

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, MARCH 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 [February 18, 2025 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Lansing Area Economic Partnership – [LEAP Sunrise](#) Final Report (*Presentation*)
2. Treasurer's Office
 - a. Resolution to Amend Resolution #23-390 to Amend [Project Benchmarks and Affordability](#) Provisions in the \$1,230,000 Scattered Single-Family House Agreement with Ingham County Land Bank Using American Rescue Plan Act Funds
 - b. Resolution to Authorize the [Transfer of the Property](#) at 826 W. Saginaw St., Lansing, Michigan, to the Ingham County Land Bank
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [i3-ImageSoft Annual Support](#)
 - b. Resolution to Approve [Fiber Make Ready Costs](#) from Consumers Energy
4. Facilities Department
 - a. Resolution to Amend Resolution #24-449 to Authorize [Additional Dental Cabinetry Work](#) at Forest Community Health Center
 - b. Resolution to Authorize a Purchase Order to Trane U.S. Inc. for the Recommissioning of the [Forest Community Health Center](#)
5. Road Department
 - a. Resolution to Extend an Engineering Services Agreement for the [2025 Bridge Inspection](#) Program
 - b. Resolution to Authorize Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships for the [2025 Local Road Program](#)
 - c. Resolution to Authorize a Purchase Order for [Reflective Sign Faces](#), Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material, and Sign Posts For 2025
6. Controller's Office
 - a. Request to Approve [General Fund Positions](#)
 - b. Consult with Counsel Pursuant to MCL 15.268(1)(h) (*Closed Session*)

7. Board of Commissioners
 - a. Resolution Honoring [Trey Moulton](#)
 - b. Resolution to Recognize March 2025 as [Women's History Month](#) in Ingham County

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

February 18, 2025

Draft Minutes

Members Present: Sebolt, Lawrence, Pratt, Grebner, Peña, Johnson, and Maiville.

Members Absent: None.

Others Present: Treasurer Alan Fox, Commissioner Schafer, Feliz Rodriguez, Gordon Love, 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 February 4, 2025 Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 4, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

None.

Limited Public Comment

Alan Fox, Ingham County Treasurer, stated they would like to address Agenda Item 1a in order to clarify the intent of those working on the Housing and Homelessness Millage was that the resolution was a broad overview, and any particular contracts would come before the Board of Commissioners for approval and action. Treasurer Fox further stated that there were some revisions that ought to have been made to the resolution to make that clear, but as they drew things out, they wanted the Commissioners to know it was all part of a bigger plan and proper procedure would be taking place.

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

1. Treasurer's Office
 - b. Resolution to Amend an Agreement with Business Credit Coaching and Consulting LLC to Change the Home Rehabilitation Project Site Funded through a Housing Trust Fund ARPA Grant
 - c. Resolution to Authorize a \$1,213,123 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - d. Resolution to Authorize a \$3,005,000 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - e. Resolution to Amend Resolution #22-383 to Bring Ingham County Land Bank Row House Contract into Compliance with ARPA Income and Affordability Requirements
2. Equalization/Tax Mapping Department – Resolution to Contract for Commercial and Industrial Appraisals

3. Health Department
 - a. Resolution to Create a Part-Time Program Specialist Position
 - b. Resolution to Create a Special Part-Time Program Specialist Position

5. Road Department
 - a. Resolution to Authorize a Professional Service Agreement for As-Needed Roto Milling and Pulverizing Services for 2025
 - b. Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026
 - c. Resolution to Approve and Certify the Ingham County 2024 Public Road Mileage Certification

6. Controller's Office
 - a. Resolution to Amend the Procurement Card Procedures Policy
 - b. Request to Approve General Fund Positions

THE MOTION CARRIED UNANIMOUSLY.

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

1. Treasurer's Office
 - a. Resolution to Authorize a Budget of \$4,800,000 of for Eligible Housing and Homeless Services Millage Activities

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

Commissioner Sebolt stated, in line with Treasurer Fox's statement, that they would like to see some amendments to the resolution. Commissioner Sebolt further stated, as they understood it currently, the Housing Trust Fund would be set up for providing recommendations for all 4.8 million dollars of the Housing and Homelessness Millage, which included one million dollars for unhoused and homelessness prevention services.

Commissioner Sebolt stated they felt it would be smarter to create a separate clause to have the one-million-dollar allocation run through the Committee process separate from the Housing Trust Fund. Commissioner Sebolt further stated this was because there were many Community Agency Grant applicants who were already providing services for the unhoused population, and it would make more sense to have the Human Services Committee to review those applications and allow the Housing Trust Fund to focus on building homes.

Commissioner Johnson asked if there was a way to do a Community Agency Grant specifically for the one-million-dollar allocation.

Discussion ensued regarding potential amendments.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. PEÑA, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Ingham County Housing Trust Fund Committee recommends Board approval of the following activities to utilize 2024/2025 Housing and Homeless Millage funds; and

- \$2,700,000 is to be made available through a competitive grant process to be reviewed and approved by the Board of Commissioners for affordable housing developments to leverage County millage funds to finance multifamily housing development and rehabilitation projects

- \$800,000 is designated to fund activities of the Ingham County Land Bank and other community development and housing organizations to build and/or rehabilitate existing single-family homes to be made available for sale to low-to-moderate income homebuyers in order to increase access to homeownership for more Ingham County residents
- ~~\$1,000,000 will be available to community agencies through a competitive grant process to be reviewed and approved by the Board of Commissioners to fund homelessness prevention and supportive services for unhoused individuals, including essential services and shelter diversion activities~~
- \$300,000 will support the creation of networking and educational resources for emerging developers, builders, and contractors, including training and technical assistance in priority areas, and mini-grants to increase access to training and existing resources; and

WHEREAS, no project costs will be incurred for the aforementioned activities prior to the Ingham County Board of Commissioners approval of the grant process and authorization of contracts with contractors and/or grant award recipients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of ~~\$4,800,000~~ **\$3,800,000** of 2024/2025 Housing and Homeless Millage funds designated for the following activities: \$2,700,000 for multifamily new developments and rehabilitation projects; \$800,000 for single-family new build and rehabilitation projects; ~~\$1,000,000 for services for the unhoused and homelessness prevention;~~ and \$300,000 for emerging developer resources, trainings, and technical assistance.

BE IT FURTHER RESOLVED, \$1,000,000 will be available to community agencies through a competitive grant process to be reviewed and approved by the Board of Commissioners to fund homelessness prevention and supportive services for unhoused individuals, including essential services and shelter diversion activities.

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

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

Commissioner Grebner stated they were concerned as it was their experience that the Community Agency Grant process had devolved into a process where they took all the money they had in a pot and divided it up into little grants, which were renewed each year with small adjustments, and they ended up supporting some number of agencies in very small amounts. Commissioner Grebner further stated they imagined that the one-million-dollar allocation was intended to make difference in a handful of larger projects and would hate to feed it into the same sausage grinder as the current process.

Commissioner Sebolt stated they were simply stating that the Community Agency Grant process existed and it did not have to be the same process or applicants, but because the Human Services Committee was regularly reviewing those applications and many were already providing homelessness services, it made sense to use those existing understandings and relationships for this pot of money.

Commissioner Grebner stated that if it started with a recommendation from the Housing Trust Fund and went to the Human Services Committee for consideration, they would not have any issue because they had often seen

that recommendations were approved by the Committees without much change. Commissioner Grebner further asked if the initial recommendations for the money would come from the Housing Trust Fund and then be processed, or if it would be from County staff.

Commissioner Sebolt stated that they assumed the Human Services Committee could come up with criteria to give staff on how to evaluate applications. Commissioner Sebolt further stated that it could very well be that some community agencies might choose to forgo their \$5,000 to \$10,000 allocations for a much larger grant amount.

Discussion.

Commissioner Johnson stated they thought there could be an Unhoused Community Agency Grant for the unhoused population and that the Housing Trust Fund would host such a grant with assistance from the Human Services Committee, as that was where the money came from.

Commissioner Sebolt clarified that the funding came from the Housing and Homelessness Millage that the County leveraged, not the Housing Trust Fund, and frankly they did not necessarily have to give any of it the Housing Trust Fund. Commissioner Sebolt further stated that they would be giving a considerable sum to the Housing Trust Fund, but these were County Funds and felt their proposed changes would be a better system for that specific pot of money.

Commissioner Pratt asked for clarification regarding Commissioner Sebolt's proposed changes.

Chairperson Lawrence provided clarification.

Commissioner Sebolt stated that 3.8 million dollars would run through the Housing Trust Fund, County Services Committee, Finance Committee, and full Board of Commissioners. Commissioner Sebolt further stated that a separate million-dollar fund would run through the Human Services Committee, Finance Committee, and full Board of Commissioners.

Commissioner Sebolt stated they were just separating who was evaluating the expenditure of the funds.

Commissioner Pratt asked for clarification that the current process would have left the one-million-dollars subject to the County Services Committee.

Commissioner Sebolt stated, as it was currently written, that all 4.8 million dollars would go to the Housing Trust Fund. Commissioner Sebolt further stated they did not really have an issue with that, but thought that letting the Housing Trust Fund focus on housing and allowing services for unhoused and homelessness to have separate funding with a separate mission was a better idea.

Commissioner Grebner stated if it did not start with the Housing Trust Fund making a recommendation, they were opposed to the amendment.

Chairperson Lawrence stated they would like to table the resolution as they did not feel they had sufficient information.

Please note, no action was taken on the proposed amendments to the resolution.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

4. Diversity, Equity, and Inclusion Office – Diversity, Equity, and Inclusion Update

Feliz Rodriguez, Diversity, Equity, and Inclusion (DEI) Office Director, provided an update regarding DEI Initiatives in Ingham County which was included in the minutes as Attachment A.

Commissioner Johnson stated they loved the work the DEI Office and Rodriguez did for the County.

Discussion.

Gregg Todd, Controller, stated that in the current day and age, the DEI Office was not about hiring quotas or placing people in positions they may not otherwise be qualified for, it was about helping employees interact respectfully, equitably, and fairly.

Commissioner Pratt stated, as a new Commissioner, they were impressed with the depth of the emails that had been coming out from the DEI Office and the commitment to the information that had been put together. Commissioner Pratt further stated they felt that education was something that DEI often lacked and so the emails were a wonderful way to start the education process.

Discussion.

Commissioner Peña stated they wanted to bring awareness to the Board of Commissioners that they were responsible, through the Law & Courts Committee and the work they did, that there were cultural behaviors that might be misunderstood from mainstream and certain groups. Commissioner Peña further stated the Sheriff's Office was committed to educational awareness regarding cultural differences and thought that some of the work the DEI Office had done with the Sheriff's Office was very beneficial with regards to de-escalation.

6. Controller's Office

- c. Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. JOHNSON, TO GO INTO CLOSED SESSION AT 6:37 P. M. PURSUANT TO MCL 15.268(1)(h) TO DISCUSS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION WITH LEGAL COUNSEL.

THE MOTION TO ENTER INTO CLOSED SESSION CARRIED VIA UNANIMOUS ROLL CALL VOTE.

CHAIRPERSON LAWRENCE DECLARED THE COUNTY SERVICES COMMITTEE BACK IN OPEN SESSION AT 6:53 P.M.

MOVED BY COMM MAIVILLE, SUPPORTED BY COMM. JOHNSON, TO ACCEPT THE RECOMMENDATION OF THE COUNTY ATTORNEY WITH ADJUSTMENTS MADE.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated the City of East Lansing was looking for a new Police Chief. Commissioner Peña further stated their appreciation for the Lansing School District as it had seen improvements in math and

reading scores according to a two-year study from the Harvard Center for Educational Policy and the Stanford Educational Data Center, which they believed was the result of work done in the County.

Commissioner Peña stated the Women's Center had hosted a fundraising event over the weekend and had been awarded the honorary resolution which had been passed by the Board of Commissioners at their February 11, 2025 meeting. Commissioner Peña further relayed a message of appreciation from the Women's Center.

Commissioner Johnson stated they had taken a tour of the Ingham County Justice Complex, as well as gone on a ride-along with William Belanger, Sheriff's Office Field Services Deputy. Commissioner Johnson further described their experience and stated that Deputy Belanger showed them the non-profit they were involved in called Riding for Success, where students in the community could receive free bikes.

Commissioner Pratt stated they had also toured the Ingham County Justice Complex and was amazed at its modernity and excellent design. Commissioner Pratt further stated that the security of the facility was impressive, as well as how everything was run.

Commissioner Pratt stated they also had the opportunity to go on a ride-along with a Road Department employee who was so proud of the work they did in keeping the residents of Ingham County safe and so they took comfort in knowing the County had that type of staff within the community.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:00 p.m.

Attachment A: Diversity, Equity, and Inclusion Initiatives in Ingham County

Ingham County remains committed to promoting Diversity, Equity, and Inclusion across the community. Our efforts address disparities faced by marginalized communities, ensuring equitable access to services and fostering an inclusive environment.

The **Racial Equity Taskforce** plays a pivotal role in combating racism and supporting social justice movements within the county. Additionally, the **Equal Opportunity Committee** continues to drive initiatives aimed at improving workforce diversity and providing cultural competence training to our staff.

Key Accomplishments Last Year Include:

1. **Community Engagement**, we hosted housing community conversations, supported BIPOC businesses, and advocated for policies aimed at promoting equity in public health, environmental justice, and community resources.
2. **EEO Metrics Dashboard**: to improve and monitor hiring metrics.
3. Hosted the first **BIPOC Business Day** at the Fair. Successfully highlighting and supporting businesses owned by people of color within the community.
4. Assisted in implementing the **Health in All Policies** policy to improve health outcomes and equity for residents and employees.

2025 Focus Will Be On:

1. **Cultural Heritage Resolutions** to foster awareness and appreciation of diverse backgrounds.
2. **Increase Vendor Diversity** by ensuring minority and women owned businesses are given equitable opportunities within the county.
3. **Strengthen Community Engagement** by prioritizing mentorship programs, youth development, and building deeper connections with local organizations to create more opportunities for engagement.
4. **Promote Criminal Justice Reform** by implementing initiatives such as coordinating an expungement clinic, Ban the Box, educational programs on rights, and creating a resolution to support community efforts to reduce gun violence.
5. Create **Housing** awareness by increasing access to tenant assistance, financial resources, and education on homeownership.
6. **Youth Advancement** work on increasing access to career opportunities and mentorship for youth, while fostering positive identity development.
7. **Recruitment Efforts** include developing an "Ingham County is a Great Place to Work" initiative in collaboration with HR, utilizing promotional materials, BIPOC publications, and social media to attract diverse talent and increase representation in the county's workforce.
8. **Environmental Justice** collaborate with community partners and the Environmental Sustainability department to address key environmental issues.
9. **Unity in the Community** is on Friday, August 8, at Hawk Island. Building on the success of the

previous year, which drew over 1,100 residents and 75 exhibitors, the goal is to expand participation and create an even more impactful and inclusive experience for residents.

Ongoing Collaborative Efforts: We will strengthen partnerships with local organizations, businesses, and stakeholders to expand access to critical resources, mentorship programs, and employment opportunities. By focusing on lasting change in education, criminal justice reform, and economic empowerment, we aim to build a more inclusive community for all residents.

We remain dedicated to advancing these efforts, ensuring equity remains at the forefront of our work, and continuing our commitment to creating a community that embraces diversity and inclusion.

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

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

- 2a. Treasurer's Office – Resolution to Amend Resolution #23-390 to Amend Project Benchmarks and Affordability Provisions in the \$1,230,000 Scattered Single-Family House Agreement with Ingham County Land Bank Using American Rescue Plan Act Funds**

This resolution amends Resolution #23-390 to reduce the number of single-family homes to be built by the Land Bank from nine to eight.

See memo for details.

- 2b. Treasurer's Office – Resolution to Authorize the Transfer of the Property at 826 W. Saginaw St., Lansing, Michigan, to the Ingham County Land Bank**

This resolution authorizes the transfer of 826 W. Saginaw Street, the former Animal Control Outreach Center, to the Land Bank. Animal Control has partnered with various community agencies to provide the services that were being provided by the Outreach Center.

See memo for details.

- 3a. Innovation & Technology Department – Resolution to Approve the Renewal of the i3-ImageSoft Annual Support**

This resolution authorizes the renewal of i3-ImageSoft annual support of the OnBase document imaging and workflow platform utilized by the Courts and other County Departments.

Funding for the \$44,782 expense is available in the Innovation and Technology Department Network Maintenance – Imaging Fund.

See memo for details.

- 3b. Innovation & Technology Department – Resolution to Approve Fiber Make Ready Costs from Consumers Energy**

This resolution approves fiber make ready costs from Consumer Energy for the Fairgrounds in an amount not to exceed \$8,100.

Funding is available in the Ingham County Network Fund.

See memo for details.

- 4a. Facilities Department – Resolution to Amend Resolution #24-449 to Authorize Additional Dental Cabinetry Work at Forest Community Health Center**

This resolution authorizes an amendment to Resolution #24-449 to increase the Forest Community Health Center dental renovations by \$108,864.12 for additional cabinetry work.

Funding is available in the CIP.

See memo for details.

4b. Facilities Department – Resolution to Authorize a Purchase Order to Trane U.S. Inc. for the Recommissioning of the Forest Community Health Center

This resolution authorizes a PO with Trane U.S. Inc. for the recommissioning of the Building Automation System at Forest Community Health Center, which will enhance building automation performance and ensure continued energy savings.

Funding for the \$20,800 is available through the Community Energy Management Grant.

See memo for details.

5a. Road Department – Resolution to Extend an Engineering Services Agreement for the 2025 Bridge Inspection Program

This resolution authorizes the extension of an engineering services agreement with Spicer Group, Inc, for 2025 bridge inspections at the 2023-2024-unit prices.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

5b. Road Department – Resolution to Authorize Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships for the 2025 Local Road Program

This resolution authorizes agreements with various townships for the 2025 Local Road Program. The Road Department will perform the work and only charge for materials and vendor expenses, and is restricted by law to not contribute more than 50% of the costs of the local road projects.

The Road Department's capped match contribution in the total amount of \$688,462.79 is available in the 2025 Road Fund Budget.

See memo for details.

5c. Road Department – Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material & Sign Posts For 2025

This resolution authorizes a PO for various road sign related materials for 2025 from Dornbos Signs Inc., and Michigan State Industries at the rates detailed in their IFB responses.

Funding is available in the 2025 Road Fund 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

7a. Board of Commissioners – Resolution Honoring Trey Moulton

This resolution honors Trey Moulton for achieving the rank of Eagle Scout.

7b. Board of Commissioners – Resolution to Recognize March 2025 as Women's History Month in Ingham County

This resolution recognizes March 2025 as Women's History Month in Ingham County.

ADDITIONAL ITEMS:

1. Lansing Area Economic Partnership – LEAP Sunrise Final Report Presentation

6b. Controller's Office – Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)



Ingham County Sunrise Grant Program

**Ingham County Controller, County Services Committee & Board of Commissioners
October 1-December 31, 2024 Quarterly Report:**

Sunrise Programmatic Fund Use by Category or Program:

<i>Category</i>	<i>Status</i>	<i># Grants Awarded</i>	<i># Clients Served</i>	<i>Funds Obligated</i>	<i>Funds Expended through Sep 30, 2024</i>	<i>Funds Expended through Dec 31, 2024</i>
Retail / Goods / Services	Complete	213		\$2,620,000	\$2,620,000	\$2,620,000
Tourism / Hospitality	Complete	49		\$600,000	\$600,000	\$600,000
Nonprofits	Complete	83		\$1,240,000	\$1,240,000	\$1,240,000
New Business During Pandemic	Complete	99		\$695,000	\$695,000	\$695,000
Sole Proprietors	Complete	109		\$545,000	\$545,000	\$545,000
Restaurants / Eateries / Taverns	Complete	60		\$905,000	\$905,000	\$905,000
Childcare Providers	Complete	11		\$840,000	\$840,000	\$840,000
Business Incubators	Complete	3		\$480,000	\$480,000	\$480,000
Impact (Discretionary)	Complete	3		\$200,000	\$200,000	\$200,000
Succession Planning Technical Assistance	Ongoing			\$450,000	\$395,500	\$450,000
Web, Ecommerce, Bookkeeping,	Complete		200+	\$250,000	\$250,000.00	\$250,000.28

Technical Assistance						
Elevate Black Business Accelerator Program Support	Ongoing	34	34	\$140,000	\$102,136.84	\$140,002.41
One & All	Ongoing	18	30	\$300,000	\$238,806.42	\$300,000
PROGRAMMATIC FUNDS SUBTOTAL		663	252	\$9,265,000	\$9,111,443.26	\$9,265,002.69

Administrative Expense Type	Funds Obligated	Funds Expended through Sep 30, 2024	Funds Expended through Dec 31, 2024
DEI & Economic Development Partner Sub-contracts		\$70,000.00	\$70,000.00
Technical Grant Management Software		\$26,032.48	\$26,032.48
Community Engagement (Professional Marketing & Advertising)		\$45,209.00	\$45,209.00
Professional Services (Finance, Audit, Compliance, Legal, Insurance Expenses)		\$31,570.75	\$31,570.75
LEAP Program Management Compensation		\$221,532.50	\$312,185.08
ADMINISTRATIVE FUNDS SUBTOTAL	\$485,000	\$394,344.73	\$484,997.31
TOTAL SUNRISE FUNDS	\$9,750,000	\$9,505,787.99	\$9,750,000.00

2024 Programmatic Fund Use Narrative

The programmatic funds' total budget is \$9,265,000. Through the end of 2024's fourth quarter (Q4) **100%** of programmatic funds are **expensed**.

Technical Assistance

Bolstering affected businesses with additional technical assistance has been a priority throughout the Sunrise program. We previously reported in Q3, **100%** of technical assistance funds are **expensed**, in addition to a minor overrun of \$0.28, which has been deducted from LEAP Program Management Compensation.

Succession Planning

LEAP previously reported working with Foster Swift Collins & Smith, PC, Tri-Star Trust and Transworld Business Advisors to develop and deliver a Basic Succession Planning (BSP) training series, including technical service for business owners seeking to formally pursue succession planning:

***BSP 101** topics include identifying possible successors, operations and existing contracts, financial planning, self-evaluation and communications, the importance of a succession planning team, key legal considerations, and recommended timeline for taking key steps.*

***BSP 201** topics include: maximizing the value of your trusted advisors, prepping a business for transition, business valuations, communications in the process, and culminates with a case study.*

***BSP 301** is designed for those who've participated in at least one BSP 101 or 201 course. BSP 301 provides can access to direct support with estate planning and transitional documentation, wealth planning services, and valuations on business and property.*

In Q4, we offered two BSP 101 sessions and one BSP 202 session serving 27 entrepreneurs. Additionally, we engaged 12 entrepreneurs with BSP 301 sessions in Q4. In total, we've served 82 entrepreneurs through the above succession planning programs. In addition to direct service to entrepreneurs, we worked with Foster Swift to develop a new publication, *A Layman's Guide to Succession Planning*, to compliment the succession planning courses and assist and educate additional business owners and potential business buyers beyond the courses. This publication will be mailed to 1,500 local entrepreneurs identified as likely to be considering succession planning. A copy of the guide is included with this report.

Through the end of 2024's fourth quarter (Q4) **100%** of the \$450,000 in budgeted funds are **expensed**.

Ingham County One and All

Sunrise funding supports LEAP's internationally award-winning One and All inclusive entrepreneurship program with \$150,000 each year over two years (2023-2024) to support underrepresented and Asset Limited Income Constrained Employed (ALICE) people establishing or growing their businesses in Ingham County.

The final One and All program funded through Sunrise dollars concluded in October with 9 graduates each receiving \$2,500 in seed grant funds. Additionally, we hosted a graduation ceremony featuring Keynote speaker Nyshell Lawrence, of Socialite Society, who is an alumnus of One and All's inaugural program. Finally, we continued to support the success of past One and All graduates with targeted grant funding of \$2,000. In total, 5 Alumni Grants were awarded to further support the business venture with eligible expenses, including rent; payroll; utilities; equipment and technology upgrades; marketing and advertising initiatives; inventory expansion; outstanding business debt payments; and employee training and development programs.

One and All Cohort 9 Graduates

- Art Interactive
- GrowthMindset LLC
- Key Breed Inc.
- LETTIKAY&CO
- MI PATH, LLC
- Ms. Money Cakes LLC
- Teriah Nicole Artistry LLC

One and All Alumni Grants

- Grassroots Giving, LLC
- Pad Tie, LLC
- 17 Winters Podcast, LLC
- Ron Ferg, LLC
- Takeout Takeout, LLC

Through the end of 2024's fourth quarter (Q4) **100%** of the \$300,000 in budgeted funds are **expensed**.

Elevate

Elevate—LEAP's Black-owned business accelerator program in partnership with PNC Foundation, kicked off its third cohort in April 2024, which concluded at the end of Q4. Seven of the eight Black Owned Businesses participating in the program were funded through the Sunrise program.

Elevate Cohort 3 Businesses

- Shayna Allen – TämBwoy Sports Massage
- Felineece Foreman – All About U Salon Suites Salon Spa Wellness LLC
- Melissa Terry – Lotus Beauty Lounge
- Justin Christian – Top Shelf Party Rental LLC
- Asia Hudson – Paint with Monet
- Britt Houze – BHouze Originals
- LaTonya Demps – Collective Wellness Counseling and Consulting
- Bryana Clover – Clover Joy Collective

We reported in Q2, each participant has received a custom workplan designed by Best Practice Consulting Services. These plans are tailored to assist them in reaching their unique business goals, with a focus on increasing revenue, profitability, and prominence, a primary outcome of the Elevate program.

In Q4, we continued to support cohort 3 participants and program alumni with implementing their workplans through procurement, technical assistance and grants.

Through the end of 2024's fourth quarter (Q4) **100%** of the \$140,000 in budgeted funds are **expensed**, in addition to a minor overrun of \$2.41, which has been deducted from LEAP Program Management Compensation.

Administrative Fund Use Narrative

During Q4, LEAP staff devoted 117.5 hours of work toward the Ingham Sunrise Program. From its inception in 2021 through December 31, 2024, LEAP staff have invested a **total of 3,862 hours** in the Sunrise program to stabilize and grow Ingham County small businesses impacted by the COVID-19 pandemic.

Despite hours worked surpassing anticipated levels and exceeding what can be accommodated within the not-to-exceed administrative budget, LEAP strategically managed administrative fund expenditures, waiting to draw down the administrative fund balance toward heavily overspent staff hours, to cover as many administrative 'hard costs' as possible to ensure prudent financial management and sustainability through closeout.

Through the end of 2024's fourth quarter (Q4) **100%** of the \$485,000 in budgeted funds are **expensed**, after diverting the minor overruns, totaling \$2.69 as previously noted, from LEAP Program Management Compensation to Programmatic Funds.

The total planned fund use for the Ingham County Sunrise Grants Program is \$9,750,000, including all programmatic and administrative fund use. At the end of Q4, **100% of budgeted funds have been expensed.**

LEAP has proudly partnered with Ingham County to deliver, which to our knowledge, has been the most nuanced and complex pandemic relief program, oriented around filling gaps and reaching those most in need conducted anywhere in Michigan.

Thank you for your continued support. Please feel free to contact me should you have any questions or require additional information. I can be reached at: bob@purelansing.com or (517) 285-6360.

Regards,



Robert L. Trezise, Jr.
President & CEO

TO: Board of Commissioners County Services and Finance Committees
FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair
DATE: February 18, 2025
SUBJECT: Resolution to Authorize Amending Resolution #23-390 to Amend Project Benchmarks and Add Provisions to Secure a 20-Year Affordability Period On Land Bank Constructed and Rehabbed Single-Family Homes

BACKGROUND

The County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 in ARPA funds for affordable housing opportunities through the Ingham County Housing Trust Fund. In Resolution #23-047, the Ingham County Board of Commissioners approved \$1,750,000 in Housing Trust Fund ARPA funds for the construction/rehab of up to 16 single-family homes on scattered Ingham County Land Bank parcels. Resolution #23-390 amended the Scattered Single-Family agreement, thereby reducing the amount to \$1,230,000 for the Ingham County Land Bank (ICLB) to build or rehab up to 9 units on scattered ICLB-owned parcels.

Due to rising construction costs and the Land Bank’s ongoing efforts to secure state and federal funds to leverage County ARPA dollars, agreement benchmarks should be updated to reflect accurate project timelines, and an affordability period in compliance with ARPA guidelines. In order to enforce the 20 -year affordability period, recapture tools will be employed to make sure these properties are following affordability requirements for income-qualified buyers at or below 120% of Area Median Income.

ALTERNATIVES

Do not pass the authorization to amend the Scattered Single-Family agreement and do not add updated benchmarks, or include recapture provisions ensuring a 20-year affordability period as required by ARPA.

FINANCIAL IMPACT

None. This will not impact the existing agreement amount of \$1,230,000.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing an amendment to the Land Bank Scattered Single-Family agreement updating project benchmarks and recapture provisions ensuring a 20-year affordability period as required by ARPA funding requirements.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners Law and Courts, County Services and Finance Committees
FROM: Alan Fox, Ingham County Treasurer
DATE: February 12, 2025
SUBJECT: Resolution Authorizing the Transfer of the Property at 826 W. Saginaw St., Lansing, to the Ingham County Land Bank

BACKGROUND

The structure at 826 W. Saginaw St. in Lansing was acquired by the Ingham County Treasurer in 2011 through a tax foreclosure. The property was used for several years as an outreach center for Ingham County Animal Control. Since 2021 the county itself has held title to the property.

Animal Control no longer uses the property and has vacated the property. The resolution transfers ownership and control of the property to the Land Bank, which has the resources to maintain, manage and market the property.

ALTERNATIVES

If the County retained ownership it would need to contract with the Land Bank or another entity to perform the same functions.

FINANCIAL IMPACT

None for the county. Retention of the property would be a cost to the general fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend adoption of the resolution and transfer of the property to the Land Bank.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

QUITCLAIM DEED

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

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

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

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

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

COUNTY OF INGHAM

Dated: _____, 2025

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

STATE OF MICHIGAN)
COUNTY OF INGHAM)

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

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

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

When recorded return to: Grantee

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

FROM: Deb Fett, CIO

DATE: February 18, 2025

SUBJECT: Renewal of the i3-ImageSoft Annual Support
For the meeting agendas of March 4th, 5th and 11th, 2025

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. These workflows we rely on were developed and are supported by ImageSoft. We have just recently received our corrected invoice although our support contract for ImageSoft expired on December 31st, 2024. Our ImageSoft maintenance invoice saw a substantial decrease of \$72,040.26 from the previous year due to several of our Court departments moving to new systems in 2024 and 2025.

ALTERNATIVES

We could stop using the ImageSoft systems within OnBase or look for alternative systems, but these would take time. We could choose not to continue support but that would open us up to risk if there were an issue that our internal team could not solve.

FINANCIAL IMPACT

The funding for the \$44,781.87 invoice for ImageSoft is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

ImageSoft has a new name, i3-ImageSoft, LLC.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the ImageSoft support renewal from i3 in the amount not to exceed \$44,782.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services and Finance Committee

FROM: Deb Fett, CIO

DATE: February 18, 2025

SUBJECT: Fiber Make Ready Costs from Consumers Energy
For the Agendas of March 4th, 5th and 11th, 2025

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. During this process, it became clear that although our Fairgrounds does not have a large number of employees working at the location, it is a venue that brings in revenue from exhibitors and events that more and more require Internet access for credit card transactions. This request is for the costs for Consumers Energy to make their poles ready now that the engineering phase is completed. This is needed prior to fiber broadband installation to the Ingham County Fairgrounds, which is currently served by a subpar connection. Innovation & Technology has been working with Western Tel-com under the State of Michigan MiDeal contract, however, these make ready costs are determined by the utilities in the route between locations; in this case, Consumers Energy.

ALTERNATIVES

Given that Consumers Energy is the owner of the poles on the route for the fiber, they have full control over the costs. Our only option would be to not put in the fiber.

FINANCIAL IMPACT

The funding for the \$8,100.00 total will come from the Ingham County Network Fund Contracted Services account.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By installing our own fiber to connect our parks and facilities, it will allow us to provide better service to not only our departments who serve the community, but also to the public via our guest wireless access. This engineering is a prerequisite to the installation.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber make ready costs from Consumers Energy in the amount not to exceed \$8,100.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FIBER MAKE READY COSTS FROM CONSUMERS ENERGY

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: February 6, 2025
RE: Amendment to Resolution #24-449 – Additional Cabinetry Work for Forest Community Health Center

For the meeting agendas of: March 4th & 5th

BACKGROUND

The Forest Community Health Center is undergoing renovations to improve the quality of services offered to patients, enhance privacy, and upgrade dental care facilities. The original project was approved under Resolution #24-449, authorizing a contract with Laux Construction.

During the renovation planning process, additional cabinetry work was identified as essential to enhance functionality in the dental treatment areas. This additional work includes the installation of four dental cabinetry units, as outlined in the updated quote from Patterson Dental.

ALTERNATIVES

The alternative would be to not approve this amendment, which would result in the omission of essential cabinetry upgrades in the dental treatment rooms. This could impact workflow efficiency and service quality for patients and staff. Delaying or excluding these upgrades may require further renovations in the future, leading to higher costs and operational disruptions.

FINANCIAL IMPACT

The additional cabinetry work, including installation, amounts to \$108,864.12. This increases the total project cost to not exceed \$612,147.11, which includes a 10% contingency for unforeseen expenses.

The budget line item has been updated to 51161520-528000-23F11 to accurately reflect project funding.

OTHER CONSIDERATIONS

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

RECOMMENDATION

The Facilities Department recommends approval of this amendment to Resolution #24-449, which will authorize the additional cabinetry work and adjust the total project cost accordingly. This amendment ensures that the Forest Community Health Center renovations meet the highest standards for patient care and facility efficiency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: February 14, 2025
RE: Resolution to Authorize a Purchase Order to Trane U.S. Inc. for the Recommissioning of the Forest Community Health Center

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

BACKGROUND

The Building Automation System (BAS) at the Forest Community Health Center requires recommissioning to ensure optimal performance and energy efficiency. Trane U.S. Inc. has submitted a proposal to conduct a full system recommissioning, including preventative maintenance, control adjustments, and necessary repairs. This project is part of the County’s ongoing energy conservation efforts and will be funded through the Community Energy Management Grant (Resolution #24-401).

ALTERNATIVES

Delaying the recommissioning could result in higher energy consumption, increased maintenance costs, and reduced equipment lifespan. Proceeding with the project ensures that the system operates efficiently and remains aligned with the County’s sustainability goals.

FINANCIAL IMPACT

The total cost for the project is \$17,220. Funding is available in Fund 10122300 818000 CEMGP, as designated under the Community Energy Management Grant.

OTHER CONSIDERATIONS

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

RECOMMENDATION

The Facilities Department recommends approval of the attached resolution to authorize a purchase order to Trane U.S. Inc. for the recommissioning of the Forest Community Health Center, ensuring enhanced energy efficiency and operational reliability.

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 RECOMMISSIONING OF THE FOREST COMMUNITY HEALTH CENTER

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

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

WHEREAS, Trane U.S. Inc. has submitted a proposal of \$20,800 for the recommissioning project, including scheduled maintenance, system diagnostics, and adjustments to improve efficiency; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Trane U.S. Inc., 3350 Pine Tree Road, Lansing, MI 48911, for the recommissioning of the Forest Community Health Center BAS, for an amount not to exceed \$20,800.

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

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

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 18, 2025

RE: Proposed Resolution to Extend an Engineering Services Agreement for the 2025 Bridge Inspection Program

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

BACKGROUND

The Ingham County Road Department (ICRD) is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation (MDOT). MDOT provides statewide bridge inspection data to the Federal Highway Administration (FHWA), which aids the federal government in making decisions about transportation funding levels. Recently, the County Road Association (CRA) and Michigan Department of Transportation (MDOT) have been working to address new federal requirements for additional inspection data and specialized load ratings. These unfunded mandates have placed a significant strain on local agencies. MDOT has proposed using available funding to take over full responsibility for inspections and load ratings later this year, with the exact date unknown.

In 2022, to aid the Road Department’s bridge inspection needs, the Purchasing Department solicited proposals (RFP #240-22) from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024 and the Board approved the associated agreement through Resolution #23-010.

The last agreement for the Bridge Inspection Program expired at the end of 2024 and the Purchasing Director and Managing Director are in concurrence that an extension of the agreement would make the most sense until the date at which MDOT takes over this task. The vendor, Spicer Group, Inc. located at 1595 W. Lake Lansing Rd, Suite 200, East Lansing, MI 48823, is willing to extend the agreement at the existing contract terms.

ALTERNATIVES

A new RFP would need to be written that clearly define the current situation and include provisions for an agreement with an uncertain termination date. Given the uncertainty, it is likely that the bids received for this work will be higher than what has historically been received.

FINANCIAL IMPACT

The base fee proposal for Spicer Group was \$24,151.25 to perform eighty planned routine bridge inspections, one fracture critical bridge inspection, and sixty-nine stream cross sections over the previous two-year agreement term. Due to the nature of bridge deterioration, occasionally a bridge may require additional in-depth inspections and/or a load analysis, so the consultants were required to provide unit prices for these additional as-needed services. The Road Department is requesting a 20% contingency be added to the agreement to accommodate these additional services if needed. Therefore, the total agreement amount requested for Spicer Group is \$30,000 to include a 20% as-needed contingency. The cost for the bridge inspection services are included in the annual Road Fund Budget.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to extend the engineering services agreement with Spicer Group, Inc. for the 2025 Bridge Inspection Program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 18, 2025

SUBJECT: Proposed Resolution to Authorize Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships for the 2025 Local Road Program

For the meeting agendas of March 4, 5 and 11

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage, or special assessment district. In Ingham County, only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses in most circumstances, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Alaiedon Township, Aurelius Township, Ingham Township, Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2025 construction season. The attached table provides details regarding the 2025 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$688,462.79 for these twelve townships is included in the adopted 2025 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Alaiedon Township, Aurelius Township, Ingham Township,

Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the first group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

2025 Local Road Program (LRP)

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

Totals

\$739,989.00

\$2,207,031.39

\$1,518,568.60

\$688,462.79

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

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: February 18, 2025

SUBJECT: Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material, and Sign Posts for 2025

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

BACKGROUND

The Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County.

The Purchasing Department solicited bids for the Road Department for the purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material, and Sign Posts in 2025 per Invitation for Bid (IFB) #4-25 from experienced and qualified vendors, for a one-year period with an option for a one-year renewal.

Six 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 two lowest, most complete, qualified bidders:

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

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

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 Dornbos Signs Inc. and Michigan State Industries for 2025.

TO: Kelly Jones, Director, Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: February 13, 2025
RE: Memorandum of Performance for IFB No. 4-25 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material & Sign Posts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels & sign posts 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.

The scope of work includes, but is not limited to, meeting the Michigan Department of Transportation's 2020 Standard Specifications ensuring that all materials used for the construction of reflective sign faces are 3M brand or approved equal and certifying that sign panel hole punching conforms to the Ingham County Road Department specifications. Additionally, all sign posts are to conform to the Ingham County Road Department's specifications and any post not conforming will be rejected.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	40	8
Vendors responding	6	2

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 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 VENDORS' COSTS

Vendor Name	Local Preference	Initial Order Total Cost
Michigan State Industries	Yes, Lansing MI	\$29,565.29 w/o Posts
Sign Solutions USA	No, West Fargo ND	\$35,290.13
Dornbos Sign & Safety	No, Charlotte MI	\$41,382.45
Lightle Enterprises	No, Frankfurt OH	\$45,854.17
FASTSIGNS	Yes, Lansing MI	\$211,220.00
Osburn Associates	No, Logan OH	Not Available

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: February 19, 2025
SUBJECT: Request to Approve General Fund Positions
For County Services and Finance, March 4 and March 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):

- Health Department
 - Position 601148 – Community Health Representative – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601486 – Behavioral Health Consultant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
- Circuit Court
 - Position 130020 – Senior Deputy Circuit Court Clerk – Exempt
 - Position 130042 – Circuit and Probate Law Clerk – Exempt
 - Support for new judge
 - Position 130015 – Judicial Assistant – Exempt
 - Support for new judge
- Animal Control
 - Position 421015 – Animal Shelter Clerk – Exempt
 - Position 421025 – Animal Care Specialist – Exempt
- Sheriff’s Office
 - Part-Time Lobby Control – 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: ICHD/Maternal and Child Health Division
SENDER: Dr. Shoyinka
POSITION #: 601148

DESCRIPTION: Community Health Representative

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 Community Health Representative supports the Maternal Child Health Division (MCH) which includes 3 Home Visiting programs, Children's Special Health Care, Lead, Vision & Hearing, and the WIC program. The MCH division is made up of approximately 60 employees that depend on the CHR to complete essential tasks to keep these programs running smoothly. The CHR communicates with the public in-person and by phone, completes clerical tasks, processes incoming referrals, and orders and manages inventory for all programs. Our department also holds multiple outreach and health education events that require assistance from the CHR.

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 #: 601148

GROUP: 0101-UAW/TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0

Funding: 22160105-704000-02045

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	621.68	741.02
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	211.15	251.68
EAP	33.12	33.12
	84,984.42	96,289.69

HIRING REQUEST FORM

DEPARTMENT: Forest Health Center

SENDER: Dr. Shoyinka

POSITION #: 601486

DESCRIPTION: Behavioral Health Consultant

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

This is a request to fill the Behavioral Health Consultant (BHC) Position that was vacated by previous BHC in late November when that person left the health centers for another career pursuit. Currently there is one FTE Behavioral Health Consultant providing support and services for the 8 Medical providers and approximately 5,800 patients who are seen at Forest for medical care. This amount of providers and patients are better served by more than 1 FTE BHC, and continuing to have at least 2 FTE BHC's is essential to offering basic behavioral health support consistent with our FQHC integrated model of care. There is an opportunity to generate revenue that is lost without this position being filled. Utilizing a same day, collaborative, integrated care approach to patient care in our health centers leads to Behavioral Health Consultants seeing between 40-76% unique patients who come in for a medical visit. At Forest Health Center this equates to 2,320-4,408 patient visits. With one FTE BHC, we're on track to see approximately 20% of the unique patients who visit Forest Health Center this year. One FTE BHC does not have the capacity to see the number of patients who access care at Forest. Hiring to replace this additional FTE BHC will offer more patients the benefit of integrated behavioral health care, and will generate additional revenue. An integrated model of care contributes to efficiencies for patients and providers in this setting, lower healthcare costs, better healthcare outcomes and higher patient satisfaction as well as increased revenue.

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 #: 601486

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 9

FTE: 1.0

Funding: 51161500-704004 projects 02220,02228, and 02230

	Step 1		Step 5
Salary	74,729.48		89,732.78
Unemployment	373.65		448.66
FICA	5,716.80		6,864.56
Liability	1,029.85		1,236.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,362.83		4,037.97
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.41		2,018.99
Life	122.28		122.28
Disability	97.15		116.65
Retirement	22,553.36		27,081.35
Retirement	747.29		897.33
Workers Comp	156.93		188.44
CARES	33.12		33.12
	136,539.15		158,713.74

HIRING REQUEST FORM

DEPARTMENT: 30th Circuit Court Clerk's Office
SENDER: Nicholas Hefty
POSITION #: 130020

DESCRIPTION: Senior Deputy Circuit 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:

The Circuit Court Clerk's Office plays a vital role in the operations of the Ingham County 30th Circuit Court by directly serving the public. Senior Deputy Circuit Court Clerks are essential to the operations of the clerk's office and the judges as they serve as courtroom clerks. MCR 8.105 requires a clerk to be in attendance when the court is in session – this would be the Senior Deputy Circuit Court Clerk. Currently, there are two Senior Deputy Circuit Court Clerk vacancies; however, one vacancy was previously approved for hiring. If this request is granted, the Circuit Court Clerk's Office would be authorized to hire for both positions.

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 #: 130020

GROUP: 0101-UAW/TOPS

PAY GRADE: Tops Grade H

FTE: 1.0

Funding: 10113001-704000

	Step 1		Step 5
Salary	48,977.21		58,417.46
Unemployment	244.89		292.09
FICA	3,746.76		4,468.94
Liability	422.23		503.62
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,203.97		2,628.79
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,101.99		1,314.39
Life	91.68		91.68
Disability	63.67		75.94
Retirement	11,857.38		14,142.87
Retirement	489.77		584.17
Workers Comp	44.08		52.58
EAP	33.12		33.12
	95,211.75		108,540.64

HIRING REQUEST FORM

DEPARTMENT: Circuit Court
SENDER: Scott Leroy
POSITION #: 130042

DESCRIPTION: Circuit and Probate Court Law 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 Circuit Court currently faces a critical need for a law clerk to support Judge Patricia Temblay, who was recently appointed to the bench by Governor Whitmer and is assigned to a Family Division. The prolonged vacancy in the law clerk position could create significant pressure on the judicial system, leading to delays in case processing that undermine the timely administration of justice. A dedicated law clerk would enhance the court's efficiency by conducting essential legal research, drafting opinions, and preparing case materials, allowing the judge to focus on complex legal matters and ensure fair outcomes. Additionally, the law clerk provides safety and security for courtroom participants. This support is not merely beneficial; it is necessary to maintain compliance with legal standards and uphold public safety through prompt resolutions of family division cases. Investing in a law clerk is a cost-effective measure compared to the potential costs resulting from prolonged case backlogs and increased administrative burdens. Given the current circumstances, exempting this position from the hiring freeze is critical to sustaining the quality and integrity of our judicial system.

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 #: 130042

GROUP: 2424 Confidential Prof

PAY GRADE: MC 10

FTE: 1.0

Funding: 10113001-704000

		Step 1		Step 5
Salary		74,804.66		89,810.20
Unemployment		374.02		449.05
FICA		5,722.56		6,870.48
Liability		644.89		774.25
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		3,366.21		4,041.46
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,683.10		2,020.73
Life		91.68		91.68
Disability		97.25		116.75
Retirement		25,022.16		30,041.51
Retirement		1,870.12		2,245.26
Workers Comp		67.32		80.83
EAP		33.12		33.12
		139,711.73		162,509.96

HIRING REQUEST FORM

DEPARTMENT: Circuit Court
SENDER: Scott Leroy
POSITION #: 130015

DESCRIPTION: Judicial Assistant

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

I am writing to request the urgent lifting of the hiring freeze for the Judicial Assistant position for newly appointed Judge Patricia Tremblay, who will take the Circuit Court bench as a Family Division Judge on Monday, March 3. The Judicial Assistant plays a crucial role in managing daily operations, scheduling all matters before the Judge and all business meetings, drafting legal documents, and maintaining case files. The Judicial Assistant must screen all information submitted to the Judge to ensure ex parte communication does not occur. The Judicial Assistant is also responsible for entering case processing data in the case management system. Given the complexity and demands of the judicial office, it is imperative that Judge Tremblay is supported by a Judicial Assistant to maintain operational efficiency. Delays in filling this key position could hinder the court's effectiveness and ultimately impact public service.

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 #: 130015

GROUP: 2424 Confidential Prof

PAY GRADE: MC 8

FTE: 1.0

Funding: 10113001-704000

		Step 1		Step 5
Salary		62,711.34		75,295.99
Unemployment		313.56		376.48
FICA		4,797.42		5,760.14
Liability		540.63		649.13
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		2,822.01		3,388.32
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,411.01		1,694.16
Life		91.68		91.68
Disability		81.52		97.88
Retirement		20,976.94		25,186.51
Retirement		1,567.78		1,882.40
Workers Comp		56.44		67.77
EAP		33.12		33.12
		121,338.10		140,458.22

HIRING REQUEST FORM

DEPARTMENT: Animal Control
SENDER: Daniel Verhougstraete
POSITION #: 421015

DESCRIPTION: Full-time Animal Shelter 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:

ICACS has held a vacant position in the department since October 2024. We have been able to accommodate department operational needs by performing various internal transfers of staff between positions. The spring season is typically the busiest for animal related activity and will require us to be full-staffed to fulfill shelter operations and continue with community outreach events to meet the needs of the citizens. We are asking to fill our vacant Animal Shelter Clerk position with an external job posting.

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 #: 421015

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0 FTE

Funding: 10142100-704000

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	621.68	741.02
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	211.15	251.68
EAP	33.12	33.12
	84,984.42	96,289.69

HIRING REQUEST FORM

DEPARTMENT: Animal Control
SENDER: Daniel Verhougstraete
POSITION #: 421025

DESCRIPTION: Full-time Animal Care Specialist

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

This position was recently vacated by a staff member who resigned. The Animal Care Specialist position is a 7 day a week, 365 day a year staffing requirement, which ICACS operates with the required number of staff to meet state of Michigan regulations. We have a qualified internal candidate that is interested in transferring to the vacant Animal Care Specialist position. If approved, the intent is to fill this position via an established hiring roster from a recent hiring process.

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 #: 421025

GROUP: 0405-CCLP AC

PAY GRADE: AC SPEC

FTE: 1.0

Funding: 10142105-704000

	Step 1		Step 6
Salary	41,443.25		50,582.63
Unemployment	207.22		252.91
FICA	3,170.41		3,869.57
Liability	622.31		759.55
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,864.95		2,276.22
Dental	936.00		936.00
Vision	135.00		135.00
Separation	932.47		1,138.11
Life	61.20		61.20
Disability	53.88		65.76
Retirement	18,587.30		22,686.31
Retirement	414.43		505.83
Workers Comp	211.36		257.97
EAP	32.12		32.12
	93,535.89		108,423.18

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office
SENDER: Darin Southworth
POSITION #: 301240
Funding source is, 30102

DESCRIPTION: Part Time – Lobby Control - 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:

Our Lobby Control Deputies are the first professionals the public sees upon arriving to conduct business that is Corrections Facility or Inmate related. We are anticipating the departure of one of our three part time deputies in the coming weeks that will necessitate replacement of at least one position to cover our Monday – Friday lobby hours. Starting Salary (as recently adjusted) / Step 3: \$30.22/hour or \$62,853.81/FTE estimate \$

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 #: 301240

GROUP: 0404-CCLP Corrections

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

FTE: SPT

Funding: 10130103-705000

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TREY MOULTON

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

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

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

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

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

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

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

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

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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