

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>

MARCH 11, 2025

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. APPROVAL OF THE MINUTES FROM **FEBRUARY 25, 2025**
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
 1. RESOLUTION 2025-02-023 FROM THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS IN SUPPORT OF **LOCAL CONTROL AND CLAIM OF APPEAL AGAINST MICHIGAN PUBLIC SERVICE COMMISSION ORDER**
- 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 **HONORING TREY MOULTON**
 3. COUNTY SERVICES COMMITTEE – RESOLUTION TO RECOGNIZE MARCH 2025 AS **WOMEN'S HISTORY MONTH** IN INGHAM COUNTY
 4. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND RESOLUTION #23-390 TO AMEND PROJECT BENCHMARKS AND AFFORDABILITY PROVISIONS IN THE \$1,230,000 SCATTERED **SINGLE-FAMILY HOUSE AGREEMENT** WITH INGHAM COUNTY LAND BANK USING AMERICAN RESCUE PLAN ACT FUNDS
 5. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE THE RENEWAL OF THE **i3-IMAGESOFT ANNUAL** SUPPORT
 6. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO APPROVE **FIBER MAKE READY COSTS** FROM CONSUMERS ENERGY
 7. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AMEND RESOLUTION #24-449 TO AUTHORIZE ADDITIONAL **DENTAL CABINETRY WORK** AT FOREST COMMUNITY HEALTH CENTER

8. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT WITH TRANE U.S. INC. FOR THE [RECOMMISSIONING OF THE FOREST COMMUNITY HEALTH CENTER](#)
9. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO EXTEND AN ENGINEERING SERVICES AGREEMENT FOR THE [2025 BRIDGE INSPECTION PROGRAM](#)
10. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AGREEMENTS WITH ALAIEDON, AURELIUS, INGHAM, LANSING, LEROY, LESLIE, LOCKE, ONONDAGA, STOCKBRIDGE, VEVAY, WHEATFIELD, AND WILLIAMSTOWN TOWNSHIPS FOR THE 2025 [LOCAL ROAD PROGRAM](#)
11. COUNTY SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR [REFLECTIVE SIGN FACES](#), COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS, REFLECTIVE SHEETING MATERIAL, AND SIGN POSTS FOR 2025
12. FINANCE COMMITTEE – RESOLUTION ESTABLISHING [THE BUDGET CALENDAR FOR 2026](#)
13. FINANCE COMMITTEE – RESOLUTION TO AUTHORIZE A CONTRACT WITH TRI-COUNTY OFFICE ON AGING FOR [ELDER SERVICES MILLAGE ELIGIBLE SERVICES](#)
14. HUMAN SERVICES COMMITTEE – RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MERIDIAN TOWNSHIP FOR A PRESCRIBED BURN AND STEWARDSHIP PROGRAM AT [LAKE LANSING PARK NORTH](#)
15. HUMAN SERVICES COMMITTEE – RESOLUTION IN SUPPORT OF STATE DESIGNATION FOR THE [RED CEDAR RIVER WATER TRAIL](#)
16. HUMAN SERVICES COMMITTEE – RESOLUTION MAKING AN APPOINTMENT TO THE [MATERIALS MANAGEMENT PLANNING COMMITTEE](#)
17. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO ADJUST THE 2025 [INGHAM COUNTY FAIR BUDGET](#)
18. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE [IVERSON ELECTRIC, LLC](#) TO COMPLETE ELECTRICAL UPGRADES TO THE NORTH END CAMPING AT THE INGHAM COUNTY FAIRGROUNDS
19. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT WITH SAFFIRE, LLC FOR AN [ONLINE TICKETING SYSTEM](#)
20. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #24-500 WITH MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE FY 2024-2025 [AMERICORPS STATE GRANT FUNDING](#)

21. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS TO ACCEPT THE 2025 [MICHIGAN MARIHUANA OPERATION AND OVERSIGHT GRANT](#)
22. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE [2024 – 2025 EMERGING THREATS](#) MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT
23. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN AGREEMENT WITH [BDP & ASSOCIATES](#) AS A SOLE SOURCE VENDOR FOR THE EVALUATION OF INGHAM COUNTY HEALTH DEPARTMENT PROGRAMS
24. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH THE U.S. DEPARTMENT OF JUSTICE FOR THE [BYRNE JUSTICE ASSISTANCE](#) PROJECT
25. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH [MICHIGAN PUBLIC HEALTH INSTITUTE](#)
26. LAW & COURTS COMMITTEE – RESOLUTION TO HONOR RADIO SYSTEM [ADMINISTRATOR BRYCE ALFORD](#) OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH
27. LAW & COURTS, COUNTY SERVICES, AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE [TRANSFER OF THE PROPERTY](#) AT 826 W. SAGINAW ST., LANSING, MICHIGAN, TO THE INGHAM COUNTY LAND BANK
28. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE TO CONTINUE THE [EMPLOYEE FIREARMS](#) PURCHASE PROGRAM
29. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE A CONTRACT FOR REPRESENTATION OF [INDIGENT PARTIES FACING CHARGES IN PERSONAL PROTECTION ORDER CASES AND EMERGENCY RISK PROTECTION CASES](#)
30. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE UPGRADE [THE AUDIO PROCESSOR](#) AND OTHER COURTROOM TECHNOLOGY IN COURTROOM 2
31. LAW & COURTS AND FINANCE COMMITTEES – RESOLUTION TO AMEND [RESOLUTION #24-568](#)

XII. SPECIAL ORDERS OF THE DAY

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. CONSIDERATION AND ALLOWANCE OF CLAIMS

XVI. ADJOURNMENT

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

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

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

FEBRUARY 25, 2025 REGULAR MEETING

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

Remote Participation offered via Zoom at: <https://zoom.us/j/86246962326>
February 25, 2025

CALL TO ORDER

Chairperson Sebolt called the February 25, 2025 Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

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

Members Absent: Johnson.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Sebolt asked Audrey Martini, Ingham County Historical Commission Chairperson, to lead the Board of Commissioners in the Pledge of Allegiance.

TIME FOR MEDITATION

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

APPROVAL OF THE MINUTES

Commissioner Lawrence moved to approve the minutes of the February 11, 2025 Meeting. Commissioner Willis supported the motion.

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

ADDITIONS TO THE AGENDA

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

9. RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2025-2026
16. RESOLUTION TO ACCEPT AN OPIOID CRISIS RESPONSE FUNDING AWARD AND AUTHORIZE A SUBAWARD AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES
23. RESOLUTION TO AUTHORIZE THE RENEWAL OF LAWYERS PROFESSIONAL LIABILITY INSURANCE COVERAGE TO ATTORNEYS IN THE OFFICE OF THE PUBLIC DEFENDER

FEBRUARY 25, 2025 REGULAR MEETING

PETITIONS AND COMMUNICATIONS

A LETTER FROM DENNIS HIGELMIRE, INGHAM COUNTY RESIDENT, REGARDING INGHAM COUNTY DOG LICENSING FEES. Chairperson Sebolt stated this matter would be referred to the Law & Courts Committee.

PRESENTATION OF THE HISTORICAL COMMISSION'S HERITAGE AWARD TO THE LESLIE HISTORICAL SOCIETY

Chairperson Sebolt asked representatives from the Ingham County Historical Commission to join them at the podium.

Martini presented the 2024 Ingham County Heritage Award to the Leslie Historical Society and stated the goal of the award was to recognize knowledge and commitment to Ingham County's past. Martini further stated that the Leslie Area Historical Society was originally established in 1971 and highlighted some of the projects the Society had completed.

Martini stated that after the sesquicentennial when interest in the Society waned, many artifacts were packed away in the old Leslie High School and it was not until 2007 when interest in the Society was revitalized that the artifacts were put on display again. Martini further stated that Leslie and its residents had a rich history that was well represented in the museum displays and was currently featuring one of the largest public collections of memorabilia and artifacts of the award-winning children's author Holling Clancy Holling.

Sheryl Hemstreet, Leslie Historical Society President, stated they were very excited and that it was their first award. Hemstreet further stated that they had a wonderful group of people, that they were always striving for more donations, and that they needed to get themselves out there in the public in order to showcase their displays.

Chairperson Sebolt thanked the Leslie Area Historical Society for their work.

LIMITED PUBLIC COMMENT

Miguel Rodriguez, Capital Area Community Services (CACS) Executive Director, thanked the Board of Commissioners for their partnership in providing services to the community throughout the COVID-19 Pandemic and looked forward to continuing that partnership as they looked to various programs. Rodriguez further thanked Commissioners Cahill, Morgan, Peña, and Alan Fox, Ingham County Treasurer, for serving on the CACS Board of Directors.

CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIRS

None.

CONSIDERATION OF CONSENT AGENDA

Commissioner Maiville moved to adopt a consent agenda consisting of all action items with the exception of Agenda Item No. 9. Commissioner Grebner supported the motion.

FEBRUARY 25, 2025 REGULAR MEETING

The motion carried unanimously. Absent: Commissioner Johnson.

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

Items voted on separately are so noted in the minutes.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 2**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 076

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

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

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

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

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

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

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 3**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 077

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

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

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

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

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

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

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

Nays: None

Absent: None

Approved 02/18/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 4**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 078

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with the Michigan State Housing Development Authority (MSHDA) to allow the Housing Trust Fund to receive \$15,000,000 of State of Michigan Appropriations Funds through the MSHDA Enhancement Grant to allocate to eligible programs and projects, including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

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

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

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

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

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

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

FEBRUARY 25, 2025 REGULAR MEETING

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

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 5**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 079

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

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

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

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

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

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

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

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

Nays: None

Absent: None

Approved 02/18/25

FEBRUARY 25, 2025 REGULAR MEETING

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 6**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 080

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

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

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

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

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

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

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

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

Nays: None

Absent: None

Approved 02/18/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 7**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS

RESOLUTION #25 – 081

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

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

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

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

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

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

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

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

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

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

FEBRUARY 25, 2025 REGULAR MEETING

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 8**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 082

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

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

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

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

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

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

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

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

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

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

FEBRUARY 25, 2025 REGULAR MEETING

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

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 083

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

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

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

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

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

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

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

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

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917, Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917 and DLZ – 1425 Keystone Avenue, Lansing, MI 48911 to provide the as-needed signal modeling and timing permit services for the 2025 and 2026 calendar years, with the option to extend the term for the 2027 and 2028 calendar years, at rates not to exceed those stated in their proposals to RFP #243-24.

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

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

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

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

Commissioner Maiville stated they wanted it on record, as it was noted in the Committee Packets, that the Managing Director had a relationship with one of the three contractors, but the Managing Director would not be actively participating in the contractor selection.

The motion to adopt the resolution carried unanimously. Absent: Commissioner Johnson.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 10**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PROCUREMENT CARD PROCEDURES POLICY

RESOLUTION #25 – 084

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

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

WHEREAS, the newly constituted HIAP Committee recently reviewed the Procurement Card Procedures Policy and recommends the following changes:

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

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

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

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

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

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

Adopted as a part of the consent agenda.

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

A. Introduction

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

B. Parties Involved

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

Duties may include but not be limited to:

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

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

C. Procurement Card Program Overview

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

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department head. The travel costs that may be charged to their procurement card are: conference registration, hotel room charges and parking fees for applicable nights. All items must be pre-approved and documented with receipts upon return. All travel receipts must accompany cardholder's procurement card statement along with any additional documentation required by the department head or financial card administrator.

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

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

D. Cardholder Responsibilities

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

1. Ensure the procurement card is used for legitimate business purposes only. **Food and beverages purchased for staff meetings and staff lunches are not allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County's expense.**
2. Maintain the procurement card in a secure location at all times.
3. Not allow other individuals to use the procurement card.
4. Adhere to the purchase limits and restrictions of the procurement card and ensure the total transaction amount of any single transaction does not exceed the limits stated in the Ingham County purchasing policies.

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

E. Procurement Card Administrator Responsibilities

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

1. Ingham County liaison with Comerica Bank
2. Utilizing the Internet iTracer/iSpectrum system from Comerica Bank.
3. Reviewing department-approved applications for completeness of required

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information.

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

F. Financial Card Administrator Responsibilities

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

1. Receiving, reviewing and payment of the Comerica Bank bill.
2. Payment of items for good of the County such as utilities, lease payments etc.
3. Reviewing usage of procurement card data for appropriateness.

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4. Ensuring that lost and stolen cards have been blocked by Comerica Bank.

G. Cardholder Eligibility

Criteria to receive a procurement card is as follows:

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

H. Cardholder Liability with Corporate Liability Program

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

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

I. Cardholder Termination

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

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

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- i. The Cardholder fails to review monthly statement and forward to Department Head or Site Coordinator.

J. Lost, Misplaced or Stolen Procurement Card

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

K. Spending Controls

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

L. Erroneous Declines

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

M. Emergency Transactions

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

N. Credits

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

O. Unresolved Disputes and Billing Errors

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

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

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P. Security and Storage

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

Q. Program Documentation

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

R. Vendor Set Up

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

S. Vendor Blocking

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

T. Procurement Card Set Up, Maintenance and Closure

1. Procurement card set up, maintenance, and closure will be handled by the procurement card administrator who is located in the Ingham County Purchasing Department, as follows:
 - a. Ingham County employee completes a Comerica Bank Procurement Card enrollment form, and the [Procurement Card Program Cardholder Agreement](#) form signifying compliance with the terms and conditions of the procurement card program.
 - b. Ingham County employee submits forms to ~~his/her~~ **their** site coordinator for completion and approval.
 - c. Department head completes the application by providing the department code to be assigned to the card
 - d. Department head signature delegates transaction authority to the cardholder.
 - e. Approved application is to be sent to the procurement card administrator.
 - f. Procurement card administrator reviews application for completeness and submits

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application to Comerica Bank in format approved by Comerica Bank and Ingham County.

- g. Approved application or request for changes are also sent to a designated procurement card team member.
- h. Upon receipt of the procurement card from Comerica Bank, the site coordinator will conduct a training session with the cardholder prior to issuing the card. If **the** site coordinator is unavailable for the training session the procurement card administrator may conduct the training session.

2. Card maintenance:

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

3. Card Closure

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

4. Other Card Revocations/Closures

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

U. Reconciliation, Approval & Allocation of Billing

1. Receipt and payment of Comerica Bank billing

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

V. Audit

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

1. Cardholder responsibilities:
 - a. Reconcile vendor receipts to cardholder statement, sign and date the statement, this verifies that you made the purchases and stating payment should be made.
 - b. Submit vendor receipt and cardholder statement to site coordinator or Department Head. If the order is placed by telephone, fax or internet the cardholder should supply a copy of the order blank or a printed description of order to site coordinator.
2. Site coordinator or Department Head responsibilities:
 - a. Review cardholder receipts and statements.
 - b. Assure all receipts and vouchers are attached and forward to the financial card administrator in the ~~Financial Services Department~~ **Department of Budget & Finance** for audit by internal and external auditors.
3. Financial card administrator responsibilities:
 - a. Receive electronic reports from Comerica Bank.
 - b. Process upload of departmental charges to accounting, for charging individual departments.
 - c. Reconcile monthly billing statement.
 - d. Make periodic audits of card use and charges for appropriateness. Areas to be monitored include, but not limited to compliance with procurement card regulations, compliance with Ingham County regulations, and sales and use tax charges. Non-usage of cards by cardholders will also be monitored.
 - e.

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**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 11**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A PART-TIME PROGRAM SPECIALIST POSITION

RESOLUTION #25 – 085

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

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

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

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

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

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

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

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

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

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

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

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

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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

Nays: None **Absent:** Trubac, Schafer **Approved 02/24/25**

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

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

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 12**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A SPECIAL PART-TIME PROGRAM SPECIALIST POSITION

RESOLUTION #25 – 086

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

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

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

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

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

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

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

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

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

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

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

FEBRUARY 25, 2025 REGULAR MEETING

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

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

HUMAN SERVICES: Yeas: Tennis, Cahill, Morgan, Willis, Ruest
Nays: None **Absent:** Trubac, Schafer **Approved 02/24/25**

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 13**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 087

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

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

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

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

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

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

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

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

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

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

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

Nays: None **Absent:** Trubac, Schafer **Approved 02/24/25**

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 14**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 088

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

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

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

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

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

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

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

Nays: None

Absent: Trubac, Schafer

Approved 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 089

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

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

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

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

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

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

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

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

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

Nays: None **Absent:** Trubac, Schafer **Approved 02/24/25**

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 16**

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 090

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

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

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

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

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

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

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

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WHEREAS, this agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHD through Ingham County RFP #19-24 (a competitive grant process); and

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

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

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

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

BE IT FURTHER RESOLVED, that \$13,316 is allocated for per diem medical support, and a total of \$9,102 (\$3,885 in Year 1 and \$5,217 in Year 2) is allocated for overhead/administrative costs incurred by ICHD connected to coordinating and performing this work.

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

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

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

Nays: None

Absent: Trubac, Schafer

Approved 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 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 PASSAGEWAYS, INC.

RESOLUTION #25 – 091

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

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

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

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

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

WHEREAS, the platform offers improved document security; and

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

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

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

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

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

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

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

Nays: None

Absent: Trubac, Schafer

Approved 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 18**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 092

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

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

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

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

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

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

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

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

Nays: None

Absent: Trubac, Schafer

Approved 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 19**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 093

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

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

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

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

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

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

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

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

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

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

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

Nays: None **Absent:** Trubac, Schafer **Approved 02/24/25**

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

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 20**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 094

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

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

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

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

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

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

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

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

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

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

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

Nays: None

Absent: Trubac, Schafer

Approved 02/24/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 21**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 095

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nays: None **Absent:** Trubac, Schafer **Approved 02/24/25**

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

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

Adopted as a part of the consent agenda.

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**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 22**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 096

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of eight (8) replacement vehicles from Lunghamer Ford with a total not to exceed amount of \$548,900 for the

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vehicles listed above, and the purchase of one (1) replacement boat from MilPRO Marine with a not to exceed amount of \$24,000 for a total not to exceed amount for the vehicles and replacement boat of \$572,900.

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

LAW & COURTS: Yeas: Johnson, Willis, Lawrence, Peña, Schafer
Nays: None **Absent:** Polsdofer, Trubac, Pratt **Approved 02/13/25**

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

Adopted as a part of the consent agenda.

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**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 23**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 097

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

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

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

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

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

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

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

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

Nays: None

Absent: Polsdofer, Trubac, Pratt

Approved 02/13/25

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

Nays: None

Absent: None

Approved 02/19/25

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

**ADOPTED – FEBRUARY 25, 2025
AGENDA ITEM NO. 24**

Introduced by the Law & Courts and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 – 098

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

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

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

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

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

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

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

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

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

FEBRUARY 25, 2025 REGULAR MEETING

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

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

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

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

LAW & COURTS: Yeas: Johnson, Willis, Lawrence, Peña, Schafer
Nays: None **Absent:** Polsdofer, Trubac, Pratt **Approved 02/13/25**

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

Adopted as a part of the consent agenda.

FEBRUARY 25, 2025 REGULAR MEETING

SPECIAL ORDERS OF THE DAY

Commissioner Lawrence moved the appointment of Pat Munshaw to the Senior Citizens Advisory Board. Commissioner Grebner supported the motion.

The motion carried unanimously. Absent: Commissioner Johnson.

Commissioner Lawrence moved the appointment of Jason Blanks, Yolanda Pope, and Dennis Litos to the Community Health Center Board and that the residency requirement for Dennis Litos be waived. Commissioner Tennis supported the motion.

The motion carried unanimously. Absent: Commissioner Johnson.

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

Commissioner Cahill stated that there would be a seasonal job fair for the City of Lansing Operations and Maintenance at 601 East South Street on Saturday, March 1, 2025 from 8:30 a.m. to 4:00 p.m. Commissioner Cahill further stated that interviews would be conducted that day if anyone wanted to be a seasonal solid waste backup operator, seasonal maintenance worker, or part-time parks and facilities caretaker.

Commissioner Cahill stated that Recycle Rama was taking place on Saturday, April 26, 2025 in the parking lot of the Human Services Building and that they were also looking for volunteers.

Commissioner Peña stated the Quiet Adventures Symposium was taking place that Saturday, March 1, 2025 at the Michigan State University (MSU) Pavilion for non-motorized outdoor activities which included hiking, kayaking, and biking. Commissioner Peña further stated that CACS had held its Walk for Warmth at 218 Maple Street in Mason, which helped folks keep their houses airtight and dry, and that they raised \$13,329.12.

Commissioner Peña stated the Fair Foundation Spaghetti Dinner had a good turnout and raised \$15,000 from local people. Commissioner Peña further stated the Mason Fire Department donated \$5,000.

Commissioner Peña stated that Lansing Rent is Too Damn High would be showing a double feature at The Fledge on Wednesday, February 26, 2025 at 6:00 p.m. with a discussion between the two films.

Commissioner Schafer stated her appreciation, as she had sent out a letter on January 30, 2025 to her fellow Commissioners regarding her concerns surrounding Ingham County Diversity, Equity, and Inclusion (DEI) messaging asking for a review, which had been granted. Commissioner Schafer further stated that the biggest thing was talking about any potential liability the Board of Commissioners had and to make sure they had the best interests of the County in mind.

Commissioner Schafer stated she was also concerned about Appropriations Rule 52 with Michigan House of Representatives as the Board of Commissioners had just sent a letter to Sarah Anthony, State Senator, asking for support for the Ingham County Fairgrounds. Commissioner Schafer further stated that they had to make sure they were not actively maintaining any rule, policy, ordinance, or resolution that would subvert immigration

FEBRUARY 25, 2025 REGULAR MEETING

enforcement in any way, or that refused to comply Federal immigration enforcement measures, which she knew had been discussed.

Commissioner Schafer stated she wanted to make sure they were in legal compliance with the resolution that was recently passed which reaffirmed that Ingham County was a welcoming community for immigrants so that work was not put into something only to have it be rejected by the Michigan House of Representatives, because as County Commissioners they had to do their due diligence.

Chairperson Sebolt stated that if any appropriations that Ingham County asked for were rejected, it would be because Matt Hall, State Representative and Speaker of the House, wasted their time, as the resolution was a non-binding rule resolution that existed only to govern the rules of the Michigan House of Representatives. Chairperson Sebolt further stated, as had been noted in the past, the Board of Commissioners did not have the authority to tell the Ingham County Sheriff to do anything, and therefore a resolution asking the Chairperson of the Board of Commissioners to account for the actions of a separately elected Constitutional official probably violated the State Constitution in multiple ways.

Chairperson Sebolt stated that Ingham County received zero dollars to enforce Federal Immigration Law and therefore asking them to enforce Federal Immigration Law with the contingency of receiving any other funding not related to Federal Immigration Law, would be an unfunded mandate, and would be another violation of the State Constitution.

Commissioner Maiville stated the Spaghetti Dinner hosted by the Ingham County Fair Foundation raised \$15,000, and Firemen's Association donated \$5,000. Commissioner Maiville further stated this fundraiser was meant to bring back the fireworks display in Mason on the Fourth of July.

Commissioner Maiville stated the Fair Foundation was also hosting a Pancake Party on Sunday, March 16, 2025 and a Baked Potato Bar on Wednesday, April 23, 2025 to help fundraise for the fireworks display. Commissioner Maiville further stated the Fair Foundation was hosting Glow Bingo on March 7 and 8, 2025, which was to fundraise for improvements at the Ingham County Fairgrounds.

Discussion.

Commissioner Maiville stated, regarding the Leslie Area Historical Society, that Holling Clancy Holling was the author of the children's book titled Paddle to the Sea, and that it was phenomenal that the Society was able to display their work. Commissioner Maiville further stated, speaking of notable Leslie Alumni, that the Horace H. Rackham Auditorium at the University of Michigan was named after the Leslie Alumni who became very wealthy.

Discussion.

Commissioner Morgan stated that Saturday, March 1, 2025 was the start of National Reading Month.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Grebner moved to pay the claims in the amount of \$5,719,845.73. Commissioner Tennis supported the motion.

The motion carried unanimously. Absent: Commissioner Johnson.

FEBRUARY 25, 2025 REGULAR MEETING

ADJOURNMENT

The meeting was adjourned at 6:52 p.m.

RESOLUTION

NO: 2025-02-023

LIVINGSTON COUNTY

DATE: February 24, 2025

Resolution to Support Local Control and Claim of Appeal Against Michigan Public Service Commission Order – Board of Commissioners

- WHEREAS,** the Livingston County Board of Commissioners supports state policies that maintain and advance local control; and
- WHEREAS,** the State of Michigan has adopted policies and introduced legislation that attempts to further reduce local control in key areas affecting unique interests in local communities; and
- WHEREAS,** in 2023, the State of Michigan adopted Public Act 233 of 2023 (“PA 233”); and
- WHEREAS,** only under limited circumstances, PA 233 confers powers and duties to the Public Service Commission (“PSC”) regarding the siting of utility-scale solar energy facilities, wind energy facilities, and energy storage facilities allowing developers to bypass local zoning authorities when proposing qualifying developments; and
- WHEREAS,** the PSC issued an order on October 10, 2024 (the “Order”) implementing the provisions of Public Act 233 of 2023 (“PA 233”); and
- WHEREAS,** the Order attempts to vastly expand the PSC’s limited and enumerated jurisdiction in PA 233 and is both unlawful and unreasonable; and
- WHEREAS,** the Order is unlawful and unreasonable because, among other reasons: (1) the PSC’s issuance of the Order violates the Administrative Procedures Act, MCL 24.201 *et seq.*, and (2) the Order unlawfully and unreasonably redefines key terms and concepts and creates processes and procedures that violate the Legislature’s express and unambiguous intent for local input in the regulation of energy facilities; and
- WHEREAS,** a coalition of Michigan Municipalities timely filed a claim of appeal from the Order on November 8, 2024; and
- WHEREAS,** the Livingston County Board of Commissioners supports the coalition of Michigan Municipalities in their efforts to protect local control in the regulation of energy facilities.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners resolves its unequivocal support of local control and the coalition of Michigan Municipalities that have filed an appeal from the Order.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Governor Gretchen Whitmer, Michigan State Senator Lana Theis, Michigan State Representatives Ann Bollin, Jason Woolford, Mike Mueller, and Jennifer Conlin, and the other 82 county board of commissioners in the State of Michigan.

	#	#	#
MOVED:	F. Sample		
SECONDED:	D. Helzerman		
CARRIED:	Yes (8): J. Drick, D. Helzerman, F. Sample, W. Nakagiri, R. Deaton, M. Paunovich, N. Fiani, and J. Gross; No (0): None; Absent (1): D. Domas		

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TREY MOULTON

RESOLUTION #25 –

WHEREAS, Trey Moulton has earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, attaining the rank of Eagle Scout is an extraordinary milestone in the Boy Scouts of America; and

WHEREAS, approximately 6% of scouts across the nation achieve this high honor, making it one of the most respected and sought-after awards for youth in the United States; and

WHEREAS, the path to becoming an Eagle Scout requires a commitment to leadership, community service, and personal growth, with scouts completing a variety of merit badges, leadership roles within their troop, and a final service project that benefits their community; and

WHEREAS, Trey Moulton has fully embraced the values of the Boy Scouts, demonstrating exceptional leadership and character throughout his journey; and

WHEREAS, he has shown a commitment to excellence, both in his personal development and in his contribution to the community; and

WHEREAS, for his Eagle Scout service project, Trey led a project to support the Williamston community as he worked diligently to improve the local area through hands on service that was of great benefit to both the residents and the community as a whole; and

WHEREAS, his leadership, initiative and dedication to helping others embody the principles that the Eagle Scout rank stands for.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulate Trey Moulton for his outstanding accomplishments and for earning the rank of Eagle Scout.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Trey for serving as a positive role model for the youth in our community.

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 03/04/25**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE MARCH 2025 AS WOMEN'S HISTORY MONTH
IN INGHAM COUNTY**

RESOLUTION #25 –

WHEREAS, women of every race, religion, class, citizenship status, ability status, sexuality, and ethnic background have made historic contributions to the growth and strength of the United States in countless recorded and unrecorded ways; and

WHEREAS, American women served as early leaders in the forefront of every major progressive social change movement, securing their own rights of suffrage and equal opportunity; and

WHEREAS, Michigan women make up more than 50 percent of the population; and

WHEREAS, Michigan women have played and continue to play critical economic, cultural, and social roles to advance our state, helping to create a fair and more just society; and

WHEREAS, despite advances, the role of women in our history is still overlooked and undervalued in the literature, teaching, and study of American history; and

WHEREAS, there are many strong women in Ingham County who have and will continue to empower others, inspire fellow women, and create history right in our backyard; and

WHEREAS, women in Ingham County are not afraid to overcome challenges, become leaders, and break barriers; and

WHEREAS, we take this opportunity to honor the countless recorded and unrecorded achievements of Ingham County women as they, too, make history in seen and unseen ways each day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in recognizing March 2025 as Women's History Month in Ingham County.

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

Nays: None

Absent: None

Approved 03/04/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-390 TO AMEND PROJECT BENCHMARKS AND AFFORDABILITY PROVISIONS IN THE \$1,230,000 SCATTERED SINGLE-FAMILY HOUSE AGREEMENT WITH INGHAM COUNTY LAND BANK USING AMERICAN RESCUE PLAN ACT FUNDS

RESOLUTION #25 –

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

WHEREAS, in Resolution #23-047, the Board approved \$1,750,000 from the Housing Trust Fund for the Ingham County Land Bank (ICLB) Scattered Single Family Home projects, which was to include construction and rehab of up to 16 units on available ICLB parcels throughout Ingham County; and

WHEREAS, the Board authorized an amendment, through Resolution #23-390 to update the ICLB Scattered Single-Family agreement project plan to construct or rehab up to nine (9) units on available ICLB parcels, reducing the agreement amount to \$1,230,000, diverting \$520,000 for other housing projects and related activities; and

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

WHEREAS, due to rising construction costs and the Land Bank's success securing other state and federal funds to leverage County ARPA dollars, the agreement should be updated to reflect an updated project plan to utilize County ARPA funds to construct or rehab no more than eight (8) single-family homes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment with the Ingham County Land Bank for the construction or rehab of eight (8) scattered single family homes, and to add provisions to secure unit affordability for buyers at or below 120% AMI for a minimum of 20 years.

BE IT FURTHER RESOLVED that the authorized contract amount of \$1,230,000 with the Ingham County Land Bank for scattered single-family houses will not change with this amendment.

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

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 03/04/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE i3-IMAGESOFT ANNUAL SUPPORT

RESOLUTION #25 –

WHEREAS, OnBase is a comprehensive document imaging and workflow platform developed and supported by i3-ImageSoft that is heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current support agreement with i3-ImageSoft expired on December 31st, 2024; and

WHEREAS, the annual contract amount of \$44,782 is in the approved 2025 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase annual support for 2025 from i3-ImageSoft by paying the invoice in the amount not to exceed \$44,782.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

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

Nays: None

Absent: None

Approved 03/04/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FIBER MAKE READY COSTS FROM CONSUMERS ENERGY

RESOLUTION #25 –

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the payment of the invoice for fiber make ready costs from Consumers Energy in the amount not to exceed \$8,100.

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

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

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

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

Nays: None

Absent: None

Approved 03/04/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-449 TO AUTHORIZE ADDITIONAL DENTAL CABINERY WORK AT FOREST COMMUNITY HEALTH CENTER

RESOLUTION #25 –

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-449, approving renovations at the Forest Community Health Center to enhance patient privacy and improve dental care services; and

WHEREAS, additional cabinetry work has been identified as a necessary component of the renovation project to optimize functionality and enhance dental treatment areas; and

WHEREAS, the cost for the additional cabinetry work, including installation, amounts to \$108,864.12, as per the updated quote received from Patterson Dental; and

WHEREAS, the total project cost, including the base renovation cost and additional cabinetry work, will now not exceed \$612,147.11, which includes a 10% contingency for unforeseen expenses; and

WHEREAS, the budget line item has been updated to 51161520-528000-23F11 to properly reflect the funding source for this project; and

WHEREAS, the Facilities Director recommends proceeding with the additional cabinetry work to ensure the Forest Community Health Center continues to provide optimal services to the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #24-449 to include the additional cost of \$108,864.12 for cabinetry work.

BE IT FURTHER RESOLVED, that the total authorized project cost is now revised to not exceed \$612,147.11, which includes a 10% contingency to cover unforeseen expenses.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts or documents for the additional cabinetry work after review by the County Attorney.

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

Nays: None

Absent: None

Approved 03/04/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRANE U.S. INC. FOR THE
RECOMMISSIONING OF THE FOREST COMMUNITY HEALTH CENTER**

RESOLUTION #25 –

WHEREAS, the Building Automation System (BAS) at the Forest Community Health Center requires recommissioning to maintain optimal efficiency and ensure continued energy savings; and

WHEREAS, the Facilities Department has determined that recommissioning the BAS, including necessary adjustments and repairs, will enhance building automation performance and align with the County's energy conservation initiatives; and

WHEREAS, Trane U.S. Inc. has submitted a proposal of \$17,220 for the recommissioning project, including all necessary labor, equipment and commissioning services; and

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

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

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

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

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

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

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

Nays: None

Absent: None

Approved 03/04/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AN ENGINEERING SERVICES AGREEMENT FOR
THE 2025 BRIDGE INSPECTION PROGRAM**

RESOLUTION #25 –

WHEREAS, by federal law each state is responsible for the inspection of all bridges within their borders, but allows states to transfer delegation to applicable local agencies; and

WHEREAS, historically, the Michigan Department of Transportation (MDOT) has delegated their authority to applicable local road agencies to inspect bridges under their jurisdiction and to annually submit results to MDOT; and

WHEREAS, MDOT compiles all bridge inspection data into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Road Department does not have the staff or expertise to perform bridge inspections to meet National Bridge Inspection Standards; and

WHEREAS, in 2022, the Ingham County Purchasing Department received proposals for RFP #240-22 from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #23-010 authorizing an agreement with Spicer Group, Inc.; and

WHEREAS, the current engineering services agreement for the Bridge Inspection Program expired at the end of 2024; and

WHEREAS, due to the potential risk of losing federal funding in the future, MDOT is planning to rescind delegation of bridge inspections from local agencies and oversee these responsibilities for all bridges within the state of Michigan, commencing at a date to be determined later this year; and

WHEREAS, the Director of the Purchasing Department and the Managing Director of the Road Department are in concurrence that an extension of this agreement (Clerk File #171-23) is in the best interest of the County; and

WHEREAS, Spicer Group, Inc has agreed to an extension of the contract terms and holding the unit prices as provided in the 2023-2024 engineering services agreement for the 2025 fiscal year; and

WHEREAS, the costs for the bridge inspection program are included in the annual Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contract terms and holding the unit prices as provided in the 2023-2024 engineering services agreement with Spicer Group, Inc located at 1595 W. Lake Lansing Rd, Suite 200, East Lansing, MI 48823 for the 2025 Bridge Inspection Program.

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

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

Nays: None

Absent: None

Approved 03/04/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH ALAIEDON, AURELIUS, INGHAM, LANSING, LEROY, LESLIE, LOCKE, ONONDAGA, STOCKBRIDGE, VEVAY, WHEATFIELD, AND WILLIAMSTOWN TOWNSHIPS FOR THE 2025 LOCAL ROAD PROGRAM

RESOLUTION #25 –

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

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

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

WHEREAS, Alaiedon Township, Aurelius Township, Ingham Township, Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2025 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2025 construction season; and

WHEREAS, the Road Department only charges for materials and vendor expenses in most circumstances, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$688,462.79 combined for these twelve townships is included in the adopted 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaiedon Township, Aurelius Township, Ingham Township, Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township for the 2025 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

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

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

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

Nays: None

Absent: None

Approved 03/04/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

2025 Local Road Program (LRP)

Township	Roll Over Balance Thru 2024	2025 ICRD Match Allocation	Total 2025 Match Available	Proposed 2025 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	HMA overlay on Lamb Road (Okemos Rd to Walline Rd), Chip seal and fog seal on Walline Road (Holt Rd to Lamb Rd) and Simmons Road (Holt Rd to Lamb Rd)	\$169,615.80	\$124,615.80	\$45,000.00
Aurelius	\$0.00	\$50,000.00	\$50,000.00	HMA overlays on Toles Road (Gale Rd to Onondaga Rd) and Curtice Road (Eifert Rd to Aurelius Rd)	\$234,657.50	\$184,657.50	\$50,000.00
Ingham	\$789.39	\$33,300.00	\$34,089.39	Gravel Reshaping on Jessop Road (Dexter Trail to M-36)	\$60,984.00	\$30,492.00	\$30,492.00
Lansing	\$61,970.36	\$60,000.00	\$121,970.36	Cold milling operations and asphalt overlay on Snow Glen Lane (Ravenswood Dr to Briarwood Rd), Springbrook Lane (Briarwood Rd to 890' West of Ravenswood Dr), and Briarwood Road (Willow St to 120' past Ravenswood Dr)	\$200,143.84	\$100,071.92	\$100,071.92
Leroy	\$0.00	\$45,000.00	\$45,000.00	HMA overlays on Meech Road (Holt Rd to Frost Rd in coordination with Wheatfield Township), Risch Road (Howell Rd to Dennis Rd), and O'Hanlon Court (entire length).	\$230,739.16	\$185,739.16	\$45,000.00
Leslie	\$1,745.13	\$50,000.00	\$51,745.13	HMA overlay on Wright Road/Scofield Road (from Hawley Rd as far as possible to Covert Rd , for a budget of \$103,490.26)	\$103,490.26	\$51,745.13	\$51,745.13
Locke	\$21,893.11	\$45,000.00	\$66,893.11	HMA overlay on Dietz Road (Rowley Rd to Moyer Rd), Dietz Road (Bell Oak Rd to Sherwood Rd). Pulverizing and gravel reshaping on Pringle Road (Haslett Rd to Colby Rd) and Colby Road (M52 to Pringle Rd)	\$266,397.30	\$199,504.19	\$66,893.11
Onondaga	\$93,837.88	\$45,000.00	\$138,837.88	HMA overlay on Rossman Road (Waverly Rd to Baldwin Street).	\$233,772.00	\$116,886.00	\$116,886.00
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	HMA Overlay on N. Main Street (City Limit to Dexter Trail); Pulverizing and Gravel Reshaping on Craig Road (Shepper Rd to Twp Line)	\$121,916.03	\$88,616.03	\$33,300.00
Vevay	\$4,853.13	\$55,000.00	\$59,853.13	HMA overlay on Hawley Road (Rolfe Rd to Dexter Trail) and Hawley Road (Barnes Rd to Rolfe Rd)	\$234,657.50	\$174,804.37	\$59,853.13
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	HMA overlay on Meech Road (Holt Rd to Frost Rd in coordination with Leroy Township)	\$58,443.00	\$29,221.50	\$29,221.50
Williamstown	\$0.00	\$60,000.00	\$60,000.00	HMA overlays on Turner Road (Meridian Rd to Burkley Rd) and Barry Road (Shoeman Rd to Zimmer Rd)	\$292,215.00	\$232,215.00	\$60,000.00

Totals

\$739,989.00

\$2,207,031.39

\$1,518,568.60

\$688,462.79

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR REFLECTIVE SIGN FACES,
COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS, REFLECTIVE SHEETING MATERIAL,
AND SIGN POSTS FOR 2025**

RESOLUTION #25 –

WHEREAS, the Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County; and

WHEREAS, the Purchasing Department solicited bids (IFB #4-25) from experienced and qualified vendors for the purchase of reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts for the 2025 calendar year, with an option for a one-year renewal, receiving six bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to execute a purchase order with the following vendors for the purchase of reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts:

Dornbos Signs Inc. located at 619 W Harris St, Charlotte, MI 48813

Michigan State Industries located at 206 E. Michigan Ave, Lansing, MI 48933.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes purchase orders with Dornbos Signs Inc. located at 619 W Harris St, Charlotte, MI 48813 and Michigan State Industries located at 206 E. Michigan Ave, Lansing, MI 48933 for reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts on an as-needed, unit price basis for a one-year period, with an option for a one-year renewal, at the rates detailed in the bid response to Invitation for Bid #4-25.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Dornbos Signs Inc. and Michigan State Industries to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 03/04/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2026

RESOLUTION #25 –

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2026 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

2026 BUDGET CALENDAR

March 5	Finance Committee recommends 2026 budget calendar.
March 11	Board of Commissioners approves 2026 budget calendar.
April 17 - 23	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2026.
May 1 – May 7	Committees may make recommendations for increases to fees for various county services to be effective January 1, 2026.
May 13	Board of Commissioners considers updates to fees for various county services to be effective January 1, 2026.
May 19	Department heads, elected officials and agencies, submit operating and capital budgets.
June 11 - 26	Controller holds budget meetings with departments.
July 31 (tentative)	Community agencies submit applications for 2026 funding.
August 14	Controller's Recommended Budget distributed to the Board of Commissioners.
August 21 – 27	Liaison Committees hold hearings on operating and capital budget recommendations.
September 10	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 28	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and mileages.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRI-COUNTY OFFICE ON AGING FOR
ELDER SERVICES MILLAGE ELIGIBLE SERVICES**

RESOLUTION #25 –

WHEREAS, the growth of the 60 and over population throughout the country, including regional, state, and county areas, is impacting the services the Tri-County Office on Aging (TCOA) delivers; and

WHEREAS, more than 57,000 seniors (age 60+) live in Ingham County, and thousands lack the financial means to fully care for themselves; and

WHEREAS, many seniors in Ingham County have multiple chronic conditions that make everyday living difficult; and

WHEREAS, as of May 31, 2020, there were almost 200 older adults in Ingham County on wait lists to receive essential services such as assistance with bathing and other personal care, homemaking chores (including snow removal), and respite programs for caregivers; and

WHEREAS, the millage will help reduce waitlists that are expected to rise dramatically with the rapid growth of the older population; and

WHEREAS, in August 2024 the electorate authorized a continuation countywide elder services millage level of 30/100 (.30) of one mill for a period of four years (2020-2023) to be used for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services, and support for senior centers to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, TCOA has submitted a proposal to Ingham County to use Elder Services Millage dollars to fund a comprehensive array of essential services to Ingham County residents age 60 and older; and

WHEREAS, funds from the Elder Services Millage are included in the County's 2025 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$2,704,224 with Tri-County Office on Aging (TCOA) for services provided to Ingham County residents for the period of January 1, 2025 through December 31, 2025.

BE IT FURTHER RESOLVED, that funds for this contract with TCOA will come from the Elder Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by TCOA for Elder Services Millage eligible services as provided in the attached proposal.

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

HUMAN SERVICES: The Human Services Committee tabled the resolution 03/03/25

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

Nays: Tennis, Maiville **Absent:** Ruest **Approved 03/05/25**

YEAR 2025

II.SERVICES TO BE PROVIDED BY THE CONTRACTOR. The Contractor shall provide a comprehensive array of critical services to Ingham County residents age 60 and older including:

- a) Managing and operating Home Delivered Meals (commonly known as Meals on Wheels), Carryout Meals and Congregate (Senior) Dining Sites, providing meals to address food insecurity and meet the nutritional and social needs of the growing population of older adults. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act.
- b) Providing individuals with In-Home Services and supports depending on the need, designed to provide or enhance their independence and avoid the need for residential/skilled nursing living arrangements. Supports can include personal care (such as assistance with bathing and dressing) homemaking services, grocery shopping assistance, and respite support for persons caring for older adults. Priority will be given to individuals currently on TCOA's wait lists and others who may not meet the nursing facility level of care determination but are at risk of health decline or lack of independence without support. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act.
- c) Supplying Chore Services such as snow removal and yard work to enhance safety and enable older adults to remain living in a safe independent environment.
- d) Supporting Healthy Aging and Wellness Activities such as healthy living classes for persons with diabetes and other chronic conditions, caregiver workshops, and other opportunities to engage older adults in the community to promote socialization and prevent isolation, depression and worsening chronic conditions. Community agencies and senior centers are encouraged to complete the simple grant application available from TCOA for qualified activities.
- e) Providing Crisis Services and gap filling supports through financial or other assistance in addressing utility shut offs and safe housing-related expenses (emergency shelter, fumigation, eviction prevention, property tax assistance, etc.) and other immediate needs such as bus passes for low-income seniors in imminent danger of losing independence. Assistance may be available for caregivers to meet one-time, emerging needs in support of the older adult.
- f) Supplying gap-filling support to meet the Non-Covered Medical needs of low-income older adults to prevent serious health crises. Expenses may include prescription medications, dental/oral health care, durable medical equipment (i.e. walkers, shower benches), and hearing aids that are not covered through Medicare or other means. Non-emergency medical transport can be arranged for those awaiting approval for transportation services through Medicaid or Medicare.
- g) Managing and operating Information & Assistance Services to community members with questions about available programs and services, or those who otherwise do not know where to turn. These community members may be seniors, adults with disabilities or the family and friends that support them.

The questions or circumstances may be straight forward and result in a simple referral or exchange of information, or they may be more complex, requiring significant time and follow-up. Services may include the support of a Community Resource Navigator who has specific training, knowledge of community resources, and background in working with older adults who have chronic health and emotional needs who are not connected to any other supports and have immediate needs.

h) Connecting low income and underserved individuals and their families to Legal Services to provide legal protection, advocacy and representation in the areas of elder abuse, public benefits, senior justice and elder rights. Services also include the Long-Term Care Ombudsman who advocates for the health, safety and rights of persons in nursing and other care facilities and may also include the education of local law enforcement and other key organizations and community partners on elder abuse.

i) Ten percent of the funds received under this agreement shall be used to pay for the staffing, overhead and other associated costs for the additional administration of the millage.

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 PRESCRIBED BURN AND STEWARDSHIP PROGRAM AT LAKE LANSING PARK NORTH

RESOLUTION #25 –

WHEREAS, the Ingham County Parks Department periodically works with the Meridian Land Preservation Board to conduct prescribed burns; and

WHEREAS, Meridian Township desires to implement a stewardship plan with the Ingham County Parks Department; and

WHEREAS, the prescribed burns and stewardship activities would be coordinated with the Park Manager on specific dates to be determined at Lake Lansing Park North.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Memorandum of Understanding (MOU) with the Meridian Land Preservation Board for conducting prescribed burns and stewardship activities at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Parks will collaborate with the County's legal team to review and develop the necessary Memorandum of Understanding language prior to implementation, outlining the specific details of this agreement.

BE IT FURTHER RESOLVED, that the term of the agreement for the burn management and stewardship scheduling will be established by staff, legal counsel, and Meridian Land Preservation Board/Meridian Township for a term of 5 years.

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

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

Nays: None

Absent: Morgan

Approved 03/03/25

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION IN SUPPORT OF STATE DESIGNATION FOR THE
RED CEDAR RIVER WATER TRAIL**

RESOLUTION #25 –

WHEREAS, the Red Cedar River Water Trail is a canoe/kayak trail along the Red Cedar River in Ingham County that runs from Williamston and merges with the Grand River in downtown Lansing; and

WHEREAS, the Red Cedar River has been an underutilized resource, while the river is one of the most significant natural features in Ingham County, for a variety of reasons, until recently, it was rarely used for recreation; and

WHEREAS, over the past few years there has been a broad-based community effort to bring attention to the river, to bring recreation back and to develop the Red Cedar River Water Trail which involved removal of log jams to allow navigation, launch sites have been enhanced, information kiosks have been installed, litter and trash has been removed, and an annual River Day Celebration has been organized; and

WHEREAS, where the Red Cedar River connects with the Grand River, the water trail merges with the Middle Grand River Water Trail, paddlers continuing downstream will reach the Lower Grand River Water Trail, which ends in Grand Haven providing a unique opportunity to paddle from Williamston to Lake Michigan on these connected water trails; and

WHEREAS, to bring the Red Cedar River Water Trail to its full potential it is necessary to seek state designation, the Middle Grand and Lower Grand water trails were previously designated as state water trails and with the addition of the Red Cedar, this will be the longest network of water trails in the state; and

WHEREAS, state designation of the Red Cedar River Water Trail will celebrate the Red Cedar River as one of the most important natural features in Mid-Michigan; recognize the Red Cedar River Water Trail as a significant water trail in the state, one which is exemplary of the diverse landscapes of Mid-Michigan; expand river-based recreational opportunities for residents and visitors to Mid-Michigan; offer canoe and kayak trips of varying distances for paddlers and segments that are appropriate for all skill levels and expand fishing and wildlife viewing opportunities; and

WHEREAS, state designation of the Red Cedar River Water Trail will also recognize Native American history associated with the Red Cedar River; highlight the Red Cedar River's importance to the development of Mid-Michigan communities and provide economic development opportunities for river-based businesses; contribute to the longest water trail network in the state by connecting with the Middle Grand River Water Trail and the Lower Grand River Water Trail and enhance aesthetics, quality of life, livability, and vibrancy of Red Cedar River communities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby support state designation of the Red Cedar River Water Trail and recognize the benefits and opportunities it will bring to the Mid-Michigan area and the residents of Ingham County.

BE IT FURTHER RESOLVED, that the Board applauds the efforts of the Middle Grand River Organization of Watersheds (MGROW), the Tri-County Regional Planning Commission, the Lansing Oar and Paddle Club, area Rotary Clubs, and a variety of other interest groups for their work and commitment to achieving their goal of state designation of the Red Cedar River Water Trail.

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

Nays: None

Absent: Morgan

Approved 03/03/25

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING AN APPOINTMENT TO THE MATERIALS MANAGEMENT PLANNING
COMMITTEE**

RESOLUTION #25 –

WHEREAS, pursuant to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 115) the Ingham County Solid Waste Planning Committee was established by the Board of Commissioners; and

WHEREAS, recent amendments to Part 115 went into effect on March 29, 2023 and require that all counties prepare a Materials Management Plan (MMP), which, after approved, will replace the Solid Waste Management Plan; and

WHEREAS, the amendments to Part 115 require that a Materials Management Planning Committee be appointed with representatives from specific sectors; and

WHEREAS, applicants were received for the specific seats on the Materials Management Planning Committee and were interviewed by the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby waive the residency requirement and appoint

Michael Gray, 312 Eureka Ave SE, Grand Rapids, 49506

to the Materials Management Planning Committee to a term that expires July 31, 2029 as the representative of a business that generates a managed material.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADJUST THE 2025 INGHAM COUNTY FAIR BUDGET

RESOLUTION #25 –

WHEREAS, Resolution #24-603 authorized the purchase of Jack O’ Lanterns Unleashed from Debbi Katz Productions; and

WHEREAS, budget adjustments are necessary to account for the expenses and revenues associated with the event; and

WHEREAS, the Fair Board has reviewed the proposed budget adjustments prepared by the Fairgrounds Events Director and have voted to approve the adjustments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the Fair Fund as described below:

Expenses:

Line Item	Line Item Number	Approved Budget	Adjustment	Revised Budget
Contractual Services	56176013 818000	32000	39000	71000
Supplies	56176013 726010	8000	49960	57960
Salaries & wages temp	56176013 705000	5000	45000	50000
Gas Grease & Oil	56176013 747000	12000	2000	14000

Revenues:

Line Item	Line Item Number	Approved Budget	Adjustment	Revised Budget
Advanced Admissions	56176013 651020	0	115000	115,000
Food Concessions	56176013 667030	5000	35000	40,000
Misc. Revenue	56176013 688220	250	9750	10000
Sponsorship	56176013 675400	6000	6000	12000

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

Nays: None **Absent:** Morgan **Approved 03/03/25**

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

Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE IVERSON ELECTRIC, LLC TO COMPLETE ELECTRICAL UPGRADES TO THE NORTH END CAMPING AT THE INGHAM COUNTY FAIRGROUNDS

RESOLUTION #25 –

WHEREAS, the north end camping at the Fairgrounds has insufficient electrical distribution; and

WHEREAS, the Fairgrounds is under contract with Iverson Electric, LLC for electrical services; and

WHEREAS, Iverson Electric, LLC provided an estimate not to exceed \$21,432 to upgrade the electrical service on the north end of the Fairgrounds; and

WHEREAS, the Fair Board voted to authorize \$21,432 from hotel/motel funds be spent to pay for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve Iverson Electric to complete the needed electrical upgrades to the north end camping for an amount not to exceed \$21,432.

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

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

Nays: None

Absent: Morgan

Approved 03/03/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SAFFIRE, LLC FOR AN ONLINE TICKETING SYSTEM

RESOLUTION #25 –

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey online ticketing company for the Fair; and

WHEREAS, an online ticketing system will allow for tickets to be sold for events at the Fairgrounds; and

WHEREAS, an online ticketing system will continue to streamline operations and efficiency; and

WHEREAS, after careful review and evaluation of the proposal received, the Fair Board and Fairgrounds Events Director recommends that a contract be awarded to Saffire, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve entering into a contract with Saffire, LLC. for a term of three years with an option to renew for an additional 2-year period.

BE IT FURTHER RESOLVED, that fees are indicated below:

Online Ticket Sales	
Ticket Price	Fee/Ticket Sold
\$.01-\$10	\$1.00 per ticket
\$10.01+	10% of ticket price up to \$2.99
	Processing Fee of 4% if using Saffire's Merchant Account
Pre-Printed Tickets	
Ticket Type	Fee/Ticket Sold
Paid Pre-Printed	\$0.35
Comp Pre-Printed	\$0
Box Office	
Ticket Type	Fee
General Admission – Paid	\$0.35
General Admission – Comp	\$0
Reserved Seat – Paid	\$0.35

Reserved Seat – Comp	\$0
Parking Tickets	\$0.10
Device Rentals	
Equipment	Fee
Laser Scanner	\$90 per device per week
Printer	\$90 per device per week
Point of Sale Mobile or Laptop	\$150 per device per week
Contactless Kiosk	\$300 per setup per week
Additional Services	
Saffire Commerce	\$0.50 per item sold for items that do not need to be scanned

BE IT FURTHER RESOLVED, any fees associated with the ticket sales or equipment rentals will be taken out of the remittance.

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

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

Nays: None

Absent: Morgan

Approved 03/03/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #24-500 WITH MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE FY 2024-2025
AMERICORPS STATE GRANT FUNDING**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #24-500 with the Michigan Department of Labor and Economic Opportunity (MDLEO) for the FY 24/25 AmeriCorps State grant funding, effective October 1, 2024 through August 31, 2025 in an amount not to exceed \$269,985; and

WHEREAS, Resolution #24-500 authorized the acceptance of grant funding from MDLEO to continue the AmeriCorps State Program effective September 1, 2024 through August 31, 2025; and

WHEREAS, ICHD wishes to amend Resolution #24-500 to correctly match the beginning date of October 1, 2024; and

WHEREAS, throughout the agreement, the date of October 1, 2024 shall be referred to as the begin date and no activity will be performed, no costs incurred to the state, or cost shares prior to the amended effective date of the agreement; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #24-500 with MDLEO for the FY 24/25 AmeriCorps State grant funding program, effective October 1, 2024 to August 31, 2025 in an amount not to exceed \$269,985.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-500 with MDLEO for the FY 24/25 AmeriCorps State grant funding program, effective October 1, 2024 to August 31, 2025 in an amount not to exceed \$269,985.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #24-500 shall remain the same.

BE IT FURTHER RESOLVED, that the Medical Health Officer is authorized to submit the 2024-2025 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement.

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the Memorandum of Agreement is final.

BE IT FURTHER RESOLOVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents and any budget amendments so long as they do not exceed the amount listed above, consistent with this resolution upon approval as to form by the County Attorney.

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

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF
COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS TO ACCEPT THE 2025
MICHIGAN MARIHUANA OPERATION AND OVERSIGHT GRANT**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act in an amount totaling \$31,077 effective January 1, 2025, through September 15, 2025; and

WHEREAS, the Michigan Legislature has appropriated funds for the Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426, and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967; and

WHEREAS, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Marihuana Act; and

WHEREAS, grants available to counties are distributed proportionally based on the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants may not be used for law enforcement purposes; and

WHEREAS, ICHD previously received this Marihuana Operation and Oversight Grant in 2019, 2020, 2021, 2022, and 2023 through Resolutions #19-115, #20-070, #21-128, #22-143, #23-109, and #24-057; and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers, and community members through targeted advertising/marketing and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, the aforementioned activities will contribute to the following objectives:

- Educate marihuana users and others about safe storage and provide lock bags to those who have need
- Educate marihuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about the risks associated with marihuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marihuana use
- Measure the self-reported use of marihuana; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a grant agreement with LARA for education, communication, and outreach regarding the Michigan Medical Marihuana Act effective January 1, 2025 through September 15, 2025 in an amount not to exceed \$31,077.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a grant agreement with LARA for education, communication, and outreach regarding the Michigan Medical Marihuana Act effective January 1, 2025 through September 15, 2025 in an amount not to exceed \$31,077.

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

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

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

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION #25 –

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

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

WHEREAS, MDHHS and Ingham County have entered into a 2024 – 2025 Emerging Threats Agreement authorized through Resolution #24-451; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize Amendment #2 with MDHHS for the delivery of Emerging Threats services under the Comprehensive Agreement Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 with MDHHS for the delivery of Emerging Threats services under the Comprehensive Agreement Process.

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

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$530,872 to \$566,586, for a total increase of \$35,714.

BE IT FURTHER RESOLVED, that the increase in funds consists of the following specific changes to the budget:

COVID-19 Mobile Testing: increase of \$35,714 from \$125,000 to \$160,714

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

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

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

Nays: None

Absent: Morgan

Approved 03/03/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP & ASSOCIATES AS A SOLE SOURCE VENDOR FOR THE EVALUATION OF INGHAM COUNTY HEALTH DEPARTMENT PROGRAMS

RESOLUTION #25 –

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

WHEREAS, the Evaluation Project will enhance capacity to inform opportunities for change and 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, BDP & Associates is a sole source vendor and additional quotes were requested; and

WHEREAS, BDP & Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change and improvement; and

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

WHEREAS, funding for the Evaluation Plan framework will be provided by the (PHIG) Grant Fund #22160060-01041; and

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

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

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

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

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH THE
U.S. DEPARTMENT OF JUSTICE FOR THE BYRNE JUSTICE ASSISTANCE PROJECT**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to authorize an extension of funding from the Department of Justice (DOJ) accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000; and

WHEREAS, Resolution #23-411 authorized a 2023-2025 BJA project designated as funding under the Consolidated Appropriations Act, 2023 (Public Law 117-328) to support the Advance Peace Initiative effective through February 28, 2025; and

WHEREAS, this one-year extension is requested due to delays in the hiring process per the grant project, and will allow ICHD additional time to achieve outcomes listed in the proposal; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize extending the agreement with the DOJ accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with the DOJ accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000.

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, Trubac, Willis, Ruest, Schafer
Nays: None **Absent:** Morgan **Approved 03/03/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH
MICHIGAN PUBLIC HEALTH INSTITUTE**

RESOLUTION #25 –

WHEREAS, Ingham County Health Department (ICHD) wishes to authorize an extension of funding from the Michigan Public Health Institute (MPHI) accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406; and

WHEREAS, Resolution #23-548 authorized the local implementation of the Lansing/Ingham Peacemaker Fellowship; and

WHEREAS, this extension through September 30, 2025 is requested due to grant project delays and will allow ICHD additional time to achieve outcomes listed in the proposal; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an extension of the agreement with MPHI accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the agreement with the MPHI accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406.

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, Trubac, Willis, Ruest, Schafer

Nays: None

Absent: Morgan

Approved 03/03/25

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

Nays: None

Absent: Ruest

Approved 03/05/25

Introduced by the Law & Courts Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR RADIO SYSTEM ADMINISTRATOR BRYCE ALFORD
OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH**

RESOLUTION #25 –

WHEREAS, Bryce Alford was hired by the Ingham County Sheriff's Office as a deputy in July of 1983; and

WHEREAS, Bryce Alford continued his employment with the Sheriff's Office achieving the rank of Lieutenant, retiring in June of 2008; and

WHEREAS, Mr. Alford then decided to continue serving the citizens of Ingham County by accepting the position of 9-1-1 Radio Administrator in September of 2008; and

WHEREAS, Bryce received many awards in his career with Ingham County including being named Michigan APCO 2019 Radio Frequency Technologist of the Year; and

WHEREAS, throughout his career, Bryce Alford has demonstrated exemplary service and a robust knowledge of our radio systems; he is well respected by his peers, our public safety partners, and administration; and

WHEREAS, after over 41 years of dedicated service to the citizens of Ingham County, Bryce Alford is retiring on March 7, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors 9-1-1 Radio Administrator Bryce Alford, for his 41+ years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

LAW & COURTS: Yeas: Johnson, Trubac, Peña, Pratt, Schafer

Nays: None

Absent: Willis, Polsdofer, Lawrence

Approved 02/27/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF THE PROPERTY AT
826 W. SAGINAW ST., LANSING, MICHIGAN, TO THE INGHAM COUNTY LAND BANK**

RESOLUTION #25 –

WHEREAS, in 2011, the Ingham County Treasurer as Foreclosing Governmental Unit acquired fee title to the property at 826 W. Saginaw St., Lansing, Michigan, in the tax foreclosure process, and thereafter conveyed the property to the County, which then conveyed the property to the Ingham County Land Bank Fast Track Authority; and

WHEREAS, the Land Bank leased the property to the County for use as an outreach center for Ingham County Animal Control; and

WHEREAS, in 2021, the Land Bank conveyed the property back to the County; and

WHEREAS, Animal Control has no further use of the property, and has vacated the property; and

WHEREAS, the County Treasurer has recommended that the property be conveyed back to the Land Bank.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of the County's fee title interest in the real property located at 826 W. Saginaw St., Lansing, Michigan, to the Ingham County Land Bank Fast Track Authority, by quitclaim deed, for the nominal consideration of \$1.00.

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

LAW & COURTS: Yeas: Johnson, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Polsdofer, Lawrence **Approved 02/27/25**

COUNTY SERVICES: Yeas: Lawrence, Pratt, Grebner, Sebolt, Peña, Johnson, Maiville
Nays: None **Absent:** None **Approved 03/04/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

QUITCLAIM DEED

The **County of Ingham**, a political subdivision of the State of Michigan, of 341 S. Jefferson St., Mason, Michigan 48854 (“Grantor”), quitclaims to the **Ingham County Land Bank Fast Track Authority**, a Michigan public authority, of 3024 N. Turner St., Lansing, Michigan 48906 (“Grantee”), the following described premises situated in the City of Lansing, County of Ingham, and State of Michigan, to-wit:

The South 100 ft. of Lot 19, Englewood Park Addition,

Commonly known as 826 W. Saginaw St., Lansing, MI 48915
Tax Parcel ID No. 33-01-01-08-486-011

subject to easements and restrictions of record, for the sum of One Dollar (\$1.00).

This conveyance is exempt from transfer taxes pursuant to MCL 207.505(a) and (h)(i), and MCL 207.526(a) and (h)(i).

COUNTY OF INGHAM

Dated: _____, 2025

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

STATE OF MICHIGAN)
COUNTY OF INGHAM)

Acknowledged before me, a Notary Public, this ____ day of _____, 2025, by Ryan Sebolt, Chairperson, Ingham County Board of Commissioners, on behalf of the County of Ingham, as Grantor.

, Notary Public
Ingham County, Michigan
Acting in Ingham County, Michigan
My commission expires:

Instrument Drafted by:
Timothy M. Perrone (P37940)
Business Address:
601 N. Capitol Avenue, Lansing, MI 48933

When recorded return to: Grantee

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE
TO CONTINUE THE EMPLOYEE FIREARMS PURCHASE PROGRAM**

RESOLUTION #25 –

WHEREAS, on four previous occasions, the Ingham County Sheriff's Office, hereafter Sheriff, in conjunction with Financial Services, has managed a Firearms Purchase Program for specified staff; and

WHEREAS, the Sheriff does not have the financial means to provide each licensed deputy, and other specified staff with a sufficient industry standard of firearms and associated equipment; and

WHEREAS, this program is structured similar to numerous other law enforcement agencies' purchase programs and is consistent with what we have practiced since Resolution #17-638 and #21-214; and

WHEREAS, this program is mutually beneficial for the Sheriff and staff for procurement efficiencies, ownership and maintenance, and cost savings; and

WHEREAS, the Ingham County Sheriff's Office Firearms Purchase Program would run from July 2025 through July 2027 totaling up to 145 personnel and a program cap of \$725,000; and

WHEREAS, each specified Sheriff Member shall pay back, via payroll deductions, the cost of selected equipment over a two-year period (52 paychecks); and

WHEREAS, this program supports the objectives of the County's strategic plan by providing deputies the necessary equipment to provide public safety services, thereby promoting the wellbeing and quality of life of Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Sheriff to purchase firearms and related equipment through the Firearms Purchase Program for specified staff, who provide public safety services for the residents of Ingham County.

BE IT FURTHER RESOLVED, that the Firearms Purchase Program would run from July 2025 through July 2027 totaling up to 145 Staff with a cost cap of \$725,000.

BE IT FURTHER RESOLVED, that this program will be funded upfront by the employee benefit fund to be reimbursed by employees.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2025-2027 budgets.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two-year period.

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

LAW & COURTS: Yeas: Johnson, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Polsdofer, Lawrence **Approved 02/27/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR REPRESENTATION OF INDIGENT PARTIES FACING CHARGES IN PERSONAL PROTECTION ORDER CASES AND EMERGENCY RISK PROTECTION CASES

RESOLUTION #25 –

WHEREAS, the Circuit Court must provide legal counsel to indigent parties facing contempt charges in certain matters; and

WHEREAS, historically the Circuit Court has maintained a roster that identifies attorneys who are available to provide legal representation and compensates them on a voucher basis; and

WHEREAS, at this time, the roster has been depleted as the majority of attorneys who previously provided legal services have since taken positions that offer consistent work and known compensation elsewhere; and

WHEREAS, the Circuit Court, to ensure legal counsel is available and to provide fair compensation, seeks to enter into a contract with an individual attorney for the bifurcated work; and

WHEREAS, the attorneys are selected by the judiciary based on meeting qualifications including good standing with the State Bar of Michigan, familiarity with relevant law, and the ability to provide sound representation for their clients; and

WHEREAS, Attorney Jack Rucker has agreed to accept a contract to provide legal representation for indigent defendants for Personal Protection Order and Emergency Risk Protection Order contempt proceedings in the amount of \$9,500 per year, paid by the General Trial Division; and

WHEREAS, if authorized, the Circuit Court would compensate Attorney Jack Rucker \$250/flat rate for each Emergency Risk Protection Order Contempt case he provides legal representation for; and

WHEREAS, the 2025 General Trial Division budget approved by the Board of Commissioners is sufficient to fund such contract.

THEREFORE BE IT RESOLVED, that effective February 1, 2025, the Ingham County Board of Commissioners authorizes the Circuit Court to enter into a contract with Attorney Jack Rucker to provide representation of indigent parties for Personal Protection Order Contempt cases and Emergency Risk Protection Order contempt cases, in the amount of \$9,500 per year and an additional \$250/flat rate for each Emergency Risk Protection Order Contempt case he provides legal representation for.

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.

BE IT FURTHER RESOLVED, that the Budget Office of Ingham County be given the authorization to amend the 2024 budget accordingly.

LAW & COURTS: Yeas: Johnson, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Polsdofer, Lawrence **Approved 02/27/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE UPGRADE THE AUDIO PROCESSOR AND OTHER
COURTROOM TECHNOLOGY IN COURTROOM 2**

RESOLUTION #25 –

WHEREAS, the Circuit Court has an interconnected system of courtroom technology reliant on compatible hardware and software; and

WHEREAS, Smart Home/Smart Office is the current vendor servicing courtrooms at the Veterans Memorial Courthouse; and

WHEREAS, Smart Home/Smart Office is on the MiDEAL Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on 8/31/2027; and

WHEREAS, Smart Home/Smart Office has submitted a proposal to upgrade the audio processor in Courtroom 2 to improve the functionality of recording technology; and

WHEREAS, Smart Home/Smart Office, in their scope of work, will replace multiple microphones, provide a new assistive listening system and transmitters, tune microphones to support For the Record (FTR) recording audio and visual software, install cameras, and other items as needed; and

WHEREAS, Smart Home/Smart Office, in their scope of work, will reposition or replace failing microphones in Courtrooms 2; and

WHEREAS, the technology is vital to efficient court processing and preserving a clear record of proceedings; and

WHEREAS, Capital Improvement Project funds are available to support the project: 66414899-979000 (courtroom technology updates) and 66414899-978000 (FTR updates).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into an agreement with Smart Home/Smart Office for the work identified in their scope of work in an amount not to exceed \$29,079.65 to be paid from line items 66414899-979000 and 66414899-978000.

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 documents on behalf of the County after approval as to form by the County Attorney.

LAW & COURTS: Yeas: Johnson, Trubac, Peña, Pratt, Schafer
Nays: None **Absent:** Willis, Polsdofer, Lawrence **Approved 02/27/25**

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville
Nays: None **Absent:** Ruest **Approved 03/05/25**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-568

RESOLUTION #25 –

WHEREAS, the Circuit Court has an interconnected system of courtroom technology reliant on compatible hardware and software; and

WHEREAS, Smart Home/Smart Office is the current vendor servicing courtrooms at the Veterans Memorial Courthouse; and

WHEREAS, Smart Home/Smart Office is on the MiDEAL Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on August 31, 2027; and

WHEREAS, Smart Home/Smart Office has submitted a proposal to supply and install four (4) cameras in Courtroom 7; and

WHEREAS, Smart Home/Smart Office had installed a new audio switcher in Courtroom 8, which now needs to be replaced; and

WHEREAS, courtroom technology is critical for efficient judicial processing and maintaining accurate records of proceedings; and

WHEREAS, funding for this project is available through the Capital Improvement Project (664-13099-735100) for courtroom technology updates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending Resolution #24-568 to approve amendments to the agreement with Smart Home/Smart Office for the additional purchases and installation identified in their scope of work in an amount not to exceed \$4,808.82 to be paid from line item 664-13099-735100.

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 documents on behalf of the County after approval as to form by the County Attorney.

LAW & COURTS: Yeas: Johnson, Trubac, Peña, Pratt, Schafer

Nays: None

Absent: Willis, Polsdofer, Lawrence

Approved 02/27/25

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

Nays: None

Absent: Ruest

Approved 03/05/25