

WHEREAS, this training event will also provide opportunities for staff to develop skills to enhance workplace culture through building a cohesive vision of ICHD, as well as galvanizing staff alignment with our vision & mission facilitated by community partners, staff, and expert speakers; and

WHEREAS, this agreement will be effective May 28, 2025; and

WHEREAS, all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant 22160055-01142 (\$25,000), and the Infection Prevention & Healthcare Grant 22160055-01146 (\$15,000); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with Kellogg Hotel and Conference Center to host an ICHD all-staff training event effective May 28, 2025, for an amount not to exceed \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Kellogg Hotel and Conference Center to host an ICHD all-staff training event effective May 28, 2025, for an amount not to exceed \$40,000.

BE IT FURTHER RESOLVED, that all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant 22160055-01142 (\$25,000), and the Infection Prevention & Healthcare Grant 22160055-01146 (\$15,000).

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 37**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2024 – 2025 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

RESOLUTION #25 – 202

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels; and

WHEREAS, the total amount of the Master Agreement funding shall increase from \$9,992,117 to \$10,163,032 for a total increase of \$170,915 with the following specific changes to the budget:

Good Housing Good Health: increase from \$0.00 to \$20,915
SDOH Hub Pilot: increase from \$0.00 to \$150,000; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize the amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2024-2025 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2024 through September 30, 2025

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$9,992,117 to \$10,163,032 for a total increase of \$170,915 with the following specific changes to the budget:

Good Housing Good Health: increase from \$0.00 to \$20,915.3
SDOH Hub Pilot: increase from \$0.00 to \$150,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2025 Budget in order to implement this resolution.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

BE IT FURTHER RESOLVED that the Health Officer, Adenike Shoyinka, or her designee, is authorized to submit the 2024-2025 Master Agreement Amendment #2 electronically through the Mi-E Grants system after approval as to form by the County Attorney.

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 38**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE MICHIGAN COMMUNITY HEALTH NETWORK (MCHN), WELCH ALLYN, AND RETINAVUE P.C. FOR RETINAL SCREENING

RESOLUTION #25 – 203

WHEREAS, Ingham County Health Department's (ICHHD) Ingham Community Health Centers (ICHCs) wish to enter into agreements with the Michigan Community Health Network (MCHN), Welch Allyn, and RetinaVue P.C. for retinal screening services effective May 1, 2025 through April 30, 2028 in an amount not to exceed \$18,000; and

WHEREAS, ICHC can provide onsite retinal screening services (aka retinal imaging) through a non-invasive eye exam using a digital camera to take pictures of the back of the eye for diabetic patients; and

WHEREAS, the agreement with Welch Allyn authorizes the use of the proprietary software that supports the sharing of images for evaluation and interpretation and diagnosis of diabetic retinopathy by an ophthalmologist; and

WHEREAS, the cost of the 36-month proprietary software and fees will not exceed \$18,000 and will be covered by ICHCs quality budget for equipment and maintenance; and

WHEREAS, MCHN will cover the cost of the overread fee \$15.00 per patient for the diagnostic service performed by RetinaVue P.C. for Medicaid beneficiaries; and

WHEREAS, ICHC is responsible for the \$15.00 per patient overread fee for non-Medicaid beneficiaries, which will be deducted from ICHC's annual shared savings from MCHN value-based care earnings; and

WHEREAS, ICHC will seek payer reimbursement as appropriate for retinal imaging services for non-Medicaid payers; and

WHEREAS, increasing retinal screening will result in improved patient outcomes, reduce barriers to screenings, as well as MCHN shared savings resulting in increased CHC revenue; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize a three-year agreement with MCHN, Welch Allyn, and RetinaVue P.C. for retinal screening services effective May 1, 2025 through April 30, 2028, in an amount not to exceed \$18,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three year agreement with MCHN, Welch Allyn, and RetinaVue P.C. for retinal screening services effective May 1, 2025 through April 30, 2028 in an amount not to exceed \$18,000.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

BE IT FURTHER RESOLVED, that MCHN will cover the cost of the overread fee \$15.00 per patient for the diagnostic service performed by RetinaVue P.C. for Medicaid beneficiaries.

BE IT FUTURE RESOLVED, that ICHC is responsible for the \$15.00 per patient overread fee for non-Medicaid beneficiaries, which will be deducted from ICHC's annual shared savings from MCHN value-based care earnings.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 39**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MATERNAL INFANT
HEALTH PLAN ELECTRONIC MEDICAL RECORDS SERVICES**

RESOLUTION #25 – 204

WHEREAS, Ingham County Health Department (ICHD) wishes to initiate a web and mobile based Electronic Medical Record (EMR) system which includes but is not limited to a messaging system, computer files/document manager, electronic medical record management/tracking functionality, and user management for an automated document processing effective January 1, 2025 through December 31, 2028 in an amount not to exceed \$18,000; and

WHEREAS, ICHD's Nurse Family Partnership (NFP) provides preventive home visiting services to pregnant women and their infants, with the intention of supplementing traditional prenatal/infant care in order to help reduce maternal and infant mortality and morbidity; and

WHEREAS, moving to this web and mobile based EMR system will provide a more cost effective, time efficient, and environmentally friendly service; and

WHEREAS, the existing paper charting system currently utilized by NFP is not capable of providing the same degree of client record retention without an increased burden or the same level of time efficiency as the Maternal Infant Health Plan (MIHP) Electronic Medical Records, LLC (EMR) system; and

WHEREAS, the monthly subscription fee for this software is \$500; and

WHEREAS, funds for this service have been included in the FY 2025 budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MIHP EMR, LCC effective January 1, 2025 through December 31, 2028 in an amount not to exceed \$18,000, and will remain in effect until December 31, 2028 or terminated by either agency.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MIHP EMR, LLC effective January 1, 2025 through December 31, 2028 for a total amount not to exceed \$18,000.

BE IT FURTHER RESOLVED, that the monthly subscription fee for this software is \$500, and will total \$18,000 for the three-year effective period.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 40**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ADKISSON SEARCH CONSULTANTS
TO RECRUIT A DEPUTY HEALTH OFFICER/EXECUTIVE DIRECTOR FOR THE COMMUNITY
HEALTH CENTERS**

RESOLUTION #25 – 205

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into an agreement with Adkisson Search Consultants to provide experience, organization and capacity to its selection process for the Deputy Health Officer/Executive Director position; and

WHEREAS, the CHCs wish to begin the search immediately upon execution; and

WHEREAS, the search for this position will be a joint effort between Ingham CHC, the Ingham County Medical Health Officer, and the professional(s) selected; and

WHEREAS, following a Request for Proposals (RFP) process overseen by the Purchasing Department, ICHC selected Adkisson Search Consultants to assist the department in recruiting for the Deputy Health Officer/Executive Director. Adkisson Search Consultants will perform the following services:

1. Collaborate with the selection committee and relevant stakeholders to create the ideal candidate profile for posting
2. Conduct thorough research to identify potential candidates and use targeted outreach to attract a diverse pool of qualified candidates
3. Screen applications and shortlist candidates who meet the criteria, conduct in-depth interviews and preform reference checks
4. Present a slate of finalist to the selection committee and facilitate final interviews;
5. Once a candidate is selected, the firm will assist in negotiations, onboarding planning, and integration assistance; and

WHEREAS, the cost of this agreement totaling \$70,000 will be effective May 1, 2025 through December 31, 2026; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Adkisson Search Consultants effective May 1, 2025 through December 31, 2026 in an amount not to exceed \$70,000.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Adkisson Search Consultants effective May 1, 2025 through December 31, 2026 in an amount not to exceed \$70,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary agreements upon approval as to form by the County Attorney.

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 41**

Introduce by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY
9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING
NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK, APRIL 13-19, 2025**

RESOLUTION #25 – 206

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened on June 27, 2012; and

WHEREAS, emergencies can occur at any time that require law enforcement, fire, or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of law enforcement officers, firefighters, and EMS providers is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our law enforcement officers, firefighters, and Emergency Medical Services (EMS) providers is dependent upon the quality and accuracy of information obtained from citizens who contact the Ingham County 9-1-1 Center; and

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services to ensure an appropriate response; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our law enforcement officers, firefighters, and EMS providers by monitoring their activities by radio, providing them information, and ensuring their safety; and

WHEREAS, Public Safety Telecommunicators are critical in improving the chance of survival for patients who experience sudden cardiac arrest and other medical emergencies by recognizing the need for lifesaving interventions including CPR prior to arrival of EMS; and

WHEREAS, Public Safety Telecommunicators of the Ingham County 9-1-1 Center have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

WHEREAS, each telecommunicator has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners declares the week of April 13 - 19, 2025, to be National Public Safety Telecommunicators Week in Ingham County in honor of the individuals whose diligence and professionalism maintain the link between our communities, citizens, and visitors with public safety as the first first responder.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 42**

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE TO PURCHASE
RADIO CONVERSION KITS AND PUBLIC ADDRESS MICROPHONES**

RESOLUTION #25 – 207

WHEREAS, the Ingham County Sheriff’s Office has patrol vehicles with public address systems and radios;
and

WHEREAS, the Ingham County Sheriff’s Office recently trained to modern tactics where public address system access is needed in the rear of the patrol cars; and

WHEREAS, the Ingham County Sheriff’s Office would like to use radio conversion kits that free up space in the front area of patrol cars necessary for training new deputies and accommodating civilian ride alongs; and

WHEREAS, the Ingham County Sheriff’s Office has been granted \$12,702 from the 2024 Justice Assistance Grant (JAG) that will pay for these upgrades; and

WHEREAS, the total cost of the upgrade \$12,771.78 will be paid for out of the Sheriff’s Office Grant Supplies budget and \$12,702 will be reimbursed from JAG; and

WHEREAS, the Ingham County Sheriff’s Office would like to purchase and install the equipment from Mid-Michigan Emergency Equipment since they build all Sheriff’s Office vehicles, which ensures quality and consistency that is needed for safety.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to purchase equipment and installation from Mid-Michigan Emergency Equipment 2237 Aurelius Rd. Holt, MI 48842 in an amount not to exceed \$12,771.78 from Ingham County Sheriff’s Office Grant Supplies 10130114-726010.

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 43**

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PER DIEM FOR THE INGHAM COUNTY REGIONAL
PLANNER WHEN SERVING AS THE REGION 1 LEAD REGIONAL PLANNER**

RESOLUTION #25 – 208

WHEREAS, the Ingham County Office of Emergency Management receives annual regional pass through grant funds from the Homeland Security Grant Program (HSGP) through the State of Michigan; and

WHEREAS, the Ingham County Board of Commissioners previously accepted the FY22 HSGP grant funds via Resolution #22-532, FY23 HSGP grant funds via Resolution #23-555, and FY24 HSGP grant funds via Resolution #24-566; and

WHEREAS, the purpose of these grant funds is to provide equipment, training, and funding for compensation of Regional Planners in the field of Homeland Security & Emergency Management; and

WHEREAS, the Region 1 Homeland Security Planning Board (R1HSPB), comprised of Emergency Managers and Planners from the City of Lansing and Counties of Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, and Shiawassee, reviews and approves all expenditures from the Region 1 HSGP awards; and

WHEREAS, the R1HSPB identified the need for a Region 1 Lead Regional Planner; and

WHEREAS, the R1HSPB developed and approved a job description and qualification criteria for the Region 1 Lead Planner position; and

WHEREAS, the R1HSPB is seeking to compensate the individual selected as the Region 1 Lead Planner a per diem of up to an additional \$750.00 per month for each month serving as the Lead Planner; and

WHEREAS, the Region 1 Lead Planner per diem will be paid for through previously accepted HSGP grant funds; and

WHEREAS, the Ingham County Emergency Planner, Rob Dale, meets the qualifications established by the R1HSPB; and

WHEREAS, the R1HSPB tentatively selected Ingham County Regional Planner, Rob Dale, to fulfill the Lead Planner role pending resolution approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Regional Planner to receive a per diem of up to \$750 per month for any month serving as the Region 1

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

Lead Emergency Planner to be paid for with the current fiscal year Region 1 Homeland Security Grant Program award.

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 44**

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE FROM CONNECTED SOLUTIONS GROUP, LLC FOR TWO MOBILE COMMAND CENTER PORTABLE DATA NETWORKS

RESOLUTION #25 – 209

WHEREAS, the Ingham County Office of Emergency Management received pass through grant funds from the FY2022 Homeland Security Grant Program (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously accepted the FY22 HSGP grant funds via Resolution #22-532; and

WHEREAS, the purpose of these grant funds is to purchase equipment and provide training in the field of Emergency Management; and

WHEREAS, Connected Solutions Group, LLC manufactures the Mobile Command Center Mini 2.0 Portable Data Network equipment compatible with the Verizon cellular network; and

WHEREAS, Portable Data Network equipment serves to provide enhanced remote connectivity for a variety of applications such as emergent incidents, pre-planned events, or potential back-up connectivity for critical county services and elections; and

WHEREAS, the County of Ingham, Ingham County Sheriff's Office currently maintains a plan with Verizon for cellular communications; and

WHEREAS, the Verizon line fees required for the Portable Data Networks would be paid for by existing budgeted Emergency Management funds as the Portable Data Networks would replace existing hardware on the Verizon plan; and

WHEREAS, comparable quotes were obtained for similar equipment from other vendors and the product offered by Connected Solutions Group, LLC was the most cost effective, qualified solution; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is up to \$9,227.62.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an equipment purchase with Connected Solutions Group, LLC for the purchase of two Mobile Command Center Mini 2.0 Portable Data Networks for a total cost of \$9,227.62, utilizing funding from the FY2022 Homeland Security Grant Program Funding.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 45**

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #25-051 ACCEPTING GRANT MONEY TO ASSIST IN ACQUIRING CALL SIMULATOR PLATFORM FROM PRIORITY DISPATCH FOR THE INGHAM COUNTY 9-1-1 CENTER

RESOLUTION #25 – 210

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners authorized the renewal of licenses and support of Priority Dispatch’s Emergency Medical Dispatch ProQA Program, under Resolution #25-051, and ProQA continues to be used for all medical calls received; and

WHEREAS, Resolution #25-051 also approved the acquisition of an AI call simulator for a price of \$5,000 annually, which will enhance the training and performance of the Emergency Dispatchers at Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after the approval of this resolution, the 9-1-1 Center management was notified by Michigan Municipal Risk Management Association (MMRMA) that the grant applied for to assist in the acquisition of the simulator was approved for \$2,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the MMRMA Risk Avoidance Program (RAP) grant of \$2,500 to be applied to the cost of the AI simulator from Priority Dispatch.

BE IT FURTHER RESOLVED, that the total expenditure for the renewal of ProQA Medical software licenses, service, and support and acquiring the SkillLab with AI simulator for the five-year term will be at an amount not to exceed \$86,420 after the MMRMA grant monies have been accepted.

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 46**

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF POLICY MANAGEMENT AND TRAINING
PLATFORM FOR THE 9-1-1 CENTER FROM POWERDMS**

RESOLUTION #25 – 211

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County Board of Commissioners approved under Resolution #18-215 the purchase of software and services with LEFTA Systems in 2018; and

WHEREAS, Ingham County 9-1-1 has been displeased with the program and resolution of identified problems; and

WHEREAS, alternatives were sought with four different companies demonstrating their programs and solutions to Ingham County 9-1-1 and PowerDMS was identified as the company with a solution that will meet Ingham County 9-1-1's needs; and

WHEREAS, a three-year contract was requested with PowerDMS which would include set up, training, support, and upgrades for the term of September 1, 2025 to August 31, 2028, for the PowerDMS products called PowerReady, PowerPolicy, and PowerTraining at a cost of \$41,498.50; and

WHEREAS, the 9-1-1 Management team applied for and was approved for two Michigan Municipal Risk Management Risk Avoidance Program (MMRMA RAP) grants to support this transition, totaling \$5,000; and

WHEREAS, the recommendation is that the Ingham County Board of Commissioners fund the remainder of this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of \$41,498.50 for the purchase of PowerDMS Software and Services, PowerReady, PowerPolicy, and PowerTraining.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of the two MMRMA RAP grants totaling \$5,000 for this project, with the remaining \$36,498.50 coming from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

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

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 47**

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO RENEW THE SERVICE AND SUPPORT CONTRACT WITH SOLACOM FOR TELEPHONY SYSTEM AND EQUIPMENT

RESOLUTION #25 – 212

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after an RFP process in 2019, the Ingham County Board of Commissioners authorized the purchase of the NG911 system, Solacom’s Guardian product, training, equipment, and support services to replace our legacy communication/phone system; and

WHEREAS, the original purchase included five years of system support, and that term is about to expire and needs to be renewed; and

WHEREAS, the Solacom Guardian product continues to perform reliably in delivering calls from the public to the 911 Center in our NG911 environment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a renewed contract with Solacom Technologies for the continued support of the Guardian product and equipment necessary to support the geo-diverse system at a cost of \$92,303.95 for the term of June 11, 2025 to June 10, 2026 which was budgeted for from the 9-1-1 Telephone fund.

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

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 48**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO RESOLUTION #23-412 WITH MICHIGAN PUBLIC HEALTH INSTITUTE FOR DISTRIBUTION OF THE UNITED STATES DEPARTMENT OF JUSTICE EDWARD BYRNE JUSTICE ASSISTANCE GRANT

RESOLUTION #25 – 213

WHEREAS, Ingham County Health Department (IChD) wishes to authorize a one year, no-cost extension of the agreement with the Michigan Public Health Institute (MPHI) authorized through Resolution #23-412, through February 28, 2026; and

WHEREAS, funds are expended from a U.S. Department of Justice for the Byrne Justice Assistance Grant Project which was recently extended through Resolution #25-121; and

WHEREAS, these designated funds support the Advance Peace program which is dedicated to ending cyclical gun violence in American urban neighborhoods; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorizes a one year, no-cost extension of the agreement with MPHI accepted through Resolution #23-412.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year, no-cost extension of the agreement with the MPHI authorized through Resolution #23-412, to extend the agreement through February 28, 2026.

BE IT FURTHER RESOLVED, that all other terms of the agreement will remain the same.

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

**ADOPTED – APRIL 15, 2025
AGENDA ITEM NO. 49**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO RESOLUION #24-034 WITH MICHIGAN PUBLIC HEALTH INSTITUTE FOR ADMINISTRATIVE SUPPORT TO OPERATE YEAR THREE OF THE LANSING/INGHAM PEACEMAKER FELLOWSHIP®

RESOLUTION #25 – 214

WHEREAS, Ingham County Health Department (ICHD) wishes to authorize a no-cost, four-month extension of the agreement with Michigan Public Health Institute (MPHI) authorized through Resolution #24-034, through June 30, 2025; and

WHEREAS, MPHI provides the full administration and operation of Advance Peace, which is dedicated to ending cyclical gun violence in American urban neighborhoods; and

WHEREAS, the Medical Health Officer recommends that the Board of Commissioners authorize a no-cost, four month extension of the agreement with MPHI.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a no-cost, four month extension of the agreement with MPHI authorized through Resolution #24-034, through June 30, 2025.

BE IT FURTHER RESOLVED, that all other terms of the agreement will remain the same.

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

LAW & COURTS: Yeas: Johnson, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Lawrence **Approved 04/03/25**

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 04/07/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis **Approved 04/09/25**

Adopted as a part of the consent agenda.

APRIL 15, 2025 STATUTORY EQUALIZATION MEETING

SPECIAL ORDERS OF THE DAY

Commissioner Lawrence moved the following:

The appointment of A'Lynne Dukes to the Racial Equity Task Force as the Board of Health Representative,
The appointment of Jason Blanks to the Racial Equity Task Force as the Community Health Centers Representative,
The reappointment of Sandy Drake to the Capital Area District Library Board as the Meridian Township Representative,
The reappointment of Anne Thompson to the Veterans Affairs Committee,
And the reappointment of Mike Severino to the Jury Board.

Commissioner Maiville supported the motion.

The motion carried unanimously.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Cahill stated that on Friday, April 25, the Tri-County Office on Aging (TCOA) was hosting a volunteer appreciation event from 2:00 p.m. to 5:00 p.m. Commissioner Cahill further stated that Recycle Rama was taking place on Saturday, April 26, 2025 from 2:00 p.m. to 5:00 p.m. in the east parking lot of the Human Services Building.

Commissioner Willis stated a reminder that April was National Child Abuse Prevention Month, so it was a time to raise awareness to promote the prevention of child abuse and neglect, and was what the blue pinwheels around the area represented.

Commissioner Schafer stated that she had attended the Michigan Association of Counties and there had been a great legislative update and one of the talks was regarding roads and funding that was being looked at by the State. Commissioner Schafer further stated that three other County Commissioners were present and it was great representation.

Chairperson Sebolt thanked their fellow Commissioners for passing the Workers Memorial Day resolution and stated that on average 147 people died each year in Michigan while on the job and they needed to continue to strive to make workplaces safe.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Grebner moved to pay the claims in the amount of \$21,429,576.96. Commissioner Morgan supported the motion.

The motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 6:44 p.m.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO DONATE YEARBOOKS TO THE LIBRARY OF MICHIGAN

RESOLUTION #25 –

WHEREAS, the Library of Michigan is in the process of collecting yearbooks from Michigan high schools; and

WHEREAS, Ingham County currently has in its possession four high school yearbooks, three from Mason High School for the years 1916, 1917, and 1929 and one from Leslie High School for 1917; and

WHEREAS, the books are an important part of history and become fragile over time, donating the books to the Library of Michigan will assist in completing their collection and will also allow for the proper storage and care of the books; and

WHEREAS, the members of the Ingham County Historical Commission voted to donate the yearbooks to the Library of Michigan so they can be properly preserved to prevent further deterioration for future generations to enjoy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the donation of three Mason High School yearbooks and one Leslie High School yearbook to the Library of Michigan with the stipulation that the books will be property preserved and displayed at the Library.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville

Nays: None

Absent: Johnson

Approved 04/22/25

Introduced by County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE HAZARD COMMUNICATION PROGRAM POLICY

RESOLUTION #25 –

WHEREAS, the Ingham County Facilities Department, in accordance with the Michigan Occupational Safety and Health Administration (MIOSHA) and the Occupational Safety and Health Administration (OSHA) requirements, has reviewed and updated the Ingham County Hazard Communication Program; and

WHEREAS, the updated program ensures that all departments and employees are informed of the hazards associated with chemicals used within County operations through proper labeling, access to Safety Data Sheets (SDS), employee training, and other essential safety practices; and

WHEREAS, this program establishes clear guidelines for communication, employee protection, hazard assessments, contractor requirements, and hazardous chemical management; and

WHEREAS, the Facilities Department recommends approval and adoption of the Hazard Communication Program Policy as reviewed and endorsed by the Health in all Policies Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves and adopts the updated Ingham County Hazard Communication Program Policy, effective immediately, to ensure employee safety and compliance with applicable health and safety regulations.

BE IT FURTHER RESOLVED, that the Facilities Department will oversee implementation and provide necessary support, training, and periodic review of the program.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville

Nays: None

Absent: Johnson

Approved 04/22/25

Policy Name: Hazard Communication Program		Policy #:
Category: Health and safety		
Resolution: #		Effective Date: 3/27/25
Last Reviewed: 3/27/25	Next Review: 3/1/2026	Health in All Policy Reviewed: <input checked="" type="checkbox"/>
Applicable To: All Ingham County Department		
Responsible Department: Facilities		Signature:

1. PURPOSE

- 1.1 The purpose of the Hazard Communication Program is to ensure hazards associated with chemicals used by Ingham County are communicated to employees and management. Information concerning health hazards will be communicated by the use of container labeling, Safety Data Sheets (SDS), and training. This policy will be used to evaluate and develop appropriate protective measures to safeguard employee health and safety.

2. PROCEDURE

- 2.1 **Hazard Classification** Chemical manufacturers or importers will evaluate chemicals they produce or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 1, 2015: For each chemical, the chemical manufacturer or importer will determine the hazard classes, and where appropriate, the category of each class that applies to the chemical being classified. This information will be placed in the Safety Data Sheet (SDS) and on the product label.

Ingham County will rely on SDS's obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

- 2.2 **Labeling.** The Facilities Director and/or their designee will be responsible for ensuring that all containers entering the workplace from a manufacturer, importer, or distributor are properly labeled. B. All labels will be checked for:

- Product identifier;
- Signal word;
- Hazard statement(s);
- Pictogram(s);
- Precautionary statement(s); and
- Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

- 2.3 Each supervisor will be responsible for ensuring all secondary workplace containers used in their work area are labeled with the appropriate product identifier and provide employees with information regarding the physical and health hazards of the hazardous chemical.

- 2.4 **Safety Data Sheets (SDS)** Effective June 1, 2015, chemical manufacturers or importers will ensure that SDSs for their products include the following sections in order:

1. Section 1, Identification;

2. Section 2, Hazard(s) identification;
3. Section 3, Composition/information on ingredients;
4. Section 4, First-aid measures;
5. Section 5, Fire-fighting measures;
6. Section 6, Accidental release measures;
7. Section 7, Handling and storage;
8. Section 8, Exposure controls/personal protection;
9. Section 9, Physical and chemical properties;
10. Section 10, Stability and reactivity;
11. Section 11, Toxicological information;
12. Section 12, Ecological information;
13. Section 13, Disposal considerations;
14. Section 14, Transport information;
15. Section 15, Regulatory information; and
16. Section 16, Other information, including date of preparation or last revision.

- a. The Facilities Director and/or their designee will be responsible for compiling and maintaining the master SDS file. The SDS's will be available online via the Ingham County intranet or on any desktop utilizing the MSDS link.
- b. Additional copies of SDS's for employee use are located online via the Ingham County intranet or by calling 1 (888) 362-7416 from which the information can be faxed over or provided on the phone.
- c. SDS's will be available for review by all employees during each work shift. Employees can access the SDS's through the intranet, desktop link, or by requesting a copy from their supervisor.
- d. Posters highlighting the SDS's and where they are located will be posted in common areas, and employees will be reminded about the online location.
- e. If a required SDS is not received, the Facilities Director and/or their designee will contact the supplier, in writing, to request the SDS. If an SDS is not received after two such requests, the Facilities Director and/or their designee will contact MIOSHA's Construction Safety and Health Division at (517) 284-7680 or General Industry Safety and Health Division (GISHD) at (517) 284-7750 for assistance in obtaining the SDS.

2.5 **Employee Information and Training** Information and training are a critical part of the Right to Know Program. Ingham County will provide employees who are exposed to hazardous chemicals with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area.

Before their initial work assignment, each new employee will receive hazard communication training. The training will include the following information:

2.6 **Information:**

- The requirements of the MIOSHA Hazard Communication Standard. All employees are notified upon hire of the Right to Know requirements and sign off in agreement as part of their onboarding paperwork.
- All operations in their work area where hazardous chemicals are present. The supervisor or designee will identify any hazardous materials in the worksite in addition to proper handling procedures.
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the SDS, are provided through new hire orientation including the location of the plan, the use of the SDS, and the importance of understanding the proper handling of hazardous materials in the workplace.

2.7 **Training:** Ingham County will make certain that everyone who works with or has potential exposure to hazardous chemicals receives training on the Hazard Communication Standard and the safe use of those hazardous chemicals before they report to work.

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area;
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;
- Measures employees should take to protect themselves from these hazards; including procedures Ingham County has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and Personal Protective Equipment (PPE) to be used;
- Details of the hazard communication program, including an explanation of the new label elements (product identifier; signal word; hazard statement(s); pictogram(s); and, precautionary statement(s)) on shipped containers and the workplace labeling system used by Ingham County; the new SDS format/sections; and
- How employees can obtain and use hazard information.

The Safety Coordinator or designee will review Ingham Counties training program for employees and advise department heads and supervisors on training or retraining needs. The Hazard Communication Standard requires retraining when the hazard changes or when a new hazard is introduced into the workplace. However, it is Ingham County policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the safety coordinator or designee will obtain input from employees regarding the training they have received and their suggestions for improving it.

2.8 **The employee will be informed of the following:**

- The employer is prohibited from discharging, or discriminating against an employee who exercises their rights to obtain information regarding hazardous chemicals used in the workplace.
- As an alternative to requesting an SDS from the employer, the employee may seek assistance from the MIOSHA Construction Safety and Health Division at (517) 284-7680 or the MIOSHA General Industry Safety and Health Division at (517) 284-7750.

- 2.9 **Exposure Monitoring Procedures:** Air sampling protocols will be conducted regularly to monitor hazardous chemical exposure. Frequency, methods, and results will be managed and documented by designated personnel.
- 2.10 **Chemical Spill Response Plan:** Specific spill response protocols include containment, cleanup, and reporting procedures. Responsible personnel will lead the response and ensure proper actions are taken.
- 2.11 **Incident Reporting and Investigation:** All hazardous chemical-related incidents will be reported, investigated, and documented promptly. Investigation results will help improve safety procedures.

Training Verification and Records: Training records, such as sign-in sheets or certifications, will be maintained for compliance. Records will be retained as required by MIOSHA standards.

PPE Requirements and Inventory Management: Guidelines for selecting, maintaining, and replacing PPE will be established to ensure employee safety. An updated inventory will be maintained for accessibility.

- 2.12 **Regular Program Audits:** Program audits will be conducted regularly to ensure compliance. The Safety Coordinator will oversee and document the results of these audits.

Hazardous Waste Management: Procedures for the safe disposal of hazardous chemicals include labeling, storage, and transport according to regulatory requirements.

Emergency Contact Information: Updated emergency contacts for chemical incidents will be posted and accessible to all employees.

Chemical Substitution Policy: Whenever possible, hazardous chemicals will be substituted with safer alternatives to reduce employee exposure risks.

2.13 **Multi-Employer Worksites - Informing Contractors:**

- a. If Ingham County exposes any employee of another employer to any hazardous chemicals produced by Ingham County use, or storage, the following information will be supplied to the impacted employer:
- The hazardous chemicals they may encounter;
 - Measures their employees can take to control or eliminate exposure to the hazardous chemicals;
 - The container and pipe labeling system used on-site; and
 - Where applicable SDS's can be reviewed or obtained.
- b. Periodically, employees may be exposed to hazardous chemicals brought on site by another employer. When this occurs, Ingham County will obtain information pertaining to the types of chemicals brought on-site from that employer, and measures that should be taken to control or eliminate exposure to the chemicals.

- c. It is the responsibility of the Facilities Director and/or their designee to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer.

3. REFERENCES/ATTACHMENTS

- 3.1 **Pipes and Piping Systems** Information on the hazardous contents of pipes and piping systems will be identified by color coding or labeled diagrams located at critical points throughout County buildings.
- 3.2 **List of Hazardous Chemicals** A list of all hazardous chemicals used by Ingham County is located on the Ingham County Intranet under the Workplace Safety section. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS. The Facilities Director and/or their designee, working with department heads, will develop a list of hazardous chemicals used in the facility, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in the work process areas. Each work area maintains and posts its own list of the hazardous chemicals to which employees in the area may be exposed. A master list of these chemicals will be maintained by, and is available from, the Facilities Director and/or their designee or department head.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH CAPITAL AREA HOUSING PARTNERSHIP AND A \$150,000 AGREEMENT WITH THE INGHAM COUNTY LAND BANK FOR RESIDENTIAL DEVELOPMENT IN THE CITY OF LESLIE THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

RESOLUTION #25 –

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with Michigan Housing Development Authority (MSHDA) to allow Housing Trust Fund to receive \$15,000,000 of State of Michigan Appropriations Funds through the MSHDA Enhancement Grant to allocate to eligible programs and projects; and

WHEREAS, the MSHDA Enhancement Grant included \$550,000 for out-county pre-development and redevelopment activities; and

WHEREAS, with support from the City of Leslie, the Ingham County Land Bank (ICLB) has proposed redevelopment of up to 10 single-family homes at the site of the former Leslie High School site at 112 Woodworth in Leslie; and

WHEREAS, Capital Area Housing Partnership (CAHP) responded to and was awarded an ICLB Request for Proposals to build homes on this site in Leslie, and was selected as the project development partner; and

WHEREAS, CAHP has requested \$400,000 in construction gap funds to subsidize the construction of 4 single-family homes at this site, and ICLB has proposed an additional \$150,000 in pre-development, infrastructure, and market study costs required to prepare both the former Leslie School site and a multi-unit site along Race Street in the City of Leslie for development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes \$400,000 in MSHDA Enhancement grant funds for an agreement with Capital Area Housing Partnership to subsidize construction of four single-family homes at the former Leslie School site, and an additional \$150,000 in MSHDA Enhancement grant funds for an agreement with the Ingham County Land Bank to cover pre-development, infrastructure costs, and completion of a market study to move forward with development on two vacant sites within the City of Leslie.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville
Nays: None **Absent:** Johnson **Approved 04/22/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESSDOCS LICENSING
SUBSCRIPTION THROUGH GOVOS**

RESOLUTION #25 –

WHEREAS, GovOS's SeamlessDocs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement expired on February 19, 2025; and

WHEREAS, the annual contract amount is in the 2025 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the SeamlessDocs licensing subscription with GovOS in the amount not to exceed \$94,000 for three years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932030).

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

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville

Nays: None

Absent: Johnson

Approved 04/22/25

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF SUPPORT FOR SAN UNIT FROM AVALON

RESOLUTION #25 –

WHEREAS, Ingham County's datacenter relies on its storage area network (SAN) unit, which houses not only County data but also has the virtual servers that run County applications; and

WHEREAS, the failure of any portion of this will have a devastating effect on County operations until it is fixed; and

WHEREAS, the Innovation & Technology Department requests to extend the support agreement through the end of life of the unit to ensure any impact to Ingham County operations is minimized to ensure County departments can continue to serve the public.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support renewal from Avalon Technologies in the amount not to exceed \$42,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (636-25810-932030).

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

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville

Nays: None

Absent: Johnson

Approved 04/22/25

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS

RESOLUTION #25 –

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned through GOVDEALS.COM in a competitive, publicly advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Purchasing Director has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Director is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Purchasing Department in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville

Nays: None

Absent: Johnson

Approved 04/22/25

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Asset ID	Description	Make	Year	VIN/Serial	Miles/Hours	Category	Long Description
516	Used Stihl Pole Saws And Trimmer - Various	Stihl				Agricultural and Forestry Equipment	Used Stihl Pole Saws and weed whip. Old, poor condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
517	Used Stihl Chainsaws - Various	Stihl				Agricultural and Forestry Equipment	Used Stihl Chainsaws - Various models. Old, Poor condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
518	2 Way Radios					Electronic Components	Multiple 2 Way Radios. Various Models and Parts. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
520	2004 Dodge Patch Truck	Dodge	2004	3D7MA46C44G251182	129,959	Pickup Trucks	2004 Dodge Patch Truck 2WD Auto Trans. 5.9L Cummins ISB 129,959 Miles. Does Not Run. Has A Tailgate. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
521	2003 Dodge 2500	Dodge	2003	3D7KA28D13G837029	173,331	Pickup Trucks	2003 Dodge 2500. 5.7L Hemi Gas Engine Auto Trans. 173,331 Miles. Several Electrical Issues. Needs Battery, Starts w/Jump. Runs. Drives. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
522	Freightliner FL-80	Freightliner	2000	1FVABXBS91HH62095	103,538	Trucks	2000 5Yd Freightliner Odometer Shows 53,848 Instrument Cluster Was Changed w/Used Cluster That Had 36,305 And The Truck Had 85,995 At The Time. So It Is Roughly 103,538 Miles. 39,000 GVWR Cummins 8.3L, Allison MD3560 Trans. Dump Box Cylinder Leaks, Several Hydraulic Leaks, Rusty Body And Chassis. Starts, Runs And Drives. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
523	Lot of 53 Binders	Various				Office Equipment/Supplies	53 binders of varying sizes. Sold as-is. No other details and/or information available.
524	Bookcase	Unknown				Office Furniture and Equipment	Bookcase, unknown make/brand and age. Sold as-is. No other details and/or information available.
525	Brother ML-100 Electronic Typewriter	Brother				Office Furniture and Equipment	Brother ML-100 Electronic Typewriter. Unknown as to whether it works, age is also unknown. Sold as-is. No other details and/or information available.
526	Office Desk	Unknown				Office Furniture and Equipment	Office Desk, 72" x 36". Unknown make, brand, and age. No other details and/or information available. Sold as-is.
527	Filing Cabinet					Office Furniture and Equipment	File Cabinet, 62" x 24 " x 36". Unknown make, model, and age. No other details and/or information available. Sold as-is.
528	Universal Dry Erase Board	Universal				Office Equipment/Supplies	Universal 18" x 24" Dry Erase Board. No other details and/or information available. Sold as-is.
529	Face Shields					Office Equipment/Supplies	38 Face Shields. Unknown make and brand. No other details and/or information available. Sold as-is.

530	(3) Filing Cabinets	Steelcase & Art Metal				Office Furniture and Equipment	(2) Steelcase Filing Cabinets, (1) 5 drawer 58" x 18" and (1) 4 drawer 52" x 18" and (1) Art Metal 4 drawer 52" x 18". Unknown age. No other details and/or information available. Sold as-is.
531	Floral Pattern Sitting Chair					Furniture/Furnishings	Floral Pattern Sitting Chair. Used, decent shape, no readily apparent rips or tears. Unknown make, brand, or year. No other details and/or information available. Sold as-is.
532	Holmes 3-Speed Oscillating Fan	Holmes				Appliances and Furniture	Holmes 3-Speed Oscillating Fan. Works, age unknown. No other details and/or information available. Sold as-is.
533	Desk	Unknown				Office Furniture and Equipment	72" x 36" Office Desk. Unknown make, model, or year. No other details and/or information available. Sold as-is.
534	(5) Office Chairs	Unknown				Office Furniture and Equipment	(5) Office Chairs. Unknown make, model, and years. No other details and/or information available. Sold as-is.
535	Panasonic Cassette Recorder/Transcriber	Panasonic				Audio/Visual Equipment	Panasonic RR-830 Cassette Recorder/Transcriber. Powers on, unknown if it works beyond that. Unknown age. No other details and/or information available. Sold as-is.
536	Plantronics CS55 Wireless Headset	Plantronics				Audio/Visual Equipment	Plantronics CS55 Wireless Office Headset. Unknown if it works, missing charging cable. Age unknown. No other details and/or information available. Sold as-is.
537	Radio Shack CTR-121 Desktop Cassette Recorder					Audio/Visual Equipment	Radio Shack CTR-121 Desktop Cassette Recorder. Unknown whether it works or not. Age also unknown. No other details and/or information available. Sold as-is.
538	36" x 30" Table	Unknown				Office Furniture and Equipment	36" x 30" Table. Unknown make and age. No other details and/or information available. Sold as-is.
539	Falcon Patch Trailer	Falcon	2009	1F9P213108M339125		Asphalt Equipment	2009 Falcon model P2D1XI Burner does not work, rusty, poor condition. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
540	12" Drive Tubes					Construction Components and Supplies	Approximately 25 12" Driveway Tubes of Various Lengths. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
541	Drain Pipe					Construction Equipment, Miscellaneous	Drain Pipe 4" and 8" miscellaneous Lengths. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
542	Cosmo Fertilizer Spreader	Cosmo	2007			Agricultural and Forestry Equipment	2007 Cosmo S-500-UK Fertilizer Spreader, PTO driven hopper. Worked last time it was used in Fall of 2023, current condition unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

543	Landscape Trailer	Unknown				Trailers	Landscape trailer. 2" receiver hitch, GAWR/GVWA 2990 lbs., 8' x 5', SAE class 2 trailer. Wood on bed is damaged, tail light broken. Tires appear to be in decent shape. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
544	Kifco Water Reel	Kifco		321039		Tools, All Types	Kifco B130 Water Reel. Last time used was Summer of 2023, current condition unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
545	John Deere 72" Mower Deck	John Deere		1M072ADMLB0030722		Building Maintenance	John Deere AutoConnect 72D mower deck. Mid-mount belly mower deck, PTO drive, belt actuated blades. Three (3) blades included that are already on the deck. Last time used was Fall of 2023 and it was operational then. However, current condition is unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
546	Landscape Trailer with Tilt Bed	Dutton-Lainson				Trailers	Dutton-Lainson Landscape Trailer with tilt bed. 8' x 5', 1 7/8" receiver hitch, 2000 lb. capacity, 200 lb. tongue weight. Tires appear to be in decent shape. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
547	Miller Welder Generator	Miller	2007	3729500415		Industrial Equipment, General	2007 Miller 6,000-Watt Blue Star 185 Welder Generator. 12.75 HP Kohler motor. Generator runs. Has key ignition, however the battery will need to be replaced. Also has a pull cord, which works, but is difficult to pull. Frame is rusted away in spots. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

548	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGA07116	68,607	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V. Check engine light on, small exhaust leak, needs new catalytic converter. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
549	2017 Ford Explorer	Ford	2017	1FM5K8AR5HGD25057	136,035	SUV	2017 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V, 4 Wheel-Drive. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
550	2020 Ford Explorer	Ford	2020	1FM5K8ABXLGA83202	78,985	SUV	2020 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
551	2020 Ford Explorer	Ford	2020	1FM5K8AB3LGA83204	160,657	SUV	2020 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and drivable. Drivetrain leaks fluid. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854

552	2018 Ford Explorer	Ford	2018	1FM5K8AR5JGB92743	130,000	SUV	2018 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V, 4 Wheel Drive. Check engine light is on. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. Approximately 130,000 miles. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
553	2013 Chevrolet Impala	Chevrolet	2013	2G1WD5E36D1245886	70,000	Automobiles/Cars	2013 Chevrolet Impala SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Needs new battery, starts, runs, and drivable with boost. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. Approximately 70,000 miles. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
554	2014 Ford Taurus	Ford	2014	1FAHP2MK7EG182712	82,620	Automobiles/Cars	2014 Ford Taurus SEDAN 4-DR, 3.7L V6 DOHC 24V. Runs and drivable. No backseat. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
555	Rotary Vehicle Lift	Rotary				Vehicle Equipment/Parts	Rotary Vehicle Lift, 9,000 lb. capacity. Worked when removed, which was about a month ago. No other details and/or information available. Sold as-is. Pickup location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
556	Tennant 355 Sweeper	Tennant				Specialized Vehicles	Tennant 355 Sweeper. Non-operational, needs new motor, has a Ford 4-cylinder. Unknown condition otherwise. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Fairgrounds 700 E. Ash St. Mason, MI 48854

557	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGB98746	118,081	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
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Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PURCHASING PROCEDURES POLICY

RESOLUTION #25 –

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Policy Review Committee has recently merged with the Health in all Policies (HIAP) Committee; and

WHEREAS, the HIAP Committee recently reviewed the Purchasing Procedures Policy at the request of the Purchasing Director and recommends the following changes:

- 7. Purchasing Requirements and Limits, 7.2 – replace \$2,500 with \$5,000
- 7. Purchasing Requirements and Limits, 7.3 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) in first and second sentences
- 7. Purchasing Requirements and Limits, 7.4 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) with thirty-five thousand dollars (\$35,000)
- 7. Purchasing Requirements and Limits, 7.5 – remove this sub section entirely as the adjustment in Sub Section 4 removes the requirement in Sub Section 5 of the Purchasing Director and the Controller to acquire goods over \$10,000 through three quotes. This is a function of the Purchasing Director only
- 7. Purchasing Requirements and Limits, 7.6 – add Board Chairperson, to list of approvals for service contracts under \$5,000
- 12. Bid Procedure – replace seven thousand five hundred dollars (\$7,500) with thirty-five thousand dollars (\$35,000); and

WHEREAS, the attached Purchasing Procedures Policy reflects the amends to the policy in strike out and bold format.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the amendments to the Purchasing Procedures Policy, which will take effect upon the adoption of this Resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville
Nays: None **Absent:** Johnson **Approved 04/22/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**



Ingham County Policy

Policy Name: Purchasing Procedures Policy		Policy #: 412
Category: Purchasing		
Resolution: # 80-309		Effective Date: 3/27/25
Last Reviewed: 4/14/09	Next Review: 3/1/2026	Health in All Policy Reviewed: <input checked="" type="checkbox"/>
Applicable To: All Ingham County Departments		
Responsible Department: Purchasing		Signature:

1. PURPOSE

The purpose of this policy is to define purchasing policies, bidding policies, and procedures that apply to the purchase of all types of goods, materials, supplies, works, and services required by Ingham County, other than borrowing and investing money, employment of professional services, or when the Controller/Administrator shall determine no advantage to the County would result therefrom.

2. DEFINITIONS

2.1 **Goods** shall include all supplies, materials, equipment, general maintenance, and services, but does not include contracts for construction and construction maintenance. The minimum dollar value of equipment shall be \$1,000. The minimum value of computer equipment shall be \$500.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 1999, Resolution 99-137, Effective June 8, 1999

2.2 **Registered Local Vendor (RLV)** shall mean any vendor who operates a business within the legally defined boundaries of Ingham County.

- a. In order to be identified as an RLV, the vendor shall provide the Ingham County Purchasing Department with verifiable business address (not a P.O. Box) at which the business is conducted.
- b. RLV status ceases at the time that the business address is no longer valid.
- c. A vendor who wishes to be identified as an RLV shall also meet all other requirements of the Purchasing Procedures Policy.

3. PURCHASING DIRECTOR AUTHORITY

The Purchasing Director shall act under the control and direction of the County Controller and the powers, duties, and obligations set forth herein for the Purchasing Director shall be exercised under the control, supervision, direction, and authority of the County Controller.

4. USE OF APPROPRIATED FUNDS

All funds appropriated by the Board of Commissioners for County departments, public officials, or agencies for the purpose of purchasing supplies, materials, or goods shall be spent according to the mandates outlined herein.



Ingham County Policy

5. DEPARTMENT RESPONSIBILITY

Each department of the County shall, from time to time, supply the Purchasing Director with such data, specifications, details, and other information concerning the goods proposed to be acquired by the department head, including recommended vendors.

6. REQUISITION AUTHORITY

Each department of the County shall forward to the Purchasing Director its requisitions for goods in the following manner:

- 6.1 Requisitions for goods, the value of which exceeds the sum of one hundred dollars (\$100) shall be signed by the department head or by a deputy, division, or section head of their department. Who has been authorized to sign on their behalf.
- 6.2 Purchase of goods, the value of which is less than one hundred dollars (\$100) must be vouched and signed by the department head or a member of their department who has been authorized to sign on their behalf. Said person shall be designated in writing to the Purchasing Director.

7. PURCHASING REQUIREMENTS AND LIMITS

The following provisions shall apply to the purchase of goods, works, and/or services:

- 7.1 The Purchasing Director shall decide which method to employ in obtaining the most favorable price after considering the nature or importance of the contemplated work, urgency of the requirement, general trade practice, and prevailing market conditions.
- 7.2 Department heads may requisition the purchases of unbudgeted equipment up to a value of \$5,000, provided funds are certified to be available within the department's budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.
History: 1994, Resolution 94-93, Effective April 26, 1994
- 7.3 All purchasing exceeding ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** shall be supported by a purchase order issued by the Purchasing Director. The Purchasing Director may issue a purchase order for less than ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** if they deem it necessary.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.4 The Purchasing Director shall acquire all goods where the anticipated cost exceeds five thousand dollars (\$5,000) but less than thirty-five thousand dollars (\$35,000) from such suppliers and upon such terms and conditions as he/she shall deem advisable subject to him/her first obtaining at least three written quotes.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002



Ingham County Policy

- 7.5 The Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed thirty-five thousand dollars (\$35,000), with final approval of the County Board of Commissioners.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-2, Effective January 25, 1994; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.6 The maximum dollar amount for which the (service contracts) can be used is \$5,000. Approval of the Purchasing Director, Controller, Liaison Chairperson, Finance Chairperson, and Board Chairperson is required. A contract over \$5,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.
History: 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2009, Resolution 09-095, Effective April 14, 2009
- 7.7 Upon recommendation of the Controller, the Board of Commissioners is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts (1) have been previously approved by the Board and are currently in effect; (2) result in a decreased cost to the County; (3) are with the same contractor; (4) are for the same contract period of time; and (5) are for the same goods and/or services as previously approved by the Board.
- a. The County Attorney shall approve as to form all amended contracts prior to execution by the Chairperson or Chairperson Pro Tem.
 - b. The Controller shall report to the Finance Committee all contract that have been amended and executed within 90 days.
History: 1983, Resolution 83-52, Effective March 22, 1983
- 7.8 Original Equipment Manufacturer (OEM)
- a. Ingham County supports the use of OEM parts for repair or body restoration of county owned vehicles, and supports the use of OEM repair parts and repair parts certified by manufacturers, remanufacturers or rebuilders to meet or exceed OEM specifications for the repairs to county owned vehicles.
 - b. Only new OEM air bags, seat belts, shoulder belts and occupant restraint parts should be purchased or specified for repairs to county owned vehicles.
 - c. This policy does not preclude the use of replacement window glass or mirrors that meet OEM specifications, nor does it preclude the use of remanufactured or reconditioned OEM bumpers in making crash and body or other repairs to county owned vehicles.
 - d. In the case of unavailability, use of any parts other than OEM parts in making crash or body repairs, and the use of any parts other than new OEM parts in the case of air bags, seat belts, shoulder belts and occupant restraint parts, with the exception of window glass and mirrors, must receive prior approval



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from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts.

- e. Use of any vehicle repair or maintenance parts which are not certified to meet or exceed OEM specifications must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts or parts that meet or exceed OEM specifications or parts remanufactured or rebuilt to OEM specifications.

History: 1998, Resolution 98-106, Effective May 12, 1998

7.9 Michigan Great Printers Project

- a. Outside bids and purchases shall be limited to Michigan Great Printers when outside vendor supplied printing services are required.
- b. Ingham County will the necessary steps to assure that support of the Michigan Great Printers Project is reflected in intra-department printing services it provides.

History: 1998, Resolution 98-186, Effective August 25, 1998

8. SINGLE-ITEM PURCHASE ORDERS

Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections 7.3 and 7.4, unless authorized by the Board of Commissioners.

9. IDENTICAL LOW BIDS

When identical low bids are received, the Purchasing Director (and the appropriate department official) shall enter into negotiations with the several bidders concerned and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the Purchasing Director may recommend the acceptance of the bid of the contractor, for the supply of such goods, works and/or services with the bidder who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the Purchasing Director shall first purchase from the supplier who has a place of business in Ingham County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

10. CONFIDENTIAL INFORMATION

No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.

11. EMERGENCY PURCHASES

Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County



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Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [7.4](#) and [7.5](#). All such emergency purchases shall be covered by a subsequent purchase order.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

12. BID PROCEDURE

The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed thirty-five thousand dollars (\$35,000). The competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- 12.1 Advertising. Bids shall be called by public advertisements unless the Board of Commissioners shall otherwise direct.
- 12.2 Bid Closing Time. Requests for bids shall state that bids will be received not later than a given local time on a specified day. Bids shall be opened in the afternoon of such specified day at a time to be established by the Controller.
- 12.3 Release of Information to Bidders. Upon the request of a prospective bidder the Purchasing Director shall supply the following materials for each proposed contract:
 - a. One copy of the official bid form
 - b. One standard bid envelope
 - c. Bid materials, such as specifications, plans, profiles, etc.

This procedure shall be amended when prequalification is a requirement of the contract.

When a fee for bid material is required it shall be paid by the County. When a fee is refundable it will be returned when bidding material is returned in good order.

In the event the Controller deems it necessary he/she must submit a performance bond, discrimination clause, and/or material bond.

- 12.4 Recording and Control of Bidding Material. A list of prospective bidders shall be maintained by the Purchasing Director.

It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.



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- 12.5 Preparation of Addenda. Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the Purchasing Director shall approve the issuance of an addendum or cancel the contract.
- 12.6 Notification of Addenda to Contractors / Suppliers. A copy of each addendum shall be forwarded by Registered Mail to each contractor / supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. If an addendum notice as aforesaid is prepared too late to allow notification by mail prior to the contract closing time, in addition to mailing the notice, each contractor/supplier who obtained bid forms for the contract shall be notified of the revision by telegram directed to his/her last known place of business. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.7 Notification to Contractors / Suppliers of Cancellation of Contract. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the cancellation of the contract. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.8 Return of Bids on Cancellation of Contracts. When a contract is cancelled, no bids will be accepted. All bids received shall be returned unopened to the contractor/supplier by hand or by Registered Mail with a covering letter addressed to his/her last known place of business.
- 12.9 Notification to Contractors / Suppliers of Extension of Time. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the extension of time. In addition to the above procedure, prior notice of the mailing shall be given by telephone when practical.
- 12.10 Disposition of Bids When Closing Date Has Been Extended. When the closing date for receiving bids has been extended, bids already received shall be handled as follows:
- a. If the extension of time is two weeks or less, the contractor/supplier shall be advised that his bid will be returned upon request.
 - b. If the extension of time is more than two weeks, all bids shall be returned unopened. All communication by mail shall be registered and addressed to his/her last known place of business.
- 12.11 Bid Requirements. All bids shall either be mailed or delivered personally to the offices of the County Controller. Bids are required to conform to the conditions listed below.
- a. The correct bid form, as supplied by the County, must be used and in the possession of the Controller or his duly authorized representative on or before the bid closing time and date. **Bids received after closing time will not be**



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considered.

- b. The bids must be legible, written in ink or by typewriter and **all items must be bid**, unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.
 - c. Adjustments by telephone, telegram or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission.
 - d. The official bid return envelope supplied by the County must be used for bidding purposes without any extra exterior covering. Provision shall be made on the bid envelope for the contract number and the name and address of the contractor / supplier. (This information will be completed by the County at the time of issuance of the envelope.
 - e. The bid form must be signed in the space(s) provided on the form, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the bid must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.
 - f. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.
 - g. The bid shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ingham equal to or greater than the amount specified in the bid, and **must be enclosed in the same envelope as the bid.**
- 12.12 Deposit Requirements. Deposits may be required at the discretion of the County Controller or pursuant to his authorization, the Purchasing Director. If deposit requirements for contracts, including those for the purchase of goods are required, a minimum deposit of 10 percent (10%) of the total bid submitted shall be required.
- a. Deposits must be submitted with the bid. Deposits may be certified check, bank draft or money order or any combination thereof (see Sections [12.23.i](#) and [12.23.j](#)).
 - b. Should the Purchasing Director suspend the deposit requirements for a particular contract, such suspension shall apply to all bidding on that contract.
- 12.13 Failure to Observe Bid Requirements. If any of the bid requirements (see Section [12.11](#) and [12.12](#)) have not been met, the bid shall be considered to be an “improper



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bid” and dealt with as set out in Section [12.24](#).

12.14 Bonding Requirements. When stipulated within the conditions of a bid, a performance bond for 100 percent of the bid or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of bid in cash or certified check must be furnished by the contractor before the contract is signed.

12.15 Bid Materials. The requirements of Section [12.11](#) and Section [12.12](#) shall be included as part of the bidding material.

12.16 Receiving Bids.

- a. Bids received in other than the bid envelope supplies shall not be accepted by the Controller’s Office. Such bids shall be returned unopened in the same manner as provided in Section [12.16.d](#).
- b. When a bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time of receipt shall be noted in ink and initialed by the Controller’s staff. Receipt of such bids shall be recorded on a list of bids received and bids shall be deposited unopened in the proper bid box. A bid shall be deemed to have been received when the envelope has been stamped with the time and date of receipt by the Controller’s Office. **The number of bids received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.**
- c. To ensure accurate time, the Controller’s Office shall ensure that the correct time is used.
- d. Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is for a contract already closed it shall be returned unopened to the bidder. If the bid is to be returned by mail, it shall be accompanied by a cover letter stating that the bid could not be accepted because of its late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.
- e. Any correspondence pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid but outside the bid envelope or is received after a bid has been submitted but prior to closing time, shall not be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.

12.17 Withdrawal of Bids Prior to Bid Opening. A contractor/supplier who has submitted a bid on a contract may request that his bid be withdrawn. (Adjustments or corrections to a bid submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the contract to which it applies. Withdrawal requests must be directed to the Purchasing Director by letter, telegram or in person. Telephone



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requests shall not be considered. When withdrawals are made in person, the Purchasing Director shall obtain a signed withdrawal form confirming the details. If the person requesting the withdrawal is other than a senior official of the company and for letter or telegram withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Bids confirmed as withdrawn prior to being placed in the bid box shall be returned unopened to the contractor/supplier. Withdrawals received after the bid has been deposited shall, together with the confirmation of withdrawal be placed in the bid box. These bids are dealt with at the opening by announcing that the bids are withdrawn and are to be returned (see Section [12.19.e](#) and [12.19.k](#)). Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bid is read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section [12.18](#). The timely withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract.

12.18 Withdrawal of Bids During Bid Opening. During a bid opening at the conclusion of the reading out of bids on a contract, the low bidder may withdraw any of his/her remaining bids on other contracts. Bids withdrawn under this procedure cannot be reinstated (see Section [12.19.a](#)). If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, the bid contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first bid received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section [12.19.m](#)).

12.19 Opening Bids.

- a. Bids shall be opened by the Purchasing Director or his designate in the presence of two witnesses who may consist of the Chairman, the Chief Administrative Officer, heads of departments or directors or their delegates; any other person desiring to be present at the opening of the bids may attend.
- b. When there are two or more bids to be opened at the same time and upon the request of a bidder, a lottery shall be held to determine the order in which the bidder calls will be dealt with at the opening.
- c. When the order in which the bid calls will be dealt with has been established, the Controller's staff and the Purchasing Director shall unlock the bid box and remove its contents.
- d. Any bid which does not have the contract number on the envelope shall be opened and placed with its appropriate group.
- e. Any correspondence requesting withdrawal of bid shall be read by the Purchasing Director who shall state the nature of correspondence, the name of the bidder and the contract number. He shall then attach the withdrawal notice to the bid envelope which shall remain unopened.



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- f. When the correspondence in the bid box has been dealt with the remaining bids shall be opened. Each bid form shall be stapled to the applicable bid envelope, the deposit check clipped to the bid form and the bids sorted according to contract number.
- g. If correspondence is found enclosed with a bid in the bid envelope which, in the opinion of the Purchasing Director could qualify the bid in any way, the bid shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the bid read out in the normal manner. This correspondence and the bid shall be referred to the County Services Committee for decision as to acceptance or rejection (see Section [12.24](#)).
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003
- h. When bids have been opened and sorted, the Purchasing Director shall check the listing of bids received, and the number of bids opened to ensure that all bids received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all bids have been accounted for.
- i. When all bids have been accounted for, the Purchasing Director shall announce for each contract, the contract number, and the number of bids received and for each bid, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the amount of the bid and the deposit check on a bid opening form.
- j. When, during the reading out of the bids, the Purchasing Director receives a bid that has correspondence requesting withdrawal attached, he shall read out the contract number and the bidder’s name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section [12.19](#)). The bidder’s name for each withdrawn bid shall be recorded immediately following the names of the bidders whose bid will be considered, noting the method and date of withdrawal. If, during the reading out of bids, the Purchasing Director receives a bid with correspondence other than a withdrawal request attached, he shall read out the bid in the normal manner.
- k. When all bids for a contract have been read out and the information has been recorded by the Purchasing Director, he shall close off the Record of Bids Opened by drawing a diagonal line in the unused space under the information listed and sign the form.
- l. During the reading out of the bids the Purchasing Director shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, it shall be dealt with as in Section [12.17](#). If two bids for the same contract are received in the same bid envelope (contractor’s copy included), the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended bid, which shall be processed in the normal manner.



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- m. A contractor/supplier (read out as low on a previous contract) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of Bid must be signed by the contractor/supplier. This Notice must be handed to the Purchasing Director before the reading out of the first bid on the contract(s) to which it applies (see Section [12.18](#)). The Purchasing Director shall attach it to the applicable bid. He shall read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. He shall not read out the bid amount of the withdrawn bid. A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact low.

12.20 Check Bids. The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders which do not conform to bid requirements of Section [12.11](#) or which require mathematical correction(s) shall be deemed "improper bids" and dealt with as set out in Sections [12.22](#), [12.23](#) and [12.24](#). All checking shall be completed by the Purchasing Director as soon as possible following the public portion of a bid opening. The Purchasing Director shall check to ensure that:

- a. the bidder's name and bid amount shown on the Record of Bids Opened is correct.
- b. the bid is properly signed.
- c. the correct bid form and envelope have been used.
- d. each bid envelope is time and date stamped prior to the contract closing time.
- e. the deposit (when applicable) is sufficient and in an acceptable form.
- f. each item on the bid have been bid (unless the bid specifically permits otherwise).
- g. all extensions and the total for each bid are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the bid form, enter the correct figure in red above it and initial the entry. If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.
- h. the bid is free of restrictions or alterations.
- i. all other bidding requirements have been met.

12.21 Contract on which All Bids are in Order. The Purchasing Director shall report in



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writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

- a. An RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided, however, that the initial lowest responsive bid is not from another RLV.
- b. In the event that two or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between two RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.
- c. An RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.
- d. In the event that two or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal,



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because of other factors also being evaluated.

- e. If RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.
- f. RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.
- g. When a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.
- h. The following purchases are exempt from the provisions of this policy:
 - 1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
 - 2. Purchases with any sole source supplier for supplies, materials, or other equipment.
 - 3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.
- i. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three years.
- j. Nothing in this section shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:
 - 1. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
 - 2. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
 - 3. The right, in the exercise of sole discretion, to evaluate the



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qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;

4. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.
5. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.
6. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;
7. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

History: 2005, Resolution 05-044, Effective February 22, 2005

12.22 Contract on which Improper Bids have been Received. Following completion of the checking procedures outlined in Section [12.20](#), bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The Purchasing Director shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.

12.23 Basis of Decisions on Acceptance or Reject of Improper Bids. Extreme care must be exercised by the Purchasing Director responsible to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.

- a. Late bids must be rejected (see Section [12.16.e](#)).
- b. Bid form or envelope not used:
 1. Bids received on other than supplied bid forms may be rejected.
 2. Bids received in other than the bid envelopes supplied may be rejected.
- c. Bids not completed in ink or by typewriter must be rejected.
- d. Partial bids may be rejected except when the bid form clearly states that an



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award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined.

- e. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County (e.g., F.O.B. point changed, escalator clause, etc.).
- f. Bids that are not properly signed must be rejected.
- g. Bids that are not properly sealed may be rejected.
- h. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price is legible.
- i. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.
- j. Deposit not submitted or of insufficient amount:
 - 1. If a certified check, bank draft, or money order is specifically requested by the Purchasing Director and is not submitted, the bid must be rejected.
 - 2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the Purchasing Director an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.
- k. Agreement to bond:
 - 1. If an agreement to bond is not submitted, when required, the bid may be rejected.
 - 2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.

12.24 Decisions on Improper Bids. When an improper bid must be rejected as outlined in Section [12.23](#), the amount of the bid shall not be recorded in the Record of Bid Opening by the words "Rejected Bid" shall be recorded instead. When an improper bid is one that may be accepted as outlined in Section [12.23](#), it shall be noted as an "Improper Bid" in the Record of Bid Opening along with the amount of the bid. All bids shall then be referred to the Purchasing Director for review of the bids in order to recommend an award. In his report he shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.



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- 12.25 Notification of Acceptance of Bid. Upon the award of the contract the Purchasing Director shall immediately advise the successful bidder that his bid has been accepted.
- 12.26 Disposition of Deposit Checks. Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the Purchasing Director elects to retain, shall be returned to the applicable bidders by Registered Mail to his/her last known place of business or by hand. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until the contract is executed (see Section [12.29](#)). The Purchasing Director may permit the substitution of a bid bond of equal cash value to replace the bid deposit of the second lowest bidder and any other bid deposits held until the contract is executed.
- 12.27 Disposition of Withdrawn Bids. Following the bid opening, the Purchasing Director shall return the withdrawn bids and the deposit checks (when applicable) to the bidders by Registered Mail or by hand. If a bid and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.28 Execution of Contract. A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the Purchasing Director.
- 12.29 Action on Acceptance of Contract. When copies of the executed contract are returned and found acceptable to the Purchasing Director, all deposit checks and/or bid bonds shall be returned by Registered Mail to his/her last known place of business or by hand. If returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.30 Action when Successful Bidder Does Not Finalize Contract. If a contract has been awarded and the successful bidder fails to sign the contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section [12.28](#)), the Purchasing Director may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded to the next low bidder; or (ii) that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.
- 12.31 Purchase Order. A bid for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.
- 12.32 The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.

13. CONTEXT

This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.



Ingham County Policy

14. **RIGHT TO REJECT**

Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.

15. **EQUAL OPPORTUNITY STATEMENT**

The Purchasing Director must have in their files or enclosed in the bid envelopes a signed Equal Opportunity Statement for each bidder and each bid.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ROOF REPLACEMENT AT THE INGHAM COUNTY
DRAIN COMMISSIONER'S OFFICE AND ACKNOWLEDGING WITHDRAWAL OF PRIOR BID**

RESOLUTION #25 –

WHEREAS, the roof of the Ingham County Drain Commissioner's Office located at 707 Buhl Street, Mason, Michigan, has reached the end of its useful life and is in need of replacement to protect the facility and its occupants; and

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-469 to award the project to Billy White Roofing, Inc.; and

WHEREAS, Billy White Roofing, Inc. has since withdrawn from the project, leaving the Facilities Department to seek alternative solutions; and

WHEREAS, Weatherseal Home Improvement Co., Inc. has submitted a qualified proposal to perform the roof replacement at a base cost of \$31,520; and

WHEREAS, the Facilities Department recommends including a 15% contingency for unforeseen conditions, establishing a total not-to-exceed amount of \$36,248; and

WHEREAS, funds are available in the approved Facilities Budget under Project Code 24527599-976000-24F05 (Drain Office New Roof).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners acknowledges the withdrawal of Billy White Roofing, Inc. from the project authorized under Resolution #24-469.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Weatherseal Home Improvement Co., Inc., 51662 Oro Drive, Shelby Township, MI 48315, for roof replacement at the Ingham County Drain Commissioner's Office for an amount not to exceed \$36,248, inclusive of a 15% contingency.

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

BE IT FURTHER RESOLVED, that and the Board Chairperson is authorized to sign any necessary documents on behalf of Ingham County after approval by the County Attorney.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville
Nays: None **Absent:** Johnson **Approved 04/22/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH J. RANCK ELECTRIC INC.
FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES AT THE LAKE LANSING ROAD AND
MARSH ROAD INTERSECTION**

RESOLUTION #25 –

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township due to the existing traffic signal reaching the end of its useable service life; and

WHEREAS, the Purchasing Department solicited proposals (RFP #41-25) from Michigan Department of Transportation prequalified vendors to provide traffic signal construction services at the Lake Lansing Road and Marsh Road intersection, receiving two proposals; and

WHEREAS, Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements and Road Department staff have reviewed the proposals for experience, expertise, individual unit prices, and overall value to the County; and

WHEREAS, J. Ranck Electric Inc. of Mt. Pleasant, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$402,771.75; and

WHEREAS, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the cost for the traffic signal replacement is included in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with J. Ranck Electric Inc. located at 1993 Gover Parkway, Mt. Pleasant, MI 48858 for Traffic Signal Construction Services at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township, as specified in the Request for Proposal #41-25 for the low bid cost of \$402,771.75.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Lake Lansing Road and Marsh Road Intersection Project in the amount of \$80,554.35 (20% of the proposed \$402,771.75 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and J. Ranck Electric, Inc. as a condition precedent to the initiation of any work on such additional work items.

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville
Nays: None **Absent:** Johnson **Approved 04/22/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR SUPPORTIVE SERVICES TRANSFORMATION FUNDS AND TO CREATE A .50 FTE HOUSING SPECIALIST POSITION IN INGHAM COUNTY HEALTH DEPARTMENT

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to accept Supportive Services Transformation Funds (SSTF), effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and

WHEREAS, ICHD wishes to use a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) for the purpose of coordinating Permanent Supportive Housing (PSH) Services Capacity Building activities outlined in the project proposal; and

WHEREAS, these activities include working with ICHD's Leadership and PSH Technical Assistance providers to coordinate ICHD's capacity building activities and training sessions focused on understanding and scaling Medicaid-billing options for PSH Services, developing PSH Services Plans, and Designing and Implementing PSH Client-Tenant Feedback Plans; and

WHEREAS, Ingham County residents have identified housing and housing services as a top priority in the Community Health Needs Assessment (CHA) and the Children's Health Improvement Plan (CHIP); and

WHEREAS, ICHD conducts research to document the health status and health problems of the community and works with the community to develop strategies, such as PSH and other Supportive Housing Services, to improve health and well-being; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MDHHS for SSTF funding effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and

WHEREAS, the Medical Health Officer further recommends that the Ingham County Board of Commissioners authorize using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD, for the purpose of coordinating PSH Services Capacity Building activities outlined in the project proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MDHHS for SSTF effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD for the purpose of coordinating PHS Services Capacity Building activities outlined in the project proposal.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Maiville
Nays: None **Absent:** Johnson **Approved 04/22/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF CLINTON COUNTY

RESOLUTION #25 –

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2026 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs is willing to apply, receive, and administer the fiscal year 2026 County Veteran Service Fund Grant on behalf of Clinton County; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or dependents; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to apply, receive, and administer the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$58,535.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency on behalf of Clinton County in the amount of \$58,535.

BE IT FURTHER RESOLVED, that the 2026 County Veteran Service Fund Grant will be used for the purpose of funding the continuation of a Benefits Support Specialist position, effective October 1, 2025 to September 30, 2026.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT

RESOLUTION #25 –

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2026 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs will apply to receive and administer the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$75,457.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency in the amount of \$75,571.

BE IT FURTHER RESOLVED, that the 2026 County Veteran Service Fund Grant will be used for the purpose of funding continuation for a Veteran Benefits Counselor position, effective October 1, 2025 to September 30, 2026.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDING RESOLUTION #24-543 FOR THE FY25 MID-STATE HEALTH NETWORK SUBSTANCE USE DISORDER PREVENTION CONTRACT

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #24-543 for the FY25 Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Prevention Contract with ICHD, to include an additional \$60,487 in funding for MSHN's Opioid Settlement Funds designated for opioid remediation activities; and

WHEREAS, these additional funds from MSHN were awarded through the competitive MSHN FY25 Opioid Settlement Funds grant and will be effective April 1, 2025 through September 30, 2025; and

WHEREAS, on March 11, 2025, ICHD received a funding award letter from MSHN which erroneously stated the award amount as \$85,002 and this amendment will include the accurate total funding award of \$60,487; and

WHEREAS, this funding award is designated to ICHD for distributing harm reduction supplies to people with Opioid Use Disorders (OUD) and for hiring a .50 FTE CHR III position (matched with Medicaid Outreach funding) to assist individuals with OUD by accessing treatment, harm reduction services and supports, and by providing health plan navigations, application support, and health plan enrollments and reactivations; and

WHEREAS, in support of this project, ICHD will fund position #601043, a .50 FTE CHR III position currently vacant and unfunded; and

WHEREAS, the Medical Health Officer recommends that Ingham County Board of Commissioners authorize amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$60,487.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$60,487.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE COMBINING RYAN WHITE B, C, AND D INTO ONE
INFECTIOUS DISEASE PHYSICIAN MASTER AGREEMENT AND TO EXTEND RESOLUTIONS
#22-614 AND #22-399**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to combine three separate agreements [Ryan White B (51161500-02229), Ryan White C (51161500-02220), and Ryan White D (51161500-02228)] into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64; and

WHEREAS, this Infectious Disease Physician Services Master agreement will be funded through Human Immunodeficiency Virus (HIV) Ryan White B, C, and D grant funding; and

WHEREAS, in order to combine these three agreements into one, ICHD's CHCs need to extend two of the existing agreements for Ryan White Part B, authorized through Resolution #22-614, and Ryan White Part D, authorized through Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92; and

WHEREAS, this extension will allow ICHD's CHCs to complete the work authorized under these grant projects for 2024/2025 and allow payment for services rendered within the effective period; and

WHEREAS, the new combined two-year agreement will be \$171,687.36 annually for a total amount not to exceed \$343,374.72; and

WHEREAS, the total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize combining the three separate agreements (Ryan White B, C, and D) into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes combining the three separate Ryan White B, C, and D agreements into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64.

BE IT FURTHER RESOLVED, that in order to combine the three agreements, the Ingham County Board of Commissioners authorizes extending Resolution #22-614 and Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92.

BE IT FURTHER RESOLVED, that the total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64.

BE IT FURTHER RESOLVED, that this Infectious Disease Physician Services master agreement will be funded through Human Immunodeficiency Virus (HIV) Ryan White Part B, C and D funding.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer

Nays: None

Absent: Trubac

Approved 04/21/25

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP AND ASSOCIATES

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan which can enhance understanding of ICHHDs programs & interventions, foster innovation, and advance practice-based community-driven solutions; and

WHEREAS, the Evaluation Project will enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, BDP and Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change/improvement, identify & set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, this agreement will be effective May 1, 2025 through September 30, 2025; and

WHEREAS, funding for the Evaluation Plan framework will be provided by Michigan Health Endowment Fund #22160060-01041; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with BDP and Associates, effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with BDP and Associates, effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

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

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REFRESH WITH EKENE, LLC

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Refresh with Ekene, LLC for team building facilitation at an all-staff training event effective May 27 through June 30, 2025, in an amount not to exceed \$10,120; and

WHEREAS, ICHD is holding an all-staff training day on May 28, 2025 which will allow staff to participate in public health trainings, break-out sessions, collaborative discussions and more, led by community partners, speakers, and experts trained in the fields of leadership development, mental health, and wellness; and

WHEREAS, Refresh with Ekene, LLC will offer facilitation of leadership development through executive coaching, leadership training and teambuilding activities/projects designed to help ICHD's leaders and employees reach their full potential; and

WHEREAS, as principal consultant, Ekene Onu has over 20 years of management experience and received training in Organizational consulting, Diversity and Inclusion, Change Leadership and Social and Emotional Intelligence from Georgetown University, Cornell University and the Institute for Social and Emotional intelligence; and

WHEREAS, this training event will also provide opportunities for staff to develop skills to enhance workplace culture through building a cohesive vision of ICHD, as well as galvanizing staff alignment with our vision and mission facilitated by community partners, staff, and expert speakers; and

WHEREAS, all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant (PHIG) 22160055-01142; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with Refresh with Ekene, LLC for team building facilitation effective May 27 through June 30, 2025, in an amount not to exceed \$10,120.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Refresh with Ekene, LLC for team building facilitation, effective May 27 through June 30, 2025 in an amount not to exceed \$10,120.

BE IT FURTHER RESOLVED, that all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant #22160055-01142.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE PUBLIC HEALTH
ACCREDITATION BOARD FOR NATIONAL REACCREDITATION**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a three-year agreement with the Public Health Accreditation Board (PHAB) for reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200; and

WHEREAS, ICHD was initially accredited by PHAB in November of 2019 and is now due for reaccreditation; and

WHEREAS, PHAB accredits public health departments to strengthen public health infrastructure and transform governmental public health; and

WHEREAS, accreditation and recognition provide a means for health departments to build capacity in key public health areas and supports performance improvement efforts and can be part of a health department's transformation journey; and

WHEREAS, PHAB is built on evidence-based standards that allow health departments to demonstrate performance and accountability to communities, policymakers, and other stakeholders; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with PHAB for national reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with PHAB for national reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Cahill, Maiville, Ruest
Nays: None **Absent:** Tennis, Polsdofer **Approved 04/23/25**