

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>

FEBRUARY 25, 2025

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **FEBRUARY 11, 2025**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
 1. A LETTER FROM DENNIS HIGELMIRE, INGHAM COUNTY RESIDENT, REGARDING INGHAM COUNTY **DOG LICENSING FEES**
- VIII. PRESENTATION OF THE HISTORICAL COMMISSION’S HERITAGE AWARD TO THE LESLIE HISTORICAL SOCIETY
- IX. LIMITED PUBLIC COMMENT
- X. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- XI. CONSIDERATION OF CONSENT AGENDA
- XII. COMMITTEE REPORTS AND RESOLUTIONS
 2. COUNTY SERVICES COMMITTEE – RESOLUTION TO APPROVE AND CERTIFY THE INGHAM COUNTY 2024 **PUBLIC ROAD MILEAGE** CERTIFICATION
 3. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND AGREEMENT WITH **BUSINESS CREDIT COACHING** AND CONSULTING LLC TO CHANGE THE HOME REHABILITATION PROJECT SITE FUNDED THROUGH A HOUSING TRUST FUND ARPA GRANT
 4. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A \$1,213,123 AGREEMENT TO **CAPITAL AREA COMMUNITY SERVICES** FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY
 5. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A **\$3,005,000 AGREEMENT** TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

6. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND RESOLUTION #22-383 TO BRING THE INGHAM COUNTY [LAND BANK ROW HOUSE](#) CONTRACT INTO COMPLIANCE WITH ARPA INCOME AND AFFORDABILITY REQUIREMENTS
7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO CONTRACT FOR [COMMERCIAL AND INDUSTRIAL APPRAISALS](#)
8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICE AGREEMENT FOR [AS-NEEDED ROTO MILLING & PULVERIZING SERVICES FOR 2025](#)
9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR [AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2025-2026](#)
10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND THE [PROCUREMENT CARD PROCEDURES](#) POLICY
11. HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES – RESOLUTION TO CREATE A [PART-TIME PROGRAM SPECIALIST](#) POSITION
12. HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES – RESOLUTION TO CREATE A [SPECIAL PART-TIME PROGRAM SPECIALIST](#) POSITION
13. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE INGHAM COUNTY [MATERIALS MANAGEMENT PLAN](#) WORK PROGRAM TO THE STATE OF MICHIGAN
14. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [7C LINGO FOR INTERPRETATION](#) AND TRANSLATION SERVICES
15. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO ACCEPT A [WELLBEING GRANT](#) FROM THE MICHIGAN ASSOCIATION FOR LOCAL PUBLIC HEALTH
16. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO ACCEPT AN [OPIOID CRISIS RESPONSE](#) FUNDING AWARD AND AUTHORIZE A SUBAWARD AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES
17. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [PASSAGEWAYS, INC.](#)
18. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [UNODEUCE MULTIMEDIA](#) FOR THE REGION 7 PERINATAL QUALITY COLLABORATIVE
19. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [UNIVERSITY OF MICHIGAN-SPARROW](#) FOR THE REGION 7 PERINATAL COLLABORATIVE

20. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT RENEWAL WITH EPIVIDIAN FOR [HIV DISEASE MANAGEMENT](#)
21. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND RESOLUTION #24-543 AUTHORIZING WITH [MID-STATE HEALTH NETWORK](#)
22. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE [EQUIPMENT PURCHASE ORDER](#) AGREEMENTS FOR EIGHT (8) REPLACEMENT VEHICLES AND ONE (1) REPLACEMENT BOAT TO UPGRADE THE SHERIFF’S OFFICE FLEET
23. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE RENEWAL OF LAWYERS [PROFESSIONAL LIABILITY INSURANCE](#) COVERAGE TO ATTORNEYS IN THE OFFICE OF THE PUBLIC DEFENDER
24. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AMEND RESOLUTION #24-534 TO INCLUDE [MICROSOFT ACCESS DATABASE](#) MIGRATION AND ASSESSMENTS FOR THE JUVENILE DIVISION TO THE AGREEMENT WITH BIZSTREAM

- 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

FEBRUARY 11, 2025 REGULAR MEETING

Board of Commissioners Room – Courthouse
Mason, Michigan – 6:30 p.m.

Remote Participation offered via Zoom at: <https://zoom.us/j/86246962326>
February 11, 2025

CALL TO ORDER

Chairperson Sebolt called the February 11, 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, and Willis.

Members Absent: Trubac.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Sebolt asked, Gregg Todd, County Controller, to 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 Grebner moved to approve the minutes of the January 28, 2025 Meeting. Commissioner Maiville supported the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioner Trubac.

ADDITIONS TO THE AGENDA

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

11. RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRANE U.S. INC., FOR THE REPLACEMENT OF THE CHILLER AT THE HUMAN SERVICES BUILDING

Chairperson Sebolt stated that Board rules state resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately.

Commissioner Peña moved to consider the following resolution:

RESOLUTION HONORING THE WOMEN’S CENTER OF GREATER LANSING FOR 20 YEARS OF SERVICE

FEBRUARY 11, 2025 REGULAR MEETING

Commissioner Lawrence supported the motion.

The motion to allow the resolution to be considered immediately carried unanimously. Absent: Commissioner Trubac.

Chairperson Sebolt stated the Resolution Honoring the Women's Center of Greater Lansing for 20 Years of Service would remain on the agenda as Agenda Item No. 1.

PETITIONS AND COMMUNICATIONS

AN EMAIL FROM RIGOBERTO FLORES RESIGNING FROM THE EQUAL OPPORTUNITY COMMITTEE. Chairperson Sebolt stated this matter would be received with regret and placed on file.

AN EMAIL FROM STEPHANIE THOMAS RESIGNING FROM THEIR ROLE AS VICE CHAIR OF THE INGHAM COUNTY PARKS COMMISSION. Chairperson Sebolt stated this matter would be received 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 No. 6. Commissioner Tennis supported the motion.

Commissioner Tennis disclosed, under Agenda Item No. 3, that their firm had a relationship with the Legal Services Association of Michigan, of which Legal Services of South-Central Michigan was a member.

The motion carried unanimously. Absent: Commissioner Trubac.

Those agenda items that were on the consent agenda were approved via unanimous roll call vote. Absent: Commissioner Trubac.

Items voted on separately are so noted in the minutes.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 1**

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING THE WOMEN’S CENTER OF GREATER LANSING
FOR 20 YEARS OF SERVICE**

RESOLUTION #25 – 053

WHEREAS, the Women’s Center of Greater Lansing was created in response to a clear need for a dedicated community space to support women in the Greater Lansing area; and

WHEREAS, the Women’s Center of Greater Lansing was founded by local women leaders and officially opened its doors in June of 2005 after extensive renovations completed by community volunteers; and

WHEREAS, from the beginning, the Women’s Center of Greater Lansing has been a place where women can access personal and career counseling, employment support, legal resources, and holistic wellness services; and

WHEREAS, housed in two adjoining buildings on Michigan Avenue in Lansing, the Center’s accessible location serves community members from Clinton, Eaton, and Ingham Counties; and

WHEREAS, as the demand for services grew, the Women’s Center of Greater Lansing expanded its programs to include trauma-informed mental health counseling, financial empowerment initiatives, and specialized workshops on domestic violence, sexual assault, and human trafficking; and

WHEREAS, the Center also developed entrepreneurial support programs like the Bold Steps Business Lab to help women launch and sustain businesses; and

WHEREAS, between 2022 and 2023, the number of clients seeking services increased by nearly 300%, and this number continues to rise; and

WHEREAS, the Center has expanded its staff and programs to meet this growing need, ensuring that more women have access to the comprehensive support services they need to achieve financial stability, personal growth, and overall well-being.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the Women’s Center of Greater Lansing on the event of its 20th anniversary and extends its sincere appreciation to the Center for serving as a vital resource, adapting to the evolving needs of the community and empowering women through holistic, accessible, and inclusive support services.

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 2**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RON LESTER

RESOLUTION #25 – 054

WHEREAS, Ron Lester spent his entire professional career in Ingham County performing professional land survey services; and

WHEREAS, Mr. Lester earned the respect of his fellow professionals, clients, and residents of Ingham County; and

WHEREAS, Mr. Lester led the reestablishment of the original government survey of Ingham County as the Ingham County Representative Surveyor to the State of Michigan since 1992; and

WHEREAS, Mr. Lester shared his experience, knowledge, and education with all his peers in the restoration of the original government corners in Ingham County; and

WHEREAS, Mr. Lester mentored many surveyors in the art of remonumentation and land surveying; and

WHEREAS, Mr. Lester led an honorable career perpetuating the history and landmarks of the County; and

WHEREAS, Mr. Lester left an indelible mark on the community and the surveying profession as the Ingham County Representative Surveyor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Ron Lester for his many years of service to the public and the surveying profession.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 3**

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$60,000 AGREEMENT TO LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN FOR FORECLOSURE PREVENTION LEGAL SUPPORT AND RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

RESOLUTION #25 – 055

WHEREAS, Budget Section 1019 of the FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention services to help residents of Ingham County struggling to make mortgage and/or delinquent tax payments in Ingham County; and

WHEREAS, in Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant, including \$60,000 for two years of staffing and administrative expenses for Legal Services of South Central Michigan to provide legal services for mortgage foreclosure cases in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a \$60,000 agreement with Legal Services of South Central Michigan to cover all staffing and administrative costs required to provide services on mortgage foreclosure cases in Ingham County consistent with 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 any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 4**

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$200,000 AGREEMENT TO SOUTHWEST LANSING ACTION GROUP FOR COMMUNITY ENHANCEMENT RELATED ACTIVITIES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

RESOLUTION #25 – 056

WHEREAS, Budget Section 1019 of the FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including community enhancement projects to create and rehab existing housing in Ingham County; and

WHEREAS, In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant, including \$200,000 for two years of staffing and administrative expenses for Southwest Lansing Action Group (SWAG) to lead community engagement efforts around current and future community enhancement projects in the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a \$200,000 agreement with SWAG for two years to cover all staffing and administrative costs required to oversee community engagement activities with terms consistent with 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 any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 5**

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A \$1,471,877 AGREEMENT WITH CAPITAL AREA
COMMUNITY SERVICES FOR HOUSING RELATED SERVICES FUNDED THROUGH THE
MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT**

RESOLUTION #25 – 057

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% AMI; and

WHEREAS, CACS is a nonprofit organization that has provided one-on-one counseling to property owners affected by the tax foreclosure process for Ingham County residents; including financial education, referrals/linkages to additional social services and agencies, and improved outcomes for clients with delinquent property taxes; and

WHEREAS, CACS also partners with the Ingham County Treasurer to administer additional tax foreclosure prevention initiatives, including the Tax Foreclosure Avoidance Agreement (TFAA) as authorized in Resolution #04-371; and

WHEREAS, CACS submitted a proposal requesting \$1,471,877 of Enhancement Grant funds to expand direct foreclosure prevention and financial education services, foreclosure prevention/financial services staff, and foreclosure prevention/financial services administration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve an amount of \$1,471,877 to be committed to CACS to oversee and implement expanded programming for foreclosure prevention/financial services for households earning at or below 120% AMI with terms consistent with 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, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FEBRUARY 11, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Cahill

Approved 02/05/25

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 6**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY OF COMMISSIONERS

**RESOLUTION CONSENTING TO RELINQUISHMENT OF THE FARMINGTON, FARMINGTON
NO. 2, AND FARMINGTON NO.3 DRAINS TO THE CHARTER TOWNSHIP OF LANSING**

RESOLUTION #25 – 058

WHEREAS, the Farmington Drain, the Farmington No. 2 Drain, and the Farmington No. 3 Drain (the “Drains”) and each of their respective Drainage Districts (the “Drainage Districts”) were established in accordance with the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 *et seq.*, (the “Drain Code”) and are under the jurisdiction of the Ingham County Drain Commissioner (“Drain Commissioner”); and

WHEREAS, the Drains are each wholly located in the Charter Township of Lansing (the “Township”) as described and depicted in Exhibit 1; and

WHEREAS, pursuant to Section 395 of the Drain Code, MCL 280.395, the Drain Commissioner may relinquish jurisdiction and control over all or any part of a drain or drain project at any time when there is no outstanding indebtedness or contract liability of its drainage district, to the township in which all or the part of the drain or drain project is wholly located, if the township requests or consents to the relinquishment of jurisdiction and control by resolution duly adopted by its governing body; and

WHEREAS, Section 395 of the Drain Code, MCL 280.395, further provides that the relinquishment and turnover of the Drain does not become effective until consented to by resolution of each public corporation that has paid a part of the cost of the drain; and

WHEREAS, on January 15, 2025, the Board of Trustees for the Township adopted a resolution approving the relinquishment of jurisdiction and control of the Drain from the Drain Commissioner to the Township, and said resolution was transmitted to the Drain Commissioner (Exhibit 2); and

WHEREAS, pursuant to Section 395 of the Drain Code, MCL 280.395, the County, which is a public corporation that has been assessed and paid a part of the cost of the Drain, consents to the relinquishment of jurisdiction and control of the Drain and Drainage District from the Drainage Board to the Township.

THEREFORE BE IT RESOLVED, that the County, pursuant to Section 395 of the Drain Code, MCL 280.395, hereby consents to the relinquishment of jurisdiction and control of the Farmington Drain, the Farmington No. 2 Drain, and the Farmington No. 3 Drain and their respective Drainage Districts as set forth in the attached Exhibit 1 from the Ingham County Drain Commissioner to the Charter Township of Lansing.

BE IT FURTHER RESOLVED, that any resolutions and parts of resolutions are, to the extent of any conflict with this resolution, are rescinded to the extent of the conflict.

FEBRUARY 11, 2025 REGULAR MEETING

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Grebner, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: Morgan **Absent:** Tennis **Approved 02/05/25**

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

Commissioner Morgan stated that it made perfect sense in a vacuum, however, since he did not support the existence of Lansing Township at all, he did not support transferring additional responsibilities to them and would be voting no for that reason only.

Commissioner Lawrence stated that Cooper’s Hawk was a new restaurant in their district in Lansing Township, and though they felt similarly about the Township, folks should check out its wares.

Discussion.

The motion to adopt the resolution carried. **Yeas:** Cahill, Grebner, Johnson, Lawrence, Maiville, Peña, Pratt, Polsdofer, Ruest, Schafer, Sebolt, Tennis, Willis. **Nays:** Morgan. **Absent:** Trubac.

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



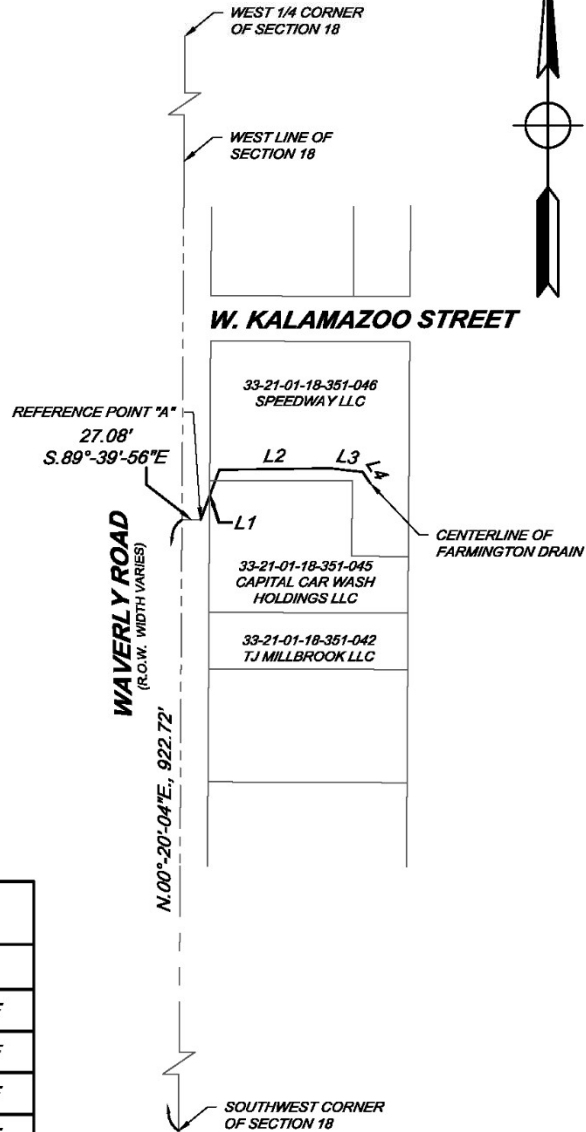
FARMINGTON DRAIN
 ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29999-1

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	77.88'	N.20°-42'-11"E
L2	162.13'	N.89°-19'-15"E
L3	46.56'	S.83°-23'-26"E
L4	20.07'	S.35°-00'-04"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 1 OF 4

JOB#: 132244SG2022
 DWG#: A-29999-1

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
www.SpicerGroup.com



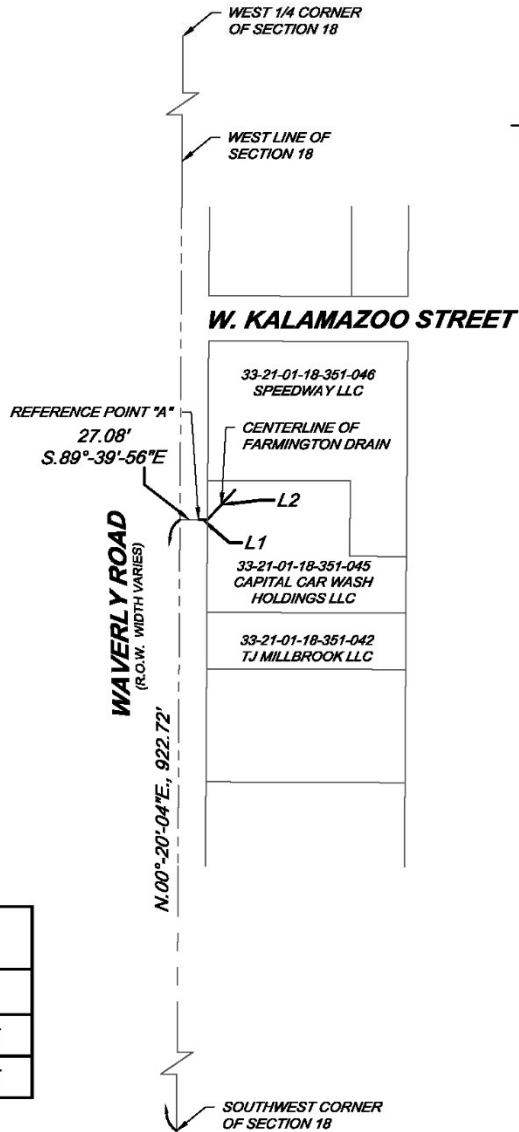
FARMINGTON DRAIN
 ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29999-2

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	12.50'	S. 88°-12'-37"E
L2	60.61'	N. 43°-04'-18"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 2 OF 4

JOB#: 132244SG2022
 DWG#: A-29999-2

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
www.SpicerGroup.com



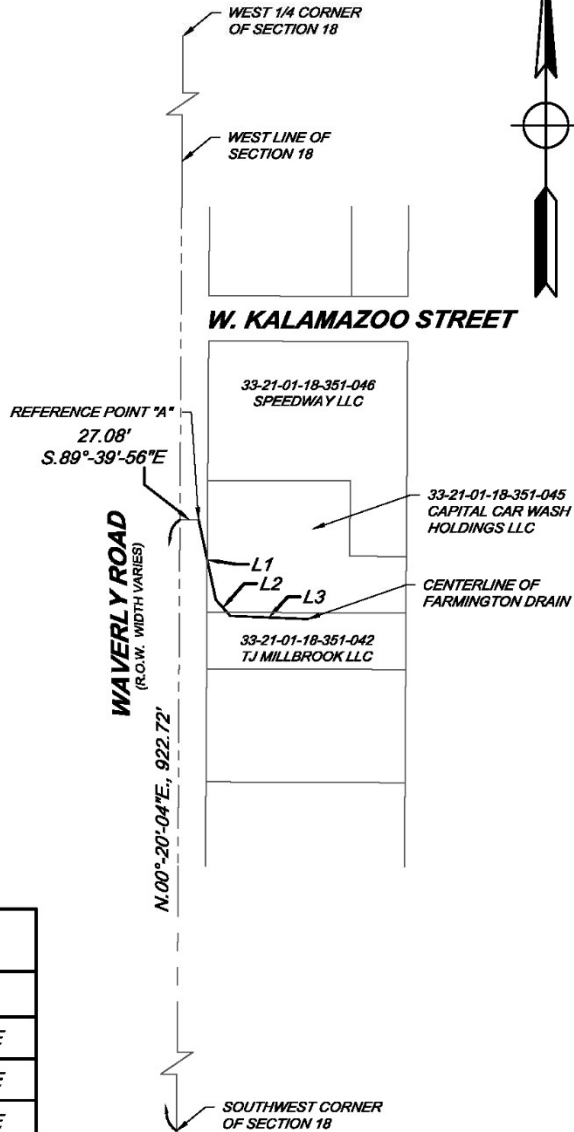
FARMINGTON DRAIN
 ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29999-3

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	119.40'	S.12°-07'-41"E
L2	31.67'	S.41°-27'-16"E
L3	112.93'	S.87°-42'-09"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 3 OF 4

JOB#: 132244SG2022
 DWG#: A-29999-3

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
1400 Zeeb Drive
St. Johns, MI 48879
TEL (989) 224-2355
www.SpicerGroup.com



FARMINGTON DRAIN
ROUTE & COURSE

DWG. NO.: A-29999-4

ROUTE & COURSE DESCRIPTION:

The Route and Course of the Farmington Drain is as follows: Commencing for outlet at a point in the Southwest 1/4 of Section 18 which is N.00°-20'-04"E., on the West line of said Section, 922.72 feet and 27.08 feet, S.89°-39'-56"E., of the Southwest corner of Section 18, T.4 N.-R.2 W., Lansing Charter Township, Ingham County, Michigan, said point being Reference Point "A"; thence N.20°-42'-11"E., 77.88 feet; thence N.89°-19'-15"E., 162.13 feet; thence S.83°-23'-26"E., 46.56 feet; thence S.35°-00'-04"E., 20.07 feet and there end. The total length of this route and course being 306.64 feet.

AND ALSO

Commencing at the Reference Point "A"; thence S.88°-12'-37"E., 12.50 feet; thence N.43°-04'-18"E., 60.61 feet and there end. The total length of this route and course being 73.11 feet.

AND ALSO

Commencing at the Reference Point "A"; thence S.12°-07'-41"E., 119.40 feet; thence S.41°-27'-16"E., 31.67 feet; thence S.87°-42'-09"E., 112.93 feet and there end. The total this route and course being 264 feet.

The total length of all route and courses being 643.75 feet.

DRAWN BY: MJT
CHECKED BY: DMW

PLOT DATE: 01-23-2025
SHEET 4 OF 4

JOB#: 132244SG2022
DWG#: A-29999-4

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



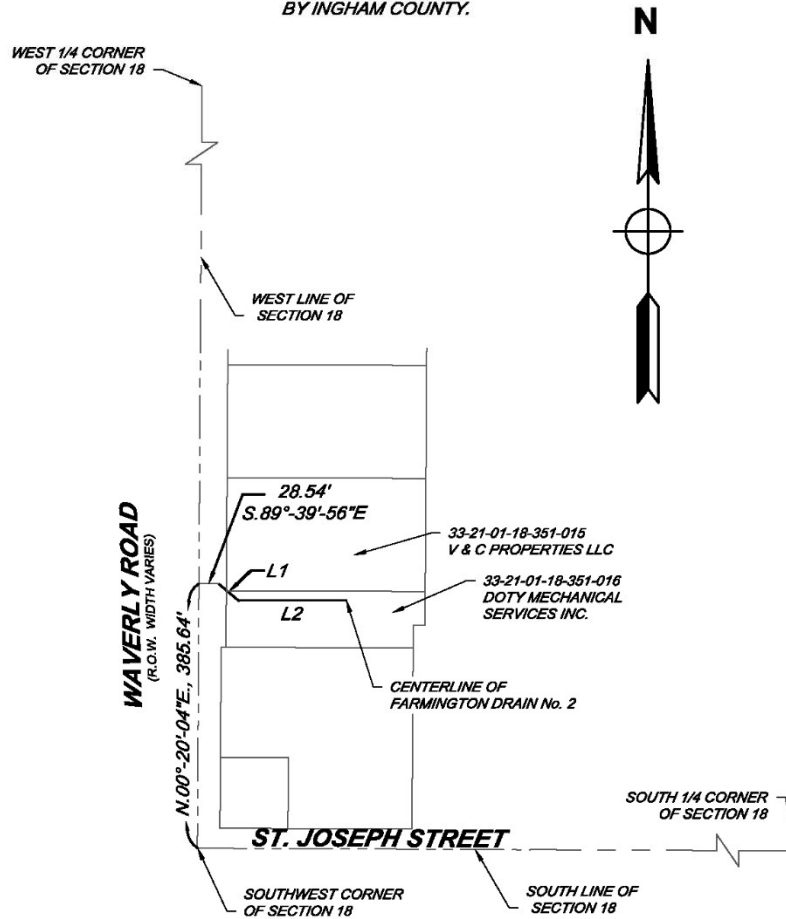
FARMINGTON DRAIN No.2
 ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-30000-1

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	37.62'	S.50°-09'-15"E
L2	157.18'	N.89°-55'-09"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 2

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 1 OF 2

JOB#: 132244SG2022
 DWG#: A-30000-1

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
1400 Zeeb Drive
St. Johns, MI 48879
TEL (989) 224-2355
www.SpicerGroup.com



FARMINGTON DRAIN No.2
ROUTE & COURSE

DWG. NO.: A-30000-2

ROUTE & COURSE DESCRIPTION:

The Route and Course of the Farmington Drain No. 2 is as follows: Commencing for outlet at a point in the Southwest 1/4 of Section 18 which is N.00°-20'-04"E., on the West line of said Section, 385.64 feet and 28.54 feet, S.89°-39'-56"E., perpendicular to said West line, of the Southwest corner of Section 18, T.4 N.-R.2 W., Lansing Charter Township, Ingham County, Michigan; thence S.50°-09'-15"E., 37.62 feet; thence N.89°-55'-09"E., 157.18 feet and there end. Total overall length of the route and course of Farmington Drain No. 2 being 194.80 feet.

DRAWN BY: MJT
CHECKED BY: DMW

PLOT DATE: 01-23-2025
SHEET 2 OF 2

JOB#: 132244SG2022
DWG#: A-30000-2

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



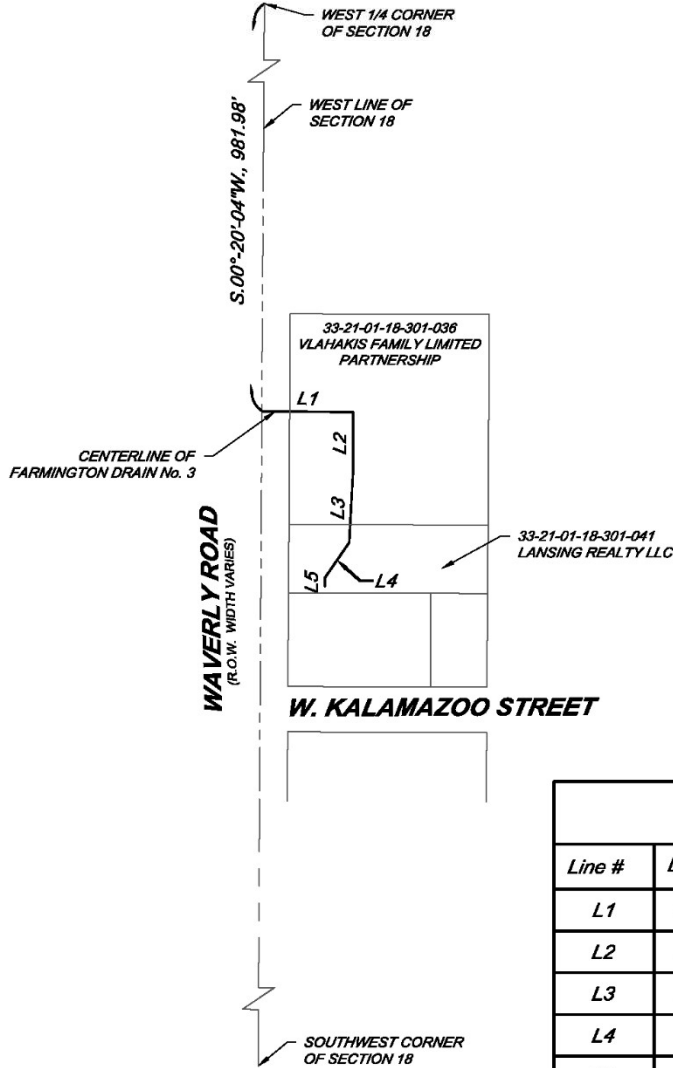
FARMINGTON DRAIN No.3
 ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29998-1

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	133.12'	S.89°-27'-53"E
L2	91.27'	S.00°-19'-37"W
L3	99.31'	S.03°-05'-57"W
L4	62.34'	S.34°-36'-40"W
L5	12.08'	S.00°-00'-00"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 2

FEBRUARY 11, 2025 REGULAR MEETING

Spicer Group, Inc.
1400 Zeeb Drive
St. Johns, MI 48879
TEL (989) 224-2355
www.SpicerGroup.com



FARMINGTON DRAIN No.3
ROUTE & COURSE

DWG. NO.: A-29998-2

ROUTE & COURSE DESCRIPTION:

The Route and Course of the Farmington Drain No.3 is as follows: Commencing for outlet at a point in the Southwest 1/4 of Section 18 which is S.00°-20'-04"W., on the West line of said Section, 981.98 feet of the West 1/4 corner of Section 18, T.4 N.-R.2 W., Lansing Charter Township, Ingham County, Michigan; thence S.89°-27'-53"E., 133.12 feet; thence S.00°-19'-37"W., 91.27 feet; thence S.03°-05'-57"W., 99.31 feet; thence S.34°-36'-40"W., 62.34 feet; thence S.00°-00'-00"E., 12.08 feet and there end. The total length of the route and course of Farmington Drain No. 3 being 398.12 feet.

DRAWN BY: MJT
CHECKED BY: DMW

PLOT DATE: 01-23-2025
SHEET 2 OF 2

JOB#: 132244SG2022
DWG#: A-29998-2

FEBRUARY 11, 2025 REGULAR MEETING

**RESOLUTION 25-04
RESOLUTION APPROVING THE RELINQUISHMENT OF THE
FARMINGTON DRAIN, FARMINGTON DRAIN NO.2, AND FARMINGTON DRAIN NO. 3
TO TOWNSHIP**

At a regular meeting of the Township Board of the Charter Township of Lansing, Ingham County, Michigan, held at the township hall at 3209 W. Michigan Avenue, Lansing, Michigan 48971 in said Township on the 14th day of January 2025, at 6:00 p.m., local time.

Present: Henrietta Brewer, Tracie Harris, Cortney Lighthouse, Kathy Rodgers
Absent: Leslie Graham, Nate Ruiz, Maggie Sanders

The following resolution was offered by Treasurer Rodgers and supported by Clerk Lighthouse:

WHEREAS, the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 (the "Drains") were established in accordance with the provisions of the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 et seq., (the "Drain Code") and are under the jurisdiction of the Ingham County Drain Commissioner ("Drain Commissioner"); and

WHEREAS the Drains are located in the Charter Township of Lansing ("Township") the route and course of which is depicted in **Exhibit A**; and

WHEREAS, the Drains do not have any outstanding indebtedness or contract liability; and

WHEREAS, pursuant to Section 395 of the Drain Code the Drain Commissioner may relinquish jurisdiction and control over all or any part of a drain or drain project at any time when there is no outstanding indebtedness or contract liability of its drainage district, to the township in which all or part of the drain or drain project is wholly located, if the township requests or consents to the relinquishment of jurisdiction and control by resolution duly adopted by its governing body; and

WHEREAS, pursuant to Section 395 of the Drain Code the Township desires and consents to the relinquishment of jurisdiction and control of the Drains from the Drain Commissioner to the Township until such time as the Drains are established as part of the Bank Intercounty Drain pursuant to Chapter 8 of the Drain Code; and

WHEREAS, to ensure continued and proper operation and maintenance of the Drains following the approval and relinquishment of the Drains to the Township by the Drain Commissioner, the Township and the Ingham County Drain Commissioner have agreed to enter into an agreement according to the terms and conditions, as set forth in **Exhibit B**.

NOW THEREFORE BE IT RESOLVED, pursuant to Section 395 of the Drain Code, MCL 280.478, the Township hereby consents to the relinquishment of jurisdiction and control of the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 as set forth in **Exhibit A** from the Drain Commissioner to the Township.

BE IT FURTHER RESOLVED, the Township approves and authorizes the Supervisor and Clerk to execute a Relinquishment Agreement with the Ingham County Drain Commissioner in substantial form attached as **Exhibit B** in connection with the relinquishment of jurisdiction of the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 Drain by the Ingham County Drain Commissioner.

FEBRUARY 11, 2025 REGULAR MEETING

BE IT FURTHER RESOLVED, all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be the same and hereby are rescinded.

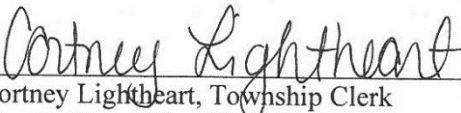
Roll Call Vote:

Ayes: Brewer, Harris, Lightheart, Rodgers
Nays: None
Absent: Graham, Ruiz, Sanders

The foregoing Resolution was declared and adopted on the date.

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the Clerk of the Township Board of the Charter Township of Lansing, Ingham County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 14th day of January 2025.



Cortney Lightheart, Township Clerk
Charter Township of Lansing

FEBRUARY 11, 2025 REGULAR MEETING

RELIQUISHMENT AGREEMENT

FARMINGTON DRAIN FARMINGTON DRAIN NO. 2 FARMINGTON DRAIN NO. 3

This Agreement (“Agreement”) is made and entered into on this 15 day of January, 2025, by and between the Ingham County Drain Commissioner (the “Drain Commissioner”), whose address is 707 Buhl St, Mason, MI 48854, and the Charter Township of Lansing (hereinafter, the “Township”), 3209 W. Michigan Avenue, Lansing, Michigan 48971. In this Agreement, the Drain Commissioner and Township may be referred to individually as “Party,” or collectively as “Parties”.

WITNESSETH:

WHEREAS, the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 (collectively, the “Drains”) are established drains under the Michigan Drain Code, MCL 280.1 *et seq.* (“Drain Code”), with drainage facilities located wholly within the boundaries of the Township and with no outstanding indebtedness or contract liability; and

WHEREAS, the Township wishes to obtain jurisdiction and control over the Drains, the route and course of which is each described and depicted in **Exhibit 1**; and

WHEREAS, the Township has adopted a Resolution, attached as **Exhibit 2**, authorizing the assumption of jurisdiction and control of the Drain as provided in Section 395; and

WHEREAS, the Ingham County Board of Commissioners has adopted a Resolution attached as **Exhibit 3** consenting to the relinquishment of the Drains from the Drain Commissioner to the Township.;

WHEREAS, on January 15, 2025 the Drain Commissioner issued an Order, attached hereto as **Exhibit 4**, stating his intent to relinquish jurisdiction and control of the Drains to the Township.

NOW THEREFORE IT IS AGREED:

1. Jurisdiction and control of the Drains shall be relinquished to the Township, which shall assume the jurisdiction, control, maintenance, operation of the Drains, and all costs attendant thereto until such time the Drains are established as part of the Bank Intercounty Drain pursuant to Chapter 8 of the Drain Code.
2. The Drain Commissioner shall hereby be relieved of the jurisdiction and control of the Drains.
3. It is the intent of the Parties that the Drains shall become part of the Bank Intercounty Drain.

FEBRUARY 11, 2025 REGULAR MEETING

4. This Agreement shall become effective upon its execution by all Parties and shall be binding upon the successors and assigns of each Party.
5. Each Party hereto represents and warrants to the other that it has full power and authority to enter into this Agreement.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

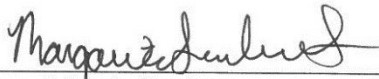
**FARMINGTON DRAIN DRAINAGE DISTRICT
FARMINGTON DRAIN NO. 2 DRAINAGE DISTRICT
FARMINGTON DRAIN NO. 3 DRAINAGE DISTRICT**

Date: _____, 2025

Patrick E. Lindemann
Ingham County Drain Commissioner

CHARTER TOWNSHIP OF LANSING

Date: January 15, 2025



By: Maggie Sanders
Its: Supervisor

Date: January 15, 2025



By: Cortney Lighthouse
Its: Clerk

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 7**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

RESOLUTION #25 – 059

WHEREAS, Public Acts 345 and 346 of 1990, as revised, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Public Act 345 of 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint and contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Gil Barish, PS, CFedS, was selected through a competitive bid process to be the Ingham County Representative and will be an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that, upon the respectful recommendation of the Ingham County Grant Administrator and the Ingham County Purchasing Department, the Ingham County Board of Commissioners appoint Gil Barish, PS, CFedS, as Ingham County Representative Surveyor.

BE IT FURTHER RESOLVED, that upon approval of the 2025 Grant Application by the State Monumentation and Remonumentation Commission, that the Ingham County Board of Commissioners contract with Gil Barish.

BE IT FURTHER RESOLVED, that the contract is to be funded by Survey and Remonumentation grant funds authorized under Public Act 345 of 1990, for the period of one year, January 1, 2025 through December 31, 2025 in an amount not to exceed \$13,960.

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 and upon acceptance of the remonumentation grant by the County.

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

Nays: None

Absent: None

Approved 02/04/25

FEBRUARY 11, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Cahill

Approved 02/05/25

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 8**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO AUTOCLEAR LLC FOR X-RAY
MACHINES AT THE VETERANS MEMORIAL COURTHOUSE**

RESOLUTION #25 – 060

WHEREAS, the current X-ray machines at the Veterans Memorial Courthouse have outlived their useful life and require replacement; and

WHEREAS, the Facilities Department has determined that two Autoclear 5333DVS-160 X-ray machines are the best replacement option; and

WHEREAS, Autoclear LLC, through the Cooperative Purchasing Connection (CPC), a cooperative purchasing program based in Minnesota, has submitted a proposal for the replacement machines at a total cost of \$51,985.36; and

WHEREAS, purchases made through a cooperative contract satisfy competitive bidding requirements, eliminating the need to obtain three separate quotes; and

WHEREAS, funding is available in 245-60199-976000-25F04 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Autoclear LLC, 18 Carlisle Road, Hawthorn Woods, IL 60047, for the replacement of X-ray machines at the Veterans Memorial Courthouse for an amount not to exceed \$51,985.36, under the Cooperative Purchasing Connection (CPC) contract.

BE IT FURTHER RESOLVED, that purchases made under the Cooperative Purchasing Connection (CPC) meet all necessary procurement requirements, and the county is not required to obtain three quotes for this purchase.

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.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Poldsifer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH KNIGHT WATCH FOR THE
ACCESS CONTROL UPGRADE AT INGHAM COUNTY ANIMAL CONTROL**

RESOLUTION #25 – 061

WHEREAS, Ingham County Animal Control relies on an access control system to ensure security and operational efficiency; and

WHEREAS, the current Bosch system has reached the end of its useful life and requires replacement; and

WHEREAS, Knight Watch is the sole source provider of the Galaxy Control System, ensuring compatibility with existing security infrastructure; and

WHEREAS, purchases made under a sole source agreement satisfy competitive bidding requirements, eliminating the need to obtain three separate quotes; and

WHEREAS, Knight Watch has submitted a proposal totaling \$49,138.97 for the replacement of the Bosch system with a Galaxy Control System, which includes adding access control to four additional doors; and

WHEREAS, funding is available in line item 664-42199-978000-25F05.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a service agreement with Knight Watch for the access control upgrade at Ingham County Animal Control at a total cost of \$49,138.97, under a sole source procurement agreement for the Galaxy Control System.

BE IT FURTHER RESOLVED, that purchases made under this sole source agreement 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 to complete this action.

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.

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

Nays: None

Absent: None

Approved 02/04/25

FEBRUARY 11, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Cahill

Approved 02/05/25

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH KNIGHT WATCH FOR THE
SWIPE CARD READER ADDITIONS AT THE HUMAN SERVICES BUILDING**

RESOLUTION #25 – 062

WHEREAS, the Human Services Building (HSB) requires additional swipe card readers to improve security and access control across 15 doors; and

WHEREAS, these security enhancements will provide better-controlled access, increased safety, and compliance with security standards; and

WHEREAS, Knight Watch is the sole source provider for the security access control system, ensuring compatibility with existing security infrastructure; and

WHEREAS, purchases made under a sole source agreement satisfy competitive bidding requirements, eliminating the need to obtain three separate quotes; and

WHEREAS, Knight Watch has submitted a proposal totaling \$67,177 for the necessary equipment and installation, including card readers, electric strikes, controllers, motion sensors, and power supplies; and

WHEREAS, a 10% contingency (\$6,717.70) is included to cover unforeseen expenses, bringing the total not-to-exceed project cost to \$73,894.70; and

WHEREAS, funding is available in budget line item 245-60199-976000-25F03.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a service agreement with Knight Watch for the swipe card reader additions at the Human Services Building, at a total project cost not to exceed \$73,894.70, under a sole source procurement agreement.

BE IT FURTHER RESOLVED, that purchases made under this sole source agreement 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 to complete this action.

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.

FEBRUARY 11, 2025 REGULAR MEETING

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 11**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRANE U.S. INC., FOR THE
REPLACEMENT OF THE CHILLER AT THE HUMAN SERVICES BUILDING**

RESOLUTION #25 – 063

WHEREAS, the existing chiller at the Human Services Building has exceeded its useful life expectancy and requires replacement; and

WHEREAS, the Facilities Department has determined that a 130-ton air-cooled scroll chiller is the best replacement option; 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; and

WHEREAS, Trane U.S. Inc. has submitted a proposal for the replacement chiller, including removal of the existing unit, installation, necessary modifications, and integration into the existing control system, at a total cost of \$338,400; and

WHEREAS, funding is available in Fund 24560199-976000-25F02 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for the replacement of the chiller at the Human Services Building for an amount not to exceed \$338,400, under the Omnia cooperative purchasing agreement.

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 to complete this action.

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

Nays: None

Absent: None

Approved 02/04/25

FEBRUARY 11, 2025 REGULAR MEETING

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 12**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR PROCESSED ROAD GRAVELS,
VARIOUS CRUSHED AGGREGATES, CLASS 2 SAND,
AND WINTER MAINTENANCE SAND FOR 2025**

RESOLUTION #25 – 064

WHEREAS, the Road Department annually purchases approximately 30,000 tons of various gravels, aggregates, and sand for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #1-25) from experienced and qualified vendors for the purchase of Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for the 2025 calendar year, receiving eight bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the various aggregates; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to execute a purchase order with the following for the purchase of Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand:

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819

Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333

Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629

Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188

Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes a purchase orders with Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819; Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333; Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629; Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188; and Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813 for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #1-25.

FEBRUARY 11, 2025 REGULAR MEETING

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Sunrise Aggregates LLC., Rison Transport LLC., Carrick Trucking & Gravel Inc., Stoneco of Michigan, and Crandell Bros. Trucking Inc. to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

Nays: None

Absent: None

Approved 02/04/25

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

Nays: None

Absent: Tennis, Cahill

Approved 02/05/25

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 13**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER
FOR HELICALLY CORRUGATED STEEL PIPE FOR 2025**

RESOLUTION #25 – 065

WHEREAS, the Road Department annually purchases approximately 2,000 feet of corrugated steel pipe for use as drainage culverts and storm sewer construction; and

WHEREAS, the Purchasing Department solicited bids (IFB #2-25) from experienced and qualified vendors for the purchase of helically corrugated steel pipe for the 2025 calendar year, receiving five bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the cost associated with the purchase of the helically corrugated steel pipe; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to execute a purchase order with the following for the purchase of helically corrugated steel pipe:

Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601

Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854

St. Regis Culvert, Inc. located at 202 Morrell Street, Charlotte, MI 48813.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes purchase orders with Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601; Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854; and St. Regis Culvert, Inc. located at 202 Morrell Street, Charlotte, MI 48813 for helically corrugated steel pipe on an as-needed, unit price basis for a one-year period, at the rates detailed in the bid response to Invitation for Bid #2-25.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Cadillac Culvert Inc.; Contech Engineered Solutions, LLC; and St. Regis Culvert, Inc. to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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.

FEBRUARY 11, 2025 REGULAR MEETING

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 14**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR CS-T TRAP ROCK, 34CS TRAP ROCK, 29A CRUSHED NATURAL, 29A CRUSHED LIMESTONE, H1 LIMESTONE, AND OHIO #9 AGGREGATES FOR 2025

RESOLUTION #25 – 066

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #263-24) from experienced and qualified vendors for the purchase of CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for the 2025 calendar year, receiving three bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the various aggregates; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to accept bids from Yellow Rose Transport Inc. and Sunrise Aggregates LLC; and

WHEREAS, the Road Department recommends a purchase order with Yellow Rose Transport Inc. for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates; and

WHEREAS, the Road Department recommends a purchase order with Sunrise Aggregates LLC for 29A Crushed Natural.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates from the following:

Yellow Rose Transport Inc. located at 16861 120th Ave, Nunica, MI 49448 for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone and Ohio #9 Aggregates

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819 for 29A Crushed Natural

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #263-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Yellow Rose Transport Inc. and Sunrise Aggregates LLC to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

FEBRUARY 11, 2025 REGULAR 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.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/04/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #19-014 TO AUTHORIZE A CONTRACT AMENDMENT
WITH SHERIDAN LAND CONSULTING FOR CONSULTING SERVICES TO THE INGHAM
COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD**

RESOLUTION #25 – 067

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

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004 and the Ingham County Open Space Purchase of Development Rights Ordinance in October 2009; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinances authorizes the Ingham County Farmland and Open Space Preservation Board to oversee the implementation of the Farmland and Open Space Preservation Program; and

WHEREAS, through Resolution #19-914, the Ingham County Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland and Open Space Purchase of Development Rights Ordinance through December 2028; and

WHEREAS, from time to time it has become necessary for Sheridan Land Consulting to attend conferences and participate in other professional development activities in support of the Ingham County Farmland and Open Space Preservation program; and

WHEREAS, the Farmland and Open Space Preservation Board has recommended approval of a contract amendment with Sheridan Land Consulting to provide reimbursement for the above stated activities; and

WHEREAS, funding for this contract amendment will be derived from the Farmland and Open Space Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment with Sheridan Land Consulting to increase the contract for technical assistance by an amount not to exceed \$10,000 annually, effective upon execution, to allow for professional development expenses, including all costs associated with registration and travel reimbursement for in-state and out-of-state conferences, memberships, subscriptions, and trainings.

FEBRUARY 11, 2025 REGULAR MEETING

BE IT FURTHER RESOLVED, that this contract is to be funded solely from Farmland and Open Space Preservation Millage dollars, and any unused funds for this purpose shall remain with the Farmland and Open Space Preservation Board fund.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #19-014 remain unchanged.

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: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 01/21/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 16**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR FOOD SERVICE ITEMS FROM
GORDON FOOD SERVICE**

RESOLUTION #25 – 068

WHEREAS, Ingham County is responsible for the operation of the Potter Park Zoo concessions including the Savanna Grill; and

WHEREAS, the revenue made from the sale of food items is necessary revenue for zoo operations as well as an expected component of zoo visitor experience; and

WHEREAS, Ingham County Purchasing Policies do not require three bids for cooperative agreements; and

WHEREAS, Gordon Food Service is part of the nationwide HPS cooperative agreements, #15 (Rev #22), #39 (Rev #25), #51 (Rev #23), and #54 (Rev #22); and

WHEREAS, budgeted funds are available in Zoo line item #25869200 726010 31500 for the cost of the food service items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a blanket purchase order to Gordon Food Service in an amount not to exceed \$100,000 annually through 2027 for the purchase of food service items for Potter Park Zoo concessions.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Trubac, Morgan, Willis, Ruest
Nays: None **Absent:** Schafer **Approved 02/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 17**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN
DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR F Y 2024-2025**

RESOLUTION #25 – 069

WHEREAS, Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs; and

WHEREAS, EGLE will reimburse ICHHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environment, Great Lakes, and Energy; and

WHEREAS, EGLE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department (ICHHD); and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Medical Health Officer recommends that the Board of Commissioners authorize an agreement with EGLE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE for Non-Community Programs.

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

BE IT FURTHER RESOLVED that EGLE shall reimburse ICHHD up to \$92,387 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program (Type II public) – up to \$19,834
- General Fund – up to \$52,873
- Drinking Water Long-Term Monitoring – up to \$700
- Campground Requirements – up to \$800
- Public Swimming Pools – up to \$18,180

FEBRUARY 11, 2025 REGULAR 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, Morgan, Willis, Ruest
Nays: None **Absent:** Schafer **Approved 02/03/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 18**

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING APPOINTMENTS TO THE
INGHAM COUNTY FAMILY CENTER ADVISORY BOARD**

RESOLUTION #25 – 070

WHEREAS, several vacancies exist on the Ingham County Family Center Advisory Board; and

WHEREAS, the Law & Courts Committee interviewed those interested in serving on this Board.

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

Joseph Beaman, 2912 Trappers Cove Trail, #2a, Lansing 48910

as a community representative on the Ingham County Family Center Advisory Board for a term expiring December 31, 2027.

LAW & COURTS: Yeas: Johnson, Willis, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Lawrence **Approved 01/30/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 19**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE FIREARMS AND EQUIPMENT

RESOLUTION #25 – 071

WHEREAS, the Ingham County Sheriff’s Office has deputies who are required to carry and be proficient with handguns for the protection of the public they serve; and

WHEREAS, the Sheriff’s Office would like to purchase 45 Glock model 45 handgun packages, 45 Safariland holsters, 45 Streamlight lights, 59 Mounting Plates, 14 AmeriGlo sights, and 14 Trijicon red dot sights to fully equip all deputies who have law enforcement responsibilities; and

WHEREAS, the handguns and equipment will be purchased from CMP Distributors Inc. 16753 Industrial Parkway, Lansing, MI 48906; and

WHEREAS, funds from the 2025 General Fund budget Z-List were approved for this purchase and are in the Sheriff’s Office Admin Equipment Repair & Maintenance budget; and

WHEREAS, CMP is a Lansing area vendor and they will allow for trade-in of the old handguns for credit toward the purchase of ammunition needed to train with this new platform.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Glock model 45 handguns, red dot sights, and other equipment from CMP Distributors in an amount not to exceed \$69,746.95 using Sheriff’s Office Admin Equipment Repair & Maintenance #10130101-932000.

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

LAW & COURTS: Yeas: Johnson, Willis, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Lawrence **Approved 01/30/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 20**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE HONOR GUARD UNIFORMS

RESOLUTION #25 – 072

WHEREAS, the Ingham County Sheriff’s Office has deputies who are required to wear a specific style of uniform while representing the County of Ingham at events, funerals, and memorials; and

WHEREAS, the current uniforms have been in service for more than a decade and have reached their service life; and

WHEREAS, the Sheriff’s Office would like to purchase 16 honor guard jackets, 16 honor guard pants, 16 honor guard hats, as well as badges, insignia, and nameplates to fully equip Honor Guard deputies that have been tasked with the responsibilities of representing the County of Ingham; and

WHEREAS, the uniforms will be purchased from J Higgins, 10559 Lackman Rd. Lenexa, KS 66219 and the name plates, badges, and insignia will be purchased through Lansing Uniform, 5310 S. Pennsylvania Ave. Lansing, MI 48911; and

WHEREAS, Lansing Uniform Company is a Lansing area vendor and J Higgins is an Ingham County purchasing approved vendor; and

WHEREAS, funds from the 2025 General Fund budget Z-List were approved for this purchase and are in the Sheriff’s Office Special Units/Uniform & Accessories budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Honor Guard uniforms from J Higgins, LTD for Honor Guard jackets, pants, and hats; furthermore, the badges and insignia will be purchased through Lansing Uniform Company in an amount not exceed \$12,170.24 using Sheriff’s Office Special Units/Uniform & Accessories #10130110-74500.

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

LAW & COURTS: Yeas: Johnson, Willis, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Lawrence **Approved 01/30/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 21**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE DEPARTMENT OF STATE POLICE –
NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM**

RESOLUTION #25 – 073

WHEREAS, the Ingham County Sheriff’s Office (ICSO) Corrections Division is responsible for maintaining a Criminal History on incarcerated individuals; and

WHEREAS, ICSO shares a criminal justice partnership with the Michigan Department of State Police (MSP); and

WHEREAS, the MSP Grant and Community Services Division was awarded a grant from the U.S. Department of Justice, Office of Justice Programs to improve the Nations’ safety and security by enhancing the quality, completeness, and accessibility of the criminal history record information; and

WHEREAS, the Ingham County Correctional Facility was selected by MSP to participate; and

WHEREAS, Ingham County – MSP partnership will result in a \$26,040 reimbursement grant for specified technology to achieve above; and

WHEREAS, Ingham County will purchase technology devices and software upfront using the Sheriff’s Office inmate Stores Account #595-30110726010 to cover the total expense of \$26,040.

THEREFORE BE IT RESOLVED, Ingham County Board of Commissioners accepts the MSP’s 2024 National Criminal History Improvement Program grant of \$26,040.

BE IT FURTHER RESOLVED, that the funds shall be used for purchase fingerprinting hardware and software to utilized within the Ingham County Sheriff’s Office Facility.

BE IT FURTHER RESOLVED, that once the purchase has been made, the funds will be reimbursed through the grant award.

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

LAW & COURTS: Yeas: Johnson, Willis, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Lawrence **Approved 01/30/25**

FEBRUARY 11, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Cahill

Approved 02/05/25

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 22**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
LAWYER GUARDIAN AD LITEM REPRESENTATION AND TO AMEND RESOLUTION #24-306**

RESOLUTION #25 – 074

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2025 Budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, Resolution #24-306 established 2025 Lawyer Guardian Ad Litem pay rates for attorneys, and the Circuit Court Juvenile Division would like to amend that resolution to increase the pay rates for Attorney Shaneika Walker and Attorney Janet McDuffey; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted as follows: Courtroom One .1, Courtroom Two .3, Courtroom Three .3, and Courtroom Four .3 of the Family Division docket; and

WHEREAS, it is recommended that Attorney Michael Van Huysse shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom One at rate not to exceed \$24,593.40 for the twelve-month period in calendar year 2025; and

WHEREAS, it is recommended that Resolution #24-306 be amended that Attorney Shaneika Walker shall continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom Two at a rate not to exceed \$57,384.84 for the twelve-month period in calendar year 2025; and

WHEREAS, it is recommended that Attorney Michael Staake shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom Three at a rate not to exceed \$57,384.84 for the twelve-month period in calendar year 2025; and

WHEREAS, it is recommended that Resolution #24-306 be amended that Attorney Janet McDuffey shall continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom Two at a rate not to exceed \$57,384.84 for the twelve-month period in calendar year 2025; and

FEBRUARY 11, 2025 REGULAR MEETING

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom One at a rate of \$2,049.45 a month, not to exceed \$24,593.40 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to amend the contract with Attorney Shaneika Walker authorized through Resolution #24-306 for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom Two at a rate of \$4,782.07 a month, not to exceed \$57,384.84 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom Three at a rate of \$4,782.07 a month, not to exceed \$57,384.84 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to amend the contract with Attorney Janet McDuffey authorized through Resolution #24-306 for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom Four at a rate of \$4,782.07 a month, not to exceed \$57,384.84 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Michael Van Huysse, Attorney Shaneika Walker, Attorney Michael Staake, and Attorney Janet McDuffey, which collectively shall not exceed \$139,262.00 for calendar year 2025, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

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

LAW & COURTS: Yeas: Johnson, Willis, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Lawrence **Approved 01/30/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 11, 2025
AGENDA ITEM NO. 23**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWAL OF SOFTWARE SUPPORT AGREEMENT WITH
CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH SYSTEM**

RESOLUTION #25 – 075

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 previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system, and renewal of the support agreement, which has been budgeted for in the 9-1-1 Center’s 2025 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025/26 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2025, through April 13, 2026, at a cost of \$186,868.15.

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

LAW & COURTS: Yeas: Johnson, Willis, Polsdofer, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Lawrence **Approved 01/30/25**

FINANCE: Yeas: Morgan, Grebner, Sebolt, Polsdofer, Maiville, Ruest
Nays: None **Absent:** Tennis, Cahill **Approved 02/05/25**

Adopted as a part of the consent agenda.

FEBRUARY 11, 2025 REGULAR MEETING

SPECIAL ORDERS OF THE DAY

Commissioner Lawrence moved the appointment of Jeremiah Dungien to the Parks Commission and the reappointment of Dianne Holman and Maxine Thom to the Community Mental Health Authority. Commissioner Maiville supported the motion.

The motion carried unanimously. Absent: Commissioner Trubac.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Peña stated that Capital Area Community Services would be hosting a Walk for Warmth. Commissioner Peña further stated that for rural Ingham County, the Walk for Warmth would be taking place on February 22, 2025, that registration would start at 9:30 a.m., and the Walk would begin at 11:00 a.m. at 218 East Maple Street in Mason.

Commissioner Peña stated that Capital Area Community Services would not be hosting a Walk for Warmth at their Lansing location, but would be hosting a bottle drive on February 22, 2025 at 1301 Rensen Street in Lansing.

Commissioner Maiville stated that the Fair Foundation was coming off the very successful Purse Bingo event and they would be hosting a Spaghetti Dinner on February 23, 2025 from 4:00 p.m. to 6:00 p.m. Commissioner Maiville further stated the Fair Foundation would also be hosting Glow Bingo on Friday, March 7, 2025 and Saturday, March 8, 2025.

Commissioner Cahill stated that Glow Bingo on Friday, March 7, 2025 would include dancing and singing.

Commissioner Johnson stated they were a Wine Club member a Cooper's Hawk and that Valentine's Day was coming up, so if anyone had a plus one, they should attend.

Commissioner Peña stated that there would be a Wedding and Lifestyle Expo on February 16, 2025 from 12:00 p.m. to 4:00 p.m. at the Kellogg Center.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Grebner moved to pay the claims in the amount of \$20,306,736.60. Commissioner Morgan supported the motion.

The motion carried unanimously. Absent: Commissioner Trubac.

ADJOURNMENT

The meeting was adjourned at 6:42 p.m.

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

Feb. 13, 2025

Commissioners,

The reason for this letter is to express my opinion that Ingham County policies for dog license needs to be brought in line with other counties in our district. Our fees are \$48 non-sterilized and \$18 sterilized yearly.

As you see in the table below, I have googled adjacent counties in our vicinity for comparison of fees.

County	Sterilized	Non-sterilized
Clinton	\$10	\$15
Eaton	\$15	\$20
Jackson	\$10	\$20
Livingston	\$10	\$25
Shiawassee* One time fee	\$10	\$30

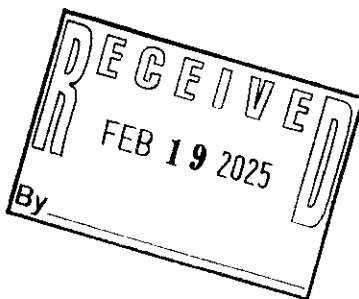
These fees separated at a greater rate (become more out of line) when compared to a three year fee program.

Here are a few questions that I believe need to be considered:

1. Are our dogs more destructive than those in adjacent counties?
2. Are they prone to more diseases?
3. Or are they just a victim of poor monetary practices?

In closing, pet owners love their fur babies and will do what is necessary for their health and safety. Those who are neglect in payment will do so no matter how outlandish the fees may be. Also **remember that fees are taxes on citizens** – do you feel we are overtaxed?

Dennis Higelmire
4550 Olds Rd
Onondaga, Mi. 49264



Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE
INGHAM COUNTY 2024 PUBLIC ROAD MILEAGE CERTIFICATION**

RESOLUTION #25 –

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors; and

WHEREAS, Ingham County realized a net increase of 0.17 miles of public road centerline mileage in 2024, adjusting the road centerline mileage to 1,255.53 miles; and

WHEREAS, the 2020 Adjusted Census Urban Boundary (ACUB) resulted in a net reduction of 10.37 miles in Urban Primary roads and a net reduction of 13.75 miles in Urban Local roads; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions/departments, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves, certifies, and authorizes the Board Chairperson to sign the 2024 Public Road Mileage Certification document that is consistent with this resolution.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH BUSINESS CREDIT COACHING AND CONSULTING LLC TO CHANGE THE HOME REHABILITATION PROJECT SITE FUNDED THROUGH A HOUSING TRUST FUND ARPA GRANT

RESOLUTION #25 –

WHEREAS, the Ingham County Board of Commissioners, in Resolution #23-390, allocated American Rescue Plan Act (ARPA) funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #24-043 allowing a project site and scope change, and authorizing an agreement of \$90,000 with Business Credit Coaching and Consulting LLC for the rehabilitation of 323 S. Hayford Street in Lansing; and

WHEREAS, the Ingham County Land Bank has discovered that 323 S. Hayford is in a 100-year flood plain and has recommended another site available for rehabilitation at 804 Loa Street in Lansing to be redeveloped and made available for income qualified buyers up to 120% of Area Median Income (AMI).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the agreement authorized in Resolution #24-043 to allow a change in location for a single family home rehabilitation from 323 S. Hayford Street to 804 Loa Street in Lansing.

BE IT FURTHER RESOLVED, that the authorized contract amount of \$90,000 with Business Credit Coaching and Consulting LLC will not change with this amendment.

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

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

Nays: None **Absent:** None **Approved 02/18/25**

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

Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$1,213,123 AGREEMENT TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

RESOLUTION #25 –

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with the Michigan State Housing Development Authority (MSHDA) to allow the 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, including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

WHEREAS, CACS has overseen the completion of over 100 homeowner occupied rehab and repair projects for income qualified homeowners with funding allocated through Ingham County utilizing American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #21-293 and #23-125; and

WHEREAS, CACS is currently administering federally sourced funds for the purpose of delivering weatherization services and has submitted a proposal to administer \$1,213,123 of Enhancement Grant funds through the Housing Trust Fund for the purpose of expanding weatherization upgrades for income qualified households in Ingham County; and

WHEREAS, CACS would like to use those funds in part to create a weatherization training center, utilizing existing facility space that CACS already owns, for the purpose of expanding the number of qualified contractors available to complete weatherization upgrades, as well as expanding additional related support staffing and administration all in the effort to train certified services providers and expand capacity to deliver weatherization services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$1,213,123 to be committed to CACS to oversee and implement home weatherization services for homeowners earning at or below 120% AMI as well as create a training facility to build a qualified work force to complete expanded weatherization services.

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, Johnson, Maiville

Nays: None

Absent: None

Approved 02/18/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$3,005,000 AGREEMENT TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

RESOLUTION #25 –

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan State Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

WHEREAS, CACS is a nonprofit organization that has overseen the completion of over 100 homeowner occupied rehab and repair projects for income qualified homeowners supported by Ingham County American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #21-293 and #23-125; and

WHEREAS, CACS submitted a proposal requesting an additional \$3,005,000 to expand direct homeowner home improvement services, including increasing staff and support activities to expand these services to 150 additional income-qualified households.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$3,005,000 to be committed to CACS to oversee and implement homeowner occupied rehab and repair projects for households earning at or below 120% AMI.

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, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-383 TO BRING THE INGHAM COUNTY LAND BANK ROW HOUSE CONTRACT INTO COMPLIANCE WITH ARPA INCOME AND AFFORDABILITY REQUIREMENTS

RESOLUTION #25 –

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9,000,000 in American Rescue Plan Act (ARPA) funds for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Board approved \$2,000,000 from the Housing Trust Fund for the Ingham County Land Bank (ICLB) Row House Project, which will include 17 units constructed on the 1200 block of West Saginaw Street, the 400 block of North Martin Luther King Jr Boulevard, the 400 block of South Pennsylvania Avenue, and the 500 block of South Pennsylvania Avenue in Resolution #22-383; and

WHEREAS, housing constructed using ARPA funds must meet federal requirements to make all units available for households at or below 120% Area Median Income (AMI) at below-market rates, and secure unit affordability for a period of 20 years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment with the Ingham County Land Bank for the construction of rowhouses to add provisions to secure unit affordability for buyers at or below 120% AMI for a minimum of 20 years.

BE IT FURTHER RESOLVED, that the authorized contract amount of \$2,000,000 with the Ingham County Land Bank for construction of Row Houses will not change with this amendment.

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

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS

RESOLUTION #25 –

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2025 Equalization and Tax Mapping Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Quality Equalization Services of Westland, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization and Tax Mapping Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization and Tax Mapping Department in concurrence with the Purchasing Department to award this contract to Quality Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization and Tax Mapping Department, authorizes entering into a contract with Quality Equalization Services in an annual amount as set forth in the following schedule:

Year 1:	\$100,625
Year 2:	\$105,660
Year 3:	\$110,935
Year 4:	\$116,490
Year 5:	\$122,320

BE IT FURTHER RESOLVED, that the cost is to be provided for in the 2025 and subsequent years Equalization and Tax Mapping Department Budget and is based on 150 sale appraisals and 425 study appraisals.

BE IT FURTHER RESOLVED, that a three-year contract be approved with the stipulation that a fourth-year and fifth-year renewal shall be a permissible option of the County.

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.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICE AGREEMENT FOR AS-NEEDED
ROTO MILLING & PULVERIZING SERVICES FOR 2025**

RESOLUTION #25 –

WHEREAS, the Road Department occasionally utilizes roto milling and pulverizing services on road construction projects throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #3-25) for vendors to provide as-needed roto milling and pulverizing services for the 2025 calendar year, receiving three responsive proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 calendar year; and

WHEREAS, it is the recommendation of the Road Department to execute a professional services agreement with the following:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906

McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906

Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services agreement with Extreme Milling & Pulverizing, LLC located at 16220 National Parkway, Lansing, MI 48906; McKearney Asphalt & Sealing, Inc. located at 901 E. Gier, Lansing, MI 48906; and Michigan Paving & Materials Co. located at 16777 Wood St., Lansing, MI 48906 to provide the as-needed roto milling & pulverizing services for the 2025 calendar year at rates not to exceed those stated in their proposals to RFP #3-25.

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: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED
SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2025-2026**

RESOLUTION #25 –

WHEREAS, the Road Department occasionally requires miscellaneous signal modeling, optimization, and preparation of signal timing permits to improve traffic operations throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #243-24) from Michigan Department of Transportation prequalified vendors to provide as-needed miscellaneous signal modeling, optimization, and preparation of signal timing permits for the 2025 and 2026 calendar years, with the option to extend the term for the 2027 and 2028 calendar years, receiving five proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 and 2026 calendar years; and

WHEREAS, it is the recommendation of the Road Department to execute professional services agreements with the following:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917, Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917 and DLZ – 1425 Keystone Avenue, Lansing, MI 48911 to provide the as-needed signal modeling and timing permit services for the 2025 and 2026 calendar years at rates not to exceed those stated in their proposals to RFP #243-24.

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: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PROCUREMENT CARD 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 newly constituted HIAP Committee recently reviewed the Procurement Card Procedures Policy and recommends the following changes:

- C. Procurement Card Program Overview, 1 – add “with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator” to the end of the first sentence
- D. Cardholder Responsibilities, 1 – add the sentence, “Food and beverages purchased for staff meetings and staff lunches are not an allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County’s expense”
- D. Cardholder Responsibilities, 8 – add “or rebates” before “in lieu of a credit to the procurement card account”
- Administrative clean up throughout the policy (change Financial Services Department to Department of Finance and Budget, his/hers to their or employee); and

WHEREAS, the attached Procurement Card 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 Procurement Card 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, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Name: Procurement Card Procedures		Policy #: 414
Category: Personnel		
Resolution: 02-178		Effective Date: 07/23/2002
Last Reviewed: Unknown	Next Review: 4/1/2023	Health in All Policy Reviewed: <input type="checkbox"/>
Amendments:		
Applicable To: All Ingham County Department		
Responsible Department:		Signature:

A. Introduction

Ingham County Procurement Card Program has been established to provide a convenient means with which to make purchases and reduce the costs associated with initiating and paying for those purchases. The County Purchasing **Department** and ~~Financial Services Departments~~ **Department of Finance & Budget** are responsible for managing the program and each department is responsible for managing its cardholder accounts.

B. Parties Involved

1. Card Issuer - Comerica Bank services include: issuing MasterCard Procurement Cards to Ingham County Employees, providing electronic transaction authorizations, and billing Ingham County for all purchases made on the cards.
2. Ingham County - Arranges with the card issuer, Comerica Bank, to have procurement cards issued to approved employees and agrees to accept liability for the employees' use of the cards.
3. Department Head - Each department head is the Ingham County official who must approve the employee's request for a procurement card, designates the department code for purchase on the procurement card, and submits the application to the procurement card administrator. Department head approval delegates transaction authority to the cardholder.
4. Procurement Card Administrator - The central administrator, located in the Ingham County Purchasing Department, coordinates the procurement card program for Ingham County acts as Ingham County's intermediary in correspondence with the card issuer.

Duties may include but not be limited to:

- a. Procurement card training
- b. Requesting new cards upon receipt of approved authorization
- c. Assisting cardholders, site coordinators and department heads with disputes, changes and other areas as requested.
- d. Monitors procurement card accounts and program.
- e. Reports to the procurement card team items that may need to be investigated or researched which would allow the program to operate effectively.

5. Financial Administrator - The financial administrator, located in the Ingham County ~~Financial Services Department~~ **Department of Finance & Budget**, coordinates the financial aspects of the procurement card program. The financial administrator is responsible for all payments and record keeping. The financial administrator may perform duties of the procurement card administrator should there be a need.
6. Site Coordinator - An employee of Ingham County in each department designated by the department head or card administrators to be responsible for training cardholders, reviewing transactions of individual cardholders to make sure the transactions are legitimate business expenses and are classified appropriately.
7. Cardholder - An employee of Ingham County who is approved by ~~his/her~~ **their** department head to use the procurement card to execute purchase transactions on behalf of Ingham County.
8. Vendor - The merchant from whom a cardholder is making a purchase.
9. Procurement Team - The team of Ingham County employees formed to evaluate the program, write the policies and procedures and rolling out the program. The procurement team will consist of a representative from at least the following departments: ~~Budgeting, Financial Services,~~ **Finance & Budget**, Human Resources, Innovation and Technology, Purchasing and Treasurer. The procurement team will be responsible for the continued monitoring and evaluation of the program and suggest changes they feel necessary to the department head, Controller or Board of Commissioners.

C. Procurement Card Program Overview

1. Procurement cards will be issued to Ingham County employees only, **with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator.**
2. The employee's name will be embossed on the card.
3. Procurement cards will not be transferable between individuals or departments.
4. Each cardholder will be assigned to a site coordinator.
5. Each card will be assigned a specific department, location and project code.
6. Employee's department head must approve the request for a card and assign the department code.
7. Cardholder makes purchases using the established Procurement Card Program policies and procedures and receives a monthly statement from Comerica Bank.
8. Cardholder may use the procurement card for some travel costs if pre-approved by their department head. The travel costs that may be charged to their procurement card are: conference registration, hotel room charges and parking fees for applicable nights. All

items must be pre-approved and documented with receipts upon return. All travel receipts must accompany cardholder's procurement card statement along with any additional documentation required by the department head or financial card administrator.

History: 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

9. Cardholder matches receipts to monthly statement and forwards to ~~his/her~~ **their** department head, department head approves and sends approval to the financial/card administrator and site coordinator for review and storage.
10. Department head/Site coordinator makes the necessary reports that ~~his/her~~ **their** department may require for record keeping.
11. All original invoices and documentation are forwarded to the ~~Financial Services Department~~ **Department of Finance & Budget**.
12. Monthly Departmental reports of cardholder transactions will be available to the site coordinator.
13. Comerica Bank sends consolidated monthly statement to Ingham County at the end of monthly billing cycle, which is the last calendar day of every month.
14. An ACH credit is made to Comerica Bank 14 business days after the end of the billing cycle.

D. Cardholder Responsibilities

The cardholder must use the procurement card for legitimate business purposes only. The procurement card may only be used for categories included on the Cardholder Agreement Form. Misuse of the card will subject cardholder to disciplinary action in accordance with Ingham County Policies and Procedure relating to disciplinary action and termination for cause. The cardholder must:

1. Ensure the procurement card is used for legitimate business purposes only. **Food and beverages purchased for staff meetings and staff lunches are not allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County's expense.**
2. Maintain the procurement card in a secure location at all times.
3. Not allow other individuals to use the procurement card.
4. Adhere to the purchase limits and restrictions of the procurement card and ensure the total transaction amount of any single transaction does not exceed the limits stated in the Ingham County purchasing policies.
5. Obtain and reconcile all sales slips, register receipts, and/or procurement card slips to Comerica Bank's cardholder statement and provide the information to the site coordinator and department head for reconciliation, approval and allocation of transactions.

6. Attempt to resolve disputes or billing errors directly with the vendor and notify Comerica Bank if the dispute or billing error is not satisfactorily resolved.
7. Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent cardholder statement.
8. Not accept cash **or rebates** in lieu of a credit to the procurement card account.
9. Immediately report a lost or stolen card to Comerica Bank at 1-800-759-9610, 24 hours a day, 365 days per year.
10. Immediately notify site coordinator of lost or stolen procurement card at the first opportunity during normal business hours.
11. Return the procurement card to site coordinator upon termination.
12. If a vendor does not accept MasterCard, contact the site coordinator.
13. Report erroneous and emergency transaction needs to the site coordinator during normal business hours.
14. Employee has agreed to turn in all commercial charge cards before accepting a procurement card.
15. Employee agrees not to charge any item(s) or services using any method other than the Ingham County procurement card that has been assigned to them. Excludes gasoline until further notice.
16. Employee agrees to familiarize themselves with existing contracts, agreements and pricing programs with registered vendors.
17. Employee agrees to use all means afforded Ingham County to receive the best price and best value which includes using existing contracts and agreements.

E. Procurement Card Administrator Responsibilities

Ingham County will assign a procurement card administrator in the Purchasing Department to be responsible for the overall procurement card program. Responsibilities to include:

1. Ingham County liaison with Comerica Bank
2. Utilizing the Internet iTracer/iSpectrum system from Comerica Bank.
3. Reviewing department-approved applications for completeness of required information.
4. Retaining all approved records requesting procurement cards and any approved changes that are requested. One copy of each approved request must be sent to at least one

procurement team member for verification.

5. Submitting completed enrollment form to Comerica Bank and receiving procurement cards form Comerica Bank.
6. Training site coordinators before releasing the procurement card program in that Department.
7. Having cardholder sign [Cardholder Agreement Form](#), which ensures compliance with the terms and conditions of the procurement card program.
8. Handling disputed charges/discrepancies not resolved by cardholder or site coordinator.
9. Initialling change of accounting codes upon request of site coordinator as approved by their department head.
10. Securing revoked procurement cards and submitting information to Comerica Bank.
11. Receiving and reviewing Comerica monthly bank statement.
12. Reviewing usage of procurement card data for appropriateness.
13. Ensuring that lost and stolen cards have been blocked by Comerica Bank.
14. Forwarding vendor set up request to Comerica Bank.
15. Assisting the site coordinator with erroneous declines and emergency transactions.
16. Report to the procurement team the activity of the program, needs of the users or any other information that may be requested.

F. Financial Card Administrator Responsibilities

Ingham County will assign a financial card administrator in the ~~Financial Services Department~~ **Department of Finance & Budget** to be responsible for the financial and official original record keeping. Responsibilities to included:

1. Receiving, reviewing and payment of the Comerica Bank bill.
2. Payment of items for good of the County such as utilities, lease payments etc.
3. Reviewing usage of procurement card data for appropriateness.
4. Ensuring that lost and stolen cards have been blocked by Comerica Bank.

G. Cardholder Eligibility

Criteria to receive a procurement card is as follows:

1. Applicant must be an employee of Ingham County.
2. ~~His/her~~ **Their** department head must approve applicant's request for a procurement card.
3. Employee must attend a training session before receiving their procurement card.
4. Each individual cardholder must sign a [Cardholder Agreement Form](#) in the presence of the site coordinator.

H. Cardholder Liability with Corporate Liability Program

The procurement card is a County card which will not affect the cardholder's personal credit; however, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the [Procurement Cardholder Agreement Form](#) as well as Ingham County policies and procedures relating to the expenditure of Ingham County funds.

Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures including termination.

I. Cardholder Termination

The procurement card administrator is required to close an account if a cardholder:

1. Moves to a new job in which a procurement card is not required.
2. Terminates employment.
3. Any of the following reasons which will also subject cardholder to disciplinary action and termination for cause:
 - a. The procurement card is used for personal or unauthorized purposes.
 - b. The procurement card is used to purchase any substance, material, or service, which violates policy, law or regulation pertaining to Ingham County.
 - c. The cardholder allows the card to be used by another individual.
 - d. The cardholder splits a purchase to circumvent the dollar limitation of the procurement card and the Ingham County purchasing policies.
 - e. The cardholder uses another cardholder's card to circumvent the purchase limit assigned to either cardholder or the limitations of the procurement card.
 - f. The cardholder fails to provide site coordinator with required receipts.
 - g. The cardholder fails to provide, when requested, information about any specific purchase.
 - h. The cardholder does not adhere to all of the procurement card policies and procedures and the Ingham County purchasing policies.
 - i. The Cardholder fails to review monthly statement and forward to Department Head or Site Coordinator.

J. Lost, Misplaced or Stolen Procurement Card

Cardholders are required to immediately report any lost or stolen procurement cards to Comerica Bank toll-free at 1-800-759-9610, 24 hours a day, 365 days a year. The cardholder must also immediately notify ~~his/her~~ **their** site coordinator who will contact the procurement card administrator. The procurement card administrator will then follow up with Comerica Bank to ensure that the account has been closed.

K. Spending Controls

The procurement card is to be used only for the purchase of items pre-approved by the cardholder's department head. Ingham County spending parameters for each procurement card issued is set by need and department head approval. At no time may any transaction be in violation of the Ingham County purchasing policies or the procurement card policies. Ingham County through the procurement card administrator, will adjust limits as determined by demonstrated need and department head approval.

L. Erroneous Declines

Should a vendor erroneously decline the procurement card, the cardholder should immediately contact the site coordinator or procurement administrator who will contact Comerica Bank for assistance.

M. Emergency Transactions

For any transaction which does not meet the spending controls assigned to the card, the cardholder must acquire their department head's approval and then contact the procurement card administrator for assistance.

N. Credits

Vendors will issue all credits to the individual procurement card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the procurement card account.

O. Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the cardholder/site coordinator should:

1. Contact Comerica Bank at 1-800-759-9610 directly for assistance
2. Contact the procurement card administrator for assistance if an acceptable resolution is not obtained.

P. Security and Storage

Cardholders should always treat the procurement card with the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

Q. Program Documentation

The department head/site coordinator assigned to each procurement card may maintain copies of the cardholder's vendor receipts/packing slips/charge slips, however all originals must be sent to the financial card administrator for official record keeping. The procurement card administrator located in the Purchasing Department will maintain all other documentation concerning the procurement card program. This documentation includes, but is not limited to, enrollment forms, [Cardholder Agreements](#), billing statements, reconciliation of accounting statement, Internet iTracer information, and copies of transmittals and correspondence with Comerica Bank.

R. Vendor Set Up

The Purchasing Department will conduct a study of frequently used vendors which qualify for use of the procurement card by the cardholders. If a vendor frequently used by Ingham County employees does not accept the MasterCard, Ingham County will assist in recruiting the vendor to accept the card. Cardholders should contact the site coordinator when encountering vendors who do not accept the card.

S. Vendor Blocking

Transactions will be denied at the point-of-sale for Merchant Category Codes (MCC) that have been blocked which may include but not be limited to gas stations, liquor, tobacco, casinos, etc.

T. Procurement Card Set Up, Maintenance and Closure

1. Procurement card set up, maintenance, and closure will be handled by the procurement card administrator who is located in the Ingham County Purchasing Department, as follows:
 - a. Ingham County employee completes a Comerica Bank Procurement Card enrollment form, and the [Procurement Card Program Cardholder Agreement](#) form signifying compliance with the terms and conditions of the procurement card program.
 - b. Ingham County employee submits forms to ~~his/her~~ **their** site coordinator for completion and approval.
 - c. Department head completes the application by providing the department code to be assigned to the card
 - d. Department head signature delegates transaction authority to the cardholder.
 - e. Approved application is to be sent to the procurement card administrator.
 - f. Procurement card administrator reviews application for completeness and submits application to Comerica Bank in format approved by Comerica Bank and Ingham County.
 - g. Approved application or request for changes are also sent to a designated procurement card team member.
 - h. Upon receipt of the procurement card from Comerica Bank, the site coordinator will conduct a training session with the cardholder prior to issuing the card. If **the** site coordinator is unavailable for the training session the procurement card

administrator may conduct the training session.

2. Card maintenance:

- a. Site coordinator/Department head is to make all maintenance requests to the procurement card administrator.
- b. Procurement card administrator will submit all maintenance requests to Comerica Bank and a designated procurement card team member.

3. Card Closure

- a. Terminated or transferred employees - Site coordinator/Department head is to secure procurement cards from terminated employees.
- b. Cardholders who transfer to another Ingham County department may only continue to utilize their card after receiving approval by ~~his/her~~ **their** new department head and the procurement card program administrator.
- c. The procurement card administrator must be notified of the employee's termination or transfer so ~~he/she~~ **they** can update the department code.
- d. A request for closing the cardholder account will be submitted to Comerica Bank by the procurement card administrator within two days of receiving the notification.
- e. All procurement cards are to be returned to the procurement card administrator for submission to Comerica Bank.

4. Other Card Revocations/Closures

- a. Procurement card administrator will notify Comerica Bank immediately of all revokes and closures.

U. Reconciliation, Approval & Allocation of Billing

1. Receipt and payment of Comerica Bank billing

- a. At the close of the monthly billing cycle, Comerica Bank will send a paper statement and the procurement card administrator will email an electronic monthly statement to the cardholder.
- b. Procurement and financial card administrators will receive a consolidated paper or electronic monthly statement.
- c. Financial card administrator will issue an ACH credit to Comerica Bank 14 business days after the end of the billing cycle.

V. Audit

Ingham County's internal control policies and procedures are as follows:

1. Cardholder responsibilities:

- a. Reconcile vendor receipts to cardholder statement, sign and date the statement, this verifies that you made the purchases and stating payment should be made.
- b. Submit vendor receipt and cardholder statement to site coordinator or Department Head. If the order is placed by telephone, fax or internet the cardholder should

supply a copy of the order blank or a printed description of order to site coordinator.

2. Site coordinator or Department Head responsibilities:

- a. Review cardholder receipts and statements.
- b. Assure all receipts and vouchers are attached and forward to the financial card administrator in the ~~Financial Services Department~~ **Department of Budget & Finance** for audit by internal and external auditors.

3. Financial card administrator responsibilities:

- a. Receive electronic reports from Comerica Bank.
- b. Process upload of departmental charges to accounting, for charging individual departments.
- c. Reconcile monthly billing statement.
- d. Make periodic audits of card use and charges for appropriateness. Areas to be monitored include, but not limited to compliance with procurement card regulations, compliance with Ingham County regulations, and sales and use tax charges. Non-usage of cards by cardholders will also be monitored.
- e.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A PART-TIME PROGRAM SPECIALIST POSITION

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to create a .50 FTE Program Specialist position within the MCH Division; and

WHEREAS, this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of a new position; and

WHEREAS, funding for this role will be supported by the LMCH, a grant received annually from MDHHS; and

WHEREAS, the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a .50 FTE Program Specialist position within the MCH Division.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a .50 FTE Program Specialist position within the Maternal and Child Health (MCH) Division.

BE IT FURTHER RESOLVED, that this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children.

BE IT FURTHER RESOLVED, that the ICEA County Professional Union has been notified and has confirmed support of the creation of a new position.

BE IT FURTHER RESOLVED, funding for this role will be supported by LMCH block grant, received annually from MDHHS.

BE IT FURTHER RESOLVED, that the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any adjustments to the budget and position allocation list 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: Human Services will meet on 02/24/25

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A SPECIAL PART-TIME PROGRAM SPECIALIST POSITION

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHHD) wishes to create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division; and

WHEREAS, this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of a new position; and

WHEREAS, funding from this role will be supported by the Region 7 Perinatal PQC, an initiative of the MDHHS; and

WHEREAS, the SPT Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a SPT Program Specialist position as an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.), to support the programmatic efforts within the MCH Division effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a Special Part-Time Program Specialist position as an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.), to support the programmatic efforts within the MCH Division effective upon approval.

BE IT FURTHER RESOLVED, that this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children.

BE IT FURTHER RESOLVED, that the ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

BE IT FURTHER RESOLVED, that funding from this role will be supported by the Region 7 PQC, an initiative of MDHHS.

BE IT FURTHER RESOLVED, that the SPT Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any adjustments to the budget and position allocation list 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: Human Services will meet on 02/24/25

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 02/18/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE INGHAM COUNTY MATERIALS
MANAGEMENT PLAN WORK PROGRAM TO THE STATE OF MICHIGAN**

RESOLUTION #25 –

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, on March 26, 2024, the Ingham County Board of Commissioners approved Resolution #24-149, which accepted the County Approval Agency responsibilities; and

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

WHEREAS, on July 15, 2024 the Ingham County Board of Commissioners appointed the Ingham County Controller’s Office as the Designated Planning Agency (DPA) to serve as the primary governmental entity that will develop and administer the MMP; and

WHEREAS, Resolution #24-345 established the Ingham County Materials Management Planning Committee as a permanent body in accordance with Part 115; and

WHEREAS, the amendments to Part 115 require that the Ingham County Materials Management Planning Committee review and approve a work program prepared by the Ingham County DPA that includes detailed descriptions of tasks to be performed as needed to prepare the MMP pursuant to MCL 299.4704 and MCL 299.4705; and

WHEREAS, on January 21, 2025, the Ingham County Materials Management Planning Committee reviewed and approved the Ingham County Materials Management Plan Work Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Controller’s Office, in conjunction with the Board of Commissioners’ Office, to submit the Ingham County Materials Management Plan Work Program to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

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

HUMAN SERVICES: Human Services will meet on 02/24/25

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH 7C LINGO FOR
INTERPRETATION AND TRANSLATION SERVICES**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with 7C Lingo in an amount not to exceed \$10,000 to enable ICHHD to provide rare language interpretation services, in-person American Sign Language (ASL) interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025; and

WHEREAS, ICHHD serves a large immigrant and refugee population and it is often very difficult to arrange for interpreters of rare languages as well as in-person interpreters for ASL; and

WHEREAS, this agreement will allow ICHHD additional resources and broader capacity to provide interpretation, translation, and ASL services to Ingham County's immigrant population; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with 7C Lingo to enable this organization to provide rare language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with 7C Lingo to provide rare language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

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

HUMAN SERVICES: Human Services will meet on 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A WELLBEING GRANT FROM THE MICHIGAN ASSOCIATION
FOR LOCAL PUBLIC HEALTH**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025 through September 30, 2025 in an amount totaling \$4,500; and

WHEREAS, the purpose of this grant agreement is to specify the responsibilities of MALPH and of the grantee related to the implementation of the Wellbeing Mini-Grant Program; and

WHEREAS, this funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing; and

WHEREAS, program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a MALPH Local Health Department Staff Wellbeing grant in an amount not to exceed \$4,500, effective January 28, 2025 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a MALPH Local Health Department Staff Wellbeing grant for an amount not to exceed \$4,500, effective January 28, 2025 through September 30, 2025.

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 approved to form by the County Attorney.

HUMAN SERVICES: Human Services will meet on 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPTAN OPIOID CRISIS RESPONSE FUNDING AWARD AND
AUTHORIZE A SUBAWARD AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM
COUNTIES**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 through Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136; and

WHEREAS, ICHD also wishes to enter into an Opioid Crisis Response subaward agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for twenty-four (24) months in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24; and

WHEREAS, this sub-award agreement will be effective January 1, 2025 to December 31, 2026, and the activities connected to this subaward agreement will be in support of Ingham County Post Overdose Services and Jail-Based Opioid Response Services and will be funded by the Ingham County Opioid Crisis Response Grant awarded to ICHD through Resolution #24-561; and

WHEREAS, under the funding award noted in Resolution #24-561, ICHD was approved for the implementation of a partnership with CMHA-CEI for a new 0.50 FTE Peer Recovery Coach position totaling \$38,859 in Year 1 and totaling \$38,859 for the CMHA-CEI Peer Recovery Coach in Year 2 (calendar Year 2026), for a total subaward agreement of \$77,718; and

WHEREAS, ICHD also wishes to enter into a Business Associate Agreement (BAA) with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services; and

WHEREAS, in addition to the subaward agreement with CMH-CEI for \$77,718, ICHD will use \$13,316 in Year 2 (calendar year 2026) to increase medical staff capacity at The Recovery Center, a medically monitored withdrawal and acute detox center located in Ingham County and operated by CMHA-CEI; and

WHEREAS, by not accepting these funds and/or not entering into the sub-award agreement with CMHA-CEI, ICHD will forfeit critical opioid crisis response services that would otherwise be made available to Ingham County residents; and

WHEREAS, this agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential

of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHD through Ingham County RFP #19-24 (a competitive grant process); and

WHEREAS, this resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accept funding from the Ingham County Opioid Crisis Response Grant awarded in response to RFP #19-24, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136.

THEREFORE IT BE RESOLVED, that based on the information presented, the Ingham County Board of Commissioners authorizes the acceptance funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 by Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD entering into an Opioid Crisis Response subaward agreement with CMHA-CEI effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$77,718, and entering into a BAA with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services.

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 documents upon approval as to form by the County Attorney.

HUMAN SERVICES: Human Services will meet on 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PASSAGEWAYS, INC.

RESOLUTION #25 –

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription, effective on approval in an amount not to exceed \$6,000; and

WHEREAS, OnBoard is a board management software that specializes in services for governing boards; and

WHEREAS, this platform will allow staff to better manage the CHC Board of Directors by allowing us to build and post agendas, packets, and minutes into the platform; and

WHEREAS, OnBoard also integrates meeting notifications, surveys, and communication directly to the Board members; and

WHEREAS, this is the last step in a long-planned move of the board to electronic communications with real-time updates and offers improved efficiency and reduced time to create and distribute packets; and

WHEREAS, the platform offers improved document security; and

WHEREAS, ICHHD evaluated multiple products and identified the best price by working through member pricing available through the Michigan Primary Care Association (MPCA); and

WHEREAS, the cost of this one-year agreement subscription is \$5,500 with a one-time installation fee of \$500; for a total amount of \$6,000; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

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: Human Services will meet on 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNODEUCE MULTIMEDIA FOR
THE REGION 7 PERINATAL QUALITY COLLABORATIVE**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with UnoDeuce Multimedia to produce a full service video project on safe sleep and child birth education designed to support community-led efforts for improving disparate birthing outcomes and ensuring healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350; and

WHEREAS, ICHHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, in order to fund this collaborative work, MDHHS has given ICHHD funds through the FY 24-25 Comprehensive Agreement authorized by Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with UnoDeuce Multimedia to produce a full service video project designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with UnoDeuce Multimedia to produce a full service video project designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

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

HUMAN SERVICES: Human Services will meet on 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-
SPARROW FOR THE REGION 7 PERINATAL COLLABORATIVE**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with University of Michigan-Sparrow in an amount not to exceed \$20,000 in order to enable University of Michigan-Sparrow to carry out an infant and maternal mortality quality improvement project effective October 1, 2024 through September 30, 2025; and

WHEREAS, this quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality; and

WHEREAS, ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, to fund this collaborative work, MDHHS has given ICHD funding through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with University of Michigan-Sparrow for an infant and maternal mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with University of Michigan-Sparrow for an infant and maternal mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that this quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality.

BE IT FURTHER RESOLVED, that this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties.

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

HUMAN SERVICES: Human Services will meet on 02/24/25

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT RENEWAL WITH EPIVIDIAN
FOR HIV DISEASE MANAGEMENT**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to authorize renewing an agreement with Evidian in accordance with Resolution #24-056 for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for an annual amount not to exceed \$22,653; and

WHEREAS, Evidian provides an analytics program entitled Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS); and

WHEREAS, CHORUS exports electronic health record (EHR) data, interprets, and classifies medical data in the EHR to deliver disease management to HIV providers and delivers population reporting and more; and

WHEREAS, Evidian continues to help ICHD's CHCs improve data accuracy, patient care delivery, and reduce clerical errors; and

WHEREAS, this agreement will allow Evidian to continue to integrate data from ICHD's EHRs to a secured, federal clinical data system for patients in the Ryan White Program; and

WHEREAS, the total cost of this agreement will be \$45,306 and will be covered by HIV Care Coordination funding; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize an agreement with Evidian for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Evidian for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

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: Human Services will meet on 02/24/25

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-543 AUTHORIZING WITH MID-STATE HEALTH NETWORK

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the FY25 Substance Use Disorder (SUD) Prevention contract between ICHD and Mid-State Health Network (MSHN) by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000; and

WHEREAS, this will amend the total FY25 SUD Prevention Services contract amount noted in Resolution #24-297 from \$136,523 to \$156,523; and

WHEREAS, the MSHN Board of Directors has approved this increase and the contract administrator has sent ICHD a signed contract amendment noting this increase, with an effective date of October 1, 2024, which requires authorized signature from Ingham County; and

WHEREAS, ICHD also wishes to amend Resolution #24-543, which erroneously noted that the approved FY25 MSHN SUD Treatment contract budget with ICHD included \$20,000 for renewing the contract with Piper & Gold Public Relations for community-driven harm reduction messaging and resources; and

WHEREAS, in November 2025, ICHD staff discovered that a formula error in the FY25 SUD Treatment contract budget worksheet which caused the \$20,000 for Harm Reduction Community Education to be excluded from the FY25 SUD Treatment contract approved contract amount; and

WHEREAS, upon contacting MSHN to request a contract amendment to increase the FY25 SUD Treatment contract budget by \$20,000 to correct for the formula error, MSHN staff recommended the \$20,000 increase to the MSHN Board of Directors, who approved the increase as an amendment to the ICHD FY24 SUD Prevention Contract; and

WHEREAS, ICHD requests that the third clause in Resolution #24-543 be amended by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts; and

WHEREAS, by choosing not to approve the FY25 SUD Prevention contract amendment would forfeit the \$20,000 being provided by MSHN for FY25 Harm Reduction Community Education efforts; and

WHEREAS, the contract amendment will increase the FY25 SUD Prevention contract amount by \$20,000, which will increase the total FY25 SUD Prevention contract amount from \$136,523 to \$156,523; and

WHEREAS, the contract renewal with Piper & Gold for Harm Reduction Community Education in the amount of \$20,000 will be paid by ICHD from the FY25 MSHN SUD Prevention funds; and

WHEREAS, this resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured; and

WHEREAS, based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amendment the FY25 SUD Prevention contract between ICHD and MSHN by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025; and

WHEREAS, based on the information presented, I also respectfully recommend that the Ingham County Board of Commissioners amend the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes amendment the FY25 SUD Prevention contract between ICHD and MSHN by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in Resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also amends the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

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: Human Services will meet on 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE EQUIPMENT PURCHASE ORDER AGREEMENTS FOR EIGHT
(8) REPLACEMENT VEHICLES AND ONE (1) REPLACEMENT BOAT TO UPGRADE THE
SHERIFF'S OFFICE FLEET**

RESOLUTION #25 –

WHEREAS, the Ingham County Sheriff's Office personnel provide life-saving services, emergent community protection, and general law enforcement services to the residents of Ingham County in the performance of their duties; and

WHEREAS, the services provided require safe, reliable vehicles and boats specifically engineered and outfitted for emergency responses, investigations, inmate transportation and water rescue to enhance safety, vehicle performance, and longevity unique to the demands of those services; and

WHEREAS, systematically updating the fleet vehicles takes advantage of on-going safety engineering and durability while reducing expenses for significant maintenance costs associated with aging fleets; and

WHEREAS, the Sheriff's Office leverages warranties to maintain the vehicles to minimize repair expenses; and

WHEREAS, the Sheriff's Office utilizes a strategic vehicle replacement rotation to responsibly and effectively budget for and allocate replacement vehicle and boat expenses consistently across multiple years; and

WHEREAS, Lunghamer Ford is an authorized dealership and vendor able to provide the vehicles at state contract pricing for three Ford Explorer Interceptors for a total not to exceed amount of \$293,964, one Ford F-150 Police Interceptor for as total not to exceed amount of \$70,547, three unmarked Ford vehicles for investigations for a total not to exceed amount of \$111,932, and one Ford Transit Transport Van for a not to exceed amount of \$72,457; and

WHEREAS, MilPRO Marine LLC provides competitive pricing out of three vendor quotations for an Inmar 470-SR-HYP Inflatable Rescue Boat, Mercury 30 HP motor and a Trailmaster trailer package for a not to exceed price of \$24,000; and

WHEREAS, the Sheriff's Office received approval to purchase eight (8) replacement fleet vehicles, one (1) replacement boat, and associated equipment in the 2025 budget process; and

WHEREAS, the amount approved for these purchases is a total not to exceed \$572,900.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of eight (8) replacement vehicles from Lunghamer Ford with a total not to exceed amount of \$548,900 for the vehicles listed above, and the purchase of one (1) replacement boat from MilPRO Marine with a not to exceed amount of \$24,000 for a total not to exceed amount for the vehicles and replacement boat of \$572,900.

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, Willis, Lawrence, Peña, Schafer
Nays: None **Absent:** Polsdofer, Trubac, Pratt **Approved 02/13/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville, Ruest
Nays: None **Absent:** None **Approved 02/19/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF LAWYERS PROFESSIONAL LIABILITY
INSURANCE COVERAGE TO ATTORNEYS IN THE OFFICE OF THE PUBLIC DEFENDER**

RESOLUTION #25 –

WHEREAS, it is essential that the Ingham County Office of the Public Defender has adequate professional liability/malpractice insurance in place for all County-employed Public Defenders; and

WHEREAS, the Office of the Public Defender has reviewed three professional liability insurance proposals, and it has determined that the package offered by our current carrier, Columbia Casualty Company (underwritten by Paragon Underwriters), is the most beneficial to the Office of the Public Defender; and

WHEREAS, the Office of the Public recommends renewing the package offered by Columbia Casualty Company (underwritten by Paragon Underwriters), and

WHEREAS, funds are available through the 2024-25 Michigan Indigent Defense Commission Compliance Plan for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to enter into an agreement with Columbia Casualty Company (underwritten by Paragon Underwriters) to provide a Lawyers Professional Liability policy of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible to lawyers within the Office of the Public Defender.

BE IT FURTHER RESOLVED, that the Lawyers Professional Liability Insurance Policy agreement shall be for \$16,405.13 for the term of one year commencing March 7, 2025 and it shall be reviewed annually.

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.

LAW & COURTS: Yeas: Johnson, Willis, Lawrence, Peña, Schafer

Nays: None

Absent: Polsdofer, Trubac, Pratt

Approved 02/13/25

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

Nays: None

Absent: None

Approved 02/19/25

Introduced by the Law & Courts and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-534 TO INCLUDE MICROSOFT ACCESS
DATABASE MIGRATION AND ASSESSMENTS FOR THE JUVENILE DIVISION TO THE
AGREEMENT WITH BIZSTREAM**

RESOLUTION #25 –

WHEREAS, the Juvenile Division is required by statute to track certain information in order to receive Child Care Funding and conduct screenings and risk assessments on justice-involved youth at various decision-making points to help inform legal decisions and drive effective case management and treatment planning; and

WHEREAS, the Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families, where the use of validated risk assessments and screening tools such as the Youth Level of Service (YLS) and the Juvenile Sex Offender Assessment Protocol-II (JSOAP-II) have been integrated into court practices; and

WHEREAS, the juvenile justice reform legislation requires the court to develop a data collection plan to ensure screening and assessment tools and community-based interventions are implemented and adhere to fidelity; and

WHEREAS, the juvenile justice reform legislation allows the court to utilize juvenile client management software to allow for statewide juvenile justice data aggregation, analysis, and reporting; and

WHEREAS, Resolution #24-534 established a renewal agreement with Bizstream “Youth Center”, a client management software designed to track client contacts, risk assessment information, detention and placement history, school information, programs and services; and

WHEREAS, the risk assessments and screening tools should be custom built into the client management software to improve efficiency of the screening process and data reporting; and

WHEREAS, for over 20 years, the Circuit Court Juvenile Division, has relied on Michigan State University to evaluate data collected by the Juvenile Division which is currently warehoused in the Division’s Microsoft Access database; and

WHEREAS, the Microsoft Access database has become antiquated and has reached its end of life capacity, if not imported into Bizstream, the Division jeopardizes losing the world’s largest juvenile justice risk and recidivism database which is used to analyze juvenile justice trends and answer important empirical questions proposed by the court and county; and

WHEREAS, The Circuit Court Juvenile Division would like to amend Resolution #24-534, which establishes Bizstream to provide client management software, to include completing the data migration and assessment services; and

WHEREAS, funds are available to support this project in the Juvenile Justice Millage fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to amend the contract with Bizstream through Resolution #24-534 for the purposes of migrating data from the Microsoft Access database to Bizstream Youth Center and building of custom assessments into the client management software not to exceed the estimated cost range of \$38,600 and \$45,600.

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 hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

LAW & COURTS: Yeas: Johnson, Willis, Lawrence, Peña, Schafer

Nays: None

Absent: Polsdofer, Trubac, Pratt

Approved 02/13/25

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

Nays: None

Absent: None

Approved 02/19/25