

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 20, 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 [May 06, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Amend an Interagency Agreement with Housing Trust Fund to Obligate [American Rescue Plan Act](#) Funds for Administrative Uses in Support of Affordable Housing Initiatives
2. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to [Cook and Thorburn Drain](#) Drainage District Bonds
  - b. Resolution to Authorize an Agreement for the Construction of a Portion of [the Grand Meadows](#) Branch of the Cook and Thorburn Drain within the Ingham County Road Right-of-Way
3. Parks Department
  - a. Notice of Emergency Purchase Order for the Repair of the [Lake Lansing Boat Launch](#) Isolation Valve Replacement
  - b. Notice of Emergency Order for [Tree Removal with Clark](#) Tree Service
  - c. Notice of Emergency for a Request for [Pumping System at Lake Lansing](#) Park
4. Health Department – Resolution to Authorize Waiving the Four Week Waiting Period to Fill a Vacant [Community Health Representative III](#) Position
5. Diversity, Equity, and Inclusion Office – Resolution to Authorize a Purchase Order for Food Service from [Southside Smitty's King BBQ](#)
6. Facilities Department
  - a. Resolution to Authorize a Two-Year Extension of the Agreement with [Rose Pest Solutions](#) for Pest Control and Management at Several Ingham County Facilities
  - b. Resolution to Authorize an Amendment to and Extension of the Agreement between Ingham County and the [City of Lansing for Parking](#) for the Public Defender's Office
  - c. Resolution to Authorize an Agreement with Hedrick Associates for [Liebert Precision Cooling](#) High Efficiency AC Systems at the Ingham County 9-1-1 Call Center
7. Road Department
  - a. Resolution to Amend an Agreement with [Alaiedon Township](#) for the 2025 Local Road Program

- b. Resolution to Authorize a Contract with Michigan Paving and Materials Company for Construction Services on a [Delhi Township Local Road Program Project](#)
  - c. Resolution to Authorize a Contract with Reith-Riley Construction Company for Construction Services on the [Fitchburg Road Project](#)
  - d. Resolution to Authorize a Stop Sign Traffic Control Order for [Archwood Drive at Holbrook Drive](#)
  - e. Resolution to Authorize Stop Sign Traffic Control Orders for Various [Roads in the Chimney Oaks Subdivision](#)
  - f. Resolution to Authorize Stop Sign Traffic Control Orders for Various [Roads in the Forest Hills Subdivision](#)
  - g. Resolution to Authorize Stop Sign Traffic Control Orders for Various [Roads in the Hiawatha Lakes Subdivision](#)
  - h. Resolution to Authorize Stop Sign Traffic Control Orders for [Various Roads in the Shoals Subdivision](#)
8. Human Resources Department
- a. Resolution to Approve Reclassification Requests for [OPEIU Family Court](#), ICEA Public Health Nurses, Managerial & Confidential, UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit Employees
  - b. Resolution to Authorize New Signatories to Administer a [Closed Annuities Purchase](#) Program

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](http://www.ingham.org)

## COUNTY SERVICES COMMITTEE

May 6, 2025

Draft Minutes

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

Members Absent: None.

Others Present: Theresa Braden-Horstman, Domonika Tipton, 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 April 22, 2025 Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 22, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

### Additions to the Agenda

1. Equal Opportunity Committee – Additional Interview

### Substitute

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

### Limited Public Comment

None.

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

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. 55<sup>th</sup> District Court – Resolution to Exempt the Court Officer Position within the 55<sup>th</sup> 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

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Theresa Braden-Horstman was interviewed for the Equal Opportunity Committee.

Domonika Tipton was interviewed for the Equal Opportunity Committee.

MOVED BY COMM. JOHNSON, SUPPORTED BY COMM. PRATT, TO RECOMMEND THE APPOINTMENT OF DOMONIKA TIPTON TO THE EQUAL OPPORTUNITY COMMITTEE.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND THE APPOINTMENT OF THERESA BRADEN-HORSTMAN TO THE EQUAL OPPORTUNITY COMMITTEE.

Discussion ensued regarding the appointment.

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

None.

#### Public Comment

None.

### Adjournment

The meeting was adjourned at 6:33 p.m.

**MAY 20, 2025 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

- 1.     Treasurer's Office – Resolution to Amend an Interagency Agreement with Housing Trust Fund to Obligate American Rescue Plan Act Funds for Administrative Uses in Support of Affordable Housing Initiatives**

This resolution amends the interagency agreement between the HTF and the County, which was required to fully obligate ARPA funds, to provide more funding for administrative uses after receiving additional MSHDA funds for down payment assistance.

See memo for details.

- 2a.   Drain Commissioner – Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Bonds**

This resolution pledges the County's full faith and credit behind drainage improvements within the Grand Meadows Branch of the Cook and Thorburn Drain. There are 42 properties and 73.5 acres within the Grand Meadows Branch of the Cook and Thorburn Special Assessment District. The municipalities with benefit at-large for the Project include the Charter Township of Delhi and the County of Ingham.

Total not to exceed amount of the project is \$1,000,000 to be paid through assessments.

See memo for details.

- 2b.   Drain Commissioner – Resolution to Authorize an Agreement for the Construction of a Portion of the Grand Meadows Branch of the Cook and Thorburn Drain within the Ingham County Road Right-of-Way**

This resolution authorizes an agreement with the Grand Meadows Branch of the Cook and Thorburn Drain to operate, maintain, and improvement the Drain within the public road right-of-way in Delhi Charter Township held by the ICRD.

See memo for details.

- 3a.   Parks Department – Notice of Emergency Purchase Order for the Repair of the Lake Lansing Boat Launch Isolation Valve Replacement**

This emergency PO for \$1,115 is to Myers Plumbing & Heating for water main valve repair at the Lake Lansing boat launch.

See memo for details.

- 3b.   Parks Department – Notice of Emergency Order for Tree Removal with Clark Tree Service**

This emergency PO for \$2,100 is to Clark Tree Service for tree removal at Lake Lansing Park South.

See memo for details.

**3c. Parks Department – Notice of Emergency for a Request for Pumping System at Lake Lansing Park**

This emergency PO for \$4092.24 is to Maurer & Parks Well Drilling for well repairs at Lake Lansing Park due to positive bacteria samples.

See memo for details.

**4. Health Department – Resolution to Authorize Waiving the Four Week Waiting Period to Fill a Vacant Community Health Representative III Position**

This resolution authorizes the immediate filling of a soon-to-be-vacant Community Health Representative III (CHR III) position in the Ingham County Health Department's Environmental Health Division (EHD), waiving the standard four-week waiting period. This decision was prompted by the fact that the EHD, which relies on two CHR III positions for public-facing services, will be left with only one newly hired CHR III (starting May 12, 2025) after the second current employee vacates their position on May 19, 2025.

Given that this vacancy arises during the EHD's busiest season, the delay in hiring would significantly hinder its ability to process food service licenses, conduct plan reviews, manage point-of-sale transactions, and issue well and septic permits. The Medical Health Officer recommended the waiver to ensure continuity and efficiency in service delivery.

The resolution allows the department to fill the position immediately, maintaining service quality and responsiveness, and authorizes the Board Chairperson to sign necessary documents, pending legal review.

See memo for details.

**5. Diversity, Equity, and Inclusion Office – Resolution to Authorize a Purchase Order for Food Service from Southside Smitty's King BBQ**

This resolution approves a PO to Southside Smitty's King BBQ for \$8,000 to provide food service to the 2025 Unity in the Community. A \$1,000 contingency is also requested.

Funding is available in the DEI budget.

See memo for details.

**6a. Facilities Department – Resolution to Authorize a Two-Year Extension of the Agreement with Rose Pest Solutions for Pest Control and Management at Several Ingham County Facilities**

This resolution authorizes a two-year extension for pest control services with Rose Pest Solutions.

See memo for details.

**6b. Facilities Department – Resolution to Authorize an Amendment to and Extension of the Agreement between Ingham County and the City of Lansing for Parking for the Public Defender's Office**

This resolution authorizes an amendment to extend the parking agreement with the City of Lansing Parking for the PD's Office until the end of the 2025.

Funding for the extension, which will raise the total contract to \$78,300, is available through the MIDC Compliance Plan.

See memo for details.

**6c. Facilities Department – Resolution to Authorize an Agreement with Hedrick Associates for Liebert Precision Cooling High Efficiency AC Systems at the Ingham County 9-1-1 Call Center**

This resolution authorizes an agreement with Hedrick Associates for two high efficiency AC systems for the 9-1-1 Call Center.

The funding for the \$382,768.10 (cost of freight, installation, labor, and warranty plus a 10% contingency) is available in the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

See memo for details.

**7a. Road Department – Resolution to Amend an Agreement with Alaiedon Township for the 2025 Local Road Program**

This resolution amends the agreement with Alaiedon Township for the 2025 Local Road Program to add road work within the 2025 construction season on Alaiedon Parkway and University Parkway.

Funding for the additional work is the responsibility of the Township.

See memo for details.

**7b. Road Department – Resolution to Authorize a Contract with Michigan Paving and Materials Company for Construction Services on a Delhi Township Local Road Program Project**

This resolution authorizes a contract with Michigan Paving and Materials for paving of Park Lane, Bond Avenue, and Elliott Street per the Local Roads Program agreement with Delhi Township.

Funding for the \$709,263.96 project (bid price plus a 20% contingency) will be split 50/50 with Delhi Township.

See memo for details.

**7c. Road Department – Resolution to Authorize a Contract with Reith-Riley Construction Company for Construction Services on the Fitchburg Road Project**

This resolution authorizes a contract with Reith-Riley Construction for the Fitchburg Road Project.

Funding for the \$922,913.33 (bid price plus a 20% contingency) will be as follows:

EGLE Scrap Tire Grant (up to 50%, capped at \$412,931.00):	\$412,931.00
Road Department Funds (50% minimum):	<u>\$509,982.33</u>
Total Estimated Project Cost, with 20% contingency:	\$922,913.33



See memo for details.

**7d. Road Department – Resolution to Authorize a Stop Sign Traffic Control Order for Archwood Drive at Holbrook Drive**

This resolution authorizes a Traffic Control Order to install a stop sign for traffic on Archwood Drive at the intersection of Holbrook Drive located in Section 23 of Delhi Township.

See memo for details.

**7e. Road Department – Resolution to Authorize Stop Sign Traffic Control Orders for Various Roads in the Chimney Oaks Subdivision**

This resolution authorizes Traffic Control Orders to install a stop sign on Victorian Hills Drive at the intersection of Chimney Oaks Drive located in Section 25 of Meridian Township, a stop sign on Trillium Court at the intersection of Victorian Hills Drive located in Section 25 of Meridian Township, and a stop sign for on Turnberry Lane at the intersection of Chimney Oaks Drive located in Section 25 of Meridian Township.

See memo for details.

**7f. Road Department – Resolution to Authorize Stop Sign Traffic Control Orders for Various Roads in the Forest Hills Subdivision**

This resolution authorizes Traffic Control Orders for the following locations in the Forest Hills Subdivision:

Mercer Drive at Arbor Drive - Install a stop sign (no existing signage)  
Elmwood Drive at Birchwood Drive - Install a stop sign (no existing signage)  
Greenwood Drive at Forest Hills Drive - Install a stop sign (no existing signage)  
Mercer Drive at Greenwood Drive - Install a stop sign (no existing signage)  
Indian Glen Drive at Birchwood Drive - Install a stop sign (no existing signage)  
Pebblestone Drive at Cherry Hill Drive - Install a stop sign (no existing signage)  
Pebblestone Drive at Stoneycroft Drive - Install a stop sign (no existing signage)  
Boulevard Drive at Pebblestone Drive - Install a stop sign (no existing signage)  
Oaklawn Drive at Boulevard Drive - Install a stop sign (no existing signage)  
Oaklawn Drive at Forest Hills Drive - Install a stop sign (no existing signage)  
Pontchartrain Drive at Oaklawn Drive - Install a stop sign (no existing signage)  
Cherry Hill Drive at Pontchartrain Drive - Install a stop sign (no existing signage)  
Pontchartrain Drive at Oakwood Drive - Install a stop sign (no existing signage)

See memo for details.

**7g. Road Department – Resolution to Authorize Stop Sign Traffic Control Orders for Various Roads in the Hiawatha Lakes Subdivision**

This resolution authorizes Traffic Control Orders for the following locations in the Hiawatha Lakes Subdivision:

Summergate Lane at Birch Bluff Drive - Change the yield sign to a stop sign  
Powderhorn Drive at Birch Bluff Drive - Change the yield sign to a stop sign

Powderhorn Drive at Belwood Drive - Install a stop sign (no existing signage)  
Autumnwood Lane at Belwood Drive - Change the yield sign to a stop sign  
Southeast Bound Birch Bluff Drive at Autumnwood Lane - Change the yield sign to a stop sign  
Northwest Bound Birch Bluff Drive at Autumnwood Lane - Change the yield sign to a stop sign  
Timberview Drive at Autumnwood Lane - Change the yield sign to a stop sign

See memo for details.

**7h. Road Department – Resolution to Authorize Stop Sign Traffic Control Orders for Various Roads in the Shoals Subdivision**

This resolution authorizes Traffic Control Orders at the following locations in the Shoals Subdivision:

Mariner Lane at Leeward Drive - Install a stop sign (no existing signage)  
Starboard Drive at Leeward Drive - Install a stop sign (no existing signage)  
Wharf Drive at Starboard Drive - Install a stop sign (no existing signage)

See memo for details.

**8a. Human Resources Department – Resolution to Approve Reclassification Requests for OPEIU Family Court, ICEA Public Health Nurses, Managerial & Confidential, UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit Employees**

This resolution approves the following reclassifications:


<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Pre-Trial Services Clerk	UAW C: 43,406.28	UAW E: 49,348.68	5,942.40
IT Administrative Coordinator	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Accountant – Child Care Fund	OPEIU 6: 81,031.77	OPEIU 7: 88,241.53	7,209.76
Lead Senior Accountant	ICEA Co Pro 9: 89,732.78	ICEA Co Pro 10: 96,913.05	<u>7,180.27</u>
TOTAL:			\$ 30,555.71

See memo for details.

**8b. Human Resources Department – Resolution to Authorize Signatories for Corebridge 457 Documents**

This resolution authorizes up to date signatories for the Corebridge 457 documents. There currently is only one previous employee that still has these funds, and updating signatories is required for the former employee to access funds.

See memo for details.

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): May 20-21
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Amend Interagency Agreement with Housing Trust Fund to Obligate ARPA funds for Administrative uses in support of affordable housing initiatives	

**ACTION REQUESTED:**

The Treasurer's Office respectfully requests the Ingham County Board of Commissioners authorize an amendment of the interagency agreement authorizing \$525,000 of American Rescue Plan Act (ARPA) funds for administrative uses in support of affordable housing initiatives.

**SUMMARY OF REQUEST:**

The Board of Commissioners authorized an interagency agreement (MOU) with the Ingham County Treasurer's office for Housing Trust Fund affordable housing initiatives, including Down Payment Assistance (DPA) in Resolution #24-471 in order to obligate ARPA funds by December 31, 2024. Of the \$525,000 authorized in the MOU, \$150,000 was obligated to cover direct assistance for income-qualified homebuyers/DPA. Following receipt of \$1,450,000 in the Michigan State Housing Development Authority (MSHDA) Enhancement Grant for DPA, any remaining DPA expenses can be covered by a separate funding source, leaving up to \$464,000 authorized in the MOU to be used to cover administrative purposes as described in the MOU Scope of Work.

**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 administrative support to create and execute resources that encourage homeownership, increase access to generational wealth building opportunities, and address affordable housing needs.

**DEPARTMENT MISSION RELATION:**

Administrative funds will be in support of the Housing Trust Fund mission to encourage homeownership to build wealth and equity in Ingham County, and increase the supply of affordable and high-quality living units.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED ☐ NON-MANDATED \_\_\_\_\_ ☐ NEW ACTIVITY

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$525,000.00

☒ 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: 5/12/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND INTERAGENCY AGREEMENT WITH HOUSING TRUST FUND TO  
OBLIGATE AMERICAN RESCUE PLAN ACT FUNDS FOR ADMINISTRATIVE USES IN  
SUPPORT OF AFFORDABLE HOUSING INITIATIVES**

WHEREAS, through Resolution #24-471 the Ingham County Board of Commissioners authorized an interagency agreement to obligate American Rescue Plan Act (ARPA) funds by December 31, 2024, as required by the U.S. Department of Treasury; and


WHEREAS, the interagency agreement (MOU) with the Ingham County Treasurer's Office authorized \$525,000 for Housing Trust Fund affordable housing initiatives, designating \$375,000 for administrative purposes including staffing, and \$150,000 in direct program costs associated with the Ingham County Down Payment Assistance (DPA) Program; and

WHEREAS, the Ingham County Board of Commissioners authorized \$1,450,000 in Michigan State Housing Development Authority Enhancement grant funds to the Ingham County DPA program through Resolution #25-134; and

WHEREAS, all future DPA program costs are to be funded through the Enhancement Grant, leaving up to \$464,000 to be used for the administrative purposes as described in the MOU Scope of Work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the existing interagency agreement with the Ingham County Treasurer's Office for Affordable Housing Initiatives to obligate up to \$464,000 for administrative purposes and \$61,000 for direct Down Payment Assistance.

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

	DEPARTMENT: Ingham County Drain Commissioner
PREPARED BY: Carla F. Clos, Deputy Drain Commissioner	MEETING DATE(S): May 20, 2025, May 21, 2025, and May 27, 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 Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Bonds	

**ACTION REQUESTED:**

The Drain Commissioner is requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance drainage improvements (“Project”) within the Grand Meadows Branch of the Cook and Thorburn Drain (“Drain”). Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners who are liable to pay for the benefits of a drainage project. There are 42 properties and 73.5 acres within the Grand Meadows Branch of the Cook and Thorburn Special Assessment District. The municipalities with benefit at-large for the Project include the Charter Township of Delhi and the County of Ingham.

**SUMMARY OF REQUEST:**

The Project results from a June 26, 2020 petition submitted by landowners within the drainage district. Petitioners wanted the drainage improved to alleviate repeated flooding of properties, homes, and roads. On September 30, 2020, the petition was found necessary and conducive to the public health, convenience, or welfare by a statutory Board of Determination. A summary of the work proposed is attached in the Notice of Letting. The Project includes the installation of enclosed pipe both within and outside of the public road right-of-way. The Project will contain contract requirements for nondiscrimination and prevailing wage pursuant to the Drain Commissioner’s adopted policies and consistent with the Board of Commissioners’ resolutions. Although Project bids are opened on May 6, 2025, the total computation of cost of the Project will not be completed until later. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of an exact amount. This “not-to-exceed” amount (\$1 Million) is also used in the attached total assessed value (SEV) Analysis and Drain Commissioner’s Due Diligence Memo that includes the Drain Commissioner’s opinion that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these bonds.

**STRATEGIC PLAN RELEVANCE:**

The Resolution supports Ingham County’s Goal for Roads and Infrastructure to “respond to stakeholder concerns” and “to ensure roads and bridges are maintained in safe conditions” and Ingham County’s Value to “provide high quality services in an efficient manner”.

**DEPARTMENT MISSION RELATION:**

It is the mission of the Drain Commissioner to keep all drainage infrastructure operating adequately, efficiently, and cost-effectively. The proposed improvement project is required to ensure that the Drain continues to operate as designed and in accordance with the Drain Commissioner’s Mission.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

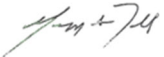
☐ Included in Current Fiscal Budget      ☐ Budget Transfer      ☒ Has No Financial Impact  
(See attached Due Diligence Memo from the Drain Commissioner)

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED    ☐ NOT RECOMMENDED    ☐ ALTERNATIVES:

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**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER'S OFFICE:** \_\_\_\_\_  \_\_\_\_\_ **DATE:** 5/12/2025 \_\_\_\_\_

## NOTICE OF LETTING OF DRAIN CONTRACT

Ingham County Drain Commissioner  
Patrick E. Lindemann

### GRAND MEADOWS BRANCH OF THE COOK AND THORBURN DRAIN

**NOTICE IS HEREBY GIVEN** that I, Patrick E. Lindemann, Ingham County Drain Commissioner, will receive sealed construction bids on **Tuesday, May 6, 2025**, until 10:00 a.m. local time at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, MI 48854. Bids will be opened and publicly announced at 10:00 a.m. for the construction, maintenance and improvement of a certain drain known and designated as the "Grand Meadows Branch of the Cook and Thorburn Drain." Bids must be delivered to 707 Buhl Avenue, Mason, MI 48854 within the timeframes listed above in accordance with the Bidding Documents.

The Drain project consists of clearing, sediment basin maintenance, enclosed drain construction, drainage structures, repair of public road, traffic control, restoration, riprap, and soil erosion and sedimentation control within Delhi Charter Township, Ingham County, Michigan.

The Drain will be let in one section totaling 1476 feet of 12-inch thru 18-inch diameter enclosed drain with an average depth of 4 feet and width of 1.2 feet.

In the construction, maintenance and improvement of said Drain, the project consists of furnishing all supplies and installation and construction of the following quantities for major items of work and character of tile or pipe, with appurtenances, and the contract let for the same. The following quantities are approximate and final payment will be made on measured quantities:

<u>Estimated</u>			
<u>Qty</u>	<u>Units</u>	<u>Description</u>	
1	Ls	Mobilization	
1	Ls	Traffic maintenance	
0.89	Ac	Clearing	
80	Ft	Curb and gutter, rem	
134	Sy	Pavt, rem	
675	Ft	Storm sewer, SLCPP, 12 inch	
513	Ft	Storm sewer, SLCPP, 15 inch	
278	Ft	Storm sewer, SLCPP, 18 inch	
10	Ft	Storm sewer, C76 CI III, 15 inch	
1	Ea	End sect, conc, 15 inch	
1	Ea	Storm sewer bulkhead, 15 inch	
1	Ea	Rebuild, dr structure, Add depth of 60 inch dia, less than 1 foot	
1	Ea	Rebuild, dr structure, Add depth of 60 inch dia, more than 1 foot	
1	Ea	Aggridrain structure	
1	Ea	Dr structure, 30 inch	
2	Ea	Dr structure, 48 inch	
1	Ea	Dr structure, 60 inch	
2	Ea	Reducer tee	

1	Ea	Maintenance tee
1	Ls	Sediment basin maintenance (basins 1 and 2)
134	Sy	Aggregate base, 8 inch
20	Ton	HMA 13A, leveling, 2.5 inch
20	Ton	HMA 13A, wearing, 2.5 inch
10	Sy	Butt joint
80	Ft	Curb and gutter, conc, MDOT type D-2
10	Sy	MDOT plain riprap, fieldstone
3500	Ft	Silt fence
5	Ea	Inlet filters
745	Sy	Topsoil, seed, and mulch blanket (THM mix)
4975	Sy	Wetland seeding
1000	Sy	Mulch blankets, allowance
1	Ls	Soil erosion and sedimentation control
1	Ls	Cleanup and restoration

All stations are 100 feet apart. There are no bridges or culverts.

**Plans and Bidding Documents** will be available on **Tuesday, April 15, 2025, at 8:00 a.m.** local time. Bidders wishing to download the Plans and Specifications at NO COST may do so by contacting PEA Group, Attn: Greg Lamkin or Shannon Pugh at (517) 393-2902. For bidders wishing to purchase the plans and specifications, a fee of Thirty-Five Dollars (\$35.00) will be required for each set of proposed plans and specifications and will not be refunded. A mailing fee of Twenty-Five Dollars (\$25.00) to cover handling and postage will be charged to anyone wishing to receive the plans and specifications.

**A MANDATORY pre-bid conference will be held on Tuesday, April 22, 2025, at 10:00 a.m. local time** at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, MI 48854. Representatives of the Ingham County Drain Commissioner and Engineer will be present to discuss the contract. Prospective Bidders are required to attend and participate in the pre-bid conference. Attendance will be taken. Prospective Bidders who fail to attend the pre-bid conference will be considered non-responsive and will be disqualified from bidding on the Contract. The Engineer will transmit to all prospective Bidders of record such Addenda as the Engineer considers necessary in response to questions. Oral statements may not be relied upon and will not be binding or legally effective. The Contractor is responsible for ensuring that all addenda have been received and acknowledged prior to submittal of the bid.

Bids will be made and received in accordance with these documents. A contract will be made with the lowest responsible Bidder giving adequate security for the performance of the work. I reserve the right to reject any and all bids, and to adjourn such bid letting to such time and place as I shall publicly announce.

The date for the substantial completion of such contract is **Wednesday, May 20, 2026**, with final completion by **Tuesday, June 30, 2026**, and the terms of payment are contained in the contract specifications. Any responsible person wanting to bid on the above-mentioned work will be required to deposit bid security in the amount specified in the bidding documents as a guarantee that they will enter into a contract and furnish the required bonds as prescribed by the contract specifications and applicable law. All bids shall remain open for ninety (90) days after the day of the bid opening, but I reserve the right at my sole discretion to release any bid and bid security before that date.

Bidders shall comply with the Ingham County policies regarding the payment of Prevailing Wages and Equal Opportunity/Nondiscrimination, as set forth in Ingham County Board of Commissioners Resolutions #02-263 and #02-283, respectively.



This notice is pursuant to Section 154 of the Michigan Drain Code of 1956, as amended.

Persons with disabilities needing accommodations for effective participation in the meeting should contact Patrick E. Lindemann, the Ingham County Drain Commissioner at (517) 676-8395, or the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Dated: April 8, 2025



Patrick E. Lindemann  
Ingham County Drain Commissioner  
707 Buhl Avenue, Mason, MI 48854  
(517) 676-8395

**TO:** Board of Commissioners: County Services and Finance Committees

**FROM:** Patrick E. Lindemann, Drain Commissioner

**DATE:** May 6, 2025

**SUBJECT:** Full Faith and Credit Resolution for Cook and Thorburn Drain Bonds  
For the meeting agendas of May 20, 2025 (County Services) and May 21, 2025 (Finance)

### **BACKGROUND**

The Cook and Thorburn Drain Drainage District (the “Drainage District”) is undertaking a project to maintain and improve the Grand Meadows Branch of the Cook and Thorburn Drain (the “Project”) pursuant to a petition filed with the Drain Commissioner by landowners in the Drainage District. The Project has been found legally necessary and design engineering has been completed. The costs of the Project will be assessed to benefitted property owners and public corporations in the Grand Meadows Branch of the Drainage District (the “Assessments”) and, to allow these Assessments to be paid over time, it will be necessary for the Drainage District to issue drain bonds for the Project (the “Bonds”). In order for the Drainage District to be able to successfully sell the Bonds, it will be necessary for the County to pledge its full faith and credit pursuant to the Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Bonds (the “Resolution”).

### **ALTERNATIVES**

The Drainage District is legally obligated to undertake the Project. If the County does not adopt the Resolution, the financial advisor for the Drainage District reasonably believes that there is a high likelihood that the Drainage District will not be able to find a purchaser for the Bonds. If that were to happen, the Drainage District would not have the necessary funds to design and construct the Project, and this critical work may not be able to proceed, exposing the Drainage District (and possibly the County) to liability and/or default.

The only other possible alternative would be to make the Assessments immediately due and payable in full, which would cause financial hardship to the benefitted property owners and public corporations, including the County.

### **FINANCIAL IMPACT**

The primary source of payment for the Bonds will be Assessments. The Drain Office has performed specific due diligence for the Project which is undertaken under Chapter 8 of the Drain Code and these Assessments.

- 1) As more fully explained below, the main chance of an Assessment against a property becoming delinquent, and the property not being able to ultimately satisfy the Assessment levied against it, would result from an assessed property being sold at tax sale for an amount that is less than the amount of delinquent taxes, assessments, interest and penalties currently due with respect to the property. Therefore, the due diligence evaluates the total amount of the Assessment against the Drainage District for the Project compared to the total assessed value (the “SEV”) of the properties in the Drainage District in order to ascertain that there is enough assessed value in the Drainage District to support the payment of the Assessment, making the risk of a long term default very unlikely.
- 2) The analysis performed for this Project compares the total amount of the Assessments that will be levied in the Drainage District to the total SEV of the Drainage District (the “SEV percentage”). Since the SEV is an amount that is required to be 50% of the true cash value of property, the total property value in the Drainage District is an amount that is two times the SEV. Therefore, comparing the total amount of the Assessments to a number that is two times the SEV will show the ratio of the Assessment to the true

cash value of the Drainage District (“Total Value Percentage”). The Total Value Percentage shows the amount of value there is in the properties of the Drainage District over and above the amount of the Assessment. The due diligence performed contains a similar analysis with respect to the municipalities subject to the Assessment.

- 3) The SEV analysis that was performed for this Project is attached to this memo. The resolution that has been presented to the Board uses \$1,000,000 as the not-to-exceed amount for the Bonds. This is an estimate and the final amount may be less when bids are received and if Assessments are prepaid. For the Project, the analysis shows that the SEV percentage is 17.77% of the SEV of the Drainage District and the Total Value percentage is 8.885% of the true cash value of the properties in the Drainage District. In reality, since some of the Assessments will be levied against the public corporations and the bonded amount may be less than the not-to-exceed amount, the Total Value Percentage will in fact be lower when looking at the amount actually assessed to the properties, providing more than 91% property value coverage. The ratio to municipal SEVs is also shown, ranging from 0.05% to 0.48%.
- 4) Based on the following analysis, it is my opinion that there is significant property value in the Drainage District to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

### **STRATEGIC PLANNING IMPACT**

The County’s strategic plan calls for the provision of quality roads and drains in the County and this Project furthers the goal of providing quality drains.

### **OTHER CONSIDERATIONS**

In addition, in considering the risk that there would be insufficient funds to pay the Bonds (which could lead to an advance by the County on its full faith and credit pledge), the Michigan Drain Code and Michigan law in general build in many safeguards to protect the vital public interest in being able to finance drain projects:

- 1) The debt service on the Bonds which are issued under Chapter 8 of the Drain Code is primarily paid from the Assessments.
  - a) The Assessments against benefitted properties are a strong source of revenue since they have the same priority for payment as taxes, having a first priority superior to mortgages and other forms of debt that might encumber a property.
  - b) If a property owner is delinquent in paying the property owner’s Assessment, the Assessment is turned over to the County to be collected with the delinquent taxes. The County has significant powers to collect delinquent taxes which would ultimately end up with the property being sold at tax sale if the property owner does not pay the delinquent taxes and assessments. At that point, there would only be a shortfall in revenues to pay the Assessment if the property is sold for less than the amount of outstanding delinquent taxes and assessments and the interest and penalties on them. The balance of the Assessment that has not yet become due would continue to be a lien against the property payable by the new property owner after it is sold.
  - c) During the time the delinquent Assessments are being collected, the amount of the delinquent Assessments would be paid to the Drainage District from the County’s delinquent tax revolving fund (so long as the County continues this program) and would be used to pay the debt service on the Bonds.
  - d) Assessments against the municipalities are a general obligation of those municipalities and as such a legally binding obligation of the general fund of the municipalities.

- 2) By adopting the resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the Bonds if there is a shortfall in the primary source of payment and the County would only make payments in the event there is ever a shortfall in the Assessment collections.
- a) For assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.
  - b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.
  - 3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.
  - a) County payments are usually short term since, under the Drain Code, the Drainage District is required to levy a deficiency assessment against the Drainage District for the amount of any shortfall within two years and when that deficiency assessment is levied and collected, the County would be paid back.
  - b) In addition to deficiency assessments, the Drainage District has the ability to levy an administrative fee in the way of an interest rate on the Assessments that is 1 percent over the interest rate of the Bonds issued in anticipation of the Assessments. This small additional amount of interest allows the Drainage District to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the County.
  - c) **The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my over 30-year tenure as drain commissioner.**

### **RECOMMENDATIONS**

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Bonds.

April 11, 2025

Mr. Patrick E. Lindemann  
Ingham County Drain Commissioner  
707 Buhl Avenue  
Mason, MI 48854

RE: Grand Meadows Branch of the Cook and Thorburn Drain (C27-70)  
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Grand Meadows Branch of the Cook and Thorburn Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2023 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for this analysis are from the published 2023 equalization report available at:

[https://docs.ingham.org/2023 Ingham County Equalization Report.pdf](https://docs.ingham.org/2023%20Ingham%20County%20Equalization%20Report.pdf)

The requested full faith and credit amount for the drain project is \$1,000,000. **This amount is to be assessed to benefitted parcels in the district, to Ingham County for benefit to public roads, and to Delhi Township for benefit to the public health, convenience, or welfare.**

The total SEV for Delhi Township is \$1,150,880,856. The estimated SEV for the lands within the special assessment district is \$5,626,800. Additionally, the total SEV for all of Ingham County is \$11,692,153,528. The Grand Meadows Branch of the Cook and Thorburn Drain Drainage District is comprised of 42 parcels, representing 0.45% of the land and 0.06% of the SEV of Delhi Township. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$1,000,000			
Estimated SEV of the lands in the special assessment district	\$5,626,800	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	17.77%
Delhi Township SEV	\$1,150,880,856	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	0.09%
Ingham County SEV	\$11,692,153,528	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.01%

Please contact our office at (517) 393-2902 with any questions or concerns.

Sincerely



Alan D. Boyer, PE  
Senior Project Manager

PEA GROUP

COOK AND THORBURN DRAIN  
DELHI TOWNSHIP

SEV and Taxable Valuation Analysis	
Full Faith and Credit	\$1,000,000
SEV for Ingham County	\$11,692,153,528
SEV for Delhi Township	\$1,150,880,856
SEV for the Grand Meadows Branch of the Cook and Thorburn Drainage District	\$ 5,626,800.00
SEV for the Grand Meadows Branch of the Cook and Thorburn Drainage District / SEV for Delhi Township	0.49 %
SEV for the Grand Meadows Branch of the Cook and Thorburn Drainage District / SEV for Ingham County	0.05 %
Taxable Valuations for Ingham County	\$9,832,143,953
Taxable Valuations for Delhi Township	\$992,661,005
Taxable Valuations for the Grand Meadows Branch of the Cook and Thorburn Drainage District	\$ 4,773,750.00
Taxable Valuations for the Grand Meadows Branch of the Cook and Thorburn Drainage District / Taxable Valuations for Delhi Township	0.48 %
Taxable Valuations for the Grand Meadows Branch of the Cook and Thorburn Branch Drainage District / Taxable Valuations for Ingham County	0.05 %
Full Faith and Credit / SEV of Ingham County	0.01 %
Full Faith and Credit / SEV of Delhi Township	0.09 %
Full Faith and Credit / SEV of the Grand Meadows Branch of the Cook and Thorburn Branch Drainage District	17.77 %
Full Faith and Credit / Taxable Valuations of Ingham County	0.01 %
Full Faith and Credit / Taxable Valuations of Delhi Township	0.10 %
Full Faith and Credit / Taxable Valuations of the Grand Meadows Branch of the Cook and Thorburn Branch Drainage District	20.95 %
Area of the Grand Meadows Branch of the Cook and Thorburn Branch Drainage District in Delhi Township	0.13 sq. mi.
Area of the Grand Meadows Branch of the Cook and Thorburn Branch Drainage District in Ingham County	0.13 sq. mi.
Area of Delhi Township	28.93 sq. mi.
Area of Ingham County	560.26 sq. mi.
Area of Grand Meadows Branch of the Cook and Thorburn Drainage District / Area of Ingham County	0.02 %
Area of Grand Meadows Branch of the Cook and Thorburn Drainage District within Delhi Township / Area of Delhi Township	0.45 %

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS  
**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
COOK AND THORBURN DRAIN DRAINAGE DISTRICT BONDS**

RESOLUTION # \_\_\_\_\_

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on \_\_\_\_\_, 2025, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner:  
\_\_\_\_\_

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Cook and Thorburn Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Cook and Thorburn Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District for the Grand Meadows Branch of the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$1,000,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the "Special Assessments"); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County

for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$1,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.



5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**FINANCE:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham


## **CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on \_\_\_\_\_, 2025, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2025

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Barb Byrum, Clerk  
County of Ingham

	DEPARTMENT: Ingham County Drain Commissioner
PREPARED BY: Carla F. Clos, Deputy Drain Commissioner	MEETING DATE(S): May 20, 2025, May 21, 2025, and May 27, 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 an Agreement for the Construction of a Portion of the Grand Meadows Branch of the Cook and Thorburn Drain within the Ingham County Road Right-of-Way	

**ACTION REQUESTED:**

The Drain Commissioner is requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (“ICRD”), approve entering into an agreement pursuant to Section 321 of the Michigan Drain Code, MCL 280.321 (the “Drain Code”), to authorize the Grand Meadows Branch of the Cook and Thorburn Drain Special Assessment District (the “Drainage District”) to operate, maintain, and improve the Grand Meadows Branch of the Cook and Thorburn Drain (the “Drain”) in the public road right-of-way in Delhi Charter Township held by the ICRD. ICRD Managing Director Kelly Jones is in agreement with the attached resolution subject to approval by the County Attorney.

**SUMMARY OF REQUEST:**

The Drain Commissioner received a petition, dated June 26, 2020, requesting maintenance and improvement of the Drain. On September 30, 2020, the petition was found necessary and conducive to the public health by a statutory Board of Determination. The project involves limited work to be performed in the public road right-of-way, including installation of enclosed storm drain. A map depicting the location of the Drain within the road right-of-way is attached to the proposed Resolution as Exhibit A. The resolution authorizes an agreement to define the roles and responsibilities of the ICRD and the Ingham County Drain Commissioner (“ICDC”).

**STRATEGIC PLAN RELEVANCE:**

The resolution supports Ingham County’s Goals to “ensure roads and bridges are maintained in safe conditions” and to “improve communication with the public and other entities by coordinating projects to minimize disruption to the community.”

**DEPARTMENT MISSION RELATION:**

It is the mission of the Ingham County Drain Commissioner to keep all drainage infrastructure operating adequately. The proposed improvement project that impacts the area identified in Exhibit A is required to ensure the Drain continues to operate as designed.

**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:

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GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: \_\_\_\_\_ *[Signature]* \_\_\_\_\_ DATE: 5/12/2025 \_\_\_\_\_

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE  
CONSTRUCTION OF A PORTION OF THE GRAND MEADOWS BRANCH OF THE COOK AND  
THORBURN DRAIN WITHIN THE INGHAM COUNTY ROAD RIGHT-OF-WAY**

WHEREAS, the Grand Meadows Branch of the Cook and Thorburn Drain Special Assessment District (“Drainage District”) is an established body corporate in the County of Ingham, State of Michigan, pursuant to Public Act 40 of 1956, as amended (“Drain Code”), and the Drain Commissioner has jurisdiction of the Grand Meadows Branch of the Cook and Thorburn Drain (“Drain”), an established county drain, which services the properties within the Drainage District; and

WHEREAS, the Drain Commissioner received a petition dated June 26, 2020, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (the “Improvements”) to the Drain; and

WHEREAS, an Order of Necessity was entered on September 30, 2020, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved; and

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, the Improvements are intended to relieve drainage problems and flooding of roads and properties, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Improvements entail work to be performed in the public road right-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), as depicted in the attached Exhibit A, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Grand Meadows Branch of the Cook and Thorburn Drain Special Assessment District by and through the Ingham County Drain Commissioner to construct the portion of the Grand Meadows Branch of the Cook and Thorburn Drain within the road right-of-way under the jurisdiction of the ICRD, as depicted in Exhibit A.

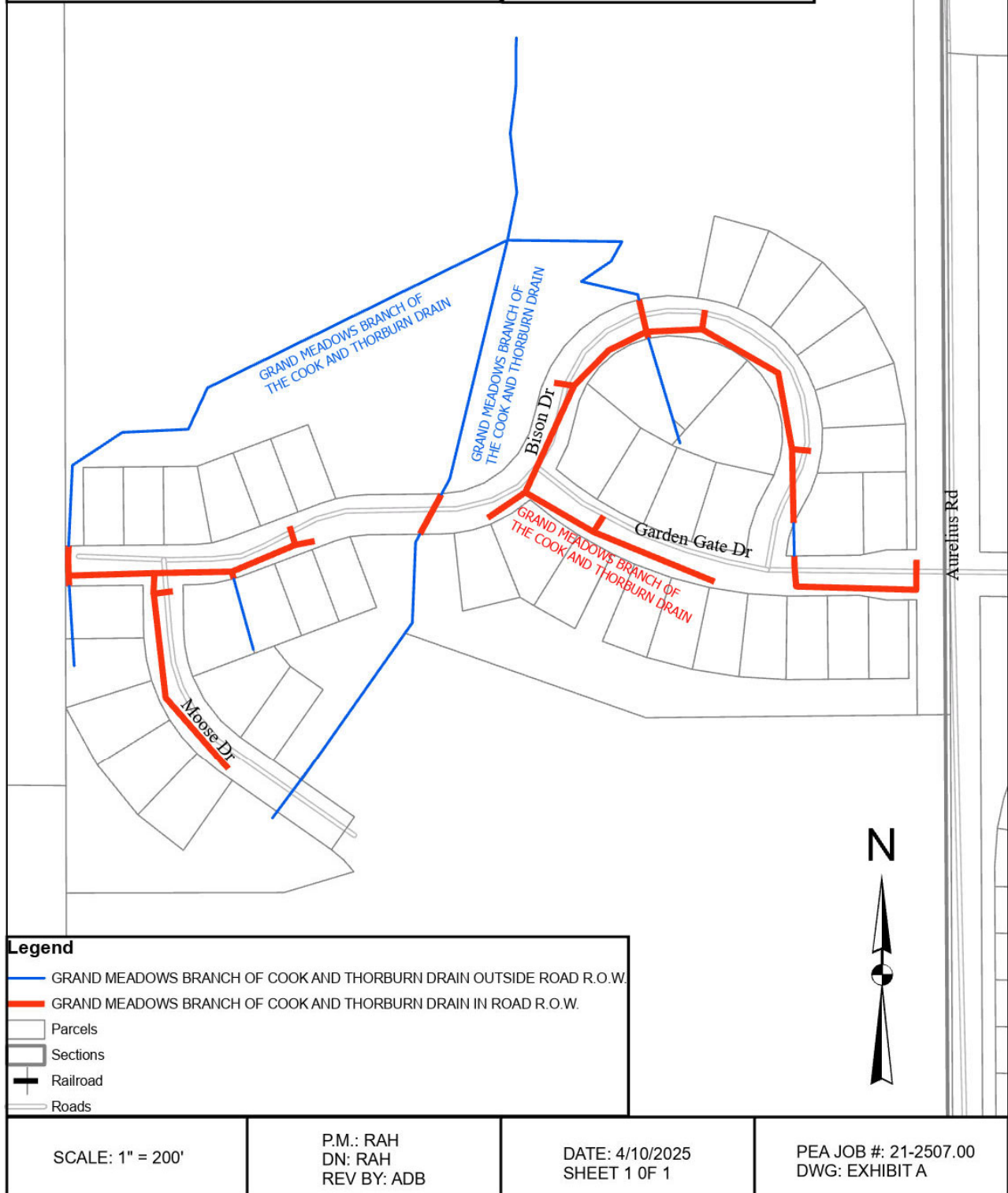
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.


# EXHIBIT A

## PEA GROUP

2379 Woodlake Drive, Suite 480  
Okemos, MI 48864

OWNER:  
Ingham County Drain Commissioner  
707 Buhl Ave., P.O. Box 220  
Mason, MI 48854



	DEPARTMENT: Parks Department
PREPARED BY: Kelly Burkholder, Office Coordinator	MEETING DATE(S): May 20, 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 repair of Lake Lansing boat launch isolation valve replacement	

**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 boat launch water main valve broke and needed a professional to repair.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Myers Plumbing & Heating, Inc. for a total cost of \$1,115.

**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 \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$1,115.00


☒ 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: \_\_\_\_\_ 5/12/2025 \_\_\_\_\_

	DEPARTMENT: Parks Department
PREPARED BY: Kelly Burkholder, Office Coordinator	MEETING DATE(S): May 20, 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 tree removal with Clark Tree Service	

**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 had an oak tree with major spiral fractures that needed to be removed sooner due to a public safety hazard on April 29, 2025.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Clark Tree Service for a total cost of \$2,100.

**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 \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$2,100

☒ 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: 5/12/2025



	DEPARTMENT: Parks Department
PREPARED BY: Kelly Burkholder, Office Coordinator	MEETING DATE(S): May 20, 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 request for pumping system at Lake Lansing Park	

**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 North, Snell area well has had several positive bacteria samples. The old drop-down pipes from the old system were removed in hopes that was the cause of the bacteria, but there seems to be a different issue. The Health Department recommended we raise the well head as it sits low to the ground and encourages insects to infect the well head.

The Parks Department is requesting this be an emergency purchase so we can get this bathroom open as soon as possible. Maurer and Parks quoted \$4092.24 to raise the well head, replace the pump and sanitize and flush the system. According to Maurer and Parks, the pump has never had any documented repairs and is believed to be the original pump and should be replaced.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Maurer & Parks Well Drilling for a total cost of \$4092.24.

**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: \$4,092.24


☒ 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: 5/12/2025

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): May 19, May 20 and May 21, 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: Authorization to waive four week waiting period to hire a vacant Community Health Representative (CHR) III	

**ACTION REQUESTED:**

Ingham County Health Department's (ICHD's) Environmental Health (EHD) is requesting to waive the four-week waiting period for filling a vacant Community Health Representative III Position (CHR III).

**SUMMARY OF REQUEST:**

Ingham County Health Department (ICHD) wishes to waive the four-week waiting period to fill a vacant CHR III position. The CHR III position is one of two that is public facing for ICHD's EHD. This position provides administrative support for seventeen staff and a dozen programs. One of the two positions is currently vacant and will be filled May 12, 2025, and this second CHR III will be vacated effective May 19, 2025. As the EHD is entering the busiest time of the year, this vacancy will leave the EHD with only one new CHR III with minimal experience, and one vacant CHR III position. A delay in filling this position will have an immediate impact on the EHD's ability to provide service to the public by causing delays in food service licenses, plan reviews, point of sale transactions, well and septic permits, etc.

**STRATEGIC PLAN RELEVANCE:**

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1 - Strive to make facilities and services user-friendly b. Expand Medicaid enrollment activities throughout Ingham County. e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

**DEPARTMENT MISSION RELATION:**

The Ingham County Health Department's mission is to protect, improve, and advocate for the health and well-being of all Ingham County residents. A critical component of this mission is performed by our public facing administrative support staff as they process thousands of transactions every year for the Environmental Health Division and provide critical support to field staff and supervisors.

**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:         *David Cyphers*         DATE:         5/12/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE WAIVING THE FOUR WEEK WAITING PERIOD TO FILL A  
VACANT COMMUNITY HEALTH REPRESENTATIVE III POSITION**

WHEREAS, Ingham County Health Department's (ICHD) Environmental Health Division (EHD) wishes to waive the four-week waiting period for filling a vacant Community Health Representative III Position (CHR III); and

WHEREAS, this CHR III position is one of two that is public facing for the Environmental Health Division (EHD); and

WHEREAS, one of the two positions are currently vacant and will be filled on May 12, 2025, and the second CHR III position will be vacated effective May 19, 2025; and


WHEREAS, as the EHD is entering the busiest time of the year, this additional vacancy will leave the EHD with only one new CHR III with very minimal experience; and

WHEREAS, a delay in filling this position will have an immediate impact on the EHD's ability to provide service to the public by causing delays in food service licenses, plan reviews, point of sale transactions, well and septic permits, and additional EHD services; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize filling the vacant CHR III position in the EHD without the four-week delay.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the filling of the CHR III position in the EHD without delay.

BE IT FURTHER RESOLVED, that filling this position will allow ICHD's EHD to provide service to the public in a timely and efficient manner during its busiest season.

	Department: Diversity, Equity & Inclusion
Prepared By: Office of Diversity, Equity & Inclusion	Meeting Date(s): May 20 and 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: Authorize a purchase order for food service from Southside Smitty's King BBQ	

**ACTION REQUESTED:**

The Office of Diversity, Equity and Inclusion respectfully request to enter into contract with Southside Smitty's King BBQ for food service at the 2025 Unity in the Community event. In line with the purchasing policies, Smitty's was the competitive bidder.

**SUMMARY OF REQUEST:**

This resolution is requesting to approve a food contract with Southside Smitty's King BBQ, not to exceed \$9,000 for the 2025 Unity in the Community event. The funding will come out of the Office of Diversity, Equity and Inclusion community engagement line item: 10122400-960080.

**STRATEGIC PLAN RELAVANCE:**

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 community culture of belonging through diversity, equity, and inclusion.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ Mandated \_\_\_\_\_ ☒ Non-Mandated \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**


Total Request/Contract Amount: \$ 9,000.00

☒ 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: 5/12/2025

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR FOOD SERVICE FROM SOUTHSIDE SMITTY'S KING BBQ**

WHEREAS, the Office of Diversity, Equity, and Inclusion selected Southside Smitty's King BBQ (hereafter "Smitty's") for food service at the 2025 Unity in the Community event; and

WHEREAS, Ingham County Purchasing Policies require three bids for cooperative agreements; and

WHEREAS, Smitty's submitted a competitive quote of \$8,000, was the preferred vendor through the bidding process, and meets all county procurement requirements; and

WHEREAS, sufficient funds are budgeted in the Office of Diversity, Equity, and Inclusion account 10122400-960080 for the cost of food service; and


WHEREAS, the unpredictability of the number of people attending the event makes it prudent to have contingency funds available, so the Office of Diversity, Equity, and Inclusion is recommending a \$1,000 contingency; and

WHEREAS, the Office of Diversity, Equity, and Inclusion recommends awarding the contract to Smitty's for the purchase and distribution of food at the event.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendation from the Office of Diversity, Equity, and Inclusion and authorizes a contract with Southside Smitty's King BBQ for \$8,000 for food service at the 2025 Unity in the Community event.

BE IT FURTHER RESOLVED, that a \$1,000 contingency is approved for the purchase and provision of any additional food services, which may be required.

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): County Services (May 20, 2025), Finance (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: Two-Year Contract Extension with Rose Pest Solutions for Pest Control Services	

**ACTION REQUESTED:**

Approval of a resolution to extend the existing agreement with Rose Pest Solutions for pest control and management services through May 31, 2027.

**SUMMARY OF REQUEST:**

The Facilities Department recommends extending the agreement with Rose Pest Solutions, originally authorized under Resolution #22-228, for an additional two-year term. The contract currently expires in May 2025. Rose Pest Solutions has submitted updated pricing for the extension period, and services will continue without interruption at key Ingham County facilities, including the Jail, Animal Shelter, Courthouses, 9-1-1 Center, Human Services Building, and others. Rose has provided consistent and satisfactory service and remains in compliance with all requirements.

**STRATEGIC PLAN RELEVANCE:**

Maintains clean, safe, and sanitary conditions across all county facilities, supporting the county's infrastructure and health and safety priorities.

**DEPARTMENT MISSION RELATION:**

This action supports the Facilities Department's mission to provide safe, well-maintained environments through quality facility services that meet the needs of departments and the public.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ **MANDATED** \_ Required by the Health Department to ensure sanitary conditions in county-operated buildings\_ ☐ **NON-MANDATED**

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$78,300

☒ 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:** 5/12/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TWO-YEAR EXTENSION OF THE  
AGREEMENT WITH ROSE PEST SOLUTIONS FOR PEST CONTROL AND MANAGEMENT AT  
SEVERAL INGHAM COUNTY FACILITIES**

WHEREAS, the current pest control agreement with Rose Pest Solutions, authorized under Resolution #22-228, is set to expire in May 2025; and

WHEREAS, the Facilities Department recommends extending the agreement with Rose Pest Solutions, who has provided reliable service, for an additional two-year term through May 31, 2027; and


WHEREAS, Rose Pest Solutions has submitted updated pricing for the proposed extension with services continuing at various Ingham County facilities; and

WHEREAS, pest control services are mandated by the Health Department to maintain sanitary conditions in county-operated buildings; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a two-year extension of the agreement with Rose Pest Solutions, 7706 Rickle St., Lansing, Michigan 48917, for pest control and management at several Ingham County facilities through May 31, 2027 at a fixed annual cost of \$39,424 per year, for a total amount not to exceed \$78,848 over the two-year extension period, based on the updated pricing provided.

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): County Services (May 20, 2025), Finance (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 Amend Resolution #24-517 to Extend the Temporary Parking Agreement for the Public Defender's Office	

**ACTION REQUESTED:**

Approval of a resolution to amend Resolution #24-517 to extend the agreement with the City of Lansing Parking Services through December 31, 2025, maintaining 45 parking spaces and authorizing a not-to-exceed cost of \$78,300, with the option to cancel at any time.

**SUMMARY OF REQUEST:**

This resolution amends the previously adopted Resolution #24-517, which authorized temporary employee parking for the Public Defender's Office following their relocation to 300 S. Washington Square, Suite 315. The amendment extends the parking agreement with the City of Lansing through December 31, 2025, while maintaining 45 parking spaces throughout the entire term.

The resolution also updates the total not-to-exceed amount to \$78,300 to account for the full 14-month period at the current rate and includes a provision allowing either party to cancel the agreement with written notice.

**STRATEGIC PLAN RELEVANCE:**

Supports operational continuity and employee accessibility to the temporary office location. Ensures continued service delivery to the public without disruption.

**DEPARTMENT MISSION RELATION:**

The Facilities Department ensures county operations are supported through facility planning and vendor contract management, promoting cost-effective and compliant solutions.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED Facilities Support for Temporary Relocation

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$78,300

☒ 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:** 5/12/2025



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO AND EXTENSION OF THE AGREEMENT  
BETWEEN INGHAM COUNTY AND THE CITY OF LANSING FOR PARKING FOR THE PUBLIC  
DEFENDER'S OFFICE**

WHEREAS, Ingham County on behalf of the Public Defender's Office has entered into a temporary lease with the Eyde Company for office space at 300 S. Washington Square, Suite 315; and

WHEREAS, the current agreement, via Resolution #24-517, authorizes 45 parking spaces from November 1, 2024 through April 30, 2025 and 30 spaces for May 1, 2025 through September 30, 2025 at a rate of \$120 per person per month, plus a \$30 one-time charge per parking space for an approximate cost of \$51,750; and

WHEREAS, the Office of the Public Defender has provided paid employee parking since 2019; and

WHEREAS, the Office of the Public Defender would like to extend the agreement to December 31, 2025 and increase the number of spaces from 30 to 40 from May 1, 2025 through December 31, 2025; and


WHEREAS, the total cost for this extension and amendment of the parking agreement will not exceed \$78,300, which includes 45 parking spaces, from November 1, 2024 through December 31, 2025 (14 months) at a rate of \$120 per person per month, plus a one-time \$30 fee per space; and

WHEREAS, the agreement may be canceled at any time by either party with written notice; and

WHEREAS, funds are available through the 2024–2025 MIDC Compliance Plan and have been included for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #24-517 and an extension of the agreement between Ingham County and the City of Lansing Parking Services Office for parking for the Public Defender's Office through December 31, 2025, at a total cost not to exceed \$78,300 with the option to cancel the agreement at any time with written notice.

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): County Services (May 20, 2025), Finance (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: Authorization to Enter into an Agreement with Hedrick Associates for Precision Cooling System Upgrades at the 911 Call Center	

**ACTION REQUESTED:**

Authorization to enter into an agreement with Hedrick Associates for Precision Cooling System Upgrades at the 9-1-1 Call Center.

**SUMMARY OF REQUEST:**

Approval of a resolution to authorize an agreement with Hedrick Associates for the purchase and installation of two Liebert Precision Cooling High Efficiency AC Systems under MiDeal Contract #171-180000001133.

**STRATEGIC PLAN RELEVANCE:**

The 9-1-1 Call Center requires critical upgrades to its AC infrastructure to ensure continued, uninterrupted cooling performance for its IT operations. This resolution authorizes a contract with Hedrick Associates for the installation of two Liebert PDX Air-Cooled Precision Cooling Units and matching outdoor condensers. These systems provide optimized control and efficiency for mission-critical environments. The proposed contract includes mechanical and electrical installation, startup, and warranty coverage. Total cost is \$347,971 with a 10% contingency (\$34,797.10), for a total not-to-exceed amount of \$382,768.10.

**DEPARTMENT MISSION RELATION:**

Supports the Facilities Department mission by maintaining and upgrading infrastructure necessary to ensure the reliability of county emergency services.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ **MANDATED** Compliance with public safety operational standards for emergency communications infrastructure (9-1-1 Center climate control systems must meet reliability standards to maintain uninterrupted service). ☐ **NON-MANDATED** \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$382,768.10

☒ 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:** 5/12/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES FOR LIEBERT PRECISION COOLING HIGH EFFICIENCY AC SYSTEMS AT THE INGHAM COUNTY 9-1-1 CALL CENTER**

WHEREAS, the existing air conditioning systems serving the Call Center dispatch operations area of the Ingham County 9-1-1 facility are aging and require replacement to ensure operational reliability for critical emergency response staff and communication systems; and

WHEREAS, this project is necessary to ensure proper cooling, comfort, and environmental stability for personnel and supporting equipment in the Call Center; and

WHEREAS, Hedrick Associates has provided Proposal #46345R3 dated May 1, 2025, for the supply and installation of two (2) Liebert PDX Air-Cooled Precision Cooling Units and associated MC Microchannel Condensers; and

WHEREAS, the proposed systems include advanced climate control, redundancy, and energy efficiency features necessary to support 24/7 emergency call operations; and

WHEREAS, pricing has been obtained through the State of Michigan MiDeal cooperative purchasing program, Contract #171-180000001133, which satisfies the Ingham County Purchasing Policy procurement requirements; and

WHEREAS, the total project cost including freight, installation, labor, and warranty is \$347,971, and the Facilities Department recommends adding a 10% contingency (\$34,797.10) to address unforeseen conditions, for a total not-to-exceed amount of \$382,768.10; and

WHEREAS, funds for this project are available in the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance; and


WHEREAS, the Facilities Department recommends entering into an agreement with Hedrick Associates to complete this work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hedrick Associates, 2360 Oak Industrial Drive NE, Grand Rapids, MI 49505, for the purchase and installation of two Liebert Precision Cooling High Efficiency AC Systems for the Ingham County 9-1-1 Call Center dispatch operations, in an amount not to exceed \$382,768.10, which includes a 10% contingency.

BE IT FURTHER RESOLVED, that the agreement shall be made under the pricing and terms of MiDeal Contract #171-180000001133.

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 Board Chairperson is authorized to sign any necessary contracts or 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): May 20, 21 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Alaiedon Township 2025 Local Road Program Agreement Amendment	

**ACTION REQUESTED:**

Authorization of an amendment to the Local Road Program Agreement with Alaiedon Township to add the agreed upon road work for the 2025 Local Road Program.

**SUMMARY OF REQUEST:**

Alaiedon Township previously coordinated with the Road Department to perform work on Lamb Road from Okemos Road to Walline Road, Walline Road from Holt Road to Lamb Road, and Simmons Road from Holt Road to Lamb Road, per Resolution #25-107. Alaiedon Township recently requested the addition of Alaiedon Parkway and University Parkway to the 2025 Local Road Program.

**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: 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:** 5/12/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH ALAIEDON 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 sources other than the Road Department, such as a township, millage, or special assessment district; and

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

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

WHEREAS, Alaiedon Township coordinated with the Road Department to schedule work on Lamb Road from Okemos Road to Walline Road, Walline Road from Holt Road to Lamb Road, and Simmons Road from Holt Road to Lamb Road for the 2025 construction season and the associated agreement was authorized per Resolution #25-107; and

WHEREAS, Alaiedon Township has requested to add road work within the 2025 construction season on Alaiedon Parkway and University Parkway, as detailed in the attached table; and

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

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff; and

WHEREAS, the project costs for the 2025 Local Road Program work in Alaiedon Township have exceeded the annually allocated funding match available from the Road Department, making the work included in this amendment the full financial responsibility of the township; and

WHEREAS, the Road Department's total match contribution to Alaiedon Township for the 2025 Local Road Program, as detailed in the attached table, is included in the adopted 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with Alaiedon Township to add road work on Alaiedon Parkway and University Parkway as part of the 2025 Local Road Program, as detailed in the attached table.


BE IT FURTHER RESOLVED, that the project costs for the 2025 Local Road Program work in Alaiedon Township have exceeded the annually allocated funding match available from the Road Department, making the work included in this amendment the full financial responsibility of Alaiedon Township, as shown in the attached table.

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

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

## 2025 Local Road Program (LRP)

Township	Roll Over Balance Thru 2024	2025 ICRD Match Allocation	Total 2025 Match Available	Proposed 2025 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Alaiedon - Approved in Resolution #25-107	\$0.00	\$45,000.00	\$45,000.00	Approved via Resolution #25-107: HMA overlay on Lamb Road (Okemos Rd to Walline Rd); Chip seal and fog seal on Walline Road (Holt Rd to Lamb Rd) and Simmons Road (Holt Rd to Lamb Rd)	\$169,615.80	\$124,615.80	\$45,000.00
Alaiedon - Requested Amendment	\$0.00	\$0.00	\$0.00	Amended to add the following projects: Cold milling operations and asphalt overlay on Alaiedon Parkway and University Parkway	\$387,056.00	\$387,056.00	No Additional Match Available

	DEPARTMENT: Road Department
PREPARED BY: Neal Galehouse, Director of Engineering	MEETING DATE(S): May 20, 21 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Construction Contract for Delhi Township Local Road Program Project	

**ACTION REQUESTED:**

Authorization of a service agreement with Michigan Paving and Materials Company for paving Park Lane, Bond Avenue, and Elliott Street in Delhi Township, Ingham County.

**SUMMARY OF REQUEST:**

Delhi Township has partnered with the Road Department to complete local road improvements on Park Lane, Bond Avenue, and Elliot Street as part of the 2025 Local Road Program. The Purchasing Department solicited construction bids (RFP #72-25), which resulted in Michigan Paving and Materials Company submitting the lowest responsible bid. In addition, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

**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 project supports ongoing road asset maintenance efforts, helping to keep roads and associated assets 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:** \$591,053.30 + 20% contingency = \$709,263.96

☒ 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:** 5/12/2025



TO: Kelly Jones, Director, Road Department

CC: Neil Galehouse, Director of Engineering, Road Department

FROM: Kristen Romo, Director of Purchasing

DATE: May 1, 2025

RE: Memorandum of Performance for RFP No. 72-25 Paving of Park Ln., Bond Ave., and Elliott St. in Delhi Township, Ingham County

Per your request, the Purchasing Department sought proposals from, Michigan Department of Transportation (MDOT), pre-qualified contractors for the purpose of entering into a contract for paving Park Lane, Bond Avenue and Elliott Streets in Delhi Township, Ingham County.

The scope of work in accordance with plans and technical specifications includes, but is not limited to, furnishing all necessary equipment, tools, special apparatuses, materials and labor required to complete all construction work; such as, HMA surface removal, aggregate base conditioning, culvert replacement, storm sewers, HMA paving, HMA approach paving, removal and replacement of sidewalk(s), curb(s) and gutter(s), and slope restoration.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	53	11
Vendors responding	2	1

A summary of the vendors' costs:

Vendor Name	Local Vendor	Total Amount
Michigan Paving & Materials	Lansing (Clinton County) MI	\$591,053.30
Rieth-Riley Construction	Mason MI	\$688,128.95

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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](mailto:kromo@ingham.org) or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN PAVING AND MATERIALS COMPANY FOR CONSTRUCTION SERVICES ON A DELHI TOWNSHIP LOCAL ROAD PROGRAM PROJECT**

WHEREAS, Delhi Township has coordinated with the Road Department to make road improvements to Park Lane, Bond Avenue, and Elliott Street as part of the 2025 Local Road Program, committing to a 50% funding match as approved by Resolution #25-184; and

WHEREAS, the Purchasing Department solicited proposals (RFP #72-25) from Michigan Department of Transportation prequalified vendors to pave Park Lane, Bond Avenue, and Elliott Street located in Section 14 of Delhi Township, in accordance with the plans and technical specifications provided by the Road Department, receiving two proposals; and

WHEREAS, Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements and Road Department staff have reviewed the proposals for experience, expertise, individual unit prices, and overall value to the County; and

WHEREAS, Michigan Paving and Materials Company of Lansing, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$591,053.30; and


WHEREAS, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the funding for this project will be split 50/50 with the Road Department and Delhi Township, up to the Road Department's capped match contribution of \$840,831.14, as detailed in the Local Road Program agreement authorized by Resolution #25-184, and which has been included in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Michigan Paving and Materials Company located at 16777 Wood Street, Lansing, MI 48906 for the construction project on Park Lane, Bond Avenue, and Elliott Street located in Section 14 of Delhi Township, as specified in the Request for Proposal #72-25, for the low bid cost of \$591,053.30, and with funding specified in the 2025 Local Road Program agreement with Delhi Township authorized by Resolution #25-184.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for this project in the amount of \$118,210.66 (20% of the \$591,053.30 construction bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and Michigan Paving and Materials Company as a condition precedent to the initiation of any work on such additional work items.

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

	DEPARTMENT: Road Department
PREPARED BY: Neal Galehouse, Director of Engineering	MEETING DATE(S): May 20, 21 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Construction Contract for Fitchburg Road Project	

**ACTION REQUESTED:**

Authorization of a service agreement with Reith-Riley Construction Company for the construction project on Fitchburg Road west of Parman Road in Bunker Hill Township, Ingham County.

**SUMMARY OF REQUEST:**

Ingham County previously accepted grant funding through EGLE's Scrap Tire Market Development Program to support a project using recycled tire materials on Fitchburg Road in Bunker Hill Township. The grant will match project costs up to \$487,931. The Purchasing Department issued RFP #42-25 and received five proposals, with Reith-Riley Construction Company submitting the lowest bid. Additionally, a 20% contingency based on the low bid amount is requested to cover any potential additional work identified by Road Department staff.

**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 project supports ongoing road asset maintenance efforts, helping to keep roads and associated assets 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:** \$769,094.44 + 20% contingency = \$922,913.33

☒ 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:** 5/12/2025

TO: Kelly Jones, Director, Road Department

CC: Neil Galehouse, Director of Engineering, Road Department

FROM: Kristen Romo, Director of Purchasing

DATE: April 23, 2025

RE: Memorandum of Performance for RFP No. 42-25 Fitchburg Paving Project

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation, MDOT, pre-qualified contractors for the purpose of entering into a contract for paving Fitchburg Road west of Parman Road in Bunker Hill Township, Ingham County according to the plans and technical specifications.

The scope of work includes, but is not limited to, furnishing all necessary equipment, tools, special apparatus needed for construction, labor to perform all work, and materials for pavement removal, cold milling HMA surface removal, earth excavation, installation of tire-derived aggregate (TDA), subbase and aggregate base installation and HMA paving per the technical specifications.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	53	11
Vendors responding	5	1

A summary of the vendors' costs.

Vendor Name	Total Amount
RIETH-RILEY CONSTRUCTION CO., INC.	\$ 769,094.44
MICHIGAN PAVING & MATERIALS (REVISED)	\$ 808,313.90
HOFFMAN BROS. INC.	\$ 854,326.43
FONSON INC.	\$ 1,212,176.60
DAVIS CONSTRUCTION INC.	\$ 1,487,094.50

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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](mailto:kromo@ingham.org) or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH REITH-RILEY CONSTRUCTION COMPANY FOR CONSTRUCTION SERVICES ON THE FITCHBURG ROAD PROJECT**

WHEREAS, the Road Department was awarded a Scrap Tire Market Development grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) in 2023 in the amount of \$487,931, consisting of \$450,000 in previously unspent funds from a 2021 grant and \$37,931 in additional 2023 grant funding; and

WHEREAS, under Resolution #23-234, the Ingham County Board of Commissioners authorized the use of this grant funding on the Fitchburg Road resurfacing project, including entering into a subcontract agreement with Michigan State University (MSU) in an amount not to exceed \$150,000 to conduct required testing, monitoring, and reporting of the tire derived aggregate (TDA) material, to be funded 50/50 between the grant and the Road Department's matching funds; and

WHEREAS, after allocating \$75,000 in grant funds for the MSU subcontract, a remaining capped balance of \$412,931 in Scrap Tire Market Development grant funds is available for construction activities on the Fitchburg Road project; and

WHEREAS, the Purchasing Department solicited proposals (RFP #42-25) from Michigan Department of Transportation prequalified vendors for the construction project on Fitchburg Road west of Parman Road located in Sections 25 and 36 of Bunker Hill Township, receiving five proposals; and

WHEREAS, Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements and Road Department staff have reviewed the proposals for experience, expertise, individual unit prices, and overall value to the County; and

WHEREAS, Reith-Riley Construction Company of Mason, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$769,094.44; and

WHEREAS, the grant requires a 50% minimum match of funds from the local agency, with estimated construction funding responsibilities for the project as follows:

EGLE Scrap Tire Grant (up to 50%, capped at \$413,931.00):	\$384,547.22
Road Department Funds (50% minimum):	<u>\$384,547.22</u>
Total Estimated Project Cost:	\$769,094.44; and

WHEREAS, a contingency is being requested in the amount of 20% of the low bid cost, for a total budget of \$922,913.33, which may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

EGLE Scrap Tire Grant (up to 50%, capped at \$412,931.00):	\$412,931.00
Road Department Funds (50% minimum):	<u>\$509,982.33</u>
Total Estimated Project Cost, with 20% contingency:	\$922,913.33; and


WHEREAS, the Road Department's local participation costs detailed above have been included in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Reith-Riley Construction Company located at 2325 Kipp Road, Mason, MI 48854 for the construction project on Fitchburg Road west of Parman Road located in Sections 25 and 36 of Bunker Hill Township, as specified in the Request for Proposal #42-25 for the low bid cost of \$769,094.44.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Fitchburg Paving Project in the amount of \$153,818.89 (20% of the proposed \$769,094.44 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and Reith-Riley Construction Company as a condition precedent to the initiation of any work on such additional work items.

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



	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): May 20 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Traffic Control Order – Archwood Drive at Holbrook Drive	

**ACTION REQUESTED:**

Approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the Archwood Drive and Holbrook Drive Intersection in Delhi Township.

**SUMMARY OF REQUEST:**

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed at the intersection of Archwood Drive and Holbrook Drive in Section 23 of Delhi Township. It was determined that the following change is necessary:

Archwood Drive at Holbrook Drive - Install a stop sign (no existing signage)

**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: 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:** 5/12/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A STOP SIGN TRAFFIC CONTROL ORDER FOR  
ARCHWOOD DRIVE AT HOLBROOK DRIVE**


WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersection of Archwood Drive and Holbrook Drive located in Section 23 of Delhi Township and determined a stop sign is necessary at the location as described herein; and

WHEREAS, the Road Department recommends a stop sign to be installed on Archwood Drive and Holbrook Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Archwood Drive at the intersection of Holbrook Drive located in Section 23 of Delhi Township.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Orders on behalf of the County.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): May 20 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Traffic Control Order - Chimney Oaks Subdivision	

**ACTION REQUESTED:**

Approval of the resolution to execute Traffic Control Orders for the installation of stop signs in the Chimney Oaks Subdivision in Meridian Township.

**SUMMARY OF REQUEST:**

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed in the Chimney Oaks subdivision located in Section 25 of Meridian Township. It was determined that the following changes are necessary, as none of the following intersections contain stop signs:

- Trillium Court at Victorian Hills Drive - Install a stop sign (no existing signage)
- Victorian Hills Drive at Chimney Oaks Drive - Install a stop sign (no existing signage)
- Turnberry Lane at Chimney Oaks Drive - Install a stop sign (no existing signage)

**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: 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:** 5/12/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STOP SIGN TRAFFIC CONTROL ORDERS FOR  
VARIOUS ROADS IN THE CHIMNEY OAKS SUBDIVISION**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersections within the Chimney Oaks subdivision located in Section 25 of Meridian Township and determined stop signs are necessary in several locations as described herein; and


WHEREAS, the Road Department recommends stop signs to be installed on Trillium Court at Victorian Hills Drive, Victorian Hills Drive at Chimney Oaks Drive, and Turnberry Lane at Chimney Oaks Drive, as none of the intersections contain stop signs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Trillium Court at the intersection of Victorian Hills Drive located in Section 25 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Victorian Hills Drive at the intersection of Chimney Oaks Drive located in Section 25 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Turnberry Lane at the intersection of Chimney Oaks Drive located in Section 25 of Meridian Township.

BE IT FUTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Orders on behalf of the County.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): May 20 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Traffic Control Order – Forest Hills Subdivision	

**ACTION REQUESTED:**

Approval of the resolution to execute Traffic Control Orders for the installation of stop signs in the Forest Hills Subdivision in Meridian Township.

**SUMMARY OF REQUEST:**

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed in the Forest Hills subdivision located in Sections 26 and 27 of Meridian Township. It was determined that the following changes are necessary, as none of the following intersections contain stop signs:

- Mercer Drive at Arbor Drive - Install a stop sign (no existing signage)
- Elmwood Drive at Birchwood Drive - Install a stop sign (no existing signage)
- Greenwood Drive at Forest Hills Drive - Install a stop sign (no existing signage)
- Mercer Drive at Greenwood Drive - Install a stop sign (no existing signage)
- Indian Glen Drive at Birchwood Drive - Install a stop sign (no existing signage)
- Pebblestone Drive at Cherry Hill Drive - Install a stop sign (no existing signage)
- Pebblestone Drive at Stoneycroft Drive - Install a stop sign (no existing signage)
- Boulevard Drive at Pebblestone Drive - Install a stop sign (no existing signage)
- Oaklawn Drive at Boulevard Drive - Install a stop sign (no existing signage)
- Oaklawn Drive at Forest Hills Drive - Install a stop sign (no existing signage)
- Pontchartrain Drive at Oaklawn Drive - Install a stop sign (no existing signage)
- Cherry Hill Drive at Pontchartrain Drive - Install a stop sign (no existing signage)
- Pontchartrain Drive at Oakwood Drive - Install a stop sign (no existing signage)

**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: Based on Approved Annual Budget**

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED      ☐ NOT RECOMMENDED      ☐ ALTERNATIVES:

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**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER'S OFFICE:** \_\_\_\_\_ *[Signature]* \_\_\_\_\_ **DATE:** 5/12/2025 \_\_\_\_\_

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STOP SIGN TRAFFIC CONTROL ORDERS FOR  
VARIOUS ROADS IN THE FOREST HILLS SUBDIVISION**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersections within the Forest Hills subdivision located in Sections 26 and 27 of Meridian Township and determined stop signs are necessary in several locations as described herein; and

WHEREAS, the Road Department recommends stop signs to be installed on Mercer Drive at Arbor Drive, Elmwood Drive at Birchwood Drive, Greenwood Drive at Forest Hills Drive, Mercer Drive at Greenwood Drive, Indian Glen Drive at Birchwood Drive, Pebblestone Drive at Cherry Hill Drive, Pebblestone Drive at Stoneycroft Drive, Boulevard Drive at Pebblestone Drive, Oaklawn Drive at Boulevard Drive, Oaklawn Drive at Forest Hills Drive, Pontchartrain Drive at Oaklawn Drive, Cherry Hill Drive at Pontchartrain Drive, and Pontchartrain Drive at Oakwood Drive, as none of the intersections contain stop signs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Mercer Drive at the intersection of Arbor Drive located in Section 26 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Elmwood Drive at the intersection of Birchwood Drive located in Section 26 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Greenwood Drive at the intersection of Forest Hills Drive located in Section 26 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Mercer Drive at the intersection of Greenwood Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Indian Glen Drive at the intersection of Birchwood Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Pebblestone Drive at the intersection of Cherry Hill Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Pebblestone Drive at the intersection of Stoneycroft Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Boulevard Drive at the intersection of Pebblestone Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Oaklawn Drive at the intersection of Boulevard Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Oaklawn Drive at the intersection of Forest Hills Drive located in Section 27 of Meridian Township.


BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Pontchartrain Drive at the intersection of Oaklawn Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Cherry Hill Drive at the intersection of Pontchartrain Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Pontchartrain Drive at the intersection of Oakwood Drive located in Section 27 of Meridian Township.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Orders on behalf of the County.



	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): May 20 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Traffic Control Order – Hiawatha Lakes Subdivision	

**ACTION REQUESTED:**

Approval of the resolution to execute Traffic Control Orders for the installation of stop signs in the Hiawatha Lakes Subdivision in Meridian Township.

**SUMMARY OF REQUEST:**

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed in the Hiawatha Lakes Subdivision located in Sections 33 and 34 of Meridian Township. It was determined that the following changes are necessary, as none of the following intersections contain stop signs:

- Summergate Lane at Birch Bluff Drive - Change the yield sign to a stop sign
- Powderhorn Drive at Birch Bluff Drive - Change the yield sign to a stop sign
- Powderhorn Drive at Belwood Drive - Install a stop sign (no existing signage)
- Autumnwood Lane at Belwood Drive - Change the yield sign to a stop sign
- Southeast Bound Birch Bluff Drive at Autumnwood Lane - Change the yield sign to a stop sign
- Northwest Bound Birch Bluff Drive at Autumnwood Lane - Change the yield sign to a stop sign
- Timberview Drive at Autumnwood Lane - Change the yield sign to a stop sign

**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: Based on Approved Annual Budget**

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

**ADMINISTRATION RECOMMENDATION:**

☒ **RECOMMENDED**    ☐ **NOT RECOMMENDED**    ☐ **ALTERNATIVES:**

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**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER'S OFFICE:** \_\_\_\_\_ *[Signature]* \_\_\_\_\_ **DATE:** 5/12/2025 \_\_\_\_\_

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STOP SIGN TRAFFIC CONTROL ORDERS FOR  
VARIOUS ROADS IN THE HIAWATHA LAKES SUBDIVISION**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersections within the Hiawatha Lakes Subdivision located in Sections 33 and 34 of Meridian Township and determined stop signs are necessary in several locations as described herein; and

WHEREAS, the Road Department recommends stop signs to be installed on Summergate Lane at Birch Bluff Drive, Powderhorn Drive at Birch Bluff Drive, Powderhorn Drive at Belwood Drive, Autumnwood Drive at Belwood Drive, Southeast Bound Birch Bluff Drive at Autumnwood Lane, Northwest Bound Birch Bluff Drive at Autumnwood Lane, and Timberview Drive at Autumnwood Lane, some of which have existing yield signs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign for traffic on Summergate Lane at the intersection of Birch Bluff Drive located in Section 34 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign for traffic on Powderhorn Drive at the intersection of Birch Bluff Drive located in Section 34 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Powderhorn Drive at the intersection of Belwood Drive located in Section 33 of Meridian Township.


BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign for traffic on Autumnwood Lane at the intersection of Belwood Drive located in Section 33 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign for southeast bound traffic on Birch Bluff Drive at the intersection of Autumnwood Lane located in Section 33 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign for northwest bound traffic on Birch Bluff Drive at the intersection of Autumnwood Lane located in Section 33 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign for traffic on Timberview Drive at the intersection of Autumnwood Lane located in Section 33 of Meridian Township.

BE IT FUTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Orders on behalf of the County.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): May 20 and 27
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Traffic Control Order – Shoals Subdivision	

**ACTION REQUESTED:**

Approval of the resolution to execute Traffic Control Orders for the installation of stop signs in the Shoals Subdivision in Meridian Township.

**SUMMARY OF REQUEST:**

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed in the Shoals Subdivision located in Sections 26 of Meridian Township. It was determined that the following changes are necessary, as none of the following intersections contain stop signs:

- Mariner Lane at Leeward Drive - Install a stop sign (no existing signage)
- Starboard Drive at Leeward Drive - Install a stop sign (no existing signage)
- Wharf Drive at Starboard Drive - Install a stop sign (no existing signage)

**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: 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:** 5/12/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STOP SIGN TRAFFIC CONTROL ORDERS FOR  
VARIOUS ROADS IN THE SHOALS SUBDIVISION**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersections within the Shoals Subdivision located in Section 26 of Meridian Township and determined stop signs are necessary in several locations as described herein; and


WHEREAS, the Road Department recommends stop signs to be installed on Mariner Lane at Leeward Drive, Starboard Drive at Leeward Drive, and Wharf Drive at Starboard Drive, as none of the intersections contain stop signs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Mariner Lane at the intersection of Leeward Drive located in Section 26 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Starboard Drive at the intersection of Leeward Drive located in Section 26 of Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Wharf Drive at the intersection of Starboard Drive located in Section 26 of Meridian Township.

BE IT FUTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Orders on behalf of the County.

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): May 19 & 21
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, OPEIU Family Court, and ICEA County Professional Employees	

**ACTION REQUESTED:**

We request approval of reclassification requests for UAW TOPS, OPEIU Family Court, and ICEA County Professional 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: \$###.##

☐ 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: 5/12/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS FOR OPEIU FAMILY COURT, ICEA PUBLIC HEALTH NURSES, MANAGERIAL & CONFIDENTIAL, UAW TECHNICAL, OFFICE, PARA-PROFESSIONAL AND SERVICE, AND ICEA COUNTY PROFESSIONALS UNIT EMPLOYEES**

WHEREAS, The OPEIU Family Court, ICEA Public Health Nurses, UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit collective bargaining agreements and the Managerial & Confidential Employee Personnel Manual are effective January 1, 2025 through December 31, 2027; and

WHEREAS, these documents include 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 for requests submitted during 2024 and 2025.


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>
130072	Pretrial Services Clerk	Move from UAW C to UAW E
958012	Executive Assistant, IT to IT Administrative Coordinator	Move from UAW G to UAW J
140057	Accountant – Child Care Fund	Move from OPEIU Fam Ct. 6 to OPEIU Fam Ct. 7
253003	Lead Senior Accountant	Move from ICEA Co Pro. 9 to ICEA Co Pro. 10

<u>Position Title</u>	2025	2025	
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Pre-Trial Services Clerk	UAW C: 43,406.28	UAW E: 49,348.68	5,942.40
IT Administrative Coordinator	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Accountant – Child Care Fund	OPEIU 6: 81,031.77	OPEIU 7: 88,241.53	7,209.76
Lead Senior Accountant	ICEA Co Pro 9: 89,732.78	ICEA Co Pro 10: 96,913.05	7,180.27

TOTAL: \$ 30,555.71

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.

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): May 19 & 21
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT:	

**ACTION REQUESTED:**

We are requesting the Ingham County Board of Commissioners to authorize new signatories to administer a closed annuities program during the 1980's, as the most recently authorized signatories (Finance & Budget Director, Human Resources Director and another Human Resources Department representative) are no longer employed by Ingham County.

**SUMMARY OF REQUEST:**

Ingham County formerly offered an annuity program as part of its employee benefit package. This annuity program has been with the American General Life Insurance Company, then the United States Life Insurance Company in the City of New York, and then the Variable Annuity Life Insurance Company. Currently, the program is administered by Corebridge Financial. Participants in the annuity program cannot access their accounts without the signature of an authorized signatory from Ingham County.

**STRATEGIC PLAN RELEVANCE:**

N/A

**DEPARTMENT MISSION RELATION:**

N/A

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED Annuity Plan ☐ 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: 5/12/2025



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE NEW SIGNATORIES TO ADMINISTER A CLOSED ANNUITIES  
PURCHASE PROGRAM**

WHEREAS, Ingham County formerly offered an annuity program as part of its employee benefit package; and

WHEREAS, this annuity program has been with the American General Life Insurance Company (AGL), then the United States Life Insurance Company in the City of New York (USL), and then the Variable Annuity Life Insurance Company (VALIC) and currently is administered by Corebridge Financial; and

WHEREAS, previous authorized signatories from Ingham County are no longer in its employ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Finance & Budget Department Director Eric Smith, Human Resources Director Sue Graham, and Human Resources HR Employee Data Analyst Karen Bowen to each act independently as Ingham County Entity Officers authorized to transact business on the annuity contract issued by AGL/USL/VALIC and administered by Corebridge Financial.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Finance & Budget Department Director Eric Smith, Human Resources Director Sue Graham, and Human Resources HR Employee Data Analyst Karen Bowen to execute on behalf of Ingham County any applications or agreements that may be required for the maintenance and administration of the annuity contract.