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VICE-CHAIRPERSON
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VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
IRENE CAHILL
RANDY MAIVILLE
KARLA RUEST

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 05, 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 [January 22, 2025 Minutes](#)
Additions to the Agenda
Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Authorize A \$60,000 Agreement to Legal Services of [South Central Michigan](#) for Foreclosure Prevention Legal Support and Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - b. Resolution to Authorize A \$200,000 Agreement to [Southwest Lansing Action Group](#) for Community Enhancement Related Activities through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - c. Resolution to Authorize A \$1,471,877 Agreement with [Capital Area Community Services](#) for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant
 - d. 4th Quarter [Investment Report](#)
2. Drain Commissioner – Resolution Consenting to Relinquishment of the [Farmington, Farmington No. 2](#), and Farmington No.3 Drains to the Charter Township of Lansing
3. Equalization/Tax Mapping Department – Resolution to Award a Contract for Monumentation and [Remonumentation Project](#) Representative
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Autoclear LLC for X-Ray Machines](#) at the Veterans Memorial Courthouse
 - b. Resolution to Authorize a Service Agreement with [Knight Watch for the Access Control Upgrade](#) at Ingham County Animal Control
 - c. Resolution to Authorize a Service Agreement with Knight Watch for the [Swipe Card Reader Additions](#) at the Human Services Building
 - d. Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the [Replacement of the Chiller](#) at the Human Services Building
5. Road Department
 - a. Resolution to Authorize a Purchase Order for [Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand](#) for 2025
 - b. Resolution to Authorize a Purchase Order for [Helically Corrugated Steel Pipe](#) for 2025

- c. Resolution to Authorize a Purchase Order for [CS-T Trap Rock, 34CS Trap Rock](#), 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for 2025
6. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-014 to Authorize a Contract Amendment with [Sheridan Land Consulting for Consulting Services](#) to the Ingham County Farmland and Open Space Preservation Board
7. Potter Park Zoo – Resolution to Authorize a Purchase Order for [Food Service Items](#) from Gordon Food Service
8. Health Department – Resolution to Authorize an Agreement with the Michigan Department of [Environment, Great Lakes, and Energy](#) for FY 2024-2025
9. Sheriff's Office
 - a. Resolution to Purchase [Firearms and Equipment](#)
 - b. Resolution to Purchase [Honor Guard Uniforms](#)
 - c. Resolution to Accept Grant Funds from the Department of State Police – National Criminal [History Improvement Program](#)
10. Circuit Court – Juvenile Division – Resolution to Authorize Contracts for [Lawyer Guardian Ad Litem Representation](#) and to Amend Resolution #24-306
11. 9-1-1 Central Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with [Central Square Technologies](#) for the Computer Aided Dispatch System
12. Controller's Office – Request to Approve [General Fund Positions](#)

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

January 22, 2025

Draft Minutes

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

Members Absent: Tennis.

Others Present: Carla Clos, Roger Swets, Michael Townsend, Anika Ried 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 December 4, 2024 Minutes

MOVED BY COMM. POLSDOFER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE DECEMBER 4, 2024 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

14. Innovation & Technology Department – Resolution to Approve the Purchase of Connectivity from AT&T

Limited Public Comment

None.

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

1. Treasurer's Office
 - b. Resolution to Authorize \$1,500,000 of Michigan Appropriations Grant Funds to Lonzo Development Group to Develop 1001 W. Saginaw St. and the Iris (900-918 W Saginaw)
 - c. Resolution to Authorize 2025 Tax Note Borrowing
 - d. Resolution to Authorize 2025 Administrative Fund
2. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Construction of a Portion of the Gardens Drain within the Road Rights-of-Way
 - c. Resolution Pledging Full Faith and Credit to Gardens Drain Drainage District Bonds
3. Environmental Sustainability Office
 - a. Resolution to Authorize Use of Contingency Funds for Establishing Office Space for the Ingham County Office of Environmental Sustainability
 - b. Resolution to Authorize the Environmental Sustainability Director to Sign State Grant Reports for Received State Grants
4. Potter Park Zoo – Resolution to Amend Resolution #24-409 Accepting the Stormwater Infrastructure Improvements at Potter Park Zoo Grant from Representative Elissa Slotkin's Community Project Funding Program

5. Department of Finance & Budget – Resolution to Approve the Contract with Gabriel, Roeder, Smith & Company to Conduct an Actuary Evaluation of the Retiree Health Care Plan and Provide Annual GASB Reports

6. Health Department
 - a. Resolution to Authorize the Adoption of the Ingham County Health Department’s Plan of Organization
 - b. Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative
 - c. Resolution to Authorize an Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Opioid Crisis Response Sub-Award
 - d. Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase Social Determinants of Health and Cancer Screening Customization, Mapping, and Validation Services
 - e. Resolution to Authorize an Agreement with Michigan Primary Care Association for COVID-19 Services
 - f. Resolution to Accept Funds from and Enter into an Agreement with Michigan Public Health Institute
 - g. Resolution to Authorize an Agreement with Public Sector Consultants

7. Facilities Department
 - a. Resolution to Authorize the Replacement of UPS Batteries at the Mason Historical Courthouse
 - b. Resolution to Authorize a Five-Year Contract Extension with EC America Inc. for Project Management Software
 - c. Resolution to Authorize a Service Agreement with Trane U.S. Inc. for Chillers at Multiple County Facilities
 - d. Resolution to Authorize Modular Office Systems Furniture Installation – Hilliard Building Suite 202

8. Road Department
 - a. Resolution to Authorize a Purchase Order for Hot Mix Asphalts for 2025
 - b. Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026
 - c. Resolution to Authorize Professional Service Agreements for As-Needed Professional Surveyor Services for 2025-2027
 - d. Resolution to Authorize a Purchase Order for Bulk Fuel Delivery for 2025
 - e. Resolution to Authorize Professional Services Agreements for As-Needed Guardrail Construction Services for 2025-2026
 - f. Resolution to Authorize a Purchase Order for Emulsified Asphalts for 2025

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

10. Sheriff’s Office
 - a. Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2024 Local JAG Grant

- b. Resolution to Accept Federal Comprehensive, Opioid, Stimulant, and Substance Use Site-Based Program (COSSUP) Grant from the Bureau of Justice Assistance and the Department of Justice for the Ingham County Correctional Facility Project Entitled “Creating Access to Therapeutic, Re-Entry, and Recover Support Services in Ingham County”
11. 9-1-1 Central Dispatch Center – Resolution to Authorize the Renewal of ProQA Medical Software Licenses and Support and Acquiring Call Simulator from Priority Dispatch for the Ingham County 9-1-1 Center
 12. Health Services Millage
 - a. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services
 - c. Resolution to Authorize an Amendment to Resolution #23-575 for the Health Services Millage Contract with the Ingham Health Plan Corporation
 13. Controller’s Office
 - a. Resolution to Approve an Economic Development Service Contract
 - b. Resolution to Transfer Special Part-Time Administrative Assistant Position from the Facilities Department to the Controller’s Office
 - c. Request to Approve General Fund Positions
 14. Innovation & Technology Department – Resolution to Approve the Purchase of Connectivity from AT&T

Commissioner Sebolt disclosed, under Agenda Item No. 9, that the Office and Professional Employees International Union (OPEIU) and the United Auto Workers (UAW) were affiliated with their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), through their international unions.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Treasurer’s Office
 - a. Resolution to Authorize \$2,000,000 to Eastside Community Action for Affordable Single-Family Home Construction and Rehab Projects as Authorized in the \$15,000,000 Michigan State Housing Development Authority Enhancement Grant to Ingham County

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

Commissioner Sebolt stated that even though they expected the resolution to pass, that it started before the County got involved, and they did not think this was happening, they were concerned that it would set a precedent that there was a back door to avoiding the prevailing wage requirements. Commissioner Sebolt further stated they would, on principle of precedent setting, be voting no.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Morgan, Grebner, Polsdofer, Cahill, Maiville, Ruest. **Nays:** Sebolt. **Absent:** Tennis.

2. Drain Commissioner
 - b. Resolution Pledging Full Faith and Credit to 2025 Drainage District Notes

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

Commissioner Grebner asked if they were pledging full faith and credit to a long list of specific drain notes that were already known and some drain notes that would materialize later.

Roger Swets, Dickinson Wright Public Finance Attorney and Bond Counsel, stated confirmation that there were some notes coming up to be refinanced, but the rest were notes that were yet to be determined.

Commissioner Grebner stated that around 150 years ago, full faith and credit of public bodies was used as a part of various frauds for projects which were financially unsound and were signed off on by the Legislature and where large debts would be left behind. Commissioner Grebner further asked if, for each of the drains, someone looked at each one individually and signed off.

Commissioner Grebner stated they had previously asked for resolutions involving individual projects to state that the Drain Commissioner had looked at them and that there were plenty of assets to pay the notes or bonds off. Commissioner Grebner further asked who was responsible if a project turned out to not be worth the work that was done, and who went through and decided that each drainage note that was issued was financially sound.

Swets stated that Commissioner Grebner was right and that in the 1800s, many bonds were issued to build railroads that turned out to be illegally issued and went bad, which was the whole reason their legal specialty existed. Swets further stated that many things had changed in the law over the years, and part of the answer was that lawyers gave an unqualified legal opinion as to the validity of the obligations when they were issued.

Swets stated that Michigan was one of the more specific states when it came to providing detailed laws for borrowing and there were many safeguards in place, but ultimately it could happen if someone wanted to commit fraud. Swets further stated that it was not 100% foolproof, but they did look at them carefully, and the Drain Commissioner's Office looked very carefully as well.

Discussion ensued regarding Ingham County drains.

Commissioner Grebner asked if the Drain Commissioner's Office was swearing that each of these districts had enough value to carry the note, as that would be where the scam could come in. Commissioner Grebner further asked who exactly was making these representations to the Board of Commissioners, as someone ought to tell them that they had examined each note and there was no significant probability of default on the note.

Carla Clos, Deputy Drain Commissioner, stated that the Drain Commissioner's Office did that for bonds and they could do the same thing on the maintenance notes.

Discussion ensued regarding drainage district notes.

Clos stated the Drain Commissioner's Office could provide the information that was within the Drain Code to the Board of Commissioners.

Swets stated that a vast majority of the maintenance notes were five, ten or fifteen thousand dollars, so it probably made more sense over a certain dollar number.

Commissioner Grebner requested that a resolution be brought forward for regarding a procedure for drains issuing notes for over \$100,000.

Discussion ensued regarding potential resolution language.

Chairperson Morgan asked what the final cost analysis was for the Montgomery Drain Project.

Clos stated they did not have that information at the moment, but would get it to the Committee.

Chairperson Morgan requested that the Finance Committee receive the Montgomery Drain Project cost analysis.

Discussion ensued regarding the Montgomery Drain and full faith and credit.

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

12. Health Services Millage

- b. Resolution to Amend Resolution #24 - 018 to Authorize a Contract Amendment with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services

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

Commissioner Ruest stated they were concerned because the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CEI) had overspent their budget by \$697,000 without the Commissioners knowing, and it was the end of January and books were closed. Commissioner Ruest further stated they understood there was Fund Balance in the Health Services Millage, but that should not give them authorization to overspend without contacting them, so they would be voting no.

Commissioner Sebolt clarified that CMHA-CEI was an outside agency the County did business with, as it included other counties, and the memo that came with the resolution stated that Medicaid was expanded during the COVID-19 Pandemic, and the end of that enrollment had started to occur in 2023. Commissioner Sebolt further stated that many people had 12 month renewal periods and lost their coverage in 2024, or did not even know they had to renew.

Commissioner Sebolt stated that many services were being provided to the community and they did not know if it was fair to say that CMHA-CEI overspent, rather they continued to provide services to those who were eligible under the Millage. Commissioner Sebolt further stated that CMHA-CEI probably would not like to have to find that funding elsewhere, but they were able to find the money to cover those services through the Millage, which had a more than plentiful Fund Balance.

Commissioner Ruest clarified they did not think the mental health services were not needed, it was just that they should have been notified and should have had a better look at Ingham County Finances overall.

Chairperson Morgan stated that he was thankful that this was a use for the seven million dollars of Fund Balance, as the Health Services Millage language was very restrictive, so the more they could use, the less they would use from the replacement millage.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Morgan, Grebner, Polsdofer, Cahill, Maiville, Sebolt. **Nays:** Ruest. **Absent:** Tennis.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:38 p.m.

**FEBURARY 5, 2025 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1a. Treasurer's Office** – *Resolution to Authorize A \$60,000 Agreement to Legal Services of South Central Michigan for Foreclosure Prevention Legal Support and Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County*

This resolution authorizes entering into a \$60,000 agreement with Legal Services of South Central Michigan to cover all staffing and administrative costs required to provide services on mortgage foreclosure cases in Ingham County consistent with MSHDA Enhancement Grant requirements.

Funding for the \$60,000 agreement is part of the \$15,000,000 allocation from the State for housing projects in Ingham County.

See memo for details.

- 1b. Treasurer's Office** – *Resolution to Authorize A \$200,000 Agreement to Southwest Lansing Action Group for Community Enhancement Related Activities through the Michigan State Housing Authority Enhancement Grant to Ingham County*

This resolution authorizes entering into a \$200,000 agreement with SWAG to cover all staffing and administrative costs required to oversee community engagement activities with terms consistent with MSHDA Enhancement Grant Requirements.

Funding for the \$200,000 agreement is part of the \$15,000,000 allocation from the State for housing projects in Ingham County.

See memo for details.

- 1c. Treasurer's Office** – *Resolution to Authorize A \$1,471,877 Agreement with Capital Area Community Services for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant*

This resolution authorizes \$1,471,877 of Enhancement Grant funds to CACS to expand direct foreclosure prevention and financial education services, foreclosure prevention/financial services staff, and foreclosure prevention/financial services administration.

Funding for the \$1,471,877 agreement is part of the \$15,000,000 allocation from the State for housing projects in Ingham County.

See memo for details.

2. **Drain Commissioner** – *Resolution Consenting to Relinquishment of the Farmington, Farmington No. 2, and Farmington No.3 Drains to the Charter Township of Lansing*

This resolution consents to the relinquishment of jurisdiction and control of the Farmington Drain, the Farmington No. 2 Drain, and the Farmington No. 3 Drain and their respective Drainage Districts as set forth in the attached Exhibit 1 from the Ingham County Drain Commissioner to the Charter Township of Lansing. See memo for details.

3. **Equalization/Tax Mapping Department** – *Resolution to Award a Contract for Monumentation and Remonumentation Project Representative*

This resolution authorizes a contract with Gil Barish, PS, CFedS, as Ingham County Representative Surveyor for the period of January 1, 2025 – December 31, 2025 for a not to exceed amount of \$13,960.

Funding is available through the Survey and Remonumentation grant funds.

See memo for details.

4a. **Facilities Department** – *Resolution to Authorize a Purchase Order to Autoclear LLC for X-Ray Machines at the Veterans Memorial Courthouse*

This resolution authorizes a PO to Autoclear LLC for x-ray machines at the VMC for an amount not to exceed \$51,985.36. Funding is available in the 2025 CIP.

See memo for details.

4b. **Facilities Department** – *Resolution to Authorize a Service Agreement with Knight Watch for the Access Control Upgrade at Ingham County Animal Control*

This resolution authorizes a service agreement with Knight Watch for the access control upgrades at the Animal Shelter. The current system has reached end of life. Funding for the not to exceed amount of \$49,138.97 is available in the 2025 CIP.

See memo for details.

4c. **Facilities Department** – *Resolution to Authorize a Service Agreement with Knight Watch for the Swipe Card Reader Additions at the Human Services Building*

This resolution authorizes a service agreement with Knight Watch for swipe card reader installations at 15 doors at the HSB to improve security. Funding for the \$67,177.00, with a 10% contingency (\$6,717.70) for a total of \$73,894.70, is available in the 2025 CIP.

See memo for details.

4d. **Facilities Department** – *Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the Replacement of the Chiller at the Human Services Building*

This resolution authorizes a PO with Trane U.S. Inc., for the replacement of the chiller at HSB. Funding for the not to exceed amount of \$338,400 is available in the 2025 CIP.

See memo for details.

5a. Road Department – Resolution to Authorize a Purchase Order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for 2025

This resolution authorizes a PO for processed road gravels, various crushed aggregates, Class 2 sand, and winter maintenance sand from the following companies on an as needed basis:

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819
Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333
Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629
Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188
Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813

Funding is available in the Road Department's 2025 budget.

See memo for details.

5b. Road Department – Resolution to Authorize a Purchase Order for Helically Corrugated Steel Pipe for 2025

This resolution authorizes a PO for helically corrugated steel pipe from the following companies on an as needed basis:

Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601
Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854
St. Regis Culvert, Inc. located at 202 Morrell Street, Charlotte, MI 48813.

Funding is available in the Road Department's 2025 budget.

See memo for details.

5c. Road Department – Resolution to Authorize a Purchase Order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for 2025

This resolution authorizes a PO for various aggregates from the following companies:

Yellow Rose Transport Inc. located at 16861 120th Ave, Nunica, MI 49448 for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone and Ohio #9 Aggregates

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819 for 29A Crushed Natural

Funding is available in the Road Department's 2025 budget.

See memo for details.

6. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-014 to Authorize a Contract Amendment with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board

This resolution amends the contract that Ingham County has with Sheridan Land Consulting to allow for professional development expenses, including all costs associated with registration and travel reimbursement for in-state and out-of-state conferences, memberships, subscriptions, trainings, etc.

7. Potter Park Zoo – Resolution to Authorize a Purchase Order for Food Service Items from Gordon Food Service

This resolution authorizes a purchase order to Gordon Food Service in an amount not to exceed \$100,000 annually through 2027 for the purchase of goods for Potter Park Zoo concessions. Sufficient funds are included in the budget for the 2025 purchase.

8. Health Department – Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2024-2025

This resolution authorizes an agreement with the Michigan Department of Environment, Great Lakes, and Energy to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2024 through September 30, 2025.

9a. Sheriff's Office – Resolution to Purchase Firearms and Equipment

This resolution authorizes the Sheriff's Office to purchase 45 Glock model 45 handgun packages, 45 Safariland holsters, 45 Streamlight lights, 59 Mounting Plates, 14 AmeriGlo sights, and 14 Trijicon red dot sights to fully equip all deputies who have law enforcement responsibilities.

Funding was approved from the 2025 Z-List and are available in the Sheriff's Office Admin Equipment & Maintenance budget.

See memo for details.

9b. Sheriff's Office – Resolution to Purchase Honor Guard Uniforms

This resolution authorizes the Sheriff's Office to purchase 16 honor guard jackets, 16 honor guard pants, 16 honor guard hats, as well as badges, insignia, and nameplates to fully equip Honor Guard deputies.

Funding was approved from the 2025 Z-List and are available in the Sheriff's Office Special Units/Uniform & Accessories budget.

See memo for details.

9c. Sheriff's Office – Resolution to Accept Grant Funds from the Department of State Police – National Criminal History Improvement Program

This resolution authorizes accepts the MSP's 2024 National Criminal History Improvement Program grant of \$20,556.00. The funds shall be used to purchase fingerprinting hardware and software to be utilized within the Ingham County Sheriff's Office Facility.

10. Circuit Court – Juvenile Division – *Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation and to Amend Resolution #24-306*

This resolution authorizes contracts for Lawyer Guardian Ad Litem and amends Resolution #24-306, which had set the rate for two of the lawyers for 2025. The amendment will increase those rates to match the rates of the other lawyers for 2025.

See memo for details.

11. 9-1-1 Central Dispatch Center – *Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch System*

This resolution authorizes the renewal of software support from Central Square Technologies for the 9-1-1 Center's CAD system at a cost of \$186,868.15 from April 14, 2025-April 13, 2026.

Funding is included in the 9-1-1 Center's 2025 budget.

See memo for details.

12. Controller's Office – *Request to Approve General Fund Positions*

This memo requests exemptions to the hiring freeze for the positions listed in the memo.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

1a. Treasurer's Office – *4th Quarter Investment Report*

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 24, 2025

SUBJECT: Resolution to Authorize Agreement with Legal Services of South Central Michigan for \$60,000 in MSHDA Enhancement Grant Funds for Legal Services on Mortgage Foreclosure Cases in Ingham County

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant including \$60,000 of those funds to be allocated to Legal Services of South Central Michigan (LSSCM) to fund staffing and administrative expenses required to provide legal services for mortgage foreclosure cases.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to LSSCM.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with LSSCM consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of legal services that will provide legal services to assist in foreclosure prevention to keep more Ingham County residents in their homes.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$60,000 AGREEMENT TO LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN FOR FORECLOSURE PREVENTION LEGAL SUPPORT AND RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, Budget Section 1019 of the FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention services to help residents of Ingham County struggling to make mortgage and/or delinquent tax payments in Ingham County; and

WHEREAS, in Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant, including \$60,000 for two years of staffing and administrative expenses for Legal Services of South Central Michigan to provide legal services for mortgage foreclosure cases in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a \$60,000 agreement with Legal Services of South Central Michigan to cover all staffing and administrative costs required to provide services on mortgage foreclosure cases in Ingham County consistent with MSHDA Enhancement Grant requirements.

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

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 24, 2025

SUBJECT: Resolution to Authorize Agreement with Southwest Action Group (SWAG) for \$200,000 in MSHDA Enhancement Grant Funds for Leading Community Engagement Efforts in Support of Community Enhancement Projects in Partnership with the Ingham County Land Bank

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including community engagement around community enhancement projects in partnership with the Ingham County Land Bank. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant including \$200,000 of those funds to be allocated to SWAG to fund community engagement efforts for County-supported community enhancement projects to be completed in partnership with the Ingham County Land Bank.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to SWAG.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with Southwest Action Group consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of citizen engagement around community enhancement and revitalization projects that will create more housing opportunities for residents.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$200,000 AGREEMENT TO SOUTHWEST LANSING ACTION GROUP FOR COMMUNITY ENHANCEMENT RELATED ACTIVITIES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, Budget Section 1019 of the FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including community enhancement projects to create and rehab existing housing in Ingham County; and

WHEREAS, In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant, including \$200,000 for two years of staffing and administrative expenses for Southwest Lansing Action Group (SWAG) to lead community engagement efforts around current and future community enhancement projects in the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a \$200,000 agreement with SWAG for two years to cover all staffing and administrative costs required to oversee community engagement activities with terms consistent with MSHDA Enhancement Grant Requirements.

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

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 24, 2025

SUBJECT: Resolution to Authorize a \$1,471,877 Agreement with Capital Area Community Services for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the MSHDA Enhancement Grant including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% AMI.

Within CACS's total budget request, its requests \$1,471,877 of Enhancement Grant funds for the purpose of expanding direct foreclosure prevention and financial education services, foreclosure prevention/financial services staff, and foreclosure prevention/financial services administration.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to CACS for the purpose of foreclosure prevention/financial service expansion for Ingham County residents.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with CACS consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of providing financial services that will aid in foreclosure prevention to keep more Ingham County residents in their homes.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$1,471,877 AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES FUNDED THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% AMI; and

WHEREAS, CACS is a nonprofit organization that has provided one-on-one counseling to property owners affected by the tax foreclosure process for Ingham County residents; including financial education, referrals/linkages to additional social services and agencies, and improved outcomes for clients with delinquent property taxes; and

WHEREAS, CACS also partners with the Ingham County Treasurer to administer additional tax foreclosure prevention initiatives, including the Tax Foreclosure Avoidance Agreement (TFAA) as authorized in Resolution #04-371; and

WHEREAS, CACS submitted a proposal requesting \$1,471,877 of Enhancement Grant funds to expand direct foreclosure prevention and financial education services, foreclosure prevention/financial services staff, and foreclosure prevention/financial services administration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve an amount of \$1,471,877 to be committed to CACS to oversee and implement expanded programming for foreclosure prevention/financial services for households earning at or below 120% AMI with terms consistent with MSHDA Enhancement Grant Requirements.

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

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

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
12/31/2024**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF DECEMBER 31, 2024
OPERATING BANK ACCOUNTS INCLUDING SWEEPS				18,897,931.95
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	2/15/2024	2/13/2025	5.19	2,035,030.49
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
FNB BANK	3/21/2024	3/20/2025	4.25	1,001,281.57
TOTAL CDARS				8,036,312.06
JP Morgan Government Money Market Fund			4.30	3,185,832.35
RESERVE AND SAVINGS				
LAFCU			0.20	384,520.46
MSUFCU			3.00	943,820.83
DART			0.60	50,024.66
DART SWEEP			1.65	1,994,243.65
CASE CREDIT UNION			1.72	174,780.66
SMALL ACCOUNTS				61.29
MICHIGAN CLASS			4.69	35,713,324.64
TOTAL RESERVE AND SAVINGS				39,260,776.19

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF DECEMBER 31, 2024
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	9/2/2020	3/17/2025	0.50	1,000,000.00
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	6/29/2021	1/22/2025	0.38	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	1/11/2022	1/27/2025	0.70	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	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
TOTAL FED AGENCY COUPON SECURITIES				77,194,418.79

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE AS OF DECEMBER 31, 2024
US TREASURY NOTES				
US Treasury Note	10/16/2023	8/31/2025	5.00	2,009,537.09
US TREASURY NOTES				2,009,537.09
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
TOTAL MUNICIPAL BONDS				2,194,845.68
TOTAL POOLED INVESTMENTS				147,881,722.16
TOTAL POOLED CASH AND INVESTMENTS				166,779,654.11



Alan Fox, Ingham County Treasurer

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: January 27, 2025

SUBJECT: Resolution Approving Relinquishment of the Farmington Drain, Farmington No. 2 Drain, and Farmington No. 3 Drain to the Charter Township of Lansing

BACKGROUND

The Farmington Drain, Farmington No. 2 Drain, and Farmington No. 3 Drain (the “Drains”) are established county drains located wholly within the Charter Township of Lansing. The Bank Intercounty Drain Drainage Board is currently undertaking an improvement project and the intent of the relinquishment of the Drains is to ultimately convert the Drains into branches of the Bank Intercounty Drain. In order to accomplish this conversion, the Drains must first be relinquished.

Section 395 of the Drain Code sets forth the requirements and procedures for transferring jurisdiction of all or a part of a county drain to a municipality. Specifically, the following requirements contained in Section 395 must be met:

- The part of the drain to be relinquished and the area that the part of the drain services is wholly located within the boundaries of the township that is to accept jurisdiction and control of the part of the drain;
- The township approves the relinquishment of the part of the drain;
- The relinquishment is approved by a majority of the members of the county board of commissioners; and
- The Drainage District has no outstanding indebtedness or contract liability. Indebtedness or contract liability that will be paid in full when jurisdiction and control is relinquished is not considered to be outstanding.

The Drain Commissioner is confirming all requirements have been met, with the exception of the Board Commissioners’ approval of the relinquishment. The Charter Township of Lansing and Ingham County Drain Commissioner’s Relinquishment Agreement, dated January 15, 2025, is included with the proposed Resolution for the Board Commissioners. The Farmington Drain, Farmington No. 2 Drain, the Farmington No. 3 Drain and their respective Drainage Districts as set forth in Exhibit 1 to the proposed Resolution.

ALTERNATIVES

Not approve the relinquishment of jurisdiction and control of the Drains to the Charter Township of Lansing, leaving jurisdiction and control over the Drains with the Drain Commissioner.

FINANCIAL IMPACT

If the relinquishment is approved, the cost of any drain maintenance or improvement of the Drains to be relinquished to the Charter Township of Lansing would no longer an obligation of the at-large corporations (including Ingham County) and property owners within the Drainage Districts. Once converted as branches of the Bank Intercounty Drain, such costs would be assessed by the Bank Intercounty Drain Drainage Board to the at-large corporations and property owners within that Drainage District. Ingham County will continue to be liable for an at-large assessment for the benefit of county roads. Overall administrative costs are expected to be reduced due to the elimination of the three Drains as separate county drains and the conversion of the Drains as branches of the Bank Intercounty Drain will streamline the assessment process.

RECOMMENDATION

I respectfully recommend and request approval of the attached resolution to authorize the relinquishment of jurisdiction and control of the Farmington Drain, Farmington No. 2 Drain, and Farmington No. 3 Drain from the Ingham County Drain Commissioner to the Charter Township of Lansing.

Thank you for consideration of my request. Deputy Drain Commissioner Paul C. Pratt will be in attendance at your February 4, 2025 Committee meeting and February 5, 2025 Committee meeting to answer any questions you might have regarding my request.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY OF COMMISSIONERS

RESOLUTION CONSENTING TO RELINQUISHMENT OF THE FARMINGTON, FARMINGTON NO. 2, AND FARMINGTON NO.3 DRAINS TO THE CHARTER TOWNSHIP OF LANSING

WHEREAS, the Farmington Drain, the Farmington No. 2 Drain, and the Farmington No. 3 Drain (the “Drains”) and each of their respective Drainage Districts (the “Drainage Districts”) were established in accordance with the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 *et seq.*, (the “Drain Code”) and are under the jurisdiction of the Ingham County Drain Commissioner (“Drain Commissioner”); and

WHEREAS, the Drains are each wholly located in the Charter Township of Lansing (the “Township”) as described and depicted in Exhibit 1; and

WHEREAS, pursuant to Section 395 of the Drain Code, MCL 280.395, the Drain Commissioner may relinquish jurisdiction and control over all or any part of a drain or drain project at any time when there is no outstanding indebtedness or contract liability of its drainage district, to the township in which all or the part of the drain or drain project is wholly located, if the township requests or consents to the relinquishment of jurisdiction and control by resolution duly adopted by its governing body; and

WHEREAS, Section 395 of the Drain Code, MCL 280.395, further provides that the relinquishment and turnover of the Drain does not become effective until consented to by resolution of each public corporation that has paid a part of the cost of the drain; and

WHEREAS, on January 15, 2025, the Board of Trustees for the Township adopted a resolution approving the relinquishment of jurisdiction and control of the Drain from the Drain Commissioner to the Township, and said resolution was transmitted to the Drain Commissioner (Exhibit 2); and

WHEREAS, pursuant to Section 395 of the Drain Code, MCL 280.395, the County, which is a public corporation that has been assessed and paid a part of the cost of the Drain, consents to the relinquishment of jurisdiction and control of the Drain and Drainage District from the Drainage Board to the Township.

THEREFORE BE IT RESOLVED, that the County, pursuant to Section 395 of the Drain Code, MCL 280.395, hereby consents to the relinquishment of jurisdiction and control of the Farmington Drain, the Farmington No. 2 Drain, and the Farmington No. 3 Drain and their respective Drainage Districts as set forth in the attached Exhibit 1 from the Ingham County Drain Commissioner to the Charter Township of Lansing.

BE IT FURTHER RESOLVED, that any resolutions and parts of resolutions are, to the extent of any conflict with this resolution, are rescinded to the extent of the conflict.

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

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



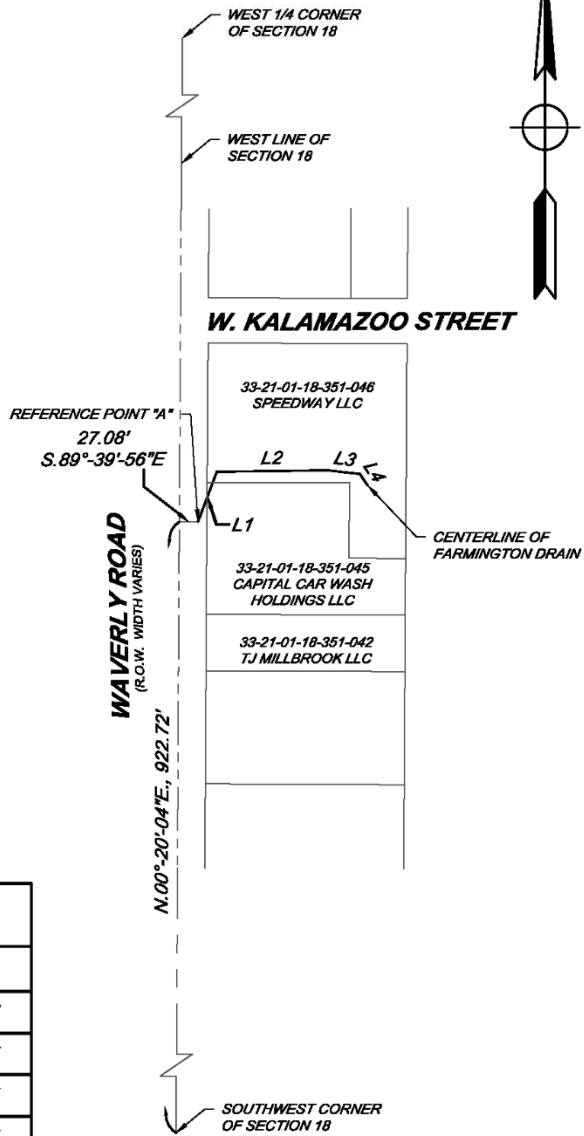
FARMINGTON DRAIN ROUTE & COURSE

SCALE: 1" = 200'

**SECTION 18, T.4 N. - R.2 W.
 LANSING CHARTER TOWNSHIP
 INGHAM COUNTY, MICHIGAN**

DWG. NO.: A-29999-1

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



<i>Line Table</i>		
<i>Line #</i>	<i>Length</i>	<i>Direction</i>
L1	77.88'	N.20°-42'-11"E
L2	162.13'	N.89°-19'-15"E
L3	46.56'	S.83°-23'-26"E
L4	20.07'	S.35°-00'-04"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT	PLOT DATE: 01-23-2025	JOB#: 132244SG2022
CHECKED BY: DMW	SHEET 1 OF 4	DWG#: A-29999-1

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 St. Johns, MI 48879
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FARMINGTON DRAIN

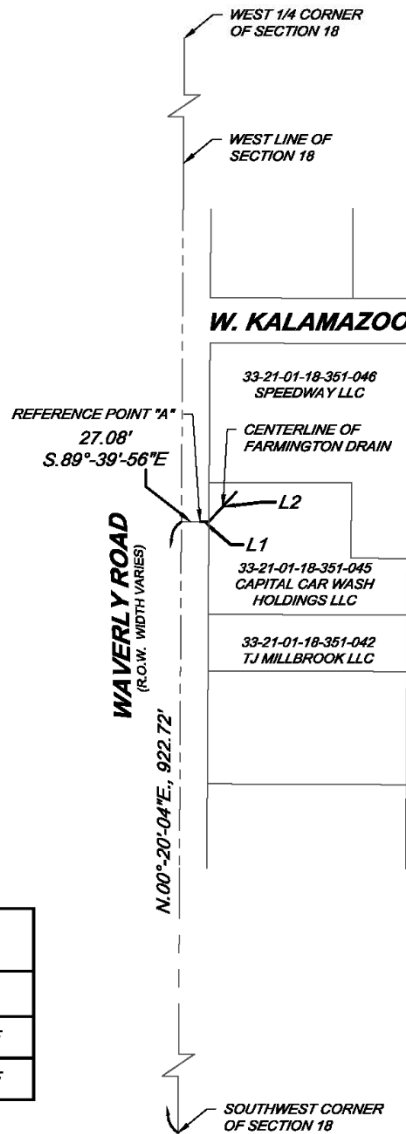
ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29999-2

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	12.50'	S.88°-12'-37"E
L2	60.61'	N.43°-04'-18"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 2 OF 4

JOB#: 132244SG2022
 DWG#: A-29999-2

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
 www.SpicerGroup.com



FARMINGTON DRAIN

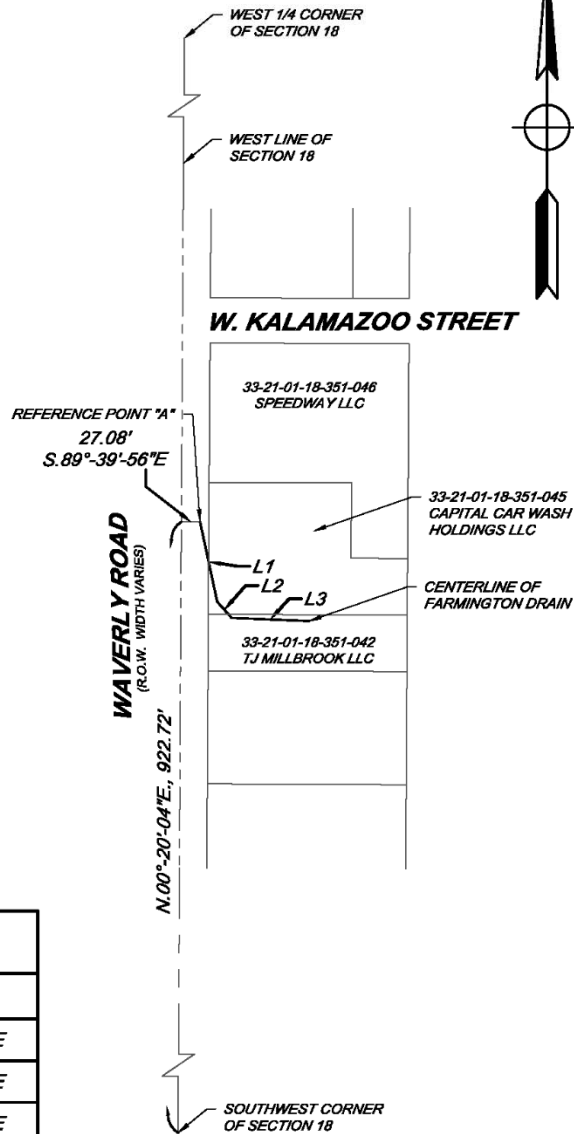
ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29999-3

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	119.40'	S.12°-07'-41"E
L2	31.67'	S.41°-27'-16"E
L3	112.93'	S.87°-42'-09"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 4

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 3 OF 4

JOB#: 132244SG2022
 DWG#: A-29999-3

Spicer Group, Inc.
1400 Zeeb Drive
St. Johns, MI 48879
TEL (989) 224-2355
www.SpicerGroup.com



FARMINGTON DRAIN ROUTE & COURSE

DWG. NO.: A-29999-4

ROUTE & COURSE DESCRIPTION:

The Route and Course of the Farmington Drain is as follows: Commencing for outlet at a point in the Southwest 1/4 of Section 18 which is N.00°-20'-04"E., on the West line of said Section, 922.72 feet and 27.08 feet, S.89°-39'-56"E., of the Southwest corner of Section 18, T.4 N.-R.2 W., Lansing Charter Township, Ingham County, Michigan, said point being Reference Point "A"; thence N.20°-42'-11"E., 77.88 feet; thence N.89°-19'-15"E., 162.13 feet; thence S.83°-23'-26"E., 46.56 feet; thence S.35°-00'-04"E., 20.07 feet and there end. The total length of this route and course being 306.64 feet.

AND ALSO

Commencing at the Reference Point "A"; thence S.88°-12'-37"E., 12.50 feet; thence N.43°-04'-18"E., 60.61 feet and there end. The total length of this route and course being 73.11 feet.

AND ALSO

Commencing at the Reference Point "A"; thence S.12°-07'-41"E., 119.40 feet; thence S.41°-27'-16"E., 31.67 feet; thence S.87°-42'-09"E., 112.93 feet and there end. The total this route and course being 264 feet.

The total length of all route and courses being 643.75 feet.

DRAWN BY: MJT
CHECKED BY: DMW

PLOT DATE: 01-23-2025
SHEET 4 OF 4

JOB#: 132244SG2022
DWG#: A-29999-4

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
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FARMINGTON DRAIN No.2

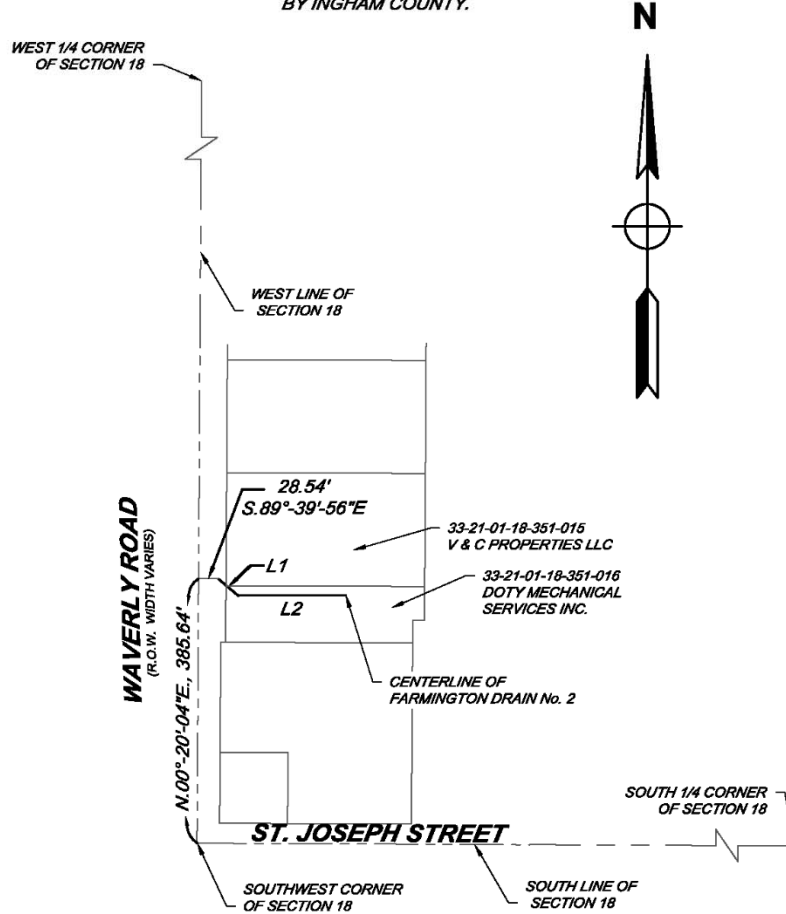
ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-30000-1

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



Line Table		
Line #	Length	Direction
L1	37.62'	S.50°-09'-15\"E
L2	157.18'	N.89°-55'-09\"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 2

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 1 OF 2

JOB#: 132244SG2022
 DWG#: A-30000-1

Spicer Group, Inc.
1400 Zeeb Drive
St. Johns, MI 48879
TEL (989) 224-2355
www.SpicerGroup.com



FARMINGTON DRAIN No.2

ROUTE & COURSE

DWG. NO.: A-30000-2

ROUTE & COURSE DESCRIPTION:

The Route and Course of the Farmington Drain No. 2 is as follows: Commencing for outlet at a point in the Southwest 1/4 of Section 18 which is N.00°-20'-04"E., on the West line of said Section, 385.64 feet and 28.54 feet, S.89°-39'-56"E., perpendicular to said West line, of the Southwest corner of Section 18, T.4 N.-R.2 W., Lansing Charter Township, Ingham County, Michigan; thence S.50°-09'-15"E., 37.62 feet; thence N.89°-55'-09"E., 157.18 feet and there end. Total overall length of the route and course of Farmington Drain No. 2 being 194.80 feet.

DRAWN BY: MJT
CHECKED BY: DMW

PLOT DATE: 01-23-2025
SHEET 2 OF 2

JOB#: 132244SG2022
DWG#: A-30000-2

Spicer Group, Inc.
 1400 Zeeb Drive
 St. Johns, MI 48879
 TEL (989) 224-2355
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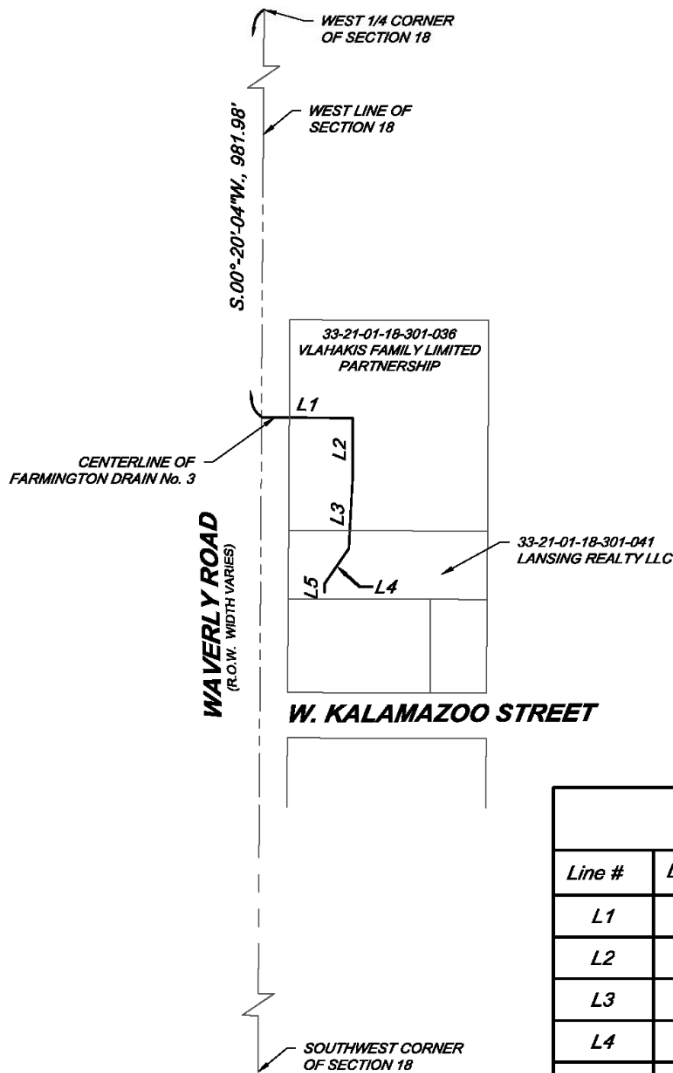
FARMINGTON DRAIN No.3
 ROUTE & COURSE

SCALE: 1" = 200'

SECTION 18, T.4 N. - R.2 W.
LANSING CHARTER TOWNSHIP
INGHAM COUNTY, MICHIGAN

DWG. NO.: A-29998-1

NOTE: BEARINGS ARE BASED
 ON INGHAM COUNTY SECTION
 LINE FRAME WORK PROVIDED
 BY INGHAM COUNTY.



<i>Line Table</i>		
<i>Line #</i>	<i>Length</i>	<i>Direction</i>
L1	133.12'	S.89°-27'-53"E
L2	91.27'	S.00°-19'-37"W
L3	99.31'	S.03°-05'-57"W
L4	62.34'	S.34°-36'-40"W
L5	12.08'	S.00°-00'-00"E

FOR ROUTE AND COURSE DESCRIPTION, SEE SHEET 2

DRAWN BY: MJT
 CHECKED BY: DMW

PLOT DATE: 01-23-2025
 SHEET 1 OF 2

JOB#: 132244SG2022
 DWG#: A-29998-1

Spicer Group, Inc.
1400 Zeeb Drive
St. Johns, MI 48879
TEL (989) 224-2355
www.SpicerGroup.com



FARMINGTON DRAIN No.3 ROUTE & COURSE

DWG. NO.: A-29998-2

ROUTE & COURSE DESCRIPTION:

The Route and Course of the Farmington Drain No.3 is as follows: Commencing for outlet at a point in the Southwest 1/4 of Section 18 which is S.00°-20'-04"W., on the West line of said Section, 981.98 feet of the West 1/4 corner of Section 18, T.4 N.-R.2 W., Lansing Charter Township, Ingham County, Michigan; thence S.89°-27'-53"E., 133.12 feet; thence S.00°-19'-37"W., 91.27 feet; thence S.03°-05'-57"W., 99.31 feet; thence S.34°-36'-40"W., 62.34 feet; thence S.00°-00'-00"E., 12.08 feet and there end. The total length of the route and course of Farmington Drain No. 3 being 398.12 feet.

DRAWN BY: MJT
CHECKED BY: DMW

PLOT DATE: 01-23-2025
SHEET 2 OF 2

JOB#: 132244SG2022
DWG#: A-29998-2

RESOLUTION 25-04
RESOLUTION APPROVING THE RELINQUISHMENT OF THE
FARMINGTON DRAIN, FARMINGTON DRAIN NO.2, AND FARMINGTON DRAIN NO. 3
TO TOWNSHIP

At a regular meeting of the Township Board of the Charter Township of Lansing, Ingham County, Michigan, held at the township hall at 3209 W. Michigan Avenue, Lansing, Michigan 48971 in said Township on the 14th day of January 2025, at 6:00 p.m., local time.

Present: Henrietta Brewer, Tracie Harris, Cortney Lighthouse, Kathy Rodgers
Absent: Leslie Graham, Nate Ruiz, Maggie Sanders

The following resolution was offered by Treasurer Rodgers and supported by Clerk Lighthouse:

WHEREAS, the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 (the "Drains") were established in accordance with the provisions of the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 et seq., (the "Drain Code") and are under the jurisdiction of the Ingham County Drain Commissioner ("Drain Commissioner"); and

WHEREAS the Drains are located in the Charter Township of Lansing ("Township") the route and course of which is depicted in **Exhibit A**; and

WHEREAS, the Drains do not have any outstanding indebtedness or contract liability; and

WHEREAS, pursuant to Section 395 of the Drain Code the Drain Commissioner may relinquish jurisdiction and control over all or any part of a drain or drain project at any time when there is no outstanding indebtedness or contract liability of its drainage district, to the township in which all or part of the drain or drain project is wholly located, if the township requests or consents to the relinquishment of jurisdiction and control by resolution duly adopted by its governing body; and

WHEREAS, pursuant to Section 395 of the Drain Code the Township desires and consents to the relinquishment of jurisdiction and control of the Drains from the Drain Commissioner to the Township until such time as the Drains are established as part of the Bank Intercounty Drain pursuant to Chapter 8 of the Drain Code; and

WHEREAS, to ensure continued and proper operation and maintenance of the Drains following the approval and relinquishment of the Drains to the Township by the Drain Commissioner, the Township and the Ingham County Drain Commissioner have agreed to enter into an agreement according to the terms and conditions, as set forth in **Exhibit B**.

NOW THEREFORE BE IT RESOLVED, pursuant to Section 395 of the Drain Code, MCL 280.478, the Township hereby consents to the relinquishment of jurisdiction and control of the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 as set forth in **Exhibit A** from the Drain Commissioner to the Township.

BE IT FURTHER RESOLVED, the Township approves and authorizes the Supervisor and Clerk to execute a Relinquishment Agreement with the Ingham County Drain Commissioner in substantial form attached as **Exhibit B** in connection with the relinquishment of jurisdiction of the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 Drain by the Ingham County Drain Commissioner.

BE IT FURTHER RESOLVED, all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be the same and hereby are rescinded.

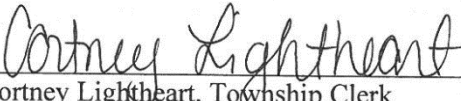
Roll Call Vote:

Ayes: Brewer, Harris, Lightheart, Rodgers
Nays: None
Absent: Graham, Ruiz, Sanders

The foregoing Resolution was declared and adopted on the date.

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the Clerk of the Township Board of the Charter Township of Lansing, Ingham County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 14th day of January 2025.



Cortney Lightheart, Township Clerk
Charter Township of Lansing

RELIQUISHMENT AGREEMENT

FARMINGTON DRAIN FARMINGTON DRAIN NO. 2 FARMINGTON DRAIN NO. 3

This Agreement (“Agreement”) is made and entered into on this 15 day of January, 2025, by and between the Ingham County Drain Commissioner (the “Drain Commissioner”), whose address is 707 Buhl St, Mason, MI 48854, and the Charter Township of Lansing (hereinafter, the “Township”), 3209 W. Michigan Avenue, Lansing, Michigan 48971. In this Agreement, the Drain Commissioner and Township may be referred to individually as “Party,” or collectively as “Parties”.

WITNESSETH:

WHEREAS, the Farmington Drain, Farmington Drain No. 2, and Farmington Drain No. 3 (collectively, the “Drains”) are established drains under the Michigan Drain Code, MCL 280.1 *et seq.* (“Drain Code”), with drainage facilities located wholly within the boundaries of the Township and with no outstanding indebtedness or contract liability; and

WHEREAS, the Township wishes to obtain jurisdiction and control over the Drains, the route and course of which is each described and depicted in **Exhibit 1**; and

WHEREAS, the Township has adopted a Resolution, attached as **Exhibit 2**, authorizing the assumption of jurisdiction and control of the Drain as provided in Section 395; and

WHEREAS, the Ingham County Board of Commissioners has adopted a Resolution attached as **Exhibit 3** consenting to the relinquishment of the Drains from the Drain Commissioner to the Township.;

WHEREAS, on January 15, 2025 the Drain Commissioner issued an Order, attached hereto as **Exhibit 4**, stating his intent to relinquish jurisdiction and control of the Drains to the Township.

NOW THEREFORE IT IS AGREED:

1. Jurisdiction and control of the Drains shall be relinquished to the Township, which shall assume the jurisdiction, control, maintenance, operation of the Drains, and all costs attendant thereto until such time the Drains are established as part of the Bank Intercounty Drain pursuant to Chapter 8 of the Drain Code.
2. The Drain Commissioner shall hereby be relieved of the jurisdiction and control of the Drains.
3. It is the intent of the Parties that the Drains shall become part of the Bank Intercounty Drain.

4. This Agreement shall become effective upon its execution by all Parties and shall be binding upon the successors and assigns of each Party.
5. Each Party hereto represents and warrants to the other that it has full power and authority to enter into this Agreement.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

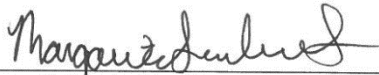
**FARMINGTON DRAIN DRAINAGE DISTRICT
FARMINGTON DRAIN NO. 2 DRAINAGE DISTRICT
FARMINGTON DRAIN NO. 3 DRAINAGE DISTRICT**

Date: _____, 2025

Patrick E. Lindemann
Ingham County Drain Commissioner

CHARTER TOWNSHIP OF LANSING

Date: January 15, 2025



By: Maggie Sanders
Its: Supervisor

Date: January 15, 2025



By: Courtney Lighthouse
Its: Clerk

TO: County Services Committee
Finance Committee

FROM: Rosemary Anger, Director
Equalization & Tax Mapping Department

RE: Resolution to Appoint County Representative Surveyor to the Ingham County Remonumentation Program

Attached please find the resolution to appoint Gil Barish, PS CFedS to serve as the County Representative for the Ingham County Remonumentation Project and to award a contract to Gil Barish, PS, CFedS for said services.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2025 will be for \$62,093.00.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2025 is \$62,023. Up to \$13,960 of the grant will cover the cost for county representative services to be provided by Gil Barish, PS CFedS.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that the County Services and Finance Committees approve the resolution.

TO: Rosemary Anger, Director of Equalization

FROM: Kristen Romo, Director of Purchasing

DATE: January 16, 2025

RE: Memorandum of Performance for RFP No. 5-25 Remonumentation County Representative

Per your request, the Purchasing Department sought proposals from qualified and experienced surveyors for the purpose of entering into a contract in compliance with the State Survey and Remonumentation Act, Public Act 345 of 1990 as amended, to be the representative of the Ingham Board of County Commissioners for all surveying projects approved by or initiated by the Commission under the act.

The scope of work includes, but is not limited to, selecting Monumentation Surveyors in compliance with Qualification-Based Selection (QBS) as set forth in House Concurrent Resolution 206 (June 1987), examining Surveyor's Invoices and recommending payment to the Remonumentation Surveyors, submitting annually a grant application to the Department of Licensing and Regulatory Affairs, Office of Land Surveying and Remonumentation by December 3, and, through periodic on-site inspections, ascertain that the work performed under the remonumentation contracts has been satisfactorily completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	5
Vendors responding	1	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Year One Hourly Rate	Year Two Hourly Rate	Year Three Hourly Rate	Year Four Hourly Rate	Year Five Hourly Rate
Geodetic Designs	Yes, Lansing MI	\$167.00	\$167.00	\$170.00	\$170.00	\$172.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

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

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

WHEREAS, as required by Public Act 345 of 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint and contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Gil Barish, PS, CFedS, was selected through a competitive bid process to be the Ingham County Representative and will be an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that, upon the respectful recommendation of the Ingham County Grant Administrator and the Ingham County Purchasing Department, the Ingham County Board of Commissioners appoint Gil Barish, PS, CFedS, as Ingham County Representative Surveyor.

BE IT FURTHER RESOLVED, that upon approval of the 2025 Grant Application by the State Monumentation and Remonumentation Commission, that the Ingham County Board of Commissioners contract with Gil Barish.

BE IT FURTHER RESOLVED, that the contract is to be funded by Survey and Remonumentation grant funds authorized under Public Act 345 of 1990, for the period of one year, January 1, 2025 through December 31, 2025 in an amount not to exceed \$13,960.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: January 21, 2025

RE: Resolution to Authorize a Purchase Order to Autoclear LLC for the X-Ray Machines at the Veterans Memorial Courthouse

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

The current X-ray machines at the Veterans Memorial Courthouse have outlived their useful life and need to be replaced to ensure continued security screening effectiveness.

Autoclear LLC, a well-established provider of X-ray screening systems, has submitted a quote for two Autoclear 5333DVS-160 X-ray machines at a total cost of \$51,985.36. This purchase is being made under the Cooperative Purchasing Connection (CPC), a cooperative purchasing program based in Minnesota, which allows the county to utilize pre-negotiated pricing and terms.

ALTERNATIVES

The alternative would be to delay the replacement of the current X-ray machines, which could compromise security measures and increase maintenance costs due to outdated technology.

FINANCIAL IMPACT

Funds are available in line item #245-26710-978000-25F04

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a purchase order to Autoclear LLC for the replacement of X-ray machines at Ingham County facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO AUTOCLEAR LLC FOR X-RAY MACHINES AT THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the current X-ray machines at the Veterans Memorial Courthouse have outlived their useful life and require replacement; and

WHEREAS, the Facilities Department has determined that two Autoclear 5333DVS-160 X-ray machines are the best replacement option; and

WHEREAS, Autoclear LLC, through the Cooperative Purchasing Connection (CPC), a cooperative purchasing program based in Minnesota, has submitted a proposal for the replacement machines at a total cost of \$51,985.36; and

WHEREAS, purchases made through a cooperative contract satisfy competitive bidding requirements, eliminating the need to obtain three separate quotes; and

WHEREAS, funding is available in 245-60199-976000-25F04 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Autoclear LLC, 18 Carlisle Road, Hawthorn Woods, IL 60047, for the replacement of X-ray machines at the Veterans Memorial Courthouse for an amount not to exceed \$51,985.36, under the Cooperative Purchasing Connection (CPC) contract.

BE IT FURTHER RESOLVED, that purchases made under the Cooperative Purchasing Connection (CPC) meet all necessary procurement requirements, and the county is not required to obtain three quotes for this purchase.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: January 21, 2025
RE: Resolution to Authorize a Service Agreement with Knight Watch for the Access Control Upgrade at Ingham County Animal Control

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

Ingham County Animal Control relies on an access control system to ensure security and operational efficiency. The existing Bosch system has reached the end of its useful life and requires replacement.

Knight Watch, a provider of security solutions, has submitted a proposal totaling \$49,138.97 for the replacement of the Bosch system with a Galaxy Control System. This upgrade includes adding access control to four additional doors and ensuring compatibility with the existing infrastructure.

The Galaxy Control System is a proprietary security platform, and Knight Watch is the sole source provider for this system. Since this purchase is made under a sole source agreement, the county is not required to obtain three separate quotes, as sole source contracts satisfy competitive bidding requirements.

ALTERNATIVES

The alternative would be to continue using the outdated Bosch system, which poses a security risk and lacks modern security features, increasing the likelihood of operational inefficiencies.

FINANCIAL IMPACT

Funds for this purchase are available in line item 664-42199-978000-25F05.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service agreement with Knight Watch for the access control upgrade at Ingham County Animal Control.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH KNIGHT WATCH FOR THE ACCESS CONTROL UPGRADE AT INGHAM COUNTY ANIMAL CONTROL

WHEREAS, Ingham County Animal Control relies on an access control system to ensure security and operational efficiency; and

WHEREAS, the current Bosch system has reached the end of its useful life and requires replacement; and

WHEREAS, Knight Watch is the sole source provider of the Galaxy Control System, ensuring compatibility with existing security infrastructure; and

WHEREAS, purchases made under a sole source agreement satisfy competitive bidding requirements, eliminating the need to obtain three separate quotes; and

WHEREAS, Knight Watch has submitted a proposal totaling \$49,138.97 for the replacement of the Bosch system with a Galaxy Control System, which includes adding access control to four additional doors; and

WHEREAS, funding is available in line item 664-42199-978000-25F05.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a service agreement with Knight Watch for the access control upgrade at Ingham County Animal Control at a total cost of \$49,138.97, under a sole source procurement agreement for the Galaxy Control System.

BE IT FURTHER RESOLVED, that purchases made under this sole source agreement meet all necessary procurement requirements, and the county is not required to obtain three quotes for this purchase.

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: January 21, 2025

RE: Resolution to Authorize a Service Agreement with Knight Watch for the Swipe Card Reader Additions at the Human Services Building

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

The Human Services Building (HSB) requires additional swipe card readers to improve security and access control across 15 doors. This project is necessary to enhance facility security, modernize access control systems, and ensure better access management.

Knight Watch, a provider of security solutions, has submitted a proposal totaling \$67,177.00 for the installation of access control, which includes card readers, electric strikes, controllers, motion sensors, and power supplies. This installation will be conducted during normal business hours.

The swipe card access control system must be integrated with existing security infrastructure. Knight Watch is the sole source provider for this system, ensuring compatibility and standardization with the county's security platform. Since this purchase is made under a sole source agreement, the county is not required to obtain three separate quotes, as sole source contracts satisfy competitive bidding requirements.

ALTERNATIVES

The alternative would be to continue operating without these necessary security upgrades, which could result in potential security vulnerabilities and access control limitations at the facility.

FINANCIAL IMPACT

The base cost for this project is \$67,177.00. A 10% contingency (\$6,717.70) has been included to cover any unforeseen expenses, bringing the total not-to-exceed project cost to \$73,894.70.

Funds for this project are available in budget line item 245-60199-976000-25F03.

OTHER CONSIDERATIONS

This project may require minor drywall repairs for certain doors, which will be handled separately. Power supply connections and switch ports will be coordinated with the IT department as needed.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service agreement with Knight Watch for the swipe card reader additions at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH KNIGHT WATCH FOR THE SWIPE CARD READER ADDITIONS AT THE HUMAN SERVICES BUILDING

WHEREAS, the Human Services Building (HSB) requires additional swipe card readers to improve security and access control across 15 doors; and

WHEREAS, these security enhancements will provide better-controlled access, increased safety, and compliance with security standards; and

WHEREAS, Knight Watch is the sole source provider for the security access control system, ensuring compatibility with existing security infrastructure; and

WHEREAS, purchases made under a sole source agreement satisfy competitive bidding requirements, eliminating the need to obtain three separate quotes; and

WHEREAS, Knight Watch has submitted a proposal totaling \$67,177 for the necessary equipment and installation, including card readers, electric strikes, controllers, motion sensors, and power supplies; and

WHEREAS, a 10% contingency (\$6,717.70) is included to cover unforeseen expenses, bringing the total not-to-exceed project cost to \$73,894.70; and

WHEREAS, funding is available in budget line item 245-60199-976000-25F03.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a service agreement with Knight Watch for the swipe card reader additions at the Human Services Building, at a total project cost not to exceed \$73,894.70, under a sole source procurement agreement.

BE IT FURTHER RESOLVED, that purchases made under this sole source agreement meet all necessary procurement requirements, and the county is not required to obtain three quotes for this purchase.

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: January 21, 2025

RE: Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the Replacement of the Chiller at the Human Services Building

For the meeting agendas of: February 4 & 5, 2025

BACKGROUND

The existing chiller at the Human Services Building, which is responsible for cooling critical building sections, has exceeded its useful life expectancy and is due for replacement. A new 130-ton air-cooled scroll chiller has been identified as the appropriate replacement unit.

Trane U.S. Inc., an approved vendor under the Omnia cooperative purchasing agreement, has submitted a proposal for \$338,400. The scope of work includes decommissioning and removing the existing chiller, installation of the new unit, reworking piping and steel to accommodate the new system, and integrating the controls into the existing Trane automation system.

This purchase is being made under the Omnia cooperative purchasing agreement, which satisfies competitive bidding requirements. Since this procurement follows a cooperative contract, the county is not required to obtain three separate quotes.

ALTERNATIVES

The alternative would be to delay the replacement, which risks chiller failure, potentially compromising climate control within the building, increasing emergency repair costs, and impacting staff and public comfort.

FINANCIAL IMPACT

Funding for this purchase is available in Fund 24560199-976000-25F02.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize a purchase order to Trane U.S. Inc., for the replacement of the chiller at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRANE U.S. INC., FOR THE REPLACEMENT OF THE CHILLER AT THE HUMAN SERVICES BUILDING

WHEREAS, the existing chiller at the Human Services Building has exceeded its useful life expectancy and requires replacement; and

WHEREAS, the Facilities Department has determined that a 130-ton air-cooled scroll chiller is the best replacement option; and

WHEREAS, Trane U.S. Inc. is an approved vendor under the Omnia cooperative purchasing agreement, which satisfies competitive bidding requirements and eliminates the need to obtain three separate quotes; and

WHEREAS, Trane U.S. Inc. has submitted a proposal for the replacement chiller, including removal of the existing unit, installation, necessary modifications, and integration into the existing control system, at a total cost of \$338,400; and

WHEREAS, funding is available in Fund 24560199-976000-25F02 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for the replacement of the chiller at the Human Services Building for an amount not to exceed \$338,400, under the Omnia cooperative purchasing agreement.

BE IT FURTHER RESOLVED, that purchases made under this cooperative contract meet all necessary procurement requirements, and the county is not required to obtain three quotes for this purchase.

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: January 21, 2025

SUBJECT: Proposed Resolution Authorizing a Purchase Order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and Winter Maintenance Sand for 2025

For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited bids for the Road Department for the purchase of Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand in 2025 per Invitation for Bid (IFB) #1-25 from experienced and qualified vendors, for a one-year period. The following are estimated quantities of the materials needed;

- 22A Processed Road Gravel: +/- 10,000 Tons
- 23A Processed Road Gravel: +/- 10,000 Tons
- 1" x 3" Crushed Limestone: +/- 200 Tons
- 6A Crushed Natural Aggregate: +/- 300 Tons
- 4" - 8" Natural Rip Rap Stone: +/- 80 Tons
- Class 2 Sand: +/- 1,000 Tons
- Winter Maintenance Sand: +/- 500 Tons

Eight bids were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the bids for adherence to county purchasing requirements and are in concurrence to recommend a purchase order with the five lowest, most complete and qualified bidders:

- Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819
- Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333
- Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629
- Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188
- Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the costs associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand from Sunrise Aggregates LLC., Rison Transport LLC., Carrick Trucking & Gravel Inc., Stoneco of Michigan and Crandell Bros. Trucking Inc. for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 15, 2025
RE: Memorandum of Performance for IFB No. 1-25: Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and Winter Maintenance Sand

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing processed road gravels, various crushed aggregates, class 2 sand and winter maintenance sand to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	41	4
Vendors responding	8	2

A summary of the vendors' costs is on the following page.

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

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

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

SUMMARY OF VENDOR COSTS

Vendor Name	Local Preference	Delivery Location	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston
Crandell Bros. Trucking	No, Charlotte MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$35.00	\$35.00	\$35.00	\$38.00	\$38.00	\$38.00
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$45.00	\$45.00	\$45.00	\$11.90	\$11.90	\$11.90	\$11.90	\$11.90	\$11.90	*See Pricing Form in Packet for Additional Details		
Verplank Trucking	No, Ferrysburg MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$48.43	\$48.43	\$48.43	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
Top Grade Aggregates	No, Hamilton MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$32.60	\$31.91	\$33.82
		Aggregate Description	4"-8" Rip Rap Stone (Natural) Limestone			Class 2 Sand			Winter Maintenance Sand - Mortor Sand			2NS		
		Price/Ton	No Bid	No Bid	No Bid	\$16.06	\$14.92	\$16.83	\$19.21	\$18.52	\$20.43	\$18.18	\$17.49	\$19.40
Stoneco of Michigan	No, Canton MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$16.80	\$15.90	\$17.70	\$16.90	\$15.90	\$17.70	\$29.25	\$29.25	\$29.25	\$26.75	\$27.75	\$25.50
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$37.00	\$37.00	\$37.00	\$10.10	\$11.10	\$11.10	\$10.10	\$11.10	\$11.10	*See Pricing Form in Packet for Additional Details		
Rison Transport	No, Middleville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$24.00	\$24.00	\$24.00	\$32.00	\$32.00	\$32.00
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$36.00	\$36.00	\$36.00	\$11.00	\$11.00	\$11.00	\$12.00	\$12.00	\$12.00	*See Pricing Form in Packet for Additional Details		

Carrick Trucking	Yes, Mason MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$14.55	\$14.70	\$14.95	\$14.55	\$14.70	\$14.95	\$43.75	\$43.75	\$43.75	No Bid	No Bid	No Bid
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$34.65	\$35.65	\$34.65	\$9.90	\$10.62	\$9.90	\$15.55	\$15.55	\$15.55	<i>*See Pricing Form in Packet for Additional Details</i>		
Sunrise Aggregates	Yes, Dansville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$15.35	\$15.95	\$15.35	\$15.35	\$15.95	\$15.35	No Bid	No Bid	No Bid	\$49.40	\$50.00	\$49.40
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$49.40	\$50.00	\$49.40	\$12.75	\$13.45	\$12.75	\$12.75	\$13.45	\$12.75			
Woodbotix	No, DeWitt MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" x 3" Crushed Limestone			6A Crushed Natural Aggregate		
		Price/Ton	\$23.60	\$25.78	\$25.78	\$23.60	\$25.78	\$25.78	\$49.22	\$50.31	\$51.41	\$39.27	\$41.46	\$41.46
		Aggregate Description	4"-8" Rip Rap Stone (Natural)			Class 2 Sand			Winter Maintenance Sand					
		Price/Ton	\$133.33	\$134.42	\$135.52	\$13.61	\$12.52	\$15.36	\$22.25	\$23.35	\$23.35	<i>*See Pricing Form in Packet for Additional Details</i>		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR PROCESSED ROAD GRAVELS,
VARIOUS CRUSHED AGGREGATES, CLASS 2 SAND,
AND WINTER MAINTENANCE SAND FOR 2025**

WHEREAS, the Road Department annually purchases approximately 30,000 tons of various gravels, aggregates, and sand for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #1-25) from experienced and qualified vendors for the purchase of Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for the 2025 calendar year, receiving eight bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the various aggregates; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to execute a purchase order with the following for the purchase of Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand:

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819

Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333

Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629

Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188

Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes a purchase orders with Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819; Rison Transport LLC located at 5565 Duncan Lake Rd, Middleville, MI 49333; Carrick Trucking & Gravel Inc located at PO Box 638, 7535 West Emry Road, Houghton Lake, MI 48629; Stoneco of Michigan located at 2575 S. Haggerty Rd, Suite 100, Canton, MI 48188; and Crandell Bros. Trucking Inc located at 800 Island Highway, Charlotte, MI 48813 for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #1-25.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Sunrise Aggregates LLC., Rison Transport LLC., Carrick Trucking & Gravel Inc., Stoneco of Michigan, and Crandell Bros. Trucking Inc. to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: January 21, 2025

SUBJECT: Proposed Resolution Authorizing a Purchase Order for Helically Corrugated Steel Pipe for 2025
For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited bids for the Road Department for the purchase of Helically Corrugated Steel Pipe per Invitation for Bid (IFB) #2-25 from experienced and qualified vendors, for a one-year period.

Five bids were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the bids for adherence to county purchasing requirements and are in concurrence to recommend a purchase order with the three lowest, most complete and qualified bidders:

Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601
Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854
St. Regis Culvert, Inc. Located at 202 Morrell Street, Charlotte, MI 48813.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for Helically Corrugated Steel Pipe from Cadillac Culvert Inc.; Contech Engineered Solutions, LLC; and St. Regis Culvert, Inc. for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 21, 2025
RE: Memorandum of Performance for IFB No. 2-25 Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing helically corrugated steel pipe for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

Material is to conform to Section 909.05 of the Michigan Department of Transportation 2020 Standard Specifications for Construction for Corrugated Steel Pipe with the exception of re-rolled pipe ends shall have at least three circumferential corrugations. Standard lengths of helically corrugated steel pipe with re-rolled ends will be purchased in 20-foot, 24-foot, and 30-foot lengths. Connecting bands shall be a two bolt-hole style and include bolts.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	2
Vendors responding	5	2

A summary of the vendors' costs is on the following pages:

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

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

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

VENDOR COSTS

Vendor Name			St. Regis Culvert Inc.	Jensen Bridge & Supply Company	Contech Engineered Solutions	Core & Main	Cadillac Culvert
Local Preference			No, Charlotte MI	No, Sandusky MI	Yes, Mason MI	Yes, Mason MI	No, Cadillac MI
Timestamp			1/16/25 @ 10:28 AM	1/20/25 @ 4:25 PM	1/21/25 @ 8:31 AM	1/21/25 @ 9:19 AM	1/21/25 @ 10:14 AM
<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gauge</i>	<i>Price per Linear ft.</i>		<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>
8" Spiral Aluminized Type 2	14	No Bid		No Bid	No Bid	No Bid	No Bid
12" Spiral Aluminized Type 2	14	\$11.40		\$11.39	\$11.75	\$13.91	\$11.26
15" Spiral Aluminized Type 2	14	\$14.25		\$14.20	\$15.15	\$18.03	\$14.00
18" Spiral Aluminized Type 2	14	\$17.25		\$17.03	\$18.10	\$21.61	\$16.92
24" Spiral Aluminized Type 2	14	\$24.05		\$22.78	\$24.25	\$28.44	\$22.84
30" Spiral Aluminized Type 2	14	\$30.95		\$30.25	\$31.65	\$38.05	\$29.80
36" Spiral Aluminized Type 2	14	\$37.80		\$35.87	\$35.78	\$42.33	\$36.84
48" Spiral Aluminized Type 2	14	\$50.40		\$54.95	\$50.53	\$60.17	\$51.98
60" Spiral Aluminized Type 2	12	\$60.50		\$83.99	\$85.30	\$101.40	3x1 \$102.60
72" Spiral Aluminized Type 2	12	\$89.10		\$107.15	\$110.45	\$128.15	3x1 \$123.00
<i>Aluminized Type 2 Connecting Bands</i>	<i>Gauge</i>	<i>Width</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>	<i>Price Each</i>
12" Aluminized Connecting Band	14	24"	\$22.80	\$22.78	\$22.75	\$27.00	\$25.34
24" Aluminized Connecting Band	14	24"	\$46.10	\$45.56	\$53.75	\$62.35	\$51.39
			*See pricing form for terms	*See pricing form for terms			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER
FOR HELICALLY CORRUGATED STEEL PIPE FOR 2025**

WHEREAS, the Road Department annually purchases approximately 2,000 feet of corrugated steel pipe for use as drainage culverts and storm sewer construction; and

WHEREAS, the Purchasing Department solicited bids (IFB #2-25) from experienced and qualified vendors for the purchase of helically corrugated steel pipe for the 2025 calendar year, receiving five bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the cost associated with the purchase of the helically corrugated steel pipe; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to execute a purchase order with the following for the purchase of helically corrugated steel pipe:

Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601

Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854

St. Regis Culvert, Inc. located at 202 Morrell Street, Charlotte, MI 48813.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes purchase orders with Cadillac Culvert Inc. located at 5305 M-115, Cadillac, MI 49601; Contech Engineered Solutions, LLC located at 661 Jerico Drive, Mason, MI 48854; and St. Regis Culvert, Inc. located at 202 Morrell Street, Charlotte, MI 48813 for helically corrugated steel pipe on an as-needed, unit price basis for a one-year period, at the rates detailed in the bid response to Invitation for Bid #2-25.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Cadillac Culvert Inc.; Contech Engineered Solutions, LLC; and St. Regis Culvert, Inc. to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: January 21, 2025

SUBJECT: Proposed Resolution Authorizing a Purchase Order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 Aggregates for 2025

For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited bids for the Road Department for the purchase of CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates in 2025 per Invitation for Bid (IFB) #263-24 from experienced and qualified vendors, for a one-year period. The following are estimated quantities of the materials needed:

CS-T Trap Rock: +/- 5,000 Tons
34CS Trap Rock: +/- 5,000 Tons
29A Crushed Natural: +/- 400 Tons
29A Crushed Limestone: +/- 400 Tons
H1 Limestone: +/- 200 Tons
Ohio #9 Aggregates: +/- 100 Tons

Three bids were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the bids for adherence to county purchasing requirements and are in concurrence to recommend a purchase order with each vendor for the following materials:

Yellow Rose Transport Inc. located at 16861 120th Ave, Nunica, MI 49448 for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone and Ohio #9 Aggregates

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819 for 29A Crushed Natural

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the costs associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates from Yellow Rose Transport Inc. and Sunrise Aggregates LLC for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 15, 2025
RE: Memorandum of Performance for IFB No. 263-24: CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 Aggregates

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone & Ohio #9 aggregates to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	4
Vendors responding	3	1

A summary of the vendors' costs is on the following page.

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR CS-T TRAP ROCK, 34CS TRAP ROCK, 29A CRUSHED NATURAL, 29A CRUSHED LIMESTONE, H1 LIMESTONE, AND OHIO #9 AGGREGATES FOR 2025

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #263-24) from experienced and qualified vendors for the purchase of CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for the 2025 calendar year, receiving three bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the various aggregates; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to accept bids from Yellow Rose Transport Inc. and Sunrise Aggregates LLC; and

WHEREAS, the Road Department recommends a purchase order with Yellow Rose Transport Inc. for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates; and

WHEREAS, the Road Department recommends a purchase order with Sunrise Aggregates LLC for 29A Crushed Natural.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates from the following:

Yellow Rose Transport Inc. located at 16861 120th Ave, Nunica, MI 49448 for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone and Ohio #9 Aggregates

Sunrise Aggregates LLC located at 2100 Swan Rd, Dansville, MI 48819 for 29A Crushed Natural

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #263-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Yellow Rose Transport Inc. and Sunrise Aggregates LLC to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

To: County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 17, 2025

Subject: Contract Amendment with Sheridan Land Consulting to Allow for Travel Reimbursement and other Professional Development Expenses

BACKGROUND

This resolution amends the contract that Ingham County has with Sheridan Land Consulting to allow for professional development expenses, including all costs associated with registration and travel reimbursement for in-state and out-of-state conferences, memberships, subscriptions, trainings, etc.

ALTERNATIVES

The alternatives are not to attend professional development events, or for Sheridan to cover the cost entirely.

FINANCIAL IMPACT

The compensation for each calendar year beginning in 2025 through the end of the contract shall be increased by an amount not to exceed \$10,000 annually to reimburse Sheridan Land Consulting for costs incurred to attend. If the annually costs are less than \$10,000, the remainder shall be returned to the Farmland and Open Space Preservation Board's General Account.

There are sufficient funds in the Farmland and Open Space Preservation Board budget to cover the costs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #19-014 TO AUTHORIZE A CONTRACT AMENDMENT
WITH SHERIDAN LAND CONSULTING FOR CONSULTING SERVICES TO THE INGHAM
COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004 and the Ingham County Open Space Purchase of Development Rights Ordinance in October 2009; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinances authorizes the Ingham County Farmland and Open Space Preservation Board to oversee the implementation of the Farmland and Open Space Preservation Program; and

WHEREAS, through Resolution #19-914, the Ingham County Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland and Open Space Purchase of Development Rights Ordinance through December 2028; and

WHEREAS, from time to time it has become necessary for Sheridan Land Consulting to attend conferences and participate in other professional development activities in support of the Ingham County Farmland and Open Space Preservation program; and

WHEREAS, the Farmland and Open Space Preservation Board has recommended approval of a contract amendment with Sheridan Land Consulting to provide reimbursement for the above stated activities; and

WHEREAS, funding for this contract amendment will be derived from the Farmland and Open Space Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment with Sheridan Land Consulting to increase the contract for technical assistance by an amount not to exceed \$10,000 annually, effective upon execution, to allow for professional development expenses, including all costs associated with registration and travel reimbursement for in-state and out-of-state conferences, memberships, subscriptions, and trainings.

BE IT FURTHER RESOLVED, that this contract is to be funded solely from Farmland and Open Space Preservation Millage dollars, and any unused funds for this purpose shall remain with the Farmland and Open Space Preservation Board fund.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #19-014 remain unchanged.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 21, 2025
SUBJECT: Authorization of a Purchase Order for Food Service Items from Gordon Food Service
For the meeting agendas of February 3 and February 5, 2025

BACKGROUND

Ingham County is responsible for the operation of Potter Park Zoo concessions including the Savanna Grill. Large quantities of food items must be purchased throughout the year to sell to zoo guests as this service is an expected component of a zoo experience. The quantity of items purchased is dependent upon the quantity sold.

Per Ingham County Board of Commissioners Resolutions #18-444 and #02-178 (purchasing policies utilizing cooperative purchasing agreements), vendors utilizing cooperative purchasing agreements do not require three quotes. Gordon Food Service is part of the nationwide HPS cooperative contracts #15 (Rev #22), #39 (Rev #25), #51 (Rev #23), and #54 (Rev #22). The zoo is requesting a blanket purchase order to purchase food service goods from Gordon Food Service throughout the year for the purpose of selling food items to zoo guests.

ALTERNATIVES

An RFP could be sent out to solicit bids by vendors not using cooperative purchasing agreements.

FINANCIAL IMPACT

The Savanna Grill is a source of earned revenue for the Zoo and part of the zoo visitor experience.

Year	Gross Revenue	Concessions Supply Costs	Wages	Net Revenue
2024	\$407,432	\$147,287 + 33,815 (Ice Cream Machine)	\$102,637	\$123,693
2023	\$365,411	\$156,050	\$116,994	\$92,367

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a purchase order to Gordon Food Service in an amount not to exceed \$100,000 annually through 2027 for the purchase of goods for Potter Park Zoo concessions.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR FOOD SERVICE ITEMS FROM
GORDON FOOD SERVICE**

WHEREAS, Ingham County is responsible for the operation of the Potter Park Zoo concessions including the Savanna Grill; and

WHEREAS, the revenue made from the sale of food items is necessary revenue for zoo operations as well as an expected component of zoo visitor experience; and

WHEREAS, Ingham County Purchasing Policies do not require three bids for cooperative agreements; and

WHEREAS, Gordon Food Service is part of the nationwide HPS cooperative agreements, #15 (Rev #22), #39 (Rev #25), #51 (Rev #23), and #54 (Rev #22); and

WHEREAS, budgeted funds are available in Zoo line item #25869200 726010 31500 for the cost of the food service items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a blanket purchase order to Gordon Food Service in an amount not to exceed \$100,000 annually through 2027 for the purchase of food service items for Potter Park Zoo concessions.

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

TO: Board of Commissioners' Human Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: January 17, 2025
SUBJECT: FY 2025 Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE)
For the meeting agendas of February 3, 2025 and February 4, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs. Each year, EGLE reimburses ICHHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Michigan Department of Environmental Quality and has since passed to the newly reorganized Department of Environment, Great Lakes, and Energy. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2024; the new agreement will be in effect from October 1, 2024 through September 30, 2025.

ALTERNATIVES

Choosing not to enter into this agreement would cause ICHHD to be unable to accept the reimbursement.

FINANCIAL IMPACT

The proposed agreement for FY 2025 includes the following services and funding totaling up to \$92,387, allocated as follows:

Non-Community Public Water Supply Program (Type II Public) – up to \$19,834

ICHHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies and ensure that proper public notice is issued should a supply become unsafe for drinking.

General Fund – State Funding Amount – \$52,873

Drinking Water Long-Term Monitoring – up to \$700

ICHHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

Campground Program – up to \$800

ICHHD will inspect all campgrounds licensed by the EGLE located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Public Swimming Pools – up to \$18,180

ICHHD will inspect all public swimming pools/spas licensed by the EGLE in Ingham County. In addition, ICHHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with the Michigan Department of Environment, Great Lakes, and Energy to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR F Y 2024-2025

WHEREAS, Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs; and

WHEREAS, EGLE will reimburse ICHHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environment, Great Lakes, and Energy; and

WHEREAS, EGLE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department (ICHHD); and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Medical Health Officer recommends that the Board of Commissioners authorize an agreement with EGLE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE for Non-Community Programs.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED that EGLE shall reimburse ICHHD up to \$92,387 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program (Type II public) – up to \$19,834
- General Fund – up to \$52,873
- Drinking Water Long-Term Monitoring – up to \$700
- Campground Requirements – up to \$800
- Public Swimming Pools – up to \$18,180

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: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andrew Daenzer
DATE: January 17, 2025
SUBJECT: Purchase Firearms and Equipment
For the meeting agendas of: January 30 & November February 5

BACKGROUND

The Sheriff's Office would like to purchase new red dot sights for deputies to improve firearms accuracy and training. We also need to buy new handguns, holsters, lights, mounting plates, and backup sights to utilize the new sights. We used grant money in 2023 to purchase this firearms platform for all firearms instructors.

ALTERNATIVES

The Sheriff's Office would continue to use issued firearms but would be without the modern technology that many area agencies are going with to improve accuracy and training.

FINANCIAL IMPACT

The cost to purchase the sights, handguns, and equipment is \$69,746.95. These items were approved to be purchased with Z-List money. The original quote sent for Z-List consideration was \$69,522.95. This slight increase in the quote of \$224 can be covered under the same budget line.

STRATEGIC PLANNING IMPACT

The replacement of the sites, handguns, and equipment will ensure our deputies have modern equipment that improves accuracy and training.

OTHER CONSIDERATIONS

The Ingham County Sheriff's Office would like to purchase all of the equipment from CMP Distributors. They are a local vendor and they will give us credit for the handguns we no longer need. That credit can be used to purchase ammunition to train our staff on the new handguns and sights.

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the purchase of red dot sights, handguns, and equipment using Z-List funds.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE FIREARMS AND EQUIPMENT

WHEREAS, the Ingham County Sheriff's Office has deputies who are required to carry and be proficient with handguns for the protection of the public they serve; and

WHEREAS, the Sheriff's Office would like to purchase 45 Glock model 45 handgun packages, 45 Safariland holsters, 45 Streamlight lights, 59 Mounting Plates, 14 AmeriGlo sights, and 14 Trijicon red dot sights to fully equip all deputies who have law enforcement responsibilities; and

WHEREAS, the handguns and equipment will be purchased from CMP Distributors Inc. 16753 Industrial Parkway, Lansing, MI 48906; and

WHEREAS, funds from the 2025 General Fund budget Z-List were approved for this purchase and are in the Sheriff's Office Admin Equipment Repair & Maintenance budget; and

WHEREAS, CMP is a Lansing area vendor and they will allow for trade-in of the old handguns for credit toward the purchase of ammunition needed to train with this new platform.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Glock model 45 handguns, red dot sights, and other equipment from CMP Distributors in an amount not to exceed \$69,746.95 using Sheriff's Office Admin Equipment Repair & Maintenance #10130101-932000.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andrew Daenzer
DATE: January 17, 2025
SUBJECT: Purchase Honor Guard uniforms and accruements
For the meeting agendas of: January 30 & November February 5

BACKGROUND

The Sheriff's Office would like to purchase new Honor Guard uniforms. The last replacement occurred more than 10 years ago and the current uniforms have reached their service life term. The ICSO Honor Guard is an active group that is a representative element for Ingham County. The unit has represented Ingham County in law enforcement funerals, parades, MSU Athletic Events, LCC Graduations events, and in Washington DC at the National Law Enforcement memorial. The current uniforms have been in service beyond their expected dates. Currently, ICSO has multiple variations of the uniform which poses continuity problems with planning and operations.

ALTERNATIVES

Research conducted concluded that there are no alternative options available. Honor Guard teams operate in an environment where perfection and expertise are mandated. Their uniforms are not standard or readily available by local vendors. ICSO is unable to provide assistance to our government partners due to the multiple variations of uniforms we currently have and the uniforms that have reached their service life.

FINANCIAL IMPACT

The cost to purchase the uniforms and equipment is around \$12,170.24. These items were approved to be purchased with Z list money.

STRATEGIC PLANNING IMPACT

The replacement of the uniforms will bring the Honor Guard up to date, eliminate multiple variations, and be a lasting presence for a decade or more to come. As stated, the last retrofit was more than a decade. Ingham County provides services to Michigan agencies that cannot provide dignified and respectful burials, assist agencies with burials, assist in partnering agencies during memorial events, as well as supporting our academic partners with graduation ceremonies.

OTHER CONSIDERATIONS

The Ingham County Sheriff's Office would like to purchase the uniforms from J Higgins, LTD. J Higgins is a company out of Kansas that specializes in police and fire Honor Guard uniforms. Due to the very specific nature of the purchase, there are no local companies that provide uniform services for Honor Guard purposes that would meet ICSO needs. The specificity required for honor guard uniforms are not generally standard to all law enforcement agencies, and as such, there are very limited vendors available. J Higgins is a private vendor that offers exceptional uniforms at a reasonable price. Example: J Higgins quote is \$12,170.24 for jackets, pants, and hats. In contrast, Flying Cross is also a reputable uniform company and for jackets alone would total \$13,759.84. With there being no local vendors that align with Ingham County purchase policy, J Higgins is the next best fiscal option.

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the purchase of Honor Guard uniforms using Z-List funds that were deposited into Sheriff's Office Special Units/ Uniform & Accessories #10130110-74500.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE HONOR GUARD UNIFORMS

WHEREAS, the Ingham County Sheriff's Office has deputies who are required to wear a specific style of uniform while representing the County of Ingham at events, funerals, and memorials; and

WHEREAS, the current uniforms have been in service for more than a decade and have reached their service life; and

WHEREAS, the Sheriff's Office would like to purchase 16 honor guard jackets, 16 honor guard pants, 16 honor guard hats, as well as badges, insignia, and nameplates to fully equip Honor Guard deputies that have been tasked with the responsibilities of representing the County of Ingham; and

WHEREAS, the uniforms will be purchased from J Higgins, 10559 Lackman Rd. Lenexa, KS 66219 and the name plates, badges, and insignia will be purchased through Lansing Uniform, 5310 S. Pennsylvania Ave. Lansing, MI 48911; and

WHEREAS, Lansing Uniform Company is a Lansing area vendor and J Higgins is an Ingham County purchasing approved vendor; and

WHEREAS, funds from the 2025 General Fund budget Z-List were approved for this purchase and are in the Sheriff's Office Special Units/Uniform & Accessories budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Honor Guard uniforms from J Higgins, LTD for Honor Guard jackets, pants, and hats; furthermore, the badges and insignia will be purchased through Lansing Uniform Company in an amount not exceed \$12,170.24 using Sheriff's Office Special Units/Uniform & Accessories #10130110-74500.

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

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Captain Robert Earle, Jail Administrator & Sgt. Jen Urban, Corrections Command
DATE: January 28, 2025
SUBJECT: Acceptance of State of Michigan, Department of State Police – National Criminal History Improvement Program Grant funds
For the meeting agenda of January 30 and February 5, 2025

BACKGROUND

The Ingham County Sheriff’s Office has been working towards improving the quality of fingerprinting and the accurate generation of arrested and processed individual’s Criminal History Record information. In 2024 the Michigan State Police (MSP) reached out to the Ingham County Correctional Facility to discuss newly established standards. Their primary focus is on improving the Nation’s safety and security by enhancing the quality, completeness, and accessibility of criminal history record information and ensuring the nationwide implementation of criminal justice and noncriminal justice background checks systems. Ingham County was selected to receive an award for the purchase of two (2) LiveScan compatible systems to accomplish the above, in the amount of \$20,556.00.

ALTERNATIVES

Without this award, Ingham County would remain with the existing fingerprint machines that will not meet the desired standards. We would ultimately have to purchase a system that would conform to the State’s established standard.

FINANCIAL IMPACT

This agreement would secure \$20,556.00 in reimbursed grant funds, that we would apply towards a new fingerprinting system to include, both machines and upgraded software for both. We have funds available to cover the upfront cost for a LiveScan system for which we will receive full reimbursement from MSP in the amount of \$20,556.00. Ingham County will supplement the remaining balance of \$6,040.00 with funds from the Sheriff’s Office Inmate Stores Account #595-30110-726010 to cover the total expense of \$26,596.00.

STRATEGIC PLANNING IMPACT

Possessing enhanced technical capability will improve speed and accuracy of human identification through latent fingerprint matches that assist in investigations, solves crimes and improves public safety and trust consistent with Ingham County’s goals.

RECOMMENDATION

Based on the information presented, we respectfully recommend the approval of the attached resolution for the initial payment of \$26,596.00. By accepting this award, \$20,556.00 will be reimbursed by the Michigan State Police.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE DEPARTMENT OF STATE POLICE –
NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM**

WHEREAS, the Ingham County Sheriff's Office (ICSO) Corrections Division is responsible for maintaining a Criminal History on incarcerated individuals; and

WHEREAS, ICSO shares a criminal justice partnership with the Michigan Department of State Police; and

WHEREAS, The Michigan State Police Grant and Community Services Division was awarded a grant from the U.S. Department of Justice, Office of Justice Programs to improve the Nations' safety and security by enhancing the quality, completeness, and accessibility of the criminal history record information; and

WHEREAS, The Ingham County Correctional Facility was selected by MSP to participate; and

WHEREAS, Ingham County – Michigan State Police partnership will result in a \$20,556.00 reimbursement grant for specified technology to achieve above;

WHEREAS, Ingham County will supplement the remaining funds of \$6,040.00 from the Sheriff's Office Inmate Stores Account #595-30110-726010 to cover the total expense of \$26,596.00;

THEREFORE, BE IT RESOLVED, Ingham County Board of Commissioners accepts the MSP's 2024 National Criminal History Improvement Program grant of \$20,556.00;

BE IT FURTHER RESOLVED, the funds shall be used for purchase fingerprinting hardware and software to utilized within the Ingham County Sheriff's Office Facility.

BE IT FURTHER RESOLVED, once the purchase has been made, the funds will be reimbursed through the grant award.

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

TO: Law and Courts and Finance Committees
FROM: Annette Ellison, Deputy Court Administrator
DATE: January 16, 2025
SUBJECT: Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation and to Amend Resolution #24-306

For Meeting Agendas: Thursday, January 30th, 2025 – Law and Courts
Wednesday, February 5th, 2025 – Finance

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to initiate contracts for legal representation of children in neglect and abuse cases. All four attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division.

The case distribution for neglect and abuse cases is changed from 2024. The case distribution for neglect and abuse cases for 2025 is as follows: Courtroom One assigned to Chief Judge Shauna Dunnings .1, Courtroom Two assigned to Visiting Judge Janelle Lawless (and a judge to be appointed by the Governor at a later date) .3, Courtroom Three assigned to Chief Circuit Judge Pro Tempore/Presiding Judge Lisa McCormick .3, and Courtroom Four assigned to Judge Carol Koenig .3, of the Family Division docket.

With the elimination of a judge from the Juvenile Division, one Lawyer Guardian Ad Litem contract has been eliminated with effective date January 31, 2025. Based on the changed case distribution, the proposal is to decrease Courtroom One’s Lawyer Guardian Ad Litem contract by 50%, and to redistribute that amount equally to Courtroom Two, Three, and Four’s Lawyer Guardian Ad Litem contracts. The Juvenile Division recommends providing a 2% increase to the 2025 contracts. This allows the Juvenile Division to incrementally increase contract rates in order to avoid large increases. Pursuant to resolution 24-306, L-GAL contracts were provided to attorneys Shaneika Walker and Janet McDuffey for the 2025 fiscal year, however, with the above changes, that resolution will need to be amended in order to reflect the new monthly and yearly rates.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.

FINANCIAL IMPACT

Funds to support this contract have been allocated in the Juvenile Division’s 2025 budget. No additional funding is requested.

STRATEGIC PLANNING IMPACT

Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Enter into a contract.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
LAWYER GUARDIAN AD LITEM REPRESENTATION AND TO AMEND RESOLUTION #24-306**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2025 Budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, Resolution #24-306 established 2025 Lawyer Guardian Ad Litem pay rates for attorneys, and the Circuit Court Juvenile Division would like to amend that resolution to increase the pay rates for Attorney Shaneika Walker and Attorney Janet McDuffey; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted as follows: Courtroom One .1, Courtroom Two .3, Courtroom Three .3, and Courtroom Four .3 of the Family Division docket; and

WHEREAS, it is recommended that Attorney Michael Van Huysse shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom One at rate not to exceed \$24,593.40 for the twelve-month period in calendar year 2025; and

WHEREAS, it is recommended that Resolution #24-306 be amended that Attorney Shaneika Walker shall continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom Two at a rate not to exceed \$57,384.84 for the twelve-month period in calendar year 2025; and

WHEREAS, it is recommended that Attorney Michael Staake shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom Three at a rate not to exceed \$57,384.84 for the twelve-month period in calendar year 2025; and

WHEREAS, it is recommended that Resolution #24-306 be amended that Attorney Janet McDuffey shall continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Courtroom Two at a rate not to exceed \$57,384.84 for the twelve-month period in calendar year 2025; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom One at a rate of \$2,049.45 a month, not to exceed \$24,593.40 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to amend the contract with Attorney Shaneika Walker authorized through Resolution #24-306 for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom Two at a rate of \$4,782.07 a month, not to exceed \$57,384.84 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom Three at a rate of \$4,782.07 a month, not to exceed \$57,384.84 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to amend the contract with Attorney Janet McDuffey authorized through Resolution #24-306 for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Courtroom Four at a rate of \$4,782.07 a month, not to exceed \$57,384.84 for the twelve-month period in calendar year 2025.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Michael Van Huysse, Attorney Shaneika Walker, Attorney Michael Staake, and Attorney Janet McDuffey, which collectively shall not exceed \$139,262.00 for calendar year 2025, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: January 21, 2025
SUBJECT: Renewal of Software Support Agreement with Central Square Technologies.

For the meeting agenda of the Law & Courts Committee – January 30, 2025, and Finance Committee – February 5, 2025.

BACKGROUND

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations and connects our units in the field with call information and mapping in their vehicles. The annual support covers all servers in our live, training, and test environments, and all GIS support services for mapping. This agreement includes support for all CAD clients in use at our primary and backup centers and other locations. All software upgrades are included in the software support as well. The terms of this agreement are April 14, 2025 – April 13, 2026.

ALTERNATIVES

The level of 24-hour system support we receive from Central Square cannot be found with another vendor and could not be reasonably duplicated in staffing and training here.

FINANCIAL IMPACT

This year's annual support cost is \$186,868.15 and is included in our budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our CAD software support with Central Square Technologies.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWAL OF SOFTWARE SUPPORT AGREEMENT WITH
CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH SYSTEM**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system, and renewal of the support agreement, which has been budgeted for in the 9-1-1 Center's 2025 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025/26 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2025, through April 13, 2026, at a cost of \$186,868.15.

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: 1/28/2025

SUBJECT: Request to Approve General Fund Positions

For County Services and Finance, February 4 and 5

BACKGROUND

Resolution #24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller's Office for submission to County Services/Finance. The following hiring requests were made and the Controller's Office is recommending the following actions (Exempt means recommend to hire):

- Prosecutor's Office
 - Position 229107 – Family Support Unit Investigator – Exempt
- Sheriff's Department
 - Position 301078 – Deputy Sheriff – Corrections – Exempt
 - Position 301103 – Deputy Sheriff – Corrections – Exempt
 - Position 301104 – Deputy Sheriff – Corrections – Exempt
 - Position 601045 – Deputy Sheriff – Corrections – Exempt
 - Special Part-Time Deputy
- Veterans Affairs
 - Position 682007 – Administrative Support – Exempt
 - Position 682005 – Veteran's Benefit Counselor - Exempt
- 55th District Court
 - Position 137015 – Court Clerk – Exempt
 - Position 137017 – Court Clerk – Exempt

FINANCIAL IMPACT

All of these positions were budgeted in the 2025 budgets so there is no additional impact on the General Fund.

HIRING REQUEST FORM

DEPARTMENT: Ingham County Prosecutor's Office

POSITION #: 229107

DESCRIPTION: Family Support Unit – Investigator

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

Our Family Support unit is Title IV –D grant funded. This position oversees the investigation, reporting, and follow-up of all cases referred to the Family Support Unit of the Prosecutor's Office. This position conducts interviews, investigations and prepares legal paperwork for family support, paternity, and uniform reciprocal enforcement support agreement cases. This position assists in the serving and locating of individuals to establish paternity and support orders necessary for other staff to do their job within the Family Support Unit (FSU). Our office currently has one investigator however in order to satisfactorily perform the duties necessary to this unit a second investigator is necessary.

This position became vacant by retirement that occurred right before the Christmas holiday. Our office requests permission to post and hire this vacancy.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 229107

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 06

FTE: 1.0

Funding: 29867300-704000

	Step 1		Step 5
Salary	57,239.52		68,730.22
Unemployment	286.20		343.65
FICA	4,378.82		5,257.86
Liability	788.82		947.17
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,575.78		3,092.86
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,287.89		1,546.43
Life	122.28		122.28
Disability	74.41		89.35
Retirement	17,274.89		20,742.78
Retirement	572.40		687.30
Workers Comp	51.52		61.86
CARES	33.12		33.12
	110,620.64		127,589.88

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

SENDER: Darin Southworth

POSITION #: 301078, 301103, 301104, 301045

Funding source is, 30103

DESCRIPTION: Deputy Sheriff - Corrections

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

Our Corrections Division has five actual vacancies, one corrections deputy attending the police academy which makes us feel like six openings, and two retirements expected by March 2025. This is a strain on an already under staffed operation. We are hopeful of approval to fill four (4) Corrections Deputy Positions within the first and second quarters of 2025. Each positions Starting Salary / Step 1: \$55,396.09 / FTE estimate \$

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 301078, 301103, 301104, 301045

GROUP: 0404 CCLP Corrections

PAY GRADE: Corrections Off

FTE: 1.0

Funding: 10130103-704000

	Step 1		Step 5
Salary	54,309.89		69,175.39
Unemployment	271.55		345.88
FICA	4,154.71		5,291.92
Liability	1,364.16		1,737.55
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,443.95		3,112.89
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,221.97		1,556.45
Life	61.20		61.20
Disability	70.60		89.93
Retirement	23,353.25		29,745.42
Retirement	543.10		691.75
Workers Comp	966.72		1,231.32
CARES	33.12		33.12
	114,729.21		139,007.81

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

POSITION #: 301250

Funding source is, 30102

DESCRIPTION: Special Part Time Court Deputy Sheriff

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

We have never filled all of our approved part time court deputy positions, as interest is low. The part time employees have afforded us greater coverage of VMC service demands, accommodate needed training of all VMC staff, and reduce need for FTE overtime costs. We have interest in this position. The job posting has been down since the hiring freeze. We would like to fill it which will likely save the county money if filled. Starting Salary / Step 1: \$57,346.47 / FTE estimate \$

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: [Click or tap here to enter text.](#)

GROUP: [Click or tap here to enter text.](#)

PAY GRADE: [Click or tap here to enter text.](#)

FTE: [Click or tap here to enter text.](#)

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

HIRING REQUEST FORM

DEPARTMENT: Veterans Affairs
SENDER: Amy Pocan
POSITION #: 682007

DESCRIPTION: Administrative Support Clerk

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

The Administrative Support Clerk is an essential position that provides a direct service to the public, and is the front-line security for the department. This position is critical to this department to function, for it provides a wide range of customer service duties to the public, which allows the VA Accredited counselor to perform their job duties. In addition, this position controls access and admission to the department. At this time, the department has no other position to fill the duties provided by the Administrative Support Clerk. Therefore, in the event this position is not filled, the department may have to reduce its public services in an effort to effectively assist veterans and their dependents.

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and Ryan Chesney (rchesney@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 682007

GROUP: 0101-UAW/TOPS

PAY GRADE: TOPS grade F

FTE: 1.0

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

HIRING REQUEST FORM

DEPARTMENT: Veterans Affairs
SENDER: Amy Pocan
POSITION #: 682005

DESCRIPTION: Veteran Benefits Counselor, U.S Department of Veterans Affairs accredited positions.

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

The Veterans Benefits Counselor is an essential position that provides services to Veterans and their dependents within Ingham County. This position is critical to this department as well as the community, which requires an applicant to be accredited by the U.S. Department of Veterans Affairs. Therefore, filling this position is a time sensitive matter, due to accreditation is only offered one time a year. It is critical to the mission of this department that this position is filled. Recent changes in VA laws and regulations have increased federal benefits. Which departments statewide will see an increase in assisting veterans and their dependents. In the event this position is not filled, the department may have to reduce its public services in an effort to effectively assist veterans. It should be noted the current position in 2024, generated 1.3 million dollars in VA Retroactive Awards. The impact of these awards is often felt within the community which the veteran and their dependents reside. The result is a direct impact in Ingham County's economic development.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 682005

GROUP: 2424-Confidential Prof

PAY GRADE: MC 9

FTE: 1.0

		Step 1		Step 5
Salary		68,401.46		82,125.84
Unemployment		342.01		410.63
FICA		5,232.71		6,282.63
Liability		942.64		1,131.78
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		3,078.07		3,695.66
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,539.03		1,847.83
Life		91.68		91.68
Disability		88.92		106.76
Retirement		22,880.29		27,471.10
Retirement		1,710.04		2,053.15
Workers Comp		61.56		73.91
CARES		33.12		33.12
		130,336.16		151,258.73

HIRING REQUEST FORM

DEPARTMENT: 55th District Court

POSITION #: 137015 & 137017

DESCRIPTION: Court Clerk

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

137015: Court Clerk – Probation Division

The 55th District Court requests approval to fill a soon a court clerk assigned to the probation division. Our current clerk, Nichole King, has been promoted to a probation officer with the court, thus creating a vacancy. The court has only one clerk assigned to the probation division. Besides managing the public service counter for the probation division, the lone clerk is responsible for providing clerical support for six probation officers and administrative support for the chief probation officer. The probation department would effectively come to a standstill without the clerical services provided by this position.

137015: Court Clerk – Criminal Division

The 55th District Court requests approval to fill a court clerk position assigned to the criminal division. Recently, we received a resignation notice from a court clerk assigned to the criminal division, who returned from parental leave last week and has since decided to resign to stay home with her child. The position is responsible for managing Judge Allen's criminal docket. This position plays an essential role in organizing and maintaining Judge Allen's criminal case files. In addition, the position schedules hearings before Judge Allen, ensures the record is accurate, and communicates with parties involved in a criminal case. The court cannot process a criminal case without the clerical support provided by this position.

We respectfully request that the County approves our request to fill two vacant court clerk positions so our probation officers will have the clerical support they need to perform their jobs and Judge Allen's criminal cases can be processed to move through the system.

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TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 137015 and 137017

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0 for each

Funding: 10113700-704000

	Step 1		Step 5
Salary	46,277.66		55,189.66
Unemployment	231.39		275.95
FICA	3,540.24		4,222.01
Liability	398.96		475.79
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,082.49		2,483.53
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,041.25		1,241.77
Life	122.28		122.28
Disability	60.16		71.75
Retirement	11,203.82		13,361.42
Retirement	462.78		551.90
Workers Comp	41.65		49.67
CARES	33.12		33.12
	91,430.80		104,013.83