

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 18, 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 [March 04, 2025 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Treasurer's Office
 - a. Resolution to Authorize \$50,000 in 2024 Housing and Homeless Millage Funds to the Ingham County Land Bank to Establish [Housing-Related Training Scholarships](#) for Local Emerging Developers
 - b. Resolution to Authorize a \$1,450,000 Agreement with [Capital Area Housing Partnership](#) for Establishing and Administering an Expansion of the Ingham County Down Payment Assistance Program through the Michigan State Housing Development Authority Enhancement Grant to Ingham County
 - c. Resolution to Adopt a Multifamily Housing Redevelopment/[Development Grant Scoring Process](#) and Calendar Using \$2,500,000 of Housing and Homeless Millage Funds
3. Drain Commissioner – Resolution to Amend the [Drain Commissioner's Fee Schedule](#) to Provide for a New "Permit by Neighborhood" Drain Crossing Fee and Inspection Deposit for Broadband and Utilities
4. Prosecuting Attorney's Office – Authorization to Hire an [Employee Above Step 2](#)
5. Fairgrounds – Resolution to Authorize Funding for the Repairs at the [Ingham County Fairgrounds](#)
6. Parks Department – Notice of Emergency Purchase for Lake Lansing [Maintenance Barn Tankless Water Heater](#) and Lake Lansing Park North Restroom – Remove Unused Drops on Domestic Water Piping
7. Innovation & Technology Department
 - a. Resolution to Approve the Contract for [Phone System Upgrade](#) from Sentinel
 - b. Resolution to Approve the Contract for [Network Switches](#) from Sentinel
 - c. Resolution to Authorize an As-Needed Purchase Order for [ESRI ArcGIS Software](#) and Subsequent Annual Costs
8. Facilities Department
 - a. Resolution to Approve the [Installation of Dispensers](#) for Sanitary Products in Ingham County Facilities
 - b. Resolution to Authorize a Purchase Order with [M & M Moving and Storage](#) for the Extended Storage of Office Furniture for the Office of the Public Defender

- c. Resolution to Authorize an Agreement with Hedrick Associates for [Uninterruptible Power Supply Support](#)
 - d. Resolution to Authorize a Three-Month Extension of [the Lease Agreement](#) for the Temporary Public Defender's Office Space at 300 South Washington Square, Suite 315
9. Road Department
- a. Resolution to Authorize a Professional Service Agreement for the [2025 Waterborne Pavement Marking Program](#) and the Cold Plastic Common Text & Symbol Pavement Marking Program
 - b. Resolution to Authorize an Agreement with [Bunker Hill Township](#) for the 2025 Local Road Program
 - c. Resolution to Authorize an As-Needed Purchase Order for [Crack Seal and Mastic Using Government Contract Pricing](#) for the 2025-2030 Fiscal Years
 - d. Resolution to Authorize an As-Needed Purchase Order for [Equipment Rentals with Optional Operator Costs](#) for the 2025-2030 Fiscal Years
 - e. Resolution to Authorize an Agreement [with Meridian Township](#) for the 2025 Local Road Program
 - f. Resolution to Authorize an As-Needed Purchase Order for [Road Salt Using Government Contract Pricing](#) for the 2025-2030 Fiscal Years
 - g. Resolution of Support for the [Local Bridge Program Funding Applications](#) for Fiscal Year 2028
10. Human Resources Department
- a. Resolution to Approve an Adjustment of the Wage Structure for Part-Time [CCLP Law Enforcement and Part-Time CCLP Corrections Deputies](#)
 - b. Resolution to Approve a Letter of Understanding Supplementing the ICEA County Professional Collective Bargaining Agreement Regarding [On-Call Time for IT Department Network Administrators](#)
 - c. Resolution to Approve [Reclassification Requests for UAW Technical, Office, Para-Professional and Service, ICEA County Professionals Unit, and Managerial & Confidential Employees](#)
11. Controller's Office
- a. Request to Approve [General Fund Positions](#)
 - b. Resolution to Amend General Fund Position [Hiring Freeze Process](#)
 - c. Resolution to Amend Resolution #15-459 [Authorizing Standards of Conduct](#) for Ingham County Vendors
 - d. [Alternate Worksite Policy](#) Update
12. Board of Commissioners
- a. Request for a [Step Increase](#) for Controller/Administrator
 - b. Resolution Authorizing the Chairperson of the Board of Commissioners to Execute, on Behalf of Ingham County, [No Cost Contract Amendments](#) in Certain Situations

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

March 4, 2025

Draft Minutes

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

Members Absent: None.

Others Present: Emma Bostwick, Tony Willis, Becky Bennett, Gregg Todd, 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 18, 2025 Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE FEBRUARY 18, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitutes

4. Facilities Department
 - b. Resolution to Authorize a ~~Purchase Order to~~ **Contract with** Trane U.S. Inc. for the Recommissioning of the Forest Health Community Center
6. Controller's Office
 - a. Request to Approve General Fund Positions

Gregg Todd, Controller, disclosed under Agenda Item 5a, that their wife worked for Spicer Group, Inc.

Limited Public Comment

None.

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

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 Contract with 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
7. Board of Commissioners
- a. Resolution Honoring Trey Moulton
 - b. Resolution to Recognize March 2025 as Women's History Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

- 1. Lansing Area Economic Partnership – LEAP Sunrise Final Report (*Presentation*)

Commissioner Johnson disclosed they had a contract with the Lansing Area Economic Partnership (LEAP).

Emma Bostwick, LEAP Vice-President of Business Attraction, and Tony Willis, LEAP Chief Equity Development Officer, presented the Ingham County Sunrise Business Relief Program which was included in the minutes as Attachment A.

Commissioner Maiville stated that it was great to see the Mr. Leslie's Cheesecake story in the media, thought the Layman's Guide to Succession Planning was valuable, and asked if they had reached out to any local Chambers of Commerce to tell them it was available.

Willis stated that with their initial launch they had worked with the Lansing Regional Chamber of Commerce, the City of Mason, and few other local business associations to spread the word for a diverse geographic population base. Willis further stated that Foster Swift was looking to continue using the document in some work with the Lansing Regional Chamber of Commerce where they hosted workshops.

Commissioner Grebner stated they felt they should think about how this whole thing came about and how Ingham County was distinct from the rest of the world. Commissioner Grebner further stated that money during the COVID-19 Pandemic became available and the County got \$57 million, which was an amount which they thought they were supposed to actually spend and put into people's pockets.

Commissioner Grebner stated they contacted LEAP where a few little projects had already been started, so the County chose that path while the rest of the world hung onto their COVID-19 relief funds to see how much they could keep in their General Funds. Commissioner Grebner further stated that virtually all other counties in

Michigan did not follow the same path as Ingham County, who ended up being an outlier by putting money into projects.

Commissioner Grebner stated that the best example of Ingham County being different was when the New York Times had been calling around for success stories regarding use of the American Rescue Plan Act (ARPA) Funds and they just kept getting referred to Ingham County and ended up running a large story on them. Commissioner Grebner further stated that Ingham County was the only story the New York Times could really identify, at least in Michigan, and as of six months ago most counties still had 65 percent of their money unspent.

Commissioner Grebner further stated that to this day they were not sure if Ingham County did the right or wrong thing, as keeping the money would have helped the budget, but nonetheless they pushed out around \$20 million in the first two years. Commissioner Grebner further stated the idea was that the Country had reached an unprecedented point where the economy had come to a halt and other sensible governments realized it was an opportunity to sweep the money into a briefcase to put away.

Commissioner Grebner stated they wanted to claim a bit of credit for the original call that got the ball rolling on the whole thing.

Commissioner Peña emphasized that when the money came through from the Federal Government, that they had been a Commissioner who sat on a multi-county board and remembered Ingham County taking the lead. Commissioner Peña further stated that County staff was ready to go with the funds and they remembered talking to commissioners from other counties about what Ingham County was doing.

Commissioner Grebner stated they had heard pieces of this, but in early days of ARPA, when there were no regulations for the money, Ingham County kept sending people to conferences in hopes to learn more about how ARPA Funds could be used, and when they got there Ingham County was being used as the example of what to do.

Bostwick stated the Ingham County model did transfer and ended up in Clinton County on a smaller scale, so they did lead the way. Bostwick further stated that if Michigan won, they all won.

Commissioner Johnson stated that what LEAP did with the funds they had been given gave hope to not only Ingham County, but other counties as well, and that LEAP had done a great job.

Chairperson Lawrence disclosed that they worked at Foster Swift, but were not affiliated with the project.

Discussion.

6. Controller's Office

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

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. JOHNSON, TO ENTER INTO CLOSED SESSION AT 6:50 P.M. PURSUANT TO MCL 15.269 (1)(h) TO DISCUSS AN ATTORNEY-CLIENT PRIVILEGED LEGAL OPINION.

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 7:06 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE TERMS OF THE RESIGNATION AGREEMENT AS RECOMMENDED BY LEGAL COUNSEL CONSISTENT WITH THE COUNTY SERVICES COMMITTEE AUTHORIZATION UNDER THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT AS APPROVED AS TO FORM BY THE COUNTY ATTORNEY IF ACCEPTED BY THE EMPLOYEE.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Grebner stated that their hearing had gotten to point where they were experimenting with hearing aids and they had discovered there were more high-pitched sounds than they remembered.

Commissioner Maiville stated they did not know who was behind it, but the recent communications from the Road Department on their newsletter and update to the Commissioners was very welcome and thanked whoever did it.

Discussion.

Commissioner Peña stated that the Fair Foundation was hosting Glow Bingo for adults on March 7 and 8, 2025 and that there would be 15 rounds of bingo. Commissioner Peña further stated that the Cristo Rey Church was hosting their Fish Fry on Fridays from 5:00 p.m. to 7:00 p.m.

Commissioner Sebolt reminded Chairperson Lawrence that they had tabled a resolution at their last meeting from the Housing Trust Fund and asked when they would like to revisit that resolution.

Chairperson Lawrence stated they were not ready to revisit that resolution yet.

Discussion.

Commissioner Johnson announced that they were officially married.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:11 p.m.

**MARCH 18, 2025 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2a. Treasurer's Office – Resolution to Authorize \$50,000 in 2024 Housing and Homeless Millage Funds to the Ingham County Land Bank to Establish Housing-Related Training Scholarships for Local Emerging Developers

This resolution authorizes \$50,000 in Housing and Homeless Millage funds to go to the Ingham County Land Bank to establish a training scholarship fund to support local real estate businesses and entrepreneurs that help build the local economy while increasing housing units available for Ingham County residents.

Funding is available in the 2024 Housing Millage funds

See memo for details.

2b. Treasurer's Office – Resolution to Authorize a \$1,450,000 Agreement with Capital Area Housing Partnership for Establishing and Administering an Expansion of the Ingham County Down Payment Assistance Program through the Michigan Housing Development Authority Enhancement Grant to Ingham County

This resolution authorizes \$1,450,000 in previously awarded MSHDA to go to CAHP to establish and administers the expansion of the Ingham County Down Payment Assistance Program.

See memo for details.

2c. Treasurer's Office – Resolution to Adopt a Multifamily Housing Re/Development Grant Scoring Process and Calendar Using \$2,500,000 of Housing and Homeless Millage Funds

This resolution adopts a grant scoring process and calendar for 2025 grant submissions from Housing and Homeless Millage funds.

See memo for details.

3. Drain Commissioner – Resolution to Amend the Drain Commissioner's Fee Schedule to Provide for a New "Permit by Neighborhood" Drain Crossing Fee and Inspection Deposit for Broadband and Utilities

This resolution amends the Drain Commissioner's Fee Schedule to include a new "Permit by Neighborhood" drain crossing fee and inspection deposit for broadband providers and utility providers. Given the uptick in broadband expansion due to federal ARPA dollars committed to broadband that have come back to the state, there is, and will continue to be expansion of broadband services. The Drain Office worked closely with various broadband providers on a fee schedule that paid for the services the Drain Office provided, without being unduly costly to the providers.

The new neighborhood fee would be \$550 for the first crossing in a neighborhood and each additional crossing would be \$275. The first inspection deposit would be \$1,500 with each additional crossing being \$500.

See memo for details.

4. **Prosecuting Attorney's Office – Request to Hire an Attorney Above Step 2**

This resolution authorizes hiring an APA at Step 4 of the ICEA APA wage scale.

See memo for details.

5. **Fairgrounds – Resolution to Authorize Funding for the Repairs at the Ingham County Fairgrounds**

The resolution authorizes funding for repairs at the Ingham County Fairgrounds after a vehicle collision damaged a steel column and surrounding masonry at the Main Arena. The total repair cost of \$48,138.50 will be covered by Nationwide insurance, and Laux Construction will complete the work using MiDeal cooperative purchasing for cost efficiency. The repairs are essential for maintaining public safety and preserving the fairground's structural integrity.

See memo for details.

6. **Parks Department – Notice of Emergency Purchase for Lake Lansing Maintenance Barn Tankless Water Heater and Lake Lansing Park North Restroom – Remove Unused Drops on Domestic Water Piping**

This authorizes an emergency PO to Myers Plumbing and Heating to replace the Lake Lansing South Maintenance Barn water heater and remove unused water line drops to prevent stagnant water and bacteria in the lines. The \$4,080 repair is available in the Parks 2025 budget.

See memo for details.

7a. **Innovation & Technology Department – Resolution to Approve the Contract for Phone System Upgrade from Sentinel**

This resolution authorizes Sentinel to preform upgrades on our Cisco phone system to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements.

Funding for the not to exceed amount of \$20,000 is available in IT's Network Consulting Fund.

See memo for details.

7b. **Innovation & Technology Department – Resolution to Approve the Contract for Network Switches from Sentinel**

This resolution approves the purchase of network switches from Sentinel to ensure IT has spares in case phone systems go down.

Funding for the \$47,667.48 is available in the Ingham County Network Hardware Fund.

See memo for details.

7c. **Innovation & Technology Department – Resolution to Authorize an As-Needed Purchase Order for ESRI ArcGIS Software and Subsequent Annual Costs**

This resolution authorizes the Road Department to issue a PO for \$5,355 for ESRI ArcGIS software, with future license needs to be determined. It also authorizes contracts with ESRI ArcGIS with the Equalization Office and the Drain Commissioner for existing licenses that have never had contracts.

See memo for details

8a. Facilities Department – Resolution to Approve the Installation of Dispensers for Sanitary Products in Ingham County Facilities

This resolution authorizes the installation of dispensers for sanitary products in County public restrooms from Comfort Plus® Courtesy Dispensers for a not to exceed cost of \$14,478.20.

Funding is available in the Facilities maintenance budget.

See memo for details.

8b. Facilities Department – Resolution to Authorize a Purchase Order with M & M Moving and Storage for the Extended Storage of Office Furniture for the Office of the Public Defender

This resolution authorizes a PO with M&M Moving and Storage to continue to store the Public Defenders equipment and furniture for up to an additional six months for \$6,300.

Funding is available through the MIDC Grant.

See memo for details.

8c. Facilities Department – Resolution to Approve the Uninterruptible Power Supply Support Contract from Hedrick Associates

This resolution authorizes an agreement with Hedrick Associates for UPS support at various County facilities for a not to exceed cost of \$138,405.

Funding is available through the Facilities Department's Maintenance Contractual budget.

See memo for details.

8d. Facilities Department – Resolution to Authorize a Three-Month Extension of the Lease Agreement for the Temporary Public Defender's Office Space at 300 South Washington Square, Suite 315

This resolution authorizes an extension of the temporary office space lease for the Public Defender's Office for an additional three months. The monthly rental rate will remain \$7,500.

Funding is available through the MIDC grant.

See memo for details.

9a. Road Department – Resolution to Authorize a Professional Service Agreement for the 2025 Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program

This resolution authorizes a professional services agreement with M & M Pavement Marking, Inc., for 2025 Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking at rates not to exceed those stated in their proposal to RFP #23-25, with an option to extend the term for one year.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

9b. Road Department – Resolution to Authorize an Agreement with Bunker Hill Township for the 2025 Local Road Program

This resolution authorizes an agreement with Bunker Hill Township for the 2025 Local Road Program. 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, which in this case is \$33,300.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

9c. Road Department – Resolution to Authorize an As-Needed Purchase Order for Crack Seal and Mastic Using Government Contract Pricing for the 2025-2030 Fiscal Years

This resolution authorizes POs on an as-needed basis for crack seal and mastic utilizing government contract pricing groups (MiDeal, Sourcewell, etc.) for the 2025-2030 fiscal years.

Funding for the 2025 estimated amount of \$130,000 is available in the 2025 Road Fund Budget.

See memo for details.

9d. Road Department – Resolution to Authorize an As-Needed Purchase Order for Equipment Rentals with Optional Operator Costs for the 2025-2030 Fiscal Years

This resolution authorizes POs on an as-needed basis for equipment rental, with optional operator costs utilizing government contract pricing groups (MiDeal, Sourcewell, etc.) for the 2025-2030 fiscal years.

Funding for the 2025 estimated amount of \$50,000 is available in the 2025 Road Fund Budget.

See memo for details.

9e. Road Department – Resolution to Authorize an Agreement with Meridian Township for the 2025 Local Road Program

This resolution authorizes an agreement with Meridian Township for the 2025 Local Road Program. 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, which in this case is \$335,000.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

9f. Road Department – Resolution to Authorize an As-Needed Purchase Order for Road Salt Using Government Contract Pricing for the 2025-2030 Fiscal Years

This resolution authorizes POs on an as-needed basis for road salt utilizing government contract pricing groups (MiDeal, Sourcewell, etc.) for the 2025-2030 fiscal years.

Funding for the 2025 estimated amount of \$800,000 is available in the 2025 Road Fund Budget.

See memo for details.

9g. Road Department – Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2028

This resolution supports Local Bridge Program funding applications for the following bridges for the 2028 program:

1. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
2. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
3. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)

See memo for details.

10a. Human Resources Department – Resolution to Approve an Adjustment of the Wage Structure for Part-Time CCLP Law Enforcement and Part-Time CCLP Corrections Deputies

This resolution authorizes part-time deputies of the CCLP Law Enforcement and Corrections units to begin at Step 3 of the wage scale. Typically, part-time deputies are retired law enforcement officers who have the skills, abilities, and time to qualify for a Step 3.

See memo for details.

10b. Human Resources Department – Resolution to Approve a Letter of Understanding Supplementing the ICEA County Professional Collective Bargaining Agreement Regarding On-Call Time for IT Department Network Administrators

This resolution approves a LOU with the ICEA County Professional unit regarding on-call pay for IT Department Network Administrators. The gist of the change is that it adds on hour of pay per day of on-call time.

See memo for details.

10c. Human Resources Department – Resolution to Approve Reclassification Requests for UAW Technical, Office, Para-Professional and Service, ICEA County Professionals Unit, and Managerial & Confidential Employees

This resolution authorizes reclassifications from the previous employee contracts (2022-2024), which were not finalized during the course of the contracts, but are still eligible for reclass.

The following positions are requesting reclass:

2025	2025			
<u>Position Title</u>		<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Real Property Analyst		UAW F: 52,164.59	UAW G: 55,189.66	3,025.07
Court Officer – Family Court		UAW G: 55,189.66	UAW J: 65,412.94	10,223.28

Office Coordinator	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Clinical Data Analyst	ICEA Pro 7: 75,222.34	ICEA Pro 8: 82,047.11	6,824.77
Information Security Officer	ICEA Pro 8: 82,047.11	ICEA Pro 10: 96,913.05	14,865.94
Land & Water Program Supv.	ICEA Pro 9: 89,732.78	ICEA Pro 10: 96,913.05	7,180.27
Chief Deputy Treasurer	MC 12: 104,136.53	MC 14: 120,027.14	15,890.61

TOTAL: \$ 75,738.42

See memo for details.

11a. 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.

11b. Controller's Office – Resolution to Amend General Fund Position Hiring Freeze Process

This resolution changes the current General Fund position approval process (see 11a) from an exemption request to a four-week hold on the position once it is vacant. Currently all positions are being approved and the process is cumbersome and typically results in a three-week delay in hiring. This resolution will add an additional week to the hiring delay and reduce the work time currently required.

See memo for details.

11c. Controller's Office – Resolution to Amend Resolution #15-459 Authorizing Standards of Conduct for Ingham County Vendors

This resolution amends Resolution #15-459, which authorizes Standards of Conduct for Ingham County Vendors in the following manner:

A vendor may submit their own standards of conduct for review if they choose not to accept the County's. The vendor's standards of conduct shall be reviewed by the County to determine if they adequately meet the requirements contained in the County's Standards of Conduct for Ingham County Vendors policy. The acceptance of the vendor's Standards of Conduct as a substitute for the County's Standards of Conduct shall be at the sole discretion of the County's. If the vendor's standards of conduct are accepted, the vendor shall notify the Ingham County Purchasing Department in writing of any changes to the vendor's standards of conduct policies and provide the County's Purchasing Department with a copy of vendor's revised standards of conduct for review by the County and a determination as to their acceptability. Failure by the vendor to notify the County of changes in its standards of conduct policies may be a breach of any agreement the vendor may have with the County and subject to termination.

See memo for details.

12a. Board of Commissioners – Request for a Step Increase for Controller/Administrator

Step authorized per MC manual wage scale.

12b. Board of Commissioners – Resolution Authorizing the Chairperson of the Board of Commissioners to Execute, on Behalf of Ingham County, No Cost Contract Amendments in Certain Situations


This resolution authorizes the Chair of the BOC to execute no cost contract amendments.

See memo for details.

ADDITIONAL ITEMS:

1. Women's Commission – Interviews

11c. Controller's Office – Alternate Worksite Policy Update

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): March 18-19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$50,000 in 2024 Housing Millage funds for Training Scholarships for Emerging Developers	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize \$50,000 of 2024 Housing and Homeless Services millage funds to provide scholarships for training and conference attendance for participating members of the Ingham County emerging developer and contractor network.

SUMMARY OF REQUEST:

The resolution is asking for the board to authorize a \$50,000 agreement with the Ingham County Land Bank to implement a scholarship for members of the Ingham County emerging developer and contractor network. The request will pull \$50,000 from available 2024 Housing and Homeless Services Millage funds to support small scholarships to cover training and conference fees for individual applicants (not to include travel and lodging costs). After the resolution is approved, the Land Bank Emerging Developer Outreach Coordinator will establish eligibility standards and application process for participating members of the County emerging developer network.

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to local emerging developers and contractors in order to increase access to educational resources and skill-building related to housing that will enhance community efforts to address affordable housing needs.

DEPARTMENT MISSION RELATION:

This relates to the Housing Trust Fund efforts to build stronger communities through investments in housing and neighborhoods, including investments to increase access to educational and financial resources that build the capacity of the local workforce to contribute to efforts to increase the supply of affordable and high-quality living units. It also directly relates to the purpose and goals of the Housing and Homeless Millage to expand the capacity of public/private partnerships that will aid in “the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs”

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON-MANDATED _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$50,000

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Housing Trust Fund, 2/18/2025

CONTROLLER'S OFFICE: *[Signature]* **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE \$50,000 IN 2024 HOUSING AND HOMELESS MILLAGE FUNDS TO THE INGHAM COUNTY LAND BANK TO ESTABLISH HOUSING-RELATED TRAINING SCHOLARSHIPS FOR LOCAL EMERGING DEVELOPERS

WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a training scholarship fund to support local real estate businesses and entrepreneurs that help build the local economy while increasing housing units available for Ingham County residents, and to reserve 2024 Housing Millage funds in the amount of \$50,000 for this purpose; and


WHEREAS, the Ingham County Land Bank has hired an Emerging Developer Outreach Coordinator who is organizing a network of emerging developers, builders, and contractors to increase access to housing-related networking and educational resources; and

WHEREAS, an application process for funds will be established by the Ingham County Land Bank and will limit scholarship eligibility to housing-related conference and training registration costs and will not include travel and lodging expenses for scholarship recipients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of \$50,000 of 2024 Housing and Homeless Services Millage funds for the Ingham County Land Bank to establish scholarships for emerging developers to attend housing-related conferences and training opportunities.

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.

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): March 18-19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$1,450,000 in Enhancement Grant funds for Down Payment Assistance Program Expansion and Administration	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize \$1,450,000 of State Enhancement Grant funds to expand eligibility for the County’s down payment assistance resources for the next two years for a minimum of \$1,300,000 in direct assistance to homebuyers and \$150,000 to contract with Capital Area Housing Partnership to provide third-party administration services.

SUMMARY OF REQUEST:

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to encourage homeownership in order to increase access to generational wealth building opportunities and address affordable housing needs.

DEPARTMENT MISSION RELATION:

This relates to the Housing Trust Fund efforts to build stronger communities through investments in housing and neighborhoods, including investments that increase the supply of affordable and high-quality living units and promote homeownership. It also directly relates to the purpose and goals of the Housing and Homeless Millage to expand the capacity of public/private partnerships that will aid in “the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs”.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON-MANDATED _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$1,450,000

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Housing Trust Fund, 2/18/2025

CONTROLLER’S OFFICE:  DATE: 3/10/2025

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$1,450,000 AGREEMENT WITH CAPITAL AREA HOUSING PARTNERSHIP FOR ESTABLISHING AND ADMINISTERING AN EXPANSION OF THE INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan State Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$1,450,000 for direct down payment assistance and program administration for and expansion of the Ingham County Down Payment Assistance Program; and

WHEREAS, Capital Area Housing Partnership (CAHP) is a nonprofit organization that has served as the qualifying entity processing applications for Ingham County Down Payment Assistance Program supported by Ingham County American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #23-494 and #24-040; and


WHEREAS, the Ingham County Housing Trust Fund Committee has approved a request for CAHP to serve the third-party administrator for the Ingham County Down Payment Assistance Program, designating \$1,300,000 in MSHDA Enhancement Grant funds for direct homebuyer assistance, and \$150,000 in program administration costs for two years (\$75,000 per year).

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$1,450,000 to be committed to CAHP to oversee and implement the expanded Down Payment Assistance Program for households earning less than 120% the Area Median Income.

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

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

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): March 18-19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize Multifamily Development Grant Process for awarding up to \$2,500,000 in 2024 Ingham County Housing and Homeless Services Millage funds	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize a grant application timeline and scoring process for multifamily development grants which will utilize up to \$2,500,000 of 2024 Housing and Homeless Services millage funds

SUMMARY OF REQUEST:

The resolution is asking for the board to authorize the outlined scoring process to establish grants of \$500,000 to \$1,500,000 for shovel-ready multifamily (rental) development projects within Ingham County. The total amount of 2024 Housing and Homeless Services Millage funds to be committed to the multifamily development grants will not exceed \$2,500,000. After the resolution is approved, Ingham County Housing Trust Fund staff will release the funding opportunity, and the Housing Trust Fund Committee will evaluate proposals received and submit funding recommendations to the Board of Commissioners for review and authorization.

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to enhance community efforts to address affordable housing needs.

DEPARTMENT MISSION RELATION:

This relates to the Housing Trust Fund efforts to build stronger communities through investments in housing and neighborhoods, including efforts to increase the supply of affordable and high-quality living units. It also directly relates to the purpose and goals of the Housing and Homeless Millage to expand the capacity of public/private partnerships that will aid in “the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs”.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON-MANDATED _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$0

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Housing Trust Fund,
2/18/2025

CONTROLLER'S OFFICE:  **DATE:** 3/10/2025

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT MULTIFAMILY HOUSING REDEVELOPMENT/DEVELOPMENT
GRANT SCORING PROCESS AND CALENDAR USING \$2,500,000 OF HOUSING AND HOMELESS
MILLAGE FUNDS**


WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a Multifamily Housing Redevelopment/Development Grant process and to reserve 2024 Housing Millage funds in the amount of \$2,500,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Housing Millage Multifamily Housing Redevelopment/Development Grant scoring process to be implemented by the Housing Trust Fund Committee.

2024 HOUSING MILLAGE FUND FOR MULTIFAMILY DEVELOPMENT GRANT PROCESS

March 25, 2025	The Board of Commissioners adopts the 2025 Housing Millage Fund for Multifamily Development Grants scoring process
March 27, 2025	A press release is prepared announcing the availability of Housing and Homeless Millage Funds and invites applicants to submit a pre-application describing the project.
March 28 – April 11, 2025	The Treasurer’s Office coordinates follow up and optional application overviews, technical assistance office hours, and consultation meetings with interested applicants.
Wednesday, April 2, 2025	RFP and Application Released. The application deadline is Friday May 2, 2025.
May 5, 2025	The Treasurer’s Office forwards scoring matrix and applications for review by the Housing Trust Fund Committee, and prepares a summary of the applicants for the County Attorney’s Office to ensure that the proposals are legal under Michigan Law and comply with the intent of the Housing Millage.
May 15, 2025	Deadline for HTF Committee to complete scoring
May 20, 2025	The HTF Committee reviews the applications during the regular public meeting and makes recommendations for funding. Applicants are invited to attend the HTF Committee meeting. The HTF Committee makes their recommendations by resolution to the County Services and Finance Committee.
June 3-4, 2025	The County Services & Finance Committee approves the resolution for Housing Millage Multifamily Development funding to the Board of Commissioners.
June 10, 2025	The Board of Commissioners authorizes a resolution for the 2025 Multifamily Development Housing Millage grant awards.
June 13, 2025	The applications recommended for 2025 Multifamily Development Housing Millage grant awards are sent to the County Attorney’s Office for contract preparation.
June 13, 2025	Applicants are notified of the County award and that a County contract will be forthcoming in August
August 2025	Contracts are received from the County Attorney’s Office and Authorizing Official signatures are obtained. Grantees must complete County vendor registration, provide certificates of required insurances, schedule pre-construction meeting to establish prevailing wage monitoring, and must provide a revised Scope of Services if the grant award is different than the original requested amount.
September 2025	Fifty percent of the grant award is sent to the grantees upon receipt of the signed contract and the appropriate documentation as listed above.
March 2026	Grantees send in their first six-month report to the Treasurer’s Office and upon review by staff, a check for the remaining portion of the grant is sent.

	DEPARTMENT: Ingham County Drain Commissioner’s Office (ICDC)
PREPARED BY: Carla F. Clos, Deputy Drain Commissioner	MEETING DATE(S): March 18, March 19 & March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: “Permit by Neighborhood” Drain Crossing Fee and Inspection Deposit addition to the Drain Commissioner’s 2025 Schedule of Fees	

ACTION REQUESTED:

Adoption of a resolution to amend the Drain Commissioner's 2025 Schedule of Fees to provide for a new “Permit by Neighborhood” Drain Crossing Fee and Inspection Deposit for Broadband and Utilities.

SUMMARY OF REQUEST:

Since the COVID-19 pandemic, Broadband and utility expansion activities have resulted in a 10-fold increase in drain crossing permit requests. In response to this exponential increase and in collaboration with the Broadband and utility applicants, the Ingham County Drain Commissioner (ICDC) piloted a new “Permit by Neighborhood” process in an effort to timely issue permits without increasing staffing. This new process requires a new fee structure commensurate with the actual costs resulting from a permit issued and inspected by neighborhood, as opposed to permits issued and inspected for each crossing. See the attached memorandum. The “Permit by Neighborhood” fee proposed by the Drain Commissioner is the same for the first crossing as for the existing single crossing and one-half for each additional constructed crossing within a neighborhood, which under the 2025 Schedule of Fees would be \$550 for the first crossing and \$275 for each additional constructed crossing. The “Permit by Neighborhood” inspection deposit proposed by the Drain Commissioner is the same for the first crossing as for the existing single crossing and one-third for each additional proposed crossing within a neighborhood, which under the 2025 Schedule of Fees would be \$1500 for the first crossing and \$500 for each additional proposed crossing. As with single drain crossing permit fees and inspection deposits, the “Permit by Neighborhood” proposed fee and inspection deposit does not apply to aerial crossings over drains that do not involve disturbance of the surface or subsurface, consistent with Board of Commissioners Resolution #22-087.

STRATEGIC PLAN RELEVANCE:

This resolution supports the Goal of “expansion of reliable broadband technology throughout the county”; Community Engagement to “increase, strengthen, support, and coordinate community partnerships, relationships, and collaborative efforts”; and Service to Residents to “strengthen our local economy by partnering with other public, private, and non-profit entities to advance coordinated economic development activities.”

DEPARTMENT MISSION RELATION:

This resolution supports the Drain Commissioner’s mission statement “that government must be open, accessible and user-friendly.”

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: N/A

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: *Jerry + Jill* **DATE:** 3/10/2025

Table 1 – Reduction in Drain Crossing Summary Table for 2023/2024

Fiber Provider	# Of Crossings	Constructed	Not Constructed	% Reduction
Metronet	1943	1223	720	37.1%
Surfnet	112	92	20	17.9%
AT&T	137	130	7	5.1%
TrueNet	38	18	20	52.6%
Total	2230	1463	767	34.4%

Table 2 – Comparison of Review Time and Revenues for the Permit by Neighborhood Pilot Program Sample

Drain Name	Number of crossings (Sample)	Calculated Review Cost (Permit by Neighborhood)	Permit Amount Based on Existing Fee Schedule (\$550 per Crossing)	Proposed Fee (\$550 for 1st Crossing, \$275 per Addn'l Crossing)	Savings (Existing fee versus Proposed fee)
Smith Consolidated - Graystone	19	\$ 3,430.00	\$ 10,450.00	\$ 5,500.00	\$ (4,950.00)
Hoskins - Sundance Meadows	29	\$ 5,385.00	\$ 15,950.00	\$ 8,250.00	\$ (7,700.00)
Dobie Heights	14	\$ 2,155.00	\$ 7,700.00	\$ 4,125.00	\$ (3,575.00)
Green Cons. - Stimson Branch	25	\$ 3,515.00	\$ 13,750.00	\$ 7,150.00	\$ (6,600.00)
Green Cons. - Glens of Willoughby	3	\$ 1,390.00	\$ 1,650.00	\$ 1,100.00	\$ (550.00)
Shoals Drain	70	\$ 1,194.50	\$ 38,500.00	\$ 19,525.00	\$ (18,975.00)
Green Cons. - Wooded Valley	7	\$ 1,730.00	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Smith Cons. - Hulett/Bennett Area	5	\$ 1,432.50	\$ 2,750.00	\$ 1,650.00	\$ (1,100.00)
Okemos Preserve - Hulett Road	2	\$ 880.00	\$ 1,100.00	\$ 825.00	\$ (275.00)
Briarwood	61	\$ 667.50	\$ 33,550.00	\$ 17,050.00	\$ (16,500.00)
Smith Cons. - Jolly/Okemos area	52	\$ 1,143.50	\$ 28,600.00	\$ 14,575.00	\$ (14,025.00)
Gilbert & West Town ICD	10	\$ 208.50	\$ 5,500.00	\$ 3,025.00	\$ (2,475.00)
Lansing Township No.1 Drain	44	\$ 820.50	\$ 24,200.00	\$ 12,375.00	\$ (11,825.00)
Herron Creek Drain	5	\$ 650.50	\$ 2,750.00	\$ 1,650.00	\$ (1,100.00)
Grovenburg & Menger Drain	76	\$ 2,988.00	\$ 41,800.00	\$ 21,175.00	\$ (20,625.00)
Twyckingham Drain	3	\$ 531.50	\$ 1,650.00	\$ 1,100.00	\$ (550.00)
Gilbert, Cardinal Branch Drain	5	\$ 455.00	\$ 2,750.00	\$ 1,650.00	\$ (1,100.00)
Gilbert, Horstmeyer Branch Drain	7	\$ 285.00	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Glens of Delhi Branch of Delhi No. 1	6	\$ 1,585.50	\$ 3,300.00	\$ 1,925.00	\$ (1,375.00)
Gilbert, Houghton Hollow Branch Drain	7	\$ 1,687.50	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Gilbert, Chisholm Hills Branch Drain	18	\$ 1,432.50	\$ 9,900.00	\$ 5,225.00	\$ (4,675.00)
Cook and Thorburn Drain	40	\$ 1,050.00	\$ 22,000.00	\$ 11,275.00	\$ (10,725.00)
Grovenberg & Menger Cons. Drain	32	\$ 1,135.00	\$ 17,600.00	\$ 9,075.00	\$ (8,525.00)
Smith Cons. Drain	16	\$ 3,812.50	\$ 8,800.00	\$ 4,675.00	\$ (4,125.00)
Meadows Drain	27	\$ 2,920.00	\$ 14,850.00	\$ 7,700.00	\$ (7,150.00)
Delhi No. 1 Drain	9	\$ 1,381.50	\$ 4,950.00	\$ 2,750.00	\$ (2,200.00)
Pawlowski Creek Drain	10	\$ 1,339.00	\$ 5,500.00	\$ 3,025.00	\$ (2,475.00)
Delhi Drain	19	\$ 1,135.00	\$ 10,450.00	\$ 5,500.00	\$ (4,950.00)
Grovenberg Farms Br of Melkvik Dra	19	\$ 625.00	\$ 10,450.00	\$ 5,500.00	\$ (4,950.00)
Grovenberg & Menger Cons. Drain	64	\$ 2,061.50	\$ 35,200.00	\$ 17,875.00	\$ (17,325.00)
Smith Cons. Drain	41	\$ 1,177.50	\$ 22,550.00	\$ 11,550.00	\$ (11,000.00)
Ravenswood Drain	77	\$ 3,740.00	\$ 42,350.00	\$ 21,450.00	\$ (20,900.00)
Maple Shade Drain	7	\$ 637.50	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Hideaway Woods Drain	12	\$ 1,105.00	\$ 6,600.00	\$ 3,575.00	\$ (3,025.00)
Kinawa View Drain	45	\$ 1,708.50	\$ 24,750.00	\$ 12,650.00	\$ (12,100.00)
Briarwood Drain	89	\$ 1,785.00	\$ 48,950.00	\$ 24,750.00	\$ (24,200.00)
Sample Totals	975	\$ 59,180.50	\$ 536,250.00	\$ 278,025.00	\$ (258,225.00)
Review Hours based on Current Bill Rate of \$76.02/hr			778.49 hours		
Total FTE for the Sample			0.37 FTE		

Note: The totals shown in the table above are for the sample size only. The Calculated Review Cost total of \$59,180.50 represents 778.48 review hours based on the current Drain Engineer billing rate of \$76.02 per hour ($\$59,180.50 / \$76.02 = 778.48$). This represents about 0.80 review hours per drain crossing for the 975 sample size for the “Permit by Neighborhood” whereas the current review time for individual crossing permits is approximately 3 hours per drain crossing.

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

DRAFT Ingham County Fee Schedule

Effective January 1, 2025

Fees Set By The Ingham County Board of Commissioners

PLAT REVIEW

Preliminary Plat Site Plan Review.....\$750.00

Preliminary Plat Drainage/Construction Plan Review¹

First acre.....\$750.00

Each additional acre.....\$90.00

(Fractions of Acres are rounded up to the Whole Acre)

Re-submission fee².....\$250.00, plus actual costs

Agreements Review for establishing "plat drain" (425 & 433 Agreements)\$2600.00

COMMERCIAL REVIEW

Commercial Site Plan Review.....\$750.00

Re-submission fee².....\$250.00, plus actual costs

Commercial Drainage Review¹

First acre.....\$750.00

Each additional acre.....\$90.00

(Fractions of Acres are rounded up to the Whole Acre)

Re-submission fee².....\$250.00, plus actual costs

CROSSING PERMITS/TAP-IN PERMITS

Drain Crossing Permit³

Residential.....\$150.00

¹ Project fees may be adjusted by ICDC based on certain site factors.

² Charged for third review of the same identified deficiency.

³ Aerial crossings over drains that do not involve disturbance of the surface or subsurface, are exempted from permit fees and inspection deposits per Resolution #22-087.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

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Commercial.....	\$550.00
Neighborhood First Crossing.....	\$550.00
Additional Constructed Crossings.....	\$275.00
Inspection Deposit ⁴	\$1500.00
Inspection Deposit Neighborhood First Crossing ⁴	\$1500.00
Additional Submitted Crossings ⁴	\$500.00

Tap-In Permit

Residential.....	\$120.00
Commercial.....	\$450.00
Inspection Deposit ⁴	\$1500.00

SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT FEES

Commercial Soil Erosion and Sedimentation Pollution Control Permit

Application review and site visit, issuance of permit, and permit closeout site review

Six-month duration (First acre).....	\$500.00
Each additional acre.....	\$50.00
Nine-month duration (First acre).....	\$580.00
Each additional acre.....	\$58.00
Twelve-month duration (First acre).....	\$660.00
Each additional acre.....	\$66.00
Renewal ⁵	Half rate based on current fee schedule
Transfer of permit.....	\$115.00

Compliance Inspections Escrow⁶ (Do not submit with application)

Less than half-acre.....	\$620.00
Half-acre up to one acre.....	\$1800.00
One acre up to five acres.....	\$3600.00
Five acres up to ten acres.....	\$5800.00
Each additional ten acres or fraction of ten acres.....	\$2950.00

Residential Soil Erosion and Sedimentation Pollution Control Permit

Application review, permit issuance and inspection

Six-month duration.....	\$240.00
Nine-month duration.....	\$300.00
Twelve-month duration.....	\$320.00
Renewal ⁵	Half rate based on current fee schedule

⁴ Project fees may be adjusted by ICDC based on certain site factors. Unspent balance will be refunded and overages will be invoiced.

⁵ Renewal will be issued at the half rate if renewed before the expiration date. Permittee has responsibility to timely renew the permit whether or not ICDC has sent a courtesy notice.

⁶ Inspections will be charged at an hourly rate. Specific escrow will be determined by the ICDC based on site factors. Escrow amount will be indicated in issued permit. Escrow will need to be submitted prior to the commencement of the earth disturbance. Unspent balance will be refunded and overages will be invoiced.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

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Transfer of permit.....\$25.00

Commercial Minor Disturbance Erosion and Sedimentation Pollution Control Permit

Application review and site visit, issuance of permit, and permit closeout site review\$375.00
Renewal⁵.....Half rate based on current fee schedule
Compliance Inspections Escrow.....See commercial soil erosion fees above

Residential Minor Disturbance Erosion and Sedimentation Pollution Control Permit

Application review, permit issuance and inspection.....\$55.00
Renewal⁵.....Half rate based on current fee schedule

Waiver.....No Fee

A Waiver is issued for projects that do not require a Soil Erosion and Sedimentation Pollution Control Permit. The Waiver must be presented to the local building inspector to verify compliance with Act 451 Part 91.

PENALTIES

Projects by licensed builders, contractors, and developers that commence without the appropriate approvals and/or permits from the Drain Commissioner's Office will be required to pay double the normal fees.

In the event that a Soil Erosion and Sedimentation Pollution Control Permit is revoked, the permit fee and a performance deposit must be submitted prior to the Cease and Desist Order being rescinded.

Follow-up inspection to Violation Notice.....\$350.00
Follow-up inspection to Cease and Desist Order.....\$350.00

A performance deposit of at least \$1000.00 is required of all permit holders that have received a Cease and Desist Order. This requirement will expire 12 months from the date of the Cease and Desist Order. The amount of the Performance Deposit will increase with each successive Cease and Desist Order issued due to non-compliance.

All outstanding fees must be paid in full prior to the issuance of permits.

MISCELLANEOUS FEES

Title Search for Drain Assessments.....\$6.00

License to Encroach.....Staff/Consultant costs and \$30.00 Deposit

Maintenance Agreement Fees.....Hourly Rates plus Recording Fees

Geographical Information Systems (GIS) Maps

Photography.....\$325.00 per quarter section or part thereof

Topography.....\$625.00 per quarter section or part thereof

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

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Freedom of Information Requests.....Fees will be charged in accordance with Ingham County FOIA policy, as established by County Resolution 15-221. This policy and associated fees can be found at: <http://www.ingham.org/>.

Revised 3/4/2025

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE DRAIN COMMISSIONER’S FEE SCHEDULE TO PROVIDE FOR A NEW “PERMIT BY NEIGHBORHOOD” DRAIN CROSSING FEE AND INSPECTION DEPOSIT FOR BROADBAND AND UTILITIES

WHEREAS, the Rules of the Ingham County Drain Commissioner, effective October 21, 2005, as amended and/or supplemented, (the “Rules”), and the provisions of Public Act 40 of 1956, as amended, provide that any crossing of a drain or drain easement requires a permit from the Drain Commissioner pursuant to the standards contained in the Rules; and

WHEREAS, the COVID-19 pandemic and the need for supporting remote working, high-speed internet Broadband is in widespread expansion here in Ingham County, as it is elsewhere; and

WHEREAS, all levels of government have responded to support this expansion; and

WHEREAS, Ingham County established a Broadband Task Force in 2021 and Federal funding has been made available to build up the United States internet infrastructure deployment, with \$1.559 billion of these funds being allocated to Michigan; and

WHEREAS, Ingham County may be seeking to receive Broadband Equity Access and Deployment program funding and this, too, will further facilitate and encourage expansion; and

WHEREAS, this Broadband expansion has resulted in a significant increase in drain crossing permit requests, increasing steadily by year, representing a ten-fold increase in permitting demands; and

WHEREAS, the Drain Commissioner has initiated a “Permit by Neighborhood” pilot program in collaboration with Broadband partners, as well as with Utility partners who have been replacing and expanding aging infrastructure networks, as a way of improving the permit review process to deal with the increase in permit requests; and

WHEREAS, the Drain Commissioner’s Schedule of Fees, effective January 1, 2025, includes fees for single drain crossing permits and single permit inspection deposits which are approved by the Ingham County Board of Commissioners upon recommendations from the Drain Commissioner (the “Schedule of Fees”); and

WHEREAS, the Drain Commissioner has recommended a new “Permit by Neighborhood” permit category and inspection deposit as a means of efficiently and cost effectively processing Broadband and Utility improvements and expansion that require drain crossings; and


WHEREAS, the Drain Commissioner has analyzed the cost and time required to process and inspect a “Permit by Neighborhood” drain crossing, and has recommended that a new fee be established that is more commensurate with the cost and time required to process and inspect these drain crossing permits than what is authorized by the current Schedule of Fees; and

WHEREAS, the Drain Commissioner has recommended that the first drain crossing fee for a “Permit by Neighborhood” be set at \$550 for 2025, consistent with the established single drain crossing permit fee, and that all additional constructed crossings within the neighborhood and drainage district be established at one-half that rate or \$275 for 2025; and

WHEREAS, the Drain Commissioner has also recommended that the first drain crossing inspection deposit for a “Permit by Neighborhood” be set at \$1,500 for 2025, consistent with the established single drain crossing inspection deposit, and that all additional proposed crossings within the neighborhood and drainage district be established at one-third that rate or \$500 for 2025, with the understanding that unspent balances will be refunded and overages will be invoiced.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the Drain Commissioner’s Schedule of Fees as recommended by the Drain Commissioner to provide for a new “Permit by Neighborhood” Drain Crossing Fee and Inspection Deposit for Broadband and Utilities.

BE IT FURTHER RESOLVED, that these changes to the Drain Commissioner’s Schedule of Fees shall take immediate effect upon approval of this resolution.

	DEPARTMENT: Ingham County Prosecutor’s Office
PREPARED BY: Nicole Matusko	MEETING DATE(S): March 18, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Authorization to Hire an Employee Above Step 2	

ACTION REQUESTED:

The Ingham County Prosecutor’s Office recently completed interviews to fill three assistant prosecuting attorney positions. Candidate RMM was interviewed and brings to the office a unique background with the Michigan Court of Appeals as well as a desire to return to Ingham County to complete a career. Our office needs experienced attorneys to join the team. As such, we are asking to hire him at Step 4 of the ICEA Assistant Prosecuting Attorney’s Collective Bargaining Agreement.

SUMMARY OF REQUEST:

Our office has had consistent openings for the past two years. We have been interviewing individuals that are qualified as they apply to the posting. We have hired one other attorney that just took the February bar with the hopes that she can practice under the student practice court rule until she receives her law license. This candidate was a prior Prosecuting Attorneys Association of Michigan (PAAM) Intern with our office. During his internship, he demonstrated initiative and a desire to be in the courtroom. Prior to applying for this position, he reached out to a current prosecutor to discuss our office and determine if it was a good career move for him. For the last 5 years, he has worked for the Court of Appeals as a Research Attorney and a Senior Law Clerk with Judge Maldonado. When I spoke with Judge Maldonado, she described this candidate as her “criminal law guru” and an “outstanding attorney and a great person”. He has indicated that he wants to come back to the courtroom and specifically Ingham County to be a career prosecutor. He strives to be a trial prosecutor and ultimately wants to work on cases that involve vulnerable victims to include cases involving intimate partner violence and sexual violence.

STRATEGIC PLAN RELEVANCE:

The request for authorization to hire at Step 4 reflects the county’s goal of attracting and retaining exceptional employees who are committed to the community.

DEPARTMENT MISSION RELATION:

This resolution approves a contract that improves quality of life, and ensures every person is treated with respect and dignity.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$97,008.13


Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: 3/10/2025

	DEPARTMENT: Fairgrounds & Facilities
PREPARED BY: Glenn Canning, Facilities Director	MEETING DATE(S): March, 17,18, and 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization of Funding for Ingham County Fairgrounds Building Damage Repairs	

ACTION REQUESTED:

Approval of a resolution to authorize funding for the repair of structural damage at the Ingham County Fairgrounds, utilizing insurance funds from Nationwide and additional funds from Michigan Municipal Risk Management Association’s (MMRMA) fund balance allocation.

SUMMARY OF REQUEST:

A vehicle struck and damaged a steel column and surrounding masonry at the Ingham County Fairgrounds Main Arena building. An assessment determined that structural reinforcements, metal siding replacement, painting, and flooring restoration are required.

The total repair cost is \$48,138.50, with \$48,138.50 covered by Nationwide insurance. Laux Construction, which holds a MiDeal cooperative purchasing contract, will complete the work using cost-effective procurement and expedited processes.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County’s strategic priority of maintaining safe, functional, and sustainable public facilities. The Fairgrounds serve as a vital space for community events, education, and economic activity, and timely repairs ensure continued public use while preventing more costly future issues. Utilizing MiDeal cooperative purchasing and leveraging insurance funds from Nationwide and MMRMA reflects the County’s commitment to efficient resource management and fiscal responsibility.

DEPARTMENT MISSION RELATION:

The Facilities and Fairgrounds Departments are dedicated to preserving and enhancing county-owned properties to ensure safe and accessible spaces for public use. This project aligns with their mission by addressing necessary structural repairs and protecting a key community resource, reinforcing the County’s investment in public infrastructure and long-term sustainability.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED NON-MANDATED _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$48,138.50

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: *Jared Cypher* **DATE:** 3/10/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE FUNDING FOR THE REPAIRS AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, a vehicle recently struck and damaged a steel column and surrounding masonry at Main Arena located at the Ingham County Fairgrounds; and

WHEREAS, an assessment of the damage was conducted, and a proposal from Laux Construction was received to complete the necessary repairs, including structural reinforcements, metal siding replacement, painting, and flooring restoration; and

WHEREAS, the total cost for the repairs has been estimated at \$48,138.50; and

WHEREAS, the insurance company for the driver of the vehicle that struck the building, Nationwide, will cover \$48,138.50 of the repair costs; and

WHEREAS, Laux Construction holds a cooperative purchasing contract through the State of Michigan's MiDeal Program, allowing the County to utilize competitively bid pricing for construction services, ensuring cost-effective and timely project completion; and


WHEREAS, it is in the best interest of Ingham County to move forward with these repairs promptly to ensure the safety, structural integrity, and continued use of the fairground's facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the Ingham County Fairgrounds Building Damage Repairs in an amount not to exceed \$48,138.50, with \$48,138.50 covered by Nationwide insurance.

BE IT FURTHER RESOLVED, that Ingham County will contract with Laux Construction through the MiDeal cooperative purchasing agreement to complete the necessary repairs.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments and process any required financial transactions related to this project.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts, purchase orders, or agreements, after review by the County Attorney, to proceed with the repairs in a timely manner.

	DEPARTMENT: Parks Department
PREPARED BY: Kelly Burkholder Office Coordinator	MEETING DATE(S): March 18, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Emergency purchase for Lake Lansing Maintenance barn tankless water heater & Lake Lansing Park North restroom – Remove unused drops in domestic water piping	

ACTION REQUESTED:

This memo is to inform you of an emergency purchase approved by the Controller’s Office and Purchasing that was made prior to receiving approval from the County Services Committee.

SUMMARY OF REQUEST:

Lake Lansing Park South maintenance barn water heater needing to be replaced. The quote received by Myers Plumbing and Heating, Inc. for the water heater replacement was \$2,490. In addition, due to health concerns, potentially causing stagnant water and bacteria to form, it is necessary to remove un-used drops on domestic water piping at Lake Lansing Park North restroom. The quote received my Myers Plumbing and Heating, Inc. for the demo/removal and replacement of fittings was \$1,590.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Myers Plumbing and Heating, Inc. for a total cost of \$4,080.

STRATEGIC PLAN RELEVANCE:

Ensure that buildings are well maintained and provide safe access for everyone and that they are welcoming and secure for residents.

DEPARTMENT MISSION RELATION:

Helps parks to provide: Vision: Great Parks of Ingham County Mission: The Ingham County Parks and Recreation Commission will provide quality outdoor recreation opportunities and facilities for all.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Health & Safety NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$4,080.00


Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  DATE: 3/10/2-25

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): March 18, March 19, and March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Upgrade Phone System from Sentinel	

ACTION REQUESTED:

Approve purchase of phone system upgrade with service hours from Sentinel.

SUMMARY OF REQUEST:

Ingham County’s phone system was last upgraded in 2017 by Resolution #17-401. In order to ensure our phone system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements, we must upgrade to a newer version. The requested funding amount includes the quote of \$18,882 and estimated travel.

This project is quoted under Contract # 008463, NASPO (Michigan) MASTER #AR3227 PA #210000001333/Exp. 09/30/2026

STRATEGIC PLAN RELEVANCE:

To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity.

DEPARTMENT MISSION RELATION:

Annually budget for countywide IT projects including updates to existing software applications.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$20,000.00

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE: Deb Fett DATE: 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR PHONE SYSTEM UPGRADE FROM SENTINEL

WHEREAS, Ingham County currently utilizes Cisco for our phone system; and

WHEREAS, the current version is older and needs to be updated in order to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements; and

WHEREAS, the Innovation & Technology Department (IT) requests assistance from a vendor to ensure the upgrade goes smoothly and the E911 portion operates properly; and


WHEREAS, the contract amount proposed by Sentinel Technologies is \$18,882 plus travel.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Consulting Fund (636-25810-802000).

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

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

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): March 18, March 19, and March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Purchase Additional Network Switches from Sentinel	

ACTION REQUESTED:

Approve purchase of additional network switches from Sentinel.

SUMMARY OF REQUEST:

Ingham County’s network consists of a great number of network switches. The failure of any of them causes a portion of the County to not be able to use their phones, computers, or security cameras that may be on that switch until it is repaired. While IT purchased a few hot spares when we last replaced all the switches, these have now been pulled into use in various areas as they have expanded their needs. This request is to purchase two spares of each type that we use to ensure that no area is down any longer than it takes to swap a malfunctioning switch out. The requested funding amount includes the quote of \$47,667 and estimated travel.

This project is quoted under Contract # 019114, NASPO (Michigan) MASTER #AR3227 PA #210000001333/Exp. 09/30/2026

STRATEGIC PLAN RELEVANCE:

To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity.

DEPARTMENT MISSION RELATION:

Annually budget for countywide IT projects including updates to existing software applications.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$47,667.00

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE: *Deb Fett* DATE: 3/10/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR NETWORK SWITCHES FROM SENTINEL

WHEREAS, Ingham County has a robust network infrastructure consisting of numerous switches which were purchased a few years ago; and

WHEREAS, the current configuration has consumed our spare switches which would prevent extended downtime upon failure of any one area; and

WHEREAS, the Innovation & Technology Department (IT) requests to purchase a small quantity of spare switches to ensure that downtime is minimized to ensure our departments can continue to serve the public; and


WHEREAS, the contract amount proposed by Sentinel Technologies is \$47,667.48.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for network switches from Sentinel Technologies in the amount not to exceed \$47,667.48.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Hardware Fund (636-25810-932032).

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

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

	DEPARTMENT: Innovation & Technology Department
PREPARED BY: Deb Fett, CIO,	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for ESRI ArcGIS	

ACTION REQUESTED:

Authorization of an as-needed purchase order for the Environmental Systems Research Institute Arc Geographic Information System (ESRI ArcGIS) using government contract pricing.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for ESRI ArcGIS through government contract pricing sources. The annual subscription prices will be determined based on the government contract’s current pricing, and expenditures will stay within the annual budgeted amount. This action aims to streamline procurement and support ongoing road maintenance operations.

Additionally, two other County agencies, the Equalization Department and the Drain Commissioner, are currently utilizing ESRI ArcGIS without a contract. This resolution will also include those amounts and authority to enter into contracts.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe by aiding in the maintenance of accurate data on assets, including but not limited to roads, signs, signals, bridges, and other infrastructure, to ensure proper management and reporting.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended **NON-MANDATED** _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$5,355 with additional license costs based on need

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED **NOT RECOMMENDED** **ALTERNATIVES:**

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR ESRI ARCGIS SOFTWARE AND SUBSEQUENT ANNUAL COSTS

WHEREAS, the Road Department is responsible for maintaining accurate data on assets, including but not limited to roads, signs, signals, bridges, and other infrastructure to ensure proper asset management and data reporting; and

WHEREAS, the Road Department seeks to purchase Environmental Systems Research Institute Arc Geographic Information System (ESRI ArcGIS) software using government contract pricing for the 2025 fiscal year, acknowledging this software will require an annual subscription for subsequent years; and

WHEREAS, the 2025 subscription cost is \$5,355 for the ESRI ArcGIS software, with future license needs to be determined by the Road Department and subsequent subscription costs determined through ESRI's annual government contract pricing; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the software purchase and future annual subscription costs will be factored into the budget each year; and

WHEREAS, two other County departments, the Equalization Department and the Drain Commissioner, currently have ESRI ArcGIS licenses and do not have contract authorization for these contracts; and


WHEREAS, approval of this resolution will authorize the Equalization Department and the Drain Commissioner to enter into contracts with ESRI ArcGIS for \$1,000 per year and \$5,050 respectively.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed annual purchase order for the procurement of ESRI ArcGIS software for use by the Road Department commencing in 2025 for \$5,355, and subsequent annual subscriptions fees for existing and future licenses deemed necessary by the Road Department.

BE IF FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contracts with ESRI ArcGIS for the Equalization Department in an annual amount of \$1,000 and the Drain Commissioner in the annual amount of \$5,050.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for subscriptions.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through government contract pricing sources.

	DEPARTMENT: Facilities Department
PREPARED BY: Glenn Canning, Facilities Director	MEETING DATE(S): March 18 and 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Installation of Dispensers for Sanitary Products in Ingham County Facilities	

ACTION REQUESTED:

Approval of a resolution authorizing the installation of Comfort Plus® Courtesy Dispensers for menstrual care products in designated public restrooms across county-owned facilities, in alignment with Resolution #24-520.

SUMMARY OF REQUEST:

Ingham County is committed to promoting accessibility, hygiene, and public welfare. To support these efforts, the Facilities Department proposes installing Comfort Plus® Courtesy Dispensers in county-owned public restrooms. These dispensers will ensure that free menstrual care products are readily available, as mandated by Resolution #24-520.

The total estimated cost for the purchase and installation of the dispensers is \$13,162.00, with a not-to-exceed amount of \$14,478.20, including a 10% contingency. Funding is available in the 931100 maintenance contractual line items.

STRATEGIC PLAN RELEVANCE:

This initiative aligns with Ingham County’s strategic goals to enhance public service accessibility, promote health equity, and improve the quality of life for residents. Providing free menstrual care products in public restrooms ensures dignity, inclusivity, and hygiene for all individuals utilizing county facilities.

DEPARTMENT MISSION RELATION:

The Facilities Department is responsible for managing and maintaining county facilities to ensure safe, clean, and accessible environments for employees and the public. This resolution directly supports that mission by improving restroom amenities and ensuring equitable access to essential hygiene products.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED Public Health and Accessibility Initiative

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$14,478.20

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE INSTALLATION OF DISPENSERS FOR SANITARY PRODUCTS IN INGHAM COUNTY FACILITIES

WHEREAS, the Ingham County Board of Commissioners previously adopted Resolution #24-520, requiring the provision of free sanitary products in county-owned public restrooms to promote accessibility, hygiene, and public welfare; and

WHEREAS, ensuring access to these products requires the installation of appropriate dispensers in designated public restrooms across county facilities; and

WHEREAS, the Facilities Department has evaluated restroom locations and determined the optimal placement of dispensers to ensure accessibility and ease of use; and

WHEREAS, the estimated cost for purchasing and installing dispensers is \$13,162, with funding to be provided from the appropriate 931100 maintenance contractual line items; and

WHEREAS, the Facilities Department recommends awarding the contract for the purchase and installation of dispensers to Hospeco Brands, which has provided a competitive quote and meets all county procurement requirements; and


WHEREAS, this initiative aligns with Ingham County's commitment to equity, inclusion, and public health by ensuring consistent access to essential hygiene products.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the installation of Comfort Plus® Courtesy Dispensers for menstrual care products in designated public restrooms across county-owned facilities in alignment with Resolution #24-520.

BE IT FURTHER RESOLVED, that the Board authorizes an expenditure not to exceed \$14,478.20, which includes a 10% contingency for the purchase and installation of dispensers, with funding to be provided from the appropriate 931100 maintenance contractual line items.

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

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S) March 13, 18th and 19th:
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Lease Extension for Storage of Office Furniture for the Office of the Public Defender	

ACTION REQUESTED:

Approval of a purchase order with M & M Moving and Storage to extend the storage of office furniture for the Office of the Public Defender through the end of July 2025, with an option for an additional three-month extension if necessary.

SUMMARY OF REQUEST:

Due to unforeseen delays in the construction of the new office space for the Office of the Public Defender, an extension of the current storage agreement is required. The storage is being provided by M & M Moving and Storage, and this resolution will extend the lease through the end of July 2025 at a cost of \$3,150.00, with an option to extend for an additional three months at the same rate, if necessary. The total six-month storage cost reflected in Invoice #2139 is \$6,300.00, which will be split into two payments if the extension is utilized. Funding for this expenditure is available through the 2024-2025 MIDC grant.

STRATEGIC PLAN RELEVANCE:

This resolution aligns with Ingham County’s Strategic Plan by ensuring the continuity of operations for the Office of the Public Defender and maintaining responsible fiscal management by utilizing available grant funding for essential services.

DEPARTMENT MISSION RELATION:

The Facilities Department is committed to ensuring that county offices and services have the necessary infrastructure and resources to operate efficiently. This resolution supports that mission by providing secure storage for county assets while awaiting the completion of the permanent office space.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED operational need

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$6,300

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH M & M MOVING AND STORAGE FOR THE EXTENDED STORAGE OF OFFICE FURNITURE FOR THE OFFICE OF THE PUBLIC DEFENDER

WHEREAS, the Ingham County Office of the Public Defender has entered into a lease with Vlahakis for office space at 2025 S. Washington Street; and

WHEREAS, unforeseen delays in the construction of the new office space have necessitated an extension of the storage period for the Office of the Public Defender's furniture and equipment; and

WHEREAS, M & M Moving and Storage has been identified as the preferred vendor for this storage; and

WHEREAS, the current agreement for storage needs to be extended through the end of July 2025, at a cost of \$3,150, with an option to extend for an additional three months if necessary, at an additional cost of \$3,150; and

WHEREAS, the cost of the total six-month storage period, as reflected in Invoice #2139 dated February 28, 2025, is \$6,300, and any further extension shall be subject to the same monthly rental rate; and

WHEREAS, funds are available through the 2024-2025 MIDC grant and have been allocated for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to M & M Moving and Storage, 800 E. St. Joseph St., Lansing, MI 48912, to continue storing the Office of the Public Defender's furniture and equipment through the end of July 2025 at a cost of \$3,150, with an option to extend for an additional three months if necessary, at an additional cost of \$3,150.

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.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES FOR UNINTERRUPTIBLE POWER SUPPLY SUPPORT

WHEREAS, an Uninterruptible Power Supply (UPS) is a critical component to the Ingham County Network and is located at multiple County facilities, including the 9-1-1 Call Center, Justice Complex, Courthouse, and other locations; and

WHEREAS, the UPS provides power to all computers and equipment in these facilities in the case of a power failure, ensuring continued operations and public safety; and

WHEREAS, Ingham County has selected Hedrick Associates to provide these critical services through a new five-year agreement; and

WHEREAS, the County has obtained pricing through the State of Michigan MiDeal contract (#171-180000001133) for UPS support services from Hedrick Associates; and


WHEREAS, the total contract amount for these services is \$138,405 over five years, covering essential 8x5 maintenance for various UPS units and sealed battery replacements at multiple sites, including the 9-1-1 Call Center, Justice Complex, and Courthouse; and

WHEREAS, funds are available in the Maintenance Contractual 931100 line item to cover this expense.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize contracting with Hedrick Associates for five years of UPS support services, with a total amount not to exceed \$138,405, with funds available in the Maintenance Contractual 931100 line item.

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

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

	DEPARTMENT: Facilities Department
PREPARED BY: Glen Canning, Facilities Director	MEETING DATE(S): March 13th, 18th, and 19th, 2025.
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Three-Month Lease Extension for Temporary Public Defender’s Office Space	

ACTION REQUESTED:

Approval of a three-month lease extension for the Public Defender’s Office at Suite 315, 300 South Washington Square, with Eyde Knapp Development, LLC, ensuring continued operations through July 2025.

SUMMARY OF REQUEST:

Due to delays in the completion of the permanent Public Defender’s Office, it is necessary to extend the lease for Suite 315 at 300 South Washington Square for an additional three months. The original six-month lease is set to expire in April 2025, and this extension would allow continued occupancy through July 2025.

The lease terms remain the same at \$7,500 per month, with a total cost not exceeding \$22,500 for the extension period. The funding for this extension is available through the Michigan Indigent Defense Commission (MIDC) grant.

STRATEGIC PLAN RELEVANCE:

The Facilities Department ensures that county departments have the necessary space to operate effectively. Extending this lease supports the Public Defender’s mission of providing essential legal services while awaiting completion of their permanent office space.

DEPARTMENT MISSION RELATION:

A brief summary of how the resolution relates to the Department/Office/Court’s mission.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Michigan Indigent Defense Commission (MIDC) standards NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$22,500

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  DATE: 3/6/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A THREE-MONTH EXTENSION OF THE LEASE AGREEMENT FOR THE TEMPORARY PUBLIC DEFENDER'S OFFICE SPACE AT 300 SOUTH WASHINGTON SQUARE, SUITE 315

WHEREAS, the Ingham County Public Defender's Office requires continued temporary office space while awaiting completion of its permanent location; and

WHEREAS, the County previously entered into a six-month lease agreement with Eyde Knapp Development, LLC for Suite 315 at 300 South Washington Square, Lansing, Michigan; and

WHEREAS, the lease term is set to expire in April 2025, but an additional three-month extension is available under the agreement; and


WHEREAS, the County seeks to extend the lease through July 2025 to ensure uninterrupted operations for the Public Defender's Office; and

WHEREAS, the monthly rent shall remain at \$7,500, and all other terms of the lease shall remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-month lease extension with Eyde Knapp Development, LLC for Suite 315 at 300 South Washington Square, Lansing, MI through July 2025 for \$7,500 per month.

BE IT FURTHER RESOLVED, that all payments for this lease agreement will be made to Eyde Knapp Development, LLC, with funds available through the Michigan Indigent Defense Commission (MIDC) grant for the fiscal year 2024-2025.

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

	DEPARTMENT: Road Department
PREPARED BY: Neal Galehouse, Director of Engineering	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Service Agreement for the 2025 Pavement Marking Program	

ACTION REQUESTED:

Authorization of a one-year service agreement, with option of a one-year extension, with M & M Pavement Marking, Inc. for the 2025 Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program.

SUMMARY OF REQUEST:

The Purchasing Department solicited proposals for the Road Department to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program per Request for Proposal (RFP) #23-25. Two bids were received, as detailed in the attached Memo of Performance and it is the recommendation of the Road Department and the Purchasing Department to retain M & M Pavement Marking, Inc to provide the requested services.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:


Total Request/Contract Amount: Based on Approved Annual Budget

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  **DATE:** 3/10/2025

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: February 19, 2025
RE: Memorandum of Performance for IFB No. 23-25: 2025 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2025 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan including the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified herein, or as directed by the Engineer.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	2
Vendors responding	2	0

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 Pref	Bid Bond	Item #1 Waterborne Pavement Marking –Longitudinal Lines Total Bid Price	Item #2 Cold Plastic Pavement Marking –Common Text & Symbols Total Bid Price	Items #1 & #2 Total Bid Price
M & M Pavement Marking	No, Grand Blanc MI	Yes	\$ 499,870.00	\$ 38,093.00	\$ 537,963.00
Michigan Pavement Markings	No, Wyoming MI	Yes	\$ 512,840.00	\$ 40,885.00	\$ 553,725.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICE AGREEMENT FOR THE 2025 WATERBORNE PAVEMENT MARKING PROGRAM AND THE COLD PLASTIC COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, the Purchasing Department solicited proposals (RFP #23-25) from vendors to provide pavement markings for the countywide 2025 Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking, with the option to extend the term for one year, receiving two proposals; and

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

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

WHEREAS, it is the recommendation of the Road Department to execute a professional services agreement with M & M Pavement Marking, Inc. located at P.O. Box 530, Grand Blanc, MI 48480.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreement with M & M Pavement Marking, Inc. located at P.O. Box 530, Grand Blanc, MI 48480, to provide pavement markings for the countywide 2025 Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program at rates not to exceed those stated in their proposal to RFP #23-25, with an option to extend the term for one year.

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.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Bunker Hill Township 2025 Local Road Program Agreement	

ACTION REQUESTED:

Authorization of an agreement with Bunker Hill Township to complete the agreed upon road work for the 2025 Local Road Program.

SUMMARY OF REQUEST:

Bunker Hill Township has partnered with the Ingham County Road Department to complete local road improvements as part of the 2025 Local Road Program, with the agreed-upon work detailed in the attached table. The township will cover costs beyond the Road Department’s 50% capped match of \$33,300.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This agreement aligns with the Road Department’s mission to maintain safe and reliable roads by ensuring necessary repairs and upgrades are completed in coordination with local communities.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$33,300

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE: _____ *[Signature]* _____ DATE: 3/10/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BUNKER HILL TOWNSHIP 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, Bunker Hill Township has 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 \$33,300 for Bunker Hill Township is included in the adopted 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Bunker Hill 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 Bunker Hill Township project up to the capped allocation amount as shown in the attached table.

BE IT FURTHER RESOLVED, that project costs exceeding the Road Department's capped funding match are the full financial responsibility of Bunker Hill Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice Bunker Hill 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.

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
Bunker Hill	\$0.00	\$33,300.00	\$33,300.00	HMA overlay on Nims Road (Fitchburg Rd to Vicary Rd).	\$127,290.63	\$93,990.63	\$33,300.00

	DEPARTMENT: Road Department
PREPARED BY: Andrew Dunn, Director of Operations	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for Crack Seal and Mastic	

ACTION REQUESTED:

Authorization of an as-needed purchase order for crack seal and mastic using government contract pricing for the 2025-2030 fiscal years.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for crack seal and mastic materials and equipment through government contract pricing sources, such as MiDeal and Sourcewell, for the 2025-2030 fiscal years. The annual unit prices will be determined based on the government contract’s current pricing, and expenditures will stay within the annual budgeted amount, which for 2025 is \$130,000. This action aims to streamline procurement and support ongoing road maintenance operations.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe by ensuring timely application of crack seal and mastic, which prevents further deterioration and extends the life of the pavement.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$130,000

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR CRACK SEAL AND MASTIC USING GOVERNMENT CONTRACT PRICING FOR THE 2025-2030 FISCAL YEARS

WHEREAS, the Road Department performs annual road maintenance, including the application of crack seal and mastic to extend the lifespan of roadways; and

WHEREAS, the Road Department seeks to procure these materials and equipment using government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for crack seal and mastic product and equipment will be determined annually based on the current pricing provided through the vendor's government contract; and

WHEREAS, the Ingham County Board of Commissioners approved \$130,000 in the 2025 Road Department budget for the purchase and application of crack seal and mastic, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendors offering government contract pricing include National Highway Maintenance Systems and Sherwin Industries; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and


WHEREAS, vendors will be selected on an as-needed basis according to product availability and associated costs, to ensure the most efficient and cost-effective procurement through government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of crack seal and mastic products and equipment using government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for crack seal and mastic.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through government contract pricing sources.

	DEPARTMENT: Road Department
PREPARED BY: Andrew Dunn, Director of Operations	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for Equipment Rental with Optional Operator	

ACTION REQUESTED:

Authorization of an as-needed purchase order for equipment rentals with optional operator costs using government contract pricing and/or written quotes for the 2025-2030 fiscal years.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for equipment rentals with optional operator costs through government contract pricing, via sites like MiDeal and Sourcewell, and/or written quotes for the 2025-2030 fiscal years. The annual expenditures will stay within the annual budgeted amount, which for 2025 is \$50,000. This action aims to streamline procurement and support ongoing road maintenance operations.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$50,000

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR EQUIPMENT RENTALS WITH OPTIONAL OPERATOR COSTS FOR THE 2025-2030 FISCAL YEARS

WHEREAS, the Road Department utilizes equipment rentals, with optional operator costs, to support road maintenance and construction activities as needed; and

WHEREAS, the Road Department seeks to procure these services using written quotes or government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for equipment rentals and operator costs will be determined annually based on the current pricing provided through the vendor's government contract or through written quotes; and

WHEREAS, the Ingham County Board of Commissioners approved \$50,000 in the 2025 Road Department budget for the purchase of equipment rentals, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendors offering government contract pricing include Alta Equipment Group, AIS Construction Equipment, Corp., Herc Rentals, Inc, MacAllister Machinery Co. dba Michigan CAT, Sunbelt Rentals, Versa-Lift Midwest, LLC, Altec Industries, Inc., Bell Equipment Company, Doosan Bobcat North America, Deere & Company, and United Rentals (North America), Inc.; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and


WHEREAS, vendors will be selected on an as-needed basis according to equipment availability and associated costs, to ensure the most efficient and cost-effective procurement through written quotes or government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of equipment rentals with optional operator costs using written quotes or government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current rates and/or government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for equipment rentals.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through written quotes or government contract pricing sources.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Meridian Township 2025 Local Road Program Agreement	

ACTION REQUESTED:

Authorization of an agreement with Meridian Township to complete the agreed upon road work for the 2025 Local Road Program.

SUMMARY OF REQUEST:

Meridian Township has partnered with the Ingham County Road Department to complete local road improvements as part of the 2025 Local Road Program, with the agreed-upon work detailed in the attached table. The township’s allocated match of \$335,000 will first fund Road Department-coordinated projects, and any remaining portion will be provided to the township to support additional road work completed by their own contractors.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This agreement aligns with the Road Department’s mission to maintain safe and reliable roads by ensuring necessary repairs and upgrades are completed in coordination with local communities.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$335,000

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MERIDIAN TOWNSHIP 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 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 become the full financial responsibility of the township; and

WHEREAS, Meridian Township has scheduled local road improvements for 2025 and will complete these projects using their own contractors and Township millage funds; and

WHEREAS, the Road Department coordinated with Meridian Township to determine the priority of additional road projects to be performed by the Road Department as part of the 2025 Local Road Program; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2025 construction season as outlined in the attached table; and

WHEREAS, the Road Department's capped allocation in the total amount of \$335,000 for Meridian Township is included in the adopted 2025 Road Fund Budget; and

WHEREAS, upon final accounting of the work included in the Road Department's 2025 Local Road Program, any remaining capped allocation funds will be provided to Meridian Township as a contribution to their millage work on local roads.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian 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 Meridian Township projects up to the capped allocation amount as shown in the attached table.

BE IT FURTHER RESOLVED, that upon final accounting of the work included in the Road Department's 2025 Local Road Program, any remaining portion of Meridian Township's capped allocation amount shall be provided to Meridian Township as a contribution towards local road projects completed by their own contractors.

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.

Meridian Township 2025 Local Road Program

Road Name	Segment of Road	Scope of work	ESTIMATED Cost of Project
Cornell Road	Grand River to Haslett Rd	The scope of work includes a double chip seal, and fog seal	\$104,208.43
Tihart Road	Twinging Rd to Cornell Rd	The scope of work includes a double chip seal, and fog seal	\$19,293.13
Tihart Road	Marsh Rd to Twinging Rd	The scope of work includes a single chip seal, and fog seal	\$21,303.14
Cornell Road	Grand River to Haslett Rd	The scope of work includes HMA Skip Paving.	\$13,800
TOTAL ESTIMATED COST OF DESIGNATED PROJECTS:			\$158,604.70
TOTAL ICRD ALLOCATION FOR 2025			\$335,000
ESTIMATED ICRD FUNDS CONTRIBUTION TO DESIGNATED PROJECTS:			\$79,302.35
TOTAL ESTIMATED COST FOR TOWNSHIP FOR DESIGNATED PROJECTS:			\$79,302.35
ESTIMATED ADDITIONAL ICRD CONTRIBUTION TO MERIDIAN TWP LOCAL ROAD PROGRAM:			\$255,697.65

	DEPARTMENT: Road Department
PREPARED BY: Andrew Dunn, Director of Operations	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for Road Salt	

ACTION REQUESTED:

Authorization of an as-needed purchase order for road salt using government contract pricing for the 2025-2030 fiscal years.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for road salt through government contract pricing, via sites like MiDeal and Sourcewell, for the 2025-2030 fiscal years. The annual unit prices will be determined based on the government contract’s current pricing, and expenditures will stay within the annual budgeted amount, which for 2025 is \$800,000. This action aims to streamline procurement and support ongoing road maintenance operations.

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe by ensuring timely application of road salt during winter maintenance operations.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$800,000

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR ROAD SALT USING GOVERNMENT CONTRACT PRICING FOR THE 2025-2030 FISCAL YEARS

WHEREAS, the Road Department performs annual winter maintenance, including the application of road salt, to improve safety and maintain drivability during snow and ice conditions; and

WHEREAS, the Road Department seeks to procure these materials using government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for road salt will be determined annually based on the current pricing provided through the vendor's government contract; and

WHEREAS, the Ingham County Board of Commissioners approved \$800,000 in the 2025 Road Department budget for the purchase of road salt, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendor offering government contract pricing for the Ingham County area is Detroit Salt; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and


WHEREAS, vendors will be selected on an as-needed basis according to product availability and associated costs, to ensure the most efficient and cost-effective procurement through government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of road salt using government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for salt.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through government contract pricing sources.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): March 18 and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Support of 2028 Bridge Funding Applications	

ACTION REQUESTED:

Approval of the attached resolution of support for the Fiscal Year 2028 Local Bridge Program Funding Applications.

SUMMARY OF REQUEST:

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2028. Funding applications are due by April 1, 2025. The Local Bridge Program requires the road agency’s governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package.

The Road Department has proposed the 2025 bridge funding applications for Fiscal Year 2028 as follows:

- 4. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
- 5. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
- 6. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)

STRATEGIC PLAN RELEVANCE:

This action aligns with the strategic plan initiatives to ensure that roads and bridges are maintained in safe conditions, supporting the long-term safety and functionality of the transportation network.

DEPARTMENT MISSION RELATION:

This funding opportunity supports ongoing road asset maintenance efforts, helping to keep roads reasonably safe.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED Act 51 of 1951, as Amended NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: N/A

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  DATE: 3/10/2025

Introduced by the County Services of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS
FOR FISCAL YEAR 2028**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2028; and

WHEREAS, the available funding categories through the Local Bridge Program include full bridge replacement, bridge rehabilitation, and preventative maintenance work for bridges measuring at least 20-ft long when measured along the roadway centerline; and


WHEREAS, the Local Bridge Program is allowing each road agency to submit up to three bridge funding applications this year; and

WHEREAS, upon reviewing the County bridge needs, the Road Department recommends submitting funding applications to address the replacement needs for the following bridges:

1. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
2. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
3. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876); and

WHEREAS, the Local Bridge Program requires a current resolution from the road agency's governing Board in support of the proposed funding applications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the Road Department in the submittal of funding applications for the bridges listed above in an effort to receive Local Bridge Program funding for Fiscal Year 2028.

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): March 18 and 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Adjustment of the Wage Structure for Part-Time CCLP Law Enforcement and Part-Time CCLP Corrections Deputies	

ACTION REQUESTED:

Approval of a Letter of Agreement adjusting the wage structure for part-time CCLP Law Enforcement and part-time CCLP Corrections Deputies.

SUMMARY OF REQUEST:

The resolution adjusts the hourly wage of a part-time deputy from Step 1 on the wage schedule for full-time deputies to Step 3 on the wage schedule for full-time deputies and amends Article 1, Section 2 of the CCLP Law Enforcement and Article 45, Section 2 of the CCLP Corrections collective bargaining agreements accordingly.

STRATEGIC PLAN RELEVANCE:

Maintaining a competitive wage structure supports the recruitment and retention of highly qualified deputies, who provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

Maintaining a competitive wage structure supports the Sheriff's Office mission to provide Correctional, Law Enforcement, and Support Service excellence in partnership with our community.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED Collectively Bargained

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: Varies

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ *[Signature]* **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN ADJUSTMENT OF THE WAGE STRUCTURE FOR PART-TIME CCLP LAW ENFORCEMENT AND PART-TIME CCLP CORRECTIONS DEPUTIES

WHEREAS, the County of Ingham and the Ingham County Sheriff (hereinafter collectively “Employer”) and the Ingham County Sheriff’s Office Law Enforcement and Corrections Bargaining Units of the Capitol City Labor Program (“CCLP”) (hereinafter “Union”) are parties to collective bargaining agreements for the period of January 1, 2025 through December 31, 2027, which govern the terms and conditions of part-time employees in the bargaining units; and


WHEREAS, the Employer and the Union acknowledge the importance of maintaining a competitive wage structure for all employees, including part-time employees, to support the recruitment and retention of highly qualified deputies; and

WHEREAS, the parties have engaged in discussions regarding the hourly wages of part-time employees and mutually agree to an adjustment of the wage structure for part-time employees.

THEREFORE BE IT RESOLVED, that effective the first full pay period immediately following the execution of this Agreement, the Ingham County Board of Commissioners approves the amendment of Article 1, Section 2 of the Law Enforcement collective bargaining agreement to specify that part-time deputies shall be compensated at Step 3 of the wage schedule for a full-time Law Enforcement deputy.

BE IT FURTHER RESOLVED, that effective the first full pay period immediately following the execution of this agreement, the Ingham County Board of Commissioners approves the amendment of Article 45, Section 2 of the Corrections collective bargaining agreement to specify that part-time deputies shall be compensated at Step 3 of the wage schedule for a full-time Corrections deputy.

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

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): March 18 and 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Approve a Letter of Understanding Supplementing the ICEA County Professional Collective Bargaining Agreement Regarding On-Call Time for IT Department Network Administrators	

ACTION REQUESTED:

The ICEA County Professional Unit includes employees employed as Network Administrators in the Employer’s IT Department and there is a mutual desire to enter into a Letter of Understanding to supplement the 2025 – 2027 collective bargaining agreement regarding on-call time for Network Administrators. We request the Ingham County Board of Commissioners approves the attached resolution containing the terms of the proposed Letter of Understanding.

SUMMARY OF REQUEST:

The terms supplementing the 2025 – 2027 collective bargaining agreement regarding on-call time for Network Administrators are contained in the attached resolution.

STRATEGIC PLAN RELEVANCE:

Approval of this resolution supports the vision of Ingham County to provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

Approval of this resolution will support the department’s mission to ensuring the success of its customers by providing superior technical support and quality customer service.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED Collective Bargaining

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: Varies

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE:  **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING SUPPLEMENTING THE ICEA COUNTY PROFESSIONAL COLLECTIVE BARGAINING AGREEMENT REGARDING ON-CALL TIME FOR IT DEPARTMENT NETWORK ADMINISTRATORS

WHEREAS, the County of Ingham, (hereinafter referred to as the “Employer”) and the Ingham County Employees’ Association (hereinafter referred to as the “Union”) are parties to a collective bargaining agreement (hereinafter referred to as the “CBA”) for the County Professional Employees’ Unit with a term of January 1, 2025, through December 31, 2027; and

WHEREAS, the bargaining unit includes employees employed as Network Administrators in the Employer’s IT Department; and

WHEREAS, the Parties wish to supplement the contract regarding on-call time for Network Administrators only; and

WHEREAS, the Parties have agreed to the following terms:

1. Each Network Administrator shall have weekly on-call status, on a rotating basis with the other Network Administrators.
2. On-call coverage shall be from 5:30 PM through 7:30 AM for weekdays and the entire weekend (48 hours).
3. Network Administrators who are on-call shall carry the cell phone issued by the Employer.
4. Network Administrators shall respond to on-call requests within one hour of the initial call.
5. Network Administrators shall be able to return to the Innovation and Technology Department within one hour after determining onsite work is required.
6. The Network Administrator going on call shall be responsible for changing and testing the system prior to on-call start time.
7. The Network Administrators shall be paid on-call time at the rate of three (3) hours’ straight time pay for each work weekday.
8. The Network Administrators shall be paid three (3) hours’ straight time pay for holidays during the work week and weekend days in addition to the three (3) hours’ evening straight time pay.
9. Typically, a work week total of twenty-seven (27) hours’ straight time pay.
10. On-call pay for a full day Suspension of Operations shall be at the rate of four (4) hours’ straight time pay, in addition to any regular compensation. On-call pay will be pro-rated to the amount of time suspended.
11. If an on-call Network Administrator is called in to work, that Network Administrator shall receive a minimum of three (3) hours’ pay at the rate of time and one half as per the Parties’ labor contract’s call-back provision (Article 10, Section 6). This shall be in addition to on-call pay.
12. If an on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive the minimum of one (1) hours’ pay at the rate of time and one half or actual time worked at time and one half per incident. If a non on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive a minimum of one (1) hours’ pay at the rate of time and one half or actual time worked at time and one half per incident.
13. All the other terms and conditions specified in the Parties’ collective bargaining agreement shall remain in full force and effect, except as stated above.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves each Network Administrator to have weekly on-call status, on a rotating basis with the other Network Administrators; on-call coverage shall be from 5:30 PM through 7:30 AM for weekdays and the entire weekend (48 hours); Network Administrators who are on-call shall carry the cell phone issued by the Employer; Network Administrators shall respond to on-call requests within one hour of the initial call; Network Administrators shall be able to return to the Innovation and Technology Department within one hour after determining onsite work is required; and the Network Administrator going on call shall be responsible for changing and testing the system prior to on-call start time.

BE IT FURTHER RESOLVED, that the Network Administrators shall be paid on-call time at the rate of three (3) hours' straight time pay for each work weekday; the Network Administrators shall be paid three (3) hours' straight time pay for holidays during the work week and weekend days in addition to the three (3) hours' evening straight time pay; and, typically, a work week total of twenty-seven (27) hours' straight time pay.

BE IT FURTHER RESOLVED, that on-call pay for a full day Suspension of Operations shall be at the rate of four (4) hours' straight time pay, in addition to any regular compensation, and the on-call pay will be pro-rated to the amount of time suspended; if an on-call Network Administrator is called in to work, that Network Administrator shall receive a minimum of three (3) hours' pay at the rate of time and one half as per the Parties' labor contract's call-back provision (Article 10, Section 6), in addition to on-call pay; if an on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive the minimum of one (1) hours' pay at the rate of time and one half or actual time worked at time and one half per incident; if a non on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive a minimum of one (1) hours' pay at the rate of time and one half or actual time worked at time and one half per incident; and, all the other terms and conditions specified in the Parties' collective bargaining agreement shall remain in full force and effect, except as stated herein.

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

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to implement the terms of the Letter of Understanding for On-Call Network Administrators.

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): March 18 & 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Approve Reclassification Requests for UAW Technical, Office, Para-professional and Service, ICEA County Professional, and Managerial and Confidential Employees	

ACTION REQUESTED:

We request approval of reclassification requests for UAW, ICEA County Professional, and Managerial and Confidential Employees.

SUMMARY OF REQUEST:

If the requests are approved, the Human Resources Department will implement the results of the reclassification requests.

STRATEGIC PLAN RELEVANCE:

Compensation reclassification supports the County’s goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

DEPARTMENT MISSION RELATION:

Compensation reclassification supports the Department’s mission to maximize opportunities for Ingham County employees.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED Policy and contract term implementation

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$75,738.42 at top of scale plus benefits.

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE: _____  DATE: 3/10/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS FOR UAW TECHNICAL, OFFICE, PARA-PROFESSIONAL AND SERVICE, ICEA COUNTY PROFESSIONALS UNIT, AND MANAGERIAL & CONFIDENTIAL EMPLOYEES

WHEREAS, the UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit collective bargaining agreements and the Managerial & Confidential Employee Personnel Manual effective January 1, 2022 through December 31, 2024, provided a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approval process for reclassification requests for employees in these groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
225003	Secretary Equalization to Real Property Analyst	Move from UAW F to UAW G
140048	Court Officer - Family Court	Move from UAW G to UAW J
421012	Office Coordinator	Move from UAW G to UAW J
229121	Adult & Juvenile Legal Assistant	Move from UAW J to UAW K
229122	Adult & Juvenile Legal Assistant	Move from UAW J to UAW K
601532	Clinical Data Analyst	Move from ICEA Pro 7 to ICEA Pro 8
958027	Security Analyst to Information Security Officer	Move from ICEA Pro 8 to ICEA Pro 10
601324	Land & Water Program Supervisor	Move from ICEA Pro 9 to ICEA Pro 10
253002	Chief Deputy Treasurer	Move from MC 12 to MC 14

<u>Position Title</u>	<u>2025 Current Grade, Step 5</u>	<u>2025 Proposed Grade, Step 5</u>	<u>Difference</u>
Real Property Analyst	UAW F: 52,164.59	UAW G: 55,189.66	3,025.07
Court Officer – Family Court	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Office Coordinator	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Clinical Data Analyst	ICEA Pro 7: 75,222.34	ICEA Pro 8: 82,047.11	6,824.77
Information Security Officer	ICEA Pro 8: 82,047.11	ICEA Pro 10: 96,913.05	14,865.94
Land & Water Program Supv.	ICEA Pro 9: 89,732.78	ICEA Pro 10: 96,913.05	7,180.27
Chief Deputy Treasurer	MC 12: 104,136.53	MC 14: 120,027.14	15,890.61

TOTAL: \$ 75,738.42

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: March 5, 2025
SUBJECT: Request to Approve General Fund Positions
For County Services and Finance, March 18 and March 19

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 601183 – Community Health Representative III, Health & Resources Navigation – Exempt
 - Position 601538 – Behavioral Health Consultant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601336 – Community Health Representative III, Environmental Health – Exempt
 - Position 601185 – Medical Assistant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601499 – Medical Assistant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601326 – Sanitarian I – Exempt
 - Position 601524 – CMR III – Exempt
- Circuit Court Clerk
 - Position 140061 – Deputy Juvenile Register – Exempt
- Friend of Court
 - Position 142052 – Court Records Clerk – Exempt
 - 66% Federal Cooperative Reimbursement Program/34% GF
 - Position 142801 – Temp Position – Exempt
 - 66% Federal Cooperative Reimbursement Program/34% GF
- Sheriff’s Office
 - Position 301072 – Deputy Sheriff, Corrections – Exempt
 - Position 301059 – Deputy Sheriff, Corrections – Exempt
- Human Resources
 - Position 201008 – Benefits Administrator – Exempt
 - Position 226011 – HR Generalist, Labor Relations – Exempt
- Animal Control
 - Position 421008 – Animal Control Officer – 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: Health Department, Health Promotion & Prevention Division

Sender: Dr. Shoyinka

POSITION #: 601183

DESCRIPTION: CHR III – Health & Resources Navigation

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 provides critical walk-in and call-in support services for individuals seeking health and resource navigation support, such as help exploring health plan options, assistance with health insurance and benefits applications, education on health plan options, education on utilizing online platforms for health plan and benefit services, help exploring primary care and specialty care providers, and assistance in enrolling with new primary and specialty care providers, and understanding transportation and interpretation services connected to health plans. The position is funded by Medicaid Outreach (50%) and Ingham County General Fund (50%).

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 #: 601183

GROUP: 0101 UAW TOPS

PAY GRADE: Tops Grade E

FTE: 1.0

Funding: 22160120-704000-02110

	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: Gardner Community Health Center

SENDER: Dr. Shoyinka

POSITION #: 601538

DESCRIPTION: Behavior 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 position is funded through the MDHHS Expanding, Enhancing, Emotional Health (E3) Program. Expanding, Enhancing Emotional Health (E3) model promotes the emotional health and well-being of children, adolescents and their families by providing on-site year-round comprehensive mental health services from mild to moderate severity of need. E3 sites are located inside one school building and services are provided by a licensed master's level mental health provider. Comprehensive services include, prevention and intervention, screening, assessing, diagnosing, treatment, education and referrals for ages 3-21. The grant requires we provide on-site comprehensive mental health services from mild to moderate severity of need. The health center shall provide behavior health services a minimum of five days per week and the BHC's time shall be 40 hours per week. The Gardner BHC will resign as of March 14, 2025. We are required to have a BHC Provider or we will not be in compliance with our grant requirements and are in risk of losing these grant funds. In addition, the Lansing School District is supportive in filling this position to provide these mental health resources to students.

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 #: 601538

GROUP: 0202 ICEA County Prof

PAY GRADE: Grade 9

FTE: 1.0

Funding: 51161534-704004-02355

	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	799.61		960.14
CARES	33.12		33.12
	137,181.82		159,485.44

HIRING REQUEST FORM

DEPARTMENT: Health Department, Environmental Health

SENDER: Dr. Shoyinka

POSITION #: 601336 Environmental Health CHR III

DESCRIPTION: This position serves as the primary administrative support for multiple state-mandated programs including Well and septic and Type II water supplies within the Land and Water Programs. This position also supports the Point of Sale Program, which is mandated by the Ingham County Sanitary Code.

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 serves as the public facing administrative staff person who directly handles incoming payments and permits for well and septic installations. This includes handling of time-sensitive documents for the Point of Sale Program for which our documents are necessary before the sale of a home can be closed. This position supports the Type II water supply program and provides assistance to the general public with regard to all Environmental Health Programs. After having been vacant for an extended period, this position had been filled recently by absorbing someone laid off from the clinics, but now she wishes to return to a similar position that is opening up. The instability and prolonged vacancy in this position has caused significant stress to both our administrative and field staff. According to Human Resources, there is no one left with call back rights for this position, so we would like to post this position and fill the vacancy as soon as possible.

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 #: 601336

GROUP: 0101 UAW TOPS

PAY GRADE: Tops Grade E

FTE: 1.0

Funding: 22160200-704000-03040

	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: Central Services

SENDER: Joe Denslow, Manager

POSITION #: 1 Medical Assistant (1.0 position 601185 the position is currently vacant) we are asking to be restored.

DESCRIPTION: 1 Full time MA open positions to support continuity of patient care and maximize reimbursement for the Centralized Referral team.

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 Centralized Referral team was created in 2015. Originally, this team was created with a total of (4) referral staff members. In 2015, when this team was created, there were 8,733 specialty referral requests generated by providers. In 2024, there were 16,430 referral requests generated by providers, however, during those nine years, no additional staff members have ever been added to support this team. As a result of this static approach, the Centralized Referral team is not able to process these referral requests in a timely fashion, resulting in large backlogs of requests and delays in patient egress. These duties include referral care-coordination and management, care-plan optimization, communication and follow up with specialty providers, completing insurance verification of patient benefits and assisting in the coordination of prior authorizations, and coordinating community health resource navigation. The request is to manage referral requests and optimize closures that are directly related and tied to the 340B program medications prescribed by specialty providers This will enhance our reimbursement opportunities. (My department account number is #51161580-649-02008). This position was included in the budget revision for the Health Centers and is critical to capturing planned new 340B revenue.

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601185

GROUP: **0101 UAW/TOPS**

PAY GRADE: TOPS Grade F

FTE: 1.0

Funding: 51161580-649-02008

	Step 1		Step 5
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	602.82		718.88
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	122.28		122.28
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	91.86		109.55
CARES	33.12		33.12
	88,130.38		100,074.44

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

HIRING REQUEST FORM

DEPARTMENT: Central Services

SENDER: Joe Denslow, Manager

POSITION #: 1 Medical Assistant (1.0 position 601499 the position is currently vacant) we are asking to be restored.

DESCRIPTION: 1 Full time MA open positions to support continuity of patient care and maximize reimbursement for the Centralized Referral team.

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 Centralized Referral team was created in 2015. Originally, this team was created with a total of (4) referral staff members. In 2015, when this team was created, there were 8,733 specialty referral requests generated by providers. In 2024, there were 16,430 referral requests generated by providers, however, during those nine years, no additional staff members have ever been added to support this team. As a result of this static approach, the Centralized Referral team is not able to process these referral requests in a timely fashion, resulting in large backlogs of requests and delays in patient egress. These duties include referral care-coordination and management, care-plan optimization, communication and follow up with specialty providers, completing insurance verification of patient benefits and assisting in the coordination of prior authorizations, and coordinating community health resource navigation. The request is to add (1.0 additional FTE) to help support the Centralized Referral team with the backlog of referrals and maintain the daily volumes of work. Central Service cost center (51161580-649-02008). This position was included in the revised budget approved for the Health Centers.

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601499

GROUP: **0101 UAW/TOPS**

PAY GRADE: TOPS Grade F

FTE: 1.0

Funding: 51161580-649-02008

	Step 1		Step 5
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	602.82		718.88
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	122.28		122.28
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	91.86		109.55
CARES	33.12		33.12
	88,130.38		100,074.44

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

HIRING REQUEST FORM

DEPARTMENT: Health Department, Environmental Health

Sender: Dr. Shoyinka

POSITION #: 601326

DESCRIPTION: Sanitarian I, Food Inspector

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

We recently promoted a Sanitarian to Supervisor and we need to backfill the position she vacated. This position is responsible for inspecting approximately 150-160 food service establishments, issuing temporary food licenses, investigating foodborne illnesses and investigating complaints. The Food Program is state-mandated program and we must meet minimum program requirements (MPRs) to guarantee funding associated with the State's Essential Local Public Health Services funding.

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 #: 601326

GROUP: 0202-ICEA County Prof

PAY GRADE: Prof Grade 8

FTE: 1.0

Funding: 22160200-704000-03041

	Step 1		Step 5
Salary	68,329.90		82,047.11
Unemployment	341.65		410.24
FICA	5,227.24		6,276.60
Liability	941.65		1,130.69
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,074.85		3,692.12
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,537.42		1,846.06
Life	122.28		122.28
Disability	88.83		106.66
Retirement	20,621.96		24,761.82
Retirement	683.30		820.47
Workers Comp	143.49		172.30
EAP	33.12		33.12
	127,080.70		147,354.47

HIRING REQUEST FORM

DEPARTMENT: Forest Community Health Center 2230

POSITION #: 601524

DESCRIPTION: Community Health Representative III

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

CHR III resigned in November 2024 and the position was not filled due to the hiring freeze, although it was included in the revised budget approved by the BOC in November. There is a high call volume at Forest Community Health Center and staff are finding it difficult to keep up with the calls, along with responding to patient needs in a timely manner. The filling of this position would improve patient satisfaction, along with improving the timeliness in responding to patient needs when calling (prescriptions, appointments, etc.). Additionally, when patients do not receive a return call in an appropriate timeframe, they call back and leave additional messages, causing a higher call volume and duplicate messages being left to decipher. This position would be partially grant funded, as a portion of the HRSA funding is applied to Forest Community Health Center (2230) based on visit volume.

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 #: 601524

GROUP: 0101 UAW TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0 FTE

	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		931.53
Life	122.28		122.28
Disability	53.82		53.82
Retirement	10,023.26		11,947.32
Retirement	414.01		493.49
Workers Comp	211.15		251.68
CARES	33.12		33.12
Total	84,984.42		96,289.69

HIRING REQUEST FORM

DEPARTMENT: 30th Circuit Court Clerk's Office
Sender: Tiffany Shelton at the request of Judge Dunnings
POSITION #: 140061

DESCRIPTION: Deputy Juvenile Register

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. Deputy Juvenile Registers are essential to the operations of the Clerk's Office, the Family Division, and the judges, as they manage case files and ensure the timely processing of juvenile cases. Currently, there is one vacancy for the position of Deputy Juvenile Register. If this request is granted, the Circuit Court Clerk's Office would be authorized to hire for this role.

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 #: 140061

GROUP: 0101 UAW TOPS

PAY GRADE: 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: Friend of the Court (FOC)

SENDER: Helen Walker

POSITION #: 142052

DESCRIPTION: Court Records 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 Court Records Clerk position is vacant due to the resignation of Amber Lydon effective March 14, 2025. The Court Records Clerks are responsible for entering new cases into the Michigan Child Support Enforcement System (MiCSES), reviewing, interpreting and processing new and amended orders, stopping support charges, reactivating support, and making adjustments to the account. The Court Record Clerks are also responsible for managing the switchboard and for serving as back-up to the Front Desk Receptionist and Cashier. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Additionally, revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding.

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 #: 142052

GROUP: UAW TOPS

PAY GRADE: GRADE F

FTE: 1.0

Funding:21514200-704000

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

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142801

DESCRIPTION: Temp Position

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 FOC utilizes Temporary Positions on an as needed basis which typically occurs when a position is vacant or when an employee is absent to maintain appropriate levels of customer service and to ensure that there is no disruption to FOC operations or FOC/Court workflow. Individuals hired to serve as Temp employees are traditionally FOC retirees who are familiar with IV-D Rules and Regulations, as well as FOC office policies and procedures which enables them to assist with minimal to no training. The Temp position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Additionally, revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding.

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 #:

GROUP:

PAY GRADE:

FTE:

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

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

POSITION #: 301072 and 301059

Funding source is, 30103

DESCRIPTION: Deputy Sheriff - Corrections

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

Our Corrections Division has five actual vacancies, one corrections deputy attending the police academy, three on PPL (one more expected in April before the others return), and two new retirements, one on extended injury, and a recent employee death. This is a strain on an already under staffed operation. We have two slated to start 3/10 and other promising applicants. We are hopeful of approval to fill two (2) additional Corrections Deputy Positions in the second quarters of 2025. Each positions Starting Salary / Step 1: \$55,396.09 / FTE estimate \$

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 301072 and 301059

GROUP: 0404 CCLP Corrections

PAY GRADE: CORR OFFICER

FTE: 1.0 FTE both positions

Funding: 10130103-704000

	Step 1		Step 5
Salary	55,396.09		70,558.89
Unemployment	276.98		352.79
FICA	4,237.80		5,397.76
Liability	1,391.44		1,772.30
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,492.82		3,175.15
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,246.41		1,587.58
Life	61.20		61.20
Disability	72.01		91.73
Retirement	23,820.32		30,340.32
Retirement	553.96		705.59
Workers Comp	986.05		1,255.95
CARES	33.12		33.12
	116,503.21		141,267.37

HIRING REQUEST FORM

DEPARTMENT: Human Resources

Sender: Sue Graham

POSITION #: Benefits Administrator #201008

DESCRIPTION: Under the supervision of the Human Resources Director, is responsible for benefit administration and development. Maintains employee's insurance benefits records and HRIS benefit systems. Monitors and tracks claims with access to confidential Human Resources and Labor Relations material. Conducts new employee orientations and the open enrollment process and explains insurance plans and benefits to employees and retirees. Responds to inquires related to insurance coverage of employees and retirees and assists them in the processing of claims. Interacts with Financial Services and Treasurer's Office personnel regarding invoices and other payable issues. Works on behalf of employees and retirees to ensure timely and appropriate benefits delivery consistent with provisions of the plan document.

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 is essential to the success of the Human Resources Department in attracting and retaining employees committed to Ingham County's Mission, Vision and Values by providing benefits services to employees and retirees. This position is critical to the success of the multi-employer, multi-union collaborative Health Care Coalition (HCC), the success of which drives the ability to annually provide the best benefits at the most cost-effective price. Assisting the HCC to success enhances positive labor relations at Ingham County, since health care benefits are collaboratively bargained outside of a traditional, adversarial collective bargaining basis by individual bargaining units at the end of the term of an existing collective bargaining agreement. As the HCC is currently preparing to identify and select a successor carrier to PHP-Michigan Health, which will no longer exist following 12/31/2025, as well as to establish health care benefits for plan year 2026, there is an emergent need to fill this position as soon as possible.

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 #: 201008

GROUP: 2424 Confidential Professional

PAY GRADE: MC 7

FTE: 1.0

Funding: 68195200-704000

	Step 1	Step 5
Salary	57,306.20	68,806.43
Unemployment	286.53	344.03
FICA	4,383.92	5,263.69
Liability	494.04	593.18
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	2,578.78	3,096.29
Dental	936.00	936.00
Vision	134.64	134.64
Separation	1,289.39	1,548.14
Life	91.68	91.68
Disability	74.50	89.45
Retirement	19,168.92	23,015.75
Retirement	1,432.66	1,720.16
Workers Comp	51.58	61.93
EAP	33.12	33.12
	113,125.95	130,598.49

HIRING REQUEST FORM

DEPARTMENT: Human Resources

Sender: Sue Graham

POSITION #: HR Generalist – Labor & Employee Relations Specialist #226011

DESCRIPTION: Under the general supervision of the Human Resources Director, the Human Resources Generalist – Labor & Employee Relations Specialist is responsible for human resource functions including; employee relations, developing policies and procedures, classification and compensation, labor relations, training, management consultation, and other employment-related matters, such as complaint investigations and workplace mediation. This position serves as a Human Resources representative on various internal and external committees as assigned. This position functions independently primarily within their assigned area of specialty but also works collaboratively within the Employment area of specialty as needed.

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 is essential to the success of the Human Resources Department in attracting and retaining employees committed to Ingham County's Mission, Vision and Values primarily by providing labor and employee relations services to management, employees and union representatives, focusing on area that impact positive labor relations and working relationships. This position plays a critical role in several major projects currently underway, such as leading the County-wide Classification and Compensation Study with MGT, actively participating in the Health Care Coalition new vendor search and establishing benefits for plan year 2026, developing and conducting Supervisory Training on coaching, discipline and labor relations, chairing the HR Department panel conducting ongoing reclassification reviews, and is the front-line, direct contact for labor representatives as well as management for labor relations. These essential functions will be negatively affected and delayed without filling this position as soon as possible.

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 #: 226011

GROUP: 2424 Confidential Professional

PAY GRADE: MC 10

FTE: 1.0

Funding: 10122600-704000

	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: Animal Control Officer

SENDER: Daniel Verhougstraete

POSITION #: 421008

DESCRIPTION: Full-time Animal Control Officer

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 Animal Control Officers provide a vital public safety function for the residents of Ingham County. When full-staffed, we have a total of six ACO's to provide service for the entire County 365 days per year. This vacancy was created by a current officer that is transferring to an open Animal Care Specialist position. We are asking to fill this position as soon as possible as we are approaching our summer months, which are routinely the busiest for our department. If we do not fill this position, we will encounter days with reduced response hours throughout the year.

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 #: 421008


GROUP: 0405 CCLP AC

PAY GRADE: AC,VT, & LE OFF

FTE: 1.0

Funding: 10142105-704000

	Step 1		Step 6
Salary	41,507.91		53,316.85
Unemployment	207.54		266.58
FICA	3,175.36		4,078.74
Liability	623.28		800.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,867.86		2,399.26
Dental	936.00		936.00
Vision	135.00		135.00
Separation	933.93		1,199.63
Life	61.20		61.20
Disability	53.96		69.31
Retirement	18,616.30		23,912.61
Retirement	415.08		533.17
Workers Comp	211.69		271.92
CARES	32.12		32.12
	93,641.22		112,876.99

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): March 18/19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: General Fund Hiring Freeze Process Amendment	

ACTION REQUESTED:

Resolution replacing current hiring freeze position exemption process with a three-week waiting period between position vacancy and advertising to fill.

SUMMARY OF REQUEST:

The current process to request a vacant General Fund position has resulted in additional work for the Department of Finance & Budget, Controller's Office, and requesting departments, which invariably result in the position request memo being added to the consent agendas. Replacing the current process with a three-week waiting period will have the same financial impact (pausing new hires) as the current process without the additional steps.

STRATEGIC PLAN RELEVANCE:

Become a destination employer that attracts and retains high-quality staff to serve our residents.

DEPARTMENT MISSION RELATION:

Fiscal responsibility.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

- MANDATED – Mandated through the 2025 Budget NON-MANDATED _____
 NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$0

- Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

- RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: 3/3/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND GENERAL FUND POSITION HIRING FREEZE PROCESS

WHEREAS, the 2025 Ingham County General Fund budget was balanced through freezing 14 General Fund positions; and

WHEREAS, all other General Fund positions that have, or will become vacant in 2025 require an exemption from the County Services and Finance Committees; and

WHEREAS, the exemption process requires the department to submit a position request to the Department of Finance & Budget, which will have payroll and benefit costs allocated to it and forwarded to the Controller's Office for submittal to both committees; and


WHEREAS, the exemption memo has typically been added to the consent agenda of both County Services and Finance Committees; and

WHEREAS, instituting a four-week delay between a position vacancy and the posting for the vacancy will have a similar fiscal impact of saving vacant position funding as the exemption process, while eliminating the work flow described above; and

WHEREAS, this amendment to the hiring freeze process will not affect the processes implemented to the Ingham County Health Department's Community Health Centers through the passage of Resolution #24-601.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves amending the current hiring freeze process to eliminate the General Fund position exemption request and replace it with a four-week hold on vacant positions before they are advertised to be filled.

BE IT FURTHER RESOLVED, that the Human Resources Department will not advertise for any vacant General Fund positions until four-weeks after the position have been vacated. .

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): March 18/19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Resolution #15-459 Authorizing Vendor Code of Conduct Amendment	

ACTION REQUESTED:

Resolution amending Resolution #15-459, Standards of Conduct for Ingham County Vendors

SUMMARY OF REQUEST:

Vendors will, on occasion, refuse to sign the County's Standards of Conduct due to internal Standards of Conduct, which could be equally as strict as the County's. The proposed amend to the County's Standards of Conduct statement will add the following language:

A vendor may submit their own standards of conduct for review if they choose not to accept the County's. The vendor's standards of conduct shall be reviewed by the County to determine if they adequately meet the requirements contained in the County's Standards of Conduct for Ingham County Vendors policy. The acceptance of the vendor's Standards of Conduct as a substitute for the County's Standards of Conduct shall be at the sole discretion of the County's. If the vendor's standards of conduct are accepted, the vendor shall notify the Ingham County Purchasing Department in writing of any changes to the vendor's standards of conduct policies and provide the County's Purchasing Department with a copy of vendor's revised standards of conduct for review by the County and a determination as to their acceptability. Failure by the vendor to notify the County of changes in its standards of conduct policies may be a breach of any agreement the vendor may have with the County and subject to termination.

STRATEGIC PLAN RELEVANCE:

Be open, transparent and accountable with the public we serve including erring on the side of disclosure whenever possible.

DEPARTMENT MISSION RELATION:

Fiscal responsibility.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED – Via Resolution #15-459 NON-MANDATED _____ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$0

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: 3/7/2025 _____

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-459 AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

WHEREAS, the Ingham County Board of Commissioners (“Board”) purchases goods and services from a multitude of vendors and contractors; and

WHEREAS, through the passage of Resolution #15-459 authorizing *Standards of Conduct for Ingham County Vendors*, the Board committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, some vendors may have internal Standards of Conduct that adequately meet the requirements contained in the County’s *Standards of Conduct for Ingham County Vendors* and may wish to utilize those standards as opposed to agreeing to the County’s; and

WHEREAS, to address this issue, the following language is proposed to be added to the *Standards of Conduct for Ingham County Vendors*:

A vendor may submit their own standards of conduct for review if they choose not to accept the County’s. The vendor’s standards of conduct shall be reviewed by the County to determine if they adequately meet the requirements contained in the County’s *Standards of Conduct for Ingham County Vendors* policy. The acceptance of the vendor’s Standards of Conduct as a substitute for the County’s Standards of Conduct shall be at the sole discretion of the County. If the vendor’s standards of conduct are accepted, the vendor shall notify the Ingham County Purchasing Department in writing of any changes to the vendor’s standards of conduct policies and provide the County’s Purchasing Department with a copy of vendor’s revised standards of conduct for review by the County and a determination as to their acceptability. Failure by the vendor to notify the County of changes in its standards of conduct policies may be a breach of any agreement the vendor may have with the County and subject to termination.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #15-459 to adopt the changes proposed to the attached *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

Standards of Conduct for Ingham County Vendors

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or ~~Board Coordinator~~ **the Director, Board of Commissioners Office** at (517) 676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or ~~Board Coordinator~~ **the Director, Board of Commissioners Office** at (517) 676-7200.

Exception

A vendor may submit their own standards of conduct for review if they choose not to accept the County's. The vendor's standards of conduct shall be reviewed by the County to determine if they adequately meet the requirements contained in the County's Standards of Conduct for Ingham County Vendors policy. The acceptance of the vendor's Standards of Conduct as a substitute for the County's Standards of Conduct shall be at the sole discretion of the County. If the vendor's standards of conduct are accepted, the vendor shall notify the Ingham County Purchasing Department in writing of any changes to the vendor's standards of conduct policies and provide the County's Purchasing Department with a copy of vendor's revised standards of conduct for review by the County and a determination as to their acceptability. Failure by the vendor to notify the County of changes in its standards of conduct policies may be a breach of any agreement the vendor may have with the County and subject to termination.

ALTERNATE WORK SITE POLICY HIGHLIGHTS AND CURRENT STAFFING MODELS

The Alternate Work Site (AWS) Policy was implemented April 26, 2022 to address the continuation of remote work with some groups of employees after COVID mandated remote work ended. The policy is not prescriptive in the amount of time an employee can work remote, that is left to the supervisor.

An employee must apply to their supervisor for work from an AWS and the following criteria must be met:

- The duties of the position must be able to be performed from an AWS.
- The employee must not be on probation or under any discipline, unless in special situations this requirement is waived by the supervisor.
- The employee's worksite is suitable:
 - The worksite is in the employee's primary residence, or if not, the site is specifically approved by the supervisor.
 - The worksite has access to employee-provided reliable high-speed internet sufficient to enable work without interruption.
 - All necessary office equipment other than that provided by the county (e.g., chair, desk, and other furniture) is provided by the employee.
 - The worksite is safe and the work conditions are conducive to performing necessary tasks.
 - The worksite provides for the confidentiality and security of information per any applicable Ingham County security policies.

Department Heads and the IT Department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each AWS arrangement. Equipment requests must have prior department head approval.

In the case that a supervisor denies an application for work from an AWS, the supervisor will explain the reason for the denial to the employee. An employee who has been denied the ability to work from an AWS has the right to appeal the decision to a committee consisting of a member of the leadership team of the affected department who is not subordinate to the supervisor who has denied the AWS request, and the Human Resources Director or their designee.

A supervisor may call an employee originally scheduled to work at an AWS to work onsite in the event of a departmental need requiring onsite work. In the event of this happening, short notice may be necessary. Supervisors should give as much notice as possible and take into consideration the employee's needs to make accommodations. In the event that an employee decides they need to be onsite for a work requirement when they would otherwise be scheduled to work at an AWS, the employee should give their supervisor as much notice as possible of the decision to be onsite.

An employee's status and schedule to work at an AWS may be subject to change. Permanent changes to AWS schedules or changes anticipated to last more than one week require a minimum of 48 hours' notice. An employee has the right to appeal a decision for permanent change in status. If an employee determines their AWS schedule needs to be altered or that a permanent return to onsite work is needed, that employee shall give their supervisor a minimum of 48 hours' notice.

Current Alternate Work Site Work Schedules		
Department	Days/Week Remote	Days/Week Office
Controller's Office		
Controller	1	4
Deputy Controller	0	5
Assistant to Controller/Broadband Coord.	0	5
Environmental Sustainability Director	3	2
DEI Director	3 to 4	1 to 2
Community Corrections Director	2 to 4	1 to 3
Assistant to DEI/Community Corrections	2 to 4	1 to 3
55th District		
Court Administrator	2 to 3	2 to 3
Chief Probation Officer	2 to 3	2 to 3
Probation Officers (6)	2 to 3	2 to 3
Collection Officer	2 to 3	2 to 3
Chief Clerk (2)	1	4
Court Clerk (3)	1	4
Prosecuting Attorney		
APAs	1	4
Office Staff	2	3
911 Center		
All Staff	0	5
Road Department		
All Staff	0	5
Finance & Budget		
Director	0	5
Lead Accountant	0	5
Accountant	0	5
Accountant	1	4
Accountant	4	1
Budget Director	2 to 3	2 to 3
Senior Budget Analyst	3	2
Budget Analyst	2	3

Department	Days/Week Remote	Days/Week Office
Register of Deeds		
All Staff	0	5
Innovation & Technology		
CIO	3 to 4	1 to 2
Senior Network Administrator	3 to 4	1 to 2
IT Administrative Coordinator	3 to 4	1 to 2
Network Administrators (6)	3 to 4	1 to 2
Programmers (3)	3 to 4	1 to 2
Court Systems Business Analyst	3 to 4	1 to 2
ERP Administrator	3 to 4	1 to 2
Programmer	5	0
Database Administrator	5	0
Security Analyst	3 to 4	1 to 2
Computer Techs (9)	4	1
Treasurer's		
Accountant	5	0
Remaining Staff	0	5
Circuit Court and General Trial		
Court Administrator	0	5
Deputy Court Administrator	0	5
Deputy Circuit Court Clerk	0	5
Sr. Deputy Circuit Court Clerk	0	5
Juvenile Register	0	5
Sr. Juvenile Register	0	5
Adoption Clerk	0	5
Alternative Dispute Resolution Clerk	1	4
Bindover Specialist	0	5
Circuit Court Collections Specialist	1	4
Circuit Court Account Clerk	1	4
Swift & Sure Sanctions Probation Coord	1	4
Mental Health Court Coordinator	1	4
Pretrial Services Investigators (7)	1	4
Pretrial Services Clerk	0	5
Veterans Affairs		
All Staff	0	5
Facilities		
All Staff	0	5

Department	Days/Week Remote	Days/Week Office
Equalization		
Director	2	3
Deputy Director	2	3
Real Property Appraiser (Vacant)		
Secretary	3	2
GIS Specialist	0	5
GIS Tech	3	2
Sheriff's Office		
All Staff	0	5
Animal Control		
Director	0.5	4.5
Deputy Director	0.5	4.5
Vet	0.5	4.5
Vet	0.5	4.5
Outreach Manager	Intermittent	
Office Coordinator	Intermittent	
Animal Care Staff	0	5
ACOs	0	5
Fairgrounds		
All Staff	0	5
Human Resources		
Director	3	2
Deputy Director	2	3
HR Assistant (temp)	0	5
HR Assistant	2	3
Benefits Coordinator	3	2
Benefits Administrator	3	2
Benefits Leave/Analyst	3	2
Labor Relations Specialist	3	2
Data Analyst	0	5
Employment Specialist	5	0
Potter Park Zoo		
All Staff	0	5
Purchasing		
Director	2	3
Purchasing Assistant	1 to 2	3 to 4
Admin Assistant	0	5

Department	Days/Week Remote	Days/Week Office
Parks		
Administrative Assistants (2)	2	3
All other Staff	0	5
Public Defender		
Social Workers (2)	2	3
Investigators (2)	2	3
Paralegals (4)	2	3
Clerks (6)	2	3
Assistant to Public Defender	1	4
Chief Public Defender	Intermittent	
Deputy Chief PD	Intermittent	
APDs (32)	Intermittent	
Probate Court		
All Staff	0	5
Board of Commissioners Office		
All Staff	0	5
County Clerk		
Front Line Staff	0	5
All Other Staff	Intermittent	

ICHD-Hybrid Employee Work Schedules

Division	Classification	Position Numbers	Core Days	Schedule
PHS Administration	Deputy Health Officer-Public Health Services	601381	Tuesday & Wednesday	1 Day at home
PHS Administration	Executive Assistant	601400	Monday-Friday	0 Days at home
Communicable Disease Control	CD Director	601057	Tuesday & Wednesday	2 Days at home
Communicable Disease Control	Disease Control Nurse	601051	Tuesday & Wednesday	2 Days at home
Communicable Disease Control	Disease Control Nurse	601050	Tuesday & Wednesday	2 Days at home
Communicable Disease Control	Disease Control Nurse	601047	Tuesday & Wednesday	2 Days at home
Communicable Disease Control	Disease Control Nurse	601046	Tuesday & Wednesday	2 Days at home
Communicable Disease Control	Disease Control Lead	601398	Tuesday & Wednesday	2 Days at home
Environmental Health	EH Director	601319	Tuesday & Wednesday	2 Days at home
Environmental Health	Land and Water Supervisor	601324	Tuesday & Wednesday	2 Days at home
Environmental Health	Food and Facilities Supervisor	601333	Tuesday & Wednesday	2 Days at home
Environmental Health	Prevention and Response Supervisor	601322	Tuesday & Wednesday	2 Days at home
Health Promotion and Prevention	HPP Division Director	601042	Tuesday & Wednesday	3-4 Days at home
Health Promotion and Prevention	Community Health Workers	601484	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601568	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601454	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601457	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601476	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601478	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601455	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601453	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Community Health Workers	601482	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Certified Application Counselors	601183	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Certified Application Counselors	601200	Tuesday & Wednesday	1-2 Days at home
Health Promotion and Prevention	Program Specialist	601502	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Substance Use Disorder	601504	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Peace Navigator	601285	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Peer Recovery Support	601569	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Prevention Programs Coordinator	601496	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Pathways to Care Programs Coordinator	601525	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Health & Resources Navigation Program Coordinator	601060	Tuesday & Wednesday	1-3 Days at home
Health Promotion and Prevention	Mobile Health Unit Program Coordinator	601553	Tuesday & Wednesday	1-3 Days at home
Maternal and Child Health	MCH Director		Tuesday, Wednesday & Friday	2 Days at home
Maternal and Child Health	Maternal Infant Home Program Nurses-4		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	Maternal Infant Home Program Registered Dietician-1		Monday-Wednesday	2 Days at home
Maternal and Child Health	Maternal Infant Home Program Social Worker-1		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	Maternal Infant Home Program Nurse Supervisor-1		Tuesday, Wednesday & Friday	2 Days at home
Maternal and Child Health	Public Health Nurse-5		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	Public Health Nurse CHR III-1		Monday-Thursday	1 Day at home
Maternal and Child Health	Public Health Nurse Supervisor-1		Monday-Wednesday	2 Days at home
Maternal and Child Health	CSHCS Public Health Nurses-2		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	CSHCS Benefits Rep-1		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	Lead Community Health Worker (6 hours/week)-1		Tuesday & Wednesday	0 Days at home
Maternal and Child Health	Lead Public Health Nurse-1		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	Community Health Workers-7		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	Vision & Hearing Techs-4		Tuesday & Wednesday	3 Days at home
Maternal and Child Health	FOS Services Supervisor-1		Monday-Wednesday	2 Days at home
Maternal and Child Health	WIC Coordinator-1		Monday and Wednesday	1 Day at home

Maternal and Child Health	Breastfeeding Coordinator-1 (4 days/week)		Tuesday, Wednesday & F	1 Day at home
Maternal and Child Health	WIC Lead-1		Monday-Thursday	1 Day at home
Maternal and Child Health	Medical Assistants-7		4 Days per week	1 Day at home
Maternal and Child Health	CHR III-1		Tuesday-Friday	1 Day at home
Maternal and Child Health	Registered Dietician		4 Days per week	1 Day at home
Maternal and Child Health	Senior Breastfeeding Peer Counselor-1		4 Days per week	1 Day at home
Maternal and Child Health	Breastfeeding Peer Counselor-2		4 Days per week	1 Day at home
Finance	Accountant		5 Days per week	(probation period)
Finance	Accountant		2 Days (Tuesday & Wedn	2 10 Hour Days at home
Finance	Accountant		2 Days (Tuesday & Wedn	2 10 Hour Days at home
Finance	Accountant		2 Days (Tuesday & Wedn	3 Days at home
Finance	Lead Senior Accountant		5 Days per week	
Finance	Lead Finance & Grant Anallyst		5 Days per week	
Finance	Finance Specialist		4 Days per week	1 Day at home
Finance	Bookkeeping Coordinator		3 Days per week	2 Days at home
Finance	Bookkeeping Coordinator		2 Days per week	3 Days at home
Finance	Purchasing Clerk		5 Days per week	
Finance	Billing & Reporting Coordinator		5 Days per week	
Finance	Billing & Charge Entry		2 Days per week	3 Days at home
Finance	Billing & Charge Entry		2 Days per week	3 Days at home
Finance	Billing & Charge Entry		2 Days per week	3 Days at home
Finance	Billing & Reimbursement Clerk		2 Days per week	3 Days at home
Finance	Billing & Reimbursement Clerk		2 Days per week	3 Days at home
Finance	Billing & Reimbursement Clerk		2 Days per week	3 Days at home
Finance	Billing & Reimbursement Clerk		2 Days per week	3 Days at home
Finance	Provider Enrollment		2 Days per week (Wed &	3 Days at home
Finance	CFO		5 Days per week	
CHC	Medical Records Staff		3 Days per week	2 Days at home
CHC	Referral Team		3 Days per week	2 Days at home
CHC	Clinical Information Training Coordinator		4 Days per week	1 Day at home
CHC	Quality Improvement Coordinator		2-3 Days per week	2-3 Days at home
CHC	Quality Assurance Tehnician		2 Days per week	3 Days at home
CHC	Clinical Data Analyst		2-3 Days per week	2-3 Days at home
CHC	Quality - Health Center Nurse		2-3 Days per week	2-3 Days at home
CHC	Electronic Health Records Analyst		3 Days per week	2 Days at home
CHC	Electronic Health Records Specialist		3 Days per week	2 Days at home
CHC	Forest Special Programs (Ryan White, Refugee Program, Dental)		5 Days per week	
CHC	Cedar Pediatrics & Women's Health		5 Days per week	
CHC	Dr. Laws-Barker		4+ Days per week	12 Hours Admin at Home
CHC	Willow/School-Based Centers		5 Days per week	
CHC	CHC Executive Assistant		4 Days per week	1 Day at home
CHC	Operations Director		5 Days per week	(Occasional Remote day
CHC	Mecial Director - (Currently on FMLA)		4 Days per week	1 Day at home
CHC	Interim Medical Director		5 Days per week	
CHC	Pharmacy Manager		2 Days per week	3 Days at home
CHC	Behavioral Health Staff (Behavioral Health Consultants, BHC Manager)		5 Days per week	
CHC	Forest, Allen & Birch		5 Days per week	
Community Health Planning & Partner	Innovation & Planning Manager		3 Days per week	2 Days at Home
Community Health Planning & Partner	IT Coordinator		5 Days per week	
Community Health Planning & Partner	Senior Community Epidemiologist		4 Days per week	1 Day at Home
Executive Administration	Medical Health Officer		3-4 Days per week	1-2 Days at Home
Executive Administration	Deputy Health Officer of Administration		2-3 Days per week	2-3 Days at Home
Executive Administration	Executive Assistant		4 Days per week	1 Day at Home

Alternate Work Site Policy

Approved: April 26, 2022

Resolution No. 22-201

A. Purpose and Applicability

Providing flexible work locations has become an important benefit to eligible County employees and a critical recruiting tool for the changing nature of “office work”. Providing employees that can successfully complete job functions remotely with the option to work from an alternative location can decrease the stress and cost of commuting, improve productivity and increase overall job satisfaction.

Remote County work shall be exclusively performed at the Alternate Work Site (AWS) work site/location that has been authorized and approved by the County. Employees must seek pre-approval prior to working from an AWS. Work from an AWS does not entitle the employee to different work requirements or work day structure; the same productivity level is expected at an AWS as it is at a normal County worksite.

Working remotely from out of the State of Michigan or the country is generally not permitted, except for limited circumstances (such as vacation) and where pre-approval has been obtained from a supervisor. Under no circumstances may an employee work for the County while residing outside of the country. Residing for purposes of this provision means establishing a place to live for a considerable amount of time, as distinguished from vacation or temporary travel. Employees temporarily working remotely while outside the State of Michigan or country shall be solely responsible for assuring compliance with tax obligations to states and countries outside of Michigan.

Employees interested in working remotely are required to discuss with their supervisor to ensure job functions are suitable for remote work and fill out the Alternative Work Site (AWS) Application. Work from an AWS is work from a location other than the normal County worksite. Work from an AWS may encompass all of the employee’s work days or only some.

Elected Officials, as co-employers, and the Courts, who are separate employers from the County although not required, are encouraged to implement this policy as well to provide consistency across all sectors of Ingham County government.

B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. Alternate Work Site (AWS) means a work location other than the normal County worksite.
2. AWS Application refers to the form found at the end of this policy that employees are required to complete, sign and submit to their supervisor to be considered for remote work.

C. Procedure

1. Work from AWS

Allowing an employee to work from an AWS is discretionary and will be addressed on a case-by-case basis. At any time, possibly with little notice, and either based on the standards in this policy or for other operational reasons, an employee working from an AWS may be directed to work from the normal County worksite or may be directed to modify the number of days in a given period that work is performed from an AWS.

2. Applying to Work from AWS

Any employee may request to work from an AWS by completing, signing, and submitting an application. [See attached]

Temporary, non-scheduled work from an AWS, not exceeding two days in duration, is allowable with supervisor's approval without an application.

3. Decision on Application for Work from AWS

An employee's application for work from an AWS shall be reviewed by the employee's supervisor. In assessing applications, the division head will be consulted to ensure operational needs will be met. The supervisor shall use the following criteria in assessing applications:

- a. The duties of the position must be able to be performed from an AWS.
- b. The employee must not be on probation or under any discipline, unless in special situations this requirement is waived by the supervisor.
- c. The employee's worksite is suitable:
 - i. The worksite is in the employee's primary residence, or if not, the site is specifically approved by the supervisor.
 - ii. The worksite has access to employee-provided reliable high-speed internet sufficient to enable work without interruption.
 - iii. All necessary office equipment other than that provided by the county (e.g., chair, desk, and other furniture) is provided by the employee.
 - iv. The worksite is safe and the work conditions are conducive to performing necessary tasks.
 - v. The worksite provides for the confidentiality and security of information per any applicable Ingham County security policies.
- d. Department Heads and the IT Department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each AWS arrangement. Equipment requests must have prior department head approval.
- e. In the case that a supervisor denies an application for work from an AWS, the supervisor will explain the reason for the denial to the employee.

- f. An employee who has been denied the ability to work from an AWS has the right to appeal the decision to a committee consisting of a member of the leadership team of the affected department who is not subordinate to the supervisor who has denied the AWS request, and the Human Resources Director or their designee.

4. Additional AWS Expectations

Employees' duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal County work site. The supervisor reserves the right to assign work as necessary at any time. Employees should not assume any specified time period or duration for an AWS arrangement, and the County/Department Head may require employees to return to regular in-office work at any time. Supervisors are expected to allow work from an AWS fairly across their divisions for employees that are eligible. Department Heads/managers should monitor AWS work status to ensure their supervisors are implementing the AWS policy fairly and equitably. Failure to comply with the requirements may result in disciplinary action and/or loss of AWS privileges.

Beyond what is expected of all employees in the conduct to their work, the following are additional expectations for those working from an AWS:

- a. Work schedules for AWS employees shall be consistent with operational needs and will be approved by both employee and supervisor.
- b. During scheduled work times, AWS employees are expected to be responsive to communication from employees, management and co-workers and will suitably communicate times when they are busy in a meeting or other work commitment, or on lunch or break, or on a pre-planned absence. Employees must also be available to, and have access to transportation if required to immediately report to the normal County worksite.
- c. When appearing for a remote meeting, an AWS employee will be dressed professionally, as if attending the meeting in person at the worksite.
- d. If something arises, either in relation to technology or personal commitments (such as dependent care), which prevents an AWS employee from completing job tasks, the employee will notify the supervisor immediately, just as if they were on-site. The supervisor, in consultation with the employee, will determine if the employee is to come on-site to access technology needed for work, the employee is to take paid leave, or some other solution is to be implemented.
- e. If unplanned leave is necessary, an AWS employee will contact the supervisor with as much notice as possible.
- f. AWS employees must safeguard county resources, including computers and associated equipment, and abide by the Ingham County Acceptable Use Policy (including, but not limited to, that no non-county equipment will be utilized to access county resources and that county resources will not be used by non-county employees or for personal purposes).
- g. Employee will have access to answer their office phone remotely.
- h. A supervisor may call an employee originally scheduled to work at an AWS to work onsite in the event of a departmental need requiring onsite work. In the event of this happening, short notice may be necessary. Supervisors should give as much notice as possible and take into consideration the employee's needs to make accommodations. In the event that an employee decides they need to be onsite for a work requirement when they would otherwise be scheduled to work at an AWS, the employee should give their supervisor as much notice as possible of the decision to be onsite.

An employee's status and schedule to work at an AWS may be subject to change. Permanent

changes to AWS schedules or changes anticipated to last more than one week require a minimum of 48 hours' notice. An employee has the right to appeal a decision for permanent change in status. If an employee determines their AWS schedule needs to be altered or that a permanent return to onsite work is needed, that employee shall give their supervisor a minimum of 48 hours' notice.

- i. AWS employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Ingham County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek for a non-exempt AWS employee require the advance approval of the AWS's employee's supervisor. Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or revocation of AWS privileges
- j. Employees must request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regular work location.
- k. Equipment supplied by Ingham County will be maintained by the County. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to report to the IT Department for assistance. IT will not be traveling to homes to assist employees working remotely.
- l. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. Ingham County accepts no responsibility for damage or repairs to employee-owned equipment.
- m. The AWS employee must sign an inventory of all County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the AWS arrangement.
- n. If the AWS site is the employee's home, the employee will establish an appropriate work environment within his or her home for work purposes. Ingham County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- o. Consistent with Ingham County's expectations of information security for employees working at the office, AWS employees will be expected to ensure the protection of private County information accessible from their AWS. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- p. Employees are expected to maintain their AWS workspace in a safe manner, free from safety hazards. AWS employees are responsible for notifying the employer of work-related injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her AWS worksite.
- q. The AWS employee is responsible for any child/dependent care arrangements necessary to meet the job performance and meet County requirements during normal business hours.

APPLICATION TO WORK FROM AN ALTERNATE WORK SITE (AWS)

Employee Name: _____

Job Title: _____

1. Through this application I am requesting the ability to work from an AWS.
2. I have received and read the Alternate Work Site (AWS) Policy, and am prepared to abide by it.
3. I understand that the ability to work from an AWS is discretionary and that should I be granted that ability I may, with little notice, be called back to work on-site.
4. I believe that the duties of my position allow for work from an AWS and that my AWS worksite is suitable. The internet that I will be using is sufficient to perform my job functions.
5. I understand that should I be granted the ability to work from an AWS there will be specific expectations regarding my work schedule, communication, dress during remote meetings, unplanned disturbances or leave, and safeguard information and county resources.

Employee Signature

Date

Approved: Yes No

Supervisor Signature

Date

30TH JUDICIAL CIRCUIT COURT
POLICY AND PROCEDURE MANUAL
POLICY /PROCEDURE

SECTION 3: Staff Responsibilities	TITLE OF POLICY: Alternate Work Site Policy
	[Joint with Probate Court]
NUMBER: 03.10	
DATE APPROVED: 8/1/2022	EFFECTIVE DATE: 8/1/2022

PURPOSE: The purpose of this policy is to establish the rules governing Circuit Court and Probate Court employees working from an alternate site.

A. Purpose and Applicability

Providing flexible work locations has become an important benefit to eligible Court employees and a critical recruiting tool for the changing nature of “office work”. Providing employees that can successfully complete job functions remotely with the option to work from an alternative location can decrease the stress and cost of commuting, improve productivity and increase overall job satisfaction.

Remote Court work shall be exclusively performed at the Alternate Work Site (AWS) work site/location that has been authorized and approved by the Court. Employees must seek pre-approval prior to working from an AWS. Work from an AWS does not entitle the employee to different work requirements or work day structure; the same productivity level is expected at an AWS as it is at a normal Court worksite.

Working remotely from out of the State of Michigan or the country is generally not permitted, except for limited circumstances (such as vacation) and where pre-approval has been obtained from a supervisor. Under no circumstances may an employee work for the Court while residing outside of the country. Residing for purposes of this provision means establishing a place to live for a considerable amount of time, as distinguished from vacation or temporary travel. Employees temporarily working remotely while outside the State of Michigan or country shall be solely responsible for assuring compliance with tax obligations to states and countries outside of Michigan.

Employees interested in working remotely are required to discuss with their supervisor to ensure job functions are suitable for remote work and fill out the Alternative Work Site (AWS) Application. Work from an AWS is work from a location other than the normal Court worksite. Work from an AWS may encompass all of the employee’s work days or only some.

B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. Alternate Work Site (AWS) means a work location other than the normal Court worksite.
2. AWS Application refers to the form found at the end of this policy that employees are required to complete, sign and submit to their supervisor to be considered for remote work.

C. Procedure

1. Work from AWS

Allowing an employee to work from an AWS is discretionary and will be addressed on a case-by-case basis. At any time, possibly with little notice, and either based on the standards in this policy or for other operational reasons, an employee working from an AWS may be directed to work from the normal Court worksite or may be directed to modify the number of days in a given period that work is performed from an AWS.

2. Applying to Work from AWS

Any employee may request to work from an AWS by completing, signing, and submitting an application. [See attached]

Temporary, non-scheduled work from an AWS, not exceeding two consecutive days in duration, is allowable with supervisor's approval without an application.

3. Decision on Application for Work from AWS

An employee's application for work from an AWS shall be reviewed by the employee's supervisor and division head. In assessing applications, the division head will be consulted to ensure operational needs will be met. The supervisor and division head shall use the following criteria in assessing applications:

- a. The duties of the position must be able to be performed from an AWS.
- b. The employee must not be on probation or under any discipline, unless in special situations this requirement is waived by the supervisor.
- c. The employee's worksite is suitable:
 - i. The worksite is in the employee's primary residence, or if not, the site is specifically approved by the supervisor.

- ii. The worksite has access to employee-provided reliable high-speed internet sufficient to enable work without interruption.
 - iii. All necessary office equipment (e.g., chair, desk, and other furniture) other than that provided by the county is provided by the employee.
 - iv. The worksite is safe and the work conditions are conducive to performing necessary tasks.
 - v. The worksite provides for the confidentiality and security of information per any applicable Ingham County security policies.
- d. The Court and the IT Department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each AWS arrangement. Equipment requests must have prior department head approval.
- e. In the case that a supervisor denies an application for work from an AWS, the supervisor will explain the reason for the denial to the employee.

4. Additional AWS Expectations

Employees' duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal Court work site. The supervisor reserves the right to assign work as necessary at any time. Employees should not assume any specified time period or duration for an AWS arrangement, and the Court may require employees to return to regular in-office work at any time. Supervisors are expected to allow work from an AWS fairly across their divisions for employees that are eligible. The Court should monitor AWS work status to ensure their supervisors are implementing the AWS policy fairly and equitably. Failure to comply with the requirements may result in disciplinary action and/or loss of AWS privileges. Beyond what is expected of all employees in the conduct to their work, the following are additional expectations for those working from an AWS:

- a. Work schedules for AWS employees shall be consistent with operational needs and will be approved by both employee and supervisor.
- b. During scheduled work times, AWS employees are expected to be responsive to communication from employees, management and co-workers and will suitably communicate times when they are busy in a meeting or other work commitment, or on lunch or break, or on a pre-planned absence. Employees must also be available to, and have access to transportation if required to immediately report to the normal Court worksite.
- c. When appearing for a remote meeting, an AWS employee will be dressed professionally, as if attending the meeting in person at the worksite.
- d. If something arises, either in relation to technology or personal commitments (such as dependent care), which prevents an AWS employee from completing

- job tasks, the employee will notify the supervisor immediately, just as if they were on-site. The supervisor, in consultation with the employee, will determine if the employee is to come on-site to access technology needed for work, the employee is to take paid leave, or some other solution is to be implemented.
- e. If unplanned leave is necessary, an AWS employee will contact the supervisor with as much notice as possible.
 - f. AWS employees must safeguard county resources, including computers and associated equipment, and abide by the Ingham County Acceptable Use Policy.
 - g. Employee will have access to answer their office phone remotely.
 - h. A supervisor may call an employee originally scheduled to work at an AWS to work onsite in the event of a departmental need requiring onsite work. In the event of this happening, short notice may be necessary. Supervisors should give as much notice as possible and take into consideration the employee's needs to make accommodations. In the event that an employee decides they need to be onsite for a work requirement when they would otherwise be scheduled to work at an AWS, the employee should give their supervisor as much notice as possible of the decision to be onsite.
 - i. AWS employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Ingham County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek for a non-exempt AWS employee require the advance approval of the AWS's employee's supervisor. Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or revocation of AWS privileges
 - j. Employees must request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regular work location.
 - k. Equipment supplied by Ingham County will be maintained by the County. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to report to the IT Department for assistance. IT will not be traveling to homes to assist employees working remotely.
 - l. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. Ingham County accepts no responsibility for damage or repairs to employee-owned equipment.
 - m. The AWS employee must sign an inventory of all County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the AWS arrangement at a time and date specified by the supervisor.
 - n. If the AWS site is the employee's home, the employee will establish an appropriate work environment within his or her home for work purposes. Ingham County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

- o. Consistent with Ingham County’s expectations of information security for employees working at the office, AWS employees will be expected to ensure the protection of private Court information accessible from their AWS. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- p. Employees are expected to maintain their AWS workspace in a safe manner, free from safety hazards. AWS employees are responsible for notifying the employer of work-related injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her AWS worksite.
- q. The AWS employee is expected to secure any child/dependent care arrangements necessary to meet the job performance and meet Court requirements during normal business hours.

APPROVED:

DocuSigned by:
 P39417
584AD002C92B4B3
Chief Judge Joyce Draganchuk

8/2/2022

Date

APPLICATION TO WORK FROM AN ALTERNATIVE WORK SITE
AND DECISION ON APPLICATION

Employee Name _____

Job Title _____

Home Address _____

Phone Number _____

- 1. Through this application I am requesting the ability to work from an AWS.
- 2. I have received and read the Alternative Work Site (AWS) Policy, and am prepared to and shall abide by it.
- 3. I understand that the ability to work from an AWS is discretionary and that should I be granted that ability I may, with little notice, be called back to work on-site.
- 4. I affirm that the duties of my position allow for work from an AWS and that my AWS worksite is suitable. The internet that I will be using is enough to sufficiently perform my job functions.
- 5. I understand that should I be granted the ability to work from an AWS there will be specific expectations regarding my work schedule, communication, dress during remote meetings, unplanned disturbances or leave, and the safeguarding of county resources and confidential information.

Date

Signature

Approved:

Denied: Reason Denied: _____

Date


Supervisor Signature

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: March 3, 2025
SUBJECT: Request for a Step Increase for Controller/Administrator

The Controller/Administrator is eligible for a step increase on his anniversary date which is March 22, 2025. Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*. Current language in the *Manual* requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for several cited positions are subject to approval of a presiding Judge or liaison committee of the Board of Commissioners.

The Controller/Administrator is eligible to receive a step increase from Grade MCF 20 Step 4 (\$179,865.69) to MCF 20 Step 5 (\$188,319.73), a difference of \$8,454.04. The cost of this step increase is included within the 2025 budget for the Controller's Office. In accordance with the *Managerial and Confidential Employee Personnel Manual*, this request for a step increase is before you for your approval.

If you have any questions, feel free to contact me.

	DEPARTMENT: Board of Commissioners
PREPARED BY: Becky Bennett, Director Board of Commissioners' Office	MEETING DATE(S): March 18, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Resolution Authorizing the Chairperson of the Board of Commissioners to Execute, on Behalf of Ingham County, No Cost Contract Amendments in Certain Situations	

ACTION REQUESTED:

This resolution will authorize the Board Chairperson to sign no cost contract amendments when immediate action is necessary to prevent the loss of additional revenue or services.

SUMMARY OF REQUEST:

Occasionally additional funding becomes available for departments through current grants/agreements or additional services are offered at no cost, which may result in increased revenue for the County. The turnaround time to accept the additional funds or services is limited. The normal approval process to amend a contract through a resolution or contract authorization form may result in a missed opportunity. This process will only be used when immediate action is needed. Amendments will be approved as to form by the County Attorney.

STRATEGIC PLAN RELEVANCE:

N/A

DEPARTMENT MISSION RELATION:

N/A

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

MANDATED _____ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$-0-

Included in Current Fiscal Budget Budget Transfer Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

RECOMMENDED NOT RECOMMENDED ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: 3/10/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE CHAIRPERSON OF THE BOARD OF COMMISSIONERS TO EXECUTE, ON BEHALF OF INGHAM COUNTY, NO COST CONTRACT AMENDMENTS IN CERTAIN SITUATIONS

WHEREAS, at times additional funding becomes available for Ingham County departments through current grants and agreements; and

WHEREAS, situations arise where departments are offered additional services under a current agreement, at no cost, which may result in increased revenue for the County; and

WHEREAS, immediate action is often necessary to take advantage of these opportunities; and

WHEREAS, the normal approval process of amending an agreement to increase funding or services may result in the loss of the additional funding or services; and

WHEREAS, the Board of Commissioners is interested in streamlining the process in certain situations to take full advantage of these opportunities when presented.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize the Chairperson of the Board of Commissioners to execute, on behalf of the County, contract amendments modifying agreements to accept additional funding, services or generate revenue at no cost to the County.

BE IT FURTHER RESOLVED, that the original contract must have been previously approved by the Board of Commissioners and is currently in effect.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendments after approval as to form by the County Attorney and that Ingham County's contract policy will be followed to secure appropriate signatures on the amendment.

BE IT FURTHER RESOLVED, that this procedure will only be used when immediate action is required to prevent the loss of additional funds or no cost services for Ingham County and a resolution shall be brought before the Board quarterly to ratify amendments executed on the authority of this resolution.