

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, JUNE 03, 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 20, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Drain Commissioner – Resolution to Authorize the [Purchase of Two \(2\) New Trucks](#) for the Ingham County Drain Commissioner
3. Parks Department – Notice of Emergency Purchase Order for [Toilet Replacement](#) at Lake Lansing Park South
4. Health Department
  - a. Resolution to Authorize Accepting Funds from [Michigan Health Endowment](#) Fund and Entering into a Sub-Agreement to Support the Black Doula Cohort: Next Steps Grant
  - b. Resolution to Authorize Waiving the Four Week Waiting Period to [Fill Two CHC Positions](#)
  - c. Resolution to Authorize Converting a [1.00 FTE CHR III Position](#) to a Medical Assistant Position within Forest Community Health Center Specialty Services
5. Innovation & Technology Department
  - a. Resolution to Renew [Pluralsight IT Staff Training](#)
  - b. Resolution to Renew Hardware Support from Service [Express through CDWG](#)
6. Facilities Department
  - a. Resolution to Authorize [Accessibility Improvements](#) at the Immunization Clinic
  - b. Resolution to Authorize an Agreement with Myers Plumbing & Heating, Inc. for the Restoration of the [Breakroom Sink in the Hilliard Building's](#) Purchasing Department
  - c. Resolution to Amend Resolution #25-164 and Authorize a Month-to-Month Extension of the Lease Agreement for the [Temporary Public Defender's Office](#) Space at 300 South Washington Square, Suite 315
7. Road Department
  - a. Resolution to Authorize Purchase Orders for As-Needed [Traffic Signal Cabinets](#), Controllers, and Other Related Signal Components for 2025-2030

- b. Resolution to Authorize an Engineering Consultant Services Agreement with DLZ Michigan, Inc. for Bridge Design Services for [Kinneville Road over the Grand River](#) (SN 3860)
  - c. Resolution to Amend the Professional Consultant Services Agreement [with Hobbs + Black Associates, Inc.](#) to Include the Design of a Salt Barn
  - d. Resolution to Amend an Agreement [with Delhi Township](#) for the 2025 Local Road Program
  - e. Resolution to Approve a Stop Sign Traffic Control Order for [Chaucer Circle at Wanstead Drive](#)
  - f. Resolution to Approve a Yield to Stop Sign Traffic Control Order for [Coral Way at Buckingham Road](#)
  - g. Resolution to Approve a Yield to Stop Sign Traffic Control Order for [Huntshire Drive at Davlind Drive](#)
8. 55<sup>th</sup> District Court – Resolution to Exempt the [Judicial Assistant Position](#) within the 55<sup>th</sup> District Court from the Hiring Freeze Process
9. Board of Commissioners – Resolution [Honoring Joanne Kean](#) Vevay Township Clerk on the Event of Her Retirement

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 20, 2025

Draft Minutes

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

Members Absent: None.

Others Present: Tim Morgan, Becky Bennett, Gregg Todd, Sue Graham, Anika Ried and others.

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

### Approval of the May 6, 2025 Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 6, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

### Additions to the Agenda

#### 9. Sheriff's Office – Authorization to Start Employee Above Step 2

Chairperson Lawrence stated that the closed session item which was included in the late packet would not be added to the agenda.

### Limited Public Comment

None.

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

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
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
  - b. Resolution to Authorize New Signatories to Administer a Closed Annuities Purchase Program

Commissioner Johnson asked if they still had American Rescue Plan Act (ARPA) Funds.

Commissioner Grebner stated they had committed funds, but they were unspent.

THE MOTION CARRIED UNANIMOUSLY.

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

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

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

Commissioner Pratt stated they were grateful that they were able to detect that there was something going on with bacteria and wanted to know if the bacteria discovered posed a danger to the public.

Tim Morgan, Parks Director, explained the well testing process and that they followed all State mandates.

Commissioner Pratt asked, noting in the report that the well in question had never been repaired before, if there was a cycle to make sure those wells were kept up to par so things like this did not happen.

Morgan stated that they tested wells quarterly and would know if there was anything wrong, but that wells usually ran fine until they did not, which was why they did quarterly testing. Morgan further stated that if a pump or part of a well failed, it would be known right away.

Commissioner Pratt asked for confirmation that there was no reason to have a protocol for updating or changing pumps unless they had a reason to change them.

Morgan stated confirmation and that they would get information to them on how they did the testing. Morgan further stated that they did not have water systems open at the Lake Lansing North Park during the winter and they retested everything before opening to public, which was how they found this issue.

Commissioner Grebner stated, if this was the original pump, it dated back to 1980 or 1982, and that they did not test for any specific bacteria as there should be no bacteria at all, including harmless bacteria. Commissioner Grebner further asked why was this not drawn from a Capital Improvement Budget in the Parks directly.

Gregg Todd, Controller, stated it depended on if they had a capital project to tie it to, and asked Morgan where this was funded from.

Morgan stated that they would have to double check it but thought it was funded out of their General Fund for equipment repair. Morgan further stated the reason it needed to be an emergency purchase was because it needed to be done as soon as possible in order to open up the facilities.

Morgan stated that the normal purchasing guidelines were too slow of a process.

Commissioner Grebner asked for clarification that it was not that the request not meet the threshold for Board of Commissioners action, but rather that it was done as an emergency to get around all step-by-step in purchasing and so it looked like an like an emergency to them.

Morgan stated confirmation.

Discussion ensued regarding purchasing.

THE MOTION CARRIED UNANIMOUSLY.

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

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

Commissioner Pratt stated they were glad employees had the ability to reclassify and there was language that was agreed to by both parties, as it was important. Commissioner Pratt further stated, regarding the Pre-Trial

Services Clerk and the Innovation and Technology (IT) Administration Coordinator positions, that typically one would see a one step jump, but these were seeing two to three step jumps.

Commissioner Pratt further stated they understood that IT was a more competitive market so that may be the justification there, but wanted to know, regarding the Pre-Trial Services Clerk, what the justification was for that jump.

Sue Graham, Human Resources (HR) Director, stated that the reclassification compensation plan had 11 factors and explained the factors. Graham further stated the points of those factors were added up and acted as a designation for classification.

Commissioner Pratt asked if it was because of the timing that the employee sought the reclassification that lead to the jump.

Graham stated some positions had not been looked at in well over 15 years.

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

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Peña stated the Cristo Rey Church was hosting its annual Fiesta from Friday, May 23, 2025 at 4:00 p.m. to Sunday, May 26, 2025 at 6:00 p.m.

Commissioner Grebner stated they were glad the Parks Director had been available via Zoom and hoped that other department heads knew they could monitor the meeting via Zoom as well. Commissioner Grebner further stated that they occasionally liked to agitate a movement in the County, and that sometimes they were getting ahead of things, but they thought they ought to start thinking very seriously regarding Artificial Intelligence (AI) and the County policies surrounding it.

Commissioner Grebner stated they should consider involving unions and department heads, and that they were not talking so much about the current status of AI, but rather in the next two to ten years when the world and workforce would be entirely different. Commissioner Grebner further stated that it would have serious implications and that waiting for it to happen and discovering the controversies would be a mistake, so maybe they should eventually set up a task force to discuss policies.

Commissioner Johnson stated they had just attended the Ingham County Employee Recognition event and that it was a good event and they were proud of the County employees.

Commissioner Peña stated it was noted by many in the room at the event that the Prosecutor's Office, the Office of the Public Defender, and the Sheriff's Office had light attendance as they were busy working for the County and that they were appreciated.

Commissioner Maiville stated, regarding what Commissioner Grebner had said, that they allowed public

comment for those attending virtually and thanked those that had put the technology in place, including the Clerk's Office staff for managing it.

**Commissioner Pratt requested to find out which departments were using AI, if possible.**

Todd stated they could do a survey.

Commissioner Lawrence stated, regarding virtual meeting attendance, that they liked it when people attended in-person, as they were just able to discuss recent storm damage with someone from the Drain Commissioners Office prior to the meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

**JUNE 3, 2025 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**2.     Drain Commissioner – *Resolution to Authorize the Purchase of Two (2) New Trucks for the Ingham County Drain Commissioner***

This resolution authorizes the purchase of two new work trucks for the Drain Office and authorizes the Purchasing Department to work with the Drain Office on procuring the vehicles.

Total funding of a not to exceed amount of \$130,000 is available in the Drain Revolving Loan Fund.

See memo for details.

**3.     Parks Department – *Notice of Emergency Purchase Order for Toilet Replacement at Lake Lansing Park South***

This emergency PO was for work performed by Myers Plumbing and Heating, Inc. for \$1,800 to replace a toilet in the women's restroom.

See memo for details.

**4a.    Health Department – *Resolution to Authorize Accepting Funds from Michigan Health Endowment Fund and Entering into a Sub-Agreement to Support the Black Doula Cohort: Next Steps Grant***

This resolution approves accepting up to \$300,000 from the Michigan Health Endowment Fund to support the Black Doula Cohort: Next Steps Grant from June 1, 2025, through May 31, 2027. The funding will expand training and institutional support for Black doulas in Ingham County. A 0.5 FTE Project Coordinator will manage the grant. Sub-agreements will be made with BDP & Associates (\$30,000), Birth Kalamazoo LLC (\$30,850), and North Star Birthing Services (\$30,000) to provide training and mentorship. Budget adjustments and contract signings are authorized as needed.

See memo for details.

**4b.    Health Department – *Resolution to Authorize Waiving the Four Week Waiting Period to Fill Two CHC Positions***

This resolution approves waiving the four-week waiting period to immediately fill two critical positions at the Ingham County Health Department's Community Health Centers: a Registered Nurse (RN) at Women's Health CHC and a Medical Assistant (MA) at Eastern CHC. Immediate hiring is necessary to address staff shortages, maintain quality of care, and ensure adequate support ahead of the school year. The decision aims to prevent service disruptions and reduce strain on existing staff.

See memo for details.

**4c.    Health Department – *Resolution to Authorize Converting a 1.00 FTE CHR III Position to a Medical Assistant Position within Forest Community Health Center Specialty Services***



This resolution approves converting a 1.0 FTE Community Health Representative III position to a Medical Assistant (MA) position within the Forest Community Health Center's Ryan White Program. The change better aligns with current program needs, allowing the MA to handle both front office and clinical duties. The new position will be funded through Ryan White Parts B, C, and D grants, with no additional approvals required from the union beyond notification.

See memo for details.

**5a. Innovation & Technology Department – Resolution to Renew Pluralsight IT Staff Training**

This resolution renews IT staff training through Pluralsight, which provides IT training in easy to understand videos along with virtual labs and practice exams.

Funding for the not to exceed one-year extension of \$11,062.20, is available in the IT Staff Development and Training Fund.

See memo for details.

**5b. Innovation & Technology Department – Resolution to Renew Hardware Support from Service Express through CDWG**

This resolution renews hardware support from Service Express through CDWG for one year at a not to exceed cost of \$5,611.42.

Funding is available through the County's Network Fund.

See memo for details.

**6a. Facilities Department – Resolution to Authorize Accessibility Improvements at the Immunization Clinic**

This resolution authorizes an agreement with Laux Construction to lower the check-out window at the Immunization Clinic to make it ADA compliant.

Funding for the not to exceed amount of \$9,233 is available through the Public Health Infrastructure grant.

See memo for details.

**6b. Facilities Department – Resolution to Authorize an Agreement with Myers Plumbing & Heating, Inc. for the Restoration of the Breakroom Sink at the Hilliard Building Purchasing Department**

This resolution authorizes the installation of a sink in the Purchasing Department's breakroom. The original sink was removed during prior office renovations.

Funding for the not to exceed cost of \$8,940 to Myer's Plumbing and Heating is available in the Facilities Maintenance Account.

See memo for details.

**6c. Facilities Department – Resolution to Amend Resolution #25-164 and Authorize a Month-to-Month Extension of the Lease Agreement for the Temporary Public Defender’s Office Space at 300 South Washington Square, Suite 315**

This resolution amends resolution #25-164 to authorize a month-to-month lease extension for temporary office space for the Public Defender’s Office.

The monthly rate of \$7,500 is available through the 2024/25 MIDC grant.

See memo for details.

**7a. Road Department – Resolution Authorizing Purchase Orders for As-Needed Traffic Signal Cabinets, Controllers, and Other Related Signal Components For 2025-2030**

This resolution authorizes POs for as needed signal control cabinets, controllers, and other components for the 2025-2030 fiscal years with Yunex Traffic and Carrier & Gable, Inc., which are sole source providers for this equipment.

Funding for the components is available in the Road Department’s yearly budgets.

See memo for details.

**7b. Road Department – Resolution to Authorize an Engineering Consultant Services Agreement with DLZ Michigan, Inc. for Bridge Design Services for Kinneville Road over the Grand River (Sn 3860)**

This resolution authorizes an engineering consultant services agreement with DLZ Michigan, Inc. for bridge design services for the Kinneville Road bridge over the Grand River.

Funding for the \$44,865.97 (contract amount with DLZ of \$37,388.31 plus a 20% contingency) is available in the 2025 Road Department’s budget.

See memo for details.

**7c. Road Department – Resolution to Amend the Professional Consultant Services Agreement with Hobbs + Black Associates, Inc. to Include the Design of a Salt Barn**

This resolution amends the professional services agreement with Hobbs + Black Associates in the amount of \$72,180 to include design services for a new salt barn at the Western District Garage (Mason).

Funding for the additional services are available in the 2025 Road Fund budget.

See memo for details.

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

This resolution amends the Local Road Program agreement with Delhi to include HMA paving of Dunkel Road from Jolly Road to Development Drive and Harper Road from Edgar Road to College Road with the \$300,000 in saving from the previously agreed upon project.

See memo for details.

**7e. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for Chaucer Circle at Wanstead Drive**

This resolution authorizes a Traffic Control Order to install a stop sign on Chaucer Circle at the intersection of Wanstead Drive located in Section 23 of Delhi Township.

See memo for details.

**7f. Road Department – Resolution to Approve a Yield to Stop Sign Traffic Control Order for Coral Way at Buckingham Road**

This resolution authorizes a Traffic Control Order to replace the existing yield sign with a stop sign on Coral Way at the intersection of Buckingham Road located in Section 11 of Meridian Township.

See memo for details.

**7g. Road Department – Resolution to Approve a Yield to Stop Sign Traffic Control Order for Huntshire Drive at Davlind Drive**

This resolution authorizes a Traffic Control Order to replace the existing yield sign with a stop sign on Huntshire Drive at the intersection of Davlind Drive located in Section 23 of Delhi Township.

See memo for details.

**8. 55<sup>th</sup> District Court – Resolution to Exempt the Judicial Assistant Position within the 55<sup>th</sup> District Court from the Hiring Freeze Process**

This resolution exempts Judge Allen's Judicial Assistant position from the four-week hiring freeze as the position is required for the Judge to hold court.


See memo for details.

**9. Board of Commissioners – Resolution Honoring the Vevay Township Clerk**

This resolution honors Vevay Township Clerk JoAnne Kean upon her retirement.

**ADDITIONAL ITEMS:**

**Women's Commission - Interviews**

	DEPARTMENT: Ingham County Drain Commissioner
PREPARED BY: Sheldon Lewis, Administrative Assistant	MEETING DATE(S): June 3, 2025, June 4, 2025, and June 10, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize the Purchase of Two (2) New Trucks for the Ingham County Drain Commissioner	

**ACTION REQUESTED:**

The Drain Commissioner is requesting that the Ingham County Board of Commissioners authorize the purchase of two (2) new work trucks for inspecting, maintaining, and repairing County and Intercounty Drains. Further, the Drain Commissioner is requesting that the Board of Commissioners authorize the Purchasing Department to assist with this purchase as part of the Drain Commissioner's agreement to follow Ingham County's purchasing procedures for such vehicle purchases.

**SUMMARY OF REQUEST:**

The two (2) new work trucks will replace two (2) work trucks that have exceeded their useful life and reliability for service. After considering the situation and evaluating alternatives, the Drain Commissioner has determined that, for the safety of County employees and service to the public, it is necessary to make this purchase from inventory at County vendors who have the work trucks in stock. The purchase will be financed through available funds in the Drain Revolving Account, but will need a budget adjustment, as these vehicles are not currently in the Drain Commissioner's 2025 Capital Improvement Plan.

**STRATEGIC PLAN RELEVANCE:**

The Resolution supports 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 requested purchase of work trucks to safely and reliably transport employees who maintain the County and Intercounty Drains in Ingham County is a necessary expenditure.

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

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

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** Not to Exceed \$130,000

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

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

**CONTROLLER'S OFFICE:** \_\_\_\_\_ **DATE:** 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF TWO (2) NEW TRUCKS FOR THE INGHAM COUNTY DRAIN COMMISSIONER**

WHEREAS, the Drain Commissioner is in-need of two (2) new work trucks because the repair and maintenance costs of the current vehicles have exceeded their value and usefulness; and

WHEREAS, the Drain Commissioner uses trucks for inspecting, maintaining, and repairing county and intercounty drains; and


WHEREAS, after careful consideration of the situation and evaluation of the alternatives, the Drain Commissioner has determined that, for the safety of employees and reliability of service to the public, it is necessary to purchase these vehicles from Berger Chevrolet or another county vendor who has the required vehicles in stock; and

WHEREAS, the funds for this purchase are available in the Drain Revolving Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to assist the Drain Commissioner in the purchase of these vehicles as part of the Drain Commissioner's agreement to follow Ingham County purchasing procedures and will not exceed \$130,000.

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 Ingham County Board of Commissioners on behalf of the Ingham County Drain Commissioner authorizes the Purchasing Director to sign any necessary documents that are required with this resolution.

	DEPARTMENT: Parks Department
PREPARED BY: Kelly Burkholder Office Coordinator	MEETING DATE(S): June 3, 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 toilet replacement at Lake Lansing Park South	

**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 is requesting an emergency purchase for a women's toilet replacement and plumbing work.

Myers Plumbing and Heating, Inc. quoted \$1,800 to replace the toilet.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Myers Plumbing and Heating Inc. for a total cost of \$1,800.

**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: \$1,800


☒ 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: 5/27/2025

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2, June 3, and June 4, 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 Accept Funding and enter into an agreement with the Michigan Health Endowment Fund (MHEF) to support the Black Doula Cohort: Next Steps Grant	

**ACTION REQUESTED:**

Authorization to accept funding and enter into an agreement with the Michigan Health Endowment Fund (MHEF) to support a grant focused on additional training, support, and institutionalization for Black Doulas in Ingham County.

**SUMMARY OF REQUEST:**

Ingham County Health Department (ICHD) wishes to accept funding from Michigan Health Endowment Fund (MHEF) and enter into sub-agreements to support the Black Doula Cohort: Next Steps Grant effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000. This MHEF grant will delve deeper into the work initiated during the 2023-2025 Black Doula Cohort grant, which provided prenatal Doula training to 26 Black Doulas in the area. In support of this project, ICHD will also utilize an already established Project Coordinator position #601557, a .50 FTE (ICEA Professional Grade 5/Step 1 with an annual salary range with benefits of \$53,091 to \$58,396) to provide overall support and grant management. Additionally, ICHD wishes to enter into three sub-agreements which each further address the training, support and institutionalization needs of Black Doulas within Ingham County. The mini-grantees are all effective June 1, 2025 through May 31, 2027 and the subcontract amounts are as follows:

- BDP & Associates - \$30,000
- Birth Kalamazoo LLC - \$30,850 to provide two/four-day Postpartum Doula Trainings mentoring 30 Doulas
- North Star Birthing Services - \$30,000, to support and mentor Doulas

**STRATEGIC PLAN RELEVANCE:**

This resolution supports Ingham County's goal to promote the practice of public health and safety through collaboration and messaging.

**DEPARTMENT MISSION RELATION:**

This resolution supports ICHD's mission to protect, improve, and advocate for the optimum health and well-being of all Ingham County residents.

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

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

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount: \$300,000**

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

**ADMINISTRATION RECOMMENDATION:**

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

---

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

**CONTROLLER'S OFFICE:**                 *David Cypher*                      **DATE:**           5/23/25



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FROM MICHIGAN HEALTH ENDOWMENT FUND  
AND ENTERING INTO A SUB-AGREEMENT TO SUPPORT THE BLACK DOULA  
COHORT: NEXT STEPS GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan Health Endowment Fund (MHEF) and enter into sub-agreements to support the Black Doula Cohort: Next Steps Grant effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000; and

WHEREAS, these funds will be used to continue the development of a cohort of Black Doulas to address their training, support, and institutionalization needs in order to support positive birth outcomes within Ingham County; and

WHEREAS, this MHEF grant will delve deeper into the work initiated during the 2023-2025 Black Doula Cohort: Next Steps grant, which provided prenatal Doula training to 26 Black Doulas in the area; and

WHEREAS, that in support of this work, ICHD will utilize an already established Project Coordinator position #601557, a .50 FTE (ICEA Professional Grade 5/Step 1 annual salary range with benefits of \$53,091 to \$58,396) to provide overall support and grant management effort; and

WHEREAS, ICHD wishes to enter into three sub-agreements, effective June 1, 2025 through May 31, 2027, to further address the training, support, and institutionalization needs of Black Doulas within Ingham County with mini-grantees and subcontract amounts as follows:

- BDP & Associates - \$30,000
- Birth Kalamazoo LLC - \$30,850 for two/four-day Postpartum Doula Trainings mentoring 30 Doulas
- North Star Birthing Services - \$30,000, to support and mentor Doulas ; and

WHEREAS, these sub-agreements each further address the training, support and institutionalization needs of Black Doulas within Ingham County; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting funding from MHEF and entering into sub-agreements to support the Black Doula Cohort: Next Steps Grant, effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from MHEF and entering into sub-agreements to support the Black Doula Cohort: Next Steps Grant effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000.

BE IT FURTHER RESOLVED, that in support of this work, ICHD will utilize an already established Project Coordinator position #601557, a .50 FTE (ICEA Professional Grade 5/Step 1 annual salary range with benefits of \$53,091 to \$58,396.) to provide overall support and grant management effort.

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

adjustments consistent with this resolution.

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2 and June 3, 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 the Four-Week Waiting Period to Hire Two CHC Positions	

**ACTION REQUESTED: ICHD**

Authorization for CHC administration to waive the four-week waiting period to fill a vacant Medical Assistant Position at Eastern CHC, and a Registered Nurse Position at Women's Health CHC based on the justifications below.

**SUMMARY OF REQUEST:**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to waive the four-week waiting period for two CHC positions including a Medical Assistant (MA) for Eastern CHC, and a Registered Nurse (RN) for Women's Health CHC.

The Registered Nurse (RN) position at ICHD's Women's' Health is a critical position as they are severely short staffed with no RNs currently serving in Women's Health. Cedar Pediatric staff are currently challenged with covering for both Women's Health and Cedar Pediatrics. Inadequate nursing coverage could result in decreased quality of care through missed communications with providers, abnormal PAP smear results being missed or overlooked, and decreased communications with patients. Filling this position as soon as possible will help reduce this gap in care, and improve the quality of care for ICHD's Women's Health and Cedar Pediatric patients.

The Medical Assistant (MA) at Eastern is critically needed as Eastern will be reduced to one MA as of June 13, and a new provider will begin on June 16. In order to meet the needs of our patients, the new MA must be trained and be fully onboarded by the beginning of the school year. As there is a high demand for sports physicals at the beginning of the school year, if this vacancy is not filled immediately, there will be insufficient time to train the new MA. A four-week delay would have a negative impact on meeting the needs of the patients, our relationship with the schools, and could potentially overwhelm the recently hired MA. MA's also provide crucial front office and clerical support, as one MA cannot function efficiently fully serving in both roles.

**STRATEGIC PLAN RELEVANCE:**

This resolution supports Ingham County's Strategic Plan to provide high quality services in an efficient manner.

**DEPARTMENT MISSION RELATION:**

This resolution supports ICHD's mission is to protect, improve, and advocate for the health and well-being of all Ingham County residents.

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

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

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:**


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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED    ☐ NOT RECOMMENDED    ☐ ALTERNATIVES:

---

**GOVERNING/ADVISORY BOARD APPROVAL DATE:** 5/29/25

**CONTROLLER'S OFFICE:**       **DATE:** 5/23/25

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 TWO  
CHC POSITIONS**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to waive the four-week waiting period for two CHC positions including a Medical Assistant (MA) for Eastern CHC, and a Registered Nurse (RN) for Women's Health CHC; and

WHEREAS, the Registered Nurse (RN) position at ICHD's Women's Health is a critical position as they are severely short staffed with no RNs currently serving in Women's Health; and

WHEREAS, Cedar Pediatric staff are currently challenged with covering for both Women's Health and Cedar Pediatrics; and

WHEREAS, inadequate nursing coverage could result in decreased quality of care through missed communications with providers, abnormal PAP smear results being missed or overlooked, and a decreased communication with patients; and

WHEREAS, filling this position as soon as possible will help reduce this gap in care, and improve the quality of care for ICHD's Women's Health and Cedar Pediatric patients; and

WHEREAS, the Medical Assistant (MA) at Eastern is critically needed as Eastern will be reduced to one MA as of June 13, and a new provider will begin on June 16; and

WHEREAS, in order to meet the needs of our patients, the new MA must be trained and be fully onboarded by the beginning of the school year; and

WHEREAS, as there is a high demand for sports physicals at the beginning of the school year, if this vacancy is not filled immediately there will be insufficient time to train the new MA; and

WHEREAS, a four-week delay would have a negative impact on meeting the needs of the patients, our relationship with the schools, and could potentially overwhelm the recently hired MA; and


WHEREAS, MA's also provide crucial front office and clerical support, as one MA cannot function efficiently fully serving in both roles; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize filling the vacant MA position at Eastern CHC and the RN position at Women's Health CHC without the four-week delay.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes filling the MA position at Eastern CHC and the RN position at Women's Health CHC without delay.

BE IT FURTHER RESOLVED, that filling this position will allow ICHD's Community Health Centers to provide the best service to our patients.

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

	DEPARTMENT: Ingham County Health Department (ICHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2, June 3, and June 4, 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 Convert CHR III Position #601177 into a Medical Assistant Position	

**ACTION REQUESTED:**

Authorization to convert 1.0 FTE CHR III, position #601177 into a Medical Assistant position.

**SUMMARY OF REQUEST:**

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to convert the 1.0 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant (MA) position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program. After careful consideration of the Ryan White program, it was determined that an MA would better suit the current program needs. The MA role will be performing front office duties and MA duties to support both patients and the team. Unlike the CHR III, the MA position is qualified to perform front office duties while also performing MA duties including rooming and discharging patients, scheduling follow-up/new appointments, verifying insurance and assisting patients with medical questions within their scope. Funding for this role will be covered by Ryan White Part B (51161500 704006 02229), Ryan White Part C (51161500 704006 02220), and Ryan White Part D (51161500 704006 02228).

**STRATEGIC PLAN RELEVANCE:**

This resolution supports Ingham County's goal of providing high quality services in an efficient manner to improve the quality of life for Ingham County residents.

**DEPARTMENT MISSION RELATION:**

The resolution supports ICHD's mission to protect, improve, and advocate for the optimum health and well-being of all Ingham County residents while seeking new approaches and solutions to challenges.

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

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

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 5/29/2025

CONTROLLER'S OFFICE:  DATE: 5/23/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONVERTING A 1.0 FTE CHR III POSITION TO A MEDICAL ASSISTANT POSITION WITHIN FOREST COMMUNITY HEALTH CENTER SPECIALTY SERVICES**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to convert 1.00 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant (MA) position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program; and

WHEREAS, after careful consideration of the Ryan White program, it was determined that an MA would better suit the current program needs and ICHD's CHCs request to fill the position upon approval of this resolution; and

WHEREAS, the MA role will be performing both front office duties and MA duties to support patients and the team; and

WHEREAS, unlike the CHR III, the MA position is qualified to perform front office duties while also performing MA duties including rooming and discharging patients, scheduling follow-up/new appointments, verifying insurance, and assisting patients with medical questions within their scope; and

WHEREAS, the Human Resources (HR) and UAW union have been notified, and per the HR Director, this only requires Union notification; and

WHEREAS, funding for this role will be covered by Ryan White Part B (51161500 704006 02229), Ryan White Part C (51161500 704006 02220), and Ryan White Part D (51161500 704006 02228); and

WHEREAS, the CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize converting the 1.0 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting the 1.00 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program.

BE IT FURTHER RESOLVED, that funding for this role will be covered by Ryan White Part B (51161500 704006 02229), Ryan White Part C (51161500 704006 02220) Ryan White Part D (51161500 704006 02228).

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

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



	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): June 3, June 4, and June 11, 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 Renew IT Staff Training from Pluralsight	

**ACTION REQUESTED:**

Approve renewal of training for IT staff.

**SUMMARY OF REQUEST:**

Ingham County has used Pluralsight for training in the past with good results. As we reviewed other options available, we were happy to see that Pluralsight has updated their offering to include better lab coursework which will make their product even more effective for our staff. This request is to renew our training with Pluralsight for another year.

This project is quoted under GSA Schedule No: 47QSWA18D008F.

**STRATEGIC PLAN RELEVANCE:**

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

**DEPARTMENT MISSION RELATION:**

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

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

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

**COST/FUNDING RECOMMENDATION:**


Total Request/Contract Amount: \$11,062.20

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

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

CONTROLLER'S OFFICE: \_\_\_\_\_  \_\_\_\_\_ DATE: 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW PLURALSIGHT IT STAFF TRAINING**

WHEREAS, Pluralsight is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our Innovation & Technology Department (ITD) staff are best able to serve our citizens; and

WHEREAS, ITD has been pleased with the offerings from Pluralsight and has found it to be very effective; and


WHEREAS, the subscription for training for our entire ITD staff for one year expires May 30th, 2025.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of Pluralsight training from Pluralsight in the amount not to exceed \$11,062.20 for one year.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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

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

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): June 3, June 4, and June 11, 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 Renew Service Express Support for Hardware	

**ACTION REQUESTED:**

Approve renewal of support for standalone server hardware from Service Express.

**SUMMARY OF REQUEST:**

Ingham County has used Service Express for support for our smaller critical servers and standalone devices over the past decade. Their performance has been very satisfactory so far. This request is to renew our support from Service Express through CDWG for another year. Our contract expired on April 30<sup>th</sup>, 2025.

This project is quoted under Michigan MiDeal Contract #071B6600110

**STRATEGIC PLAN RELEVANCE:**

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

**DEPARTMENT MISSION RELATION:**

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

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

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

**COST/FUNDING RECOMMENDATION:**


Total Request/Contract Amount: \$5,611.42

☒ 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: 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW HARDWARE SUPPORT FROM SERVICE EXPRESS THROUGH  
CDWG**

WHEREAS, Ingham County currently utilizes Service Express for maintenance on critical computer hardware in the case of a failure; and

WHEREAS, the Innovation & Technology Department (ITD) is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors solutions and recommend continuing with Service Express for our hardware maintenance needs; and


WHEREAS, our current existing hardware maintenance agreement is expired on April 30, 2025 and ITD recommends renewing this agreement for an additional year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of Service Express hardware support from CDWG in the amount not to exceed \$5,611.42 for one year.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract 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: Authorization to Approve Construction and Accessibility Improvements at the Immunization Clinic	

**ACTION REQUESTED:**

Approval of proceeding with construction services by Laux Construction to lower the clinic's check-out window for ADA.

**SUMMARY OF REQUEST:**

The Immunization Clinic is requesting accessibility improvements to better serve the public, including:

- Lowering the current client check-out window to meet ADA standards.
- Installing an automatic door opener at the clinic's main entrance for enhanced accessibility.

The Facilities Department recommends using Laux Construction for the window work under their existing MiDeal cooperative purchasing agreement, which does not require three quotes.

Funding for the improvements is provided by the Public Health Infrastructure Grant.

**STRATEGIC PLAN RELEVANCE:**

Promotes equity and access to County health services in alignment with Ingham County's strategic objectives on health equity and inclusive infrastructure.

**DEPARTMENT MISSION RELATION:**

Supports the Health Department's mission to provide accessible, equitable services to all residents.

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

☒ MANDATED ☐ NON-MANDATED Public health access improvements

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$9,233.00

☒ 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: 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCESSIBILITY IMPROVEMENTS AT THE  
IMMUNIZATION CLINIC**

WHEREAS, the Immunization Clinic at the Human Services Building has requested upgrades to improve accessibility for individuals with disabilities; and

WHEREAS, the proposed improvements include the modification of the check-out window to make it Americans with Disabilities Act (ADA) compliant; and

WHEREAS, the Facilities Department recommends proceeding with this project to support the County's goals of accessibility and equitable service delivery; and

WHEREAS, Laux Construction of Mason, Michigan, has provided a quote of \$9,233 for the check-out window modification under MiDeal Contract #01047; and

WHEREAS, the total cost of the project will be fully funded through the Public Health Infrastructure Grant (PHIG), under Org #: 22160060, Project #: 01040 (PHIG – ADA Compliant); and


WHEREAS, no contingency is requested and no County general funds are impacted by this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Facilities Department to proceed with accessibility upgrades to the Immunization Clinic suite located at the Human Services Building, including the modification of the check-out window.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement with Laux Construction in an amount not to exceed \$9,233 under MiDeal Contract #01047 and authorizes the acceptance of the \$4,780 quote from Automatic Equipment Sales & Service, Inc., for the automatic door opener.

BE IT FURTHER RESOLVED, that the total project amount shall will be funded through the Public Health Infrastructure Grant (Org #: 22160060, Project #: 01040).

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract 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 (June 3, 2025), Finance (June 4, 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 Approve Agreement with Myers Plumbing & Heating, Inc. for Restoration of Breakroom Sink at the Hilliard Building Purchasing Department	

**ACTION REQUESTED:**

Authorize agreement with Myers Plumbing & Heating, Inc. for the restoration of the breakroom sink at the Hilliard Building Purchasing Department.

**SUMMARY OF REQUEST:**

The Purchasing Department at the Hilliard Building previously had a breakroom sink that was eliminated during a departmental space reorganization.

The Facilities Department recommends restoring the sink to improve staff amenities and functionality.

Three quotes were solicited and received, with Myers Plumbing & Heating, Inc. submitting the lowest responsible proposal in the amount of \$8,940, as outlined in their proposal dated May 1, 2025.

Funding for this project is available in the Facilities Maintenance account 101-23303-93100.

**STRATEGIC PLAN RELEVANCE:**

Supports operational efficiency and enhancement of employee facilities within County-owned buildings.

**DEPARTMENT MISSION RELATION:**

Ensures the ongoing improvement and maintenance of safe, efficient, and functional County facilities.

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

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

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$8,940.00

☒ 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: 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MYERS PLUMBING &  
HEATING, INC. FOR THE RESTORATION OF THE BREAKROOM SINK IN THE HILLIARD  
BUILDING'S PURCHASING DEPARTMENT**

WHEREAS, the Ingham County Purchasing Department at the Hilliard Building previously had a breakroom sink that was removed during a reorganization, which divided the department into two separate areas; and

WHEREAS, the Facilities Department recommends restoring the breakroom sink to support department operations and staff amenities; and

WHEREAS, three quotes were obtained for the work, with Myers Plumbing & Heating, Inc. providing the lowest responsible quote in the amount of \$8,940, as detailed in their proposal dated May 1, 2025; and


WHEREAS, funding for this project is available in the Facilities Maintenance account 101-23303-93100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Myers Plumbing & Heating, Inc. in an amount not to exceed \$8,940 for the restoration of the breakroom sink in the Purchasing Department at the Hilliard Building, per the proposal dated May 1, 2025.

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

BE IT FURTHER RESOLVED, that the Board Chairperson 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 – June 3, 2025; Finance – June 4, 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 Amendment to Public Defender Temporary Lease – Month-to-Month Extension	

**ACTION REQUESTED:**

Approval to authorize a month-to-month lease extension with Eyde Knapp Development, LLC for Suite 315, 300 S. Washington Square, through project completion

**SUMMARY OF REQUEST:**

The Public Defender's Office remains in temporary space due to ongoing renovations at its permanent site. Resolution #25-164 previously extended the lease through July 2025. This resolution seeks to amend that arrangement and allow a month-to-month lease beginning August 1, 2025, to prevent interruption of operations during final project stages.

**STRATEGIC PLAN RELEVANCE:**

Ensures continuity of public legal defense services and meets project deadlines without procedural delays.

**DEPARTMENT MISSION RELATION:**

Supports uninterrupted office functionality during facilities upgrades and ensures efficient lease management.

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

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

**COST/FUNDING RECOMMENDATION:**

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

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

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

**CONTROLLER'S OFFICE:** \_\_\_\_\_ **DATE:** 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #25-164 AND AUTHORIZE A MONTH-TO-MONTH  
EXTENSION OF THE LEASE AGREEMENT FOR THE TEMPORARY PUBLIC DEFENDER'S  
OFFICE SPACE AT 300 SOUTH WASHINGTON SQUARE, SUITE 315**

WHEREAS, the Ingham County Public Defender's Office continues to require temporary office space while renovations are completed at its permanent location; and

WHEREAS, Resolution #25-164 authorized an extension of the lease agreement with Eyde Knapp Development, LLC through July 2025 for the temporary use of Suite 315, 300 South Washington Square, Lansing, Michigan; and

WHEREAS, the current project timeline anticipates completion of the permanent Public Defender's Office location by August 31, 2025; and


WHEREAS, to avoid the need for additional resolutions or administrative delays, the County recommends extending the lease agreement on a month-to-month basis until the project is complete; and

WHEREAS, the monthly rent for Suite 315 shall remain at \$7,500, and all other terms and conditions of the existing lease agreement shall remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #25-164 to authorize a month-to-month lease extension with Eyde Knapp Development, LLC, beginning August 1, 2025, at a monthly rate of \$7,500 until such time as the permanent Public Defender's Office is complete.

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

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

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): June 3, 4, and 10
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Traffic Control Signal Cabinets, controllers, and other related signal components	

**ACTION REQUESTED:**

Authorization of as-needed purchase orders for the 2025–2030 fiscal years for the replacement of traffic signal control cabinets, controllers, and other related signal components in cases of emergency or unexpected damage.

**SUMMARY OF REQUEST:**

The Ingham County Road Department maintains traffic signals to ensure safe and efficient traffic flow. A recent crash damaged a traffic signal controller cabinet, controller, and signal components, prompting immediate replacement using the department’s spare unit. To remain prepared for future emergencies, the inventory must now be replenished. Because traffic signal systems must be compatible, Yunex Traffic and Carrier & Gable, Inc. are the sole source providers for their respective components, as documented in the included letters. Quotes for the needed items total \$31,132.55, and this resolution authorizes purchase orders for signal control cabinets, controllers, and other related signal components replacements on an as-needed basis over the next five years, allowing for timely response to emergencies without requiring separate approvals for each incident.

**STRATEGIC PLAN RELEVANCE:**

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

**DEPARTMENT MISSION RELATION:**

This purchase order authorization aligns with the Road Department’s mission to maintain safe and reliable roads by ensuring necessary repairs are completed in a safe and timely manner.

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

☒ **MANDATED** Act 51 of 1951, as Amended ☐ **NON-MANDATED** \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** No additional budgetary needs

☒ 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:** 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR AS-NEEDED TRAFFIC SIGNAL CABINETS, CONTROLLERS, AND OTHER RELATED SIGNAL COMPONENTS FOR 2025-2030**

WHEREAS, the Ingham County Road Department is responsible for maintaining traffic signals throughout the county to ensure the safety and efficiency of roadways; and

WHEREAS, for emergency purposes, the Road Department keeps one signal control cabinet, controller, and other related signal components on hand to mitigate delays in traffic caused by unforeseen incidents; and

WHEREAS, signal control cabinets, controllers, and other related signal components are not replaced, outside of designated and budgeted projects, except for emergency situations such as this; and

WHEREAS, costs for these emergency situations are typically covered through insurance; and

WHEREAS, a traffic signal control cabinet was recently damaged in a vehicle crash, highlighting the need for immediate replacement to maintain safe traffic operations and the importance of timely action to ensure proper documentation can be submitted for the insurance claim and police report; and

WHEREAS, traffic signals must be compatible, which limits the systems that can be used for signal replacement and maintenance within the Road Department's jurisdiction; and

WHEREAS, Yunex Traffic and Carrier & Gable, Inc. are the sole source providers for their respective signal system components; and


WHEREAS, funds are available in the Road Fund to cover these necessary purchases.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes as-needed purchase orders for the 2025–2030 fiscal years for the replacement of traffic signal control cabinets, controllers, and other related signal components in cases of emergency or unexpected damage.

BE IT FURTHER RESOLVED, that purchases shall be made from Yunex Traffic and Carrier & Gable, Inc., as sole source providers for their respective systems, based on written quotes.

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

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through written quotes from the designated sole source providers.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): June 3, 4 , and 10
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Bridge Design Services for the Kinneville Road Bridge Over the Grand River	

**ACTION REQUESTED:**

Authorization of a service agreement with DLZ Michigan, Inc. for bridge design services at the Kinneville Road Bridge over the Grand River.

**SUMMARY OF REQUEST:**

The Ingham County Road Department has received Local Bridge Program funding for preventative maintenance work on the Kinneville Road bridge over the Grand River in Onondaga Township. The project scope includes preventative maintenance, including deck patching, deep concrete overlay, epoxy overlay, deck drain extensions, bridge railing retrofit, road approach replacement, and scour countermeasures to extend the bridge's lifespan. This contract will be for consultant bridge design services, as the Road Department doesn't have the staff or expertise to complete this work at this time.

**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:** \$37,388.31 + 20% contingency = \$44,865.97

☒ 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:** 5/27/2025

TO: Kelly Jones, Director, Road Department

FROM: Kristen Romo, Director of Purchasing

DATE: May 9, 2025

RE: Memorandum of Performance for Packet #85-25: Bridge Design Services for Kinneville Road Bridge Over the Grand River

---

Quotes were sought from consultants as part of the As-Needed Engineering Design Services Contract (RFP #220-23) as authorized by resolution #23-534.

The following grid is a summary of the vendors' costs:

Vendor Name	Proposed Cost
DLZ Michigan	\$37,388.31
Clark Dietz	\$40,580.00
C2AE	\$85,400.00

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 AN ENGINEERING CONSULTANT SERVICES AGREEMENT  
WITH DLZ MICHIGAN, INC. FOR BRIDGE DESIGN SERVICES FOR  
KINNEVILLE ROAD OVER THE GRAND RIVER (SN 3860)**

WHEREAS, the Road Department has received Local Bridge Program funding to perform preventative maintenance work on the bridge located at Kinneville Road over the Grand River (SN 3860) in Onondaga Township; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% construction funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, costs associated with design engineering for the Kinneville Road Bridge Project are included in the 2025 Road Fund budget; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, which was authorized by the Board of Commissioners in Resolution #23-534; and

WHEREAS, pursuant to Resolution #23-534, the Purchasing Department solicited detailed scope of services proposals (RFQ #85-25) from the as-needed consultants for the Kinneville Road Bridge Project; and

WHEREAS, Purchasing Department staff reviewed the submitted proposals for adherence to county purchasing requirements and provided the attached Memorandum of Performance to the Road Department; and

WHEREAS, Road Department staff reviewed the proposals for experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services agreement with DLZ Michigan, Inc. to provide design services for the Kinneville Road Bridge Project; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the consultant, which ensures requirements and responsibilities are defined; and


WHEREAS, the Road Department also recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs during the scoping process, such as additional repairs that may become necessary to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consultant services agreement for bridge design services for Kinneville Road over the Grand River (SN 3860) with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI for the not to exceed fee of \$37,388.31.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding of not to exceed \$7,477.66 (20% of the proposed \$37,388.31 base fee amount) to cover additional work items executed in the form of a change order between the Road Department Managing Director (or designee) and DLZ Michigan, Inc. 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): June 3, 4 , and 10
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Amendment to a Consultant Services Agreement with Hobbs + Black	

**ACTION REQUESTED:**

Authorization of amendment to the consultant service agreement with Hobbs + Black for design services associated with the salt barn located at the Western District Garage.

**SUMMARY OF REQUEST:**

The existing salt barn at the Road Department's Western Garage, located in Mason, has significantly deteriorated over time and is nearing the end of its useful life. The structure no longer meets the operational or structural standards needed to support safe and efficient winter maintenance activities. To ensure continued service in the western district, the Road Department is recommending the design of a new salt barn be added to the current professional consulting services agreement with Hobbs + Black Associates, Inc.

Hobbs + Black has offered to provide the architectural design services needed for the salt barn at a discounted rate, as they were able to complete most of the schematic design during the initial study phase. This results in a 10% discount off their proposed fee, reducing the total contract amount to \$72,180. Incorporating this design work now will help maintain continuity of operations, extend infrastructure life, and optimize the planning already underway through the facility study.

**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 the Road Department's mission to provide safe, efficient, and reliable transportation infrastructure by ensuring critical winter maintenance operations can continue without interruption.

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

☒ **MANDATED** Act 51 of 1951, as Amended ☐ **NON-MANDATED** \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$72,180

☒ 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:** 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT  
WITH HOBBS + BLACK ASSOCIATES, INC. TO INCLUDE THE DESIGN OF A SALT BARN**

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-336, which approved entering into a professional consultant services agreement with Hobbs + Black Associates, Inc. for a facility condition assessment and space utilization at the Road Department; and

WHEREAS, the Road Department has identified the need for a new salt barn at the Western District Garage, located in Mason, due to structural and operational deficiencies with the existing salt barn; and

WHEREAS, Hobbs + Black Associates, Inc. has submitted a proposal to provide architectural design services for the Western District salt barn for a flat fee of \$80,200 plus \$1,500 for normal reimbursable expenses; and


WHEREAS, Hobbs + Black is providing a 10% discount for having completed most of the schematic design during the study phase of the project, reducing the total contract amount to \$72,180; and

WHEREAS, Road Department staff recommend amending the existing agreement with Hobbs + Black Associates, Inc. to include this additional scope of work at the discounted amount; and

WHEREAS, funding for this additional design work is available in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the professional consultant services agreement with Hobbs + Black Associates, Inc., located at 117 E. Allegan Street, Lansing, MI 48933, to include the design of a salt barn at the Western District Garage for a total contract amount not to exceed \$72,180.

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): June 3, 4 , and 10
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Delhi Township 2025 Local Road Program Agreement Amendment	

**ACTION REQUESTED:**

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

**SUMMARY OF REQUEST:**

Delhi Township previously coordinated with the Road Department on the reconstruction, Americans with Disabilities Act (ADA) improvements, and restoration of Bond Avenue, Park Lane, and Elliott Street, as outlined in Resolution #25-184. The scope of work for this project exceeded typical Local Road Program maintenance and required both an engineering design consultant and a construction contractor. The lowest bid for the project came in at \$591,053, leaving over \$300,000 in available funds within the 2025 Local Road Program budget for Delhi Township. To make use of the remaining funds, the Road Department and Delhi Township have agreed to add the Hot Mix Asphalt (HMA) paving of Dunkel Road from Jolly Road to Development Drive and Harper Road from Edgar Road to College Road to the project list.

**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:** No additional budgetary needs

☒ 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:** 5/27/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH DELHI 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, Delhi Township coordinated with the Road Department to schedule the reconstruction, Americans with Disabilities Act (ADA) improvements, and restoration of Bond Avenue, Park Lane, and Elliott Street for the 2025 construction season and the associated agreement was authorized per Resolution #25-184; and


WHEREAS, the lowest qualified bid for the project was received in the amount of \$591,053, leaving a bid savings balance of over \$300,000 in available funds within the approved 2025 Local Road Program budget for Delhi Township; and

WHEREAS, to ensure the 2025 Local Road Program budget is fully utilized, the Ingham County Road Department and Delhi Township have identified additional Hot Mix Asphalt (HMA) paving projects on Dunkel Road from Jolly Road to Development Drive and Harper Road from Edgar Road to College Road to the extent funding is available from the bid savings, with both parties in agreement that allocating the remaining budget to these additional roads is an efficient and effective use of the available funds; and

WHEREAS, the Road Department is willing to perform the additional road improvements for the 2025 construction season, at no additional cost to the 2025 Local Road Program with Delhi Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2025 Local Road Program project list for Delhi Township to include the HMA paving of Dunkel Road: Jolly Road to Development Drive and Harper Road: Edgar Road to College Road to the extent the bid savings funding is available from the Bond Avenue, Park Lane, and Elliot Street project.

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.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): June 3 and 10
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 – Chaucer Circle at Wanstead Drive	

**ACTION REQUESTED:**

Approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the Chaucer Circle and Wanstead 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 Chaucer Circle and Wanstead Drive in Section 23 of Delhi Township. It was determined that the following change is necessary:

Chaucer Circle at Wanstead 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:** 5/27/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A STOP SIGN TRAFFIC CONTROL ORDER FOR  
CHAUCER CIRCLE AT WANSTEAD 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 Chaucer Circle and Wanstead 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 Chaucer Circle at Wanstead Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign on Chaucer Circle at the intersection of Wanstead 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): June 3 and 10
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 – Coral Way at Buckingham Road	

**ACTION REQUESTED:**

Approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the Coral Way and Buckingham Road Intersection 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 at the intersection of Coral Way and Buckingham Road in Section 11 of Meridian Township. It was determined that the following change is necessary:

Coral Way at Buckingham Road - 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:**

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

**CONTROLLER'S OFFICE:** \_\_\_\_\_  **DATE:** 5/27/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A YIELD TO STOP SIGN TRAFFIC CONTROL ORDER FOR  
CORAL WAY AT BUCKINGHAM ROAD**

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 Coral Way and Buckingham Road located in Section 11 of Meridian 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 to replace the existing yield sign on Coral Way at Buckingham Road.

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 on Coral Way at the intersection of Buckingham Road located in Section 11 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): June 3 and 10
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 – Huntshire Drive at Davlind Drive	

**ACTION REQUESTED:**

Approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the Huntshire Drive and Davlind 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 Huntshire Drive and Davlind Drive in Section 23 of Delhi Township. It was determined that the following change is necessary:

Huntshire Drive at Davlind Drive - 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:**

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

**CONTROLLER’S OFFICE:** \_\_\_\_\_  **DATE:** 5/27/2025

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A YIELD TO STOP SIGN TRAFFIC CONTROL ORDER FOR  
HUNTSHIRE DRIVE AT DAVLIND 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 Huntshire Drive and Davlind 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 to replace the existing yield sign on Huntshire Drive at Davlind Drive.

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 on Huntshire Drive at the intersection of Davlind 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: 55 <sup>th</sup> District Court
PREPARED BY: Michael J. Dillon, Court Administrator	MEETING DATE(S): May 29, June 3, and June 4, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Hiring Freeze Process – Judicial Assistant	

**ACTION REQUESTED:**

Exempt the Judicial Assistant position within the 55<sup>th</sup> from the hiring freeze process.

**SUMMARY OF REQUEST:**

The resolution authorizes the 55<sup>th</sup> District Court to hire a judicial assistant when the position becomes vacant. Only two general fund positions have been identified by the Court as critical positions: the judicial assistant & court officer positions. Because of the critical nature of the court officer position, the Ingham County Board of Commissioners recently adopted Resolution #25-253, which exempted the court officer position from the hiring freeze process.

The 55<sup>th</sup> District Court is a court of record. As a court of record, court proceedings are required to be recorded, either by an audio or video recording system. The judge's judicial assistant is responsible for recording the proceedings. In addition, the judicial assistant serves as the judge's secretary. The Court cannot wait a minimum of eight weeks to fill the position: four weeks for the posting delay, and another four weeks to post, interview, select, and onboard the new employee. The Honorable Donald Allen, Jr.'s judicial assistant has submitted her retirement notice. It is critical that this position be filled as soon as possible. Without a judicial assistant to record proceedings, The Honorable Donald Allen, Jr., will be prevented from presiding over hearings. Any delay in hiring the replacement for The Honorable Donald Allen's judicial assistant will bring his respective judge's docket to a standstill, resulting in significant docket congestion, delayed justice, and a failure to comply with statutory and Court rule requirements regarding case processing.

**STRATEGIC PLAN RELEVANCE:**

The resolution allows The Honorable Donald Allen to continue to preside over his daily docket without the need to adjourn cases.

**DEPARTMENT MISSION RELATION:**

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

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

☒ **MANDATED** Adequate court funding ☐ **NON-MANDATED** \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$121,399.18 (wages & fringes)

☒ 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: \_\_\_\_\_ 5/27/2025 \_\_\_\_\_

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXEMPT THE JUDICIAL ASSISTANT POSITION WITHIN  
THE 55<sup>th</sup> DISTRICT COURT FROM THE HIRING FREEZE PROCESS**

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

WHEREAS, The Honorable Donald Allen Jr.'s Judicial Assistant will be retiring on June 27, 2025; and

WHEREAS, the retirement of The Honorable Donald Allen Jr.'s Judicial Assistant will create a vacant Judicial Assistant position; and

WHEREAS, because of the nature of the Judicial Assistant position, the position was classified as a critical position during the COVID pandemic, requiring the Judicial Assistants to report to work each day; and

WHEREAS, the 55<sup>th</sup> District Court is a court of record, all court proceedings are required to be recorded; and

WHEREAS, the Judicial Assistant position is responsible for recording court proceedings; and

WHEREAS, a court session cannot be called to order unless a Judicial Assistant is present to record the proceedings; and

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

WHEREAS, the absence of a Judicial Assistant in the courtroom will create significant docket congestion, delayed justice, and a failure to comply with statutory and court rule requirements regarding case processing; and

WHEREAS, the Judicial Assistant position is funded in the 2025 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners exempts the Judicial Assistant position within the 55<sup>th</sup> District Court from the hiring freeze process.

BE IT FURTHER RESOLVED, that the 55<sup>th</sup> District Court is authorized to post the Judicial Assistant position immediately upon adoption of this resolution.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JOANNE KEAN VEVAY TOWNSHIP CLERK  
ON THE EVENT OF HER RETIREMENT**

WHEREAS, JoAnne Kean has held the position of Clerk for Vevay Township for the past 14.5 years; and

WHEREAS, JoAnne's love for government began in the summer of 1978 while working in the Communications Department at the State Capitol for Governor William G. Milliken; and

WHEREAS, she continued her career in government serving the residents of Ingham County for ten years as an employee in the Human Resources Department and the Health Department; and

WHEREAS, Clerk Kean has been a resident of Vevay Township for 24 years and has served township residents for 18 years; and

WHEREAS, in 2007, she began serving as Deputy Clerk for Vevay Township and was elected Township Clerk by a Special Election in November 2010 and has subsequently been re-elected for four consecutive terms; and

WHEREAS, as the Election Administrator for Vevay Township, she has been involved in 28 federal, state, and local elections, participated in four election re-counts, and the review of two voter redistricting boundaries for Vevay Township; and

WHEREAS, she has served as President of the Capital Area Municipal Clerks Association, as President of the Ingham County Chapter Michigan Townships Association, as Director for the Michigan Association of Municipal Clerks, and on the Executive Committee and as a Precinct Delegate for the Ingham County Republican Party; and

WHEREAS, on May 31, 2025, JoAnne retired from her position as Vevay Township Clerk.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates JoAnne Kean on her retirement as Vevay Township Clerk and extends its sincere appreciation to Clerk Kean for her years of dedicated service and the many contributions she has made to the citizens of Ingham County, especially those that reside in Vevay Township.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.