

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, MAY 06, 2025 AT 6:15 P.M., IN CONFERENCE ROOM D/E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [April 22, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Treasurer's Office
 - a. Resolution to Authorize a \$400,000 Agreement with Ingham County Land Bank and an \$1,100,000 Agreement with [TA Forsberg for Phase 1](#) Development of the Holmes and Pleasant Grove Neighborhood Center Using Michigan State Housing Development Authority Enhancement Grant Funds
 - b. Resolution to Authorize the Purchase and Implementation of [LCPtracker Software](#) and Supporting Technology for Residential Prevailing Wage Compliance
3. 55th District Court – Resolution to Exempt the [Court Officer Position](#) within the 55th District Court from the Hiring Freeze Process
4. Health Department – Resolution to Create a Full-Time [Program Coordinator-Specialty](#) Programs Position within the Community Health Centers
5. Potter Park Zoo – Notice of Emergency Purchase and Replacement for Potter Park [Zoo Penguin Pool](#) Filter
6. Equalization/Tax Mapping Department
 - a. Resolution to Award Contracts for [Peer Review Group](#) Members
 - b. Resolution to Award Contracts for [Remonumentation Project](#) Surveyors
7. Diversity, Equity, and Inclusion Office – Resolution Designating the Month of [May as Jewish American](#) Heritage Month in Ingham County
8. Innovation & Technology Department – Resolution to [Upgrade Internet Service](#) Provided by Everstream
9. Facilities Department
 - a. Resolution to Authorize the Purchase and Installation of [Modular Office Systems](#) Furniture in the Health Department MSU Extension Area

- b. Resolution to Rescind Resolution #24-470 and to Authorize an [Agreement with Weatherseal Home Improvement Co., Inc.](#) to Replace the Shingled Roof at the Ingham County Family Center
- 10. Controller's Office – Resolution to Approve [Human Resources Assistant](#) Position #226008 Held in 2025 General Fund Budget

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

April 22, 2025

Draft Minutes

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

Members Absent: Johnson.

Others Present: Kristen Romo, Becky Bennett, Gregg Todd, Sue Graham, Anika Ried and others.

The meeting was called to order by Chairperson Lawrence at 6:15 p.m. in Conference Room D/E 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 April 8, 2025 Minutes and Closed Session Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE APRIL 8, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Johnson.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Treasurer's Office – Resolution to Authorize a \$400,000 Agreement with Capital Area Housing Partnership and a \$150,000 Agreement with the Ingham County Land Bank for Residential Development in the City of Leslie through the Michigan State Housing Development Authority Enhancement Grant to Ingham County
2. Health Department – Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to Create a .50 FTE Housing Specialist Position in Ingham County Health Department
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription through GovOS
 - b. Resolution to Approve the Renewal of Support for SAN Unit from Avalon
4. Purchasing Department
 - a. Resolution to Approve the Disposal of County-Owned Surplus
5. Facilities Department
 - a. Resolution to Authorize Roof Replacement at the Ingham County Drain Commissioner's Office and Acknowledging Withdrawal of Prior Bid
 - b. Resolution to Adopt the Hazard Communication Program Policy

6. Road Department – Resolution to Approve a Contract with J. Ranck Electric Inc.
for Traffic Signal Construction Services at the Lake Lansing Road and Marsh Road Intersection
7. Board of Commissioners Office – Resolution to Donate Yearbooks to the Library of Michigan

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.
Absent: Commissioner Johnson.

4. Purchasing Department
 - b. Resolution to Amend the Purchasing Procedures Policy

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

Commissioner Maiville stated there had been some historical issues with the Purchasing Department and contracts, so he wanted a few questions answered on the record. Commissioner Maiville further stated he was aware there had been prior issues with contracts not going to the County Clerk's Office and asked if those were being handled in another way.

Becky Bennett, Board of Commissioners Director, stated that the policy had been changed several times and contracts currently went from the Board Office to the Clerk's Office.

Commissioner Maiville stated he was aware that department heads had been splitting items up in order for them to go under the radar, and asked if those were being tracked or audited.

Gregg Todd, Controller, stated that Kristen Romo, Purchasing Director, was doing good job monitoring everything as they went through resolutions.

Commissioner Maiville asked if they anticipated any issues or hardships relating to the change from MUNIS to BS&A.

Todd stated there would surely be some issues as it was a transition, but they went live with BS&A in July 2025.

Romo stated that the Purchasing Department had been trying really hard to enforce all purchasing policies, all purchase orders went through them personally, and they made sure they were not bypassing any thresholds, or making them smaller purchases to get around parameters. Romo further stated, regarding BS&A, the thresholds had been provided and if they were revised, that information would be communicated and the system would be structured to accommodate that.

Romo stated when purchase orders went to them to be issued, there would still be verification that proper steps had been taken ahead of time.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

Announcements

Commissioner Peña stated that Recycle Rama was Saturday, April 26, 2025 in the parking lot of the Human Services Building.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:20 p.m.

**MAY 6, 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 a \$400,000 Agreement with Ingham County Land Bank and an \$1,100,000 Agreement with TA Forsberg for Phase 1 Development of the Holmes and Pleasant Grove Neighborhood Center Using Michigan State Housing Development Authority Enhancement Grant Funds

This resolution authorizes a \$400,000 agreement with ICHB and a \$1,100,000 agreement with TA Forsberg for Phase I development of the Holmes and Pleasant Grove Neighborhood Center. The ICHB funding is for pre-development, site planning, and design costs, and \$1,100,000 to TA Forsberg for Phase 1 construction includes creating a community center and up to 30 residential rental units for household's income qualified at or below 120% AMI.

Funding is available through the \$15,000,000 in MSHDA grant funds accepted through Resolution #24-467.

See memo for details.

2b. Treasurer's Office – Resolution to Authorize the Purchase and Implementation of LCPtracker Software and Supporting Technology for Residential Prevailing Wage Compliance

This resolution authorizes the purchase and implementation of LCPtracker software, which will provide technology to monitor prevailing wage compliance.

The not to exceed cost of \$11,330 is to be funded through Housing and Homeless Millage funds.

See memo for details.

3. 55th District Court – Resolution to Exempt the Court Officer Position within the 55th District Court from the Hiring Freeze Process

This resolution exempts an upcoming vacant Court Officer position for the 55th District Court from the four-week hiring freeze, as court cannot be in session without a Court Officer.

See memo for details.

3b. Innovation & Technology Department – Resolution to Approve the Renewal of Support for SAN from Avalon

This resolution approves the renewal of support for the County's storage area network (SAN) unit from Avalon, for a not to exceed cost of \$43,000. Funding is available in IT's Network Fund.

See memo for details.

4. Health Department – Resolution to Create a Full-Time Program Coordinator-Specialty Programs Position within the Community Health Centers

This resolution authorizes a full-time Program Coordinator – Specialty Programs position within the Community Health Centers.

Key details:

- The role will support Forest Specialty Programs (including Ryan White, Refugees, and Dental programs).
- Responsibilities include grant writing and monitoring, program reporting, and oversight of specialty program activities.
- The position is classified as ICEA County Professional Grade 7, with a salary range of \$62,644.65 to \$75,222.34.
- Funding is fully covered through a combination of federal grants: Ryan White Parts B, C, D, STAR, and Sealant programs, proportioned across the full 1.0 FTE.
- The union has been notified and supports the position.

See memo for details.

5. Potter Park Zoo – Notice of Emergency Purchase and Replacement for Potter Park Zoo Penguin Pool Filter

This notice of emergency PO is for the purchase and replacement of the penguin pool filter at the Zoo to Progressive Pools in the amount of \$93,500.

See memo for details.

6a. Equalization/Tax Mapping Department – Resolution to Award Contracts for Peer Review Group Members

This resolution authorizes contacts for the following Remonumentation Project Peer Review Group members:

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

Funding for the not to exceed cost of \$920 per Peer Review Group Member (\$230 per meeting) is available through the the 2025 Remonumentation grant of \$62,093.

See memo for details.

6b. Equalization/Tax Mapping Department – Resolution to Award Contracts for Remonumentation Project Surveyors

This resolution authorizes contract amounts and contracts for the following Remonumentation Project surveyors:

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

Funding is available through the the 2025 Remonumentation grant of \$62,093.

See memo for details.

7. Diversity, Equity, and Inclusion Office – Resolution Designating the Month of May as Jewish American Heritage Month in Ingham County

This resolution designates May as Jewish American Heritage Month in Ingham County.

8. Innovation & Technology Department – Resolution to Upgrade Internet Service Provided by Everstream

This resolution approves an upgrade to our internet service provided by Everstream for a not to exceed cost of \$30,000/year for three years.

Funding is available in IT's Communication Fund Telephone budget.

See memo for details.

9a. Facilities Department – Resolution to Authorize the Purchase and Installation of Modular Office Systems Furniture in the Health Department MSU Extension Area

This resolution authorizes the purchase and installation of modular office furniture from DBI in the amount of \$40,000 for additional office cubicle space at HSB for the Health Department. This will occupy a portion of the MSU Extension area that is not in use.

Funding for the \$40,000 cost is available through current CIP funds.

See memo for details.

9b. Facilities Department – Resolution to Rescind Resolution #24-470 and to Authorize an Agreement with Weatherseal Home Improvement Co., Inc. to Replace the Shingled Roof at the Ingham County Family Center

This resolution rescinds Resolution #24-470, which authorized Billy White Roofing to complete roof improvements to the Ingham County Family Center and authorizes a contract with Weatherseal Home Improvement Co., Inc. to now do the work. Weatherseal submitted a bid of \$89,596 and the Facilities Department is requesting a 10% contingency for a total amount of \$98,555.60.

Funding is available through the Juvenile Justice Millage.

See memo for details.


10. Controller's Office – Resolution to Approve Human Resources Assistant Position #226008 Held in 2025 General Fund Budget

This resolution approves filling the frozen HR Assistant Position, which was held in the 2025 budget. The workload in HR, which includes the wage study, electronic timecard implementation, and the transition from MUNIS to BSA, makes this an essential position.

See memo for details.

ADDITIONAL ITEMS:

1. *Equal Opportunity Committee* – Interviews

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): May 6-7
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 \$1,500,000 in Enhancement Grant funds for ICLB and TA Forsberg for Phase 1 development of the Holmes and Pleasant Grove Neighborhood Center	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize a total of \$1,500,000 of State Enhancement Grant funds, \$400,000 to go to the Ingham County Land Bank for pre-development site planning and design, and \$1,100,000 to go to TA Forsberg for Phase 1 construction of the Holmes and Pleasant Grove Neighborhood Center.

SUMMARY OF REQUEST:

This request includes authorization of an agreement with the Ingham County Land Bank (ICLB) for \$400,000 to cover pre-development, site planning, and design related costs for the Holmes and Pleasant Grove Neighborhood Center, in addition to an agreement of \$1,100,000 with TA Forsberg to cover a portion of construction costs for the Holmes and Pleasant Grove project.

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 increase access to 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: \$1,500,000

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____ 4/22/2024 _____

CONTROLLER'S OFFICE: _____  DATE: _____ 4/28/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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


WHEREAS, in Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the Michigan State Housing Development Authority (MSHDA) Enhancement Grant; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a contract with the Ingham County Land Bank for \$400,000 for pre-development, site planning, and design costs, and \$1,100,000 to TA Forsberg for Phase 1 construction of the Holmes and Pleasant Grove Neighborhood Center, which includes creating a community center and up to 30 residential rental units for household's income qualified at or below 120% AMI with terms consistent with MSHDA Enhancement Grant Requirements.

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

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Erin Palmer	MEETING DATE(S): May 6/7
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Request to authorize entering into a contract with LCPtracker to provide Prevailing Wage monitoring software and support to be paid out of Ingham County Housing and Homeless Millage funds.	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize the Housing Trust Fund to contract with LCPtracker for monitoring Prevailing Wage compliance on residential construction contracts and to cover associated implementation costs. The Committee further requests that these costs be paid from Ingham County Housing and Homeless Millage Funds.

SUMMARY OF REQUEST:

This request is to incur costs associated with entering into a contract with LCPtracker to provide a cloud-based labor compliance and certified payroll software that enables effective management and verification of prevailing wage requirements, reduces administrative burden, and provides real-time technical support for real estate developers, contractors and subcontractors. These costs are not to exceed \$11,330 and the Committee further requests that these costs be paid from Ingham County Housing and Homeless Millage Funds.

STRATEGIC PLAN RELEVANCE:

Ingham County Board of Commissioners requires monitoring of prevailing wage compliance on all construction contracts valued at \$10,000 or more. LCPtracker makes monitoring prevailing wage much more cost effective and provides more on the spot support for Real Estate developers, contractors, and sub-contractors.

DEPARTMENT MISSION RELATION:

Divisions within Ingham County Government have been tasked with supporting the creation of residential units in Ingham County. Ingham County Board of Commissioners also requires prevailing wage monitoring on contracts valuing in excess of \$10,000.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Prevailing Wage Monitoring ☐ **NON-MANDATED** _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$11,330

☒ 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:** 4/28/2025

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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


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

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

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

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

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

	DEPARTMENT: 55 th District Court
PREPARED BY: Michael J. Dillon, Court Administrator	MEETING DATE(S): May 1, May 6, and May 7, 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: Hiring Freeze Process – Court Officer	

ACTION REQUESTED:

Exempt the court officer position within the 55th from the hiring freeze process.

SUMMARY OF REQUEST:

The resolution authorizes the 55th District Court to hire a court officer when a position becomes vacant. The court officer position, identified as critical, is responsible for the safety and security of their judge, court staff, and court users. The court cannot wait a minimum of eight weeks to fill the position, four weeks for the posting delay, and another four weeks to post, interview, select, and onboard the new employee. A judge will not open a court session without a court officer present. Any delay in hiring a court officer will bring the respective judge's docket to a standstill, resulting in significant docket congestion, delayed justice, and a failure to comply with statutory and court rule requirements regarding case processing.

STRATEGIC PLAN RELEVANCE:

The resolution allows The Honorable Donald Allen to continue to hear cases without delay and in the presence of a court officer, which promotes public safety and good governance.

DEPARTMENT MISSION RELATION:

The resolution allows for the court to deliver justice in an efficient manner.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Adequate court funding ☐ **NON-MANDATED** _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$76,673

☒ 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:** 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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


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

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

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

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

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

	DEPARTMENT: Ingham County Health Department (ICHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5, and May 7, 2025
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: Create Full-Time Project Coordinator – Specialty Program position	

ACTION REQUESTED:

Authorization to create a full-time position Program Coordinator - Specialty Programs position.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wishes to create a 1.0 FTE Program Coordinator – Specialty Program position within Forest Specialty programs effective upon approval. (Ryan White, Refugees, Dental). This role will work closely with the Operations Manager and will oversee the writing and monitoring of grants and grant program work, gathering report information, and reviewing all work done in the specialty programs. The ICEA County Professional Union has been notified and has confirmed support of the creation of this new position. Funding for this role will be covered by Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, Sealant (51161522 704006 02067) 0.1 FTE for total of a 1.0 FTE Specialty Program Coordinator. This position will be an ICEA County Professional Grade 7, with a Salary Range of \$62,644.65 to \$75,222.34.

STRATEGIC PLAN RELEVANCE:

To increase the scope and access to high-quality, equitable, safe, patient-centered primary, and specialized care at the Ingham Community Health Centers.

DEPARTMENT MISSION RELATION:

This resolution approves the creation of position that will allow ICHD's CHCs to provide a service to increase community wellness.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount:

☒ 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: David Cypher

DATE: 4/28/25

TO: Izabela Wackowski, CHC Supervisor

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: April 2, 2025

RE: Memo of Analysis for Creating a Full-Time Program Coordinator – Specialty Program

Human Resources can confirm the following information regarding creating a full-time position for the Health Department:

Per the Health Department request, they would like to create a Full-Time position titled Program Coordinator – Specialty Program. After analysis, the classification has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA County Pro 07. I have attached the job descriptions.

The ICEA County Pro has been notified and they support this request. I have attached the ICEA County Pro response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: [Desiree Cook](#)
To: [Elisabeth Bliesener](#)
Subject: RE: Program Coordinator - Specialty Programs
Date: Wednesday, April 2, 2025 2:58:23 PM
Attachments: [image004.png](#)

The union approves the position.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, April 2, 2025 2:36 PM
To: Desiree Cook <DCook@ingham.org>
Subject: Program Coordinator - Specialty Programs
Importance: High

Imelda and I looked at this and pointed it to be an ICEA County Pro 07,

Does the Union approve this position to be created?

Thanks,
Beth

From: Izabela Wackowski <IWackowski@ingham.org>
Sent: Wednesday, April 2, 2025 1:25 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: FW: Updated Program Coordinator - Specialty Programs
Importance: High

Hi Beth,

Please proceed with taking this position to the union.

Thank you

Izabela Wackowski-Norris

Operations Manager
Ingham Community Health Centers
Office: (517) 887-4488 • Fax: (517) 887-4625
Cell: (517) 331-8813
Pronouns: She/Her/Hers
Website: www.hd.ingham.org/chc



Disclaimer:

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From: Theresa Pruder <TPruder@ingham.org>
Sent: Wednesday, April 2, 2025 12:39 PM
To: Izabela Wackowski <IWackowski@ingham.org>
Cc: Russell Kolski <RKolski@ingham.org>
Subject: Re: Updated Program Coordinator - Specialty Programs

I approve moving this ahead. Thank you for adding dental. Copying Russ for awareness. Thank you Izabela for your work on this, it is much appreciated!

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From: Izabela Wackowski <IWackowski@ingham.org>
Sent: Wednesday, April 2, 2025 9:32:06 AM
To: Theresa Pruder <TPruder@ingham.org>
Subject: FW: Updated Program Coordinator - Specialty Programs

Good morning Theresa,

I know that you are overwhelmed with e-mails, not to add to that, but can you look at the updated Program Coordinator job description and let me know if I can proceed sending it to HR so they can take it to the union.

I reworked the Program Coordinator job description. Please see Elisabeth's reply below.

The salary will be Step 1 – \$62,644.65 and top out at step 5 will be \$75,222.34. Let me know if you are good with this as the next step is going to be presented to the union.

Sincerely,

Izabela Wackowski-Norris
Operations Manager
Ingham Community Health Centers

Office: (517) 887-4488 • Fax: (517) 887-4625

Cell: (517) 331-8813

Pronouns: She/Her/Hers



Website: www.hd.ingham.org/chc



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From: Izabela Wackowski

Sent: Monday, March 31, 2025 12:58 PM

To: Theresa Pruder <TPruder@ingham.org>

Subject: Updated Program Coordinator - Specialty Programs

Importance: High

Hi Theresa,

Attached is updated Program Coordinator – Specialty Programs, please let me know if I can proceed to sending this position to HR to move forward.

Thank you

Izabela Wackowski-Norris

Operations Manager

Ingham Community Health Centers

Office: (517) 887-4488 • Fax: (517) 887-4625

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unauthorized disclosure, dissemination, use or reproduction is strictly prohibited. If you have received this message in error, you must delete it permanently and notify the sender immediately.

We are looking to hire a person to serve as the Program Coordinator for the Ryan White, Refugee and Dental Programs. The candidate must be bilingual, languages preferred: for example: Arabic, Spanish, Swahili. The candidate will preferably have experience, professionally or personally, in HIV work, worked or had experience with Refugee populations and also has some experience with Dental Programs. The candidate will represent the population served. In this role, the staff member will be working closely with the Operations Manager, writing, monitoring grants, work plans, gathering information for reports, and entering data whenever necessary into databases. Monitoring and reviewing work done in each program for grant requirements, compliance, accuracy, and auditing randomly picked charts to ensure data has been entered correctly and no paperwork is missing will be performed.

**INGHAM COUNTY
JOB DESCRIPTION
PROGRAM COORDINATOR – Specialty Programs**

General Summary:

Under the direct supervision of the Operations Manager, the Program Coordinator plans, organizes, coordinates specialty programs. Ensures department, state, and federal guidelines are followed, while complying with grant contract conditions. Assists with orientation, consultation, and guidance to program specific staff.

Essential Functions:

1. Assists Operations Manager with specific programs by planning, facilitating, and/or implementing programs, community workshops, and events.
2. Monitors grants specific to the programs. Monitors for compliance, accuracy and efficiency. Reports any concerns to the Operations Manager.
3. Assists with writing grants, new and existing, by scheduling grant writing meetings with selected team members under the program, gathers information and data to support the work currently done and supports future program development.
4. Supports and monitors staff to ensure compliance with programmatic requirements and departmental policies and procedures. Evaluates documentation and consults on problematic cases. Reports findings to Operations Manager
5. Assists the team with creating and facilitating performance improvement activities, including improvement initiatives according to departmental and program objectives. Works closely with team the on the clinical quality management component of the program, that includes writing a clinical quality management plan and communicating processes and outcomes with Operations Manager.
6. Works with the Operations Manager and program staff to ensure timely completion of data entry, progress reports, grant applications, and work plans.
7. Attends community, state and federal meetings in the absence of the Operations Manager.
8. Assists in the preparation of the program's annual budget and monitors the budget for adherence to grant specifications.
9. Monitors training requirements for specialty programs, provides training opportunities and updates to staff, and maintains the program training calendar.
10. Assists Operations Manager with recruiting and interviewing of new staff. Assists with orientation, training, and makes hiring recommendations.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a Public Administration, Human Services, Business Administration or a related field is required.

Experience: Minimum of one year of experience in a community health or public health setting is required. *(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require no stamina in balancing stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, twisting, and bending.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***April 2025
ICEA County Pro 07***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to create a 1.0 FTE Program Coordinator – Specialty Programs position within Forest Specialty programs, which includes the Ryan White, Refugees, and Dental programs; and

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

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

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

WHEREAS, this position will be an ICEA County Professional Grade 7 (Salary Range: \$62,644.65 to \$75,222.34); and


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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a 1.0 FTE Specialty Program Coordinator position effective upon approval.

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

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

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

	DEPARTMENT: Potter Park Zoo
PREPARED BY: Brian Fisher, Deputy Director	MEETING DATE(S): May 6, 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 and Replacement for Potter Park Zoo Penguin Pool Filter	

ACTION REQUESTED:

This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing Department that was made prior to receiving approval from the Human Services and Finance Committees.

SUMMARY OF REQUEST:

Upon performing routine maintenance on the penguin pool filter system in December 2024, it was determined that there was unrepairable damage. For the penguin's health and wellness, it was critical to replace the filter as quickly as possible. There was significant lead time to procure the filter. The work was completed the week of March 24, 2025. The quote received from Progressive Pools was \$93,500 and the final invoice was \$93,500.

STRATEGIC PLAN RELEVANCE:

Replacement of the penguin filter ensures that the infrastructure related to the health and wellness of the penguins is maintained.

DEPARTMENT MISSION RELATION:

To maintain Association of Zoos and Aquariums (AZA) accreditation, standards must be met including proper filtration to ensure the wellbeing for all animals in our care.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:


Total Request/Contract Amount: \$93,500


☐ Included in Current Fiscal Budget ☒ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____ N/A _____

CONTROLLER'S OFFICE: _____  DATE: _____ 4/28/2025 _____

	DEPARTMENT: Equalization & Tax Mapping
PREPARED BY:	MEETING DATE(S): May 6 & May 7, 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: 2025 Remonumentation Peer Review Contracts and Appointments	

ACTION REQUESTED:

Requesting the County Board of Commissioners Appoint Anthony Bumstead, Jeffery Autenrieth, David Clifford, Ronnie Lester, and Michael VanFossen to the Ingham County Remonumentation Peer Review Board. Also, authorizing the Chairperson of the County Board of Commissioners to sign 2025 Peer Review Contracts after review by County Attorney as to form.

SUMMARY OF REQUEST:

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2025 is \$62,093.

STRATEGIC PLAN RELEVANCE:

Roads and Infrastructure - Remonumented sections corners are the basis of all surveying activities in the county and necessary for the management of roads, bridges, parks, trails, and buildings.

DEPARTMENT MISSION RELATION:

To provide for the location and monumentation of all section corners on a planned timetable. Also, to annually determine needs for Remonumentation, submit the grant for state approval, and participate in the Remonumentation Program per County Plan adopted in 2020.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$4,600

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☒ Has No Financial Impact

*all contracted expenditures reimbursed by LARA

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ DATE: _____ 4/28/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

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

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

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

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

Anthony Bumstead PS, 518 W. Lovett St. #3, Charlotte, MI 48813

Jeffrey K. Autenrieth PS, P.O. Box 80678, Lansing, MI 48917

David Clifford PS, P.O. Box 87, Mason, MI 48854


Michael VanFossen PS, 312 North St., Mason, MI 48854

Ronnie Lester PS, 3081 Holt Rd., Mason, MI 48854

to terms expiring December 31, 2025.

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

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

	DEPARTMENT: Equalization & Tax Mapping
PREPARED BY:	MEETING DATE(S): May 6 & May 7, 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: 2025 Remonumentation Surveyor Contracts	

ACTION REQUESTED:

Authorizing Chairperson of the County Board of Commissioners to sign 2025 Remonumentation Contracts after review by County Attorney as to form.

SUMMARY OF REQUEST:

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2025 is \$62,093.

STRATEGIC PLAN RELEVANCE:

Roads and Infrastructure - Remonumented sections corners are the basis of all surveying activities in the county and necessary for the management of roads, bridges, parks, trails, and buildings.

DEPARTMENT MISSION RELATION:

To provide for the location and monumentation of all section corners on a planned timetable. Also, to annually determine needs for Remonumentation, submit the grant for state approval, and participate in the Remonumentation Program per County Plan adopted in 2020.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$41,880

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☒ Has No Financial Impact

*all contracted expenditures reimbursed by LARA

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: _____ 4/28/2025 _____

2025 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$121/hr
2-Man Field Crew with Equipment and Vehicle	\$150/hr
Additional Crew Member	\$40/hr
Office Technician	\$75/hr
Draftsperson/CAD	\$75/hr
Clerical/General Office	\$54/hr
Survey Crew: 1 Person, GPS & Vehicle	\$133/hr
Backhoe and Operator	\$150/hr
Jack Hammer / Compressor	\$29/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2026 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$123/hr
2-Man Field Crew with Equipment and Vehicle	\$153/hr
Additional Crew Member	\$40/hr
Office Technician	\$75/hr
Draftsperson/CAD	\$75/hr
Clerical/General Office	\$55/hr
Survey Crew: 1 Person, GPS & Vehicle	\$135/hr
Backhoe and Operator	\$150/hr
Jack Hammer / Compressor	\$29/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2027 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$125/hr
2-Man Field Crew with Equipment and Vehicle	\$158/hr
Additional Crew Member	\$45/hr
Office Technician	\$77/hr
Draftsperson/CAD	\$77/hr
Clerical/General Office	\$57/hr
Survey Crew: 1 Person, GPS & Vehicle	\$138/hr
Backhoe and Operator	\$153/hr
Jack Hammer / Compressor	\$33/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2028 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$127/hr
2-Man Field Crew with Equipment and Vehicle	\$160/hr
Additional Crew Member	\$50/hr
Office Technician	\$80/hr
Draftsperson/CAD	\$80/hr
Clerical/General Office	\$58/hr
Survey Crew: 1 Person, GPS & Vehicle	\$140/hr
Backhoe and Operator	\$155/hr
Jack Hammer / Compressor	\$33/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2029 Ingham County Remonumentation Rates

Professional Licensed Surveyor	\$130/hr
2-Man Field Crew with Equipment and Vehicle	\$163/hr
Additional Crew Member	\$50/hr
Office Technician	\$81/hr
Draftsperson/CAD	\$81/hr
Clerical/General Office	\$60/hr
Survey Crew: 1 Person, GPS & Vehicle	\$142/hr
Backhoe and Operator	\$163/hr
Jack Hammer / Compressor	\$35/hr
Coring/Utility Loc. or other subcontract	\$125/hr

TO: Rosemary Anger, Director of Equalization

FROM: Kristen Romo, Director of Purchasing

DATE: April 17, 2025

RE: Memorandum of Performance for RFP No. 63-25 Remonumentation Surveyor Services

Per your request, the Purchasing Department sought proposals for the services of multiple surveyors for its 2025-2027 Remonumentation Project.

Approximately 47 corners a year will be researched and/or monumented and recorded. Specific corners will be identified before award. All work shall be performed under the guidelines and conditions set forth in P.A. 74 of 1970.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	18
Vendors responding	4	3

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Wolverine Engineers and Surveyors	Enger Surveying and Engineering	Bumstead Land Surveys	Autenrieth
Local Preference	Yes, Mason MI	Yes, Mason MI	Yes, Eaton Rapids MI	No, Lansing MI (Eaton County)
Professional Licensed Surveyor				
2025 - 2029 Hourly Rate	\$140.00 - TBD	\$110.00 - \$120.00	\$125.00 - \$145.00	\$107.00 - \$115.00
2-Man Field Crew with Equipment and Vehicle				
2025 - 2029 Hourly Rate	\$160.00 - TBD	\$150.00 - \$175.00	\$150.00 - \$165.00	\$147.00 - \$150.00
Additional Crew Member				
2025 - 2029 Hourly Rate	\$40.00 - TBD	\$45.00 - \$55.00	\$40.00 - \$50.00	\$40.00
Office Technician				
2025 - 2029 Hourly Rate	\$85.00 - TBD	\$60.00 - \$75.00	\$75.00 - \$85.00	\$74.00 - \$78.00
Draftsperson/CAD				
2025 - 2029 Hourly Rate	\$85.00 - TBD	\$60.00 - \$75.00	\$75.00 - \$85.00	\$74.00 - \$78.00
Clerical/General Office				
2025 - 2029 Hourly Rate	\$75.00 - TBD	\$40.00 - \$50.00	\$50.00 - \$60.00	\$50.00 - \$55.00
Survey Crew: 1-Person with GPS Equipment & Vehicle				
2025 - 2029 Hourly Rate	\$120.00 - TBD	\$135.00 - \$145.00	\$150.00 - \$165.00	\$125.00 - \$135.00
Backhoe and Operator				
2025 - 2029 Hourly Rate	\$75.00 - TBD	\$210.00 - \$250.00	n/a	n/a
Compressor and/or Jack Hammer				
2025 - 2029 Hourly Rate	\$25.00 - TBD	\$25.00 - \$30.00	\$40.00 - \$60.00	\$25.00
Other (list):				
2025 - 2029 Hourly Rate, Core Vendor	\$100.00 - TBD	n/a	n/a	n/a
Other (list):				
2025 - 2029 Hourly Rate, Private Underground Utility Locator	\$150.00 - TBD	n/a	n/a	n/a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

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

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

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

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

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

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


Autenrieth Land Surveys, LLC: \$10,470

Bumstead Land Surveys, LLC: \$10,470

Enger Surveying and Engineering, Co.: \$10,470

Wolverine Engineers and Surveyors, Inc: \$10,470

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

	DEPARTMENT: Diversity, Equity & Inclusion
PREPARED BY: Office of DEI	MEETING DATE(S):
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Jewish-American Heritage Month	

ACTION REQUESTED:

Ingham County Board of Commissioners recognize the month of May as “Jewish-American Heritage Month” in Ingham County.

SUMMARY OF REQUEST:

Ingham County Board of Commissioners recognize the month of May as “Jewish American-American Heritage Month” in Ingham County.

STRATEGIC PLAN RELEVANCE:

Provide high quality services in an efficient manner and embrace diversity and inclusion.

DEPARTMENT MISSION RELATION:

The DEI Office is committed to delivering high-quality services with efficiency while fostering a culture of diversity, equity, and inclusion.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$###.##

☐ 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: _____ 4/28/2025 _____

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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


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

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

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

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

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

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): May 6, May 7, and May 13, 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 Increase Internet Speed from Everstream	

ACTION REQUESTED:

Approve purchase of increased Internet speed from Everstream.

SUMMARY OF REQUEST:

Ingham County currently has an Internet connection that has not been upgraded in over a decade. As more and more work is done via videoconferencing and web applications, it is becoming evident that we need to increase this resource to keep up with demands. In order to ensure our departments can continue to operate at their peak efficiency it becomes necessary to upgrade to a faster service. The requested funding amount includes the quote of \$90,000 over three years.

This project is quoted under Contract #071B5500026 of MiDeal/Exp. October 13, 2027

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: _____ DATE: 4/28/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPGRADE INTERNET SERVICE PROVIDED BY EVERSTREAM

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

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

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


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

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

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

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

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): May 20, 2025 & May 21, 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 Authorize the Purchase and Installation of Modular Office Systems Furniture in the Health Department MSU Extension Area.	

ACTION REQUESTED:

Resolution to Authorize the Purchase and Installation of Modular Office Systems Furniture in the Health Department MSU Extension Area.

SUMMARY OF REQUEST:

The Facilities Department recommends the purchase, delivery, and installation of modular office systems furniture in the Health Department MSU Extension area to improve workspace functionality, accommodate additional Health Department staff, and ensure compliance with Health Insurance Portability and Accountability Act (HIPAA) privacy requirements. The proposed vendor is Haworth c/o DBI, utilizing State Contract #22000000043.

Funds for this project are available in line item 245-00-267100-976000-23F04 in an amount not to exceed \$40,000.

STRATEGIC PLAN RELEVANCE:

Supports Goal 1: Enhance government efficiency and effectiveness through improved facility use and privacy compliance.

DEPARTMENT MISSION RELATION:

This project aligns with the Facilities Department's mission to provide safe, efficient, and functional work environments that meet the operational needs of County departments and regulatory standards.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Facilities Optimization and HIPAA Compliance ☐ **NON-MANDATED**

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$ 40,000

☒ 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:** 4/28/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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


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

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

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

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

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): May 6, May 7, May 13
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 Rescind Resolution #24-470 and Authorize a Contract with Weatherseal Home Improvement Co., Inc. for Roof Replacement at the Ingham County Family Center	

ACTION REQUESTED:

Approval of a resolution to rescind Resolution #24-470 and authorize a contract with Weatherseal Home Improvement Co., Inc. to complete the shingled roof replacement project at the Ingham County Family Center for a total not-to-exceed amount of \$98,555.60.

SUMMARY OF REQUEST:

Billy White Roofing, Inc., previously authorized under Resolution #24-470, has withdrawn from the project. In response, the Facilities Department, through the RFP #21-25 process, recommends awarding the work to Weatherseal Home Improvement Co., Inc., which submitted a base proposal of \$89,596. A 10% contingency of \$8,959.60 is included to cover any unforeseen conditions, resulting in a total not-to-exceed amount of \$98,555.60. Funding is available under Line Item #264-66400-976000-23F03 (Juvenile Justice Millage Fund).

STRATEGIC PLAN RELEVANCE:

This project supports infrastructure preservation and ensures facility safety and usability, aligning with the County's long-term capital improvement and maintenance strategies.

DEPARTMENT MISSION RELATION:

The Facilities Department is responsible for maintaining County-owned buildings to ensure they remain safe, efficient, and operational for staff, programs, and public use.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED Facility Maintenance & Asset Preservation

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$ 98,555.60

☒ 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: 4/28/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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


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

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

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

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

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

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): May 6, 7 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: Human Resources Position	

ACTION REQUESTED:

Approve filling the Human Resources position that was frozen as part of the 2025 budget.

SUMMARY OF REQUEST:

Human Resources position #226008 HR Assistant, was frozen as part of the 2025 General Fund budget. We are requesting that this position be “unfrozen” to enable the Human Resources Department to run more efficiently. Freezing this position has put an undue burden on the department, especially with the implementation of a number of projects that the HR Department is critically involved with including:

- Wage study
- Implementation of electronic time cards
- Transition from MUNIS to BSA ERP software

Salary and benefits for the Managerial & Confidential Grade 5 position are \$100,910.59 - \$115,918.27.

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED _____ ☐ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$100,910.59 - \$115,918.27

☐ 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: 4/22/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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