

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>

MAY 13, 2025

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM [APRIL 29, 2025](#)
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
 1. A NOTICE FROM THE [VILLAGE OF WEBBERVILLE](#) OF THEIR INTENT TO CONDUCT AN UPDATE OF THEIR COMPREHENSIVE LAND USE PLAN
- VIII. LIMITED PUBLIC COMMENT
- IX. CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS
- X. CONSIDERATION OF CONSENT AGENDA
- XI. COMMITTEE REPORTS AND RESOLUTIONS
 2. COUNTY SERVICES COMMITTEE – RESOLUTION MAKING APPOINTMENTS TO THE [EQUAL OPPORTUNITY](#) COMMITTEE
 3. COUNTY SERVICES COMMITTEE – RESOLUTION DESIGNATING THE MONTH OF MAY AS [JEWISH AMERICAN HERITAGE](#) MONTH IN INGHAM COUNTY
 4. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH INGHAM COUNTY LAND BANK AND AN \$1,100,000 AGREEMENT WITH [TA FORSBERG FOR PHASE 1](#) DEVELOPMENT OF THE HOLMES AND PLEASANT GROVE NEIGHBORHOOD CENTER USING MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT FUNDS
 5. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE PURCHASE AND IMPLEMENTATION OF [LCPTRACKER SOFTWARE](#) AND SUPPORTING TECHNOLOGY FOR RESIDENTIAL PREVAILING WAGE COMPLIANCE
 6. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AWARD CONTRACTS FOR [PEER REVIEW GROUP](#) MEMBERS

7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION [PROJECT SURVEYORS](#)
8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO UPGRADE INTERNET SERVICE PROVIDED [BY EVERSTREAM](#)
9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF [MODULAR OFFICE SYSTEMS](#) FURNITURE IN THE HEALTH DEPARTMENT MSU EXTENSION AREA
10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO RESCIND RESOLUTION #24-470 AND TO AUTHORIZE AN AGREEMENT WITH WEATHERSEAL HOME IMPROVEMENT CO., INC. TO [REPLACE THE SHINGLED ROOF](#) AT THE INGHAM COUNTY FAMILY CENTER
11. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE [HUMAN RESOURCES ASSISTANT](#) POSITION #226008 HELD IN 2025 GENERAL FUND BUDGET
12. HUMAN SERVICES COMMITTEE – RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MERIDIAN TOWNSHIP FOR A [DEER MANAGEMENT](#) PROGRAM AT LAKE LANSING PARK NORTH
13. HUMAN SERVICES COMMITTEE – RESOLUTION [HONORING LENA MACK](#), MEDICAL ASSISTANT
14. HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES –RESOLUTION TO CREATE A FULL-TIME [PROGRAM COORDINATOR-SPECIALTY](#) PROGRAMS POSITION WITHIN THE COMMUNITY HEALTH CENTERS
15. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO ADOPT A HOUSING & HOMELESS MILLAGE SUPPORT SERVICES [GRANT SCORING PROCESS](#) AND CALENDAR USING \$1,000,000 OF 2024 HOUSING AND HOMELESS MILLAGE FUNDS
16. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT WITH [GT ENVIRONMENTAL](#) FOR THE DEVELOPMENT OF A MATERIALS MANAGEMENT PLAN
17. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [HUBBELL, ROTH & CLARK](#), INC.
18. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE ROAD DEPARTMENT TO SUBMIT ON BEHALF OF THE PARKS DEPARTMENT FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION GRANT FROM THE TRANSPORTATION ALTERNATIVES PROGRAM FOR [THE HAYHOE TRAIL](#) (HOLT TO MASON)
19. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND RESOLUTION #17-163 WITH [AZARA DRVS HEALTHCARE](#) AND MICHIGAN PRIMARY CARE ASSOCIATION TO PURCHASE THE AZARA DRVS PLUG-IN

20. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE FOR THE SERVICE AND MAINTENANCE OF THE [MATERNAL AND CHILD HEALTH](#) DIVISION HOME VISITING DATABASE
21. LAW & COURTS, COUNTY SERVICES, AND FINANCE COMMITTEES – RESOLUTION TO EXEMPT THE [COURT OFFICER POSITION](#) WITHIN THE 55th DISTRICT COURT FROM THE HIRING FREEZE PROCESS
22. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH [CELLEBRITE INC.](#)
23. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES [FOR TRANSPORT SERVICES](#) OF SPECIFIC JUVENILES BY SHERIFF’S DEPUTIES
24. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT BETWEEN THE INGHAM COUNTY SHERIFF’S OFFICE AND [SPECTRUM TRAINING SOLUTIONS](#) TO PROVIDE CONTINUING PROFESSIONAL EDUCATION TRAINING
25. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH [DEDRONE HOLDINGS INC.](#) TO EXPAND THE REGION 1 DRONE DETECTION SYSTEM
26. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT AND INCREASE FOR [JILL RHODE, CPA](#), TO CONTINUE PROVIDING ESSENTIAL BOOKKEEPER SERVICES FOR 30TH CIRCUIT COURT, GENERAL TRIAL DIVISION
27. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH [CAPITAL CITY COURIER](#) SERVICES

- XII. SPECIAL ORDERS OF THE DAY
- XIII. PUBLIC COMMENT
- XIV. COMMISSIONER ANNOUNCEMENTS
- XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

THE COUNTY OF INGHAM WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS INTERPRETERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING FOR THE VISUALLY IMPAIRED, FOR INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON FIVE (5) WORKING DAYS NOTICE TO THE COUNTY OF INGHAM. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF INGHAM IN WRITING OR BY CALLING THE FOLLOWING: INGHAM COUNTY BOARD OF COMMISSIONERS, P.O. BOX 319, MASON, MI 48854, 517-676-7200.

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

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

APRIL 29, 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>

April 29, 2025

CALL TO ORDER

Chairperson Sebolt called the April 29, 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, Polsdofer, Ruest, Schafer, Sebolt, Tennis, and Willis.

Members Absent: Pratt and Trubac.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Sebolt asked Commissioner Johnson 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 and to keep in their thoughts the mother-in-law of Commissioner Polsdofer, as she had recently passed away.

APPROVAL OF THE MINUTES

Commissioner Maiville moved to approve the minutes of the April 15, 2025 Meeting. Commissioner Grebner supported the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioners Pratt and Trubac.

ADDITIONS TO THE AGENDA

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

12. RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT
13. RESOLUTION TO AUTHORIZE AMENDING RESOLUTION #24-543 FOR THE FY25 MID-STATE HEALTH NETWORK SUBSTANCE USE DISORDER PREVENTION CONTRACT

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 Maiville moved to consider the following resolutions:

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RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE PROSECUTING ATTORNEY ASSOCIATION AND INGHAM COUNTY TO ACCEPT GRANT FUNDING UNDER THE COMMUNITY GRANT FOR SAFE STORAGE INITIATIVE (SCIP)

RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (TPOAM)

Commissioner Peña supported the motion.

The motion to allow the resolution to be considered immediately carried unanimously. Absent: Commissioners Pratt and Trubac.

Chairperson Sebolt stated the Resolution Authorizing a Memorandum of Understanding Between the Prosecuting Attorney Association and Ingham County to Accept Grant Funding Under the Community Grant for Safe Storage Initiative (SCIP) would be added as Agenda Item No. 18 and the Resolution Approving the 2025 – 2027 Collective Bargaining Agreement with the Technical, Professional and Officeworkers Association of Michigan Agreement (TPOAM) would be added as Agenda Item No. 19.

PETITIONS AND COMMUNICATIONS

A LETTER FROM LANDON BARTLEY, CITY OF EAST LANSING PRINCIPAL PLANNER, REGARDING THE EAST LANSING COMPREHENSIVE PLAN UPDATE. Chairperson Sebolt stated this matter would be 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. Commissioner Tennis supported the motion.

The motion carried unanimously. Absent: Commissioners Pratt and Trubac.

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

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 1**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO DONATE YEARBOOKS TO THE LIBRARY OF MICHIGAN

RESOLUTION #25 – 215

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

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

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

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

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

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

Nays: None

Absent: Johnson

Approved 04/22/25

Adopted as a part of the consent agenda.

Introduced by County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE HAZARD COMMUNICATION PROGRAM POLICY

RESOLUTION #25 – 216

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

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

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

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

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

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

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

Nays: None

Absent: Johnson

Approved 04/22/25

Adopted as a part of the consent agenda.

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

1. PURPOSE

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

2. PROCEDURE

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

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

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

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

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

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

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

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1. Section 1, Identification;
2. Section 2, Hazard(s) identification;
3. Section 3, Composition/information on ingredients;
4. Section 4, First-aid measures;
5. Section 5, Fire-fighting measures;
6. Section 6, Accidental release measures;
7. Section 7, Handling and storage;
8. Section 8, Exposure controls/personal protection;
9. Section 9, Physical and chemical properties;
10. Section 10, Stability and reactivity;
11. Section 11, Toxicological information;
12. Section 12, Ecological information;
13. Section 13, Disposal considerations;
14. Section 14, Transport information;
15. Section 15, Regulatory information; and
16. Section 16, Other information, including date of preparation or last revision.

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

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

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

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2.6 Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. REFERENCES/ATTACHMENTS

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

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**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 3**

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 217

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

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

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

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

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

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

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

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

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

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

Nays: None

Absent: Johnson

Approved 04/22/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 4**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 218

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

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

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

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

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

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

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

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

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

Nays: None

Absent: Johnson

Approved 04/22/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 5**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 219

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

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

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

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

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

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

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

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

Nays: None

Absent: Johnson

Approved 04/22/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 6**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS

RESOLUTION #25 – 220

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

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

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

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

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

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

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

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

Adopted as a part of the consent agenda.

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

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

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

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

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

557	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGB98746	118,081	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
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APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 7**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PURCHASING PROCEDURES POLICY

RESOLUTION #25 – 221

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

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

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

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

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

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

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

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

Nays: None

Absent: Johnson

Approved 04/22/25

APRIL 29, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.



Ingham County Policy

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

1. PURPOSE

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

2. DEFINITIONS

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

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

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

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

3. PURCHASING DIRECTOR AUTHORITY

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

4. USE OF APPROPRIATED FUNDS

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



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5. DEPARTMENT RESPONSIBILITY

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

6. REQUISITION AUTHORITY

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

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

7. PURCHASING REQUIREMENTS AND LIMITS

The following provisions shall apply to the purchase of goods, works, and/or services:

- 7.1 The Purchasing Director shall decide which method to employ in obtaining the most favorable price after considering the nature or importance of the contemplated work, urgency of the requirement, general trade practice, and prevailing market conditions.
- 7.2 Department heads may requisition the purchases of unbudgeted equipment up to a value of \$5,000, provided funds are certified to be available within the department's budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.
History: 1994, Resolution 94-93, Effective April 26, 1994
- 7.3 All purchasing exceeding ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** shall be supported by a purchase order issued by the Purchasing Director. The Purchasing Director may issue a purchase order for less than ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** if they deem it necessary.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.4 The Purchasing Director shall acquire all goods where the anticipated cost exceeds five thousand dollars (\$5,000) but less than thirty-five thousand dollars (\$35,000) from such suppliers and upon such terms and conditions as he/she shall deem advisable subject to him/her first obtaining at least three written quotes.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002



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- 7.5 The Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed thirty-five thousand dollars (\$35,000), with final approval of the County Board of Commissioners.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-2, Effective January 25, 1994; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.6 The maximum dollar amount for which the (service contracts) can be used is \$5,000. Approval of the Purchasing Director, Controller, Liaison Chairperson, Finance Chairperson, and Board Chairperson is required. A contract over \$5,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.
History: 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2009, Resolution 09-095, Effective April 14, 2009
- 7.7 Upon recommendation of the Controller, the Board of Commissioners is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts (1) have been previously approved by the Board and are currently in effect; (2) result in a decreased cost to the County; (3) are with the same contractor; (4) are for the same contract period of time; and (5) are for the same goods and/or services as previously approved by the Board.
- a. The County Attorney shall approve as to form all amended contracts prior to execution by the Chairperson or Chairperson Pro Tem.
 - b. The Controller shall report to the Finance Committee all contract that have been amended and executed within 90 days.
History: 1983, Resolution 83-52, Effective March 22, 1983
- 7.8 Original Equipment Manufacturer (OEM)
- a. Ingham County supports the use of OEM parts for repair or body restoration of county owned vehicles, and supports the use of OEM repair parts and repair parts certified by manufacturers, remanufacturers or rebuilders to meet or exceed OEM specifications for the repairs to county owned vehicles.
 - b. Only new OEM air bags, seat belts, shoulder belts and occupant restraint parts should be purchased or specified for repairs to county owned vehicles.
 - c. This policy does not preclude the use of replacement window glass or mirrors that meet OEM specifications, nor does it preclude the use of remanufactured or reconditioned OEM bumpers in making crash and body or other repairs to county owned vehicles.
 - d. In the case of unavailability, use of any parts other than OEM parts in making crash or body repairs, and the use of any parts other than new OEM parts in the case of air bags, seat belts, shoulder belts and occupant restraint parts,



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with the exception of window glass and mirrors, must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts.

- e. Use of any vehicle repair or maintenance parts which are not certified to meet or exceed OEM specifications must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts or parts that meet or exceed OEM specifications or parts remanufactured or rebuilt to OEM specifications.

History: 1998, Resolution 98-106, Effective May 12, 1998

7.9 Michigan Great Printers Project

- a. Outside bids and purchases shall be limited to Michigan Great Printers when outside vendor supplied printing services are required.
- b. Ingham County will the necessary steps to assure that support of the Michigan Great Printers Project is reflected in intra-department printing services it provides.

History: 1998, Resolution 98-186, Effective August 25, 1998

8. SINGLE-ITEM PURCHASE ORDERS

Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections 7.3 and 7.4, unless authorized by the Board of Commissioners.

9. IDENTICAL LOW BIDS

When identical low bids are received, the Purchasing Director (and the appropriate department official) shall enter into negotiations with the several bidders concerned and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the Purchasing Director may recommend the acceptance of the bid of the contractor, for the supply of such goods, works and/or services with the bidder who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the Purchasing Director shall first purchase from the supplier who has a place of business in Ingham County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

10. CONFIDENTIAL INFORMATION

No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.

11. EMERGENCY PURCHASES

Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which



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might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [7.4](#) and [7.5](#). All such emergency purchases shall be covered by a subsequent purchase order.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

12. BID PROCEDURE

The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed thirty-five thousand dollars (\$35,000). The competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- 12.1 Advertising. Bids shall be called by public advertisements unless the Board of Commissioners shall otherwise direct.
- 12.2 Bid Closing Time. Requests for bids shall state that bids will be received not later than a given local time on a specified day. Bids shall be opened in the afternoon of such specified day at a time to be established by the Controller.
- 12.3 Release of Information to Bidders. Upon the request of a prospective bidder the Purchasing Director shall supply the following materials for each proposed contract:
 - a. One copy of the official bid form
 - b. One standard bid envelope
 - c. Bid materials, such as specifications, plans, profiles, etc.

This procedure shall be amended when prequalification is a requirement of the contract.

When a fee for bid material is required it shall be paid by the County. When a fee is refundable it will be returned when bidding material is returned in good order.

In the event the Controller deems it necessary he/she must submit a performance bond, discrimination clause, and/or material bond.

- 12.4 Recording and Control of Bidding Material. A list of prospective bidders shall be maintained by the Purchasing Director.



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It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.

- 12.5 Preparation of Addenda. Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the Purchasing Director shall approve the issuance of an addendum or cancel the contract.
- 12.6 Notification of Addenda to Contractors / Suppliers. A copy of each addendum shall be forwarded by Registered Mail to each contractor / supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. If an addendum notice as aforesaid is prepared too late to allow notification by mail prior to the contract closing time, in addition to mailing the notice, each contractor/supplier who obtained bid forms for the contract shall be notified of the revision by telegram directed to his/her last known place of business. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.7 Notification to Contractors / Suppliers of Cancellation of Contract. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the cancellation of the contract. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.8 Return of Bids on Cancellation of Contracts. When a contract is cancelled, no bids will be accepted. All bids received shall be returned unopened to the contractor/supplier by hand or by Registered Mail with a covering letter addressed to his/her last known place of business.
- 12.9 Notification to Contractors / Suppliers of Extension of Time. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the extension of time. In addition to the above procedure, prior notice of the mailing shall be given by telephone when practical.
- 12.10 Disposition of Bids When Closing Date Has Been Extended. When the closing date for receiving bids has been extended, bids already received shall be handled as follows:
- a. If the extension of time is two weeks or less, the contractor/supplier shall be advised that his bid will be returned upon request.
 - b. If the extension of time is more than two weeks, all bids shall be returned unopened. All communication by mail shall be registered and addressed to his/her last known place of business.
- 12.11 Bid Requirements. All bids shall either be mailed or delivered personally to the offices of the County Controller. Bids are required to conform to the conditions listed below.



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- a. The correct bid form, as supplied by the County, must be used and in the possession of the Controller or his duly authorized representative on or before the bid closing time and date. **Bids received after closing time will not be considered.**
- b. The bids must be legible, written in ink or by typewriter and **all items must be bid,** unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.
- c. Adjustments by telephone, telegram or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission.
- d. The official bid return envelope supplied by the County must be used for bidding purposes without any extra exterior covering. Provision shall be made on the bid envelope for the contract number and the name and address of the contractor / supplier. (This information will be completed by the County at the time of issuance of the envelope.
- e. The bid form must be signed in the space(s) provided on the form, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the bid must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.
- f. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.
- g. The bid shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ingham equal to or greater than the amount specified in the bid, and **must be enclosed in the same envelope as the bid.**

12.12 **Deposit Requirements.** Deposits may be required at the discretion of the County Controller or pursuant to his authorization, the Purchasing Director. If deposit requirements for contracts, including those for the purchase of goods are required, a minimum deposit of 10 percent (10%) of the total bid submitted shall be required.

- a. Deposits must be submitted with the bid. Deposits may be certified check, bank draft or money order or any combination thereof (see Sections [12.23.i](#) and [12.23.j](#)).



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- b. Should the Purchasing Director suspend the deposit requirements for a particular contract, such suspension shall apply to all bidding on that contract.
- 12.13 Failure to Observe Bid Requirements. If any of the bid requirements (see Section [12.11](#) and [12.12](#)) have not been met, the bid shall be considered to be an “improper bid” and dealt with as set out in Section [12.24](#).
- 12.14 Bonding Requirements. When stipulated within the conditions of a bid, a performance bond for 100 percent of the bid or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of bid in cash or certified check must be furnished by the contractor before the contract is signed.
- 12.15 Bid Materials. The requirements of Section [12.11](#) and Section [12.12](#) shall be included as part of the bidding material.
- 12.16 Receiving Bids.
- a. Bids received in other than the bid envelope supplies shall not be accepted by the Controller’s Office. Such bids shall be returned unopened in the same manner as provided in Section [12.16.d](#).
 - b. When a bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time of receipt shall be noted in ink and initialed by the Controller’s staff. Receipt of such bids shall be recorded on a list of bids received and bids shall be deposited unopened in the proper bid box. A bid shall be deemed to have been received when the envelope has been stamped with the time and date of receipt by the Controller’s Office. **The number of bids received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.**
 - c. To ensure accurate time, the Controller’s Office shall ensure that the correct time is used.
 - d. Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is for a contract already closed it shall be returned unopened to the bidder. If the bid is to be returned by mail, it shall be accompanied by a cover letter stating that the bid could not be accepted because of its late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.
 - e. Any correspondence pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid but outside the bid envelope or is received after a bid has been submitted but prior to closing time, shall not be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.



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- 12.17 Withdrawal of Bids Prior to Bid Opening. A contractor/supplier who has submitted a bid on a contract may request that his bid be withdrawn. (Adjustments or corrections to a bid submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the contract to which it applies. Withdrawal requests must be directed to the Purchasing Director by letter, telegram or in person. Telephone requests shall not be considered. When withdrawals are made in person, the Purchasing Director shall obtain a signed withdrawal form confirming the details. If the person requesting the withdrawal is other than a senior official of the company and for letter or telegram withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Bids confirmed as withdrawn prior to being placed in the bid box shall be returned unopened to the contractor/supplier. Withdrawals received after the bud has been deposited shall, together with the confirmation of withdrawal be placed in the bid box. These bids are dealt with at the opening by announcing that the bids are withdrawn and are to be returned (see Section [12.19.e](#) and [12.19.k](#)). Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bid is read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section [12.18](#). The timely withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract.
- 12.18 Withdrawal of Bids During Bid Opening. During a bid opening at the conclusion of the reading out of bids on a contract, the low bidder may withdraw any of his/her remaining bids on other contracts. Bids withdrawn under this procedure cannot be reinstated (see Section [12.19.a](#)). If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, the bid contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first bid received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section [12.19.m](#)).
- 12.19 Opening Bids.
- a. Bids shall be opened by the Purchasing Director or his designate in the presence of two witnesses who may consist of the Chairman, the Chief Administrative Officer, heads of departments or directors or their delegates; any other person desiring to be present at the opening of the bids may attend.
 - b. When there are two or more bids to be opened at the same time and upon the request of a bidder, a lottery shall be held to determine the order in which the bidder calls will be dealt with at the opening.
 - c. When the order in which the bid calls will be dealt with has been established, the Controller's staff and the Purchasing Director shall unlock the bid box and remove its contents.
 - d. Any bid which does not have the contract number on the envelope shall be



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opened and placed with its appropriate group.

- e. Any correspondence requesting withdrawal of bid shall be read by the Purchasing Director who shall state the nature of correspondence, the name of the bidder and the contract number. He shall then attach the withdrawal notice to the bid envelope which shall remain unopened.
- f. When the correspondence in the bid box has been dealt with the remaining bids shall be opened. Each bid form shall be stapled to the applicable bid envelope, the deposit check clipped to the bid form and the bids sorted according to contract number.
- g. If correspondence is found enclosed with a bid in the bid envelope which, in the opinion of the Purchasing Director could qualify the bid in any way, the bid shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the bid read out in the normal manner. This correspondence and the bid shall be referred to the County Services Committee for decision as to acceptance or rejection (see Section [12.24](#)).
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003
- h. When bids have been opened and sorted, the Purchasing Director shall check the listing of bids received, and the number of bids opened to ensure that all bids received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all bids have been accounted for.
- i. When all bids have been accounted for, the Purchasing Director shall announce for each contract, the contract number, and the number of bids received and for each bid, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the amount of the bid and the deposit check on a bid opening form.
- j. When, during the reading out of the bids, the Purchasing Director receives a bid that has correspondence requesting withdrawal attached, he shall read out the contract number and the bidder’s name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section [12.19](#)). The bidder’s name for each withdrawn bid shall be recorded immediately following the names of the bidders whose bid will be considered, noting the method and date of withdrawal. If, during the reading out of bids, the Purchasing Director receives a bid with correspondence other than a withdrawal request attached, he shall read out the bid in the normal manner.
- k. When all bids for a contract have been read out and the information has been recorded by the Purchasing Director, he shall close off the Record of Bids Opened by drawing a diagonal line in the unused space under the information listed and sign the form.



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- l. During the reading out of the bids the Purchasing Director shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, it shall be dealt with as in Section [12.17](#). If two bids for the same contract are received in the same bid envelope (contractor's copy included), the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended bid, which shall be processed in the normal manner.
 - m. A contractor/supplier (read out as low on a previous contract) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of Bid must be signed by the contractor/supplier. This Notice must be handed to the Purchasing Director before the reading out of the first bid on the contract(s) to which it applies (see Section [12.18](#)). The Purchasing Director shall attach it to the applicable bid. He shall read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. He shall not read out the bid amount of the withdrawn bid. A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact low.
- 12.20 Check Bids. The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders which do not conform to bid requirements of Section [12.11](#) or which require mathematical correction(s) shall be deemed "improper bids" and dealt with as set out in Sections [12.22](#), [12.23](#) and [12.24](#). All checking shall be completed by the Purchasing Director as soon as possible following the public portion of a bid opening. The Purchasing Director shall check to ensure that:
- a. the bidder's name and bid amount shown on the Record of Bids Opened is correct.
 - b. the bid is properly signed.
 - c. the correct bid form and envelope have been used.
 - d. each bid envelope is time and date stamped prior to the contract closing time.
 - e. the deposit (when applicable) is sufficient and in an acceptable form.
 - f. each item on the bid has been bid (unless the bid specifically permits otherwise).
 - g. all extensions and the total for each bid are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the bid



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form, enter the correct figure in red above it and initial the entry. If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.

- h. the bid is free of restrictions or alterations.
- i. all other bidding requirements have been met.

12.21 Contract on which All Bids are in Order. The Purchasing Director shall report in writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

- a. An RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided, however, that the initial lowest responsive bid is not from another RLV.
- b. In the event that two or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between two RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.
- c. An RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the



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published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

- d. In the event that two or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.
- e. If RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.
- f. RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.
- g. When a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.
- h. The following purchases are exempt from the provisions of this policy:
 - 1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
 - 2. Purchases with any sole source supplier for supplies, materials, or other equipment.
 - 3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.
- i. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three years.
- j. Nothing in this section shall be deemed to waive or constrain, in any manner,



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the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

1. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
2. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
3. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;
4. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.
5. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.
6. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;
7. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

History: 2005, Resolution 05-044, Effective February 22, 2005

12.22 Contract on which Improper Bids have been Received. Following completion of the checking procedures outlined in Section [12.20](#), bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The Purchasing Director shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.

12.23 Basis of Decisions on Acceptance or Reject of Improper Bids. Extreme care must be exercised by the Purchasing Director responsible to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.



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- a. Late bids must be rejected (see Section [12.16.e](#)).
- b. Bid form or envelope not used:
 - 1. Bids received on other than supplied bid forms may be rejected.
 - 2. Bids received in other than the bid envelopes supplied may be rejected.
- c. Bids not completed in ink or by typewriter must be rejected.
- d. Partial bids may be rejected except when the bid form clearly states that an award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined).
- e. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County (e.g., F.O.B. point changed, escalator clause, etc.).
- f. Bids that are not properly signed must be rejected.
- g. Bids that are not properly sealed may be rejected.
- h. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price is legible.
- i. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.
- j. Deposit not submitted or of insufficient amount:
 - 1. If a certified check, bank draft, or money order is specifically requested by the Purchasing Director and is not submitted, the bid must be rejected.
 - 2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the Purchasing Director an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.
- k. Agreement to bond:
 - 1. If an agreement to bond is not submitted, when required, the bid may be rejected.



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2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.
- 12.24 Decisions on Improper Bids. When an improper bid must be rejected as outlined in Section [12.23](#), the amount of the bid shall not be recorded in the Record of Bid Opening by the words “Rejected Bid” shall be recorded instead. When an improper bid is one that may be accepted as outlined in Section [12.23](#), it shall be noted as an “Improper Bid” in the Record of Bid Opening along with the amount of the bid. All bids shall then be referred to the Purchasing Director for review of the bids in order to recommend an award. In his report he shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.
- 12.25 Notification of Acceptance of Bid. Upon the award of the contract the Purchasing Director shall immediately advise the successful bidder that his bid has been accepted.
- 12.26 Disposition of Deposit Checks. Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the Purchasing Director elects to retain, shall be returned to the applicable bidders by Registered Mail to his/her last known place of business or by hand. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until the contract is executed (see Section [12.29](#)). The Purchasing Director may permit the substitution of a bid bond of equal cash value to replace the bid deposit of the second lowest bidder and any other bid deposits held until the contract is executed.
- 12.27 Disposition of Withdrawn Bids. Following the bid opening, the Purchasing Director shall return the withdrawn bids and the deposit checks (when applicable) to the bidders by Registered Mail or by hand. If a bid and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.28 Execution of Contract. A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the Purchasing Director.
- 12.29 Action on Acceptance of Contract. When copies of the executed contract are returned and found acceptable to the Purchasing Director, all deposit checks and/or bid bonds shall be returned by Registered Mail to his/her last known place of business or by hand. If returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.30 Action when Successful Bidder Does Not Finalize Contract. If a contract has been awarded and the successful bidder fails to sign the contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section [12.28](#)), the Purchasing Director may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded to the next low bidder; or (ii)



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that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.

12.31 Purchase Order. A bid for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.

12.32 The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.

13. **CONTEXT**

This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.

14. **RIGHT TO REJECT**

Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.

15. **EQUAL OPPORTUNITY STATEMENT**

The Purchasing Director must have in their files or enclosed in the bid envelopes a signed Equal Opportunity Statement for each bidder and each bid.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 8**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ROOF REPLACEMENT AT THE INGHAM COUNTY
DRAIN COMMISSIONER'S OFFICE AND ACKNOWLEDGING WITHDRAWAL OF PRIOR BID**

RESOLUTION #25 – 222

WHEREAS, the roof of the Ingham County Drain Commissioner's Office located at 707 Buhl Street, Mason, Michigan, has reached the end of its useful life and is in need of replacement to protect the facility and its occupants; and

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-469 to award the project to Billy White Roofing, Inc.; and

WHEREAS, Billy White Roofing, Inc. has since withdrawn from the project, leaving the Facilities Department to seek alternative solutions; and

WHEREAS, Weatherseal Home Improvement Co., Inc. has submitted a qualified proposal to perform the roof replacement at a base cost of \$31,520; and

WHEREAS, the Facilities Department recommends including a 15% contingency for unforeseen conditions, establishing a total not-to-exceed amount of \$36,248; and

WHEREAS, funds are available in the approved Facilities Budget under Project Code 24527599-976000-24F05 (Drain Office New Roof).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners acknowledges the withdrawal of Billy White Roofing, Inc. from the project authorized under Resolution #24-469.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Weatherseal Home Improvement Co., Inc., 51662 Oro Drive, Shelby Township, MI 48315, for roof replacement at the Ingham County Drain Commissioner's Office for an amount not to exceed \$36,248, inclusive of a 15% contingency.

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

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

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

APRIL 29, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH J. RANCK ELECTRIC INC.
FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES AT THE LAKE LANSING ROAD AND
MARSH ROAD INTERSECTION**

RESOLUTION #25 – 223

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township due to the existing traffic signal reaching the end of its useable service life; and

WHEREAS, the Purchasing Department solicited proposals (RFP #41-25) from Michigan Department of Transportation prequalified vendors to provide traffic signal construction services at the Lake Lansing Road and Marsh Road intersection, receiving two proposals; and

WHEREAS, Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements and Road Department staff have reviewed the proposals for experience, expertise, individual unit prices, and overall value to the County; and

WHEREAS, J. Ranck Electric Inc. of Mt. Pleasant, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$402,771.75; and

WHEREAS, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the cost for the traffic signal replacement is included in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with J. Ranck Electric Inc. located at 1993 Gover Parkway, Mt. Pleasant, MI 48858 for Traffic Signal Construction Services at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township, as specified in the Request for Proposal #41-25 for the low bid cost of \$402,771.75.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Lake Lansing Road and Marsh Road Intersection Project in the amount of \$80,554.35 (20% of the proposed \$402,771.75 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and J. Ranck Electric, Inc. as a condition precedent to the initiation of any work on such additional work items.

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

APRIL 29, 2025 REGULAR MEETING

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

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

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 10**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES FOR SUPPORTIVE SERVICES TRANSFORMATION FUNDS
AND TO CREATE A .50 FTE HOUSING SPECIALIST POSITION IN INGHAM COUNTY HEALTH
DEPARTMENT**

RESOLUTION #25 – 224

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to accept Supportive Services Transformation Funds (SSTF), effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and

WHEREAS, ICHD wishes to use a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) for the purpose of coordinating Permanent Supportive Housing (PSH) Services Capacity Building activities outlined in the project proposal; and

WHEREAS, these activities include working with ICHD's Leadership and PSH Technical Assistance providers to coordinate ICHD's capacity building activities and training sessions focused on understanding and scaling Medicaid-billing options for PSH Services, developing PSH Services Plans, and Designing and Implementing PSH Client-Tenant Feedback Plans; and

WHEREAS, Ingham County residents have identified housing and housing services as a top priority in the Community Health Needs Assessment (CHA) and the Children's Health Improvement Plan (CHIP); and

WHEREAS, ICHD conducts research to document the health status and health problems of the community and works with the community to develop strategies, such as PSH and other Supportive Housing Services, to improve health and well-being; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MDHHS for SSTF funding effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and

WHEREAS, the Medical Health Officer further recommends that the Ingham County Board of Commissioners authorize using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD, for the purpose of coordinating PSH Services Capacity Building activities outlined in the project proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MDHHS for SSTF effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88.

APRIL 29, 2025 REGULAR MEETING

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD for the purpose of coordinating PHS Services Capacity Building activities outlined in the project proposal.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

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

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

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 11**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS
AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT
ON BEHALF OF CLINTON COUNTY**

RESOLUTION #25 – 225

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2026 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs is willing to apply, receive, and administer the fiscal year 2026 County Veteran Service Fund Grant on behalf of Clinton County; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or dependents; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to apply, receive, and administer the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$58,535.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency on behalf of Clinton County in the amount of \$58,535.

BE IT FURTHER RESOLVED, that the 2026 County Veteran Service Fund Grant will be used for the purpose of funding the continuation of a Benefits Support Specialist position, effective October 1, 2025 to September 30, 2026.

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

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

Nays: None

Absent: Trubac

Approved 04/21/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 12**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS
AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT**

RESOLUTION #25 – 226

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2026 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs will apply to receive and administer the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$75,457.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency in the amount of \$75,457.

BE IT FURTHER RESOLVED, that the 2026 County Veteran Service Fund Grant will be used for the purpose of funding continuation for a Veteran Benefits Counselor position, effective October 1, 2025 to September 30, 2026.

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

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

Nays: None

Absent: Trubac

Approved 04/21/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 13**

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 227

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #24-543 for the FY25 Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Prevention Contract with ICHD, to include an additional \$60,487 in funding from MSHN's Opioid Settlement Funds designated for opioid remediation activities; and

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

WHEREAS, on March 11, 2025, ICHD received a funding award letter from MSHN which erroneously stated the award amount as \$85,002 and this amendment will include the accurate total funding award of \$60,487; and

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

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

WHEREAS, the Medical Health Officer recommends that Ingham County Board of Commissioners authorize amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$60,487.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$60,487.

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

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

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

Nays: None

Absent: Trubac

Approved 04/21/25

APRIL 29, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 14**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE COMBINING RYAN WHITE B, C, AND D INTO ONE
INFECTIOUS DISEASE PHYSICIAN MASTER AGREEMENT AND TO EXTEND RESOLUTIONS
#22-614 AND #22-399**

RESOLUTION #25 – 228

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to combine three separate agreements [Ryan White B (51161500-02229), Ryan White C (51161500-02220), and Ryan White D (51161500-02228)] into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64; and

WHEREAS, this Infectious Disease Physician Services Master agreement will be funded through Human Immunodeficiency Virus (HIV) Ryan White B, C, and D grant funding; and

WHEREAS, in order to combine these three agreements into one, ICHD's CHCs need to extend two of the existing agreements for Ryan White Part B, authorized through Resolution #22-614, and Ryan White Part D, authorized through Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92; and

WHEREAS, this extension will allow ICHD's CHCs to complete the work authorized under these grant projects for 2024/2025 and allow payment for services rendered within the effective period; and

WHEREAS, the new combined two-year agreement will be \$171,687.36 annually for a total amount not to exceed \$343,374.72; and

WHEREAS, the total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize combining the three separate agreements (Ryan White B, C, and D) into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes combining the three separate Ryan White B, C, and D agreements into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64.

APRIL 29, 2025 REGULAR MEETING

BE IT FURTHER RESOLVED, that in order to combine the three agreements, the Ingham County Board of Commissioners authorizes extending Resolution #22-614 and Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92.

BE IT FURTHER RESOLVED, that the total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64.

BE IT FURTHER RESOLVED, that this Infectious Disease Physician Services master agreement will be funded through Human Immunodeficiency Virus (HIV) Ryan White Part B, C and D funding.

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

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

Nays: None

Absent: Trubac

Approved 04/21/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP AND ASSOCIATES

RESOLUTION #25 – 229

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan which can enhance understanding of ICHDs programs & interventions, foster innovation, and advance practice-based community-driven solutions; and

WHEREAS, the Evaluation Project will enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, BDP and Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change/improvement, identify & set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, this agreement will be effective May 1, 2025 through September 30, 2025; and

WHEREAS, funding for the Evaluation Plan framework will be provided by Michigan Health Endowment Fund #22160060-01041; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with BDP and Associates, effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with BDP and Associates, effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

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

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

APRIL 29, 2025 REGULAR MEETING

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest, Schafer
Nays: None **Absent:** Trubac **Approved 04/21/25**

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

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 16**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REFRESH WITH EKENE, LLC

RESOLUTION #25 – 230

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Refresh with Ekene, LLC for team building facilitation at an all-staff training event effective May 27 through June 30, 2025, in an amount not to exceed \$10,120; and

WHEREAS, ICHD is holding an all-staff training day on May 28, 2025 which will allow staff to participate in public health trainings, break-out sessions, collaborative discussions and more, led by community partners, speakers, and experts trained in the fields of leadership development, mental health, and wellness; and

WHEREAS, Refresh with Ekene, LLC will offer facilitation of leadership development through executive coaching, leadership training and teambuilding activities/projects designed to help ICHD's leaders and employees reach their full potential; and

WHEREAS, as principal consultant, Ekene Onu has over 20 years of management experience and received training in Organizational consulting, Diversity and Inclusion, Change Leadership and Social and Emotional Intelligence from Georgetown University, Cornell University and the Institute for Social and Emotional intelligence; and

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

WHEREAS, all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant (PHIG) 22160055-01142; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with Refresh with Ekene, LLC for team building facilitation effective May 27 through June 30, 2025, in an amount not to exceed \$10,120.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Refresh with Ekene, LLC for team building facilitation, effective May 27 through June 30, 2025 in an amount not to exceed \$10,120.

BE IT FURTHER RESOLVED, that all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant #22160055-01142.

APRIL 29, 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, Morgan, Willis, Ruest, Schafer

Nays: None

Absent: Trubac

Approved 04/21/25

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 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 PUBLIC HEALTH
ACCREDITATION BOARD FOR NATIONAL REACCREDITATION**

RESOLUTION #25 – 231

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a three-year agreement with the Public Health Accreditation Board (PHAB) for reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200; and

WHEREAS, ICHD was initially accredited by PHAB in November of 2019 and is now due for reaccreditation; and

WHEREAS, PHAB accredits public health departments to strengthen public health infrastructure and transform governmental public health; and

WHEREAS, accreditation and recognition provide a means for health departments to build capacity in key public health areas and supports performance improvement efforts and can be part of a health department's transformation journey; and

WHEREAS, PHAB is built on evidence-based standards that allow health departments to demonstrate performance and accountability to communities, policymakers, and other stakeholders; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with PHAB for national reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with PHAB for national reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200.

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

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

Nays: None

Absent: Trubac

Approved 04/21/25

APRIL 29, 2025 REGULAR MEETING

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

Nays: None

Absent: Tennis, Polsdofer

Approved 04/23/25

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 18**

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE
PROSECUTING ATTORNEY ASSOCIATION AND INGHAM COUNTY TO ACCEPT GRANT
FUNDING UNDER THE COMMUNITY GRANT FOR SAFE STORAGE INITIATIVE (SCIP)**

RESOLUTION #25 – 232

WHEREAS, the Prosecuting Attorney Association of Michigan (PAAM) received federal funding to distribute to local communities for the purpose of promoting and assisting in the development of community outreach and education efforts to encourage safe storage of firearms to prevent youth firearm injuries and suicide; and

WHEREAS, the Ingham County Prosecutor's Office has applied for this funding and received funding in the amount of \$27,500; and

WHEREAS, the funding is available immediately and must be used by March 30, 2026; and

WHEREAS, to accept this funding, Ingham County must enter into an agreement/memorandum of understanding with the Prosecuting Attorney Association of Michigan (PAAM).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a memorandum of understanding, effective immediately through March 30, 2026, between Ingham County and the Prosecuting Attorney Association of Michigan (PAAM) to accept the additional \$27,500.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary 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 documents consistent with this resolution after approval as to form by the County Attorney.

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

**ADOPTED – APRIL 29, 2025
AGENDA ITEM NO. 19**

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN
(TPOAM)**

RESOLUTION #25 –233

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County (Employer) and the Technical, Professional and Officeworkers Association of Michigan (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027); effective the first full pay period following ratification a wage scale adjustment consisting of dropping the first step and adding a new top step to all classifications at \$1.50 above current top step; effective the first full pay period following January 1, 2026, a 3% increase; and, effective the first full pay period following January 1, 2027, a 4% increase; and

WHEREAS, all current bargaining unit members shall migrate through the wage steps accordingly so that they will enter the next wage step relative to the compression of the new wage table; and the Employer shall provide names to the migration of each member and the new wages and migration shall be effective in the first full pay period of May 2025; and

WHEREAS, the agreement also includes that Article 12, Section 12.7 is amended such that, effective as soon as practical, all employees hired on or after January 1, 2014, that are currently in the MERS Hybrid Pension Plan shall have their employee defined contribution amount increased from 1% to 3%, and the Employer commits to completing the proper MERS Adoption Addendum Agreement and providing a copy to the Union for review and confirmation, and effective upon execution of the MERS Adoption Addendum Agreement, all new hires entering the bargaining unit shall have a 3% employee contribution rate for the DC component of the MERS Hybrid Pension Plan; and

WHEREAS, the agreement also adds a new provision to Article 12, Section 12.7 providing that, effective upon mutual ratification, the Employer shall match up to 50% of the Employee's contribution into their 457 plan up to \$1,000 annually with a maximum Employer match of \$500.00; and

WHEREAS, the agreement also provides in Article 15, that of the \$800 allowance that certified mechanics receive, \$300 of those dollars may be used for the purchase of boots; and

WHEREAS, the agreement provides for language clean up as agreed upon; and

WHEREAS, the TPOAM ratified the agreement on April 24, 2025.

APRIL 29, 2025 REGULAR MEETING

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the TPOAM and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the that the Ingham County Board of Commissioners hereby authorizes the Controller to enter into and execute a MERS Adoption Addendum Agreement (Agreement) providing that all employees hired on or after January 1, 2014, that are currently in the MERS Hybrid Pension Plan shall have their employee defined contribution amount increased from 1% to 3% following execution of this Agreement and that all new hires entering the bargaining unit following execution of this Agreement shall have a 3% employee contribution rate for the DC component of the MERS Hybrid Pension Plan

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

Adopted as a part of the consent agenda.

APRIL 29, 2025 REGULAR MEETING

SPECIAL ORDERS OF THE DAY

None.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Schafer asked, since the Equal Opportunity Committee had just one interviewee, seven vacancies, two appointed members, and the Commissioner representatives, if they had looked at the various committees and reevaluated if they were needed or if they could be moved into another committee. Commissioner Schafer further stated there seemed to be a similar issue with the Women's Commission and asked if the Equal Opportunity Committee even met.

Chairperson Sebolt stated the Equal Opportunity Committee had met a few times that year and there had been conversations about what that board looked like and the work that overlapped with the Women's Commission. Chairperson Sebolt further stated that the Women's Commission had three successful applicants, and while the Equal Opportunity Committee had seen some turnover, there had been recruitment efforts.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Grebner moved to pay the claims in the amount of \$2,858,890.49. Commissioner Morgan supported the motion.

The motion carried unanimously. Absent: Commissioners Pratt and Trubac.

ADJOURNMENT

The meeting was adjourned at 6:39 p.m.



115 S. Main Street
P.O. Box 389
Webberville, MI 48892

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www.villageofwebberville.com

April 28, 2025

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

**Subject: Village of Webberville, Ingham County, State of Michigan
Notice of Intent to Conduct Comprehensive Land Use Planning**

To Whom It May Concern,

In accordance with the requirements of the Michigan Planning Enabling Act, PA 33 of 2008, as amended, this is to notify you that the Village of Webberville is initiating the process to complete an update to its current Land Use and Recreation Master Plan. McKenna, the Village's planning consultant for this effort, will be assisting the Village with the planning process.

The Village of Webberville is asking for your cooperation and assistance in this process. Specifically, we would like to know if you have any thoughts, concerns, or issues you feel should be addressed in this effort that would allow us to work more cooperatively when planning for our community.

Later in the process, the Village of Webberville will issue a draft copy of the Plan for public review and comment, as required by the Michigan Planning Enabling Act. When the updated Land Use and Recreation Master Plan draft has been approved for public distribution, a copy of the Plan will be available electronically as allowed by the Michigan Planning Enabling Act on the Village's website at <https://webbervillemi.com/>. Please contact us at the email provided below if you would prefer to be sent an electronic or physical copy of the draft Plan directly. At that time, we would appreciate all comments regarding the Plan's content.

You are invited to send a letter and/or email stating your opinions, position, or questions to the Village of Webberville via McKenna (Attn: Emily Huhman), 235 E. Main St., Suite 105, Northville MI 48167 or via email at ehuhman@mcka.com.

Webberville thanks you for your cooperation and assistance.

Sincerely,

Emily Huhman
Assistant Planner, McKenna

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING APPOINTMENTS TO THE
EQUAL OPPORTUNITY COMMITTEE**

RESOLUTION #25 –

WHEREAS, several vacancies exist on the Equal Opportunity Committee; and

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

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

Theresa Braden-Horstman, 2340 Wilgus Road, Williamston, 48895
Dominka Tipton, 3502 N. Cedar Street, Lansing 48906

to the Equal Opportunity Committee to terms expiring September 30, 2026.

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

Nays: None

Absent: None

Approved 05/06/25

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING THE MONTH OF MAY AS
JEWISH AMERICAN HERITAGE MONTH IN INGHAM COUNTY**

RESOLUTION #25 –

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

WHEREAS, Ingham County includes Jewish Americans who have made invaluable contributions to our community and the nation as a whole; and

WHEREAS, each May, Jewish American Heritage Month is observed to recognize and honor the significant achievements and contributions of Jewish Americans to the economic, cultural, spiritual, and political development of the United States; and

WHEREAS, Jewish American Heritage Month was officially established in 2006 through a presidential proclamation by President George W. Bush, with continued recognition and support by successive administrations, including President Joe Biden; and

WHEREAS, Jewish Americans have played a crucial role in advancing civil rights, social justice, medicine, science, education, business, technology, law, and government, enriching the nation's diversity and resilience; and

WHEREAS, the Jewish community has a deep historical presence in the United States, with Jewish immigrants arriving as early as the 17th century and significantly shaping American society, particularly in Michigan, where Jewish Americans have contributed to industry, philanthropy, and cultural development; and

WHEREAS, Jewish Americans have upheld strong values of family, education, perseverance, and social responsibility, which have strengthened our communities and enriched the broader social fabric of our nation; and

WHEREAS, the celebration of Jewish American Heritage Month provides an opportunity to honor Jewish history, culture, and traditions, as well as to promote education, awareness, and acceptance of diverse communities; and

WHEREAS, recognizing the contributions and experiences of Jewish Americans fosters understanding, inclusion, and appreciation for all cultural and religious groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of May as Jewish American Heritage Month in Ingham County and urges every resident to take time during this month to acknowledge the influential contributions, rich history, and cultural heritage of Jewish Americans, who have helped shape our nation for the better.

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

Nays: None

Absent: None

Approved 05/06/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH INGHAM COUNTY LAND BANK
AND AN \$1,100,000 AGREEMENT WITH TA FORSBERG FOR PHASE 1 DEVELOPMENT OF THE
HOLMES AND PLEASANT GROVE NEIGHBORHOOD CENTER USING MICHIGAN STATE
HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT FUNDS**

RESOLUTION #25 –

WHEREAS, Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County including no more than \$5,000,000 for three specific affordable or workforce housing projects located in the City of Lansing; 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 Michigan State Housing Development Authority (MSHDA) Enhancement Grant; and

WHEREAS, the MSHDA Enhancement Grant specifically allocated \$1,500,000 for the Holmes and Pleasant Grove Neighborhood Center for the purpose of creating a community center and up to 30 residential rental units for household's income qualified at or below 120% AMI.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a contract with the Ingham County Land Bank for \$400,000 for pre-development, site planning, and design costs, and \$1,100,000 to TA Forsberg for Phase 1 construction of the Holmes and Pleasant Grove Neighborhood Center, which includes creating a community center and up to 30 residential rental units for household's income qualified 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 05/06/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE AND IMPLEMENTATION OF LCPTRACKER
SOFTWARE AND SUPPORTING TECHNOLOGY FOR RESIDENTIAL PREVAILING WAGE
COMPLIANCE**

RESOLUTION #25 –

WHEREAS, Ingham County is committed to ensuring prevailing wage is applied to all residential construction contracts valued over \$10,000; and

WHEREAS, LCPtracker is a cloud-based labor compliance and certified payroll software that enables effective management and verification of prevailing wage requirements, reduces administrative burden, and provides real-time technical support for real estate developers, contractors, and subcontractors; and

WHEREAS, the Ingham County Housing Trust Fund has received a proposal from LCPtracker for their Professional and Onsite modules, including configuration, setup, training, and annual access; and

WHEREAS, the proposal includes one-time startup fees of \$5,113.35 and annual service fees of \$4,216.22, with the option for additional services as needed; and

WHEREAS, the Onsite module requires additional mobile technology to enable field-level compliance monitoring and data entry, at an estimated cost of \$2,000; and

WHEREAS, the total expenditure not to exceed \$11,330 will be paid from Ingham County Housing and Homeless Millage funds; and

WHEREAS, the implementation of LCPtracker is expected to facilitate compliance with Ingham County prevailing wage policies and support efficient project management across multiple Housing Trust Fund projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase and implementation of LCPtracker software and supporting mobile technology for an amount not to exceed \$11,330, to be funded through Ingham County Housing and Homeless Millage funds.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary agreements, contracts, or purchase 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 05/06/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

RESOLUTION #25 –

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

WHEREAS, the Ingham County 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, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2025 Ingham County Remonumentation Project:

Anthony Bumstead PS, 518 W. Lovett St. #3, Charlotte, MI 48813
Jeffrey K. Autenrieth PS, P.O. Box 80678, Lansing, MI 48917
David Clifford PS, P.O. Box 87, Mason, MI 48854
Michael VanFossen PS, 312 North St., Mason, MI 48854
Ronnie Lester PS, 3081 Holt Rd., Mason, MI 48854

to terms expiring December 31, 2025.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2025 at a cost not to exceed \$920 per Peer Review Group Member at a cost of \$230 per 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 05/06/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

RESOLUTION #25 –

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

WHEREAS, the Ingham County 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, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2025 four qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2025; and

WHEREAS, it is the recommendation of the Director of the Equalization and Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize contracts with Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying, and Wolverine Engineers and Surveyors Inc. for services as monumentation surveyors for 2025.

THEREFORE BE IT RESOLVED, that upon the respectfully recommended that the Ingham County Board of Commissioners contracts for the equally responsible services of County Project Surveyors as required by Public Act 345 of 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2025:

Autenrieth Land Surveys, LLC: \$10,470
Bumstead Land Surveys, LLC: \$10,470
Enger Surveying and Engineering, Co.: \$10,470
Wolverine Engineers and Surveyors, Inc: \$10,470

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 05/06/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPGRADE INTERNET SERVICE PROVIDED BY EVERSTREAM

RESOLUTION #25 –

WHEREAS, Ingham County relies heavily on our connectivity—be it Internet, connectivity between sites, or main voice services; and

WHEREAS, utilization of services such as web applications and videoconferencing are continuing to increase; and

WHEREAS, the requested contract amount is in the 2025 budget; and

WHEREAS, the Innovation & Technology Department has utilized the State of Michigan MiDeal contract to obtain the most cost-effective pricing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize upgrading our Internet service from Everstream in the amount not to exceed \$30,000 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Communication Fund Telephone account (636-26600-921050).

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

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

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

Nays: None

Absent: None

Approved 05/06/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF MODULAR
OFFICE SYSTEMS FURNITURE IN THE HEALTH DEPARTMENT MSU EXTENSION AREA**

RESOLUTION #25 –

WHEREAS, the Facilities Department has identified the need to install modular office systems furniture in the Health Department MSU Extension area to improve workspace functionality and create additional office space; and

WHEREAS, this installation will provide appropriate accommodations for additional Health Department staff and help ensure compliance with HIPAA requirements by facilitating more private and secure work environments; and

WHEREAS, the proposed project includes the purchase, delivery, and installation of modular office systems furniture from Haworth c/o DBI under State of Michigan Contract #22000000043; and

WHEREAS, this initiative supports the County's ongoing efforts to optimize facility use and improve operational efficiency; and

WHEREAS, funds are available in line item 245-00-267100-976000-23F04 in an amount not to exceed \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase and installation of modular office systems furniture from Haworth c/o DBI under State Contract #22000000043 for an amount not to exceed \$40,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized 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 05/06/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESCIND RESOLUTION #24-470 AND TO AUTHORIZE AN
AGREEMENT WITH WEATHERSEAL HOME IMPROVEMENT CO., INC. TO REPLACE THE
SHINGLED ROOF AT THE INGHAM COUNTY FAMILY CENTER**

RESOLUTION #25 –

WHEREAS, the shingled roof on the south end of the Ingham County Family Center (Family Center) is past its rated life and has numerous leaks causing damage to the trusses, fascia boards, and decking; and

WHEREAS, the Ingham County Board of Commissioners previously adopted Resolution #24-470 to authorize an agreement with Billy White Roofing, Inc. for the roof replacement project; and

WHEREAS, Billy White Roofing, Inc. has since withdrawn from the project, requiring the Facilities Department to identify an alternative contractor to complete the necessary work; and

WHEREAS, the Purchasing Department conducted RFP #21-25, receiving five (5) responses from qualified contractors for the shingled roof replacement at the Family Center; and

WHEREAS, based on evaluation of qualifications, pricing, and overall project scope, the Facilities Department recommends entering into an agreement with Weatherseal Home Improvement Co., Inc., which submitted a base proposal of \$89,596; and

WHEREAS, to allow for unforeseen conditions during construction, a 10% contingency in the amount of \$8,959.60 is recommended, bringing the total not-to-exceed project cost to \$98,555.60; and

WHEREAS, funding for this project is available in the approved 2023 CIP Juvenile Justice Millage Fund under Line Item #264-66400-976000-23F03.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rescinds Resolution #24-470 and authorizes entering into a contract with Weatherseal Home Improvement Co., Inc., 51662 Oro Drive, Shelby Township, MI 48315, to replace the shingled roof at the Ingham County Family Center for an amount not to exceed \$98,555.60, which includes a 10% contingency.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized 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 05/06/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE HUMAN RESOURCES ASSISTANT POSITION #226008 HELD IN
2025 GENERAL FUND BUDGET**

RESOLUTION #25 –

WHEREAS, a projected budget shortfall in the 2025 General Fund budget led to the freezing of 14 positions;
and

WHEREAS, one of the positions that was held, the Human Resources Assistant, position #226008, is needed to help offset the workload on current Human Resources staff; and

WHEREAS, the Human Resources Department is involved in a number of critical projects that have taken staff time away from routine HR functions including:

- Wage study
- Electronic timecard implementation
- Enterprise Resource Software transition from MUNIS to BS&A; and

WHEREAS, the Human Resources Assistant is a MC/Confidential Grade 5 (Step 1 \$49,139.71 to Step 5 \$59,000.35, benefits \$51,770.88 - \$56,927.93).

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves unfreezing position #226008, Human Resources Assistant, MC/Confidential Grade 5 (Step 1 \$49,139.71 to Step 5 \$59,000.35, benefits \$51,770.88 - \$56,927.93).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

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

Nays: None

Absent: None

Approved 05/06/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MERIDIAN TOWNSHIP FOR A DEER MANAGEMENT PROGRAM AT LAKE LANSING PARK NORTH

RESOLUTION #25 –

WHEREAS, overpopulation of white-tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd; and

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park North property and Ingham County Farm located at 3860 Dobie Road, Okemos, is causing damage to plant life within park property and the Ingham County Farm surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area and the Ingham County Farm are an issue; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) states that an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease such as Chronic Wasting Disease (CWD) and starvation; and

WHEREAS, Meridian Township has conducted successful deer hunts within their properties and surrounding properties; and

WHEREAS, there will be a restricted no-hunt area with a 500-foot buffer from Consumers easement on the Ingham County farm; and

WHEREAS, Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park North property and the Ingham County Farm property; and

WHEREAS, by working cooperatively with Meridian Township, resources can be shared to successfully complete the project; and

WHEREAS, Ingham County will continue to work with the MDNR and the United States Department of Agriculture (USDA) to help resolve the CWD when requested.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the hunting of white tailed deer within the boundaries of Lake Lansing Park North and the Ingham County Farm during the 2025-2035 Archery Deer Seasons.

BE IT FURTHER RESOLVED, that hunters must meet all requirements of the Meridian Township deer hunting programs and may only use archery equipment, including crossbows.

BE IT FURTHER RESOLVED, that there will be a restricted no-hunt area with a 500-foot buffer from Consumers easement on the Ingham County farm.

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

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LENA MACK, MEDICAL ASSISTANT

RESOLUTION #25 –

WHEREAS, over a span of 28 years of dedicated service to Ingham County Health Department and the Ingham Community Health Centers, Lena Mack retired on February 15, 2025; and

WHEREAS, Lena began her career with Ingham County on June 30, 1997, as a Clinic Assistant/Technician, where she roomed patients, took vitals, completed medication reconciliation, and discharged patients; and

WHEREAS, Lena exemplified excellence in assuring that she fulfilled all the Clinic Assistant/Technician duties; and

WHEREAS, Lena transferred to St. Lawrence Health Community Health Center on February 1, 2010 and continued working in the role of Medical Assistant, formerly as Clinic Assistant/Technician; and

WHEREAS, Lena continued to provide excellent service and care to our patients, while performing her duties as Medical Assistant; and

WHEREAS, on October 1, 2014, Lena transferred from St. Lawrence to 1115 South Pennsylvania in Lansing, as St. Lawrence Health Center and Sparrow Health Center were consolidating; and

WHEREAS, on September 5, 2017 Lena transferred to Forest Community Health Center where she continued to work as a Medical Assistant until her retirement date; and

WHEREAS, Lena exemplified outstanding customer service while serving at Forest, often making patients feel at ease when they were concerned or scared; and

WHEREAS, Lena has been a loyal, dedicated, knowledgeable, and highly professional employee as she has adhered to and executed the ICHD and ICHC Mission, Vision, and Core Values.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lena Mack for 28 years of dedicated service to Ingham County Health Department and for her exemplary customer service, patient care, and commitment to her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CREATE A FULL-TIME PROGRAM COORDINATOR-SPECIALTY
PROGRAMS POSITION WITHIN THE COMMUNITY HEALTH CENTERS**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHC) wish to create a 1.0 FTE Program Coordinator – Specialty Programs position (ICEA County Professional, Level 7, annual salary and benefit range of \$118,678.00 to \$137,267.59) within Forest Specialty programs, which includes the Ryan White, Refugees, and Dental programs; and

WHEREAS, this role will work closely with the Operations Manager to oversee the writing and monitoring of grants and grant program work, gathering report information, and reviewing all work done in the specialty programs; and

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

WHEREAS, funding for this role will be covered by Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, and Sealant (51161522 704006 02067) 0.1 FTE for a total of a 1.0 FTE Program Coordinator – Specialty Programs position; and

WHEREAS, this position will be an ICEA County Professional Grade 7 (annual salary and benefit range of \$118,678.00 to \$137,267.59); and

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

WHEREAS, the CHC Board of Directors and Medical Health Officer recommend that the Ingham County Board of Commissioners authorize creating a 1.0 FTE Program Coordinator – Specialty Programs position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a 1.0 FTE Specialty Program Coordinator position, ICEA County Professional Grade 7 (annual salary and benefit range of \$118,678.00 to \$137,267.59) effective upon approval.

BE IT FURTHER RESOLVED, that funding for this role will be covered by the Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, and Sealant (51161522 704006 02067) 0.1 FTE for a total of 1.0 FTE Program Coordinator – Specialty Programs position.

BE IT FURTHER RESOLVED, that the 1.0 FTE Specialty Programs Coordinator will be an ICEA County Professional Grade 7 with a salary range of \$62,644.65 to \$75,222.34.

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

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: None

Approved 05/06/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A HOUSING & HOMELESS MILLAGE SUPPORT SERVICES GRANT
SCORING PROCESS AND CALENDAR USING \$1,000,000 OF 2024 HOUSING AND HOMELESS
MILLAGE FUNDS**

RESOLUTION #25 –

WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding a range of housing efforts and other housing programs including efforts to prevent and reduce homelessness and to provide services to unhoused persons in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a Housing & Homeless Millage Support Services Grant process and to reserve 2024 Housing Millage funds in the amount of \$1,000,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Housing & Homeless Millage Support Services Grant scoring process to be implemented by the Housing Trust Fund Committee.

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Ingham County Housing & Homeless Millage Housing Support Services Grant Scoring Process & Calendar

The purpose of this document is to outline the guidelines and requirements for utilizing 2024 Ingham County Housing & Homeless Services Millage funds for establishing and/or continuing provision of essential services/emergency shelter for unhoused individuals and families, shelter diversion services/programming, and/or housing support case management to increase the housing stability of individuals and families served. This overview intended to ensure transparency, accountability, and effective use of resources in alignment with the intended goals of the millage.

Eligibility Criteria

Eligible programs/projects must include essential services/emergency shelter for unhoused individuals and families, shelter diversion services/programming, and/or housing support case management to increase housing stability of individuals/families served.

Eligible projects must be managed by nonprofit organizations or governmental entities located in Ingham County that demonstrate financial stability and capacity to manage grant funds.

Grant Specifications

- Up to \$1,000,000 of 2024 Ingham County Housing & Homeless Millage funds are expected to be awarded through the Homeless/Housing Support Services Grant in 2025.
- Ingham County is anticipating awarding 3-8 grants at an amount \$100,000 - \$400,000 per grant in 2025.
- Programs are encouraged to apply for up to 24 months of program delivery using 2024 Housing & Homeless millage funds. (Service period will be 2 years following the date an Agreement with the County is in place)
- Ingham County Housing & Homeless Millage funds must go towards eligible expenses related to program staffing, service delivery and related activities in the eligible program areas of emergency shelter/essential services for homeless individuals and families, shelter diversion activities for individuals and families experiencing homelessness or at-risk of homelessness, or housing support case management services to support housing stability for individuals and families experiencing homelessness or at-risk of homelessness.

Program Requirements

- Program/project sites must be located within Ingham County.
- Applicants selected for funding must enter into a grant agreement with Ingham County. Grant recipients will be eligible for fund disbursement of up to 50% of funds upon an executed agreement. The remaining 50% may be requested after the first draw is accounted for with complete documentation of expenditures.
- Grant recipients must meet Ingham County's vendor & insurance requirements, including providing proof of relevant insurance before commencing services.
- Programs/Projects selected for funding must be in compliance with the Ingham County Living Wage Policy.

Calendar for Ingham County Housing & Homeless Millage Support Services Grant

May 13, 2025	The Board of Commissioners adopts the 2025 Housing/Homeless Millage Support Services Grant scoring process
May 15, 2025	A press release is prepared announcing the availability of the Housing & Homeless Services Millage Supportive Services grant and invites applicants to submit a pre-application describing the project/program
May 16 – May 30, 2025	The Treasurer’s Office coordinates follow up and optional application technical assistance office hours and consultation meetings with interested applicants
Wednesday, May 21, 2025	RFP and Application Released. The application deadline is Friday June 20, 2025
June 25, 2025	The Treasurer’s Office forwards scoring matrix and applications for review by the Housing Trust Fund Committee, and prepares a summary of the applicants for the County Attorney’s Office to ensure that the proposals are legal under Michigan Law and comply with the intent of the Housing & Homeless Services Millage
July 11, 2025	Deadline for HTF Committee to complete scoring
July 15, 2025	The HTF Committee reviews the applications during the regular public meeting and makes recommendations for funding. Applicants are invited to attend the HTF Committee meeting. The HTF Committee makes their recommendations by resolution to the County Services and Finance Committee
August 18-20, 2025	The Human Services & Finance Committee approves the resolution for Housing/Homeless Support Services funding to the Board of Commissioners
August 26, 2025	The Board of Commissioners authorizes a resolution for the Housing & Homeless Millage Support Services grant awards
August 28, 2025	The applications recommended for Housing & Homeless Millage Support Services grant awards are sent to the County Attorney’s Office for contract preparation.
August 29, 2025	Applicants are notified of the County award and that a County contract will be forthcoming in October
October 2025	Contracts are received from the County Attorney’s Office and Authorizing Official signatures are obtained. Grantees must complete County vendor registration, provide certificates of required insurances, and must provide a revised Scope of Services if the grant award is different than the original requested amount.
October-November 2025	Fifty percent of the grant award is sent to the grantees upon receipt of the signed contract and the appropriate documentation as listed above.
March-April 2026	Grantees send in their first six-month report to the Treasurer’s Office and upon review by staff, a check for the remaining portion of the grant is sent.

Allowable Expenses:

- Direct services expenses and costs associated with service participant housing/shelter needs
- Administrative & staffing costs associated with program delivery
- Materials and supplies directly related to program activities
- Contracted services related to program activities

Disallowed Expenses:

- General operating costs not associated with the program
- Personal expenses unrelated to the program
- Capital expenditures unless explicitly approved for millage funds

Reporting Requirements

- Recipients must submit quarterly financial and progress reports
- A final report, including a summary of outcomes and financial accounting, is due within 30 days of project completion
- Failure to comply with reporting requirements may result in disqualification from future funding

Decision Matrix – Homeless/Housing Support Services

	CRITERION 1	CRITERION 2	CRITERION 3	CRITERION 4	CRITERION 5
CRITERIA DESCRIPTION	Does the applicant demonstrate capacity and expertise in the area of the proposed services?	Will millage funds be leveraged?	Is there strong local support for this proposal?	Will millage funds be accessible across the community?	Does the proposal include services in one or more of the priority program areas (emergency shelter/essential services; shelter diversion, or housing support/case management)? Will millage funds significantly increase the number of individuals or families served, or increase access to case management services?
AVAILABLE POINTS	CRITERION 1 SCORES	CRITERION 2 SCORES	CRITERION 3 SCORES	CRITERION 4 SCORES	CRITERION 5 SCORES
10 Points	The applicant has more than 5 years of demonstrable experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can provide \$1 to \$1 matching funds for each dollar requested from the County	Proposal provides at least 2 letters of support from any of the following sources: a program funder, an established housing organization, a local government/community leader, or a program participant	Proposal includes a primary service location within Ingham County with a detailed service plan for serving individuals across the County, in rural and urban communities	The services proposed will serve more than 100 individuals/families per year in one or more of the priority program areas and/or proposes housing support/case management services with an average caseload of 25 or fewer individuals per case manager
8 Points	The applicant has more than 2 years of demonstrable experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can provide at least \$1 in matching funds for every \$2 requested from the County			The services proposed will serve more than 75 individuals/families per year in one or more of the priority program areas
5 Points	The applicant has an established partnership with an agency with more than 5 years of experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can leverage volunteer or in kind sources as matching funds	Proposal has received at least 1 letter of support from any of the following: a program funder, an established housing organization, a local government/community leader, or a program participant	Proposal includes at least one service location within Ingham County, and provides resources and referrals for service participants across the County	The services proposed will serve at least 50 individuals/families per year in one or more of the three priority program areas
2 Points	The applicant has less than 2 years of experience but provides plan for building capacity to administer grant funds and provide proposed services				The services proposed will serve at least 25 individuals/families per year in one of the priority program areas not including housing support/case management services
0 Points	The applicant does not demonstrate capacity to administer grant funds and provide proposed services	The applicant does not demonstrate that millage funds will be leveraged	The applicant does not provide letters of support	The proposal does not include a service location within Ingham County (NOT ELIGIBLE FOR FUNDING)	The services proposed will serve fewer than 25 individuals/families per year in one or more of the three priority program areas
POINTS SCORED					

BONUS CRITERIA

Up to 30 Points available	Will proposal increase housing stability and/or create specialized safe shelter options for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities?	Does proposal incorporate program Best Practices with a focus on measurable outcomes and strategic partnerships?
BONUS POINTS AVAILABLE		
10	The proposal includes specialized services to improve housing stability for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities	Proposal includes structured plan and outcome measures to transition service participants from emergency shelter to stable housing
5	The proposal will increase shelter capacity or create more low-barrier access to shelter for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities	The proposal includes resource navigation and collaboration with existing community resources to provide wraparound support for service participants (including but not limited to health care and wellness support, financial and benefit support, educational resources, and access to other essential services)

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GT ENVIRONMENTAL FOR THE
DEVELOPMENT OF A MATERIALS MANAGEMENT PLAN**

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, Resolution #25-192 accepted the funding for the development of a Materials Management Plan from the Materials Management Planning Grant program administered by the Michigan Department of Environment Great Lakes, and Energy (EGLE) in the amount of \$85,500; and

WHEREAS, amendments to Part 115 require counties to complete the MMP process within a three-year timeframe; and

WHEREAS, the Materials Management Planning Grant program is an annual grant program administered by EGLE for the development, implementation, and maintenance of the new MMP that are required per Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; and

WHEREAS, the Purchasing Department sought proposals from qualified and experienced vendors to develop an MMP for Ingham County; and

WHEREAS, the Ingham County Materials Management Planning Committee recommends a contract with GT Environmental; and

WHEREAS, the funding accepted through Resolution #25-192 will be used to support the development of the Materials Management Plan and the associated contract with GT Environmental; and

WHEREAS, GT Environmental has provided a project quote not to exceed \$74,750, with a target completion date of December 31, 2027; and

WHEREAS, due to uncertainties surrounding project milestones and EGLE requirements, a 10% contingency of \$7,475 is recommended to account for potential adjustments; and

WHEREAS, while a baseline number of meetings is included in the project bid provided by GT Environmental, the exact number and format of meetings required throughout the plan development process cannot yet be determined and additional meetings may be necessary to meet the County's needs; and

WHEREAS, additional meetings, as determined necessary by the Ingham County Materials Management Planning Committee, may be scheduled and compensated at a rate of \$1,700 per in-person meeting and \$300 per virtual meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$82,225, including a 10% contingency, with GT Environmental to develop a Materials Management Plan for Ingham County in order to meet state requirements through an inclusive, data-driven, and collaborative approach to sustainable materials management that advances environmental justice and regional impact.

BE IT FURTHER RESOLVED, that additional meetings, as determined necessary by the Ingham County Materials Management Planning Committee, will be scheduled and compensated at a rate of \$1,700 per in-person meeting and \$300 per virtual meeting.

BE IT FURTHER RESOLVED, that the contract shall commence upon the date of execution and shall not extend beyond June 30, 2028.

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

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

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUBBELL, ROTH & CLARK, INC.

RESOLUTION #25 –

WHEREAS, the Army Corps of Engineers stormwater study, completed in 2021, noted concerns and recommended best management practices for Potter Park Zoo to improve the quality of stormwater runoff from the Zoo into the Red Cedar River; and

WHEREAS, \$959,752 in Environmental Protections Agency grant funding was awarded through Representative Elissa Slotkin's FY24 Community Project Funding program for stormwater infrastructure improvements at the Zoo, with an additional required \$239,938 in matching funds required from the Zoo; and

WHEREAS, the Purchasing Department issued a Request for Proposals for prime professional consulting services for grant administration, design, and construction administration services; and

WHEREAS, after review and evaluation, the Evaluation Committee unanimously recommends entering into an agreement with Hubbell, Roth & Clark, Inc., who submitted the most responsive proposal, for prime professional consulting services for stormwater infrastructure improvements; and

WHEREAS, funds are available in the Potter Park Zoo fund balance to cover the full cost of \$189,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Hubbell, Roth, & Clark, Inc. for prime professional consulting services for Stormwater Infrastructure Improvements, effective from the date fully executed for a period of three years in an amount not to exceed \$189,600.

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 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: Cahill, Willis, Ruest, Schafer

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ROAD DEPARTMENT TO SUBMIT ON BEHALF OF THE
PARKS DEPARTMENT FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION GRANT
FROM THE TRANSPORTATION ALTERNATIVES PROGRAM FOR THE HAYHOE TRAIL
(HOLT TO MASON)**

RESOLUTION #25 –

WHEREAS, the Ingham County Road Department (ICRD), on behalf of the Ingham County Parks Department, intends to apply for a Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) grant to complete the Hayhoe Trail (Holt to Mason), a 1.7-mile trail segment, including a pedestrian bridge over US-127 and an asphalt-paved trail to meet safety and accessibility standards; and

WHEREAS, the Hayhoe Trail (Holt to Mason) is the final phase of this connection and will enhance connectivity between Holt (Delhi Township), the City of Mason, and the region, promoting pedestrian and cyclist safety and reducing reliance on vehicles; and

WHEREAS, the final phase of the Hayhoe Trail will pass through the following communities: College Road (Alaiedon Township), Kerns Road (City of Mason), and Howell Road (Vevay Township), and cross the jurisdictions of the Road Department, MDOT, and the City of Mason, linking important areas along its route; and

WHEREAS, the Hayhoe Trail expansion is consistent with the goals and objectives of the Holt to Mason Trail Feasibility Study, the Ingham County Trails and Parks Comprehensive Plan, the Ingham County Parks and Recreation Five-Year Plan, the Tri-County Regional 2040 Transportation Plan, and the Tri-County Regional Trails Plan; and

WHEREAS, ICRD, as the Act 51 agency, will be the applicant for the TAP grant application; and

WHEREAS, Ingham County Board Chairperson, Ryan Sebolt, or acting chairperson, is the agent/representative authorized to act on behalf of the applicant agency during project development and to sign a project agreement (contract) upon receipt of a grant funding award; and

WHEREAS, Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund for the final phase of the Hayhoe Trail; and

WHEREAS, Resolution #23-406 authorized the acceptance of a \$250,000 donation from Mr. & Mrs. Richard Hayhoe; and

WHEREAS, the sum of the two above funding sources equates to \$1,500,000 (37.45%) in local matching funds (participating costs) toward the overall anticipated construction cost of \$5,830,585.02; and

WHEREAS, the amount to be requested from the TAP grant is \$2,505,585.02 (62.55%); and

WHEREAS, estimated \$925,000 for the non-participating costs (engineering fees) of the project, which include survey, preliminary engineering, construction engineering, staking, permit fees, and cost overruns; and

WHEREAS, that the Ingham County Board of Commissioners accepted in Resolution #23-177 for the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program through the Federal Highway Administration (FHWA) in the amount of \$2,750,000; and

WHEREAS, the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department and the Parks Department, supports the construction of the Hayhoe Trail from Holt to Mason and hereby authorizes the Road Department, on behalf of the Parks Department, to submit an MDOT grant application for TAP for the amount of \$2,505,585.02 (67.55%).

BE IT FURTHER RESOLVED, Ingham County commits to \$1,500,000 (37.45%) in local matching funds (participating costs).

BE IT FURTHER RESOLVED, that Ryan Sebolt, the Chairperson of the Ingham County Board of Commissioners, is hereby authorized to act as the representative of the applicant agency and to sign the project agreement (contract) upon receipt of the grant funding award.

BE IT FURTHER RESOLVED, that the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

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

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #17-163 WITH AZARA DRVS HEALTHCARE AND
MICHIGAN PRIMARY CARE ASSOCIATION TO PURCHASE THE AZARA DRVS PLUG-IN**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association (MPCA) to purchase the Azara DRVS Plug-In effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750; and

WHEREAS, the cost of the agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by CHC's quality budget; and

WHEREAS, the purchase of the Azara DRVS Plug-In provides integration between Azara DRVS (population management software) and CHC's Electronic Health Records (EHR), NextGen; and

WHEREAS, the integration affords providers and support staff direct access to Azara DRVS data (e.g. patient visit alerts, open referrals, care management, etc.) in NextGen through built-in web applications; and

WHEREAS, single sign-on capabilities enhance and streamline access for providers and support staff, and increase workflow efficiencies while allowing for timely patient care follow-up; and

WHEREAS, recommended by MPCA, Azara Healthcare is CHC's current vendor for data reporting and visualization and is therefore the preferred solution and service vendor; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara DRVS Healthcare and MPCA, effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Resolution #17-163 to authorize an agreement with Azara DRVS Healthcare and MPCA, effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750.

BE IT FURTHER RESOLVED, that the cost of the agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by CHC's quality budget.

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

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

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN PUBLIC
HEALTH INSTITUTE FOR THE SERVICE AND MAINTENANCE OF THE
MATERNAL AND CHILD HEALTH DIVISION HOME VISITING DATABASE**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to support the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160; and

WHEREAS, ICHD previously partnered with MPHI to develop and utilize a web-based database for MCHD's three voluntary home visiting programs that provide support to pregnant and parenting people throughout Ingham County: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership; and

WHEREAS, as a part of the annual agreement, MPHI will provide web-based hosting services, support and maintenance for the Maternal and Child Health Division Home Visiting database; and

WHEREAS, funding for the Maternal and Child Health Division Home Visiting database support and maintenance is provided by ICHD's MCHD home visiting programs: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MPHI for the service and maintenance of the MCHD home visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Public Health Institute (MPHI) to support the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.

BE IT FURTHER RESOLVED, as a part of the annual agreement, MPHI will provide web-based hosting services, support, and maintenance for the Maternal and Child Health Division Home Visiting database.

BE IT FURTHER RESOLVED, funding for the Maternal and Child Health Division Home Visiting database support and maintenance is provided by ICHD's MCHD home visiting programs: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership.

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

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

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

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXEMPT THE COURT OFFICER POSITION WITHIN
THE 55th DISTRICT COURT FROM THE HIRING FREEZE PROCESS**

RESOLUTION #25 –

WHEREAS, Resolution #25-152 requires a four-week hold on vacant positions before they can be advertised to be filled; and

WHEREAS, Mr. Dennis Aven, assigned as a court officer to the Honorable Donald Allen's courtroom, submitted his resignation, effective April 18, 2025; and

WHEREAS, the resignation of Mr. Aven creates a vacant court officer position; and

WHEREAS, because of the nature of the court officer position, the position was classified as a critical position during the COVID-19 pandemic, requiring the court officers to report to work each day; and

WHEREAS, the court officer position is responsible for the safety of the judge, court staff, and court users; and

WHEREAS, the court officer position is responsible for the security of their assigned courtroom and the overall court building; and

WHEREAS, a court session is not called to order unless a court officer is present; and

WHEREAS, a delay in filling the Honorable Donald Allen's court officer position would cause the judge's docket to come to a stand-still for a minimum of eight weeks; the four-week delay period and a minimum of another four weeks for posting, interviewing, selecting, and onboarding a new court officer; and

WHEREAS, not holding court for eight weeks because of the absence of a court officer will create significant docket congestion, delayed justice, and a failure to comply with statutory and court rule requirements regarding case processing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners exempts the court officer position within the 55th District Court from the hiring freeze process.

BE IT FURTHER RESOLVED, that the 55th District Court is authorized to post the court officer position immediately upon adoption of this resolution.

LAW & COURTS: Yeas: Johnson, Willis, Trubac, Lawrence, Pratt, Schafer

Nays: None

Absent: Polsdofer, Peña

Approved 05/01/25

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 05/06/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH CELLEBRITE INC.

RESOLUTION #25 –

WHEREAS, Ingham County has been using Cellebrite Inc. since 2021; and

WHEREAS, Cellebrite Inc. software will facilitate the timely retrieval and analysis of mobile digital media evidence in accordance with applicable State and Federal laws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Cellebrite Inc., 8065 Leesburg Pike, Suite T3-302, Vienna, VA 22182, in an amount not to exceed \$9,439.50 for 2025-2026 to be paid out of the 2025 Sheriff's Office budget from Field Services/Contractual Services #10130102-818000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of this contract with Cellebrite Inc. annually for years 2027-2029 in an amount not to exceed \$11,500 for 2026-2027, \$13,000 for 2027-2028, and \$15,000 for 2028-2029.

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.

LAW & COURTS: Yeas: Johnson, Willis, Trubac, Lawrence, Pratt, Schafer
Nays: None **Absent:** Polsdofer, Peña **Approved 05/01/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH THE MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR TRANSPORT SERVICES OF
SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES**

RESOLUTION #25 –

WHEREAS, Ingham County Board of Commissioners Resolution #23-089 authorized a contract with the Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the existing contract is set to expire on September 30, 2025; and

WHEREAS, this contract will again authorize the Ingham County Sheriff's Office, hereafter Sheriff, to provide secure transportation for specific, in-custody juveniles at the request of the MDHHS; and

WHEREAS, the Sheriff and MDHHS have mutual interest in this agreement to fulfill a necessary and valuable service; and

WHEREAS, the MDHHS shall reimburse the Sheriff for deputies' overtime wages and mileage costs in an amount not to exceed \$30,000 over this period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with MDHHS allowing the Sheriff to continue its participation with the MDHHS for the transportation of specific in-custody juvenile inmates for a reimbursable amount up to \$30,000 for the duration of the contract starting October 1, 2025 and expiring September 30, 2028.

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

LAW & COURTS: Yeas: Johnson, Willis, Trubac, Lawrence, Pratt, Schafer

Nays: None

Absent: Polsdofer, Peña

Approved 05/01/25

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

Nays: None

Absent: Ruest

Approved 05/07/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT BETWEEN THE INGHAM
COUNTY SHERIFF'S OFFICE AND SPECTRUM TRAINING SOLUTIONS TO PROVIDE
CONTINUING PROFESSIONAL EDUCATION TRAINING**

RESOLUTION #25 –

WHEREAS, Public Act 1 of 2023 mandated Continuing Professional Education (CPE) training requirements for all law enforcement officers in the State; and

WHEREAS, the Michigan Commission on Law Enforcement Standards (MCOLES) sets the training requirements for CPE topics each calendar year; and

WHEREAS, calendar year 2025's mandated requirements include training on MCOLES recognized Mental Health Crisis training; and

WHEREAS, Spectrum Training Solutions offers a training program on Interpersonal Communications and Mental Health/Self-Care, that has been approved by MCOLES to meet these requirements; and

WHEREAS, Spectrum Training Solutions will provide this training for \$10,000; and

WHEREAS, Public Act 1 of 2023 appropriated funds to support the implementation of required in-service training standards for all licensed law enforcement officers; and

WHEREAS, for the calendar year 2025, Ingham County will receive funding from MCOLES in the amount of \$1,000 per full time equivalent (FTE) law enforcement officer; and

WHEREAS, all CPE expenditures are recorded in Account #285-32020, and the necessary funds exist within this account to make this purchase; and

WHEREAS, this contract would serve to support the objectives of the County's Five-Year Strategic Plan by providing Deputies with mental health training as well as increase their resilience and capacity to respond to emergencies and incidents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to enter into a contractual agreement with Spectrum Training Solutions to provide training on the topics of Interpersonal Communications and Mental Health/Self-Care, in the amount of \$10,000.

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.

LAW & COURTS: Yeas: Johnson, Willis, Trubac, Lawrence, Pratt, Schafer
Nays: None **Absent:** Polsdofer, Peña **Approved 05/01/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH DEDRONE HOLDINGS INC. TO EXPAND THE REGION 1 DRONE DETECTION SYSTEM

RESOLUTION #25 –

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2022 Homeland Security Grant Program (HSGP) previously accepted by the Ingham County Board of Commissioners via Resolution #22-532; and

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

WHEREAS, the FY22 HSGP Grant requires a minimum expenditure of \$232,750 on projects in designated National Priority Areas; and

WHEREAS, DEDrone is the existing vendor of the Region 1 Drone Detection System for Ingham County; and

WHEREAS, DEDrone drone detection system meets the requirements of the FY22 HSGP National Priority Area of Combating Domestic Violence Extremism; and

WHEREAS, drone detection systems aide in achieving safe and secure facilities and open spaces by mitigating drone borne attacks, community event threats, inappropriate surveillance and intelligence gathering, potential contraband deliveries, and hazards to commercial air traffic; and

WHEREAS, the expansion of the Region 1 Drone Detection System consists of purchasing and installing an additional detection antenna in the City of Lansing to expand and enhance detection capabilities in and around the City of Lansing and Capital Region International Airport; and

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

WHEREAS, the total expenditure for this proposal is \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an equipment purchase agreement with DEDrone to purchase and install additional drone detection antenna equipment in the amount of \$50,000 utilizing funding from the FY2022 Homeland Security Grant Program Funding.

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, Trubac, Lawrence, Pratt, Schafer
Nays: None **Absent:** Polsdofer, Peña **Approved 05/01/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT AND INCREASE FOR JILL RHODE, CPA, TO
CONTINUE PROVIDING ESSENTIAL BOOKKEEPER SERVICES FOR
30TH CIRCUIT COURT, GENERAL TRIAL DIVISION**

RESOLUTION #25 –

WHEREAS, Resolution #20-584 of the Ingham County Board of Commissioners authorized a contract with Ms. Jill Rhode, Certified Public Accountant (CPA) for the purpose of reconciling five unique General Trial Division bank accounts, including Restitution, Jury, Bond, Mediation, and General Clearing, on a monthly basis; and

WHEREAS, Resolution #22-468 authorized the continuation of contracting with Ms. Rhode for the purpose of reconciling said accounts for three more years with monetary increases of 5% on an annual basis; and

WHEREAS, the 30th Circuit Court has benefitted from bookkeeping services provided by Ms. Jill Rhode, CPA, Accounting and Consulting since July 1, 2020; and

WHEREAS, the need to continue the use of a contractual bookkeeper is to ensure separation of duties, proper internal controls, and monthly reconciliations for each account; and

WHEREAS, Ms. Rhode has provided services to include reconciling all five General Trial Division bank accounts monthly at a rate of \$441 per month with no benefits on a contract basis; and

WHEREAS, to ensure continuation of expert services provided by Ms. Rhode, it is requested that her contract rate be increased by 3% for each of the next two years and 4% in the third year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract at an increase in Ms. Jill Rhode's compensation from \$441 per month to \$454.23 per month effective July 1, 2025, to \$467.86 per month effective July 1, 2026, and to \$486.57 per month effective July 1, 2027 for the purpose of reconciling five General Trial Division bank accounts on a monthly basis and to utilize funds from the Contractual Services line item 101-13001-818000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2025-2026 budget and position allocation lists consistent with this resolution.

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

LAW & COURTS: Yeas: Johnson, Willis, Trubac, Lawrence, Pratt, Schafer

Nays: None

Absent: Polsdofer, Peña

Approved 05/01/25

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH CAPITAL CITY
COURIER SERVICES**

RESOLUTION #25 –

WHEREAS, the Circuit Court, Jury Administration and Friend of the Court relies on courier services to efficiently manage and distribute its mail, including thousands of filings, child support payments, complaints, and jury communications annually; and

WHEREAS, on March 28, 2025, the courier service previously utilized by the Circuit Court, Great Lakes Express Services, Inc., ceased operations, thereby necessitating the immediate procurement of an alternative service provider; and

WHEREAS, Capital City Courier Services commenced providing courier services to the Circuit Court, Jury Administration and Friend of the Court starting the week of March 31, 2025, seamlessly transitioning into the position while maintaining the previous service fee of \$7.00 per day, per department; and

WHEREAS, Capital City Courier Services collects mail from a designated PO Box and delivers it to the VMC/GPB, ensuring the mail is organized by department (the Circuit Court Clerk's Office, Jury Administration, and Friend of the Court) for efficient processing and distribution; and

WHEREAS, the continuity of efficient mail processing is crucial to the functioning of the Circuit Court, ensuring that filings and communications are handled in a timely and accurate manner; and

WHEREAS, the cost of the service will be split between the Circuit Court General Trial Division and Friend of the Court, and

WHEREAS, no budget adjustments are required as funds exist in both the Circuit Court General Trial Division and Friend of the Court's 2025 operating budgets.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the transition of courier service responsibilities to Capital City Courier Services, effective March 31, 2025, under the existing fee structure of \$7.00 per day, per department, not to exceed \$5,100 for FY2025.

BE IT FURTHER RESOLVED that the cost will be split between the Circuit Court General Trial Division and the Friend of the Court.

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

LAW & COURTS: Yeas: Johnson, Willis, Trubac, Lawrence, Pratt, Schafer
Nays: None **Absent:** Polsdofer, Peña **Approved 05/01/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 05/07/25**