

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
GABRIELLE LAWRENCE, CHAIR
TANYA PRATT
MARK GREBNER
RYAN SEBOLT
ROBERT PENA
MYLES JOHNSON
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 04, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [January 21, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Authorize A \$60,000 Agreement to [Legal Services of South Central Michigan](#) for Foreclosure Prevention Legal Support and Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - b. Resolution to Authorize A \$200,000 Agreement to [Southwest Lansing Action Group](#) for Community Enhancement Related Activities through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - c. Resolution to Authorize A \$1,471,877 Agreement with [Capital Area Community Services](#) for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant
2. Drain Commissioner – Resolution Consenting to Relinquishment of the [Farmington, Farmington No. 2,](#) and Farmington No.3 Drains to the Charter Township of Lansing
3. Equalization/Tax Mapping Department
 - a. Resolution to Award a Contract for [Monumentation and Remonumentation](#) Project Representative
 - b. Resolution [Honoring Ron Lester](#)
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Autoclear LLC for X-Ray Machines](#) at the Veterans Memorial Courthouse
 - b. Resolution to Authorize a Service Agreement with [Knight Watch for the Access Control](#) Upgrade at Ingham County Animal Control
 - c. Resolution to Authorize a Service Agreement with [Knight Watch for the Swipe Card Reader](#) Additions at the Human Services Building
 - d. Resolution to Authorize a [Purchase Order to Trane U.S. Inc.](#), for the Replacement of the Chiller at the Human Services Building
5. Road Department
 - a. Resolution to Authorize a Purchase Order for [Processed Road Gravels](#), Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for 2025
 - b. Resolution to Authorize a Purchase Order for [Helically Corrugated Steel Pipe](#) for 2025

- c. Resolution to Authorize a Purchase Order for [CS-T Trap Rock](#), [34CS Trap Rock](#), 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for 2025

6. Controller's Office – Request to Approve [General Fund Positions](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

January 21, 2025

Draft Minutes

Members Present: Sebolt, Lawrence, Pratt, Grebner (Arrived at 6:15 p.m.), Peña, Johnson, and Maiville.

Members Absent: None.

Others Present: Dr. Adenike Shoyinka, Russ Kolski, Paul Pratt, Anne Barna, Becky Bennett, Gregg Todd, Sue Graham, Anika Ried and others.

The meeting was called to order by Chairperson Lawrence at 6:15 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the December 3, 2024 Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE MINUTES OF THE DECEMBER 3, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioner Grebner.

Commissioner Grebner arrived at 6:15 p.m.

Additions to the Agenda

12. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-014 to Authorize a Contract Amendment with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board
6. Innovation & Technology Department
 - b. Resolution to Approve the Purchase of Connectivity from AT&T

Limited Public Comment

Anne Barna, Deputy Health Officer of Administration, let the County Services Committee know they were available online to answer any questions.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. JOHNSON, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Treasurer's Office
 - b. Resolution to Authorize \$1,500,000 of Michigan Appropriations Grant Funds to Lonzo Development Group to Develop 1001 W. Saginaw St. and the Iris (900-918 W Saginaw)
2. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Construction of a Portion of the Gardens Drain within the Road Rights-of-Way
 - b. Resolution Pledging Full Faith and Credit to 2025 Drainage District Notes
 - c. Resolution Pledging Full Faith and Credit to Gardens Drain Drainage District Bonds
3. Environmental Sustainability Office – Resolution to Authorize Use of Contingency Funds for Establishing Office Space for the Ingham County Office of Environmental Sustainability

4. Office of the Public Defender – Authorization to Start an Employee Above Step 2
5. Department of Finance & Budget – Resolution to Approve the Contract with Gabriel, Roeder, Smith & Company to Conduct an Actuary Evaluation of the Retiree Health Care Plan and Provide Annual GASB Reports
6. Innovation & Technology Department
 - a. Authorization to Start an Employee Above Step 2
 - b. Resolution to Approve the Purchase of Connectivity from AT&T
7. Facilities Department
 - a. Notice of Emergency Purchase for 9-1-1 Center Heating System Repairs
 - b. Resolution to Authorize the Replacement of UPS Batteries at the Mason Historical Courthouse
 - c. Resolution to Authorize a Five-Year Contract Extension with EC America Inc. for Project Management Software
 - d. Resolution to Authorize a Service Agreement with Trane U.S. Inc. for Chillers at Multiple County Facilities
 - e. Resolution to Authorize Modular Office Systems Furniture Installation – Hilliard Building Suite 202
8. Road Department
 - a. Resolution to Authorize a Purchase Order for Hot Mix Asphalts for 2025
 - b. Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026
 - c. Resolution to Authorize Professional Service Agreements for As-Needed Professional Surveyor Services for 2025-2027
 - d. Resolution to Authorize a Purchase Order for Bulk Fuel Delivery for 2025
 - e. Resolution to Authorize Professional Services Agreements for As-Needed Guardrail Construction Services for 2025-2026
10. Controller's Office
 - a. Resolution to Approve an Economic Development Service Contract
 - b. Resolution to Transfer Special Part-Time Administrative Assistant Position from the Facilities Department to the Controller's Office
 - c. Request to Approve General Fund Positions
11. Board of Commissioner's Office – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County
12. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-014 to Authorize a Contract Amendment with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board

Commissioner Johnson disclosed, under Agenda Item No. 10a, that they worked with the Lansing Economic Area Partnership under contract.

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Treasurer's Office

- a. Resolution to Authorize \$2,000,000 to Eastside Community Action for Affordable Single-Family Home Construction and Rehab Projects as Authorized in the \$15,000,000 Michigan State Housing Development Authority Enhancement Grant to Ingham County

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. PEÑA, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated they expected this resolution to go through despite their minor objection, but they were concerned about removing the prevailing wage requirement from the project, though they understood this was started before the County got involved. Commissioner Sebolt further stated they were mildly concerned that some may see it as an opportunity to get around prevailing wage requirements, and though they were sure that was not the case here, they would be voting no, as they did not want to set a precedent.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Lawrence, Pratt, Grebner, Peña, Johnson, Maiville. **Nays:** Sebolt. **Absent:** None.

8. Road Department

- f. Resolution to Authorize a Purchase Order for Emulsified Asphalts for 2025

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Peña provided clarification regarding language in the memo that was attached to the resolution and stated that if anyone had any questions regarding asphalt materials, they had experience and would be able to answer questions.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

9. Human Resources Department – Resolution to Approve Reclassification Requests for OPEIU Family Court, ICEA Public Health Nurses, Managerial & Confidential, UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit Employees

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. JOHNSON, TO APPROVE THE RESOLUTION.

Commissioner Sebolt disclosed that the Office and Professional Employees International Union (OPEIU) and United Auto Workers (UAW) were affiliated with their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), through their international unions.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Grebner stated there had been a lot of information provided at prior meetings regarding the Community Health Centers (CHC), and it was important to know the issue involved an eight million dollar over-run, and the model which was presented to the Board of Commissioners was about increasing revenue, cuts in staffing, changing to a different staffing model, and getting more efficiency out of the staff. Commissioner Grebner further stated that this information had been provided around December 4, 2024, and two weeks later they took a medically fragile individual they knew to a CHC, and having seen the plan presented, they assumed they would go to a CHC, sign up for appointment, get a date, and come back.

Commissioner Grebner stated that expectation went completely off the rails, and it was important to understand

that there was a real divergence between what the Board of Commissioners was told and what they discovered. Commissioner Grebner further stated it was impossible for this individual see a provider within a month, and even though they attempted to contact different CHCs available to them through multiple formats, none could set up an appointment within four weeks, and one CHC even said it would take six weeks to be seen.

Commissioner Grebner stated that the Commissioners were told that the CHCs were moving to a model that pulled in more revenue, saw more patients, was more efficient, and that there was no need to lay people off because they would bring in enough revenue to cover it. Commissioner Grebner further stated they were startled that there was no ability for the CHCs to take any new patients for four weeks, and in an area that serviced many people in poverty, it was as good as telling someone to go away and find another provider.

Discussion.

Commissioner Grebner stated that Russ Kolski, CHC Interim Executive Director, was not aware of the hard limit to accept new patient appointments, and that it had not changed since the meetings held in early December or since they encountered the issue about a month ago. Commissioner Grebner further stated that the question they now raised was how this was consistent with the model that had been proposed.

Commissioner Grebner stated that in their opinion this was a very serious problem and there was a divergence between what they were told and what was actually going on. Commissioner Grebner further stated that an additional quarter of a million dollars had been consumed in the last month, and even after the issue was raised a month ago, the hard cap had not been changed and the only appointments for new patients were on a quota basis.

Dr. Adenike Shoyinka, Ingham County Medical Health Officer, thanked Commissioner Grebner for bringing this issue up. Dr. Shoyinka further stated that the last year and a half had been very difficult for everyone involved and they appreciated the support they had received from the Board of Commissioners.

Dr. Shoyinka stated that some really hard decisions had to be made and they recognized that this process was not something that happened in a day. Dr. Shoyinka further stated that Commissioner Grebner was correct that the plan was approved on December 11, 2024 and subsequently the budget was adjusted and corrected based on the suggestions that had been made.

Dr. Shoyinka stated that increasing patient visits was one of the suggestions they had taken up, and that they acknowledged the CHCs did not function as efficiently as they should. Dr. Shoyinka further stated that the issue Commissioner Grebner brought up had occurred just before Christmas and they all agreed that it was not acceptable and nobody should come to their doors and not be seen in a timely manner.

Dr. Shoyinka stated that there were many changes they were working on simultaneously and, while what Commissioner Grebner brought up was a priority, there were multiple pieces to it. Dr. Shoyinka further stated that changes were being made within a timeline, but nobody should walk in to a CHC today and not be able to be seen in a timely manner, and any issues would be bumped up to a site manager to ensure arrangements were made.

Dr. Shoyinka stated they were working through multiple pieces at the same time and if there was a need to have further conversations about this issue, they could, and they were working as hard as they could.

Kolski thanked Commissioner Grebner for bringing the issue to their attention, and as they looked at how they might resolve the issue, they were trying to make sure they were standardizing processes and creating a good experience for anyone coming in. Kolski further stated they may have, in error, taken a longer-term response in

trying to address the concern, but since then they had last spoken, they had determined that that anyone who was looking to make an appointment would not be turned away.

Kolski stated that they expected that within the next three weeks enough changes would have been made to help take their operations to the next level. Kolski further stated they were starting to move things forward faster and they regretted they had not been able to implement some of the changes in a faster manner.

Commissioner Pratt asked what the basis for the hard limit on new patient visits was.

Kolski explained the CHC standards and processes, and why they existed.

Discussion.

Commissioner Peña stated they had recently made a routine medical appointment to which a follow-up appointment was needed, and the time frame for that follow-up was eight weeks. Commissioner Peña further stated they had family members in the medical field and had learned that a new patient appointment took two to three times as long as an established patient appointment.

Commissioner Peña stated that Ingham County Fair Foundation was hosting their annual Purse Bingo Fundraiser on Sunday, January 26, 2025 at 11:30 a.m. in the Main Arena at the Ingham County Fairgrounds.

Commissioner Maiville stated this was the largest fundraiser put on by the Fair Foundation and that the Foundation should come present to the Board of Commissioners to show what all they had done, as they had mostly been doing quiet improvements.

Public Comment

Paul Pratt, Deputy Drain Commissioner, stated they would be writing a check to the Fair Foundation as a way to get them moving and the Rayner Creek drain project was happening in the summer of 2025. Pratt further stated that Rayner Creek needed retention ponds and it was causing loss of parking in Rayner Park.

Pratt stated that if the Fair Board and the Board of Commissioners wanted to leave it that way, then the new grandstand would end up like the Roman Colosseum with naval battles, and they would be back with more information at some point.

Adjournment

The meeting was adjourned at 6:43 p.m.

**FEBRUARY 4, 2025 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Treasurer's Office – Resolution to Authorize A \$60,000 Agreement to Legal Services of South Central Michigan for Foreclosure Prevention Legal Support and Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County

This resolution authorizes entering into a \$60,000 agreement with Legal Services of South Central Michigan to cover all staffing and administrative costs required to provide services on mortgage foreclosure cases in Ingham County consistent with MSHDA Enhancement Grant requirements.

Funding for the \$60,000 agreement is part of the \$15,000,000 allocation from the State for housing projects in Ingham County.

See memo for details.

1b. Treasurer's Office – Resolution to Authorize A \$200,000 Agreement to Southwest Lansing Action Group for Community Enhancement Related Activities through the Michigan State Housing Authority Enhancement Grant to Ingham County

This resolution authorizes entering into a \$200,000 agreement with SWAG to cover all staffing and administrative costs required to oversee community engagement activities with terms consistent with MSHDA Enhancement Grant Requirements.

Funding for the \$200,000 agreement is part of the \$15,000,000 allocation from the State for housing projects in Ingham County.

See memo for details.

1c. Treasurer's Office – Resolution to Authorize A \$1,471,877 Agreement with Capital Area Community Services for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant

This resolution authorizes \$1,471,877 of Enhancement Grant funds to CACS to expand direct foreclosure prevention and financial education services, foreclosure prevention/financial services staff, and foreclosure prevention/financial services administration.

Funding for the \$1,471,877 agreement is part of the \$15,000,000 allocation from the State for housing projects in Ingham County.

See memo for details.

2. Drain Commissioner – Resolution Consenting to Relinquishment of the Farmington, Farmington No. 2, and Farmington No.3 Drains to the Charter Township of Lansing

This resolution consents to the relinquishment of jurisdiction and control of the Farmington Drain, the Farmington No. 2 Drain, and the Farmington No. 3 Drain and their respective Drainage Districts as set forth in the attached Exhibit 1 from the Ingham County Drain Commissioner to the Charter Township of Lansing.

See memo for details.

3a. Equalization/Tax Mapping Department – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

This resolution authorizes a contract with Gil Barish, PS, CFedS, as Ingham County Representative Surveyor for the period of January 1, 2025 – December 31, 2025 for a not to exceed amount of \$13,960.

Funding is available through the Survey and Remonumentation grant funds.

See memo for details.

3a. Equalization/Tax Mapping Department – Resolution Honoring Ron Lester

This resolution honors Ron Lester for his years of service to Ingham County.

4a. Facilities Department – Resolution to Authorize a Purchase Order to Autoclear LLC for X-Ray Machines at the Veterans Memorial Courthouse

This resolution authorizes a PO to Autoclear LLC for x-ray machines at the VMC for an amount not to exceed \$51,985.36. Funding is available in the 2025 CIP.

See memo for details.

4b. Facilities Department – Resolution to Authorize a Service Agreement with Knight Watch for the Access Control Upgrade at Ingham County Animal Control

This resolution authorizes a service agreement with Knight Watch for the access control upgrades at the Animal Shelter. The current system has reached end of life. Funding for the not to exceed amount of \$49,138.97 is available in the 2025 CIP.

See memo for details.

4c. Facilities Department – Resolution to Authorize a Service Agreement with Knight Watch for the Swipe Card Reader Additions at the Human Services Building

This resolution authorizes a service agreement with Knight Watch for swipe card reader installations at 15 doors at the HSB to improve security. Funding for the \$67,177.00, with a 10% contingency (\$6,717.70) for a total of \$73,894.70, is available in the 2025 CIP.

See memo for details.

4d. Facilities Department – Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the Replacement of the Chiller at the Human Services Building

This resolution authorizes a PO with Trane U.S. Inc., for the replacement of the chiller at HSB. Funding for the not to exceed amount of \$338,400 is available in the 2025 CIP.

See memo for details.

5a. Road Department – Resolution to Authorize a Purchase Order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for 2025

This resolution authorizes a PO for processed road gravels, various crushed aggregates, Class 2 sand, and winter maintenance sand from the following companies on an as needed basis:

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

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

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

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

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

Funding is available in the Road Department's 2025 budget.

See memo for details.

5b. Road Department – Resolution to Authorize a Purchase Order for Helically Corrugated Steel Pipe for 2025

This resolution authorizes a PO for helically corrugated steel pipe from the following companies on an as needed basis:

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

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

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

Funding is available in the Road Department's 2025 budget.

See memo for details.

5c. Road Department – Resolution to Authorize a Purchase Order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for 2025

This resolution authorizes a PO for various aggregates from the following companies:

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

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

Funding is available in the Road Department's 2025 budget.

See memo for details.

6. Controller's Office – Request to Approve General Fund Positions

This memo requests exemptions to the hiring freeze for the positions listed in the memo.

See memo for details.

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 24, 2025

SUBJECT: Resolution to Authorize Agreement with Legal Services of South Central Michigan for \$60,000 in MSHDA Enhancement Grant Funds for Legal Services on Mortgage Foreclosure Cases in Ingham County

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant including \$60,000 of those funds to be allocated to Legal Services of South Central Michigan (LSSCM) to fund staffing and administrative expenses required to provide legal services for mortgage foreclosure cases.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to LSSCM.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with LSSCM consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of legal services that will provide legal services to assist in foreclosure prevention to keep more Ingham County residents in their homes.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a \$60,000 agreement with Legal Services of South Central Michigan to cover all staffing and administrative costs required to provide services on mortgage foreclosure cases in Ingham County consistent with MSHDA Enhancement Grant requirements.

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

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 24, 2025

SUBJECT: Resolution to Authorize Agreement with Southwest Action Group (SWAG) for \$200,000 in MSHDA Enhancement Grant Funds for Leading Community Engagement Efforts in Support of Community Enhancement Projects in Partnership with the Ingham County Land Bank

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including community engagement around community enhancement projects in partnership with the Ingham County Land Bank. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant including \$200,000 of those funds to be allocated to SWAG to fund community engagement efforts for County-supported community enhancement projects to be completed in partnership with the Ingham County Land Bank.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to SWAG.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with Southwest Action Group consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of citizen engagement around community enhancement and revitalization projects that will create more housing opportunities for residents.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a \$200,000 agreement with SWAG for two years to cover all staffing and administrative costs required to oversee community engagement activities with terms consistent with MSHDA Enhancement Grant Requirements.

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

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 24, 2025

SUBJECT: Resolution to Authorize a \$1,471,877 Agreement with Capital Area Community Services for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% AMI.

Within CACS's total budget request, its requests \$1,471,877 of Enhancement Grant funds for the purpose of expanding direct foreclosure prevention and financial education services, foreclosure prevention/financial services staff, and foreclosure prevention/financial services administration.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to CACS for the purpose of foreclosure prevention/financial service expansion for Ingham County residents.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with CACS consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of providing financial services that will aid in foreclosure prevention to keep more Ingham County residents in their homes.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve an amount of \$1,471,877 to be committed to CACS to oversee and implement expanded programming for foreclosure prevention/financial services for households earning at or below 120% AMI with terms consistent with MSHDA Enhancement Grant Requirements.

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

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: January 27, 2025

SUBJECT: Resolution Approving Relinquishment of the Farmington Drain, Farmington No. 2 Drain, and Farmington No. 3 Drain to the Charter Township of Lansing

BACKGROUND

The Farmington Drain, Farmington No. 2 Drain, and Farmington No. 3 Drain (the “Drains”) are established county drains located wholly within the Charter Township of Lansing. The Bank Intercounty Drain Drainage Board is currently undertaking an improvement project and the intent of the relinquishment of the Drains is to ultimately convert the Drains into branches of the Bank Intercounty Drain. In order to accomplish this conversion, the Drains must first be relinquished.

Section 395 of the Drain Code sets forth the requirements and procedures for transferring jurisdiction of all or a part of a county drain to a municipality. Specifically, the following requirements contained in Section 395 must be met:

- The part of the drain to be relinquished and the area that the part of the drain services is wholly located within the boundaries of the township that is to accept jurisdiction and control of the part of the drain;
- The township approves the relinquishment of the part of the drain;
- The relinquishment is approved by a majority of the members of the county board of commissioners; and
- The Drainage District has no outstanding indebtedness or contract liability. Indebtedness or contract liability that will be paid in full when jurisdiction and control is relinquished is not considered to be outstanding.

The Drain Commissioner is confirming all requirements have been met, with the exception of the Board Commissioners’ approval of the relinquishment. The Charter Township of Lansing and Ingham County Drain Commissioner’s Relinquishment Agreement, dated January 15, 2025, is included with the proposed Resolution for the Board Commissioners. The Farmington Drain, Farmington No. 2 Drain, the Farmington No. 3 Drain and their respective Drainage Districts as set forth in Exhibit 1 to the proposed Resolution.

ALTERNATIVES

Not approve the relinquishment of jurisdiction and control of the Drains to the Charter Township of Lansing, leaving jurisdiction and control over the Drains with the Drain Commissioner.

FINANCIAL IMPACT

If the relinquishment is approved, the cost of any drain maintenance or improvement of the Drains to be relinquished to the Charter Township of Lansing would no longer an obligation of the at-large corporations (including Ingham County) and property owners within the Drainage Districts. Once converted as branches of the Bank Intercounty Drain, such costs would be assessed by the Bank Intercounty Drain Drainage Board to the at-large corporations and property owners within that Drainage District. Ingham County will continue to be liable for an at-large assessment for the benefit of county roads. Overall administrative costs are expected to be reduced due to the elimination of the three Drains as separate county drains and the conversion of the Drains as branches of the Bank Intercounty Drain will streamline the assessment process.

RECOMMENDATION

I respectfully recommend and request approval of the attached resolution to authorize the relinquishment of jurisdiction and control of the Farmington Drain, Farmington No. 2 Drain, and Farmington No. 3 Drain from the Ingham County Drain Commissioner to the Charter Township of Lansing.

Thank you for consideration of my request. Deputy Drain Commissioner Paul C. Pratt will be in attendance at your February 4, 2025 Committee meeting and February 5, 2025 Committee meeting to answer any questions you might have regarding my request.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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



FARMINGTON DRAIN

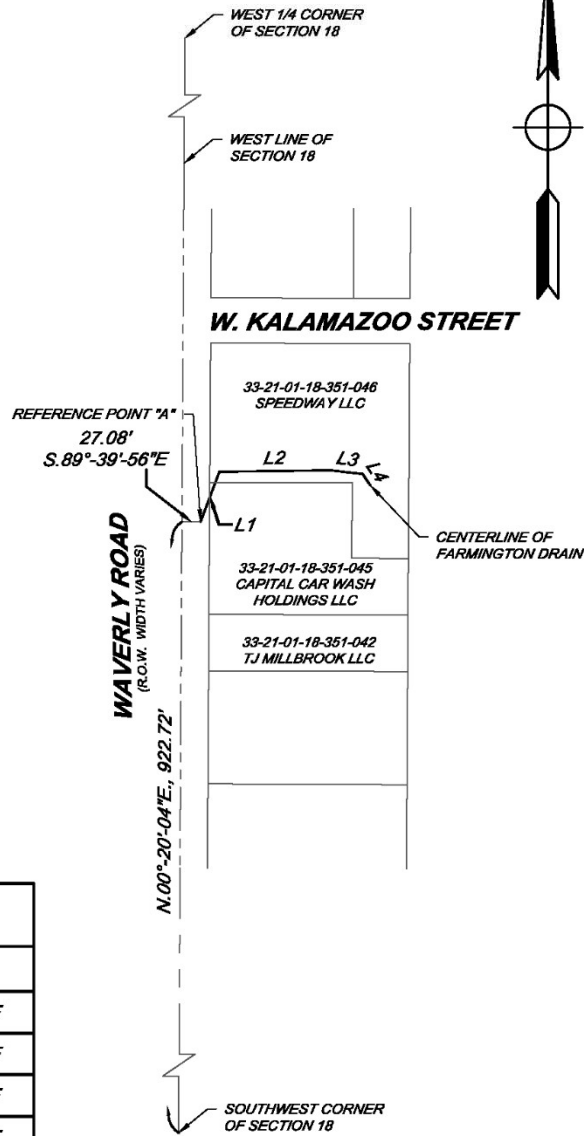
ROUTE & COURSE

SCALE: 1" = 200'

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

DWG. NO.: A-29999-1

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



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

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

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

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

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



FARMINGTON DRAIN

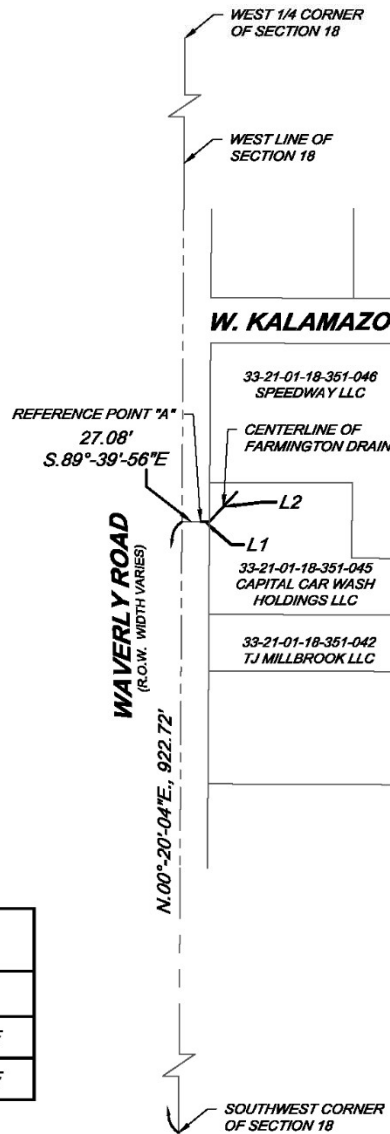
ROUTE & COURSE

SCALE: 1" = 200'

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

DWG. NO.: A-29999-2

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



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

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

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

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

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



FARMINGTON DRAIN

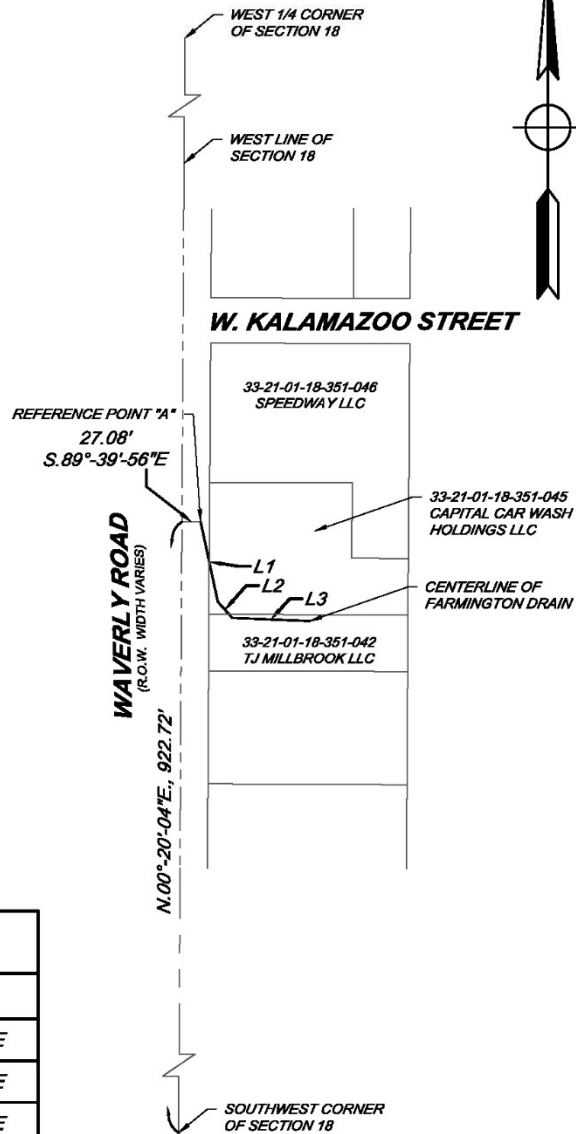
ROUTE & COURSE

SCALE: 1" = 200'

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

DWG. NO.: A-29999-3

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



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

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

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

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

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



FARMINGTON DRAIN ROUTE & COURSE

DWG. NO.: A-29999-4

ROUTE & COURSE DESCRIPTION:

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

AND ALSO

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

AND ALSO

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

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

DRAWN BY: MJT
CHECKED BY: DMW

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

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

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



FARMINGTON DRAIN No.2

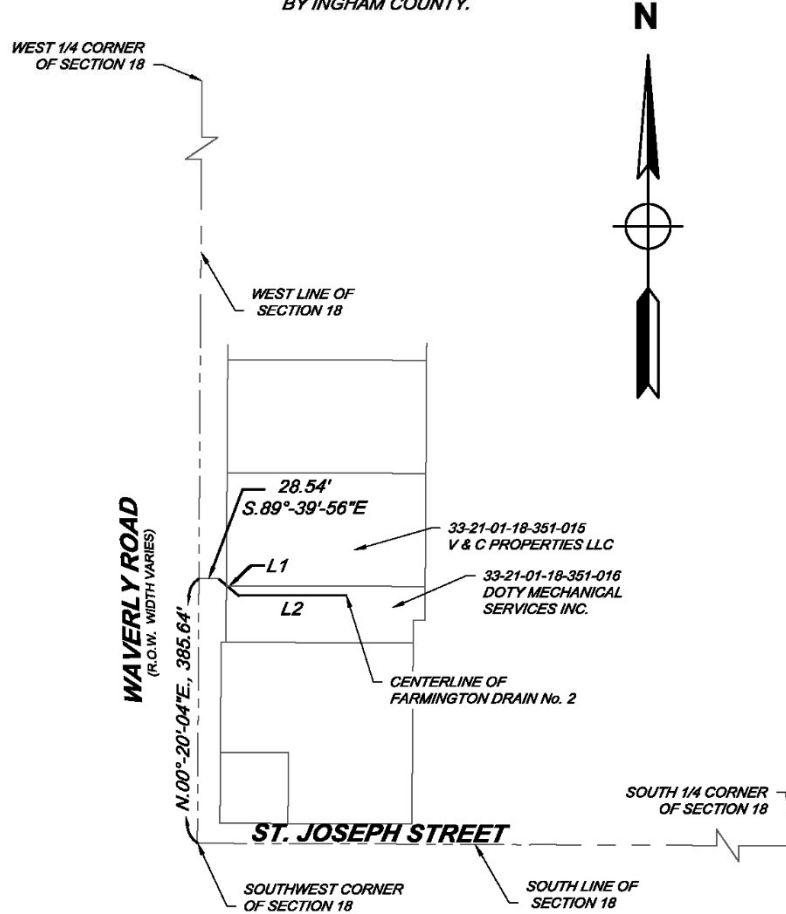
ROUTE & COURSE

SCALE: 1" = 200'

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

DWG. NO.: A-30000-1

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



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

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 2

DRAWN BY: MJT
 CHECKED BY: DMW

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

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

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



FARMINGTON DRAIN No.2

ROUTE & COURSE

DWG. NO.: A-30000-2

ROUTE & COURSE DESCRIPTION:

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

DRAWN BY: MJT
CHECKED BY: DMW

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

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

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



FARMINGTON DRAIN No.3

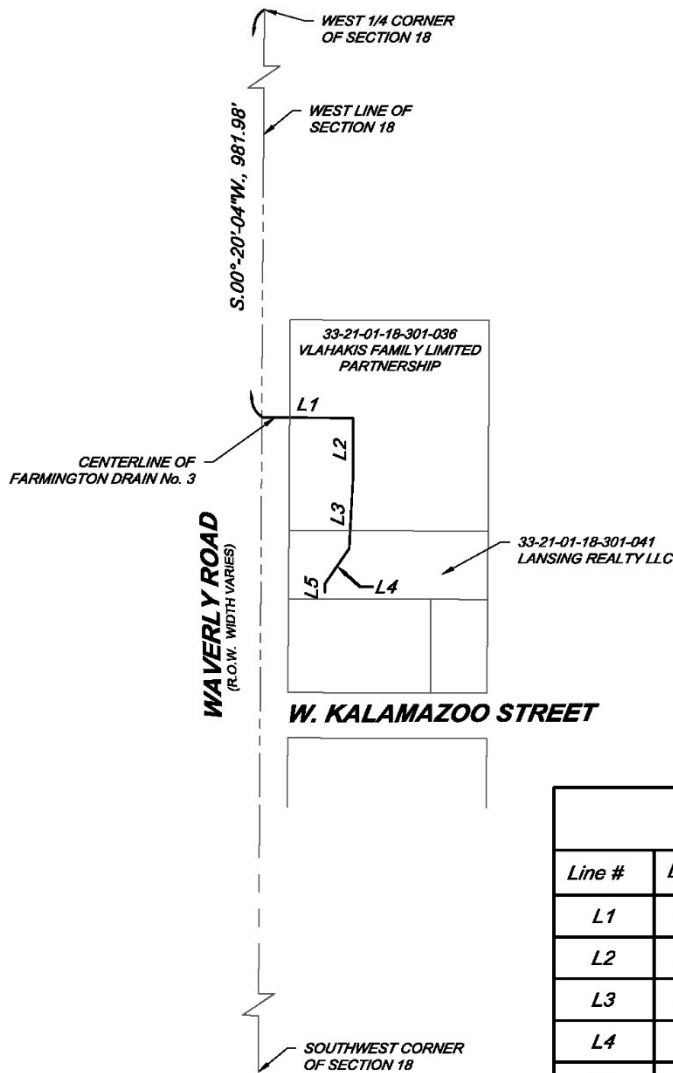
ROUTE & COURSE

SCALE: 1" = 200'

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

DWG. NO.: A-29998-1

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



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

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 2

DRAWN BY: MJT
 CHECKED BY: DMW

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

JOB#: 132244SG2022
 DWG#: A-29998-1

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



FARMINGTON DRAIN No.3 ROUTE & COURSE

DWG. NO.: A-29998-2

ROUTE & COURSE DESCRIPTION:

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

DRAWN BY: MJT
CHECKED BY: DMW

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

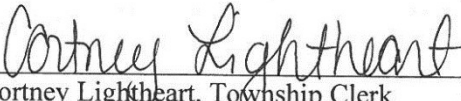
Roll Call Vote:

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

The foregoing Resolution was declared and adopted on the date.

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

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



Cortney Lightheart, Township Clerk
Charter Township of Lansing

RELIQUISHMENT AGREEMENT

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

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

WITNESSETH:

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

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

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

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

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

NOW THEREFORE IT IS AGREED:

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

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

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

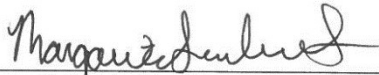
**FARMINGTON DRAIN DRAINAGE DISTRICT
FARMINGTON DRAIN NO. 2 DRAINAGE DISTRICT
FARMINGTON DRAIN NO. 3 DRAINAGE DISTRICT**

Date: _____, 2025

Patrick E. Lindemann
Ingham County Drain Commissioner

CHARTER TOWNSHIP OF LANSING

Date: January 15, 2025



By: Maggie Sanders
Its: Supervisor

Date: January 15, 2025



By: Courtney Lightheart
Its: Clerk

TO: County Services Committee
Finance Committee

FROM: Rosemary Anger, Director
Equalization & Tax Mapping Department

RE: Resolution to Appoint County Representative Surveyor to the Ingham County Remonumentation Program

Attached please find the resolution to appoint Gil Barish, PS CFedS to serve as the County Representative for the Ingham County Remonumentation Project and to award a contract to Gil Barish, PS, CFedS for said services.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2025 will be for \$62,093.00.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2025 is \$62,023. Up to \$13,960 of the grant will cover the cost for county representative services to be provided by Gil Barish, PS CFedS.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that the County Services and Finance Committees approve the resolution.

TO: Rosemary Anger, Director of Equalization
FROM: Kristen Romo, Director of Purchasing
DATE: January 16, 2025
RE: Memorandum of Performance for RFP No. 5-25 Remonumentation County Representative

Per your request, the Purchasing Department sought proposals from qualified and experienced surveyors for the purpose of entering into a contract in compliance with the State Survey and Remonumentation Act, Public Act 345 of 1990 as amended, to be the representative of the Ingham Board of County Commissioners for all surveying projects approved by or initiated by the Commission under the act.

The scope of work includes, but is not limited to, selecting Monumentation Surveyors in compliance with Qualification-Based Selection (QBS) as set forth in House Concurrent Resolution 206 (June 1987), examining Surveyor's Invoices and recommending payment to the Remonumentation Surveyors, submitting annually a grant application to the Department of Licensing and Regulatory Affairs, Office of Land Surveying and Remonumentation by December 3, and, through periodic on-site inspections, ascertain that the work performed under the remonumentation contracts has been satisfactorily completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	5
Vendors responding	1	1

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Year One Hourly Rate	Year Two Hourly Rate	Year Three Hourly Rate	Year Four Hourly Rate	Year Five Hourly Rate
Geodetic Designs	Yes, Lansing MI	\$167.00	\$167.00	\$170.00	\$170.00	\$172.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RON LESTER

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: January 21, 2025

RE: Resolution to Authorize a Purchase Order to Autoclear LLC for the X-Ray Machines at the Veterans Memorial Courthouse

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

The current X-ray machines at the Veterans Memorial Courthouse have outlived their useful life and need to be replaced to ensure continued security screening effectiveness.

Autoclear LLC, a well-established provider of X-ray screening systems, has submitted a quote for two Autoclear 5333DVS-160 X-ray machines at a total cost of \$51,985.36. This purchase is being made under the Cooperative Purchasing Connection (CPC), a cooperative purchasing program based in Minnesota, which allows the county to utilize pre-negotiated pricing and terms.

ALTERNATIVES

The alternative would be to delay the replacement of the current X-ray machines, which could compromise security measures and increase maintenance costs due to outdated technology.

FINANCIAL IMPACT

Funds are available in line item #245-26710-978000-25F04

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a purchase order to Autoclear LLC for the replacement of X-ray machines at Ingham County facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: January 21, 2025
RE: Resolution to Authorize a Service Agreement with Knight Watch for the Access Control Upgrade at Ingham County Animal Control

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

Ingham County Animal Control relies on an access control system to ensure security and operational efficiency. The existing Bosch system has reached the end of its useful life and requires replacement.

Knight Watch, a provider of security solutions, has submitted a proposal totaling \$49,138.97 for the replacement of the Bosch system with a Galaxy Control System. This upgrade includes adding access control to four additional doors and ensuring compatibility with the existing infrastructure.

The Galaxy Control System is a proprietary security platform, and Knight Watch is the sole source provider for this system. Since this purchase is made under a sole source agreement, the county is not required to obtain three separate quotes, as sole source contracts satisfy competitive bidding requirements.

ALTERNATIVES

The alternative would be to continue using the outdated Bosch system, which poses a security risk and lacks modern security features, increasing the likelihood of operational inefficiencies.

FINANCIAL IMPACT

Funds for this purchase are available in line item 664-42199-978000-25F05.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service agreement with Knight Watch for the access control upgrade at Ingham County Animal Control.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: January 21, 2025
RE: Resolution to Authorize a Service Agreement with Knight Watch for the Swipe Card Reader Additions at the Human Services Building

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

The Human Services Building (HSB) requires additional swipe card readers to improve security and access control across 15 doors. This project is necessary to enhance facility security, modernize access control systems, and ensure better access management.

Knight Watch, a provider of security solutions, has submitted a proposal totaling \$67,177.00 for the installation of access control, which includes card readers, electric strikes, controllers, motion sensors, and power supplies. This installation will be conducted during normal business hours.

The swipe card access control system must be integrated with existing security infrastructure. Knight Watch is the sole source provider for this system, ensuring compatibility and standardization with the county's security platform. Since this purchase is made under a sole source agreement, the county is not required to obtain three separate quotes, as sole source contracts satisfy competitive bidding requirements.

ALTERNATIVES

The alternative would be to continue operating without these necessary security upgrades, which could result in potential security vulnerabilities and access control limitations at the facility.

FINANCIAL IMPACT

The base cost for this project is \$67,177.00. A 10% contingency (\$6,717.70) has been included to cover any unforeseen expenses, bringing the total not-to-exceed project cost to \$73,894.70.

Funds for this project are available in budget line item 245-60199-976000-25F03.

OTHER CONSIDERATIONS

This project may require minor drywall repairs for certain doors, which will be handled separately. Power supply connections and switch ports will be coordinated with the IT department as needed.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service agreement with Knight Watch for the swipe card reader additions at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: January 21, 2025
RE: Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the Replacement of the Chiller at the Human Services Building

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

The existing chiller at the Human Services Building, which is responsible for cooling critical building sections, has exceeded its useful life expectancy and is due for replacement. A new 130-ton air-cooled scroll chiller has been identified as the appropriate replacement unit.

Trane U.S. Inc., an approved vendor under the Omnia cooperative purchasing agreement, has submitted a proposal for \$338,400. The scope of work includes decommissioning and removing the existing chiller, installation of the new unit, reworking piping and steel to accommodate the new system, and integrating the controls into the existing Trane automation system.

This purchase is being made under the Omnia cooperative purchasing agreement, which satisfies competitive bidding requirements. Since this procurement follows a cooperative contract, the county is not required to obtain three separate quotes.

ALTERNATIVES

The alternative would be to delay the replacement, which risks chiller failure, potentially compromising climate control within the building, increasing emergency repair costs, and impacting staff and public comfort.

FINANCIAL IMPACT

Funding for this purchase is available in Fund 24560199-976000-25F02.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a purchase order to Trane U.S. Inc., for the replacement of the chiller at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: January 21, 2025

SUBJECT: Proposed Resolution Authorizing a Purchase Order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and Winter Maintenance Sand for 2025

For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited bids for the Road Department for the purchase of Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand in 2025 per Invitation for Bid (IFB) #1-25 from experienced and qualified vendors, for a one-year period. The following are estimated quantities of the materials needed;

- 22A Processed Road Gravel: +/- 10,000 Tons
- 23A Processed Road Gravel: +/- 10,000 Tons
- 1" x 3" Crushed Limestone: +/- 200 Tons
- 6A Crushed Natural Aggregate: +/- 300 Tons
- 4" - 8" Natural Rip Rap Stone: +/- 80 Tons
- Class 2 Sand: +/- 1,000 Tons
- Winter Maintenance Sand: +/- 500 Tons

Eight bids were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the bids for adherence to county purchasing requirements and are in concurrence to recommend a purchase order with the five lowest, most complete and qualified bidders:

- Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819
- Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333
- Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629
- Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188
- Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the costs associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand from Sunrise Aggregates LLC., Rison Transport LLC., Carrick Trucking & Gravel Inc., Stoneco of Michigan and Crandell Bros. Trucking Inc. for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 15, 2025
RE: Memorandum of Performance for IFB No. 1-25: Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and Winter Maintenance Sand

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing processed road gravels, various crushed aggregates, class 2 sand and winter maintenance sand to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	41	4
Vendors responding	8	2

A summary of the vendors' costs is on the following page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDOR COSTS

Vendor Name	Local Preference	Delivery Location	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston
Crandell Bros. Trucking	No, Charlotte MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$35.00	\$35.00	\$35.00	\$38.00	\$38.00	\$38.00
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$45.00	\$45.00	\$45.00	\$11.90	\$11.90	\$11.90	\$11.90	\$11.90	\$11.90	*See Pricing Form in Packet for Additional Details		
Verplank Trucking	No, Ferrysburg MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$48.43	\$48.43	\$48.43	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
Top Grade Aggregates	No, Hamilton MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$32.60	\$31.91	\$33.82
		Aggregate Description	4"-8" Rip Rap Stone (Natural) Limestone			Class 2 Sand			Winter Maintenance Sand - Mortor Sand			2NS		
		Price/Ton	No Bid	No Bid	No Bid	\$16.06	\$14.92	\$16.83	\$19.21	\$18.52	\$20.43	\$18.18	\$17.49	\$19.40
Stoneco of Michigan	No, Canton MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$16.80	\$15.90	\$17.70	\$16.90	\$15.90	\$17.70	\$29.25	\$29.25	\$29.25	\$26.75	\$27.75	\$25.50
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$37.00	\$37.00	\$37.00	\$10.10	\$11.10	\$11.10	\$10.10	\$11.10	\$11.10	*See Pricing Form in Packet for Additional Details		
Rison Transport	No, Middleville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$24.00	\$24.00	\$24.00	\$32.00	\$32.00	\$32.00
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$36.00	\$36.00	\$36.00	\$11.00	\$11.00	\$11.00	\$12.00	\$12.00	\$12.00	*See Pricing Form in Packet for Additional Details		

Carrick Trucking	Yes, Mason MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$14.55	\$14.70	\$14.95	\$14.55	\$14.70	\$14.95	\$43.75	\$43.75	\$43.75	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$34.65	\$35.65	\$34.65	\$9.90	\$10.62	\$9.90	\$15.55	\$15.55	\$15.55	<i>*See Pricing Form in Packet for Additional Details</i>		
Sunrise Aggregates	Yes, Dansville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$15.35	\$15.95	\$15.35	\$15.35	\$15.95	\$15.35	No Bid	No Bid	No Bid	\$49.40	\$50.00	\$49.40
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$49.40	\$50.00	\$49.40	\$12.75	\$13.45	\$12.75	\$12.75	\$13.45	\$12.75			
Woodbotix	No, DeWitt MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$23.60	\$25.78	\$25.78	\$23.60	\$25.78	\$25.78	\$49.22	\$50.31	\$51.41	\$39.27	\$41.46	\$41.46
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$133.33	\$134.42	\$135.52	\$13.61	\$12.52	\$15.36	\$22.25	\$23.35	\$23.35	<i>*See Pricing Form in Packet for Additional Details</i>		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: January 21, 2025

SUBJECT: Proposed Resolution Authorizing a Purchase Order for Helically Corrugated Steel Pipe for 2025
For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited bids for the Road Department for the purchase of Helically Corrugated Steel Pipe per Invitation for Bid (IFB) #2-25 from experienced and qualified vendors, for a one-year period.

Five bids were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the bids for adherence to county purchasing requirements and are in concurrence to recommend a purchase order with the three lowest, most complete and qualified bidders:

Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601
Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854
St. Regis Culvert, Inc. Located at 202 Morrell Street, Charlotte, MI 48813.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for Helically Corrugated Steel Pipe from Cadillac Culvert Inc.; Contech Engineered Solutions, LLC; and St. Regis Culvert, Inc. for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 21, 2025
RE: Memorandum of Performance for IFB No. 2-25 Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing helically corrugated steel pipe for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

Material is to conform to Section 909.05 of the Michigan Department of Transportation 2020 Standard Specifications for Construction for Corrugated Steel Pipe with the exception of re-rolled pipe ends shall have at least three circumferential corrugations. Standard lengths of helically corrugated steel pipe with re-rolled ends will be purchased in 20-foot, 24-foot, and 30-foot lengths. Connecting bands shall be a two bolt-hole style and include bolts.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	2
Vendors responding	5	2

A summary of the vendors' costs is on the following pages:

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

VENDOR COSTS

Vendor Name			St. Regis Culvert Inc.	Jensen Bridge & Supply Company	Contech Engineered Solutions	Core & Main	Cadillac Culvert
Local Preference			No, Charlotte MI	No, Sandusky MI	Yes, Mason MI	Yes, Mason MI	No, Cadillac MI
Timestamp			1/16/25 @ 10:28 AM	1/20/25 @ 4:25 PM	1/21/25 @ 8:31 AM	1/21/25 @ 9:19 AM	1/21/25 @ 10:14 AM
<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gauge</i>	<i>Price per Linear ft.</i>		<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>
8" Spiral Aluminized Type 2	14	No Bid		No Bid	No Bid	No Bid	No Bid
12" Spiral Aluminized Type 2	14	\$11.40		\$11.39	\$11.75	\$13.91	\$11.26
15" Spiral Aluminized Type 2	14	\$14.25		\$14.20	\$15.15	\$18.03	\$14.00
18" Spiral Aluminized Type 2	14	\$17.25		\$17.03	\$18.10	\$21.61	\$16.92
24" Spiral Aluminized Type 2	14	\$24.05		\$22.78	\$24.25	\$28.44	\$22.84
30" Spiral Aluminized Type 2	14	\$30.95		\$30.25	\$31.65	\$38.05	\$29.80
36" Spiral Aluminized Type 2	14	\$37.80		\$35.87	\$35.78	\$42.33	\$36.84
48" Spiral Aluminized Type 2	14	\$50.40		\$54.95	\$50.53	\$60.17	\$51.98
60" Spiral Aluminized Type 2	12	\$60.50		\$83.99	\$85.30	\$101.40	3x1 \$102.60
72" Spiral Aluminized Type 2	12	\$89.10		\$107.15	\$110.45	\$128.15	3x1 \$123.00
<i>Aluminized Type 2 Connecting Bands</i>	<i>Gauge</i>	<i>Width</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>
12" Aluminized Connecting Band	14	24"	\$22.80	\$22.78	\$22.75	\$27.00	\$25.34
24" Aluminized Connecting Band	14	24"	\$46.10	\$45.56	\$53.75	\$62.35	\$51.39
			*See pricing form for terms	*See pricing form for terms			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: January 21, 2025

SUBJECT: Proposed Resolution Authorizing a Purchase Order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 Aggregates for 2025

For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited bids for the Road Department for the purchase of CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates in 2025 per Invitation for Bid (IFB) #263-24 from experienced and qualified vendors, for a one-year period. The following are estimated quantities of the materials needed:

- CS-T Trap Rock: +/- 5,000 Tons
- 34CS Trap Rock: +/- 5,000 Tons
- 29A Crushed Natural: +/- 400 Tons
- 29A Crushed Limestone: +/- 400 Tons
- H1 Limestone: +/- 200 Tons
- Ohio #9 Aggregates: +/- 100 Tons

Three bids were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the bids for adherence to county purchasing requirements and are in concurrence to recommend a purchase order with each vendor for the following materials:

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

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

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the costs associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates from Yellow Rose Transport Inc. and Sunrise Aggregates LLC for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 15, 2025
RE: Memorandum of Performance for IFB No. 263-24: CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 Aggregates

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 aggregates to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	4
Vendors responding	3	1

A summary of the vendors' costs is on the following page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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.

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: 1/28/2025

SUBJECT: Request to Approve General Fund Positions

For County Services and Finance, February 4 and 5

BACKGROUND

Resolution #24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller's Office for submission to County Services/Finance. The following hiring requests were made and the Controller's Office is recommending the following actions (Exempt means recommend to hire):

- Prosecutor's Office
 - Position 229107 – Family Support Unit Investigator – Exempt
- Sheriff's Department
 - Position 301078 – Deputy Sheriff – Corrections – Exempt
 - Position 301103 – Deputy Sheriff – Corrections – Exempt
 - Position 301104 – Deputy Sheriff – Corrections – Exempt
 - Position 601045 – Deputy Sheriff – Corrections – Exempt
 - Special Part-Time Deputy
- Veterans Affairs
 - Position 682007 – Administrative Support – Exempt
 - Position 682005 – Veteran's Benefit Counselor - Exempt
- 55th District Court
 - Position 137015 – Court Clerk – Exempt
 - Position 137017 – Court Clerk – Exempt

FINANCIAL IMPACT

All of these positions were budgeted in the 2025 budgets so there is no additional impact on the General Fund.

HIRING REQUEST FORM

DEPARTMENT: Ingham County Prosecutor's Office

POSITION #: 229107

DESCRIPTION: Family Support Unit – Investigator

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

Our Family Support unit is Title IV –D grant funded. This position oversees the investigation, reporting, and follow-up of all cases referred to the Family Support Unit of the Prosecutor's Office. This position conducts interviews, investigations and prepares legal paperwork for family support, paternity, and uniform reciprocal enforcement support agreement cases. This position assists in the serving and locating of individuals to establish paternity and support orders necessary for other staff to do their job within the Family Support Unit (FSU). Our office currently has one investigator however in order to satisfactorily perform the duties necessary to this unit a second investigator is necessary.

This position became vacant by retirement that occurred right before the Christmas holiday. Our office requests permission to post and hire this vacancy.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 229107

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 06

FTE: 1.0

Funding: 29867300-704000

	Step 1		Step 5
Salary	57,239.52		68,730.22
Unemployment	286.20		343.65
FICA	4,378.82		5,257.86
Liability	788.82		947.17
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,575.78		3,092.86
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,287.89		1,546.43
Life	122.28		122.28
Disability	74.41		89.35
Retirement	17,274.89		20,742.78
Retirement	572.40		687.30
Workers Comp	51.52		61.86
CARES	33.12		33.12
	110,620.64		127,589.88

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

SENDER: Darin Southworth

POSITION #: 301078, 301103, 301104, 301045

Funding source is, 30103

DESCRIPTION: Deputy Sheriff - Corrections

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

Our Corrections Division has five actual vacancies, one corrections deputy attending the police academy which makes us feel like six openings, and two retirements expected by March 2025. This is a strain on an already under staffed operation. We are hopeful of approval to fill four (4) Corrections Deputy Positions within the first and second quarters of 2025. Each positions Starting Salary / Step 1: \$55,396.09 / FTE estimate \$

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesnev@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 301078, 301103, 301104, 301045

GROUP: 0404 CCLP Corrections

PAY GRADE: Corrections Off

FTE: 1.0

Funding: 10130103-704000

	Step 1		Step 5
Salary	54,309.89		69,175.39
Unemployment	271.55		345.88
FICA	4,154.71		5,291.92
Liability	1,364.16		1,737.55
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,443.95		3,112.89
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,221.97		1,556.45
Life	61.20		61.20
Disability	70.60		89.93
Retirement	23,353.25		29,745.42
Retirement	543.10		691.75
Workers Comp	966.72		1,231.32
CARES	33.12		33.12
	114,729.21		139,007.81

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

POSITION #: 301250

Funding source is, 30102

DESCRIPTION: Special Part Time Court Deputy Sheriff

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

We have never filled all of our approved part time court deputy positions, as interest is low. The part time employees have afforded us greater coverage of VMC service demands, accommodate needed training of all VMC staff, and reduce need for FTE overtime costs. We have interest in this position. The job posting has been down since the hiring freeze. We would like to fill it which will likely save the county money if filled. Starting Salary / Step 1: \$57,346.47 / FTE estimate \$

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesnev@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: [Click or tap here to enter text.](#)

GROUP: [Click or tap here to enter text.](#)

PAY GRADE: [Click or tap here to enter text.](#)

FTE: [Click or tap here to enter text.](#)

	Step 1		Step 5
Salary			
Unemployment			
FICA			
Liability			
Health			
Health Surcharge			
Health Insurance Trust			
Dental			
Vision			
Separation			
Life			
Disability			
Retirement			
Retirement			
Workers Comp			
CARES			
Total			

HIRING REQUEST FORM

DEPARTMENT: Veterans Affairs

SENDER: Amy Pocan

POSITION #: 682007

DESCRIPTION: Administrative Support Clerk

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Administrative Support Clerk is an essential position that provides a direct service to the public, and is the front-line security for the department. This position is critical to this department to function, for it provides a wide range of customer service duties to the public, which allows the VA Accredited counselor to perform their job duties. In addition, this position controls access and admission to the department. At this time, the department has no other position to fill the duties provided by the Administrative Support Clerk. Therefore, in the event this position is not filled, the department may have to reduce its public services in an effort to effectively assist veterans and their dependents.

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesney@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 682007

GROUP: 0101-UAW/TOPS

PAY GRADE: TOPS grade F

FTE: 1.0

	Step 1		Step 5
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	377.11		449.71
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	122.28		122.28
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	39.37		46.95
CARES	33.12		33.12
	87,852.17		99,742.68

HIRING REQUEST FORM

DEPARTMENT: Veterans Affairs
SENDER: Amy Pocan
POSITION #: 682005

DESCRIPTION: Veteran Benefits Counselor, U.S Department of Veterans Affairs accredited positions.

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Veterans Benefits Counselor is an essential position that provides services to Veterans and their dependents within Ingham County. This position is critical to this department as well as the community, which requires an applicant to be accredited by the U.S. Department of Veterans Affairs. Therefore, filling this position is a time sensitive matter, due to accreditation is only offered one time a year. It is critical to the mission of this department that this position is filled. Recent changes in VA laws and regulations have increased federal benefits. Which departments statewide will see an increase in assisting veterans and their dependents. In the event this position is not filled, the department may have to reduce its public services in an effort to effectively assist veterans. It should be noted the current position in 2024, generated 1.3 million dollars in VA Retroactive Awards. The impact of these awards is often felt within the community which the veteran and their dependents reside. The result is a direct impact in Ingham County's economic development.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 682005

GROUP: 2424-Confidential Prof

PAY GRADE: MC 9

FTE: 1.0

		Step 1		Step 5
Salary		68,401.46		82,125.84
Unemployment		342.01		410.63
FICA		5,232.71		6,282.63
Liability		942.64		1,131.78
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		3,078.07		3,695.66
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,539.03		1,847.83
Life		91.68		91.68
Disability		88.92		106.76
Retirement		22,880.29		27,471.10
Retirement		1,710.04		2,053.15
Workers Comp		61.56		73.91
CARES		33.12		33.12
		130,336.16		151,258.73

HIRING REQUEST FORM

DEPARTMENT: 55th District Court

POSITION #: 137015 & 137017

DESCRIPTION: Court Clerk

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

137015: Court Clerk – Probation Division

The 55th District Court requests approval to fill a soon a court clerk assigned to the probation division. Our current clerk, Nichole King, has been promoted to a probation officer with the court, thus creating a vacancy. The court has only one clerk assigned to the probation division. Besides managing the public service counter for the probation division, the lone clerk is responsible for providing clerical support for six probation officers and administrative support for the chief probation officer. The probation department would effectively come to a standstill without the clerical services provided by this position.

137015: Court Clerk – Criminal Division

The 55th District Court requests approval to fill a court clerk position assigned to the criminal division. Recently, we received a resignation notice from a court clerk assigned to the criminal division, who returned from parental leave last week and has since decided to resign to stay home with her child. The position is responsible for managing Judge Allen's criminal docket. This position plays an essential role in organizing and maintaining Judge Allen's criminal case files. In addition, the position schedules hearings before Judge Allen, ensures the record is accurate, and communicates with parties involved in a criminal case. The court cannot process a criminal case without the clerical support provided by this position.

We respectfully request that the County approves our request to fill two vacant court clerk positions so our probation officers will have the clerical support they need to perform their jobs and Judge Allen's criminal cases can be processed to move through the system.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesnev@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 137015 and 137017

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0 for each

Funding: 10113700-704000

	Step 1		Step 5
Salary	46,277.66		55,189.66
Unemployment	231.39		275.95
FICA	3,540.24		4,222.01
Liability	398.96		475.79
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,082.49		2,483.53
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,041.25		1,241.77
Life	122.28		122.28
Disability	60.16		71.75
Retirement	11,203.82		13,361.42
Retirement	462.78		551.90
Workers Comp	41.65		49.67
CARES	33.12		33.12
	91,430.80		104,013.83