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MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
IRENE CAHILL
RANDY MAIVILLE
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INGHAM COUNTY BOARD OF COMMISSIONERS
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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 23, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [April 09, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Authorize a \$400,000 Agreement with Capital Area Housing Partnership and a \$150,000 Agreement with the Ingham County [Land Bank for Residential Development](#) in the City of Leslie through the Michigan State Housing Development Authority Enhancement Grant to Ingham County
 - b. [1st Quarter Investment Report](#)
2. Health Department
 - a. Resolution to Amend Resolution #24-543 for the FY25 [Mid-State Health Network](#) Substance Use Disorder Prevention Contract
 - b. Resolution to Authorize Combining [Ryan White B, C, and D](#) into One Infectious Disease Physician Master Agreement and to Extend Resolutions #22-614 and #22-399
 - c. Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to [Create a .50 FTE Housing Specialist Position](#) in Ingham County Health Department
 - d. Resolution to Authorize an Agreement with [BDP and Associates](#)
 - e. Resolution to Authorize an Agreement with [Refresh with Ekene, LLC](#)
 - f. Resolution to Authorize an Agreement with the [Public Health Accreditation Board](#) for National Reaccreditation
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [SeamlessDocs Licensing Subscription](#) through GovOS
 - b. Resolution to Approve the Renewal of Support for [SAN Unit from Avalon](#)
4. Purchasing Department
 - a. Resolution to Approve the Disposal of [County-Owned Surplus](#)
 - b. Resolution to Amend the [Purchasing Procedures](#) Policy
5. Facilities Department – Resolution to Authorize [Roof Replacement](#) at the Ingham County Drain Commissioner's Office and Acknowledging Withdrawal of Prior Bid

6. Road Department – Resolution to Approve a Contract with J. Ranck Electric Inc. for [Traffic Signal Construction](#) Services at the Lake Lansing Road and Marsh Road Intersection
7. Veteran's Affairs Office
 - a. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant [on Behalf of Clinton County](#)
 - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County [Veteran Service Fund Grant](#)
8. Controller's Office – Resolution [Updating Various Fees](#) for Human Services Committee Departments for Services Provided by the County (*Discussion*)

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

FINANCE COMMITTEE

April 9, 2025

Draft Minutes

Members Present: Sebolt, Morgan, Grebner, Polsdofer, Cahill, Maiville, and Ruest.

Members Absent: Tennis.

Others Present: Treasurer Alan Fox, Adenike Shoyinka, Russ Kolski, Natalie Trotter, Dan Opsommer, Rosemary Anger, Michael Townsend, Gregg Todd, Deanna LaBrenz and others.

The meeting was called to order by Chairperson Morgan 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/89160266022>.

Approval of the March 19, 2025 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO APPROVE THE MINUTES OF THE MARCH 19, 2025 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

Substitute

6. Health Department

- i. Resolution to Authorize an Agreement with ~~Firm~~ **Adkisson Search Consultants** to Recruit a Deputy Health Officer/Executive Director for the Community Health Centers

Removed

6. Health Department

1. Resolution to Authorize Extending Resolution #21-632 with Cross Country Staffing, Inc. for John LeGlagen Hall, DDS

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

Limited Public Comment

Alan Fox, Ingham County Treasurer, stated they were present to discuss the resolution that was proposed by the Housing Trust Fund which would give broad outlines for spending Housing Millage funds. Treasurer Fox further stated that resolution was tabled by the County Services Committee a couple of weeks ago and they wanted to let everyone know that they would not be pursuing that resolution.

Treasurer Fox stated there would be another resolution coming with some revisions, one of which was an important reaction to what was heard at County Services, which was that Human Services would be the key part of dealing with the sort of services for homeless people. Treasurer Fox further stated they wanted to let all committees know that the Housing Trust Fund established four work groups that involved a large number of citizens and employees of other county departments to figure out how to spend the Millage funds properly.

Treasurer Fox stated the Board of Commissioners had already approved the plans from the Multi-Family Construction Rehab group and, as a result of that, they had announced the availability of funds through a competitive bid process. Treasurer Fox further stated that process had just opened and there were already far more pre-applications than funding available.

Treasurer Fox stated there were also work groups around single-family construction including down payment assistance, merging developers and workforce development, and supportive services. Treasurer Fox further stated the supportive services work group had been the largest of the work groups that have met and they would have a proposal that had a similar structure to the multi-family proposal for how to accept applications and how to spend the funding based on the applications and extensive discussions with individuals involved in the field.

Treasurer Fox stated there had been time spent trying to identify where the holes were in the current systems that were spending money on housed population and, as importantly, the potential unhoused population in the County. Treasurer Fox further stated that this resolution would be on the agenda soon and for 2026 and the future, this would be done through the ordinary budget cycle, as that would be the appropriate way to do so.

Treasurer Fox stated that everything mentioned were recommendations from the Housing Trust Fund and from the work groups. Treasurer Fox further stated that the Board of Commissioners were obviously responsible for making those decisions and dealing with the issues.

Treasurer Fox stated they believed this should involve a large number of people with expertise work in the field that were making the recommendations that they hoped the Board of Commissioners would continue to support.

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

1. Parks Department
 - b. Resolution to Authorize an Agreement with Hubbell, Roth & Clark, Inc. for Prime Professional Services for Improvements at Riverbend Natural Area as Part of a Michigan Department of Natural Resources Trust Fund Grant #23-0142
 - c. Resolution to Authorize a Contract with Laux Construction for Improvements to Lake Lansing Park South Canoe/Kayak Launch as Part of a Michigan Department of Natural Resources Trust Fund Grant #20-0039
 - d. Resolution to Authorize a Contract with Anderson-Fischer & Associates for Improvements to Lake Lansing Park South as Part of a Michigan Department of Natural Resources Trust Fund Grant #20-0039
2. Treasurer's Office
 - b. Resolution to Authorize an Engagement Letter with Dykema Gossett PLLC to Form an Ingham County Housing Finance Authority
3. Drain Commissioner
 - a. Resolution to Authorize an Agreement with the Banta Consolidated Drain Drainage District to Replace Culverts within the Ingham County Road Right-of-Way
 - b. Resolution Pledging Full Faith and Credit to Drain Bonds
4. Equalization/Tax Mapping Department
 - a. Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2025 Remonumentation Project

5. Veterans Affairs Department – **Resolution to Secure Funding for Veteran Benefits Counselor Position #682008 from the Contingency Fund**
6. Health Department
 - a. Resolution to Amend Resolution #24-543 for the FY25 Mid-State Health Network Substance Use Disorder Prevention Contract
 - b. Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Mobile Pro
 - c. Resolution to Authorize an Agreement with Diversified Public Relations
 - d. Resolution to Accept FY 2025 Child and Adolescent Health Center Program Funds
 - e. Resolution to Authorize an Agreement with Kellogg Hotel and Conference Center
 - f. Resolution to Authorize Amendment #2 to the 2024 – 2025 Comprehensive Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
 - g. Resolution to Authorize Agreements with the Michigan Community Health Network, Welch Allyn, and RetinaVue P.C. for Retinal Screening
 - h. Resolution to Authorize an Agreement with Maternal Infant Health Plan Electronic Medical Records Services
 - i. Resolution to Authorize an Agreement with Firm to Recruit a Deputy Health Officer/Executive Director for the Community Health Centers
 - j. Resolution to Authorize Extending Resolution #23-412 with Michigan Public Health Institute for Distribution of the United States Department of Justice Edward Byrne Justice Assistance Grant
 - k. Resolution to Authorize Extending Resolution #24-034 With Michigan Public Health Institute for Administrative Support to Operate Year Three of the Lansing/Ingham Peacemaker Fellowship®
7. Innovation & Technology Department – Resolution to Approve Fiber Installation Costs from Western Tel-Com
8. Facilities Department
 - a. Resolution to Authorize a Contract with Trane U.S. Inc. for the BCU SC+ Controls Update at the Forest Community Center
 - b. Resolution to Approve the Fire Sprinkler and Fm-200 Inspections and Testing Services Contract for the Ingham County Justice Complex
 - c. Resolution to Authorize a Contract with Laux Construction for Lighting Replacement at Forest Community Health Center
9. Road Department
 - a. Resolution to Authorize an Engineering Consultant Services Agreement with DLZ Michigan, Inc. for Bridge Design Services for Onondaga Road Over the Grand River (SN 3873)
 - b. Resolution to Authorize an Agreement with the Michigan Department of Transportation for a Legislative Earmark Project on Kirby Road and Kinneville Road
 - c. Resolution to Authorize an Agreement with Delhi Township for the 2025 Local Road Program
 - d. Resolution to Authorize Agreements with the City of Leslie, City of Mason, Village of Webberville, and the City of Williamston for the 2025 Pavement Marking Program
 - e. Resolution to Authorize an As-Needed Purchase Order for Tires for the 2025-2030 Fiscal Years

10. Human Resources Department – Resolution to Authorize Maxor to File a Claim on Behalf of Ingham County in the Matter of the Settlement of Russo, Et Al. V. Walgreen Co.
11. Environmental Sustainability Office – Resolution to Accept a Grant to Initiate Development of Ingham County’s Materials Management Plan
12. Sheriff’s Office – Resolution to Authorize the Ingham County Sheriff’s Office to Purchase Radio Conversion Kits and Public Address Microphones
13. Homeland Security & Emergency Management
 - a. Resolution to Authorize a Per Diem for the Ingham County Regional Planner when Serving as the Region 1 Lead Regional Planner
 - b. Resolution to Authorize an Equipment Purchase from Connected Solutions Group, LLC for Two Mobile Command Center Portable Data Networks
14. 9-1-1 Central Dispatch Center
 - a. Resolution to Amend Resolution #25-051 by Accepting Grant Money to Assist in Acquiring Call Simulator Platform from Priority Dispatch for the Ingham County 9-1-1 Center
 - b. Resolution to Authorize the Purchase of Policy Management and Training Platform for the 9-1-1 Center from PowerDMS
 - c. Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Renew the Service and Support Contract with Solacom for Telephony System and Equipment
15. Board of Commissioners – Resolution to Authorize Membership with the Capital Council of Governments

Commissioner Maiville stated he wanted to give the 9-1-1 Central Dispatch Center, Sheriff’s Office, Road Department, and Homeland Security and Emergency Management a shout out for all of the work they did during the storm that happened a week and a half ago.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Parks Department
 - a. Resolution to Authorize Line Item Transfers for Meridian Township Trails and Parks Millage Projects

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

Commissioner Grebner asked what the balance was of the Trails and Parks Millage.

Natalie Trotter, Trails and Parks Millage Coordinator, stated that there was currently a balanced budget, but there was not a cash on hand number. Trotter further stated that the Meridian Township project was part of the balanced budget.

Commissioner Grebner asked if anyone knew what the cash on hand number was.

Trotter stated they did not have a cash on hand number. Trotter further explained they were not able to go over their limit for the planned 2025 budget.

Commissioner Grebner explained that the Trails and Parks Millage tended to get out of sync as far as when the project was planned and when they actually happen and they ended up spending a lot more money than what was on hand. Commissioner Grebner further stated that was why they were always interested in how close to the edge the funds were, which Trotter did not know.

Trotter stated as of April 8, the funding was somewhere around \$1.6 million.

Commissioner Maiville asked if the Northern Tier Trail was going to happen, and if it was just going to be painfully slow.

Dan Opsommer, Meridian Township Deputy Manager, stated they were not abandoning the project, but they were having issues with land acquisition. Opsommer further stated they had two courses to construct the trail and further explained the two courses available.

Opsommer explained there was resistance from property owners and they had preliminary conversations with the County Drain Commissioner's Office about how to construct it in the right of way, but that would require looking at alternatives to some of the existing rain gardens that were constructed. Opsommer further stated that if the Millage was renewed in 2026, they would come back with a new proposal.

Opsommer explained the current grant would not fund the alternative design to relocate the drain and redesigning stormwater infrastructure, with the Drain Commissioner's Office blessing, and that would be a very different budget.

Chairperson Morgan stated he misspoke when he referred to Opsommer as the Meridian Township Supervisor, as Opsommer was the Deputy Manager. Chairperson Morgan further stated when he had an issue or a question about Meridian Township he would go to Opsommer, so as far as he was concerned, Opsommer ran Meridian Township.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

2. Treasurer's Office

- a. Resolution to Authorize a Contract with GovOS to Provide Software and Other Support for the Collection of the Accommodations Tax on Short-Term Rentals

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

Commissioner Grebner asked if they would be able to nickel and dime every Airbnb in the County, as they should be paying the five or six percent room tax.

Treasurer Fox stated they were supposed to be paying it, but there was exactly one Airbnb that did pay that. Treasurer Fox further stated what had grown in the past several years around the country were several different software firms that helped local units collect this money and further explained how those software firms operated.

Treasurer Fox stated they could encourage voluntary participation and payment like hotels and motels did, or

they would bill the individuals and let them challenge them. Treasurer Fox further stated, once they got the hang of the software, it would be very valuable and could generate revenue that they were supposed to be generating.

Commissioner Grebner asked if they were going to be billing Airbnb's or if it would be billed into the Airbnb pricing.

Treasurer Fox stated that Airbnb was the largest brand and had entered into an agreement with Kent County where they broke out the taxes on behalf of all of the properties, but they ignored recent requests to enter into similar agreements with other counties. Treasurer Fox further stated there was an effort in the Legislature to have a statewide system assessing the taxes, meaning the County could have lost a lot of revenue.

Treasurer Fox stated their hope was that the larger companies would pay it voluntarily on behalf of their participants, but they believed it was much more complex. Treasurer Fox further explained how this software could make collecting the taxes from hotels and motels easier as well.

Discussion ensued regarding using the software for hotels and motels.

Commissioner Grebner asked if the five percent of the total collected that was going to administration was going to be undeserved because administration really would not be doing as much work moving forward.

Treasurer Fox stated the five percent was undeserved now and explained how the software would be helpful to allow more time for staff to do other aspects of the job.

Commissioner Grebner stated there could be some project or marketing scheme that was requested in the future by them with the funds they had provided to the county.

Discussion ensued regarding the estimated amount to be pulled in from the room rental not including hotels.

Treasurer Fox stated one software did not indicate any establishment in East Lansing and explained the design of the software. Treasurer Fox further stated they could launch this first and see if it really gave them the information to help enforce the rental housing requirements.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

4. Equalization/Tax Mapping Department

- b. Resolution to Adopt the 2025 County Equalization Report as Submitted with the Accompanying Statements

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

Commissioner Maiville stated they wanted to thank Rosemary Anger, Equalization Director, for their estimate from the budget process and that it came very close to what was targeted.

Anger stated that was Gregg Todd's, County Controller, target and not theirs.

Commissioner Maiville asked what next year looked like with how well everything went this year.

Anger stated they had concerns about inflation and any sort of increased inflation messed with any sort of calculation because if the cap was actually lower than the inflation rate, they did not take a reduction with Edley, but they could get hurt just on the tax revenue compared to assessed value.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

6. Health Department
m. Community Health Center Finances (*Presentation*)

Dr. Adenike Shoyinka, Medical Health Officer, and Russ Kolski, Interim Community Health Center (CHC) Executive Director, presented the Community Health Center Finance Update which was included in the minutes as Attachment A.

Commissioner Sebolt expressed their appreciation to Kolski and Dr. Shoyinka for the presentation and insight and further asked if they were looking at a preliminary deficit of \$2 million for 2025. Commissioner Sebolt further asked if Kolski believed there were some payments that had been calculated in that.

Kolski stated they did the calculations on the Medicaid visits and they would be receiving an additional \$865,000 that was owed to them. Kolski stated the State started to process those and the system did not work and the last they heard some Health Centers had started to receive those payments, though they were not sure if they had started to receive their payments yet.

Kolski stated there was at least \$250,000 for the 340B that had not been allocated for March and they suspected that the financial updated that went to the Board at the end of the month for March would probably look different than what was in front of the Finance Committee.

Commissioner Sebolt stated there were also additional settlement payments in 2023 and 2024 and asked if they were calculating those.

Kolski stated they had not included those because usually the settlement payments happen as the visits grow and, while preparing the budget in 2024, they were afraid that they would have to pay back \$500,000 because of the way the Palliative Performance Scale (PPS) system worked. Kolski further explained how the PPS system worked.

Kolski explained they had made up the payments in the last 90 days of the fiscal year so they believed they would be even and they were not anticipating anything on this side.

Dr. Shoyinka stated the public health payment side was a little less predictable as it was not drawn down, but happened on the average maybe yearly and sometimes less or more, which made it harder to project. Dr. Shoyinka further explained that, given some of the changes that were seen Federally, it was unclear what that would look like moving forward.

Commissioner Sebolt stated they were surprised to hear of the inconsistency in the processes across Health Center sites. Commissioner Sebolt further asked who was responsible for making sure those processes were consistent.

Kolski stated that ultimately, that stopped with Kolski and the Deputy Health Officer. Kolski further explained why there might be some inconsistencies in the processes and how they have updated their processes moving forward.

Commissioner Grebner asked if the business accounts were soft because something additional was going on other than what Kolski had previously explained.

Kolski stated part of that was the number of providers they had, as they had lost a couple providers when they were redoing their budget and recruitment was difficult. Kolski further stated they were unsure if they had the answers other than what had been shared.

Kolski stated they were working on the schedules and believed they need to be clearer in the expectations of the staff and providers. Kolski further explained additional challenges that were seen in the Health Centers and how they were working to address those challenges.

Kolski explained the Federal policy changes and how those would impact the Community Health Centers.

Commissioner Sebolt stated they were hearing that the Trump Administration was behaving in ways that were very harmful to public health individuals and the Republican controlled Congress was lined up to make more cuts that would make health care even harder to access for residents of Ingham County, which was shameful. Commissioner Sebolt further stated they would hope that the elected officials who were supposed to represent Ingham County in Washington D.C. would let the Administration and all members of Congress know that it was harmful and a dangerous path.

Chairperson Morgan asked if they knew what was being done at the Association level, specifically regarding informing and educating individuals who utilize these services what was at stake with the cuts Statewide.

Dr. Shoyinka stated they believed different associations and agencies were working particularly on educating individuals about their rights and providing information on where to go and what might happen. Dr. Shoyinka further stated they did not know about education for what was coming in the future, but the education was happening in different agencies across the community.

Chairperson Morgan stated he was thinking more specifically about communities that frankly had more political power than immigrant communities. Chairperson Morgan further explained that in his day job, they were discussing how much low-income rural school districts relied on Title I and how to get individuals to discuss that in non-confrontational terms, but more educational terms.

Kolski stated the Michigan Association of Public Health's Advocacy Day was April 9th at the Capitol and the Michigan Primary Care Association, which was the Association for the health centers in the State, were constantly doing advocacy work. Kolski further stated they had recently been a part of a media event aimed at Tom Barrett, U.S. Representative in Congress, to make them aware of Medicaid cuts and Michigan Hospital Association was on that call.

Kolski stated there were national efforts of Associations and Federally Qualified Public Health Centers were normally a bipartisan effort because it was an affordable way to care for folks that were uninsured, so it was traditionally very supportive. Kolski further stated that unfortunately, one method of driving the payment was Medicaid or Medicare and if that went away, they would have to come up with a different way to fund the care and to figure out what would happen.

Announcements

Commissioner Cahill stated they went to the Potter Park Zoo Board meeting on April 9th and there were a lot of events coming up. Commissioner Cahill further stated April 12th was Spartan Day, which was a day of service where a lot of groups would come in and help do grounds beautification, and the Wild Wanderers Club was back through Labor Day where enthusiastic club members could explore the zoo every morning from 8:00 a.m. to 9:00 a.m.

Commissioner Cahill stated those interested should go to potterparkzoo.org to see events and that summer hours had started on April 1st and would be open from 9:00 a.m. to 5:00 p.m. seven days a week. Commissioner Cahill further stated Potter Park Zoo had said goodbye to Rudy, a lead staff person, and welcomed Drew Hicks and they now had a ServSafe certified manager on site.

Commissioner Cahill stated there was a party for the planet on April 19th and Arbor Day was on Friday, April 25th and they would have several children there at about 12:00 p.m. to plant two trees. Commissioner Cahill further stated there were new events coming up as well, such as World Turtle Day on May 23rd.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:17 p.m.

APRIL 23, 2025 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

1. Treasurer's Office – *Resolution to Authorize a \$400,000 Agreement with Capital Area Housing Partnership and an \$150,000 Agreement with the Ingham County Land Bank for Residential Development in the City of Leslie through the Michigan State Housing Authority Enhancement Grant to Ingham County*

This resolution authorizes a \$400,000 agreement with CAHP to provide gap funding for the construction of four single family homes in Leslie on the site of the former Leslie High School and a \$150,000 agreement with ICLB for pre-development cost on the remainder of the property.

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

See memo for details.

2a. Health Department - *Resolution to Amend Resolution #24-543 for the FY25 Mid-State Health Network Substance Use Disorder Prevention Contract*

This resolution approves an amendment to Resolution #24-543 to accept an additional \$60,487 in Opioid Settlement Funds from the Mid-State Health Network (MSHN) for fiscal year 2025. This funding, effective April 1 to September 30, 2025, will support harm reduction activities for individuals with Opioid Use Disorder (OUD), including the distribution of supplies and hiring a 0.5 FTE Community Health Representative III. The resolution also corrects a previously reported award error.

2b. Health Department - *Resolution to Authorize Combining Ryan White B, C, and D into One Infectious Disease Physician Master Agreement and to Extend Resolutions #22-614 and #22-399*

This resolution authorizes combining three existing Ryan White HIV program agreements (Parts B, C, and D) into a single master agreement for Infectious Disease Physician Services. The new agreement will be effective from May 1, 2025 through April 30, 2027, with a total amount not to exceed \$408,724.64. This total includes an extension of two prior agreements (Resolutions #22-614 and #22-399) through April 30, 2025 for \$65,349.92, and a new two-year agreement totaling \$343,374.72. Funding will come from Ryan White Parts B, C, and D grants.

2c. Health Department - *Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to Create a .50 FTE Housing Specialist Position in Ingham County Health Department*

This resolution authorizes the Ingham County Health Department (ICHHD) to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to accept \$309,039.88 in Supportive Services Transformation Funds (SSTF) from March 25, 2025, through September 30, 2026. A portion of these funds will be used to create a new .50 FTE Housing Specialist position to coordinate Permanent Supportive Housing (PSH) Services Capacity Building activities. These activities support housing-related health strategies identified as priorities in community health assessments and include Medicaid billing strategies, PSH service plans, and client feedback systems.

2d. Health Department - Resolution to Authorize an Agreement with BDP and Associates

This resolution authorizes an agreement with BDP and Associates, not to exceed \$24,800, to develop a comprehensive evaluation plan for the Ingham County Health Department (ICHD). The plan will support strategic improvements, measure outcomes, and promote equity in public health efforts. The agreement is effective from May 1 to September 30, 2025, and is funded by the Michigan Health Endowment Fund. The Board Chairperson is authorized to sign necessary documents, and the Controller/Administrator may make related budget adjustments.

2e. Health Department - Resolution to Authorize an Agreement with Refresh with Ekene, LLC

This resolution authorizes an agreement with Refresh with Ekene, LLC for team-building facilitation services at the Ingham County Health Department's all-staff training event. The agreement, effective May 27 to June 30, 2025, will not exceed \$10,120 and will be fully funded by the Public Health and Infrastructure Grant. The services will include leadership development, executive coaching, and team-building activities aimed at enhancing workplace culture and aligning staff with ICHD's mission and vision.

2f. Health Department - Resolution to Authorize an Agreement with the Public Health Accreditation Board for National Reaccreditation

This resolution authorizes the Ingham County Health Department (ICHD) to enter into a three-year agreement with the Public Health Accreditation Board (PHAB) for national reaccreditation from September 1, 2025, through August 31, 2028, for a total amount not to exceed \$25,200. ICHD was initially accredited by PHAB in 2019 and is now due for reaccreditation. PHAB accreditation helps strengthen public health infrastructure, supports performance improvement, and demonstrates accountability and capacity in key public health areas.

3a. Innovation & Technology Department – Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription through GovOS

This resolution authorizes a three-year renewal with SeamlessDocs through GovOS for a not to exceed amount of \$94,000. Funding is available in IT's Contract Maintenance Fund.

See memo for details.

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

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

See memo for details.

4a. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus

This resolution approves the disposal of County-owned surplus equipment through the GOVDEALS.COM auction site.

See memo for details.

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

The resolution amends the purchasing policy as follows:

- 7. Purchasing Requirements and Limits, 7.2 – replace \$2,500 with \$5,000
- 7. Purchasing Requirements and Limits, 7.3 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) in first and second sentences
- 7. Purchasing Requirements and Limits, 7.4 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) with thirty-five thousand dollars (\$35,000)
- 7. Purchasing Requirements and Limits, 7.5 – remove this sub section entirely as the adjustment in Sub Section 4 removes the requirement in Sub Section 5 of the Purchasing Director and the Controller to acquire goods over \$10,000 through three quotes. This is a function of the Purchasing Director only
- 7. Purchasing Requirements and Limits, 7.6 – add Board Chairperson, to list of approvals for service contracts under \$5,000
- 12. Bid Procedure – replace seven thousand five hundred dollars (\$7,500) with thirty-five thousand dollars (\$35,000)

See memo for details.

5. Facilities Department – Resolution to Authorize Roof Replacement at the Ingham County Drain Commissioner's Office and Acknowledging Withdrawal of Prior Bid

This resolution authorizes an agreement with Weatherseal Home Improvement Co., to replace the roof at the Drain Office and to acknowledge the withdrawal of the prior bid for the work from Billy White Roofing, Inc.

Funding for the not to exceed cost of \$36,248 (\$31,530 plus 15% contingency) is available in the Drain Office Roof CIP.

See memo for details.

6. Road Department – Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services at the Lake Lansing Road and Marsh Road Intersection

This resolution approves a contract with J. Ranck Electric Inc., to replace the traffic signal at the Lake Lansing/Marsh Road intersection.

Funding for the not to exceed cost of \$483,326.10 (\$402,771.75 plus 20% contingency) is available in the 2025 Road Fund Budget.

See memo for details.

7a. Veteran's Affairs Office - Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant on Behalf of Clinton County


This resolution authorizes Ingham County to apply for and manage a \$58,535 fiscal year 2026 County Veteran Service Fund Grant on behalf of Clinton County, which lacks its own Veterans Affairs Department. The grant, provided by the Michigan Veterans Affairs Agency, will fund a Benefits Support Specialist position from October 1, 2025, through September 30, 2026. The Ingham County Board of Commissioners authorizes this arrangement and allows the Board Chairperson to sign necessary documents pending legal approval.

7b. Veteran's Affairs Office - Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant

This resolution authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$75,571 from the Michigan Veterans Affairs Agency. The grant will fund the continuation of a Veteran Benefits Counselor position from October 1, 2025 to September 30, 2026.

PRESENTATION/DISCUSSION/OTHER ITEM:

8. Controller's Office – Resolution Updating Various Fees for Human Services Committee Departments for Services Provided by the County (Discussion))

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): April 22-23
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$550,000 in Enhancement Grant funds for CAHP and ICLB Residential Development Projects in the City of Leslie	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize \$550,000 of State Enhancement Grant funds for the development of two residential development sites in the city of Leslie.

SUMMARY OF REQUEST:

This request includes authorization of an agreement with Capital Area Housing Partnership (CAHP) for \$400,000 for the construction of 4 new single-family homes at the former Leslie High School site at 112 Woodworth in Leslie, in addition to an agreement of \$150,000 with the Ingham County Land Bank (ICLB) for predevelopment, infrastructure, and completing a market study for development at both the Woodworth site, and a multi-unit site along Race Street in the City of Leslie.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$550,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE: _____ **DATE:** 4/14/2025

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH CAPITAL AREA HOUSING PARTNERSHIP AND A \$150,000 AGREEMENT WITH THE INGHAM COUNTY LAND BANK FOR RESIDENTIAL DEVELOPMENT IN THE CITY OF LESLIE THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with Michigan Housing Development Authority (MSHDA) to allow Housing Trust Fund to receive \$15,000,000 of State of Michigan Appropriations Funds through the MSHDA Enhancement Grant to allocate to eligible programs and projects; and

WHEREAS, the MSHDA Enhancement Grant included \$550,000 for out-county pre-development and redevelopment activities; and

WHEREAS, with support from the City of Leslie, the Ingham County Land Bank (ICLB) has proposed redevelopment of up to 10 single-family homes at the site of the former Leslie High School site at 112 Woodworth in Leslie; and

WHEREAS, Capital Area Housing Partnership (CAHP) responded to and was awarded an ICLB Request for Proposals to build homes on this site in Leslie, and was selected as the project development partner; and

WHEREAS, CAHP has requested \$400,000 in construction gap funds to subsidize the construction of 4 single-family homes at this site, and ICLB has proposed an additional \$150,000 in pre-development, infrastructure, and market study costs required to prepare both the former Leslie School site and a multi-unit site along Race Street in the City of Leslie for development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes \$400,000 in MSHDA Enhancement grant funds for an agreement with Capital Area Housing Partnership to subsidize construction of four single-family homes at the former Leslie School site, and an additional \$150,000 in MSHDA Enhancement grant funds for an agreement with the Ingham County Land Bank to cover pre-development, infrastructure costs, and completion of a market study to move forward with development on two vacant sites within the City of Leslie.

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

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

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

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
3/31/2025**


	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF MARCH 31, 2025
OPERATING BANK ACCOUNTS INCLUDING SWEEPS				17,222,119.59
CERTIFICATES OF DEPOSIT				
LAFCU	1/5/2024	12/5/2025	5.37	1,000,000.00
LAFCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFCU	4/2/2024	4/2/2025	4.50	1,000,000.00
MSUFCU	6/9/2023	6/9/2025	4.55	500,000.00
MSUFCU	6/10/2024	6/10/2025	4.50	1,000,000.00
MSUFCU	7/1/2024	1/1/2026	4.35	1,000,000.00
MSUFCU	7/2/2024	7/2/2025	4.50	1,000,000.00
CASE CREDIT UNION	10/10/2024	10/10/2025	3.90	1,000,000.00
CASE CREDIT UNION	10/11/2024	10/11/2025	3.90	1,000,000.00
CIBC	8/19/2024	8/18/2025	4.85	1,000,000.00
CIBC	9/18/2024	9/18/2025	4.40	1,500,000.00
COMMERCIAL BANK	8/7/2024	4/7/2025	4.50	500,000.00
CONSUMERS CREDIT UNION	4/16/2024	4/16/2025	5.10	500,000.00
HORIZON BANK	8/22/2024	8/22/2025	4.22	1,000,000.00
INDEPENDENT BANK	6/25/2024	6/25/2025	4.95	2,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				16,000,000.00
CDARS				
FLAGSTAR BANK	8/15/2024	8/14/2025	4.50	1,000,000.00
FLAGSTAR BANK	2/13/2025	2/12/2026	4.01	2,000,000.00
FLAGSTAR BANK	11/14/2024	11/13/2025	3.75	2,000,000.00
FLAGSTAR BANK	8/15/2024	8/14/2025	4.50	2,000,000.00
TOTAL CDARS				7,000,000.00
JP Morgan Government Money Market Fund			4.26	3,231,736.97
RESERVE AND SAVINGS				
LAFCU			0.20	409,199.08
MSUFCU			2.75	1,002,020.75
DART			0.60	50,023.84
DART SWEEP			1.65	2,002,448.38
CASE CREDIT UNION			1.72	194,502.75
SMALL ACCOUNTS				61.29
MICHIGAN CLASS			4.42	66,336,306.80
TOTAL RESERVE AND SAVINGS				69,994,562.89

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF MARCH 31, 2025
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	500,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00
Federal Home Loan Bank	8/1/2024	6/8/2029	4.63	2,086,528.06
Federal Farm Credit Bank	8/15/2024	11/15/2027	3.88	1,995,855.28
Federal Farm Credit Bank	8/15/2024	6/28/2029	4.35	2,057,240.00
Federal Farm Credit Bank	8/22/2024	5/23/2029	3.75	1,997,100.00
Federal Farm Credit Bank	8/26/2024	8/16/2027	3.75	1,500,243.01
Federal Home Loan Bank	8/26/2024	3/9/2029	4.50	896,065.75
Federal Home Loan Bank	9/3/2024	3/12/2027	4.50	2,074,410.00
Federal Home Loan Bank	9/3/2024	4/27/2028	1.75	467,608.47
Federal Home Loan Bank	9/4/2024	3/10/2028	4.50	972,950.19
Federal Home Loan Mort Corp	9/12/2024	11/15/2028	0.00	1,729,983.20
Federal Farm Credit Bank	9/12/2024	9/10/2029	3.50	2,001,388.89
Federal Home Loan Bank	9/13/2024	9/4/2026	3.63	1,997,340.00
Federal Farm Credit Bank	9/24/2024	3/24/2028	3.50	2,000,580.00
Federal Home Loan Bank	9/30/2024	9/10/2027	0.63	1,839,494.44
Federal Home Loan Bank	10/1/2024	9/10/2027	4.13	2,039,246.78
Federal Home Loan Bank	10/2/2024	9/14/2029	4.13	2,570,556.25
Federal Home Loan Bank	10/16/2024	9/8/2028	4.38	2,554,945.14
Federal Home Loan Bank	11/19/2024	12/8/2028	4.75	2,079,550.00
Federal Home Loan Mort Corp	1/24/2025	12/14/2029	0.00	1,606,740.00
Federal Farm Credit Bank	1/31/2025	1/30/2029	4.25	1,996,840.00
Federal Farm Credit Bank	3/26/2025	1/24/2030	4.00	1,991,144.44
TOTAL FED AGENCY COUPON SECURITIES				74,789,143.23

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF MARCH 31, 2025
US TREASURY NOTES				
US Treasury Note	10/16/2023	8/31/2025	5.00	2,009,539.09
US TREASURY NOTES				2,009,539.09
MUNICIPAL BONDS				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,757,295.56
Clawson Michigan	3/3/2025	5/1/2029	4.24	1,380,602.60
University of Michigan	3/24/2025	4/1/2029	3.36	681,762.68
TOTAL MUNICIPAL BONDS				4,257,210.96
TOTAL POOLED INVESTMENTS				177,282,193.14
TOTAL POOLED CASH AND INVESTMENTS				194,504,312.73



Alan Fox, Ingham County Treasurer

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): April 21 and April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Amendment to Resolution #24-543 for FY25 MSHN SUD Prevention Contract	

ACTION REQUESTED:

Amending Resolution #24-543 for the FY25 Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Prevention Contract with Ingham County Health Department (ICHD) to include \$60,487 for Mid-State Health Network Opioid Settlement Funds for MSHN-approved opioid remediation activities.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to amend Resolution #24-543 for the FY25 MSHN SUD Prevention Agreement by accepting \$60,487 in additional funds from MSHN awarded through the competitive MSHN FY25 Opioid Settlement Funds grant, effective April 1, 2025 through September 30, 2025. On March 11, 2025, ICHD received a funding award letter from MSHN which erroneously stated the award amount as \$85,002. This amendment will amend the amount to the accurate total of \$60,487. This funding award will allow ICHD to distribute harm reduction supplies to people with Opioid Use Disorders (OUD) and for hiring a .50 FTE CHR III position (matched with Medicaid Outreach funding) to assist individuals with OUD in accessing treatment, harm reduction services and supports, and in providing health plan navigation, application support, and health plan enrollments and reactivations. In support of this project, ICHD will fund position #601043, a .50 FTE CHR III position currently vacant and unfunded.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's strategic plan goal of promoting 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 health and well-being of the community by identifying and advancing the conditions under which all people can achieve optimum health.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$60,487

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: David Cypher **DATE:** 4/14/25

Introduced by the Human Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDING RESOLUTION #24-543 FOR THE FY25 MID-STATE HEALTH NETWORK SUBSTANCE USE DISORDER PREVENTION CONTRACT

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #24-543 for the FY25 Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Prevention Contract with ICHD, to include an additional \$60,487 in funding for MSHN's Opioid Settlement Funds designated for opioid remediation activities; and

WHEREAS, these additional funds from MSHN were awarded through the competitive MSHN FY25 Opioid Settlement Funds grant and will be effective April 1, 2025 through September 30, 2025; and

WHEREAS, on March 11, 2025, ICHD received a funding award letter from MSHN which erroneously stated the award amount as \$85,002 and this amendment will include the accurate total funding award of \$60,487; and

WHEREAS, this funding award is designated to ICHD for distributing harm reduction supplies to people with Opioid Use Disorders (OUD) and for hiring a .50 FTE CHR III position (matched with Medicaid Outreach funding) to assist individuals with OUD by accessing treatment, harm reduction services and supports, and by providing health plan navigations, application support, and health plan enrollments and reactivations; and


WHEREAS, in support of this project, ICHD will fund position #601043, a .50 FTE CHR III position currently vacant and unfunded; and

WHEREAS, the Medical Health Officer recommends that Ingham County Board of Commissioners authorize amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$60,487.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-543 for additional grant funding from MSHN for the FY25 Opioid Settlement Funds grant effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$60,487.

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, Medical Health Officer	MEETING DATE(S): April 21 and April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Extension for Agreement for Infectious Disease Physician Services (Ryan White Part B, C, and D)	

ACTION REQUESTED:

Authorization to combine three separate Ryan White B, C, and D agreements into one master agreement and to extend the Infectious Disease Physician Service Agreement for Ryan White Part B and D.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to combine three separate agreements including the Ryan White B (RWB-HIV Ryan White Part B 51161500-02229) grant agreement, the Ryan White C (RWC-Early Intervention 51161500-02220) grant agreement, and the Ryan White D (RWD-Women, Infants, Children, Youth 51161500-02228) grant agreement into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64. In order to combine these 3 agreements into one, ICHD also wishes to extend two of the existing agreements for Ryan White Part B, authorized through Resolution #22-614, and Ryan White Part D, and authorized through Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92. This extension will allow ICHD to complete the work authorized under these grant projects for 2024/2025, and allow payment for services rendered within the effective period. The total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64.

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 goal of protecting, improving, and advocating for the optimum health and well-being of all Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Grant Funded ☐ **NON-MANDATED** _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$408,724.64 (\$65,349.92 is the payout for RWB and RWD prev. contracts)

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  **DATE:** 4/14/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE COMBINING RYAN WHITE B, C, AND D INTO ONE
INFECTIOUS DISEASE PHYSICIAN MASTER AGREEMENT AND TO EXTEND RESOLUTIONS
#22-614 AND #22-399**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to combine three separate agreements [Ryan White B (51161500-02229), Ryan White C (51161500-02220), and Ryan White D (51161500-02228)] into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64; and

WHEREAS, this Infectious Disease Physician Services Master agreement will be funded through Human Immunodeficiency Virus (HIV) Ryan White B, C, and D grant funding; and

WHEREAS, in order to combine these three agreements into one, ICHD's CHCs need to extend two of the existing agreements for Ryan White Part B, authorized through Resolution #22-614, and Ryan White Part D, authorized through Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92; and

WHEREAS, this extension will allow ICHD's CHCs to complete the work authorized under these grant projects for 2024/2025 and allow payment for services rendered within the effective period; and

WHEREAS, the new combined two-year agreement will be \$171,687.36 annually for a total amount not to exceed \$343,374.72; and

WHEREAS, the total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize combining the three separate agreements (Ryan White B, C, and D) into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes combining the three separate Ryan White B, C, and D agreements into one master agreement in order to cover Infectious Disease Physician Services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$408,724.64.

BE IT FURTHER RESOLVED, that in order to combine the three agreements, the Ingham County Board of Commissioners authorizes extending Resolution #22-614 and Resolution #22-399, effective through April 30, 2025 for an amount not to exceed \$65,349.92.

BE IT FURTHER RESOLVED, that the total cost for this new master agreement will combine the cost of extending Resolutions #22-399 and #22-614 (a total of \$65,349.92), with the new two year agreement cost (a total of \$343,374.72), effective May 1, 2025 through April 30, 2027 for a total amount not to exceed \$408,724.64.

BE IT FURTHER RESOLVED, that this Infectious Disease Physician Services master agreement will be funded through Human Immunodeficiency Virus (HIV) Ryan White Part B, C and D funding.

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: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): April 21, April 22, and April 23, 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 for an agreement with Michigan Department of Health & Human Services for Supportive Services Transformation Funds (SSTF) and to create a .50 FTE Housing Specialist Position	

ACTION REQUESTED:

Authorization for an agreement with Michigan Department of Health and Human Services (MDHHS) for Supportive Services Transformation Funds (SSTF) and to use a portion of these funds to create a .50 FTE Housing Specialist Position (ICEA County Pro, Level 6).

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to enter into an agreement with MDHHS for SSTF and to accept \$309,039.88 in funds effective March 25, 2025 through September 30, 2026. ICHD also wishes to use a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) for the purpose of coordinating Permanent Supportive Housing (PSH) Services Capacity Building activities outlined in the project proposal. These activities include working with ICHD Leadership and PSH Technical Assistance providers to coordinate ICHD capacity building activities and training sessions focused on understanding and scaling Medicaid-billing options for PSH Services, developing PSH Services Plans, and Designing and Implementing PSH Client Tenant Feedback Plans.

STRATEGIC PLAN RELEVANCE:

Promote the practice of public health and safety through collaboration and messaging.

DEPARTMENT MISSION RELATION:

This resolution connects to the ICHD mission to protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health, including but not limited to safe, affordable, healthy housing. Residents have identified housing and housing services as top priorities in Community Health Needs Assessments and Community Health Improvement Plans. ICHD conducts research to document the health status and health problems of the community and works with the community to develop strategies, such Permanent Supportive Housing Services and other Supportive Housing Services, to improve health and well-being.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$309,039.88

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 3/31/2025

CONTROLLER'S OFFICE:  **DATE:** 4/14/2025

TO: Jessica Yorko, Director, Division of Health Promotion and Prevention

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: April 7, 2025

RE: Memo of Analysis for Creating a Part-Time Pathways to Housing Program Specialist

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

Per the Health Department request, they would like to create a Part-Time position titled Pathways to Housing Program Specialist. After analysis, the classification has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA County Pro 06. I have attached the job description.

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

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

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

Lisa Malone

From: Desiree Cook
Sent: Monday, April 7, 2025 1:45 PM
To: Elisabeth Bliesener
Subject: RE: PATHWAYS TO HOUSING PROGRAM SPECIALIST - Create JD

We approve.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, April 7, 2025 1:01 PM
To: Desiree Cook <DCook@ingham.org>
Subject: PATHWAYS TO HOUSING PROGRAM SPECIALIST- Create JD

Hi Desiree,

The Health Department would like to create an .SOFT Pathways to Housing Program Specialist with grant money. Joan and I pointed it to be an ICEA County Pro 06,

Does the Union approve this position to be created?

Thanks,
Beth

From: Joan Claus <JClou s@ingham.org >
Sent: Friday, November 22, 2024 11:31 AM
To: Jessica Yorke <JYor ko@ingham.org >
Subject: Pathways to Housing Program Specialist

Jessica,

We have placed this position within the ICEA County Pro union at a level 6. If you desire to move forward with creating this position we will need to send to the union for their approval. Let me know if you have any questions.

Best,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 - Office

517-887-4396 - Fax

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INGHAM COUNTY JOB DESCRIPTION PATHWAYS TO HOUSING PROGRAM SPECIALIST

General Summary:

Under the supervision of the Pathways to Care Program Coordinator, assists with carrying out the functions of specific health programs related to housing navigation services, housing policy analysis, housing-specific coalition-building, homelessness prevention, eviction prevention, tenant education, rental assistance navigation, shelter entry and/or diversion, healthy homes interventions, re-housing support services, partnership-building. May facilitate coordination of community partner services agreements and practices related to encampment removal and/or transitional indoor and outdoor housing locations to develop human-centered approaches.

Duties include working with people facing evictions, living in outdoor encampments or vehicles and those living in overcrowded and/or substandard housing conditions. Duties also include working impacted people and internal and external workgroups and coalitions to design and deliver housing stabilization and healthy home interventions and improve linkages to services.

Facilitates partnerships to strengthen delivery of services among people experiencing poor housing conditions, homelessness, temporary housing and/or unstable housing conditions. Accomplishes this by working with a broad array of stakeholders including grassroots organization leaders, rental property owners and/or managers, those working within the housing and human services agencies, criminal justice systems, recovery and SUD Treatment providers, and other health department staff, community agencies and friends and family members of individuals experiencing poor housing conditions, homelessness and/or poor housing conditions.

Serves as a liaison between Ingham County Continuum of Care agencies; the local Housing Assessment and Resource Agency (HARA); street outreach teams; homeless night and day-shelter providers; emergency, transitional, and recovery-oriented service providers; local code enforcement and environmental health officials; and a variety of housing providers.

Assist individuals with gathering proper documentation needed to apply for housing resources, and provides guidance and training to Pathways to Housing CHWs in supporting these functions. Assists in recruiting and training program staff, developing presentations and educational materials, tracking data, and writing grant applications, reports and protocols.

Essential Functions:

1. Works with internal and external workgroups and coalitions to design and deliver public health strategies related to healthy homes, eviction prevention, housing navigation and housing stabilization.
2. Facilitates partnerships to strengthen delivery of services among people experiencing homelessness, housing instability and/or poor housing conditions, serving as a member of key housing coalitions representing ICHD and serves as a liaison between Ingham County Continuum of Care agencies, the local Housing Assessment and Resource Agency (HARA), homeless night and day-shelter providers, local code enforcement and environmental health officials, and a variety of housing providers.
3. Receives referrals from internal and external partners for individuals in need of direct services related to healthy homes interventions, eviction prevention, housing stabilization and/or homelessness prevention.
4. Receives referrals for and initiates contact with individuals experiencing poor housing conditions, homelessness and/or housing instability to provide an array of public health interventions and/or to connect individuals to a Pathways to Housing Community Health Worker. Provides case-management to clients during housing crisis situations and up to two years after resolution of housing crisis, for the purpose of

overall stabilization and life-goal support services. Leverages and cross-references multiple information and data systems and regular communication with key partners to locate individuals who have experienced homelessness, housing instability, overcrowded housing, and/or poor housing conditions to build a connection to support and resources that meet the individuals needs and decrease the likelihood of current and/or future housing-related health impacts. Works with individuals and families to identify needs and goals, and create personalized plans that support access to safe, affordable, stable, healthy housing.

5. Supports streamlining of housing-oriented services within Ingham County and maintains strong partner relationships among housing-based and other community partners to ensure a client-centered approach to working with individuals experiencing poor housing conditions, housing instability, overcrowding and/or homelessness.
6. May provide Healthy Homes Assessments using the National Healthy Homes Rating System (HHRS) protocol.
7. Monitors pertinent local, statewide and national reports and data sources and supports epidemiological investigations of housing-related health trends and works with internal and external stakeholders to develop and implement housing-specific public health interventions. Works with local, state and national partners to research and review emerging trends in healthy housing, homelessness prevention and/or housing stabilization, and to support the implementation of innovative approaches in Ingham County.
8. Assists with recruiting, hiring, training and onboarding of ICHD staff supporting housing-related work and navigation to housing resources and community resources. May train new staff to deliver Health Department programs and services and to facilitate housing-related workshops and dialogue sessions.
9. Works with internal teams and funders to develop data tracking and reporting systems for new housing-related public health interventions. Maintains records and statistics on program activities and supports preparation of activity reports as required by grant funding sources. May assist with preparation of grant funding requests.
10. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
11. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assist with policy development, and take minutes; may recruit appropriate persons to be coalition members, and/or markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming. Participates in staff meetings and attends and/or conducts conferences and workshops.

Other Functions:

None listed.

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

Employment Qualifications:

Education:

A Bachelor's in Community Development, Human Services, Environmental Sciences or a related field and one year of experience providing housing-related services.

or

An Associate's Degree in Community Development, Human Services, Environmental Sciences or related field and two years' experience in providing housing-related services.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Preferred Credentials:

- Certified Housing Counselor
- Certified Michigan Community Health Worker
- Certified Healthy Homes Inspector

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

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

Working Conditions:

Works in office, shelter, outdoor, home, and community-based locations and travels throughout the County to attend meetings and events and provide services.

Working conditions may include homeless encampments, homeless shelters, jail-based settings, and home-visiting settings. Some work conditions involve loud noises, varying temperatures, pest infestations, mold, varying air quality conditions, unsanitary conditions and unstable social environments.

ICEA PRO 6
November 2024

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR SUPPORTIVE SERVICES TRANSFORMATION FUNDS AND TO CREATE A .50 FTE HOUSING SPECIALIST POSITION IN INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to accept Supportive Services Transformation Funds (SSTF), effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and

WHEREAS, ICHD wishes to use a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) for the purpose of coordinating Permanent Supportive Housing (PSH) Services Capacity Building activities outlined in the project proposal; and

WHEREAS, these activities include working with ICHD's Leadership and PSH Technical Assistance providers to coordinate ICHD's capacity building activities and training sessions focused on understanding and scaling Medicaid-billing options for PSH Services, developing PSH Services Plans, and Designing and Implementing PSH Client-Tenant Feedback Plans; and

WHEREAS, Ingham County residents have identified housing and housing services as a top priority in the Community Health Needs Assessment (CHA) and the Children's Health Improvement Plan (CHIP); and

WHEREAS, ICHD conducts research to document the health status and health problems of the community and works with the community to develop strategies, such as PSH and other Supportive Housing Services, to improve health and well-being; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MDHHS for SSTF funding effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88; and


WHEREAS, the Medical Health Officer further recommends that the Ingham County Board of Commissioners authorize using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD, for the purpose of coordinating PSH Services Capacity Building activities outlined in the project proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MDHHS for SSTF effective March 25, 2025 through September 30, 2026 in an amount not to exceed \$309,039.88.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes using a portion of the awarded SSTF funds to create a .50 FTE Housing Specialist position (ICEA County Pro, Level 6, half-time annual salary and benefit range of \$56,100.91 - \$64,641.84) within ICHD for the purpose of coordinating PSH Services Capacity Building activities outlined in the project proposal.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): April 21, and April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for an agreement with BDP Associates	

ACTION REQUESTED:

Authorization to enter into an agreement with BDP and Associates to develop a comprehensive evaluation plan effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan which can enhance understanding of ICHHDs programs & interventions, foster innovation, and advance practice-based community-driven solutions effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800. The Evaluation Project will enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population. BDP and Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's Strategic goals of seeking creative solutions to provide public health care services, programs and functions to be integrated for improving health outcomes within Ingham County.

DEPARTMENT MISSION RELATION:

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: \$24,800

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Must correlate with date the resolution will go before BOC

CONTROLLER'S OFFICE:  DATE: 4/14/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP AND ASSOCIATES

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan which can enhance understanding of ICHDs programs & interventions, foster innovation, and advance practice-based community-driven solutions; and

WHEREAS, the Evaluation Project will enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, BDP and Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change/improvement, identify & set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, this agreement will be effective May 1, 2025 through September 30, 2025; and


WHEREAS, funding for the Evaluation Plan framework will be provided by Michigan Health Endowment Fund #22160060-01041; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with BDP and Associates, effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with BDP and Associates, effective May 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

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

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): April 21 and April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for an Agreement with Refresh with Ekene, LLC	

ACTION REQUESTED:

Authorization to enter into an agreement with Refresh with Ekene, LLC for Team Building facilitation for the ICHD All-Staff Training Day in May 2025.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Refresh with Ekene, LLC for team building facilitation effective May 27, 2025 through June 30, 2025 in an amount not to exceed \$10,120. ICHHD is holding an all-staff training day on May 28, 2025. This all-staff training event will allow staff to participate in public health trainings, break-out sessions, collaborative discussions and more, led by community partners, speakers, and experts trained in the fields of leadership development, mental health, and wellness. Refresh with Ekene, LLC will offer facilitation of leadership development through executive coaching, leadership training, and teambuilding activities/projects designed to help ICHHD's leaders and employees reach their full potential. As principal consultant, Ekene Onu has over 20 years of management experience and received training in Organizational consulting, Diversity and Inclusion, Change leadership and Social and Emotional intelligence, from Georgetown University, Cornell University and the Institute for Social and Emotional intelligence. All costs associated with this agreement will be covered by the Public Health and Infrastructure Grant #22160055-01142.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's strategic goal of promoting and encouraging the professional development of all employees and of becoming a destination employer that attracts and retains high-quality staff to serve our residents.

DEPARTMENT MISSION RELATION:

This resolution supports ICHHD's commitment to learning through the experience and insight of others; Goal 1.1: to create a positive workplace culture, and Goal 1.2: to provide opportunity for ICHHD's branches to work together to collaborate and break through silos while creatively blending work to achieve improved health outcomes.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$10,120

☒ 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: *Janet Cypher* DATE: 4/14/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REFRESH WITH EKENE, LLC

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Refresh with Ekene, LLC for team building facilitation at an all-staff training event effective May 27 through June 30, 2025, in an amount not to exceed \$10,120; and

WHEREAS, ICHD is holding an all-staff training day on May 28, 2025 which will allow staff to participate in public health trainings, break-out sessions, collaborative discussions and more, led by community partners, speakers, and experts trained in the fields of leadership development, mental health, and wellness; and

WHEREAS, Refresh with Ekene, LLC will offer facilitation of leadership development through executive coaching, leadership training and teambuilding activities/projects designed to help ICHD's leaders and employees reach their full potential; and

WHEREAS, as principal consultant, Ekene Onu has over 20 years of management experience and received training in Organizational consulting, Diversity and Inclusion, Change Leadership and Social and Emotional Intelligence from Georgetown University, Cornell University and the Institute for Social and Emotional intelligence; and

WHEREAS, this training event will also provide opportunities for staff to develop skills to enhance workplace culture through building a cohesive vision of ICHD, as well as galvanizing staff alignment with our vision and mission facilitated by community partners, staff, and expert speakers; and


WHEREAS, all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant (PHIG) 22160055-01142; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with Refresh with Ekene, LLC for team building facilitation effective May 27 through June 30, 2025, in an amount not to exceed \$10,120.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Refresh with Ekene, LLC for team building facilitation, effective May 27 through June 30, 2025 in an amount not to exceed \$10,120.

BE IT FURTHER RESOLVED, that all costs associated with this agreement will be covered by the Public Health and Infrastructure Grant #22160055-01142.

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): April 21, and April 23, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Support for Reaccreditation through the Public Health Accreditation Board (PHAB)	

ACTION REQUESTED:

Authorization for an agreement with the Public Health Accreditation Board (PHAB) for National reaccreditation.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to enter into a three year agreement with the Public Health Accreditation Board (PHAB) for reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200. ICHD was initially accredited through PHAB in November of 2019 and is now due for reaccreditation. PHAB accredits public health departments in order to strengthen public health infrastructure and transform governmental public health. Accreditation and recognition provide a means for health departments to build capacity in key public health areas and support performance improvement efforts and can contribute to a health department's transformation journey. PHAB is built on evidence-based standards that allow health departments to demonstrate performance and accountability to communities, policymakers, and other stakeholders.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's Strategic goals of integrating public health and health care services, programs, and functions to improve health outcomes. This resolution also supports Ingham County's strategic goal of increasing the scope and access to high-quality, equitable, safe, patient-centered primary and specialized care at ICHD.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's mission is to protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$8,400 annually x 3 years = \$25,200

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: 

DATE: 4/14/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE PUBLIC HEALTH
ACCREDITATION BOARD FOR NATIONAL REACCREDITATION**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a three-year agreement with the Public Health Accreditation Board (PHAB) for reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200; and

WHEREAS, ICHD was initially accredited by PHAB in November of 2019 and is now due for reaccreditation; and

WHEREAS, PHAB accredits public health departments to strengthen public health infrastructure and transform governmental public health; and


WHEREAS, accreditation and recognition provide a means for health departments to build capacity in key public health areas and supports performance improvement efforts and can be part of a health department's transformation journey; and

WHEREAS, PHAB is built on evidence-based standards that allow health departments to demonstrate performance and accountability to communities, policymakers, and other stakeholders; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with PHAB for national reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with PHAB for national reaccreditation effective September 1, 2025 through August 31, 2028 in an amount not to exceed \$25,200.

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

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): April 22, April 23, and April 29, 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 GovOS Subscription	

ACTION REQUESTED:

Approve renewal of GovOS (formerly SeamlessDocs) subscription.

SUMMARY OF REQUEST:

SeamlessDocs is a comprehensive forms engine and eSignature platform heavily utilized by government entities. It is currently being utilized by the County Controllers Office, Human Resources, and the Health Department since it was implemented in February, 2015. There has been great interest by other departments to use this to streamline clunky paper workflows. Our current SeamlessDocs subscription expired on February 19, 2025. The last renewal was done on Resolution #19-039 for a 5-year term. In order to circumvent a significant price increase this year for a one year renewal, we are looking at a 3-year renewal which caps the increase at 5% each year.

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: \$93,826.29 over 3 years

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  _____ DATE: 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESSDOCS LICENSING
SUBSCRIPTION THROUGH GOVOS**

WHEREAS, GovOS's SeamlessDocs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement expired on February 19, 2025; and


WHEREAS, the annual contract amount is in the 2025 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the SeamlessDocs licensing subscription with GovOS in the amount not to exceed \$94,000 for three years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932030).

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 Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): April 22, April 23, and April 29, 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 SAN Support from Avalon	

ACTION REQUESTED:

Approve renewal of support on main Storage Area Network (SAN) device for datacenter from Avalon.

SUMMARY OF REQUEST:

Ingham County's datacenter relies on our SAN unit which houses not only our data but also has the virtual servers that run our applications. The failure of any portion of this will have a devastating effect on our County operations until it is fixed. When IT purchased the current SAN unit in 2019 (Resolution #19-527), our extended installation due to the situation in 2020 delayed the actual usage while the support clocked ticked on. This request is to purchase 1 year of support to take us through the rest of the lifetime of the unit which is scheduled to be replaced in 2026. The requested funding amount is \$41,620.62.

This project is quoted under Dell's Midwestern Higher Education Commission (MHEC) Contract No. MHEC-04152022 for Dell Computers

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: \$41,620.62

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ DATE: 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF SUPPORT FOR SAN UNIT FROM AVALON

WHEREAS, Ingham County's datacenter relies on its storage area network (SAN) unit, which houses not only County data but also has the virtual servers that run County applications; and

WHEREAS, the failure of any portion of this will have a devastating effect on County operations until it is fixed; and


WHEREAS, the Innovation & Technology Department requests to extend the support agreement through the end of life of the unit to ensure any impact to Ingham County operations is minimized to ensure County departments can continue to serve the public.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support renewal from Avalon Technologies in the amount not to exceed \$42,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (636-25810-932030).

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 Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

	DEPARTMENT: Purchasing
PREPARED BY: Kristen Romo	MEETING DATE(S): April 22 and 23, 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: Disposal of Surplus Vehicles and Goods	

ACTION REQUESTED:

Approval to authorize the Disposal Surplus Vehicles and Goods through GOVDEALS.COM.

SUMMARY OF REQUEST:

This is a resolution authorizing the Purchasing Department to dispose of surplus vehicles and goods which have been replaced or have exceeded their useful life, and therefore are no longer needed. The auction will eliminate the need to store surplus vehicles and goods, and it will also generate revenue for the general fund and the original funding source, such as grant funds.

Surplus items are publicly advertised online through GOVDEALS.COM. Interested bidders can place bids on items, and awards are made to the highest responsive bidder.

If a bidder does not claim the item(s) awarded, the award then goes to the next highest responsive bidder. The Purchasing Department, at its discretion, can ban a bidder from bidding again if the bidder is in default of payment.

Vehicles and items to be auctioned are identified in Attachment “A”.

STRATEGIC PLAN RELEVANCE:

Be open, transparent, and accountable with the public we serve and provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

To support all County functions with adherence to policies and procedures, and to operate fiscally responsible through all Procurement activities, providing the best value to the County.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

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

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER’S OFFICE: _____

DATE: 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned through GOVDEALS.COM in a competitive, publicly advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Purchasing Director has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Director is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Purchasing Department in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.


Asset ID	Description	Make	Year	VIN/Serial	Miles/Hours	Category	Long Description
516	Used Stihl Pole Saws And Trimmer - Various	Stihl				Agricultural and Forestry Equipment	Used Stihl Pole Saws and weed whip. Old, poor condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
517	Used Stihl Chainsaws - Various	Stihl				Agricultural and Forestry Equipment	Used Stihl Chainsaws - Various models. Old, Poor condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
518	2 Way Radios					Electronic Components	Multiple 2 Way Radios. Various Models and Parts. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
520	2004 Dodge Patch Truck	Dodge	2004	3D7MA46C44G251182	129,959	Pickup Trucks	2004 Dodge Patch Truck 2WD Auto Trans. 5.9L Cummins ISB 129,959 Miles. Does Not Run. Has A Tailgate. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
521	2003 Dodge 2500	Dodge	2003	3D7KA28D13G837029	173,331	Pickup Trucks	2003 Dodge 2500. 5.7L Hemi Gas Engine Auto Trans. 173,331 Miles. Several Electrical Issues. Needs Battery, Starts w/Jump. Runs. Drives. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
522	Freightliner FL-80	Freightliner	2000	1FVABXBS91HH62095	103,538	Trucks	2000 5Yd Freightliner Odometer Shows 53,848 Instrument Cluster Was Changed w/Used Cluster That Had 36,305 And The Truck Had 85,995 At The Time. So It Is Roughly 103,538 Miles. 39,000 GVWR Cummins 8.3L, Allison MD3560 Trans. Dump Box Cylinder Leaks, Several Hydraulic Leaks, Rusty Body And Chassis. Starts, Runs And Drives. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
523	Lot of 53 Binders	Various				Office Equipment/Supplies	53 binders of varying sizes. Sold as-is. No other details and/or information available.
524	Bookcase	Unknown				Office Furniture and Equipment	Bookcase, unknown make/brand and age. Sold as-is. No other details and/or information available.
525	Brother ML-100 Electronic Typewriter	Brother				Office Furniture and Equipment	Brother ML-100 Electronic Typewriter. Unknown as to whether it works, age is also unknown. Sold as-is. No other details and/or information available.
526	Office Desk	Unknown				Office Furniture and Equipment	Office Desk, 72" x 36". Unknown make, brand, and age. No other details and/or information available. Sold as-is.
527	Filing Cabinet					Office Furniture and Equipment	File Cabinet, 62" x 24 " x 36". Unknown make, model, and age. No other details and/or information available. Sold as-is.
528	Universal Dry Erase Board	Universal				Office Equipment/Supplies	Universal 18" x 24" Dry Erase Board. No other details and/or information available. Sold as-is.
529	Face Shields					Office Equipment/Supplies	38 Face Shields. Unknown make and brand. No other details and/or information available. Sold as-is.

530	(3) Filing Cabinets	Steelcase & Art Metal				Office Furniture and Equipment	(2) Steelcase Filing Cabinets, (1) 5 drawer 58" x 18" and (1) 4 drawer 52" x 18" and (1) Art Metal 4 drawer 52" x 18". Unknown age. No other details and/or information available. Sold as-is.
531	Floral Pattern Sitting Chair					Furniture/Furnishings	Floral Pattern Sitting Chair. Used, decent shape, no readily apparent rips or tears. Unknown make, brand, or year. No other details and/or information available. Sold as-is.
532	Holmes 3-Speed Oscillating Fan	Holmes				Appliances and Furniture	Holmes 3-Speed Oscillating Fan. Works, age unknown. No other details and/or information available. Sold as-is.
533	Desk	Unknown				Office Furniture and Equipment	72" x 36" Office Desk. Unknown make, model, or year. No other details and/or information available. Sold as-is.
534	(5) Office Chairs	Unknown				Office Furniture and Equipment	(5) Office Chairs. Unknown make, model, and years. No other details and/or information available. Sold as-is.
535	Panasonic Cassette Recorder/Transcriber	Panasonic				Audio/Visual Equipment	Panasonic RR-830 Cassette Recorder/Transcriber. Powers on, unknown if it works beyond that. Unknown age. No other details and/or information available. Sold as-is.
536	Plantronics CS55 Wireless Headset	Plantronics				Audio/Visual Equipment	Plantronics CS55 Wireless Office Headset. Unknown if it works, missing charging cable. Age unknown. No other details and/or information available. Sold as-is.
537	Radio Shack CTR-121 Desktop Cassette Recorder					Audio/Visual Equipment	Radio Shack CTR-121 Desktop Cassette Recorder. Unknown whether is works or not. Age also unknown. No other details and/or information available. Sold as-is.
538	36" x 30" Table	Unknown				Office Furniture and Equipment	36" x 30" Table. Unknown make and age. No other details and/or information available. Sold as-is.
539	Falcon Patch Trailer	Falcon	2009	1F9P213108M339125		Asphalt Equipment	2009 Falcon model P2D1XI Burner does not work, rusty, poor condition. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
540	12" Drive Tubes					Construction Components and Supplies	Approximately 25 12" Driveway Tubes of Various Lengths. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
541	Drain Pipe					Construction Equipment, Miscellaneous	Drain Pipe 4" and 8" miscellaneous Lengths. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
542	Cosmo Fertilizer Spreader	Cosmo	2007			Agricultural and Forestry Equipment	2007 Cosmo S-500-UK Fertilizer Spreader, PTO driven hopper. Worked last time it was used in Fall of 2023, current condition unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

543	Landscape Trailer	Unknown				Trailers	Landscape trailer. 2" receiver hitch, GAWR/GVWA 2990 lbs., 8' x 5', SAE class 2 trailer. Wood on bed is damaged, tail light broken. Tires appear to be in decent shape. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
544	Kifco Water Reel	Kifco		321039		Tools, All Types	Kifco B130 Water Reel. Last time used was Summer of 2023, current condition unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
545	John Deere 72" Mower Deck	John Deere		1M072ADMLB0030722		Building Maintenance	John Deere AutoConnect 72D mower deck. Mid-mount belly mower deck, PTO drive, belt actuated blades. Three (3) blades included that are already on the deck. Last time used was Fall of 2023 and it was operational then. However, current condition is unknown. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
546	Landscape Trailer with Tilt Bed	Dutton-Lainson				Trailers	Dutton-Lainson Landscape Trailer with tilt bed. 8' x 5', 1 7/8" receiver hitch, 2000 lb. capacity, 200 lb. tongue weight. Tires appear to be in decent shape. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
547	Miller Welder Generator	Miller	2007	3729500415		Industrial Equipment, General	2007 Miller 6,000-Watt Blue Star 185 Welder Generator. 12.75 HP Kohler motor. Generator runs. Has key ignition, however the battery will need to be replaced. Also has a pull cord, which works, but is difficult to pull. Frame is rusted away in spots. No other details and/or information available. Sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

548	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGA07116	68,607	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V. Check engine light on, small exhaust leak, needs new catalytic converter. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
549	2017 Ford Explorer	Ford	2017	1FM5K8AR5HGD25057	136,035	SUV	2017 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V, 4 Wheel-Drive. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
550	2020 Ford Explorer	Ford	2020	1FM5K8ABXLGA83202	78,985	SUV	2020 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
551	2020 Ford Explorer	Ford	2020	1FM5K8AB3LGA83204	160,657	SUV	2020 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and drivable. Drivetrain leaks fluid. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
552	2018 Ford Explorer	Ford	2018	1FM5K8AR5JGB92743	130,000	SUV	2018 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V, 4 Wheel Drive. Check engine light is on. Runs and drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. Approximately 130,000 miles. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854

553	2013 Chevrolet Impala	Chevrolet	2013	2G1WD5E36D1245886	70,000	Automobiles/Cars	2013 Chevrolet Impala SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Needs new battery, starts, runs, and drivable with boost. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. Approximately 70,000 miles. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
554	2014 Ford Taurus	Ford	2014	1FAHP2MK7EG182712	82,620	Automobiles/Cars	2014 Ford Taurus SEDAN 4-DR, 3.7L V6 DOHC 24V. Runs and drivable. No backseat. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N Cedar St. Mason, MI 48854
555	Rotary Vehicle Lift	Rotary				Vehicle Equipment/Parts	Rotary Vehicle Lift, 9,000 lb. capacity. Worked when removed, which was about a month ago. No other details and/or information available. Sold as-is. Pickup location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854
556	Tennant 355 Sweeper	Tennant				Specialized Vehicles	Tennant 355 Sweeper. Non-operational, needs new motor, has a Ford 4-cylinder. Unknown condition otherwise. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Fairgrounds 700 E. Ash St. Mason, MI 48854
557	2021 Ford Explorer	Ford	2021	1FM5K8AB9MGB98746	118,081	SUV	2021 Ford Explorer SPORT UTILITY 4-DR, 3.3L V6 DOHC 24V, 4 Wheel Drive. Runs and is drivable. Exterior may have scratches, dents, and holes. Interior upholstery may have rips, tears, and holes. Dash/floor may have scratches, dents, and holes. No other details and/or information available. Sold as-is. Pickup Location: Ingham County Sheriff's Office 630 N. Cedar St. Mason, MI 48854

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): April 22, 23
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Purchasing Policy changes	

ACTION REQUESTED:

Approve recommended changes to the Purchasing Procedures Policy to increase purchasing limits.

SUMMARY OF REQUEST:

The Purchasing Procedures Policy limits were last changed in 2002 and the CPI has increased 40% since then, which means \$1.00 worth of product or services purchased in 2002, will buy \$.60 worth now. The Purchasing Department suggested the following changes to the Health in all Policies Committee:

- Increase the purchasing amount for a purchase order to be approved by the Purchasing Director from \$2,500 to \$5,000
- Increase the amount that the Purchasing Director shall acquire good through three written quotes from \$2,500 to \$10,000 to \$5,000 to \$35,000 and eliminate the need for the Controller to also approve an amount over \$10,000

One item of note, Section K. Bid Procedures, has the erroneous amount of \$7,500 that should have been updated in the last policy update to \$25,000, which is the correct amount. This is important as the change is not going from \$7,500 to \$35,000 but instead from \$25,000 to \$35,000.

DEPARTMENT MISSION RELATION:

Fiscal responsibility.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED _____ ☐ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

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

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PURCHASING PROCEDURES POLICY

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Policy Review Committee has recently merged with the Health in all Policies (HIAP) Committee; and

WHEREAS, the HIAP Committee recently reviewed the Purchasing Procedures Policy at the request of the Purchasing Director and recommends the following changes:

- 7. Purchasing Requirements and Limits, 7.2 – replace \$2,500 with \$5,000
- 7. Purchasing Requirements and Limits, 7.3 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) in first and second sentences
- 7. Purchasing Requirements and Limits, 7.4 – replace two thousand five hundred dollars (\$2,500) with five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) with thirty-five thousand dollars (\$35,000)
- 7. Purchasing Requirements and Limits, 7.5 – remove this sub section entirely as the adjustment in Sub Section 4 removes the requirement in Sub Section 5 of the Purchasing Director and the Controller to acquire goods over \$10,000 through three quotes. This is a function of the Purchasing Director only
- 7. Purchasing Requirements and Limits, 7.6 – add Board Chairperson, to list of approvals for service contracts under \$5,000
- 12. Bid Procedure – replace seven thousand five hundred dollars (\$7,500) with thirty-five thousand dollars (\$35,000); and

WHEREAS, the attached Purchasing Procedures Policy reflects the amends to the policy in strike out and bold format.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the amendments to the Purchasing Procedures Policy, which will take effect upon the adoption of this Resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.



Ingham County Policy

Policy Name: Purchasing Procedures Policy		Policy #: 412
Category: Purchasing		
Resolution: # 80-309		Effective Date: 3/27/25
Last Reviewed: 4/14/09	Next Review: 3/1/2026	Health in All Policy Reviewed: <input checked="" type="checkbox"/>
Applicable To: All Ingham County Departments		
Responsible Department: Purchasing		Signature:

1. PURPOSE

The purpose of this policy is to define purchasing policies, bidding policies, and procedures that apply to the purchase of all types of goods, materials, supplies, works, and services required by Ingham County, other than borrowing and investing money, employment of professional services, or when the Controller/Administrator shall determine no advantage to the County would result therefrom.

2. DEFINITIONS

- 2.1 **Goods** shall include all supplies, materials, equipment, general maintenance, and services, but does not include contracts for construction and construction maintenance. The minimum dollar value of equipment shall be \$1,000. The minimum value of computer equipment shall be \$500.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 1999, Resolution 99-137, Effective June 8, 1999
- 2.2 **Registered Local Vendor (RLV)** shall mean any vendor who operates a business within the legally defined boundaries of Ingham County.
- a. In order to be identified as an RLV, the vendor shall provide the Ingham County Purchasing Department with verifiable business address (not a P.O. Box) at which the business is conducted.
 - b. RLV status ceases at the time that the business address is no longer valid.
 - c. A vendor who wishes to be identified as an RLV shall also meet all other requirement of the Purchasing Procedures Policy.

3. PURCHASING DIRECTOR AUTHORITY

The Purchasing Director shall act under the control and direction of the County Controller and the powers, duties, and obligations set forth herein for the Purchasing Director shall be exercised under the control, supervision, direction, and authority of the County Controller.

4. USE OF APPROPRIATED FUNDS

All funds appropriated by the Board of Commissioners for County departments, public officials, or agencies for the purpose of purchasing supplies, materials, or goods shall be spent according to the mandates outlined herein.

5. DEPARTMENT RESPONSIBILITY



Ingham County Policy

Each department of the County shall, from time to time, supply the Purchasing Director with such data, specifications, details, and other information concerning the goods proposed to be acquired by the department head, including recommended vendors.

6. REQUISITION AUTHORITY

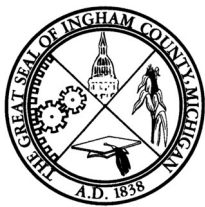
Each department of the County shall forward to the Purchasing Director its requisitions for goods in the following manner:

- 6.1 Requisitions for goods, the value of which exceeds the sum of one hundred dollars (\$100) shall be signed by the department head or by a deputy, division, or section head of their department. Who has been authorized to sign on their behalf.
- 6.2 Purchase of goods, the value of which is less than one hundred dollars (\$100) must be vouched and signed by the department head or a member of their department who has been authorized to sign on their behalf. Said person shall be designated in writing to the Purchasing Director.

7. PURCHASING REQUIREMENTS AND LIMITS

The following provisions shall apply to the purchase of goods, works, and/or services:

- 7.1 The Purchasing Director shall decide which method to employ in obtaining the most favorable price after considering the nature or important of the contemplated work, urgency of the requirement, general trade practice, and prevailing market conditions.
- 7.2 Department heads may requisition the purchases of unbudgeted equipment up to a value of ~~\$2,500~~ **\$5,000**, provided funds are certified to be available within the department's budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.
History: 1994, Resolution 94-93, Effective April 26, 1994
- 7.3 All purchasing exceeding ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** shall be supported by a purchase order issued by the Purchasing Director. The Purchasing Director may issue a purchase order for less than ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** if they deem it necessary.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.4 The Purchasing Director shall acquire all goods where the anticipated cost exceeds ~~two thousand five hundred dollars (\$2,500)~~ **five thousand dollars (\$5,000)** but less than ~~ten thousand dollars (\$10,000)~~ **thirty-five thousand dollars (\$35,000)** from such suppliers and upon such terms and conditions as he/she shall deem advisable subject to him/her first obtaining at least three written quotes.
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002
- 7.5 ~~The Purchasing Director and Controller shall acquire all goods where the anticipated cost exceeds ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) from such suppliers and upon such terms and conditions as they shall deem~~



Ingham County Policy

~~advisable subject to him/her first obtaining at least three written quotes.~~

History: 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- ~~7.6~~7.5 The Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed ~~twenty-five~~ **thirty-five** thousand dollars (~~\$25,000~~) (**\$35,000**), with final approval of the County Board of Commissioners.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-2, Effective January 25, 1994; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- ~~7.7~~7.6 The maximum dollar amount for which the (service contracts) can be used is \$5,000. Approval of the Purchasing Director, Controller, Liaison Chairperson, ~~and~~ Finance Chairperson, **and Board Chairperson** is required. A contract over \$5,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

History: 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 2001, Resolution 01-131, Effective October 23, 2001; -- Amended 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2009, Resolution 09-095, Effective April 14, 2009

- ~~7.8~~7.7 Upon recommendation of the Controller, the Board of Commissioners is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts (1) have been previously approved by the Board and are currently in effect; (2) result in a decreased cost to the County; (3) are with the same contractor; (4) are for the same contract period of time; and (5) are for the same goods and/or services as previously approved by the Board.

- a. The County Attorney shall approve as to form all amended contracts prior to execution by the Chairperson or Chairperson Pro Tem.
- b. The Controller shall report to the Finance Committee all contract that have been amended and executed within 90 days.

History: 1983, Resolution 83-52, Effective March 22, 1983

~~7.9~~7.8 Original Equipment Manufacturer (OEM)

- a. Ingham County supports the use of OEM parts for repair or body restoration of county owned vehicles, and supports the use of OEM repair parts and repair parts certified by manufacturers, remanufacturers or rebuilders to meet or exceed OEM specifications for the repairs to county owned vehicles.
- b. Only new OEM air bags, seat belts, shoulder belts and occupant restraint parts should be purchased or specified for repairs to county owned vehicles.
- c. This policy does not preclude the use of replacement window glass or mirrors that meet OEM specifications, nor does it preclude the use of remanufactured or reconditioned OEM bumpers in making crash and body or other repairs to county owned vehicles.



Ingham County Policy

- d. In the case of unavailability, use of any parts other than OEM parts in making crash or body repairs, and the use of any parts other than new OEM parts in the case of air bags, seat belts, shoulder belts and occupant restraint parts, with the exception of window glass and mirrors, must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts.
- e. Use of any vehicle repair or maintenance parts which are not certified to meet or exceed OEM specifications must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts or parts that meet or exceed OEM specifications or parts remanufactured or rebuilt to OEM specifications.

History: 1998, Resolution 98-106, Effective May 12, 1998

~~7.10~~ 7.9

Michigan Great Printers Project

- a. Outside bids and purchases shall be limited to Michigan Great Printers when outside vendor supplied printing services are required.
- b. Ingham County will the necessary steps to assure that support of the Michigan Great Printers Project is reflected in intra-department printing services it provides.

History: 1998, Resolution 98-186, Effective August 25, 1998

8. SINGLE-ITEM PURCHASE ORDERS

Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections 7.3 and 7.4, unless authorized by the Board of Commissioners.

9. IDENTICAL LOW BIDS

When identical low bids are received, the Purchasing Director (and the appropriate department official) shall enter into negotiations with the several bidders concerned and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the Purchasing Director may recommend the acceptance of the bid of the contractor, for the supply of such goods, works and/or services with the bidder who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the Purchasing Director shall first purchase from the supplier who has a place of business in Ingham County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

10. CONFIDENTIAL INFORMATION

No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.

11. EMERGENCY PURCHASES

Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which



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might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [7.4](#) and [7.5](#). All such emergency purchases shall be covered by a subsequent purchase order.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

12. BID PROCEDURE

The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed ~~seven thousand five hundred dollars (\$7,500)~~ **thirty-five thousand dollars (\$35,000)**. The competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.

History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

- 12.1 Advertising. Bids shall be called by public advertisements unless the Board of Commissioners shall otherwise direct.
- 12.2 Bid Closing Time. Requests for bids shall state that bids will be received not later than a given local time on a specified day. Bids shall be opened in the afternoon of such specified day at a time to be established by the Controller.
- 12.3 Release of Information to Bidders. Upon the request of a prospective bidder the Purchasing Director shall supply the following materials for each proposed contract:
 - a. One copy of the official bid form
 - b. One standard bid envelope
 - c. Bid materials, such as specifications, plans, profiles, etc.

This procedure shall be amended when prequalification is a requirement of the contract.

When a fee for bid material is required it shall be paid by the County. When a fee is refundable it will be returned when bidding material is returned in good order.

In the event the Controller deems it necessary he/she must submit a performance bond, discrimination clause, and/or material bond.

- 12.4 Recording and Control of Bidding Material. A list of prospective bidders shall be maintained by the Purchasing Director.

It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.



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- 12.5 Preparation of Addenda. Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the Purchasing Director shall approve the issuance of an addendum or cancel the contract.
- 12.6 Notification of Addenda to Contractors / Suppliers. A copy of each addendum shall be forwarded by Registered Mail to each contractor / supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. If an addendum notice as aforesaid is prepared too late to allow notification by mail prior to the contract closing time, in addition to mailing the notice, each contractor/supplier who obtained bid forms for the contract shall be notified of the revision by telegram directed to his/her last known place of business. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.7 Notification to Contractors / Suppliers of Cancellation of Contract. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the cancellation of the contract. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.
- 12.8 Return of Bids on Cancellation of Contracts. When a contract is cancelled, no bids will be accepted. All bids received shall be returned unopened to the contractor/supplier by hand or by Registered Mail with a covering letter addressed to his/her last known place of business.
- 12.9 Notification to Contractors / Suppliers of Extension of Time. Each contractor/supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the extension of time. In addition to the above procedure, prior notice of the mailing shall be given by telephone when practical.
- 12.10 Disposition of Bids When Closing Date Has Been Extended. When the closing date for receiving bids has been extended, bids already received shall be handled as follows:
- a. If the extension of time is two weeks or less, the contractor/supplier shall be advised that his bid will be returned upon request.
 - b. If the extension of time is more than two weeks, all bids shall be returned unopened. All communication by mail shall be registered and addressed to his/her last known place of business.
- 12.11 Bid Requirements. All bids shall either be mailed or delivered personally to the offices of the County Controller. Bids are required to conform to the conditions listed below.
- a. The correct bid form, as supplied by the County, must be used and in the possession of the Controller or his duly authorized representative on or before the bid closing time and date. **Bids received after closing time will not be**



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considered.

- b. The bids must be legible, written in ink or by typewriter and **all items must be bid**, unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.
- c. Adjustments by telephone, telegram or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission.
- d. The official bid return envelope supplied by the County must be used for bidding purposes without any extra exterior covering. Provision shall be made on the bid envelope for the contract number and the name and address of the contractor / supplier. (This information will be completed by the County at the time of issuance of the envelope.
- e. The bid form must be signed in the space(s) provided on the form, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the bid must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.
- f. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.
- g. The bid shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ingham equal to or greater than the amount specified in the bid, and **must be enclosed in the same envelope as the bid**.

12.12 Deposit Requirements. Deposits may be required at the discretion of the County Controller or pursuant to his authorization, the Purchasing Director. If deposit requirements for contracts, including those for the purchase of goods are required, a minimum deposit of 10 percent (10%) of the total bid submitted shall be required.

- a. Deposits must be submitted with the bid. Deposits may be certified check, bank draft or money order or any combination thereof (see Sections [12.23.i](#) and [12.23.j](#)).
- b. Should the Purchasing Director suspend the deposit requirements for a particular contract, such suspension shall apply to all bidding on that contract.

12.13 Failure to Observe Bid Requirements. If any of the bid requirements (see Section [12.11](#) and [12.12](#)) have not been met, the bid shall be considered to be an “improper



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bid” and dealt with as set out in Section [12.24](#).

12.14 Bonding Requirements. When stipulated within the conditions of a bid, a performance bond for 100 percent of the bid or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of bid in cash or certified check must be furnished by the contractor before the contract is signed.

12.15 Bid Materials. The requirements of Section [12.11](#) and Section [12.12](#) shall be included as part of the bidding material.

12.16 Receiving Bids.

- a. Bids received in other than the bid envelope supplies shall not be accepted by the Controller’s Office. Such bids shall be returned unopened in the same manner as provided in Section [12.16.d](#).
- b. When a bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time of receipt shall be noted in ink and initialed by the Controller’s staff. Receipt of such bids shall be recorded on a list of bids received and bids shall be deposited unopened in the proper bid box. A bid shall be deemed to have been received when the envelope has been stamped with the time and date of receipt by the Controller’s Office. **The number of bids received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.**
- c. To ensure accurate time, the Controller’s Office shall ensure that the correct time is used.
- d. Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is for a contract already closed it shall be returned unopened to the bidder. If the bid is to be returned by mail, it shall be accompanied by a cover letter stating that the bid could not be accepted because of its late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.
- e. Any correspondence pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid but outside the bid envelope or is received after a bid has been submitted but prior to closing time, shall not be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.

12.17 Withdrawal of Bids Prior to Bid Opening. A contractor/supplier who has submitted a bid on a contract may request that his bid be withdrawn. (Adjustments or corrections to a bid submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the contract to which it applies. Withdrawal requests must be directed to the Purchasing Director by letter, telegram or in person. Telephone requests shall not be considered. When withdrawals are made in person, the



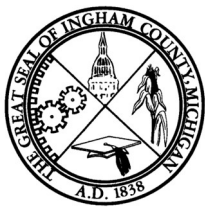
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Purchasing Director shall obtain a signed withdrawal form confirming the details. If the person requesting the withdrawal is other than a senior official of the company and for letter or telegram withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Bids confirmed as withdrawn prior to being placed in the bid box shall be returned unopened to the contractor/supplier. Withdrawals received after the bid has been deposited shall, together with the confirmation of withdrawal be placed in the bid box. These bids are dealt with at the opening by announcing that the bids are withdrawn and are to be returned (see Section [12.19.e](#) and [12.19.k](#)). Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bid is read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section [12.18](#). The timely withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract.

12.18 Withdrawal of Bids During Bid Opening. During a bid opening at the conclusion of the reading out of bids on a contract, the low bidder may withdraw any of his/her remaining bids on other contracts. Bids withdrawn under this procedure cannot be reinstated (see Section [12.19.a](#)). If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, the bid contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first bid received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section [12.19.m](#)).

12.19 Opening Bids.

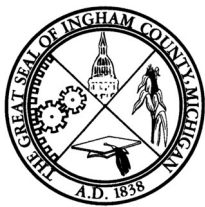
- a. Bids shall be opened by the Purchasing Director or his designate in the presence of two witnesses who may consist of the Chairman, the Chief Administrative Officer, heads of departments or directors or their delegates; any other person desiring to be present at the opening of the bids may attend.
- b. When there are two or more bids to be opened at the same time and upon the request of a bidder, a lottery shall be held to determine the order in which the bidder calls will be dealt with at the opening.
- c. When the order in which the bid calls will be dealt with has been established, the Controller's staff and the Purchasing Director shall unlock the bid box and remove its contents.
- d. Any bid which does not have the contract number on the envelope shall be opened and placed with its appropriate group.
- e. Any correspondence requesting withdrawal of bid shall be read by the Purchasing Director who shall state the nature of correspondence, the name of the bidder and the contract number. He shall then attach the withdrawal notice to the bid envelope which shall remain unopened.
- f. When the correspondence in the bid box has been dealt with the remaining bids shall be opened. Each bid form shall be stapled to the applicable bid envelope, the deposit check clipped to the bid form and the bids sorted according to



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contract number.

- g. If correspondence is found enclosed with a bid in the bid envelope which, in the opinion of the Purchasing Director could qualify the bid in any way, the bid shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the bid read out in the normal manner. This correspondence and the bid shall be referred to the County Services Committee for decision as to acceptance or rejection (see Section [12.24](#)).
History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003
- h. When bids have been opened and sorted, the Purchasing Director shall check the listing of bids received, and the number of bids opened to ensure that all bids received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all bids have been accounted for.
- i. When all bids have been accounted for, the Purchasing Director shall announce for each contract, the contract number, and the number of bids received and for each bid, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the amount of the bid and the deposit check on a bid opening form.
- j. When, during the reading out of the bids, the Purchasing Director receives a bid that has correspondence requesting withdrawal attached, he shall read out the contract number and the bidder’s name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section [12.19](#)). The bidder’s name for each withdrawn bid shall be recorded immediately following the names of the bidders whose bid will be considered, noting the method and date of withdrawal. If, during the reading out of bids, the Purchasing Director receives a bid with correspondence other than a withdrawal request attached, he shall read out the bid in the normal manner.
- k. When all bids for a contract have been read out and the information has been recorded by the Purchasing Director, he shall close off the Record of Bids Opened by drawing a diagonal line in the unused space under the information listed and sign the form.
- l. During the reading out of the bids the Purchasing Director shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, it shall be dealt with as in Section [12.17](#). If two bids for the same contract are received in the same bid envelope (contractor’s copy included), the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended bid, which shall be processed in the normal manner.
- m. A contractor/supplier (read out as low on a previous contract) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of Bid must be signed by the contractor/supplier. This Notice must be handed to the Purchasing Director before the reading out of the first bid on



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the contract(s) to which it applies (see Section [12.18](#)). The Purchasing Director shall attach it to the applicable bid. He shall read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. He shall not read out the bid amount of the withdrawn bid. A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact low.

- 12.20 Check Bids. The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders which do not conform to bid requirements of Section [12.11](#) or which require mathematical correction(s) shall be deemed "improper bids" and dealt with as set out in Sections [12.22](#), [12.23](#) and [12.24](#). All checking shall be completed by the Purchasing Director as soon as possible following the public portion of a bid opening. The Purchasing Director shall check to ensure that:
- a. the bidder's name and bid amount shown on the Record of Bids Opened is correct.
 - b. the bid is properly signed.
 - c. the correct bid form and envelope have been used.
 - d. each bid envelope is time and date stamped prior to the contract closing time.
 - e. the deposit (when applicable) is sufficient and in an acceptable form.
 - f. each item on the bid have been bid (unless the bid specifically permits otherwise).
 - g. all extensions and the total for each bid are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the bid form, enter the correct figure in red above it and initial the entry. If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.
 - h. the bid is free of restrictions or alterations.
 - i. all other bidding requirements have been met.
- 12.21 Contract on which All Bids are in Order. The Purchasing Director shall report in writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.



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History: 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

- a. An RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided, however, that the initial lowest responsive bid is not from another RLV.
- b. In the event that two or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between two RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.
- c. An RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.
- d. In the event that two or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.
- e. If RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.
- f. RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for



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that specific bid or proposal.

- g. When a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.
- h. The following purchases are exempt from the provisions of this policy:
 - 1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
 - 2. Purchases with any sole source supplier for supplies, materials, or other equipment.
 - 3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.
- i. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three years.
- j. Nothing in this section shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:
 - 1. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
 - 2. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
 - 3. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;
 - 4. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.



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5. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.
6. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;
7. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

History: 2005, Resolution 05-044, Effective February 22, 2005

12.22 Contract on which Improper Bids have been Received. Following completion of the checking procedures outlined in Section [12.20](#), bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The Purchasing Director shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.

12.23 Basis of Decisions on Acceptance or Reject of Improper Bids. Extreme care must be exercised by the Purchasing Director responsible to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.

- a. Late bids must be rejected (see Section [12.16.e](#)).
- b. Bid form or envelope not used:
 1. Bids received on other than supplied bid forms may be rejected.
 2. Bids received in other than the bid envelopes supplied may be rejected.
- c. Bids not completed in ink or by typewriter must be rejected.
- d. Partial bids may be rejected except when the bid form clearly states that an award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined).
- e. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County (e.g., F.O.B. point changed, escalator clause, etc.).
- f. Bids that are not properly signed must be rejected.
- g. Bids that are not properly sealed may be rejected.



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- h. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price in legible.
- i. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.
- j. Deposit not submitted or of insufficient amount:
 - 1. If a certified check, bank draft, or money order is specifically requested by the Purchasing Director and is not submitted, the bid must be rejected.
 - 2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the Purchasing Director an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.
- k. Agreement to bond:
 - 1. If an agreement to bond is not submitted, when required, the bid may be rejected.
 - 2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.

12.24 Decisions on Improper Bids. When an improper bid must be rejected as outlined in Section [12.23](#), the amount of the bid shall not be recorded in the Record of Bid Opening by the words “Rejected Bid” shall be recorded instead. When an improper bid is one that may be accepted as outlined in Section [12.23](#), it shall be noted as an “Improper Bid” in the Record of Bid Opening along with the amount of the bid. All bids shall then be referred to the Purchasing Director for review of the bids in order to recommend an award. In his report he shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.

12.25 Notification of Acceptance of Bid. Upon the award of the contract the Purchasing Director shall immediately advise the successful bidder that his bid has been accepted.

12.26 Disposition of Deposit Checks. Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the Purchasing Director elects to retain, shall be returned to the applicable bidders by Registered Mail to his/her last known place of business or by hand. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until the contract is executed (see Section [12.29](#)). The Purchasing Director may permit the substitution of a bid bond of equal cash value to replace the bid deposit



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of the second lowest bidder and any other bid deposits held until the contract is executed.

- 12.27 Disposition of Withdrawn Bids. Following the bid opening, the Purchasing Director shall return the withdrawn bids and the deposit checks (when applicable) to the bidders by Registered Mail or by hand. If a bid and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.28 Execution of Contract. A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the Purchasing Director.
- 12.29 Action on Acceptance of Contract. When copies of the executed contract are returned and found acceptable to the Purchasing Director, all deposit checks and/or bid bonds shall be returned by Registered Mail to his/her last known place of business or by hand. If returned by hand, a letter acknowledging receipt must be signed by the bidder.
- 12.30 Action when Successful Bidder Does Not Finalize Contract. If a contract has been awarded and the successful bidder fails to sign the contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section [12.28](#)), the Purchasing Director may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded to the next low bidder; or (ii) that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.
- 12.31 Purchase Order. A bid for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.
- 12.32 The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.

13. CONTEXT


This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.

14. RIGHT TO REJECT

Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.

15. EQUAL OPPORTUNITY STATEMENT

The Purchasing Director must have in their files or enclosed in the bid envelopes a signed Equal Opportunity Statement for each bidder and each bid.

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): County Services – April 22, 2025 Finance Committee – April 23, 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 Authorizing Roof Replacement at the Ingham County Drain Commissioner's Office and Acknowledging the Withdrawal of the Previous Contractor	

ACTION REQUESTED:

Approval of a resolution to authorize a contract with Weatherseal Home Improvement Co., Inc. for the replacement of the roof at the Ingham County Drain Commissioner's Office, with a not-to-exceed amount of \$36,248, and to acknowledge the withdrawal of Billy White Roofing, Inc., who was previously authorized under Resolution #24-469.

SUMMARY OF REQUEST:

Resolution #24-469 originally authorized Billy White Roofing, Inc. to perform the roof replacement at the Drain Commissioner's Office. Subsequently, Billy White Roofing, Inc. withdrew from the project, requiring the Facilities Department to seek an alternative contractor. After soliciting proposals, Weatherseal Home Improvement Co., Inc. provided a proposal in the amount of \$31,520. To accommodate potential unforeseen conditions, a 15% contingency is recommended, setting a total project authorization of \$36,248. This project is fully funded within the approved budget under Project #24527599-976000-24F05.

STRATEGIC PLAN RELEVANCE:

This project supports the County's commitment to maintaining safe, efficient, and functional facilities while upholding fiscal responsibility and stewardship of county assets.

DEPARTMENT MISSION RELATION:

The Facilities Department is tasked with the preservation, maintenance, and capital improvement of County-owned facilities, ensuring the safety and functionality of assets for County staff and the public.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED Facility Maintenance & Asset Preservation

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$36,248.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  **DATE:** _____ 4/14/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ROOF REPLACEMENT AT THE INGHAM COUNTY
DRAIN COMMISSIONER'S OFFICE AND ACKNOWLEDGING WITHDRAWAL OF PRIOR BID**

WHEREAS, the roof of the Ingham County Drain Commissioner's Office located at 707 Buhl Street, Mason, Michigan, has reached the end of its useful life and is in need of replacement to protect the facility and its occupants; and

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-469 to award the project to Billy White Roofing, Inc.; and

WHEREAS, Billy White Roofing, Inc. has since withdrawn from the project, leaving the Facilities Department to seek alternative solutions; and

WHEREAS, Weatherseal Home Improvement Co., Inc. has submitted a qualified proposal to perform the roof replacement at a base cost of \$31,520; and

WHEREAS, the Facilities Department recommends including a 15% contingency for unforeseen conditions, establishing a total not-to-exceed amount of \$36,248; and


WHEREAS, funds are available in the approved Facilities Budget under Project Code 24527599-976000-24F05 (Drain Office New Roof).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners acknowledges the withdrawal of Billy White Roofing, Inc. from the project authorized under Resolution #24-469.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Weatherseal Home Improvement Co., Inc., 51662 Oro Drive, Shelby Township, MI 48315, for roof replacement at the Ingham County Drain Commissioner's Office for an amount not to exceed \$36,248, inclusive of a 15% contingency.

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

BE IT FURTHER RESOLVED, that and the Board Chairperson is authorized to sign any necessary documents on behalf of Ingham County after approval by the County Attorney.

	DEPARTMENT: Road Department
PREPARED BY: Neal Galehouse, Director of Engineering	MEETING DATE(S): April 22, 23 and 29
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 Signal Construction Contract for Lake Lansing and Marsh Intersection	

ACTION REQUESTED:

Authorization of a service agreement with J Ranck Electric Inc. for traffic signal construction services at the Lake Lansing Road and Marsh Road intersection.

SUMMARY OF REQUEST:

The Road Department has determined that a traffic signal replacement is necessary at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township due to the existing traffic signal reaching the end of its useable service life. The Purchasing Department solicited proposals (RFP #41-25), receiving two proposals, with J. Ranck Electric Inc. submitting the low bid. In addition, a contingency is being requested in the amount of 20% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This project supports ongoing road asset maintenance efforts, helping to keep roads and associated assets reasonably safe.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$402,771.75 + 20% contingency = \$483,326.10

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ **DATE:** 4/14/2025

TO: Kelly Jones, Managing Director of Road Department, Road Department

CC: Neal Galehouse, Director of Engineering

FROM: Kristen Romo, Director of Purchasing

DATE: April 2, 2025

RE: Memorandum of Performance for RFP No. 41-25 Traffic Signal Construction Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced traffic signal contractors for the purpose of entering into a contract to provide traffic signal construction services at the at the Lake Lansing Road and Marsh Road intersections, located in Ingham County; and, for the Ingham County Road Department.

The scope of work includes, but is not limited to, installing traffic signal foundations, conduit, handhole, span wire and miscellaneous signal equipment; in addition to, erecting a strain pole and other related work as directed by the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	17
Vendors responding	2	0

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Lake Lansing Road and Marsh Road Intersection Traffic Signal Construction according to RFP, Plans & Spec's.
		Total Cost for Traffic Signal Construction
J. Ranck Electric Inc.	No, Mt. Pleasant MI	\$402,771.75
Rauhorn Electric Inc.	No, Bruce Township MI	\$413,374.41

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH J. RANCK ELECTRIC INC.
FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES AT THE LAKE LANSING ROAD AND
MARSH ROAD INTERSECTION**

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township due to the existing traffic signal reaching the end of its useable service life; and

WHEREAS, the Purchasing Department solicited proposals (RFP #41-25) from Michigan Department of Transportation prequalified vendors to provide traffic signal construction services at the Lake Lansing Road and Marsh Road intersection, receiving two proposals; and

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

WHEREAS, J. Ranck Electric Inc. of Mt. Pleasant, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$402,771.75; and


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

WHEREAS, the cost for the traffic signal replacement is included in the 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with J. Ranck Electric Inc. located at 1993 Gover Parkway, Mt. Pleasant, MI 48858 for Traffic Signal Construction Services at the intersection of Lake Lansing Road and Marsh Road located in Section 10 of Meridian Township, as specified in the Request for Proposal #41-25 for the low bid cost of \$402,771.75.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Lake Lansing Road and Marsh Road Intersection Project in the amount of \$80,554.35 (20% of the proposed \$402,771.75 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and J. Ranck Electric, 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: Veterans Affairs
PREPARED BY: Amy Pocan	MEETING DATE(S): April 21 st , 22 nd , 23 rd
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant on Behalf of Clinton County	

ACTION REQUESTED:

Request approval for Ingham County Department of Veterans Affairs to apply for FY26 County Veteran Service Fund Grant on behalf of Clinton County, in the total amount of \$58,535.

SUMMARY OF REQUEST:

The State of Michigan, through the Michigan Veterans Affairs Agency (MVAA), is accepting applications for the FY 2026 County Veteran Service Fund Grant under Public Act 210 of 2018, which amends PA 192 of 1953. This grant provides funding to county governments to support veteran services. This resolution authorizes the Ingham County Department of Veterans Affairs to apply for the grant on behalf of Clinton County in the amount of \$58,535. The funds will be used to continue the Benefits Support Specialist position from October 1, 2025, to September 30, 2026.

STRATEGIC PLAN RELEVANCE:

To improve the quality of life for Ingham County residents.

DEPARTMENT MISSION RELATION:

To deliver on President Lincoln's promise in advocating for those who have served in our nation's military and for their families, caregivers, and survivors.

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: N/A

CONTROLLER'S OFFICE:  DATE: 4/14/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF CLINTON COUNTY

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2026 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs is willing to apply, receive, and administer the fiscal year 2026 County Veteran Service Fund Grant on behalf of Clinton County; and


WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or dependents; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to apply, receive, and administer the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$58,535.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency on behalf of Clinton County in the amount of \$58,535.

BE IT FURTHER RESOLVED, that the 2026 County Veteran Service Fund Grant will be used for the purpose of funding the continuation of a Benefits Support Specialist position, effective October 1, 2025 to September 30, 2026.

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

	DEPARTMENT: Veterans Affairs
PREPARED BY: Amy Pocan	MEETING DATE(S): April 21 st , 22 nd , 23 rd
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant	

ACTION REQUESTED:

Request approval for Ingham County Department of Veterans Affairs to apply for FY26 County Veteran Service Fund Grant, in the total amount of \$75,457.

SUMMARY OF REQUEST:

The State of Michigan, through the Michigan Veterans Affairs Agency (MVAA), is accepting applications for the FY 2026 County Veteran Service Fund Grant under Public Act 210 of 2018, which amends PA 192 of 1953. This grant provides funding to county governments to support veteran services. This resolution authorizes the Ingham County Department of Veterans Affairs to apply for the grant, in the amount of \$58,535. The funds will be used to continue the Veteran Benefits Counselor position from October 1, 2025, to September 30, 2026.

STRATEGIC PLAN RELEVANCE:

To improve the quality of life for Ingham County residents.

DEPARTMENT MISSION RELATION:

To deliver on President Lincoln's promise in advocating for those who have served in our nation's military and for their families, caregivers, and survivors.

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: N/A

CONTROLLER'S OFFICE:  DATE: 4/14/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2026 COUNTY VETERAN SERVICE FUND GRANT

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2026 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs will apply to receive and administer the fiscal year 2026 County Veteran Service Fund Grant in the amount of \$75,457.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2026 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency in the amount of \$75,571.

BE IT FURTHER RESOLVED, that the 2026 County Veteran Service Fund Grant will be used for the purpose of funding continuation for a Veteran Benefits Counselor position, effective October 1, 2025 to September 30, 2026.

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

TO: Human Services and Finance Committees

FROM: Ryan Chesney, Budget Analyst

DATE: April 8, 2025

SUBJECT: 2026 Update of County Fees for Human Service Departments

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2026 for the Human Services Committee consistent with the standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of Human Services and Finance meetings.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department, park annual, and zoo winter seasonal fees on October 1, 2025 and all other departments on January 1, 2026.

The first attachment (Attachment A) offers analysis of proposed fees for 2026. The annual average United States' consumer price index was used to do the calculation. This rate of 3.1% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2025 cost as calculated in last year's fee update process.
4. The 2026 cost, which was calculated by multiplying the 2025 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2026 calculated fee is based on the 2026 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2026, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increments. In some cases, the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.

9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. In some situations, the fees that were proposed have been changed by the department heads and they have provided supporting information which is included and referenced below. In all cases, the Budget Office agreed with recommendations of the department head as follows:
- a. The Health Department has a memo that has been attached below explaining proposed changes in lines 1, 12,13, and 18 to 99. SEE ATTACHED MEMO for further explanation.
 - b. The Parks Department has a memo that has been attached below explaining proposed changes in lines 139, 151,193, 194, 201, 197 to 199, 162, 111, 121, 123, 124, 125, 179 to 183, 207, 187, 143, and 146 to 148. SEE ATTACHED MEMO for further explanation.
 - c. The Zoo has a memo that has been attached below explaining proposed changes lines 216 through 220. SEE ATTACHED MEMO for further explanation.
10. Addition to the Fee Resolution. The Zoo requested the following be added to the fee resolution:
- BE IT FURTHER RESOLVED, that the Zoo Director is permitted to discount admission up to 50% due to weather or construction conditions that significantly impact visitor experience.**
- BE IT FURTHER RESOLVED, that the Zoo Director would use this authority sparingly for weather conditions, primarily in the shoulder seasons of April and October, as temperatures widely fluctuate in these months and there are often days when the animals cannot be on exhibit due to cold temperatures.**
11. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2026 is presented in the attached spreadsheet (Attachment B). The spreadsheet simply lists the 2023 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed. **Fees that are highlighted are the ones that are different than what the budget office suggested.**

Fee increases recommended by the Controller/Budget Office would generate approximately \$735,353 in additional revenue in 2026.

Please do not hesitate to contact me if you have any questions regarding this information.

To: Ingham County Health Department
Ryan Chesney. Budget Office
From: Julie Fry, ICHD
CC: Adenike Shoyinka, Jennifer Mora
Date: 4/7/2025
Re: FY26 Fees – explanation of changes.

Comments: Ryan,

We have several changes from the Initial Proposed Fees for the FY26 budget that were sent by the Budget office. Please see appropriate explanations:

- Removed “GC Prob Tech” fee. We have stopped collecting this fee several years ago.
- Add “TST TB Skin test” fee of \$20.00. This is a fee to conduct a skin test for TB for employers who are not Ingham County.
- Add “CT/GC testing”. This is a fee for Chlamydia and gonorrhea testing (those who are uninsured/Like to keep it confidential & not bill their insurance). Sparrow charges \$53.00 to patients without insurance for CT/GC testing. So we are basing our fee on industry standard.
- Increase EH fees more than Initial Proposed. Environment Health receives some grant funding but is dependent on fees to sustain our services. We have not raised these fees since pre-COVID. From 2020-2023, we chose not to raise our fees more than proposed to allow our community to recover from COVID. But since we have not raised fees in 5 years and will not have a chance to raise them until FY2029, we feel the need to raise the fees to the 2026 Calculated amount to accurately cover the costs of the services we provide.

If you have any additional question, please contact me at 887-4314.

Thank you,
Julie

April 4, 2025

To: Jill Bauer, Senior Budget Analyst
Ryan Chesney, Budget Analyst

From: Brian Collins, Deputy Parks Director

Subject: Justification for Increased Park Fees

Dear Jill and Ryan,

The Parks Department is recommending updates to the park fee structure to ensure continued financial sustainability, respond to rising operational costs, and support the introduction of new and improved services. In addition to adjustments in core service areas, several fee increases have been proposed above the 2026 initial proposed recommendations due to specific cost and resource considerations.

The Parks Department agrees with all 2026 initial proposed fees that are not laid out in this letter.

1. Rising Operational Costs

The cost of essential supplies such as fuel, maintenance materials, staffing, and utilities has increased substantially. These are critical for the day-to-day upkeep and cleanliness of park facilities and these fee increases will help to offset these increased operations expenses.

2. New Amenities and Services

Character Pedal Boats: A new fleet of themed pedal boats (primarily swans) has been introduced to enhance family-friendly recreation.

Food Truck Access: Per BOC Resolution #24-020, Food trucks are now permitted within the parks. The BOC Resolution approved the fees as shown.

Nature Programming: Newly launched programs include guided hikes, workshops, and educational activities focused on environmental learning and outdoor engagement.

Overnight Camping Fee: This new fee helps to cover increased staff time in order to accommodate groups utilizing parks for overnight camping.

3. Program Adjustments

Elimination of Game Rentals: Game rentals have been discontinued following recommendations from the Michigan Municipal Risk Management Association (MMRMA) to reduce liability risk.

Day Camp Fees Removed: Fees related to day camp programming have been eliminated as the program is no longer active.

Elimination of option to reserve ½ of certain shelters: Staff has found that having 2 reservations within one shelter often creates friction between reservation holders and increased staff time handling issues when they arise.

Elimination of Winter sports building during non-operational times: Non-operational rentals are very few and far between and require increased staff time. This is also a redundant fee with the fee for Winter Sports Building rental.

4. Fee Increases Above 2026 Initial Proposed Recommendations

Soldan Dog Park: The park operates at a deficit of approximately \$7,000 annually. Increased fees are recommended to help close this gap and maintain service levels.

Bandshell Rentals and Power Amplifier (PA) Use: PA rental requires considerable staff time and coordination and the cost of equipment replacement has increased. Fee adjustments reflect these demands. PA rental costs were underestimated when originally developed.

Burchfield Park snow tube rentals: The cost of replacing snow tubes has risen significantly over the past few years. Snow Tubing rental costs were underestimated when they were established and need to be adjusted to actual costs.

Canoe Trips and In Park Canoe/Kayak rentals: The cost of purchasing and maintaining watercraft has risen significantly over the past four years. A fee increases for canoe trip rentals and in park rental is recommended to help cover equipment costs and sustain the program. These fees are also more closely in line with other canoe liveries throughout the State.

These adjustments support the Parks Department's ability to continue offering high-quality, safe, and innovative park experiences while managing resources responsibly. The revised structure also ensures that those using specialized services or high-maintenance amenities contribute fairly to their upkeep.

If you have any further questions or need additional clarification, please feel free to reach out.

Sincerely,
Brian Collins
Deputy Parks Director
Ingham County Parks



TO: Ingham County Budget Office

FROM: Cynthia Wagner, Zoo Director

DATE: April 4, 2025

SUBJECT: 2026-2028 Fees – Human Services

Potter Park Zoo is requesting an admission fee increase of \$2.00 per fee category in the months April through October. The proposed rate increase for non-resident senior and military was set at \$2.00, however non-resident adult, resident adult, resident senior and children 3-12 were proposed at a \$1.00 increase. The proposed \$1.00 fee increase in the months of November through March is sufficient as zoo amenities are limited in the winter months.

The \$2.00 increase in the April through October fees is being requested due to substantially increased operational costs including employee wages, materials, equipment and supplies.

The zoo is also requesting a BE IT FURTHER RESOLVED in the fee Resolution that permits the Zoo Director to discount admission up to 50% due to weather or construction conditions that significantly impact visitor experience. This would be used sparingly for weather conditions, primarily in the shoulder seasons of April and October. As temperatures widely fluctuate in these months there are often days when the animals cannot be on exhibit due to cold temperatures. The discount would provide incentive for guests to visit during these times.

In addition, the anticipated renovation of the Feline & Primate Building in 2026, 2027 and possibly 2028 will impact the zoo visitor experience and rates could be discounted as needed to align with availability of exhibits during that time.

DRAFT

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR HUMAN SERVICES COMMITTEE DEPARTMENTS FOR SERVICES PROVIDED BY THE COUNTY

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the Controller’s Office will be reviewing and making recommendations on a three-year rotation by Committee; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and, in most cases, rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year, unless the Board of Commissioners agrees with the department’s recommendations and explanations; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations, including the target percentages, along with recommendations of the various Human Service Department’s staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the attachments at the rates established effective January 1, 2026.

BE IT FURTHER RESOLVED, that the Zoo Director is permitted to discount admission up to 50% due to weather or construction conditions that significantly impact visitor experience.

BE IT FURTHER RESOLVED, that the Zoo Director would use this authority sparingly for weather conditions, primarily in the shoulder seasons of April and October, as temperatures widely fluctuate in these months and there are often days when the animals cannot be on exhibit due to cold temperatures.

Location of Service	Fee Description	2025 Cost	2026 Cost Increase Factor	2026 Cost	Target Percent	2023 Fee	2026 Calc. Fee	2026 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
1 Comm. Health	GC Prob Test	\$27.09	3.1%	\$27.93	100%	COST	\$27.93	COST	1,000		\$0
2 Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$19.16	3.1%	\$19.76	100%	\$16.00	\$19.76	\$18.00	30	\$18.00	\$60
3 Comm. Health	INS Vaccination Verif Form I-693	\$47.91	3.1%	\$49.39	100%	\$40.00	\$49.39	\$45.00	400	\$45.00	\$2,000
4 Comm. Health	Immuniz Record Copying Fee	\$5.75	3.1%	\$5.93	100%	\$5.00	\$5.93	\$5.00	300	\$5.00	\$0
5 Comm. Health	MIHP Tran. Bus/Van ***	\$45.59	3.1%	\$47.00	56%	\$22.51	\$26.32	\$22.51	400	\$22.51	\$0
6 Comm. Health	MIHP - Trans Taxi ***	\$41.70	3.1%	\$42.99	61%	\$21.31	\$26.22	\$21.31	70	\$21.31	\$0
7 Comm. Health	MIHP Trans. Volunteer ***	\$0.44	3.1%	\$0.45	55%	\$0.21	\$0.25	\$0.21	0	\$0.21	\$0
8 Comm. Health	Compreh Envir Investigation	\$383.28	3.1%	\$395.16	100%	\$335.00	\$395.16	\$355.00	11	\$355.00	\$220
9 Comm. Health	Assessment of Home	\$162.89	3.1%	\$167.94	100%	\$140.00	\$167.94	\$150.00	5	\$150.00	\$50
10 Imm. Clinic	Internat'l Travel Consult	\$78.92	3.1%	\$81.37	100%	\$69.00	\$81.37	\$75.00	300	\$75.00	\$1,800
11 Imm. Clinic	Influenza - Mass Vacc. Clinic	\$38.46	3.1%	\$39.66	75%	market price	\$29.74	market price	4,500	market price	
12 Imm. Clinic NEW	TST TB skin test								200	\$20.00	\$4,000
13 HIVSTI Clinic NEW	CT/GC testing								250	\$30.00	\$7,500
14 Med Examiner	Cremation Permits	\$34.73	3.1%	\$35.81	100%	\$30.00	\$35.81	\$32.00	2,600	\$32.00	\$5,200
15 Med Examiner	Autopsy Report Copies (All Non-Family Members) we follow sparrow per contract	\$57.88	3.1%	\$59.68	100%	\$25.00	\$59.68	\$30.00	5	\$30.00	\$25
16 Env. Health	FOOD SERVICE SANITATION PROGRAM										
17 Env. Health	Food Service Establishment License Fee										
18 Env. Health	Category 1 (see definition below) - License Fee *	\$733.81	3.1%	\$756.56	80%	\$500.00	\$605.25	\$550.00	280	\$605.00	\$29,400
19 Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,522.82	3.1%	\$1,570.02	80%	\$1,025.00	\$1,256.02	\$1,065.00	15	\$1,255.00	\$3,450
20 Env. Health	Category 1 (see definition below) - New Owner/Eval	\$808.45	3.1%	\$833.51	80%	\$550.00	\$666.81	\$575.00	9	\$665.00	\$1,035
21 Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$970.89	3.1%	\$1,000.99	80%	\$655.00	\$800.79	\$680.00	3	\$800.00	\$435
22 Env. Health	Category 2 (see definition below) - License Fee *	\$1,013.54	3.1%	\$1,044.96	80%	\$700.00	\$835.97	\$740.00	440	\$835.00	\$59,400
23 Env. Health	Category 2 (see definition below) - Full Plan Review	\$2,118.65	3.1%	\$2,184.32	80%	\$1,400.00	\$1,747.46	\$1,450.00	7	\$1,745.00	\$2,415
24 Env. Health	Category 2 (see definition below) - New Owner/Eval	\$1,135.21	3.1%	\$1,170.40	80%	\$760.00	\$936.32	\$800.00	20	\$935.00	\$3,500
25 Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$1,191.66	3.1%	\$1,228.60	80%	\$800.00	\$982.88	\$850.00	12	\$980.00	\$2,160
26 Env. Health	Category 3 (see definition below) - License Fee *	\$1,436.26	3.1%	\$1,480.79	80%	\$965.00	\$1,184.63	\$1,000.00	184	\$1,180.00	\$39,560
27 Env. Health	Category 3 (see definition below) - Full Plan Review	\$3,046.89	3.1%	\$3,141.34	80%	\$2,100.00	\$2,513.07	\$2,150.00	3	\$2,500.00	\$1,200
28 Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,655.78	3.1%	\$1,707.11	80%	\$1,100.00	\$1,365.69	\$1,150.00	5	\$1,365.00	\$1,325
29 Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,833.90	3.1%	\$1,890.75	80%	\$1,250.00	\$1,512.60	\$1,325.00	5	\$1,500.00	\$1,250
30 Env. Health	Mobile - License Fee *	\$568.23	3.1%	\$585.85	80%	\$400.00	\$468.68	\$425.00	5	\$465.00	\$325
31 Env. Health	Mobile - Full Plan Review	\$778.97	3.1%	\$803.12	80%	\$540.00	\$642.49	\$575.00	1	\$640.00	\$100
32 Env. Health	Mobile - New Owner/Eval	\$647.26	3.1%	\$667.32	80%	\$450.00	\$533.86	\$480.00	0	\$530.00	\$0
33 Env. Health	STFU - License Fee * (state mandated fee)	\$568.23	3.1%	\$585.85	34%	\$152.00	\$196.58	\$175.00	90	\$152.00	\$0
34 Env. Health	STFU - Full Plan Review	\$778.97	3.1%	\$803.12	80%	\$540.00	\$642.49	\$575.00	20	\$640.00	\$2,000
35 Env. Health	STFU - New Owner/Eval	\$698.69	3.1%	\$720.35	80%	\$490.00	\$576.28	\$525.00	0	\$575.00	\$0
36 Env. Health	Temporary Food License	\$467.88	3.1%	\$482.39	50%	\$205.00	\$241.19	\$220.00	130	\$240.00	\$4,550
37 Env. Health	Seasonal Facilities - License Fee *	\$689.97	3.1%	\$711.36	50%	\$300.00	\$355.68	\$320.00	60	\$355.00	\$3,300
38 Env. Health	Type II Water Supply Program Monitoring Violation - Initial violation	\$226.81	3.1%	\$233.84	100%	\$200.00	\$233.84	\$225.00	0	\$230.00	\$0
39 Env. Health	Type II Water Supply Program Monitoring Violation - subsequent violations	\$453.61	3.1%	\$467.67	100%	\$400.00	\$467.67	\$450.00	0	\$465.00	\$0
40	Other Food Service Fees										
41 Env. Health	Late Fee for Food License effective 1st day after April 30th	\$169.34	3.1%	\$174.59	100%	\$145.00	\$174.59	\$155.00	0	\$170.00	\$0
42 Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$244.60	3.1%	\$252.19	100%	\$215.00	\$252.19	\$230.00	0	\$250.00	\$0
43 Env. Health	Inspection fee for STFU (State Mandated Fee)	\$479.17	3.1%	\$494.03	24%	\$92.00	\$116.39	\$92.00	130	\$92.00	\$0
44 Env. Health	Construction/Remodeling that begins without approved plans (**)	\$1,236.82	3.1%	\$1,275.16	80%	\$850.00	\$1,020.13	\$900.00	0	\$1,020.00	\$0

	Location of Service	Fee Description	2025 Cost	2026 Cost Increase Factor	2026 Cost	Target Percent	2023 Fee	2026 Calc. Fee	2026 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
45	Env. Health	Food Service plan review re-evaluation or re-submission	\$627.19	3.1%	\$646.63	100%	\$550.00	\$646.63	\$600.00	0	\$645.00	\$0
46		Enforcement Food Service Program Fees										
47	Env. Health	Informal Hearing Fee (**)	\$1,487.37	3.1%	\$1,533.47	100%	\$1,250.00	\$1,533.47	\$1,300.00	0	\$1,530.00	\$0
48	Env. Health	Formal Hearing Fee (**)	\$1,487.37	3.1%	\$1,533.47	100%	\$1,250.00	\$1,533.47	\$1,300.00	0	\$1,530.00	\$0
49	Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$189.83	3.1%	\$195.71	100%	\$165.00	\$195.71	\$180.00	0	\$195.00	\$0
50	Env. Health	Fee for new owner operating without new license(**)	\$1,016.05	3.1%	\$1,047.54	80%	\$700.00	\$838.04	\$750.00	0	\$835.00	\$0
51	Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL										
52	Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$536.46	3.1%	\$553.09	90%	\$425.00	\$497.78	\$450.00	45	\$495.00	\$3,150
53	Env. Health	Septic - new or repair permit for residential or commercial	\$1,189.15	3.1%	\$1,226.01	90%	\$900.00	\$1,103.41	\$950.00	75	\$1,000.00	\$7,500
54	Env. Health	Combined - well & septic	\$1,462.61	3.1%	\$1,507.95	90%	\$1,100.00	\$1,357.15	\$1,150.00	60	\$1,355.00	\$12,750
55	Env. Health	Septic - new/repair septic tank only	\$490.46	3.1%	\$505.67	90%	\$395.00	\$455.10	\$410.00	35	\$455.00	\$2,450
56	Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$595.83	3.1%	\$614.30	90%	\$470.00	\$552.87	\$500.00	17	\$550.00	\$1,360
57	Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$689.91	3.1%	\$711.30	90%	\$540.00	\$640.17	\$570.00	1	\$640.00	\$100
58	Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$539.38	3.1%	\$556.10	90%	\$425.00	\$500.49	\$450.00	65	\$500.00	\$4,875
59	Env. Health	Septic Evaluation - plan review for engineered system	\$434.02	3.1%	\$447.47	90%	\$340.00	\$402.72	\$370.00	60	\$400.00	\$3,600
60	Env. Health	NEW - Township Requested Evaluation	\$121.04	3.1%	\$124.79	100%	\$105.00	\$124.79	\$110.00	15	\$120.00	\$225
61		BODY ART FACILITY PROGRAM										
62	Env. Health	License renewal	\$519.31	3.1%	\$535.41	80%	\$360.00	\$428.33	\$385.00	35	\$425.00	\$2,275
63	Env. Health	Full plan review	\$674.86	3.1%	\$695.78	80%	\$475.00	\$556.62	\$500.00	4	\$555.00	\$320
64		CAMPGROUND INSPECTIONS										
65	Env. Health	Permanent Campground	\$523.08	3.1%	\$539.29	100%	\$460.00	\$539.29	\$490.00	8	\$535.00	\$600
66	Env. Health	Temporary Campground	\$235.82	3.1%	\$243.13	100%	\$205.00	\$243.13	\$220.00	3	\$240.00	\$105
67		MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)										
68	Env. Health	Point of Sale - Application/Administrative processing fee	\$367.53	3.1%	\$378.93	85%	\$275.00	\$322.09	\$295.00	400	\$320.00	\$18,000
69	Env. Health	Point of Sale - On-site evaluation of well & septic	\$745.10	3.1%	\$768.20	75%	\$490.00	\$576.15	\$520.00	5	\$575.00	\$425
70	Env. Health	Point of Sale - Waste treatment evaluation	\$439.03	3.1%	\$452.64	100%	\$380.00	\$452.64	\$405.00	0	\$450.00	\$0
71	Env. Health	Point of Sale - Well evaluation	\$313.59	3.1%	\$323.32	100%	\$275.00	\$323.32	\$300.00	2	\$320.00	\$90
72	Env. Health	Point of Sale - inspector annual renewal fee	\$260.88	3.1%	\$268.65	100%	\$220.00	\$268.65	\$235.00	11	\$255.00	\$385
73	Env. Health	Point of Sale - 1 Year Extension NEW	\$121.04	3.1%	\$124.79	100%	\$105.00	\$124.79	\$110.00	12	\$120.00	\$180
74		CHILD CARE & FOSTER CARE INSPECTIONS										
75	Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$356.24	3.1%	\$367.29	100%	\$310.00	\$367.29	\$330.00	60	\$365.00	\$3,300
76		POOLS										
77	Env. Health	Pool Inspection	\$220.77	3.1%	\$227.61	100%	\$190.00	\$227.61	\$200.00	135	\$225.00	\$4,725
78	Env. Health	Additional pool at the same location	\$153.51	3.1%	\$158.27	100%	\$135.00	\$158.27	\$145.00	40	\$155.00	\$800
79	Env. Health	Re-inspection fee after violation	\$227.79	3.1%	\$234.85	100%	\$200.00	\$234.85	\$215.00	0	\$230.00	\$0
80		TOBACCO & E-CIGARETTE										
81	Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$469.14	3.1%	\$483.68	80%	\$330.00	\$386.94	\$355.00	20	\$385.00	\$1,100
82	Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$469.14	3.1%	\$483.68	90%	\$370.00	\$435.31	\$400.00	218	\$435.00	\$14,170
83	Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$170.22	3.1%	\$175.49	100%	\$150.00	\$175.49	\$160.00	0	\$175.00	\$0
84	Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$197.45	3.1%	\$203.57	100%	\$170.00	\$203.57	\$185.00	0	\$200.00	\$0
85	Env. Health	Tobacco & E - cigarette sales license vending machine	\$427.85	3.1%	\$441.11	100%	\$375.00	\$441.11	\$400.00	0	\$440.00	\$0
86	Env. Health	Temporary Tobacco License - Sampling Permit	\$171.13	3.1%	\$176.44	100%	\$150.00	\$176.44	\$160.00	0	\$175.00	\$0
87	Env. Health	Late Fee and/or failure to report change of ownership (**)	\$245.11	3.1%	\$252.71	100%	\$215.00	\$252.71	\$230.00	0	\$250.00	\$0
88		POLLUTION PREVENTION PROGRAM (P2)										
89	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$187.28	3.1%	\$193.09	50%	\$80.00	\$96.54	\$85.00	90	\$95.00	\$1,350

	Location of Service	Fee Description	2025 Cost	2026 Cost Increase Factor	2026 Cost	Target Percent	2023 Fee	2026 Calc. Fee	2026 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
90	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$374.57	3.1%	\$386.19	50%	\$160.00	\$193.09	\$170.00	15	\$190.00	\$450
91	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$374.57	3.1%	\$386.19	50%	\$160.00	\$193.09	\$170.00	175	\$190.00	\$5,250
92	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$599.30	3.1%	\$617.87	50%	\$260.00	\$308.94	\$280.00	33	\$305.00	\$1,485
93	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$561.84	3.1%	\$579.26	50%	\$245.00	\$289.63	\$260.00	85	\$285.00	\$3,400
94	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$898.96	3.1%	\$926.83	50%	\$390.00	\$463.41	\$415.00	9	\$460.00	\$630
95	Env. Health	Use hourly rate for Plan Review & Consultation										
96		MISC FEES										
97	Env. Health	Hourly rate for services not specified in the fee schedule	\$125.44	3.1%	\$129.33	100%	\$110.00	\$129.33	\$120.00	0	\$125.00	\$0
98	Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$163.07	3.1%	\$168.12	100%	\$140.00	\$168.12	\$150.00	0	\$165.00	\$0
99	Env. Health	Sanitary Code appeal fee	\$163.07	3.1%	\$168.12	100%	\$140.00	\$168.12	\$150.00	0	\$165.00	\$0
100	Env. Health	Returned check fee	\$39.82	3.1%	\$41.05	100%	\$35.00	\$41.05	\$35.00	0	\$35.00	\$0
101	Parks	Administrative/Office Fees										
102	Parks	Administrative -Returned Check Fee	\$41.71	3.1%	\$43.00	100.0%	\$35.00	\$43.00	\$35.00	0	\$35.00	\$0
103	Parks	Cancellation Fee (for all park reservations)	\$27.08	3.1%	\$27.91	100.0%	\$23.00	\$27.91	\$24.00	42	\$24.00	\$42
104	Parks	Parking/Vehicle Entrance Fees ****										
105	Parks	Resident Daily	\$5.47	3.1%	\$5.64	100.0%	\$3.00	\$5.64	\$5.00	63,027	\$5.00	\$126,054
106	Parks	Resident Annual	\$54.62	3.1%	\$56.32	100.0%	\$35.00	\$56.32	\$40.00	4,250	\$40.00	\$21,250
107	Parks	Non-Resident Daily	\$7.00	3.1%	\$7.22	100.0%	\$5.00	\$7.22	\$7.00	13,981	\$7.00	\$27,962
108	Parks	Non-Resident Annual	\$54.63	3.1%	\$56.32	100.0%	\$45.00	\$56.32	\$50.00	272	\$50.00	\$1,360
109	Parks	Shelters										
110	Parks	Winter Sports Building (100 Person Capacity) ****	\$125.13	3.1%	\$129.01	100.0%	\$110.00	\$129.01	\$120.00	1	\$120.00	\$10
111	Parks	Winter Sports Building - reservation fee, non-operational	\$28.42	3.1%	\$29.61	100.0%	\$23.00	\$29.61	\$25.00	0		
112	Parks	Shelters - 60 Person Capacity ****										
113	Parks	Lake Lansing South Lakeview	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	76	\$90.00	\$390
114	Parks	Lake Lansing North Oak Knoll	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	28	\$90.00	\$140
115	Parks	Lake Lansing North Sandhill	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	48	\$90.00	\$240
116	Parks	Hawk Island Kestrel	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	106	\$90.00	\$630
117	Parks	Burchfield Deer Run	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	35	\$90.00	\$175
118	Parks	Burchfield Pine Knoll	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	41	\$90.00	\$205
119	Parks	Burchfield Southridge	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	33	\$90.00	\$165
120	Parks	Shelters - 120 Person Capacity ****										
121	Parke	Lake Lansing - North - 1/2 of Main	\$136.38	3.1%	\$139.67	400.0%	\$116.00	\$139.67	\$120.00	40		
122	Parks	Hawk Island Peregrine	\$169.22	3.1%	\$174.47	100.0%	\$145.00	\$174.47	\$150.00	73	\$150.00	\$365
123	Parke	Burchfield 1/2 of North Bluff	\$136.38	3.1%	\$139.67	400.0%	\$116.00	\$139.67	\$120.00	46		
124	Parke	Burchfield 1/2 of Woodsong	\$136.38	3.1%	\$139.67	400.0%	\$116.00	\$139.67	\$120.00	0		
125	Parks	Shelters - 150 Person Capacity ****										
126	Parke	Lake Lansing - South - 1/2 of Main	\$136.38	3.1%	\$139.67	400.0%	\$116.00	\$139.67	\$120.00	33		
127	Parks	Shelters - 240 Person Capacity ****										
128	Parks	Lake Lansing - North - Main	\$236.91	3.1%	\$244.25	100.0%	\$200.00	\$244.25	\$215.00	17	\$215.00	\$255
129	Parks	Burchfield - North Bluff	\$236.91	3.1%	\$244.25	100.0%	\$200.00	\$244.25	\$215.00	18	\$215.00	\$270
130	Parks	Burchfield - Woodsong	\$236.91	3.1%	\$244.25	100.0%	\$200.00	\$244.25	\$215.00	1	\$215.00	\$15
131	Parks	Shelters - 300 Person Capacity ****										
132	Parks	Lake Lansing - South - Main	\$236.91	3.1%	\$244.25	100.0%	\$200.00	\$244.25	\$215.00	37	\$215.00	\$555
133	Parks	Burchfield - Overlook	\$236.91	3.1%	\$244.25	100.0%	\$200.00	\$244.25	\$215.00	32	\$215.00	\$480
134	Parks	Shelters - 375 Person Capacity ****										
135	Parks	Hawk Island - Red Tail	\$338.44	3.1%	\$348.93	100.0%	\$295.00	\$348.93	\$310.00	34	\$310.00	\$510
136	Parks	Cabanas - Mini semi permanent shelters/30 p cap.										
137	Parks	Hawk Island	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	67	\$90.00	\$335
138	Parks	Lake Lansing South	\$101.54	3.1%	\$104.68	100.0%	\$85.00	\$104.68	\$90.00	37	\$90.00	\$185
139	Parks	Overnight Camping-Per Group NEW FEE									\$50.00	
140	Parks	Wedding Gazebo										
141	Parks	Special Event Fee for group size 25-100 people not renting a shelter (for profit groups)	\$85.06	3.1%	\$87.70	100.0%	\$75.00	\$87.70	\$80.00	0	\$80.00	\$0
142	Parks	Boating Fees ****										
143	Parks	In-Park Canoe/Kayak - per hr	\$8.12	3.1%	\$8.37	100.0%	\$7.00	\$8.37	\$8.00	723	\$10.00	\$2,169
144	Parks	Abandonment Recovery Fee	\$55.61	3.1%	\$57.34	100.0%	\$45.00	\$57.34	\$48.00	2	\$48.00	\$6
145	Parks	Late Fee (arriving 1/2 hour or later after closing)	\$27.81	3.1%	\$28.67	100.0%	\$24.00	\$28.67	\$25.00	4	\$25.00	\$4
146	Parks	Canoe/Kayak Trips - McNamara	\$20.49	3.1%	\$21.13	100.0%	\$18.00	\$21.13	\$20.00	446	\$21.00	\$1,338
147	Parks	Canoe/Kayak Trips - Bunker Rd	\$29.78	3.1%	\$30.71	100.0%	\$26.00	\$30.71	\$28.00	351	\$30.00	\$1,404

	Location of Service	Fee Description	2025 Cost	2026 Cost Increase Factor	2026 Cost	Target Percent	2023 Fee	2026 Calc. Fee	2026 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
148	Parks	Canoe/Kayak Trips - Eaton Rapids	\$38.13	3.1%	\$39.31	100.0%	\$33.00	\$39.31	\$35.00	8	\$40.00	\$56
149	Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$6.95	3.1%	\$7.17	100.0%	\$6.00	\$7.17	\$7.00	31	\$7.00	\$31
150	Parks	Pedal Boat - 1/2 hour	\$7.68	3.1%	\$7.92	100.0%	\$6.00	\$7.92	\$7.00	1,845	\$7.00	\$1,845
151	Parks	Character Pedal Boat - 1/2 hour NEW FEE									\$10.00	
152	Parks	Row Boat/Hawk Island Kayak - 1st hour	\$9.48	3.1%	\$9.77	100.0%	\$8.00	\$9.77	\$9.00	0	\$9.00	\$0
153	Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$4.06	3.1%	\$4.19	100.0%	\$3.00	\$4.19	\$4.00	0	\$4.00	\$0
154	Parks	Boat Launch - Daily	\$6.77	3.1%	\$6.98	100.0%	\$5.00	\$6.98	\$6.00	2,559	\$6.00	\$2,559
155	Parks	Boat Launch - Annual	\$67.69	3.1%	\$69.79	100.0%	\$58.00	\$69.79	\$60.00	119	\$60.00	\$238
156	Parks	Ski Rental ****										
157	Parks	Moonlight Ski- Adult	\$13.01	3.1%	\$13.42	100.0%	\$11.00	\$13.42	\$12.00	0	\$12.00	\$0
158	Parks	Moonlight Ski - Child (12 & under)	\$6.33	3.1%	\$6.53	100.0%	\$5.00	\$6.53	\$6.00	0	\$6.00	\$0
159	Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****										
160	Parks	Cross Country Ski Rental- adult per hour	\$12.66	3.1%	\$13.05	100%	\$11.00	\$13.05	\$12.00	1676	\$12.00	\$1,676
161	Parks	Cross Country Ski Rental - child per hour	\$6.40	3.1%	\$6.60	100.0%	\$5.00	\$6.60	\$6.00	628	\$6.00	\$628
162	Parks	Day Camp ****										
163	Parks	Resident Monday Friday 9am-4pm	\$125.13	3.1%	\$129.81	100.0%	\$110.00	\$129.81	\$115.00	101		
164	Parks	Non-Resident Monday Friday 9am-4pm	\$129.03	2.1%	\$132.34	100.0%	\$120.00	\$142.34	\$125.00	5		
165	Parks	Resident Mon-Fri 7:30am-5:30pm	\$166.84	2.1%	\$172.01	100.0%	\$145.00	\$172.01	\$150.00	9		
166	Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$180.74	2.1%	\$186.34	100.0%	\$155.00	\$186.34	\$160.00	9		
167	Parks	Disc Golf ****										
168	Parks	Day Pass (13 and older)	\$5.96	3.1%	\$6.14	100.0%	\$5.00	\$6.14	\$6.00	5,341	\$6.00	\$5,341
169	Parks	Season Pass	\$65.61	3.1%	\$67.34	100.0%	\$45.00	\$67.34	\$50.00	291	\$50.00	\$1,455
170	Parks	Equipment Rental per round of Disc Golf	\$2.37	3.1%	\$2.45	100.0%	\$2.00	\$2.45	\$2.00	54	\$2.00	\$0
171	Parks	Equipment Replacement-lost,damaged,stolen Discs	\$13.90	3.1%	\$14.33	100.0%	\$12.00	\$14.33	\$13.00	0	\$13.00	\$0
172	Parks	Disc Golf Tournaments****										
173	Parks	Less than 50 entries (1)	\$6.70	3.1%	\$68.46	100.0%	\$50.00	\$58.46	\$55.00	0	\$55.00	\$0
174	Parks	51-100 entries (1)	\$5.05	3.1%	\$87.69	100.0%	\$75.00	\$87.69	\$80.00	0	\$80.00	\$0
175	Parks	over 101 entries (1) (2)	\$26.81	3.1%	\$233.84	100.0%	\$200.00	\$233.84	\$210.00	0	\$210.00	\$0
176	Parks	Resident combo (3)	\$79.38	3.1%	\$81.84	100.0%	\$70.00	\$81.84	\$75.00	197	\$75.00	\$985
177	Parks	Non-Resident combo (3)	\$90.72	3.1%	\$93.53	100.0%	\$80.00	\$93.53	\$85.00	24	\$85.00	\$120
178	Parks	Dog Park (12 Month Pass) ****										
179	Parks	Regular Pass	\$38.42	3.1%	\$39.61	100.0%	\$33.00	\$39.61	\$35.00	218	\$40.00	\$1,526
180	Parks	Student (college ID)	\$25.61	3.1%	\$26.41	100.0%	\$22.00	\$26.41	\$25.00	121	\$27.00	\$968
181	Parks	Senior (+60)	\$25.61	3.1%	\$26.41	100.0%	\$22.00	\$26.41	\$25.00		\$27.00	
182	Parks	Veteran	\$25.61	3.1%	\$26.41	100.0%	\$22.00	\$26.41	\$25.00		\$27.00	
183	Parks	Owner of Service Animal	\$25.61	3.1%	\$26.41	100.0%	\$22.00	\$26.41	\$25.00		\$27.00	
184	Parks	Daily Pass	\$6.96	3.1%	\$7.17	100.0%	\$6.00	\$7.17	\$7.00	194	\$7.00	\$194
185	Parks	Replacement FOB	\$6.95	3.1%	\$7.17	100.0%	\$6.00	\$7.17	\$7.00	17	\$7.00	\$17
186	Parks	Snow Tube Rental -Burchfield ****										
187	Parks	Burchfield - Tube Rental (Hourly)	\$3.58	3.1%	\$3.69	100.0%	\$3.00	\$3.69	\$3.00	2,261	\$5.00	\$4,522
188	Parks	Hawk Island Snow Hill **** Rates										
189	Parks	Per person (adults and children) (2 hours)	\$12.81	3.1%	\$13.20	100.0%	\$11.00	\$13.20	\$12.00	1,853	\$12.00	\$1,853
190	Parks	Hawk Island Snow Tube Non-Operational Rates (Reservation Only)										
191	Parks	Ingham County Schools and Non-Profits unlimited persons (2 hours)	\$567.01	3.1%	\$584.59	100.0%	\$500 flat fee	\$584.59	\$500 flat fee		\$500 flat fee	\$0
192	Parks	Non-Ingham County schools or Private reservations (2 hours) covers first 40 persons. Over 40 would be an additional \$10/person	\$567.01	3.1%	\$584.59	100.0%	\$500 fee	\$584.59	\$500 fee		\$500 fee	\$0
193	Parks	Food Trucks										
194	Parks	Less than 4 hours in park NEW FEE									\$40.00	
195	Parks	More than 4 hours in park NEW FEE									\$75.00	
196	Parks	Camp Rental (for 4 hours) ****										
197	Parks	Moonwalk	\$398.55	3.1%	\$400.59	100.0%	\$340.00	\$400.59	\$360.00	4		
198	Parks	Bunk Tank	\$304.60	3.1%	\$314.04	100.0%	\$266.00	\$314.04	\$286.00	0		
199	Parks	Giant Slide	\$641.50	3.1%	\$668.29	100.0%	\$475.00	\$668.29	\$600.00	0		
200	Parks	Nature Walk pp	\$6.38	3.1%	\$6.58	100.0%	\$5.00	\$6.58	\$6.00	0	\$6.00	\$0
201	Parks	Nature Prggramming pp NEW FEE									\$10.00	
202	Parks	Snow shoe rental Child	\$6.38	3.1%	\$6.58	100.0%	\$5.00	\$6.58	\$6.00	25	\$6.00	\$25
203	Parks	Band Shell Rental - Weekdays	\$127.69	3.1%	\$131.65	100.0%	\$110.00	\$131.65	\$120.00	6	\$125.00	\$90
204	Parks	Band Shell Rental - Saturday/Sunday/Holidays	\$170.10	3.1%	\$175.37	100.0%	\$150.00	\$175.37	\$160.00	0	\$175.00	\$0
205	Parks	Band Shell Equipment Rental										
206	Parks	Chairs or Music Stands	\$63.84	3.1%	\$65.82	100.0%	\$55.00	\$65.82	\$60.00	0	\$60.00	\$0
207	Parks	Power Amplifier Rental NEW FEE									\$100.00	

	Location of Service	Fee Description	2025 Cost	2026 Cost Increase Factor	2026 Cost	Target Percent	2023 Fee	2026 Calc. Fee	2026 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
208	Parks	Snow Shoe Rental Adult	\$8.68	3.1%	\$8.95	100.0%	\$7.00	\$8.95	\$8.00	0	\$8.00	\$0
		Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$30.99	3.1%	\$31.95	100.0%	\$27.00	\$31.95	\$30.00	10	\$30.00	\$30
209	Parks											
210	Zoo	Parking Fees ****										
211	Zoo	Resident - daily (April - October)	\$5.47	3.1%	\$5.64	100.0%	\$3.00	\$5.64	\$5.00	22,376	\$5.00	\$44,752
212	Zoo	Non-Resident daily (April - October)	\$7.00	3.1%	\$7.22	100.0%	\$5.00	\$7.22	\$7.00	22,074	\$7.00	\$44,148
213	Zoo	Resident Annual	\$54.62	3.1%	\$56.31	100.0%	\$35.00	\$56.31	\$40.00	322	\$40.00	\$1,610
214	Zoo	Non-Resident Annual	\$54.63	3.1%	\$56.32	100.0%	\$45.00	\$56.32	\$50.00	49	\$50.00	\$245
215	Zoo	Ingham County (non-profit) School Bus	\$6.95	3.1%	\$7.17	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
216	Zoo											
217	Zoo	Resident Adult (April - October)	\$16.68	3.1%	\$17.20	55.0%	\$8.00	\$9.46	\$9.00	26,027	\$10.00	\$52,054
218	Zoo	Non-Resident Adult (April - October)	\$17.10	3.1%	\$17.63	100.0%	\$15.00	\$17.63	\$16.00	20,805	\$17.00	\$41,610
219	Zoo	Resident Senior/Military (April - October) (1)	\$17.34	3.1%	\$17.88	40.0%	\$6.00	\$7.15	\$7.00	2,539	\$8.00	\$5,078
220	Zoo	Non-Resident Senior/Military (April - October)	\$16.68	3.1%	\$17.20	100.0%	\$13.00	\$17.20	\$15.00	2,882	\$15.00	\$5,764
221	Zoo	Children (age 3-12) (April - October) (1)	\$16.68	3.1%	\$17.20	35.0%	\$5.00	\$6.02	\$6.00	22,937	\$7.00	\$45,874
222	Zoo	Children under 3	\$16.68	3.1%	\$17.20	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
223	Zoo	All Adults(November-March): Res, Non-Res, Senior	\$16.68	3.1%	\$17.20	35.0%	\$5.00	\$6.02	\$6.00	7,733	\$6.00	\$7,733
224	Zoo	Children (age 3-12) (November - March)	\$12.95	3.1%	\$13.35	35.0%	\$4.00	\$4.67	\$5.00	2,972	\$5.00	\$2,972
225	Zoo	Cancellation Fee (for all park reservations)	\$27.08	3.1%	\$27.91	100.0%	\$23.00	\$27.91	\$25.00	0	\$25.00	\$0
226	Zoo	Admission Fee for Charitable Events (5)	\$5.20	3.1%	\$5.37	100.0%	\$4.00	\$5.37	\$5.00	0	\$5.00	\$0
227	Zoo	School Groups & Charitable Orgs PENGUIN & EAGLE LAND SHELTERS	\$34.15	3.1%	\$35.21	100.0%	\$30.00	\$35.21	\$33.00	0	\$33.00	\$0
228	Zoo	School Groups & Charitable Orgs TIGER DEN	\$89.09	3.1%	\$91.85	100.0%	\$75.00	\$91.85	\$85.00	0	\$85.00	\$0
229	Zoo	Shelters - 60 Person Capacity										
230	Zoo	Potter Park Penquin Cove	\$204.81	3.1%	\$211.16	100.0%	\$130.00	\$211.16	\$150.00	35	\$150.00	\$700
231	Zoo	Shelters - 80 Person Capacity										
232	Zoo	Potter Park Eagle Landing	\$204.81	3.1%	\$211.16	100.0%	\$155.00	\$211.16	\$175.00	37	\$175.00	\$740
233	Zoo	Shelters - 300 Person Capacity										
234	Zoo	Potter Park - Tiger Den	\$261.78	3.1%	\$269.89	100.0%	\$230.00	\$269.89	\$250.00	10	\$250.00	\$200
											Total	\$735,353

	Food Service Establishment License Fee			
Category 1	Serving only. Take out pizza only, Religious Organizations, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organizations, Bar with limited or no PHF			
Category 2	Full service with alcohol (Fast food, pizza with additional menu, catering operations			
Category 3	Full service with alcohol (Larger, more complicated menus, fine dining), Institutional (large campus cafeterias), Hospital, Large Hotels			

* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

** Administrative Fee

***SOM MDHHS mandated cap for service

(5) Added per Reso #14-432

(6) Added per Reso #15-221

(7) Added per Reso #16-388

(8) Minimum charge \$30.00, \$60.00 per hour plus applicable size rate

(1) Target % Changed in 2017 based on info to increase fees per the zoo (where previously at at 25%)

** These fees are what the townships charge so they stay until the townships change them

Zoo - Ingham County School Groups - \$1.00/Child (April 1st - October 31st)

Zoo - On Non-Holiday Mondays from 9AM - 12PM, admission will be free for Ingham County and City of Lansing Residents

Mother's Day - Mothers Free Admission

Annual Passes October-September

Father's Day - Fathers Free Admission

College Day (October) - Free Admission with Valid Student ID

Veteran's Day (November) - Veterans & Families Free Admission , Fourth of July -

Veterans Free Admission

Be A Tourist In Your Own Town (June) GLCVB - Free Admission and Parking with Tourist Passport

Zoo Days (July) - \$2.00/person with Voucher

Registered Groups 20+ Zoo - \$1.00 off Admission per Person

Zoo Ingham County Residents Free Day (October) - Free Admission

Grandparent's Day - Granparents Free Admission

Military get same rate as seniors

2026 County Fees Analysis
Human Services Committee

ATTACHMENT B

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$16.00	\$18.00	\$60
Comm. Health	INS Vaccination Verif Form I-693	\$40.00	\$45.00	\$2,000
Comm. Health	Immuniz Record Copying Fee	\$5.00	\$5.00	\$0
Comm. Health	Compreh Envir Investigation	\$335.00	\$355.00	\$220
Comm. Health	Assessment of Home	\$140.00	\$150.00	\$50
Imm. Clinic	Internat'l Travel Consult	\$69.00	\$75.00	\$1,800
Imm. Clinic NEW	TST TB skin test		\$20.00	\$4,000
HIV/STI Clinic NEW	CT/GC testing		\$30.00	\$7,500
Med Examiner	Cremation Permits	\$30.00	\$32.00	\$5,200
Med Examiner	Autopsy Report Copies (All Non-Family Members) we follow sparrow per contract	\$25.00	\$30.00	\$25
Env. Health	FOOD SERVICE SANITATION PROGRAM			
Env. Health	Food Service Establishment License Fee			
Env. Health	Category 1 (see definition below) - License Fee *	\$500.00	\$605.00	\$29,400
Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,025.00	\$1,255.00	\$3,450
Env. Health	Category 1 (see definition below) - New Owner/Eval	\$550.00	\$665.00	\$1,035
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$655.00	\$800.00	\$435
Env. Health	Category 2 (see definition below) - License Fee *	\$700.00	\$835.00	\$59,400
Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,400.00	\$1,745.00	\$2,415
Env. Health	Category 2 (see definition below) - New Owner/Eval	\$760.00	\$935.00	\$3,500
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$800.00	\$980.00	\$2,160
Env. Health	Category 3 (see definition below) - License Fee *	\$965.00	\$1,180.00	\$39,560
Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,100.00	\$2,500.00	\$1,200
Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,100.00	\$1,365.00	\$1,325
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,250.00	\$1,500.00	\$1,250
Env. Health	Mobile - License Fee *	\$400.00	\$465.00	\$325
Env. Health	Mobile - Full Plan Review	\$540.00	\$640.00	\$100
Env. Health	Mobile - New Owner/Eval.	\$450.00	\$530.00	\$0
Env. Health	STFU - License Fee * (state mandated fee)	\$152.00	\$152.00	\$0
Env. Health	STFU - Full Plan Review	\$540.00	\$640.00	\$2,000
Env. Health	STFU - New Owner/Eval	\$490.00	\$575.00	\$0
Env. Health	Temporary Food License	\$205.00	\$240.00	\$4,550

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
Env. Health	Seasonal Facilities - License Fee *	\$300.00	\$355.00	\$3,300
Env. Health	Type II Water Supply Program Monitoring Violation - initial violation	\$200.00	\$230.00	\$0
Env. Health	Type II Water Supply Program Monitoring Violation - subsequent violations	\$400.00	\$465.00	\$0
	Other Food Service Fees			
Env. Health	Late Fee for Food License effective 1st day after April 30th	\$145.00	\$170.00	\$0
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$215.00	\$250.00	\$0
Env. Health	Construction/Remodeling that begins without approved plans (**)	\$850.00	\$1,020.00	\$0
Env. Health	Food Service plan review re-evaluation or re-submission	\$550.00	\$645.00	\$0
	Enforcement Food Service Program Fees			
Env. Health	Informal Hearing Fee (**)	\$1,250.00	\$1,530.00	\$0
Env. Health	Formal Hearing Fee (**)	\$1,250.00	\$1,530.00	\$0
Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$165.00	\$195.00	\$0
Env. Health	Fee for new owner operating without new license(**)	\$700.00	\$835.00	\$0
Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL			
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$425.00	\$495.00	\$3,150
Env. Health	Septic - new or repair permit for residential or commercial	\$900.00	\$1,000.00	\$7,500
Env. Health	Combined - well & septic	\$1,100.00	\$1,355.00	\$12,750
Env. Health	Septic - new/repair septic tank only	\$385.00	\$455.00	\$2,450
Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$470.00	\$550.00	\$1,360
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$540.00	\$640.00	\$100
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$425.00	\$500.00	\$4,875
Env. Health	Septic Evaluation - plan review for engineered system	\$340.00	\$400.00	\$3,600
Env. Health	NEW - Township Requested Evaluation	\$105.00	\$120.00	\$225
	BODY ART FACILITY PROGRAM			
Env. Health	License renewal	\$360.00	\$425.00	\$2,275
Env. Health	Full plan review	\$475.00	\$555.00	\$320
	CAMPGROUND INSPECTIONS			
Env. Health	Permanent Campground	\$460.00	\$535.00	\$600
Env. Health	Temporary Campground	\$205.00	\$240.00	\$105

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
	MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)			
Env. Health	Point of Sale - Application/Administrative processing fee	\$275.00	\$320.00	\$18,000
Env. Health	Point of Sale - On-site evaluation of well & septic	\$490.00	\$575.00	\$425
Env. Health	Point of Sale - Waste treatment evaluation	\$380.00	\$450.00	\$0
Env. Health	Point of Sale - Well evaluation	\$275.00	\$320.00	\$90
Env. Health	Point of Sale - inspector annual renewal fee	\$220.00	\$255.00	\$385
Env. Health	Point of Sale - 1 Year Extension NEW	\$105.00	\$120.00	\$180
	CHILD CARE & FOSTER CARE INSPECTIONS			
Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$310.00	\$365.00	\$3,300
	POOLS			
Env. Health	Pool Inspection	\$190.00	\$225.00	\$4,725
Env. Health	Additional pool at the same location	\$135.00	\$155.00	\$800
Env. Health	Re-inspection fee after violation	\$200.00	\$230.00	\$0
	TOBACCO & E-CIGARETTE			
Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$330.00	\$385.00	\$1,100
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$370.00	\$435.00	\$14,170
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$150.00	\$175.00	\$0
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$170.00	\$200.00	\$0
Env. Health	Tobacco & E - cigarette sales license vending machine	\$375.00	\$440.00	\$0
Env. Health	Temporary Tobacco License - Sampling Permit	\$150.00	\$175.00	\$0
Env. Health	Late Fee and/or failure to report change of ownership (**)	\$215.00	\$250.00	\$0
	POLLUTION PREVENTION PROGRAM (P2)			
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$80.00	\$95.00	\$1,350
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$160.00	\$190.00	\$450
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$160.00	\$190.00	\$5,250
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$260.00	\$305.00	\$1,485
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$245.00	\$285.00	\$3,400
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$390.00	\$460.00	\$630
Env. Health	Use hourly rate for Plan Review & Consultation			

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
	MISC FEES			
Env. Health	Hourly rate for services not specified in the fee schedule	\$110.00	\$125.00	\$0
Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$140.00	\$165.00	\$0
Env. Health	Sanitary Code appeal fee	\$140.00	\$165.00	\$0
Parks	Administrative/Office Fees			
Parks	Cancellation Fee (for all park reservations)	\$23.00	\$24.00	\$42
Parks	Parking/Vehicle Entrance Fees ****			
Parks	Resident Daily	\$3.00	\$5.00	\$126,054
Parks	Resident Annual	\$35.00	\$40.00	\$21,250
Parks	Non-Resident Daily	\$5.00	\$7.00	\$27,962
Parks	Non-Resident Annual	\$45.00	\$50.00	\$1,360
Parks	Shelters			
Parks	Winter Sports Building (100 Person Capacity) ****	\$110.00	\$120.00	\$10
Parks	Winter Sports Building - reservation fee/non operational	\$33.00		\$0
Parks	Shelters - 60 Person Capacity ****			
Parks	Lake Lansing South Lakeview	\$85.00	\$90.00	\$380
Parks	Lake Lansing North Oak Knoll	\$85.00	\$90.00	\$140
Parks	Lake Lansing North Sandhill	\$85.00	\$90.00	\$240
Parks	Hawk Island Kestrel	\$85.00	\$90.00	\$530
Parks	Burchfield Deer Run	\$85.00	\$90.00	\$175
Parks	Burchfield Pine Knoll	\$85.00	\$90.00	\$205
Parks	Burchfield Southridge	\$85.00	\$90.00	\$165
Parks	Shelters - 120 Person Capacity ****			
Parks	Lake Lansing - North - 1/2 of Main	\$115.00		
Parks	Hawk Island Peregrine	\$145.00	\$150.00	\$365
Parks	Burchfield 1/2 of North Bluff	\$115.00		
Parks	Burchfield 1/2 of Woodsong	\$115.00		
Parks	Shelters - 150 Person Capacity ****			
Parks	Lake Lansing - South - 1/2 of Main	\$115.00		
Parks	Shelters - 240 Person Capacity ****			
Parks	Lake Lansing - North - Main	\$200.00	\$215.00	\$255
Parks	Burchfield - North Bluff	\$200.00	\$215.00	\$270
Parks	Burchfield - Woodsong	\$200.00	\$215.00	\$15
Parks	Shelters - 300 Person Capacity ****			
Parks	Lake Lansing - South - Main	\$200.00	\$215.00	\$555
Parks	Burchfield - Overlook	\$200.00	\$215.00	\$480
Parks	Shelters - 375 Person Capacity ****			
Parks	Hawk Island - Red Tail	\$295.00	\$310.00	\$510
Parks	Cabanas - Mini semi permanent shelters/30 p cap.			
Parks	Hawk Island	\$85.00	\$90.00	\$335
Parks	Lake Lansing South	\$85.00	\$90.00	\$185
Parks	Overnight Camping-Per Group NEW FEE		\$50.00	
Parks	Wedding Gazebo			

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
Parks	Special Event Fee for group size 25-100 people not renting a shelter (for profit groups)	\$75.00	\$80.00	\$0
Parks	Boating Fees ****			
Parks	In-Park Canoe/Kayak - per hr	\$7.00	\$10.00	\$2,169
Parks	Abandonment Recovery Fee	\$45.00	\$48.00	\$6
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$24.00	\$25.00	\$4
Parks	Canoe/Kayak Trips - McNamara	\$18.00	\$21.00	\$1,338
Parks	Canoe/Kayak Trips - Bunker Rd	\$26.00	\$30.00	\$1,404
Parks	Canoe/Kayak Trips - Eaton Rapids	\$33.00	\$40.00	\$56
Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$6.00	\$7.00	\$31
Parks	Pedal Boat - 1/2 hour	\$6.00	\$7.00	\$1,845
Parks	Character Pedal Boat- 1/2 hour NEW FEE		\$10.00	
Parks	Row Boat/Hawk Island Kayak - 1st hour	\$8.00	\$9.00	\$0
Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$3.00	\$4.00	\$0
Parks	Boat Launch - Daily	\$5.00	\$6.00	\$2,559
Parks	Boat Launch - Annual	\$58.00	\$60.00	\$238
Parks	Ski Rental ****			
Parks	Moonlight Ski- Adult	\$11.00	\$12.00	\$0
Parks	Moonlight Ski - Child (12 & under)	\$5.00	\$6.00	\$0
Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****			
Parks	Cross Country Ski Rental- adult per hour	\$11.00	\$12.00	\$1,676
Parks	Cross Country Ski Rental - child per hour	\$5.00	\$6.00	\$628
Parks	Day Camp ****			
Parks	Resident Monday-Friday 9am-4pm	\$110.00		
Parks	Non-Resident Monday-Friday 9am-4pm	\$120.00		
Parks	Resident Mon-Fri 7:30am-5:30pm	\$145.00		
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$155.00		
Parks	Disc Golf ****			
Parks	Day Pass (13 and older)	\$5.00	\$6.00	\$5,341
Parks	Season Pass	\$45.00	\$50.00	\$1,455
Parks	Equipment Replacement-lost,damaged,stolen Discs	\$12.00	\$13.00	\$0
Parks	Disc Golf Tournaments****			
Parks	Less than 50 entries (1)	\$50.00	\$55.00	\$0
Parks	51-100 entries (1)	\$75.00	\$80.00	\$0
Parks	over 101 entries (1) (2)	\$200.00	\$210.00	\$0
Parks	Resident combo (3)	\$70.00	\$75.00	\$985
Parks	Non-Resident combo (3)	\$80.00	\$85.00	\$120
Parks	Dog Park (12 Month Pass) ****			
Parks	Regular Pass	\$33.00	\$40.00	\$1,526
Parks	Student (college ID)	\$22.00	\$27.00	\$968
Parks	Senior (+60)	\$22.00	\$27.00	
Parks	Veteran	\$22.00	\$27.00	

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
Parks	Owner of Service Animal	\$22.00	\$27.00	
Parks	Daily Pass	\$6.00	\$7.00	\$194
Parks	Replacement FOB	\$6.00	\$7.00	\$17
Parks	Snow Tube Rental -Burchfield ****			
Parks	Burchfield - Tube Rental (Hourly)	\$3.00	\$5.00	\$4,522
Parks	Hawk Island Snow Hill **** Rates			
Parks	Per person (adults and children) (2 hours)	\$11.00	\$12.00	\$1,853
Parks	Food Trucks			\$0
Parks	Less than 4 hours in park NEW FEE		\$40.00	\$0
Parks	More than 4 hours in park NEW FEE		\$75.00	\$0
Parks	Game Rental (for 4 hours) ****			
Parks	Moonwalk	\$340.00		
Parks	Dunk Tank	\$265.00		
Parks	Giant Slide	\$475.00		
Parks	Nature Walk pp	\$5.00	\$6.00	\$0
Parks	Nature Prgramming pp NEW FEE		\$10.00	
Parks	Snow shoe rental Child	\$5.00	\$6.00	\$25
Parks	Band Shell Rental - Weekdays	\$110.00	\$125.00	\$90
Parks	Band Shell Rental - Saturday/Sunday/Holidays	\$150.00	\$175.00	\$0
Parks	Band Shell Equipment Rental			
Parks	Chairs or Music Stands	\$55.00	\$60.00	\$0
Parks	Power Amplifier Rental NEW FEE		\$100.00	
Parks	Snow Shoe Rental Adult	\$7.00	\$8.00	\$0
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$27.00	\$30.00	\$30
Zoo	Parking Fees ****			
Zoo	Resident - daily (April - October)	\$3.00	\$5.00	\$44,752
Zoo	Non-Resident daily (April - October)	\$5.00	\$7.00	\$44,148
Zoo	Resident Annual	\$35.00	\$40.00	\$1,610
Zoo	Non-Resident Annual	\$45.00	\$50.00	\$245
Zoo	Ingham County (non-profit) School Bus	\$0.00	\$0.00	\$0
Zoo				
Zoo	Resident Adult (April - October)	\$8.00	\$10.00	\$52,054
Zoo	Non-Resident Adult (April - October)	\$15.00	\$17.00	\$41,610
Zoo	Resident Senior/Military (April - October)*	\$6.00	\$8.00	\$5,078
Zoo	Non-Resident Senior/Military (April - October)	\$13.00	\$15.00	\$5,764
Zoo	Children (age 3-12) (April - October)*	\$5.00	\$7.00	\$45,874
Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$5.00	\$6.00	\$7,733
Zoo	Children (age 3-12) (November - March)	\$4.00	\$5.00	\$2,972
Zoo	Cancellation Fee (for all park reservations)	\$23.00	\$25.00	\$0
Zoo	Admission Fee for Charitable Events (5)	\$4.00	\$5.00	\$0
Zoo	School Groups & Charitable Orgs PENGUIN & EAGLE LAND SHELTERS	\$30.00	\$33.00	\$0
Zoo	School Groups & Charitable Orgs TIGER DEN	\$75.00	\$85.00	\$0
Zoo	Shelters - 60 Person Capacity			
Zoo	Potter Park Penguin Cove	\$130.00	\$150.00	\$700

Location of Service	Fee Description	2023 Fee	Controller/ Department Recommended	Additional Revenue
Zoo	Shelters - 80 Person Capacity			
Zoo	Potter Park Eagle Landing	\$155.00	\$175.00	\$740
Zoo	Shelters - 300 Person Capacity			
Zoo	Potter Park - Tiger Den	\$230.00	\$250.00	\$200
			Total	\$735,353