

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

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, JANUARY 22, 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 [December 04, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

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
  - 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
  - b. Resolution Pledging Full Faith and Credit to 2025 [Drainage District Notes](#)
  - 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

- 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
- 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](#)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org)

## FINANCE COMMITTEE

December 4, 2024

Draft Minutes

Members Present: Grebner, Morgan, Tennis, Sebolt, Polsdofer, Lawrence, Johnson, and Maiville.

Members Absent: None.

Others Present: Russ Kolski, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Grebner at 6:02 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 November 20, 2024 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 20, 2024 FINANCE COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

### Additions to the Agenda

4. Health Department
  - e. Resolution to Authorize Budget Adjustments to the 511 Fund for Fiscal Year 2025
6. Equalization Department
  - b. Resolution to Approve the Revision of the 2024 Apportionment Report
9. Human Resources Department
  - f. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Law Enforcement Unit
11. Controller's Office
  - e. Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.
12. Veteran Affairs Office
  - a. Resolution to Accept the 2025 County Veteran Service Fund Grant
  - b. Resolution to Authorize Acceptance of the 2025 County Veteran Service Fund Grant on Behalf of Clinton County

### Substitutes

1. Community Agencies – Resolution Approving 2025 Community Agency Grant Award Agreements
5. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, and Schrauben Properties

### Limited Public Comment

None.

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

2. Fairgrounds – Resolution to Purchase Jack O’ Lanterns Unleashed from Debbi Katz Productions
3. Parks Department
  - a. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF23-0142 – Riverbend Natural Area Improvements
  - b. Resolution to Authorize a Contract with Matrix Consulting Engineers, Inc. for an Energy Efficiency Lighting Study, Design, and Recommendation within the Ingham County Parks
  - c. Resolution to Authorize a Contract with MI Imagery for Fabricating and Installing Park Main Entrance Signs for the Ingham County Parks Department
  - d. Resolution to Authorize an Amendment to Contract with Spicer Group, Inc. for Burchfield Cabins – Land and Water Grant Scope Change
4. Health Department
  - a. Resolution to Authorize Amendment #1 to the 2023 – 2024 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
  - b. Resolution to Accept Michigan Department of Health and Human Services FY2025 Family Planning Funds
  - c. Resolution to Accept Funds from the Office of Refugee Resettlement for the Star Grant Program
  - d. Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the Azara Patient Outreach Campaign Module, Uniform Data System Engagement, and Uniform Data System Validation and Data Mapping Services
5. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, and Schrauben Properties
6. Equalization Department
  - a. Resolution to Authorize Participation in the 2025 Tri-County Regional Aerial Imagery Partner Agreement
7. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from KnightWatch
  - b. Resolution to Approve Security Cameras for Grady Porter Building and Veterans Memorial Courthouse Provided by Smart Homes, Inc.
8. Facilities Department
  - a. Resolution to Authorize the Upgrade of the Access Control System at the Hilliard Building
  - b. Resolution to Authorize Additional Work with Smart Homes Smart Offices for Technology Upgrades at the Hilliard Building and HSB Conference Room A
  - c. Resolution to Authorize the Installation of a Movable Wall Between Jury Rooms 6 and 7 in the VMC Circuit Court
  - d. Resolution to Authorize the Installation of Acoustic Panels at Pretrial Services in the Grady Porter Building
  - e. Resolution to Authorize a Service Agreement with Hedrick Associates for the Sewage Pump Replacement Project at the Veterans Memorial Courthouse

9. Human Resources Department
  - a. Resolution to Approve Modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027
  - b. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Corrections Unit
  - c. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Command Unit
  - d. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 214 Assistant Public Defenders Unit
  - e. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 243 Zoo Supervisory Unit
  - f. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Law Enforcement Unit
  
10. Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2025 Ingham Regional Active Violence Preparedness Training Program
  
11. Controller's Office
  - a. Request to Approve General Fund Positions
  - c. Resolution to Amend Resolutions #22-212 And #23-564 and to Allocate Remaining ARPA Funds by December 31, 2024
  - d. Resolution Authorizing Adjustments to the 2024 Ingham County Budget
  - e. Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C
  
12. Veteran Affairs Office
  - a. Resolution to Accept the 2025 County Veteran Service Fund Grant
  - b. Resolution to Authorize Acceptance of the 2025 County Veteran Service Fund Grant on Behalf of Clinton County

THE MOTION CARRIED UNANIMOUSLY.

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

1. Community Agencies – Resolution Approving 2025 Community Agency Grant Award Agreements

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

Commissioner Johnson asked who was on the committee that approved these.

Commissioner Tennis stated that they understood that a group of staff led by Jared Cypher, Deputy Controller, had put together the drafted proposal. Commissioner Tennis further stated they believed some of the changes that had been made to the process were due to less money in the fund and a larger number of applicants, which was why they had capped most applicants at no more than \$5,000.

Commissioner Tennis stated they had not had a chance to speak with Cypher, but having worked with them in the past, that was their assumption of the goal. Commissioner Tennis further stated that not one applicant had shown up at the December 2, 2024 Human Services Committee meeting, which had never happened.

Commissioner Maiville stated he had some discussions with Gregg Todd, Controller, and had understood that some of the requests were meant to be done through the Housing and Homelessness Millage, but it would have been too difficult to get money to them on time and that perhaps they could be done through the Millage down the road.

Commissioner Johnson asked what the process was for determining who got funding, as it was different from the year before.

Chairperson Grebner stated it was all under the control of the Board of Commissioners.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

4. Health Department

- e. Resolution to Authorize Budget Adjustments to the 511 Fund for Fiscal Year 2025

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

Commissioner Sebolt stated they thought it was smart to pull this resolution just to recognize the positions that were affected. Commissioner Sebolt further stated they had warned there would be more to come, and this was it.

Commissioner Sebolt stated it was always painful to do this and they did not want it to be done on the consent agenda. Commissioner Sebolt further stated, as was presented at the December 3, 2024 County Services Committee meeting, there would still be more to come and they wanted to highlight the fact that leadership had considered retirements and positions that were already vacant to limit impact, and made sure people could move into other areas.

Commissioner Sebolt stated there had been no location closures, which meant residents still had access to healthcare, and there was a lot more modernization that could be done. Commissioner Sebolt further stated this could have been done by only looking at numbers on a balance sheet instead of considering the human beings involved, and they thanked Russ Kolski, Community Health Centers (CHC) Interim Executive Director, and Dr. Adenike Shoyinka, Medical Health Officer, for choosing the method that considered the human beings.

Kolski stated the \$4.2 million deficit was in addition to the \$5.7 million that had been allocated to the CHC's from the General Fund. Kolski further stated they had identified some one-time payments and a reduction in General Fund dollars that had made it so they were actually working with an eight million dollar change.

Kolski stated they had been able to get most of the way there, but the last million dollars would have resulted in cuts that would have affected their way of operation, so they hoped to increase visits in order to increase revenue, and they had a model in place that would allow them to do that. Kolski further stated they were hopeful that by the end of 2025 they would be self-sufficient and they had been looking at their billing and recording functions to see how they could be more efficient.

Kolski provided an overview of some specific changes they were making to increase CHC revenue. Kolski further stated they were comfortable with the number they had put forward and that this was a new model of care, which would be painful for some folks since they could not do everything they had done before, but hoped to become stronger and slowly add things back.

Commissioner Morgan asked if there had been any discussion about the marketing budget.

Kolski stated there had been some discussion but they ended up taking out the marketing budget, as there were some low or no cost things they could focus on for the time being.

Commissioner Morgan stated they had discussed the benefits of having a public relations (PR) firm help out with things and was thinking if they went that route, they should consider folding those things into the line item with transfers and such as much as possible. Commissioner Morgan further stated the thing with marketing was that for every dollar they spent, 15 cents went to the firm in addition to the retainer, and if they could get more bang for their buck by consolidating, that would be preferable.

Discussion ensued regarding marketing.

Commissioner Johnson asked for clarification regarding changes that were being made at the CHCs.

Discussion ensued regarding the effects the changes had on the operation of the CHCs.

Chairperson Grebner stated that whenever the County had to eliminate positions due to a financial crisis, one would usually find at the end of the issue that not a single person ended up unemployed and the County did pretty well at moving people around, holding positions open, and accepting transfers.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Equalization Department

- b. Resolution to Approve the Revision of the 2024 Apportionment Report

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

Chairperson Grebner asked what had changed.

Commissioner Maiville stated he believed it was due to local millages that had recently been approved, but that the resolution actually laid out the changes that had been made.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

11. Controller's Office

- b. Resolution to Approve a Paid Parental Leave Policy

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

Commissioner Maiville stated, as was mentioned earlier, the Board of Commissioners and Ingham County was labor friendly. Commissioner Maiville further thanked all those who had worked on the policy and stated it was the right thing to do for recruitment and retention.

Commissioner Maiville stated it was not about the cost, it was about doing the right thing. Commissioner Maiville further stated that even in his workplace, he had a co-worker who had been off since the August 5, 2024 and would still not be back for two more weeks, so they had maximized everything they could.



Commissioner Lawrence stated their colleagues knew this was a very important to them personally and appreciated the comments made by Commissioner Maiville.

Chairperson Grebner asked what the limits on the policy were in a given year, as adoption and fostering were included.

Discussion.

Todd stated it was limited to once in a 12-month period.

Discussion ensued regarding the limits of the policy.

Commissioner Lawrence stated they had been through this and could not express how helpful it was to have a spouse who could be home to provide support during the arrival of a new family member and that daycare was extortionately expensive, so the further one could delay sending a child to daycare, the better off they would be financially. Commissioner Lawrence further stated that there were many additional considerations they would not get into, it was high time that Ingham County had a policy like this, and was hopeful that other counties would follow suit.

Discussion.

Chairperson Grebner stated the rough numbers they had heard at the December 3, 2024 County Services Committee meeting were around \$300,000 to \$400,000 per year as an additional cost to the County, which was based on Family and Medical Leave Act (FLMA) data. Chairperson Grebner further stated that it would be about one half of one percent of payroll costs.

Commissioner Sebolt stated that while it may have been one half of one percent, the real incalculable cost was the talent they lost by not having the policy.

Chairperson Grebner stated that providing a better package to employees made the County more attractive and Ingham County had a long history of dragging behind others. Chairperson Grebner further stated it was probably never wrong to increase compensation because the County did not often find itself besieged with applicants for difficult positions, rather they often lost them.

Chairperson Grebner stated that when they rose the question of cost, it was not to be negative, it was just to say they should keep in mind what they were doing.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

Discussion.

### Announcements

Commissioner Sebolt thanked Chairperson Grebner for their leadership and for keeping things running relatively smooth.

Commissioner Maiville echoed the statement made by Commissioner Sebolt and stated that the weather outside may be frightful and to keep their eyes out for the Old Newsboys as it was their 100<sup>th</sup> anniversary on December 5, 2024.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:34 p.m.

**JANUARY 22, 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 \$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*

This resolution authorizes \$2,000,000 of the \$15,000,000 in MSHDA funding to go to Eastside Community Action for the construction of five new homes and rehabilitation of six units for affordable housing. The resolution also requests an exemption from the County Prevailing Wage Policy as ECAC has already begun construction on some of the units, and the State does not require compliance with Davis Bacon.

See memo for details.

- 1b. Treasurer's Office** – *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)*

This resolution authorizes \$1,500,000 of MSHDA funding, which was specifically allocated in the funding to Lonzo Development Group. \$750,000 is for development of 1001 W. Saginaw St. and \$750,000 is for The Iris (900-918 W Saginaw) for the purpose of creating business space and affordable residential rental units for household's income qualified at or below 120% AMI.

See memo for details.

- 1c. Treasurer's Office** – *2025 Tax Note Borrowing Resolution*

- 1d. Treasurer's Office** – *Resolution Authorizing the 2025 Administrative Fund*

These resolutions will authorize the borrowing of funds in order to pay local taxing units within the County their shares of delinquent property taxes in anticipation of the collection of those taxes by the Treasurer. They will also authorize the establishment of a revolving fund for this purpose. This process is approved annually by the Board of Commissioners.

- 2a. Drain Commissioner** – *Resolution to Authorize an Agreement for the Construction of a Portion of the Gardens Drain within the Road Rights-of-Way*

This resolution authorizes an agreement between the Drain Commissioner and the Road Department, through the County Commissioners, for improvements in the road rights-of-way for the Gardens Drain Drainage District.

See memo for details.

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

This resolution pledges the full faith and credit of the County toward \$20,000,000 in 2025 drainage district notes for construction and maintenance projects. The principal and interest on these notes will be payable from special assessments levied against benefitted properties and public corporations for the maintenance of the drains.

See memo for details.

**2c. Drain Commissioner – *Resolution Pledging Full Faith and Credit to Gardens Drain Drainage District Bonds***

This resolution pledges the full faith and credit of the County to \$1,500,000 in bonds for the Gardens Drain Drainage District Maintenance and Improvement Project. The principal and interest on these notes will be payable from special assessments levied against benefitted properties and public corporations for the maintenance of the drains.

See memo for details.

**3a. Environmental Sustainability Office - *Resolution to Authorize Use of Contingency Funds for Establishing Office Space for the Ingham County Office of Environmental Sustainability***

This resolution authorizes \$25,500 for the purpose of purchasing office equipment for the Office of Environmental Sustainability from the county contingency fund. The \$25,000 total includes the estimate cost of furniture (\$13,027), the materials and construction of walls (\$9,929), and a ten percent contingency estimate (\$2,296).

**3b. Environmental Sustainability Office - *Resolution to Authorize the Environmental Sustainability Director to Sign State Grant Reports for Received State Grants***

This resolution authorizes the Environmental Sustainability Director authority to sign the grant reports, including but not limited to quarterly, progress, and final reports effective upon the adoption of this resolution.

**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***

This resolution amends Resolution #24-409 authorizing acceptance of the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin’s Community Project Funding program to change the match amount. The new match will now be \$239,938 from the Zoo Fund Balance.

**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***

This resolution authorizes a contract with Gabriel, Roeder, Smith & Company for an actuary evaluation of our Retiree Health Care Plan and provide annual GASB reports.

Funding for the \$26,500 contract is available in the 2024/2025 budgets.

See memo for details.

**6a. Health Department - *Resolution to Authorize the Adoption of the Ingham County Health Department's Plan of Organization***

This resolution updates the Health Department's Plan of Organization effective January 1, 2025 through December 31, 2027 for Local Public Health accreditation with the Michigan Department of Health & Human Services (MDHHS). ICHD must submit the Plan of Organization, approved by the Ingham County Board of Commissioners (BOC), in advance of MDHHS's visit beginning March 3, 2025.

**6b. Health Department - *Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative***

This resolution authorizes agreements with Willow Tree Family Center, The New Citizens Press, The Davies Project, Child and Family Charities, North Star Birthing Services, and Next Generation Family Services, in amounts not to exceed \$23,403.50, and Caring and Sharing Family Life Services and Capital Area Health Alliance, both in amounts not to exceed \$17,552.50, effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$175,526. Funding for these agreements is included in the 2025 budget.

**6c. Health Department - *Resolution to Authorize an Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Opioid Crisis Response Sub-Award***

This resolution authorizes an agreement with Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), effective upon approval through twenty-four (24) months in an amount not to exceed \$100,136 for the purpose of implementing community-based solutions developed in response to Ingham County Request for Proposals #19-24, Opioid Crisis Response Grant.

**6d. Health Department - *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***

This resolution amends Resolution #17-163 with Azara Healthcare through the agreement with the Michigan Primary Care Association (MPCA) to purchase Social Determinants of Health (SDOH), anal cancer and lung cancer screening customization, mapping, and validation services for a one-time fee of \$10,200 effective February 1, 2025.

**6e. Health Department - *Resolution to Authorize an Agreement with Michigan Primary Care Association for COVID-19 Services***

This resolution accepts funds and entering into an independent contractor services agreement with MPCA, effective November 1, 2024 through June 30, 2025 in an amount not to exceed \$184,545, in return for COVID-19 services rendered to the community.

**6f. Health Department - *Resolution to Accept Funds from and Enter into an Agreement with Michigan Public Health Institute***

This resolution accepts funds from Michigan Public Health Institute (MPHI) in an amount not to exceed \$16,014, effective October 1, 2024 through September 30, 2025 for Community Violence Intervention (CVI) work, particularly in support of Advance Peace.

**6g. Health Department - Resolution to Authorize an Agreement with Public Sector Consultants**

This resolution an agreement with Public Sector Consultants (PSC) effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$29,971, for the Capital Area Behavioral Risk Factor Surveillance Survey (BRFSS)

**7a. Facilities Department – Resolution to Authorize the Replacement of UPS Batteries at the Mason Historical Courthouse**

This resolution authorizes an agreement with Vertiv Corporation to replace and properly dispose of the UPS battery system at the Mason Courthouse.

Funding for the not to exceed cost of \$15,829.07 is available in the Facilities Capital Budget.

See memo for details.

**7b. Facilities Department – Resolution to Authorize a Five-Year Contract Extension with EC America Inc. for Project Management Software**

This resolution authorizes a five-year contract extension with EC America Inc., for project management software. The Facilities Department is happy with the software and recommends the extension. The cost of the \$63,634.60 extension with be split evenly with Community Mental Health, who shares our license.

Funding for County’s portion of the cost is available in the Facilities maintenance contractual budget.

See memo for details.

**7c. Facilities Department – Resolution to Authorize a Service Agreement with Trane U.S. Inc. for Chillers at Multiple County Facilities**

This resolution authorizes a three-year service agreement with Trane U.S. Inc., for chillers at the Youth Center, Potter Park Zoo, HSB, Animal Control, and the Hilliard Building.

Funding for the \$78,896 agreement is available in the Facilities maintenance contractual budget.

See memo for details.

**7d. Facilities Department – Resolution to Authorize Modular Office Systems Furniture Installation – Hilliard Building Suite 202**

This resolution authorizes modular office furniture and installation in Suite 202 (Facilities Department) in the Hilliard Building.

Funding for the \$8,908.59 is available in the Facilities maintenance contractual budget.

See memo for details.

**8a. Road Department – Resolution to Authorize a Purchase Order for Hot Mix Asphalts for 2025**

This resolution authorizes a PO for Hot Mix Asphalts for 2025 with optional trucking at the rates stated in their proposals with the following firms:

Rieth-Riley Construction Co., Inc. – 2325 Kipp Road, Mason, MI 48854  
Capital Asphalt LLC – 3888 S Canal Rd., Lansing, MI 48917  
Michigan Paving & Materials Co. – 1600 N Elm St., Jackson, MI 49202.

Funding for the purchase of Hot Mix Asphalt is available in the 2025 Road Department Budget.

See memo for details.

**8b. Road Department – Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026**

This resolution authorizes professional service agreements for as-needed signal modeling and timing permit services for 2025/2026 at the rates stated in their proposals for the following firms:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917  
Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917  
DLZ – 1425 Keystone Avenue, Lansing, MI 48911.

Funding is available in the 2025/2026 Road Department Budgets.

See memo for details.

**8c. Road Department – Resolution to Authorize Professional Service Agreements for As-Needed Professional Surveyor Services for 2025-2027**

This resolution authorizes professional service agreements for as-needed professional surveyor services for 2025-2027 at the rates stated in their proposals for the following firms:

Spalding DeDecker – 313 N. Capitol Ave, Suite 100, Lansing, MI 48933  
Hubbell, Roth & Clark – 2101 Aurelius Road, Suite 2, Holt, MI 48842  
Mannik & Smith Group – 2193 Association Drive, Suite 200, Okemos, MI 48864

Funding is available in the 2025-2027 Road Department Budgets.

See memo for details.

**8d. Road Department – Resolution to Authorize a Purchase Order for Bulk Fuel Delivery for 2025**

This resolution authorizes a PO for bulk fuel delivery for 2025 at the rates stated in their proposals for the following firms:

Coyne Oil Corp d/b/a Avery Oil & Propane - 402 North St., Mason, MI 48854  
Corrigan Oil Co. - 775 N. Second, Brighton, MI 48116.

Funding is available in the 2025 Road Department Budget.





Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Nurse Supervisor	ICEA PHN 5: 87,119.20	ICEA PHN 6: 90,603.97	3,484.77
Nurse Supervisor	ICEA PHN 5: 87,119.20	ICEA PHN 6: 90,603.97	3,484.77
Nurse Supervisor	ICEA PHN 5: 87,119.20	ICEA PHN 6: 90,603.97	3,484.77
Nurse Case Manager	ICEA PHN 3: 79,678.36	ICEA PHN 4: 83,407.40	3,729.04
Asst. to the Controller/Broadband Coordinator	MC 5: 57,281.89	MC 7: 66,802.36	9,520.47
Environmental Sustainability Dir.	MC 11: 94,168.03	MC 12: 101,103.43	6,935.40
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Family Outreach & Support Services Supervisor	ICEA Pro 9: 87,119.20	ICEA Pro 10: 94,090.34	6,971.14
<b>TOTAL:</b>			<b>\$ 178,355.40</b>

See memo for details.

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

This resolution authorizes an Interlocal Agreement with the City of Lansing for the 2024 JAG Grant, of which the Sheriff's Office will receive \$12,702 for the purchase of public address microphones and car radio conversion kits.

See memo for details.

**10b. Sheriff's Office – Resolution to Accept Federal Comprehensive, Opioid, Stimulant, and Substance Use Site-Based Program 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"**

This resolution accepts federal grant dollars in the amount of \$1,299,804 for a joint grant application between the Sheriff's Office, Health Department, CMH, and Wayne State University. The grant funds are for 36 months and will go toward the Sheriff's Office project entitled, "Creating Access to Therapeutic, Re-Entry, and Recovery Support Services within Ingham County Criminal Justice System".

This is another example of Ingham County taking the lead on innovative treatment options for substance use issues. Excellent job to all of those involved in the grant application!

See memo for details.

**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**

This resolution authorizes the renewal of ProQA medical software licenses and support for the backup 9-1-1 Center along with the SkillLab AI call simulator that will be used for training.

The five-year not to exceed cost of \$88,920 for the software and SkillLab is available through the 9-1-1 Fund.

See memo for details.

**12a. Health Services Millage - *Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services***

This resolution authorizes a FY 2025 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document. The resolution authorizes a contract not to exceed \$1,633,372 with CMH for services provided to Ingham County residents for the period of October 1, 2024 through September 30, 2025. Funds are included in the 2025 budget for this contract

**12b. Health Services Millage - *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***

This resolution authorizes a 2024 contract amendment with CMH to utilize Health Services Millage funds as outlined in the attached memorandum. As suspected with the end of the public health emergency, people falling off Medicaid, or put on spend-downs and overall increases in people served, CMH spent all of the contracted health millage funds for 2024 and have \$697,969 in additional for services to individuals that would meet the millage requirements

**12c. Health Services Millage - *Resolution to Authorize an Amendment to Resolution #23-575 for the Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)***

This resolution amends Resolution #23-575 to approve additional funding (\$18,287.23) for the Ingham Health Plan Corporation for services provided in 2024. The 2024 contract assumed 1,800 millage eligible enrollees, and enrollment has exceeded that number. In December 2024, Ingham Health Plan Corporation had 2,082 millage eligible members.

**13a. Controller's Office – *Resolution to Approve an Economic Development Service Contract***

This resolution approves a three-year contract with LEAP to provide economic develop services for \$130,000/year.

See memo for details.

**13b. Controller's Office – *Resolution to Transfer Special Part-Time Administrative Assistant Position from the Facilities Department to the Controller's Office***

This resolution approves the transfer of a Special Part-time Administrative Assistant position that is currently vacant in the Facilities Department to the Controller's Office to provide administrative help while the Assistant to the Controller manages the HEART of the MITTEN grant. Funding for the position is available through the current budgeted position funding and the offset of Rachel's salary from grant funds.

See memo for details.

**13c. 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:**

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair  
**DATE:** January 7, 2025

**SUBJECT:** Request a Resolution to Authorize Contracts to allocate \$2,000,000 of Michigan Appropriations Grant Funds to Eastside Community Action Center (ECAC)

**BACKGROUND**

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including \$5,000,000 for three specific affordable or workforce housing projects located in the City of Lansing. 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. \$2,000,000 of those funds are allocated to ECAC for the purpose of constructing five new homes and rehabilitating six units of existing housing within the Potter-Walsh and Baker Donora neighborhoods to be made available at a reduced rate to ECAC Housing Program participants at or below 120% of the Area Medium Income.

**ALTERNATIVES**

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

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

Although these funds are to be used for construction costs and associated administrative expenses, the MSHDA Enhancement Grant does not require compliance with federal or state Davis Bacon standards. As a small community-based nonprofit developer, ECAC was selected as a recipient due in-large part to project readiness of rehab projects to begin October 1, 2024. ECAC has initiated construction on several projects and the County is unable to enforce the County Prevailing Wage Policy retroactively. Therefore, a recommendation for an exception to the Ingham County Prevailing Wage Policy has been incorporated into the resolution.

**RECOMMENDATION**

I recommend approval to enter into a contract with ECAC consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of revitalizing and creating new homeownership opportunities in Ingham County and creating more affordable housing for its residents.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

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

WHEREAS, in Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the Michigan State Housing Development Authority (MSHDA) Enhancement Grant, including \$2,000,000 for Eastside Community Action (ECAC) for affordable single-family housing development and rehab projects; and

WHEREAS, a nonprofit organization with several single-family home rehabilitation projects already underway, ECAC submitted a proposal requesting \$2,000,000 for construction of five new homes and rehab of six units of existing housing within the Potter-Walsh and Baker Donora neighborhoods to be made available at a reduced rate to ECAC Housing Program participants with incomes below 120% of the Area Medium Income; and

WHEREAS, the Housing Trust Fund (HTF) committee recommends that the Ingham County Board of Commissioners approve \$2,000,000 in MSHDA Enhancement Grant funds to ECAC to construct five new homes and rehabilitate six units of existing housing with a start date of October 1, 2024; and

WHEREAS, the MSHDA Enhancement Grant does not require compliance with Davis Bacon, and because ECAC has already initiated work on existing homes in need of repairs and rehabilitation, the HTF Committee recommends that the Ingham County Board of Commissioners approve an exception to the County Prevailing Wage Policy be made for this agreement.

THEREFORE BE IT RESOLVED, that the HTF committee recommends the Ingham County Board of Commissioners approve an amount of \$2,000,000 to be committed to the Eastside Action Community Center to oversee and complete the construction of five new homes and rehabilitation of six units of existing housing.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements, in adherence with the County Living Wage Policy, but that adherence to the County Prevailing Wage Policy will not be required

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.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair  
**DATE:** January 7, 2025

**SUBJECT:** Request a Resolution to Authorize Contracts to allocate \$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).

**BACKGROUND**

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including \$5,000,000 for three specific affordable or workforce housing projects located in the City of Lansing. 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. \$1,500,000 of those funds are allocated to Lonzo Development group for development of 1001 W. Saginaw St. and The Iris (900-918 W Saginaw St.) for the purpose of revitalizing two properties on Lansing’s Saginaw Corridor while adding affordable residential units and new space for businesses. \$750,000 will be allocated to each separate project.

**ALTERNATIVES**

Do not approve funding allocated by Budget Section 1019 of FY 2025 to Lonzo Development Group.

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

I recommend approval to enter into a contract with Lonzo Development Group consistent with MSHDA’s Legislative Enhancement Grant agreement with Ingham County for the purpose of revitalizing two properties in Ingham County and creating more affordable housing for its residents.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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)**

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

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

WHEREAS, \$5,000,000 of those funds is budgeted for three specific affordable and workforce housing projects in the City of Lansing; and

WHEREAS, the MSHDA Legislative Enhancement Grant specifically allocated \$1,500,000 to Lonzo Development Group. \$750,000 for development of 1001 W. Saginaw St. and \$750,000 for The Iris (900-918 W Saginaw) for the purpose of creating business space and affordable residential rental units for household's income qualified at or below 120% AMI.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Lonzo Development Group for the development of 1001 W. Saginaw St, and 900-918 W Saginaw St. with terms consistent with the Michigan Appropriations 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: Finance Committee  
FROM: Alan Fox, Ingham County Treasurer  
Date: January 9, 2025

SUBJECT: Resolutions to Authorize 2025 Tax Note Borrowing and 2025 Administrative Fund

**BACKGROUND**

By statute, the County Treasurer is obligated to pay all taxing authorities within the county the amounts due from all 2024 property taxes not collected by March 1, 2025. The Treasurer collects the amounts due from property owners, together with interest and fees. These two resolutions must be routinely adopted each year to allow the Treasurer to issue a short-term bond to make the payments to taxing authorities in a timely manner as required by law.

**FINANCIAL IMPACT**

All costs of the bond and of the Treasurer’s staff charged with collecting delinquent taxes as well as related expenses such as foreclosure prevention measures are paid from the delinquent taxes, interest and fees collected. There are no General Fund costs.

**ALTERNATIVE**

The Board of Commissioners could decide to pay the amounts due to taxing authorities using the general fund, in which case the income from tax collections would accrue to the General Fund. This would require payments estimated at over \$20 million from the General Fund in May or June 2025. It will take more than a year to recover that full amount from delinquent taxpayers.

**RECOMMENDATION**

I recommend adoption of both resolutions.



Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**COUNTY OF INGHAM**

A \_\_\_\_\_ meeting of the Board of Commissioners of the County of Ingham, Michigan (the “County”), was held in Mason, Michigan, on \_\_\_\_\_, 2025. The following Commissioners were

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

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

The resolution set forth below was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**2025 BORROWING RESOLUTION  
(2024 DELINQUENT TAXES)**

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the “Treasurer”); and

WHEREAS, the Treasurer is bound to collect all delinquent taxes, interest and property tax administration fees which would otherwise be payable to the local taxing units within the County; and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and

WHEREAS, the County Board of Commissioners (the “Board”) has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the “Revolving Fund Program”), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 (“local units”); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration

fees assessed under subsection (6) of Section 44 of Act 206) owed in 2024 to the County and the local units (collectively, the “taxing units”) which will have remained unpaid on March 1, 2025 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of Notes (or after such prior series of Notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the Notes authorized hereunder are issued (the “Delinquent Taxes”); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2025 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED:

## **I. GENERAL PROVISIONS**

101. Establishment of 2025 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2025 Delinquent Tax Revolving Fund (the “Revolving Fund”) as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2025 in one or more series (the “Notes” or “Note”), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2025 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2025 Tax Payment Account, 2025 Notes Reserve Account and/or 2025 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2025 Tax Payment Account, 2025 Notes Reserve Account and/or 2025 Note Payment Account, as provided in Article VII.

105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Note is issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurer's control under either this resolution or Act 206.

## **II. FIXED MATURITY NOTES**

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to "Notes" in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than three years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years ending December 31, 2024, or ending any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. The Notes issued under this subsection (b) shall be subject to redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, the Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, the Notes issued pursuant to subsection (b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If the Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Notes as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the provisions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest, registrable upon the books of a Note Registrar (the "Registrar") to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the "Paying Agent"). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County Treasurer, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a Note register maintained with respect to the Notes upon surrender of the transferred Notes, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) The Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a Noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. The Notes called for redemption shall be redeemed at par, plus accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the

redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public or private sale of the Notes. After a Public sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of a Public sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

### **III. SHORT-TERM NOTES**

301. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article III. All references to "Notes" in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer, and each issuance thereof shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes

may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rate Notes), as the case may be, shall apply also to the Notes issued under Article III.

307. Sale of Notes. The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to the Notes issued under Article III.

308. Execution and Delivery. The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to the Notes issued under Article III.

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the “Renewal Notes”). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;

(vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and

(viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

**IV.**  
**VARIABLE INTEREST RATE**

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

- (i) Publicly reported prices or yields of obligations of the United States of America;
- (ii) An index of municipal obligations periodically reported by a nationally recognized source;
- (iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;
- (iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event the Notes issued under this Article IV are constituted as a demand obligation, the interest rate on the Notes shall be governed by, and/or shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of the Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of the Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

**V.**  
**MULTIPLE SERIES**



501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Note or Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Note or Notes. The Note of each such series shall be issued according to this Resolution in all respects (and the term “Note” or “Notes” shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;

(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured *pari passu* with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2025 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2025 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2025 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be commingled, and if commingled shall be held *pari passu* for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2025 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.

(d) A separate sub-account shall be established in the County's 2025 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2025 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

## VI. TAXABILITY OF INTEREST

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.

602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.

## VII. FUNDS AND SECURITY

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2025 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2025 Note Reserve Account created under Section 703 or the 2025 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2025 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2025 Tax Payment Account. The County's 2025 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether

multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2025 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2025 Note Reserve Account (the “Note Reserve Account”) as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2025 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2025 Note Payment Account.

(a) The County's 2025 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2025 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2025 Note Payment Account, is herein referred to as the “Note Payment Account”.) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt

service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2025, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.

(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

#### 705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Notes Payment Account or the Note Reserve Account; and

(vi) Any supplemental monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provision for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of Notes.

## **VIII. SUPPLEMENTAL AGREEMENTS**

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, Note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit Note, or similar instrument, setting forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit Notes

(the “Revolving Credit Notes”) for the purpose of renewing all or part of maturing Note or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

## **IX. MISCELLANEOUS PROVISIONS**

901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Clark Hill PLC, attorneys of Detroit, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants PFM Financial Advisors LLC, Ann Arbor, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2025 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is further authorized to enter into a contract on behalf of the County under the

Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

## **ARTICLE X. TAX-EXEMPT NOTES OR REFUNDING**

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax Notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt Notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be "arbitrage bonds," as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,



(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.

(iv) the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of the Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2025 ADMINISTRATIVE FUND**

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer's office shall receive such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

A sufficient majority having voted therefor, the two resolutions appearing above were adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolutions adopted by the Ingham County Board of Commissioners, that such resolutions were duly adopted at a \_\_\_\_\_ meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, and that notice of such meeting was given as required by law.

\_\_\_\_\_  
Barb Byrum, Clerk of the Ingham  
County Board of Commissioners

[SEAL]

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

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

**DATE:** January 7, 2025

**SUBJECT:** Resolution to Authorize Agreement for Construction of a Portion of the Gardens Drain within the Ingham County Road Right-of-Way

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**BACKGROUND**

For the reasons set forth below, I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (“ICRD”), approve entering into an agreement to grant a license and permission to the Gardens Drain Drainage District (the “Drainage District”) for the purposes of operating, maintaining, and improving the Gardens Drain (the “Drain”) in public road rights-of-way in Delhi Charter Township held by the ICRD. A map depicting the location of the Drain within the road rights-of-way is attached to the proposed resolution as Exhibit A.

I received a petition, dated October 22, 2020, requesting maintenance and improvement of the Gardens Drain. On February 9, 2021, the petition was found necessary by a statutory Board of Determination. The project involves work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321.

Therefore, it is necessary for an agreement to be authorized to define the roles and responsibilities of the ICRD and the ICDC. The agreement requires final review and approval by counsel for the ICRD. The request for County of Ingham approval will be presented to the County Services Committee on January 21, 2025, and the Finance Committee on January 22, 2025.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Gardens Drain Drainage District will be responsible for all work and costs associated with the construction of the Gardens Drain. Once the project is complete, the Gardens Drain Drainage District will be responsible for the operation and maintenance of this constructed portion of the Gardens Drain.

**RECOMMENDATION**

I am requesting that the Ingham County Board of Commissioners, on behalf of the ICRD, approve entering into an agreement to grant a license and permission to the Gardens Drain Drainage District for the purposes of operating, maintaining and improving the Gardens Drain in public road rights-of-way in Delhi Charter Township held by the ICRD.

Thank you for consideration of my request. Deputy Drain Commissioner Paul C. Pratt will be in attendance at your January 21, 2025 Committee meeting to answer any questions you might have regarding my request. Drainage District legal and bond counsel will be in attendance at the January 22, 2025 Committee meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE  
CONSTRUCTION OF A PORTION OF THE GARDENS DRAIN WITHIN THE ROAD RIGHTS-OF-WAY**

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

WHEREAS, the Drain Commissioner received a petition dated October 22, 2020, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (the “Improvements”) to the Drain; and

WHEREAS, an Order of Necessity was entered on February 9, 2021, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and ordered to remove lands from the Drainage District; and

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

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

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

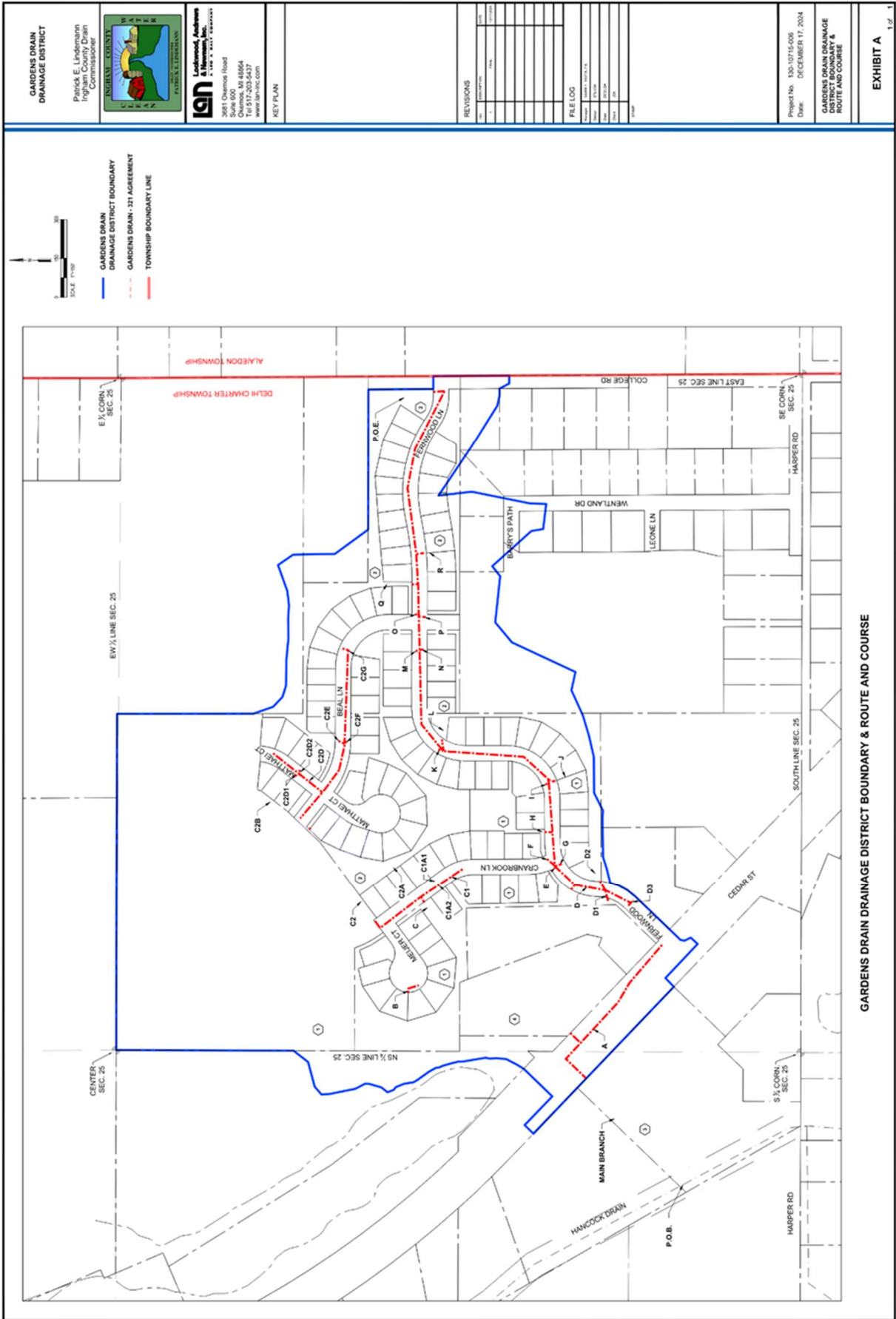
WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Gardens Drain Drainage District by and through the Ingham County Drain Commissioner to construct the portion of the Gardens Drain within road rights-of-way under the jurisdiction of the ICRD, as depicted in Exhibit A.

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

# Exhibit A



TO: Board of Commissioners: County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: January 7, 2025

SUBJECT: Full Faith and Credit Resolution in Support of 2025 County Drain Notes  
For the meeting agendas of January 21, 2025 (County Services) and January 22, 2025 (Finance)

**BACKGROUND**

Ingham County (the “County”) has hundreds of legally established drainage districts under Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”). When petitions are filed and a project is found necessary by a board of determination, the drainage district is required to proceed to design, acquire, and construct a project as petitioned (a “Petition Project”). Once construction bids are received by the drainage district for the project, the drainage district often issues a bond for the long-term financing of the project. Prior to the issuance of the bonds, however, the drainage districts must expend funds for the design of the Petition Projects and other preliminary expenses. In addition, the Drain Code requires that drainage districts undertake regular inspection, repair and maintenance of the drains under their jurisdiction (the “Maintenance Projects”).

Section 434 of the Drain Code gives drainage districts the power to borrow funds through the issuance of notes by which the proceeds may be used to pay the preliminary costs of a Petition Project, such as engineering fees, legal expenses and the costs of acquiring property and easements. These notes would ultimately be paid from the proceeds of bonds issued for the Petition Project. In addition, Section 434 of the Drain Code gives the drainage districts the power to borrow funds to pay the costs of the Maintenance Projects. These notes are ultimately paid from funds raised by the levy of maintenance assessments by the drainage districts against benefitted properties and public corporations in the drainage districts for the maintenance of the drains. Under Section 434, a county board of commissioners, by a two-thirds vote, may pledge the full faith and credit of the County to the payment of the principal of and interest on notes issued for Petition Projects and Maintenance Projects and other legal purposes of the drainage districts (together, the “Projects”). This pledge provides backup security to the holders of the notes.

While in the past it has been common for drainage districts to issue notes without the full faith and credit of the County, the failures of Silicon Valley Bank and Signature Bank in the spring of 2023 have resulted in banks being unwilling to purchase these notes without the full faith and credit of the County being pledged as backup security for the payment of the notes (e.g., a note without the County’s full faith and credit pledge is illiquid should the bank need to sell it in the secondary market). The current situation in the banking sector makes it necessary to obtain the full faith and credit of the County in order for drainage districts to continue to implement Petition Projects and Maintenance Projects.

In order to continue to pay the preliminary costs of the Petition Projects and to implement the Maintenance Projects in 2025, the drainage districts will need to issue notes for these expenses. The Drain Office estimates that the drainage districts will need to issue notes in the approximate amount of \$20,000,000 in 2025. These notes will be paid from the proceeds of bonds (which have historically had the County’s full faith and credit pledged) that will be issued for the permanent financing of the Petition Projects and from special assessments levied for the Maintenance Projects.

By adopting this resolution pledging the County’s full faith and credit up to a certain dollar amount for calendar year 2025, it will not be necessary to bring an individual resolution to the Board of Commissioners for each note that is issued throughout the year. The Drain Office will continue to present individual resolutions to the Board of Commissioners for the pledge of full faith and credit to each long-term bond issue that is issued for permanent financing of Petition Projects.

## **ALTERNATIVES**

The drainage districts are legally obligated to undertake the Petition Projects and the Maintenance Projects. If the County does not adopt the resolution pledging full faith and credit, the placement agent for the drainage districts reasonably believes that there is a high likelihood that the drainage districts will not be able to find a purchaser for their notes. If that were to happen, the drainage districts would not have the necessary funds to design and construct the Petition Projects and to implement the Maintenance Projects, and this critical work may not be able to proceed, exposing the drainage districts (and possibly the County) to liability and or default. As an alternative to pledging its full faith and credit, Ingham County could loan the funds needed for the Projects to the drainage districts from available funds of the County. This could be accomplished by the County increasing funding for the Revolving Drain Fund (Fund 802). The additional funds added to Fund 802 would be loaned to the drainage districts with interest at a rate determined by the County. This approach was taken by the County previously, but is not currently being used by the County. The County could also provide funds to the drainage district by acquiring their notes directly, instead of the drainage districts selling them to a bank. This is authorized by Section 434 of the Drain Code with specifically authorizes drainage districts to borrow money from a public corporation such as the County.

## **FINANCIAL IMPACT**

Based on analysis provided in Other Considerations below, the drainage districts have the ability to issue bonds for the Petition Projects in an amount sufficient to pay the principal of and interest on notes of the drainage districts, and in the event the Petition Projects do not move forward to completion there is significant value in the drainage districts which is sufficient to support the payment of assessments for the drainage districts' notes. Furthermore, the drainage districts also have the legal power to levy special assessments for the inspection, repair and maintenance of the drains against benefitted properties and public corporations. Therefore, the likelihood the County would have to make payment on the notes as a result of the full faith and credit pledge is remote. In the worst-case scenario, were the County to have to make a payment on a note, the payment would likely be recouped by special assessments levied to cover the principal of and interest on the note in a relatively short period of time.

## **STRATEGIC PLANNING IMPACT**

The County's strategic plan calls for the provision of quality roads and drains in the County and these Projects further the goal of providing quality drains.

## **OTHER CONSIDERATIONS**

The Drain Code provides significant powers to drainage districts and counties to assure that funds are available to pay notes issued by drainage districts.

a) The Drain Code provides drainage districts with the power to specially assess the costs of drain projects against benefitted properties and public corporations. Section 275 of the Drain Code further provides the drainage districts with the power to issue bonds for their Petition Projects in anticipation of these special assessments. Notes issued by drainage districts for interim costs of a Petition Project are intended to be paid from the proceeds of bonds issued to provide the permanent financing for the project. Since the drainage districts have broad powers to issue bonds for Petition Projects, there is sufficient power under the Drain Code to issue the bonds needed to pay for the costs of Petition Projects, including the payment of notes for preliminary costs.

b) In rare circumstances, a Petition Project for which notes have been issued to pay for preliminary expenses does not move forward and bonds are not issued for the Petition Project. In such circumstances, Section 306 of the Drain Code provides the County Board of Commissioners with the power to authorize the drain commissioner to assess the amount of the preliminary expenditures to the drainage district. This power gives the County and the Drain Commissioner the ability to raise the funds needed to pay an interim note in such circumstances.

c) Section 196 of the Drain Code provides the drain commissioner with the power to levy special assessments for the inspection, repair and maintenance of the drains under the drain commissioner's jurisdiction. This power provides the source of revenue to the drainage districts to fund the costs of Maintenance Projects, including the payment of the principal of and interest on the notes of the drainage districts.

**d) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district debt issued by a drainage district during my over 30-year tenure as drain commissioner.**

e) Based on this analysis, there are significant resources available to support the payment of the notes, leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these notes.

### **RECOMMENDATIONS**

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to 2025 Drainage District Notes.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
2025 DRAINAGE DISTRICT NOTES**

Resolution # \_\_\_\_\_

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on \_\_\_\_\_, 2025, at 6:30 p.m., local time.

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

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

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

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act") to establish drainage districts in the County of Ingham (the "County"); and

WHEREAS, in certain drainage districts petitions have been filed with the Drain Commissioner for the making of certain improvements to the drains located in the drainage districts (the "Petition Projects"), which are being undertaken by the drainage district having jurisdiction over the drain; and

WHEREAS, the drainage districts are obligated to inspect, repair, and maintain the drains under their jurisdiction (the "Maintenance Projects"); and

WHEREAS, the Petition Projects and the Maintenance Projects (together, the "Projects") are necessary for the protection of the public health; and

WHEREAS, in order to provide funds to pay preliminary costs of the Petition Projects, to pay all or a portion of the costs of the Maintenance Projects, and to refinance notes previously issued to provide funds to pay costs of the Projects, it is necessary for the drainage districts to issue notes from time to time pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on notes issued for Petition Projects will be payable from bonds to be issued by the drainage districts constructing the Petition Projects to provide the permanent financing for the Petition Projects (the "Bonds"); and

WHEREAS, the principal of and interest on notes issued for Maintenance Projects will be payable from special assessments levied against benefitted properties and public corporations for the maintenance of the drains; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Petition Projects and informed the County that the drainage districts' ability to issue the Bonds and their ability to levy special assessments for the payment

of interim costs of the Petition Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Petition Projects; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Maintenance Projects and informed the County that the drainage districts' ability to levy special assessments for the payment of the costs of the Maintenance Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Maintenance Projects; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to request that this Ingham County Board of Commissioners (the "Board") adopt a resolution pledging the limited tax full faith and credit of the County on notes that may be issued by drainage districts in calendar year 2025; and

WHEREAS, the Board may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the notes is necessary to enable the drainage districts to continue to design, acquire and construct the Petition Projects and to pay the costs of the Maintenance Projects; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued in calendar year 2025 in an amount not to exceed \$20,000,000.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on any notes issued by County drainage districts pursuant to Section 434 of the Act in calendar year 2025 in the aggregate principal amount of not to exceed \$20,000,000, and on notes issued thereafter to refinance these notes (the "Notes"). In the event that Bonds are not issued on or before the date on which the principal of and interest on the Notes are due or in the event that moneys are not available to the drainage districts on the date the principal of and interest on Notes are due, the County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes when due. The ability of the County to levy taxes to pay the principal of and interest on the Notes shall be subject to constitutional and statutory limitations on the taxing power of the County. The Notes may be issued in one or more Note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on a Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

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

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

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

\_\_\_\_\_

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

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

COUNTY SERVICES:

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

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

FINANCE:

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

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

RESOLUTION DECLARED ADOPTED.

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

CERTIFICATION

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

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

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

TO: Board of Commissioners: County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: January 7, 2025

SUBJECT: Full Faith and Credit Resolution for Gardens Drain Bonds  
For the meeting agendas of January 21, 2025 (County Services) and January 22, 2025 (Finance)

**BACKGROUND**

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

**ALTERNATIVES**

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

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

**FINANCIAL IMPACT**

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

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

properties of the Drainage District over and above the amount of the Assessment. The due diligence performed contains a similar analysis with respect to the municipalities subject to the Assessment.

3) The SEV analysis that was performed for this Project is attached to this memo. The resolution that has been presented to the Board uses \$1,500,000 as the not-to-exceed amount for the Bonds. This is an estimate, and the final amount may be less when bids are received and if Assessments are prepaid.

4) Based on the following analysis, it is my opinion that there is significant property value in the Drainage District to support the payment of the Assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

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

1) The debt service on the Bonds which are issued under Chapter 8 of the Drain Code is primarily paid from the Assessments.

a) The Assessments against benefitted properties are a strong source of revenue since they have the same priority for payment as taxes, having a first priority superior to mortgages and other forms of debt that might encumber a property.

b) If a property owner is delinquent in paying the property owner's Assessment, the Assessment is turned over to the County to be collected with the delinquent taxes. The County has significant powers to collect delinquent taxes which would ultimately end up with the property being sold at tax sale if the property owner does not pay the delinquent taxes and assessments. At that point, there would only be a shortfall in revenues to pay the Assessment if the property is sold for less than the amount of outstanding delinquent taxes and assessments and the interest and penalties on them. The balance of the Assessment that has not yet become due would continue to be a lien against the property payable by the new property owner after it is sold.

c) During the time the delinquent Assessments are being collected, the amount of the delinquent Assessments would be paid to the Drainage District from the County's delinquent tax revolving fund (so long as the County continues this program) and would be used to pay the debt service on the Bonds.

d) Assessments against the municipalities are a general obligation of those municipalities and as such a legally binding obligation of the general fund of the municipalities.

2) By adopting the resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the Bonds if there is a shortfall in the primary source of payment and the County would only make payments in the event there is ever a shortfall in the Assessment collections.

a) For Assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.

- b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.
- 3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.
- a) County payments are usually short term since, under the Drain Code, the Drainage District is required to levy a deficiency assessment against the Drainage District for the amount of any shortfall within two years and when that deficiency assessment is levied and collected, the County would be paid back.
- b) In addition to deficiency assessments, the Drainage District has the ability to levy an administrative fee in the way of an interest rate on the Assessments that is 1 percent over the interest rate of the Bonds issued in anticipation of the Assessments. This small additional amount of interest allows the Drainage District to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the County.
- c) **The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my over 30-year tenure as drain commissioner.**

### **RECOMMENDATIONS**

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

December 27, 2024

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

RE: Garden Drain Drainage District  
State Equalized Value (SEV) Analysis for Full Faith & Credit Dear

Mr. Lindemann,

This letter is a summary analysis of SEVs for the Garden Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Township and Ingham County in 2024. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current property tax records found on the [www.ingham.org](http://www.ingham.org) web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published equalization report available at: <https://docs.ingham.org/2024%20Equalization%20Report%2004052024.pdf>. **The requested full faith and credit amount is \$1,500,000.** The total SEV for all of Delhi Township is \$1,269,471,400. The estimated SEV for the lands within the special assessment district is \$21,003,900. Additionally, the total SEV for all of Ingham County is \$12,791,280,677. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$ 1,500,000			
Estimated SEV of the lands in the special assessment district	\$21,003,900	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	7.14%
Delhi Township SEV	\$1,269,471,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Township.	0.12%
Ingham County SEV	\$12,791,280,677	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.012%

Please contact our office at (517) 819-2367 with any questions or concerns. Sincerely,

Lockwood, Andrews & Newnam, Inc.



Samir F. Matta, PE

cc: Paul Pratt –Deputy Drain Commissioner



**ADOPTED -  
AGENDA ITEM NO.**

Introduced by the County Services and Finance Committees of the:

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

**RESOLUTION # 25-**

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

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

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

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

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed One-Million Five Hundred Thousand Dollars (\$1,500,000) pursuant to the Act; and

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

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments

levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

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

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

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

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

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed One-Million Five Hundred Thousand Dollars (\$1,500,000). The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director, and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the

Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

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

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

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
NAYS: Commissioners \_\_\_\_\_  
ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES: Yeas:**  
**Nays: Absent: Approved:**

**FINANCE: Yeas:**  
**Nays: Absent: Approved:**

RESOLUTION DECLARED ADOPTED.

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

**CERTIFICATION**

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

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

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

TO: Board of Commissioners

FROM: Morgan Feldpausch, Environmental Sustainability Manager

DATE: January 3, 2025

SUBJECT: Resolution to Authorize Use of Contingency Funds for Establishing Office Space for the Ingham County Office of Environmental Sustainability

---

**BACKGROUND**

Ingham County has taken significant steps toward addressing climate change and advancing sustainability, including declaring a climate emergency (Resolution #20-301) and committing to achieving net-zero greenhouse gas emissions by 2040 (Resolution #21-210). These ambitious goals require planning, collaboration, and dedicated resources.

Recognizing the scale and complexity of this work, the County created the Environmental Sustainability Manager position through Resolution #22-485 to lead efforts in implementing sustainable practices. In 2024, the County further enhanced its commitment by participating in the MI Healthy Climate Corps Program (Resolution #24-405), adding valuable capacity to these initiatives.

With this growing team, a dedicated office space is necessary to provide a place for staff to work, collaborate, and manage the County’s sustainability initiatives effectively. Allocating funds for this space ensures the team has the resources needed to continue advancing the County’s climate and sustainability goals.

**ALTERNATIVES**

There is no alternative.

**FINANCIAL IMPACT**

The resolution authorizes \$25,500 for the purpose of purchasing office equipment for the Office of Environmental Sustainability from the county contingency fund. The \$25,500 total includes the estimate cost of furniture (\$13,027), the materials and construction of walls (\$9,929), and a contingency estimate (\$2,544).

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE USE OF CONTINGENCY FUNDS  
FOR ESTABLISHING OFFICE SPACE FOR THE INGHAM COUNTY OFFICE OF  
ENVIRONMENTAL SUSTAINABILITY**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-301 to declare a climate emergency in Ingham County, thereby formally communicating its urgent intention to take bold action toward mitigating resource waste and greenhouse gas emissions while developing sustainable practices in County government; and

WHEREAS, Ingham County furthered these efforts through Resolution #21-210 to declare Ingham County's commitment to climate justice and committing to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040; and

WHEREAS, Resolution #22-485 created the Environmental Sustainability Manager position due to the work necessary to achieve the County's goals; and

WHEREAS, Resolution #24-405 authorizes Ingham County to serve as a host partner site for a MI Healthy Climate Corps member; and

WHEREAS, establishing an office space for Ingham County's Office of Environmental Sustainability will support the County's work towards its sustainability goals; and

WHEREAS, costs associated with the office space include \$13,027 for furniture, \$9,929 for materials and construction of office walls, and a contingency of \$2,544 for a total amount of \$25,500; and

WHEREAS, the amount of \$25,500 shall be deducted from the County Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes \$25,500 for the purpose establishing an office space for Ingham County's Office of Environmental Sustainability from the 2025 contingency account.

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

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

TO: Board of Commissioners

FROM: Morgan Feldpausch, Environmental Sustainability Manager

DATE: January 6, 2025

SUBJECT: Resolution to Authorize the Environmental Sustainability Director to Sign State Grant Reports for Received State Grants

---

**BACKGROUND**

The Ingham County Environmental Sustainability Office oversees several grant-funded programs and projects aimed at advancing the County’s sustainability goals. All grant awards are accepted and executed through formal agreements approved by the Ingham County Board of Commissioners and the County Attorney.

State agencies such as the Michigan Department of Labor and Economic Opportunity (LEO) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) require the timely submission of grant reports, including quarterly, progress, and final reports. These reports are often time-sensitive and critical to maintaining compliance with grant requirements.

Currently, the approval and submission process for these reports can be delayed due to the need for multiple levels of review and authorization. Granting the Environmental Sustainability Director signing authority for these reports will streamline the process and ensure compliance with state deadlines.

**ALTERNATIVES**

The alternative is not to grant authorization.

**FINANCIAL IMPACT**

There is no financial impact.

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ENVIRONMENTAL SUSTAINABILITY DIRECTOR  
TO SIGN STATE GRANT REPORTS FOR RECEIVED STATE GRANTS**

WHEREAS, Ingham County Controller's Office and, subsequently, Ingham County's Environmental Sustainability Office, seek to obtain signing authority of grant reports for the Environmental Sustainability Director, effective upon approval; and

WHEREAS, the Environmental Sustainability Office obtains formal agreement execution approval from the Ingham County Board of Commissioners and County Attorney for numerous grant awards, which fund programs and projects; and

WHEREAS, the Michigan Department of Labor and Economic Opportunity (LEO), Michigan Department of Environment, Great Lakes, and Energy (EGLE), and other state agencies require the completion and submission of reports for approved grant awards; and

WHEREAS, certain grant reports are very time-sensitive and require a rapid turnaround to meet grant program requirements set by state agencies; and

WHEREAS, no costs are associated with this resolution, and approval of this resolution will ensure timely completion of grant reports for state grants received by Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Environmental Sustainability Director authority to sign the grant reports, including but not limited to quarterly, progress, and final reports effective upon the adoption of this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson will sign the grant agreements upon the adoption of the agreements by the Board of Commissioners and approved 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 6, 2025  
**SUBJECT:** Resolution to Amend Resolution #24-409 to Accept the Stormwater Infrastructure Improvements at Potter Park Zoo Grant from Representative Elissa Slotkin's Community Project Funding Program  
For the meeting agendas of January 22 and January 27, 2025

---

**BACKGROUND**

Resolution #24-409 was approved for Potter Park Zoo to accept an Environmental Protections Agency (EPA) grant through Representative Elissa Slotkin's FY24 Community Project Funding program in the amount \$959,752.

The resolution stated that the match required by Potter Park Zoo is \$191,950. This required match amount needs to be amended to \$239,938. The change in amount is due to the calculation formula that is used by the EPA to determine the 20% cost share amount.

EPA Cost Share Formula:

Calculation of Total Grant Project Cost:

*Divide the EPA contribution by 0.80 to calculate the total grant project cost*

$$\$959,752 \div 0.80 = \underline{\$1,199,690}$$

Calculation of Cost Share Amount:

*Total grant project cost x 0.20 = required cost share amount*

$$\$1,199,690 \times 0.20 = \underline{\$239,938}$$

**ALTERNATIVES**

The alternative is to not accept the grant for stormwater infrastructure improvements.

**FINANCIAL IMPACT**

This grant through Environmental Protections Agency requires a 20% match of \$239,938. The funds are available in the Zoo fund balance to meet the amended 20% match requirement.

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #24-409 authorizing acceptance of the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin's Community Project Funding program.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTUION #24-409 ACCEPTING THE STORMWATER  
INFRASTRUCTURE IMPROVEMENTS AT POTTER PARK ZOO GRANT FROM  
REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM**

WHEREAS, Resolution #24-409 was approved for Potter Park Zoo to accept an Environmental Protections Agency (EPA) grant through Representative Elissa Slotkin's FY24 Community Project Funding program in the amount \$959,752; and

WHEREAS, Resolution #24-409 stated that the match required by Potter Park Zoo is \$191,950; and

WHEREAS, the required match amount needs to be amended to \$239,938 based on the calculation formula that is used by the EPA to determine the 20% cost share amount; and

WHEREAS, the 20% match of \$239,938 is a requirement of the grant of which the funds are available in the Zoo's fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #24-409 to include a 20% required match of \$239,938 from the Potter Park Zoo fund balance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget, consistent with this resolution.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #24-409 remain unchanged.

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

**TO:** Board of Commissioners, County Services Committee, and Finance Committee  
**FROM:** Eric E. Smith, Director of Finance and Budget  
**DATE:** December 16, 2024  
**SUBJECT:** OPEB Actuarial Valuation contract with Gabriel, Roeder, Smith & Company  
**MEETINGS:** January 21, 2025 and January 22, 2025

**BACKGROUND**

The County is required to have an actuarial evaluation performed on the Retiree Health Care Plan as of December 31, 2023 and GASBs 74 and 75 require certain actuarial data be provided in each annual audit for the years ending December 31, 2024 and 2025.

**ALTERNATIVES**

Approve the agreement with Gabriel, Roeder, Smith & Company to perform the required actuarial services.

**FINANCIAL IMPACT**

The fee for the actuarial evaluation as of December 31, 2023 is \$26,500 and the fees for the GASB reports are \$14,000 for the year ending December 31, 2024 and \$14,000 for the year ending December 31, 2025.

**STRATEGIC PLANNING IMPACT**

To comply with GASBs 74 and 75 as well as state statute.

**RECOMMENDATION**

I respectfully request the Ingham County Board of Commissioners hereby approved the contract with Gabriel, Roeder, Smith & Company to conduct an actuary evaluation as of December 31, 2023 and provide GASB reports for the years ending December 31, 2024 and December 31, 2025.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, the County of Ingham is required to have an actuarial evaluation performed on the Retiree Health Care Plan as of December 31, 2023; and

WHEREAS, the previous actuarial evaluation was completed as of December 31, 2021; and

WHEREAS, Governmental Accounting Standards Boards (GASBs) 74 and 75 require certain actuarial data be provided in each annual audit for the years ending December 31, 2024 and December 31, 2025; and

WHEREAS, the fee for the actuarial valuation as of December 31, 2023 is \$26,500 and the fees for the GASB reports are \$14,000 for the year ending December 31, 2024 and \$14,000 for the year ending December 31, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract with Gabriel, Roeder, Smith & Company in an amount not to exceed \$26,500 to conduct an actuary evaluation as of December 31, 2023 and for an amount not to exceed \$14,000 per year, provide GASB reports as of December 31, 2024 and December 31, 2025 for the Retiree Health Care Plan.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget 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 after review and approval as to form by the County Attorney.

**TO:** Board of Commissioner’s Human Service and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 7, 2025  
**SUBJECT:** Resolution to Approve the Health Department’s Plan of Organization  
For the Meeting Agendas of January 22, and January 27, 2025

---

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to update its Plan of Organization effective January 1, 2025 through December 31, 2027 for Local Public Health accreditation with the Michigan Department of Health & Human Services (MDHHS). ICHD must submit the Plan of Organization, approved by the Ingham County Board of Commissioners (BOC), in advance of MDHHS’s visit beginning March 3, 2025. The Board of Commissioners last approved the Plan of Organization in 2019 through Resolution #19-548. State accreditation typically occurs every three years, but was paused statewide due to COVID-19. The Plan of Organization has been updated to reflect personnel and program changes at ICHD over the past five years as well as the updated 2025 budget numbers. These changes include the appointment of a Medical Health Officer, a new Deputy Health Officer-Public Health Services, a new Deputy Health Officer-Administration, and an Interim Deputy Health Officer/Executive Director-Ingham Community Health Centers. All local health departments will maintain previous accreditation status in this cycle to focus on building capacity and organizational relationships post-pandemic.

**ALTERNATIVES**

Due to compliance requirements from MDHHS, there are no alternatives.

**FINANCIAL IMPACT**

There is no financial impact.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of integrating public health and health care services, programs, and functions to improve health outcomes.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve ICHD’s updated Plan of Organization for Ingham County Health Department, effective January 1, 2025 through December 31, 2027.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ADOPTION OF THE INGHAM COUNTY HEALTH DEPARTMENT'S PLAN OF ORGANIZATION**

WHEREAS, Ingham County Health Department (ICHD) wishes to update its Plan of Organization effective January 1, 2025 through December 31, 2027 for Local Public Health accreditation with the Michigan Department of Health & Human Services (MDHHS); and

WHEREAS, ICHD must submit the Plan of Organization, approved by the Ingham County Board of Commissioners (BOC), in advance of MDHHS's visit beginning March 3, 2025; and

WHEREAS, state accreditation typically occurs every three years, but was paused statewide due to COVID-19; and

WHEREAS, the BOC last approved the Plan of Organization in 2019 through Resolution #19-548; and

WHEREAS, the Plan of Organization has been updated to reflect personnel and program changes at ICHD over the past five years as well as the updated 2025 budget numbers; and

WHEREAS, these changes include the appointment of a Medical Health Officer, a new Deputy Health Officer-Public Health Services, a new Deputy Health Officer-Administration, and an Interim Deputy Health Officer/Executive Director-Ingham Community Health Centers; and

WHEREAS, all local health departments will maintain previous accreditation status in this cycle to focus on building capacity and organizational relationships post-pandemic; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize the attached Plan of Organization for ICHD effective January 1, 2025 through December 31, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD's updated Plan of Organization, effective January 1, 2025 through December 31, 2027.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign MDHHS's Local Health Department Plan of Organization Approval Form.

Ingham County Health  
Department's

# PLA N OF ORGANIZATION

January 2025



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## INTRODUCTION

The Plan of Organization of the Ingham County Health Department (ICHD) was last approved by the Michigan Department of Health and Human Services (MDHHS) as part of its accreditation process in March 2020. In preparation for MDHHS' March 2025 accreditation visit, ICHD is updating its Plan of Organization to reflect any changes that have occurred since then. The department continues to be organized around three major branches: Public Health Services, Community Health Centers, and Community Health, Planning, and Partnerships. Adenike Shoyinka, MD, MPH, now serves as Medical Health Officer. The 2025 Plan of Organization will be approved by the Ingham County Board of Commissioners on January 28, 2025 and is now submitted for approval by the Michigan Department of Health and Human Services.

The electronic version of this document contains hyperlinks to materials as requested by MDHHS. For correct viewing, please use the electronic copy on a device connected to the Internet. To view the documents, place the cursor over the hyperlink, hold down the Control key and click the mouse.

## LEGAL RESPONSIBILITIES & AUTHORITY

### State and Local Statutory Authority for ICHD

The Constitution of the State of Michigan includes the following declaration:

*“The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health.”*

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The “Code” establishes a State/Local system to carry out the responsibility to protect and promote public health. The Code establishes the Michigan Department of Public Health with the responsibility to:

*“. . . continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and*

*regulation of health care facilities and health services delivery systems to the extent provided by law.” (MCL 333.2221)*

**The Michigan Department of Public Health is charged in the Public Health Code to:**

*“ . . .promote an adequate and appropriate system of local health services throughout the state.” (MCL 333.2224)*

**The Public Health Code requires every county to provide for a local health department.**

**County Boards of Commissioners are required to organize county or district health departments (MCL 333.2413) and it charges the local health departments with the same basic responsibilities as are given to the State:**

*“ . . .continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups. . . ” (MCL 333.2433)*

**County Boards of Commissioners must appoint a health officer who has the authority and responsibility to protect the public's health:**

*“A local health department shall have a full-time local health officer appointed by the local governing entity... [who] may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.” (MCL 333.2428)*

**The Michigan Administrative Code also defines the duties and responsibilities of Medical Directors of local public health departments.**

- [Click here to view the Michigan Administrative Code](#)

**Applicable State Law:**

- [Click here to view the Public Health Code PA 368 of 1978](#)
- [Click here to view the Food Law PA 92 of 2000 as amended](#)
- [Click here to view the Natural Resources and Environmental Protection Act PA 451 of 1994](#)
- [Click here to view the Land Division Act PA 288 of 1967](#)
- [Click here to view the Condominium Act PA 59 of 1978](#)

- [Click here to view the Safe Drinking Water Act PA 399 of 1976](#)
- [Click here to view the Current Appropriations Bill \(2024\)](#)
- [Click here to view the Attorney General Opinions](#) Enter numbers 6501 and 6415

The Ingham County Board of Commissioners has responded to this mandate by establishing ICHD as a unit of government and appointing a [Medical] Health Officer to oversee the activities of the department. In addition, it has created the Sanitary Code of Ingham County which utilizes Michigan's public health code to empower the Health Officer to enforce public health laws. The Sanitary Code was adopted in 1973 and has been amended three times since then. The first amendment is incorporated into the Sanitary Code. Two other amendments created a point of sale program to ensure inspection and repair of well and septic systems, and directed complaints of foodborne illness to ICHD. Three county resolutions of public health significance—the licensing of tobacco vendors, eliminating smoking in public places, and prohibiting the sale of electronic smoking devices to minors —are not part of the Sanitary Code.

**Applicable Local Law:**

- [Click here to view the Sanitary Code of Ingham County](#)
- [Click here to view ordinance eliminating smoking in public places and worksites](#)
- [Click here to view Resolution Prohibiting Sale of Electronic Cigarettes](#)
- [Click here to view Food Borne Illness Reporting](#)
- [Click here to view Pollution Prevention Program](#)

### **Governing Entity Relationship with ICHD**

ICHD is a unit of government in Ingham County. Ingham County is governed by a fifteen- member Board of Commissioners, elected to two-year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of ICHD and establishes through its annual budget process the personnel and other resources available to ICHD to carry out its statutory mission and any other duties assigned to it by the Board of Commissioners. ICHD's primary point of contact with elected officials is the Human Services Committee of the Board of Commissioners which oversees the Department's strategic and financial planning and contracting, and guides the Department on legislative matters.

The Board of Commissioners has established administrative policies for the operation of all County departments. These include the operation of the personnel functions and the financial management functions (i.e. budgeting, general ledger, and purchasing). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County's Chief Administrative Officer. ICHD is bound by these policies and utilizes the resources of the Controller's Office (i.e. Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and IT Department) to implement all such functions.

Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages and other terms of employment are established for all positions in ICHD. The Board of Commissioners charges the Human Resources Director, via the Controller, with the responsibility of implementing the collective bargaining agreements and the managerial compensation plan. The Health Officer utilizes these documents to employ and direct the staff of ICHD.

PA 30 of 1978 permits Counties to establish budget stabilization funds equal to fifteen percent of their budget. Ingham County utilizes this mechanism to the fullest extent possible in order to ensure continuation of County services, including public health services, in the event of a crisis.

**Ingham County Board of Commissioners (2025) Ryan**

**Sebolt, Chairperson— District 9**

**Chris Trubac, Vice-Chairperson— District 3 Randy**

**Maiville, Vice-Chairperson Pro Tem— District 1**

**Karla Ruest— District 2 Todd**

**Tennis— District 4 Myles**

**Johnson— District 5 Rachel**

**Willis— District 6 Thomas**

**Morgan— District 7 Robert**

**Peña— District 8**

**Gabrielle Lawrence— District 10 Mark**

**Grebner— District 11 Irene Cahill —**

**District 12 Tanya Pratt— District 13**

**Mark Polsdofer — District 14**

**Monica Schafer — District 15**

**2025 Human Services Committee (Board of Commissioners) Todd**

Tennis, Chair  
Irene Cahill, Vice Chair

Chris Trubac  
Thomas Morgan  
Rachel Willis Karla  
Ruest Monica  
Schafer

The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting ICHD staff and the Board of Commissioners.

**2024\* Ingham County Board of Health Felicia**

Eshragh, JD, MPH - Board Chair

A'Lynne Boles Dukes, MMA, CNA, CDP - Vice Chair

Marcus Cheatham, PhD Saturnino  
(Nino) Rodriguez, PhD Gary Rowe, RS,  
MS

Lauren Schnoebelen Abby  
Schwartz, BA, MPH Barbara  
Worgess, MPH

Irene Cahill, Board of Commissioners Liaison (2025)

- [Click here to view Board of Health](#)

\*2025 board members pending.

ICHD operates a network of Federally Qualified Health Centers (FQHC) funded under section 330(e) of the Public Health Services Act and/or through the Act's Health Care for the Homeless provision, section 330(h). This designation is important because it enables these Health Centers to obtain grants made available only through the Act.

Under the Public Health Services Act, federally funded Community Health Centers must be governed by a Community Health Center Board. As a public entity FQHC, Ingham County is a co-applicant for HRSA funding with the CHC Board. The majority of the members of the CHC

Board must be clients of the Community Health Center. This CHC Board oversees the implementation of the Section 330 grants and the operation of the network of Community Health Centers operated by ICHD. The Community Health Center Board partners with ICHD and the Board of Commissioners to implement health services for Ingham County residents through the network of community health centers. These services provide assurance that uninsured, under-insured, and low-income Ingham County residents have access to an organized system of health care.

**2024\* Ingham Community Health Center Board**

**Mary Malloy, Chairperson  
Garrett Wheat, Vice Chairperson  
Aurelius Christian, Secretary**

**Katreva Bisbee Vincent  
Hall Florensio Hernandez  
Hope Lovell  
Rahma Rizk**

**Todd Tennis, Board of Commissioners Liaison  
Simon Verghese  
Jody Washington**

- [Click here to view CHC Board of Directors](#)

\*2025 board members pending.

### **Indemnification of Employees for Civil Liability**

Ingham County is insured through the Michigan Municipal Risk Management Authority (MMRMA). Coverage is extended to all County elected officials and employees, including Health Department employees, for acts and omissions while in the course of their employment and within their scope of authority. MMRMA provides for civil defense, and coverage of any civil judgment or settlement over and above the County's deductible. Ingham County purchases malpractice insurance for health care providers who require it. We purchase malpractice insurance for physicians and dentists from The Doctors Company.



## Delegation of Food Service Sanitation Program Responsibilities

ICHD contractually assigns partial authority to implement food service sanitation program responsibilities to Michigan State University for establishments on their property. These include the residence halls, stadium, ice arena, the Kellogg Hotel and Conference Center, the MSU Union, Sparty's Cafes, the Wharton Center, the Breslin Center, the International Center, the Agriculture Pavilion, Cowles House, the Dairy Store, the Golf Courses, and all other fixed, temporary, mobile and vending services. The Department's contract with MSU requires it to enforce 2000 PA 92, MCL 333.12534, MCL 722.113 and MCL 333.12506 and Chapter IV of the Ingham County Sanitary Code. The agreement requires MSU to keep records of inspections and violations as required by law, outlines when and how MSU must communicate with ICHD and details how ICHD shall oversee MSU's work. The agreement stipulates that all program enforcement and quality assurance shall be performed by ICHD.

- [Click here to view resolution regarding food service sanitation responsibilities at Michigan State University](#)
- [Click here to view 2017 Michigan State University's food service sanitation contract](#)

### **“Exposure Plan for Blood Borne Pathogens” and the “Chemical Hygiene Plan”**

- [Click here to view ICHD's Workplace Injury Policy, including Exposure Plan](#)
- [Click Here to view ICHD's Chemical Hygiene Plan](#)

## LOCAL HEALTH DEPARTMENT ORGANIZATION

### **LHD Organizational Structure**

The Health Officer of a local health department is appointed by the governing board of the jurisdiction she or he serves. The Michigan Department of Health & Human Services verifies that a health officer meets the minimum qualifications outlined in the Administrative Code (325.13001). The Health Officer acts as the chief administrative officer of the local health department and must “Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law.” The most serious of these powers relate to the declaration of “imminent danger to health or lives” which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and

treatment of persons in the event of an epidemic. Adenike Shoyinka, MD, MPH was appointed by MDHHS as the Medical Health Officer on February 18, 2023.

To assure that a proper representative of ICHD is always available to exercise the powers and duties of the Health Officer, the following Chain of Command is established in ICHD's Continuity of Operations Plan and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the MDHHS:

- a. *Brenda Gray, PhD, MPH, Deputy Health Officer -Public Health Services*
- b. *Anne Barna, MA, Deputy Health Officer-Administration*
- c. *Russel Kolski, MSA, BSN, Interim Deputy Health Officer/Executive Director  
Community Health Centers*

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.

The Accounting Unit is managed by the Chief Financial Officer. Jennifer Mora has been the Chief Financial Officer since 2023. The Accounting Unit is responsible for operating the financial aspects of ICHD including budgeting, accounting, billing and reporting, purchasing and also supports certain County wide functions like payroll. Accounting, like the rest of the County, utilizes MUNIS financial information system to generate reports to keep Department managers informed about their budget position.

Administrative functions for the Department are overseen by Anne Barna, the Deputy Health Officer-Administration, who leads the Community Health, Planning, and Partnerships work and acts as the Public Information Officer and the HIPAA Privacy Officer.

#### Health Department Administrative Staff:

**Adenike Shoyinka, MD, MPH, Medical Health Officer**

**Brenda Gray, PhD, MPH, Deputy Health Officer-Public Health Services  
Anne Barna, MA, Deputy Health Officer-Administration**

**Russel Kolski, MSA, BSN, Interim Deputy Health Officer/Executive Director CHCs  
Jennifer Mora, Chief Financial Officer**

**Ronald Charles, MD, MHSA, Medical Director-Ingham Community Health Centers**

**Jessica Yorke, BA, Health Promotion & Prevention Director  
Rod McNeill, MHA, Environmental Health Director**

**Sumeer Qurashi, MD, MPH Communicable Disease Control Director**

**Sally Meyer, MPH, Maternal & Child Health Director**

### Medical Direction

Adenike Shoyinka, MD, MPH, serves as the Medical Health Officer providing medical direction and support to ICHD's administrative and Public Health Services operations. Ronald Charles, MD, is the Medical Director for the Community Health Centers and oversees the Health Center's standing orders and laboratories.

The position of Medical Examiner has been part of the functions of ICHD for many years. Since 2011, the Medical Examiner services for the county have been sub-contracted to Sparrow Hospital, now University of Michigan-Health Sparrow. Services are under the oversight of Michael Markey, MD. Dr. Markey is the Medical Director of UM Health-Sparrow Forensic Pathology Services and now serves as the Medical Examiner for Ingham County.

- [Click here to view the Resolution to Amend the Agreement with UM-Health Sparrow for Medical Examiner Services](#)

### Department Structure

ICHD is organized into three overarching branches. One branch is Public Health Services where traditional and contemporary public health activities are located as well as Health & Resource Navigation. The second branch is Community Health Center Services, which houses our network of Federally Qualified Health Centers. Community Health, Planning, and Partnerships is the third branch and provides foundational capabilities, services, and programs that bridge both Public Health and Community Health Center services.

The Deputy Health Officer for Public Health Services is Brenda Gray, PhD, MPH. Public Health Services contains most of the public health functions that would be found in any other Health Department. There are approximately 130 FTEs working in Public Health Services which is divided into four divisions: Health Promotion and Prevention; Environmental Health; Communicable Disease Control; and Maternal and Child Health.

Jessica York, BA, directs the Health Promotion and Prevention division which includes Pathways to Care, Substance Use Disorder services, and Health & Resource Navigation services.

Rod McNeill, MHA, directs the department's Environmental Health division and oversees programs to prevent health and safety issues as they relate to the total environment. It has approximately 22 FTEs working in Public Health Services which has a budget of \$3,076,755. Environmental Health operates three program areas: Food and Facilities Programs (which includes the food service sanitation program), Land and Water Programs (including the water supply services and on-site sewage programs), and Prevention and Response programs.

Sumeer Qurashi, MD, MPH manages the Communicable Disease Control division which includes Immunizations, the HIV/STI Prevention Program, and the TB/LTBI programs.

Sally Meyer, MPH, directs the Maternal and Child Health Division which includes Children's Special Health Care Services, Family Outreach Services, Native American Outreach Program, Nurse Family Partnership, Vision and Hearing, Maternal Infant Health Program, Childhood Lead, and Women, Infants, and Children (WIC) with a budget of \$7,376,724.

Russel Kolski, MSA, BSN, serves as the Interim Deputy Health Officer/Executive Director of the Ingham Community Health Centers. The Ingham Community Health Centers operate the network of Federally Qualified Health Centers described above and the supportive services related to them. The health centers serve approximately 24,000 unduplicated individuals per year with a budget of approximately \$37 million dollars. There are 150 FTEs of County employees, including FTEs directly employed and contractual providers (physicians, dentists, nurse practitioners, and physician assistants). Ronald Charles, MD, is the Medical Director for the Health Centers. Dr. Charles also serves as the director for the clinical laboratories. The Health Centers provide primary care, OB/GYN and pediatric health care services, adolescent health care, infectious disease specialty services as well as adult and pediatric oral health care. Most of those served are people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan. The health centers must remain compliant with federal, state, and local funding sources and guidelines.

Anne Barna, MA, serves as the Deputy Health Officer-Administration and oversees ICHD's Community Health, Planning, and Partnerships (CHPP) services and programs. CHPP works to power data-informed decision-making and to address social determinants of health, while developing partnerships and engaging in planning to promote wellness and health equity throughout Ingham County. Services and programs include: Public Health Emergency Preparedness, Workforce Development and Training, Communications, and Innovation and Planning (comprised of Community Health Assessment, Grant Coordination, Health Equity and Social Justice, Information Technology, and AmeriCorps).

- [Click here to view ICHD Organizational Chart](#)

## **Documentation of Approval of Local Health Department (LHD) Plan of Organization**

The Ingham County Board of Commissioners are scheduled to approve the Plan of Organization on January 28, 2025.

### **Operating Budget and FTEs for Public Health Services**

The annual operating budget of ICHD for 2025 is \$62,076,088 and was approved in the County's General Appropriations Resolution # 24-492. The Public Health Services and CHPP/Admin portion totals \$27,415,421 and is approximately 200 FTE. There are 350.25 full time equivalent positions employed in the Department at this time. The link below will take you to the controllers recommended budget. Please note the approved 2025 County Budget is not published online at this time but is expected to be out by the time of our 2025 site review. ICHD's budget summary is on page 13 (1-10) of this document.

- [Click here to view Controller's Recommended Budget for 2025](#)
- [Click here to view Ingham County 2025 General Appropriations Resolution](#)

### *Information Technology Capacity*

The effective use of information technology is a priority for ICHD. Technology at ICHD is supported by Ingham County's Innovation and Technology Department (IT) and has support staff directly in the ICHD building. There are more than 350 computer users in seven different buildings using a Gigabit fiber backbone between IT and ICHD, and multiple high-speed connections reaching out to the remote sites. Every branch uses the enterprise email system. Each division also utilizes specialized applications appropriate to its needs. ICHD began redeveloping its website in 2020 and launched an updated, client-focused design in 2023. In addition, ICHD utilizes social media such as Facebook, X (formerly Twitter) and Instagram to distribute public health information and to gather input from stakeholders.

- ICHD is a member of the Michigan Health Information Network (MI-HIN). MI-HIN is a statewide entity legally, technically, and privately providing critical and comprehensive patient information to doctors, clinics, federally qualified health centers, hospitals, pharmacies, health insurance providers, and public health. MI-HIN represents a robust network of entities across the continuum of care that are connected by shared digital infrastructure and a set of standards, services, and policies.

- Financial Services uses the County's MUNIS system to automate financial and personnel administration.
- The Environmental Health division (EH) uses FetchEH GIS applications to collect and analyze geospatial data including Arc/GIS. It also electronically tracks and stores data regarding EH program inspections in the area of food, water, sanitation, vector issues, permits, complaints and pollution prevention and makes this available to the public over the Internet. EH uses a paperless system for storing and retrieving well and septic reports, which it will modernize over the next two years with a PHIG funding investment.
- The Immunization clinic uses the EHR to track immunizations. Records are transferred via the MI-HIN to the Michigan Care Improvement Registry (MCIR).
- Emergency Preparedness uses the Michigan Health Alert Network, Michigan Critical Incident Management System (MICIMS)/WebEOC (communicate w/community partners), Michigan Volunteer Registry (w/volunteers), RAVE (w/staff), RightFax (w/physicians and pharmacies) and email (w/community partners, e.g. long-term cares, disability organizations, schools, physicians, childcare, etc.) to help prepare and react to emergency events.
- The Communicable Disease Control division also uses MCIR, Epi-X and the Michigan Health Alert Network. It uses the Michigan Disease Surveillance System to receive and update cases of reportable diseases.
- Community Health Assessment (CHA) uses the data collected by each group to report to the community on the overall health of Ingham County. It has also utilized Alchemer via membership in the Academy of Sciences (AOS) to collect data and share best practices from LHDs across the state. The CHA group also uses R and Q software to analyze public health data and PowerBI for visualizations.

**Laptops, tablets and smartphones are used by staff on the Department's wireless network and when they are out in the community. Leadership team members utilize mobile technology to be more available to their staff or to be more accessible during an emergency. Since the COVID-19 pandemic, nearly all staff have the ability to work remotely.**

**The Innovation and Technology Department performs the backup and disaster recovery procedures. Backups happen nightly and are stored in multiple locations. Servers are in limited access secured rooms and all workstations lock after a period of time. IT uses multiple firewalls, anti-virus software, and spam filtering software to help reduce potential risks to data and infrastructure. Employees are given a Technology Use Policy and Computer Security Policy to help ensure IT security.**

- [Click here to view Use of County Resources \(Including IT\) Policy](#)

### *Accounting and Auditing*

Documents related to department finances are attached below: the 2023 Comprehensive Annual Financial Report (produced at the end of each fiscal year when all audits are complete); the Ingham County Single Audit. The attached documents detail findings and Ingham County's response/corrective action addressing those findings.

ICHD did not have any significant issues or other findings that required corrective action.

- [Click here to view Ingham County 2023 Comprehensive Annual Report](#)
- [Click here to view Ingham County Audited Financial Statement 2022](#)

## **MISSION, VISION, AND VALUES**

ICHD regularly shares its mission, vision, and values with stakeholders and employees through its website, annual report, and on-site signage. As part of a strategic planning process for the department for 2023-2026, ICHD worked with a consultant, Kulik Strategic Advisors, to evaluate and update the department's existing mission, vision, and values. Two themes were selected in the strategic plan: Theme 1- Improve internal infrastructure and Theme 2- Improve community health outcomes. Six goals were set: Goal 1.1 ICHD has a highly engaged, appreciated, representative, and skilled workforce. Goal 1.2 ICHD's services, programs, and functions are integrated to build shared identity and increase collaboration internally. Goal 1.3 ICHD increases sustainable funding aimed at priority public health concerns and reduces administrative burdens. Goal 2.1 ICHD improves health equity in a coordinated, systemic way in partnership with the community. Goal 2.2 ICHD improves population health through its support of the Healthy! Capital Counties CHIP Priorities and expansion of chronic disease prevention efforts. Goal 2.3 ICHD will promote the practice of public health and healthcare for the underserved through collaboration and messaging.

### **Mission**

#### **Prior to October 2016**

*The ICHD has the statutory responsibility to protect and promote the public's health. The Department shall administer programs to prevent and control*

*environmental hazards, prevent and control disease and prevent and control health problems in vulnerable populations. The Department will assess and monitor the health status of Ingham County, identify major health problems, and develop strategies through a community-based process to achieve the highest level of health possible for Ingham County residents.*

Adopted October 2016

*To protect, improve, and advocate for the optimum health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.*

Adopted October 2023

*To protect, improve, and advocate for the health and well-being of all Ingham County residents.*

## **Vision**

**Adopted October 2016**

*Excellence in health and well-being for all, honoring our diverse community.*

Adopted October 2023

*Ingham County Health Department is a trusted leader in providing excellent, reliable services, and a partner in creating an equitable community for the health and well-being of all.*

## **Core Values**

**We frequently refer to the Core Values in describing how we want to relate to our clients and each other. The Core Values, which were slightly modified in 2023, are displayed prominently on the website, in social media, and in public and work areas of all the Department's facilities. The values are:**

***Health Equity & Social Justice:** We improve the health of the entire community by working toward a fair and just distribution of the social opportunities needed to achieve well-being, challenging inequities and barriers to social, economic, and environmental opportunity.*



***Respect for Others:*** We see the value of all people, understanding their unique strengths and challenges with compassion and respect.

***Service Excellence:*** We serve people and our communities to the best of our ability, and continuously improve our performance.

***Accountability:*** We are accountable for the quality, integrity and validity of our work.

***Continuous Mutual Learning:*** We are committed to learning through the experience and insight of others.

***Innovation:*** We seek new approaches and progressive solutions to problems, embracing change and accepting reasonable risk.

The Mission Statement, Vision and Core Values are publicized on ICHD's website and in other documents including the strategic plan.

- [Click here to view ICHD's website](#)
- [Click here to view ICHD's 2023-26 Strategic Plan](#)

## LOCAL PLANNING AND COLLABORATION INITIATIVES

### Priorities

#### Community Health Assessment Priorities

Beginning in 2011, ICHD, in conjunction with Barry-Eaton District Health Department, Mid-Michigan District Health Department, UM Health-Sparrow, and McLaren Greater Lansing, has conducted a community health assessment (CHA) project called Healthy! Capital Counties every three years, which includes Clinton, Eaton, and Ingham counties. This regional community health assessment encompasses the tri-county area and contains county and sub-county level statistics. In 2024, the aforementioned organizations, participated in a fifth cycle of community health assessment and published an updated Community Health Assessment report. The data presented in this report is a combination of primary and secondary sources. Primary data was gathered by local health departments directly from the source through surveys and focus groups. Secondary data was collected by other entities such as Michigan Profile for Healthy

Youth Survey (MiPHY) and American Community Survey (ACS), U.S. Census Bureau for purposes other than the Community Health Assessment.

Data collected for the HICC project includes both quantitative and qualitative components.

Quantitative data consisted of numerical information, such as statistics and measurements. Qualitative data was gathered through focus groups and captured participants' experiences and perspectives in written form. The community strategic priorities (generated with community and institutional input) developed as a result of that assessment are:

- a. *Healthcare Access*
- b. *Behavioral Health (Mental Health & Substance Use)*
- c. *Housing*

## **Community Health Improvement Plans (CHIP) based upon Cycles 4 and 5 of Healthy! Capital Counties**

Cycle 4 of Healthy! Capital Counties resulted in a 2022-2024 Community Health Improvement Plan to address the priority areas identified by the community. While HICC partners have worked together on the CHA portion of the project for more than a decade, cycle 4 was the first collaborative CHIP.

- [Click here for the Cycle 4 CHIP](#)

Cycle 5 of Healthy! Capital Counties (HICC) is nearly complete and an updated 2025-2027 CHIP based upon the aforementioned priorities will be completed in early 2025. HICC uses the Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 model, an equity-centered and community-driven strategic planning process. Community voices are included via surveys, focus groups and stakeholder representation. MAPP is a widely used evidence-based framework for community health improvement that was developed by the National Association of County and City Health Officials (NACCHO) and the Centers for Disease Control and Prevention (CDC). The model explores priorities in three categories: "Systems of Power, Privilege, and Oppression," "Social Determinants of Health," and "Health Behaviors or Health Outcomes."

The CHIP will be developed using CHA data, asset mapping process, and prioritization for the capital region of Clinton, Eaton and Ingham counties. A workshop to bring stakeholders together in planning objectives will take place in January 2025. Priorities to be addressed in the CHIP are similar to the previous cycle and include: 1) Healthcare Access, 2) Behavioral Health (Mental Health & Substance Use), and 3) Housing. The plan recognizes that everyone's contribution is important to help advance and monitor the implementation of the plan.

This is the second iteration of a coordinated effort at community health improvement planning. Some strategies included in this plan are regional in nature and others are more specific to Ingham County or a neighborhood within. Monitoring of implementation will follow a similar process as the last cycle with tracking/reporting progress twice a year. The community at large will be informed about the interim updates through a presentation.

- [Click here for Cycle 5 CHA report/update](#)

### County Priorities

Since 1993 the work of Ingham County Government has been guided by a strategic plan reviewed by the Board of Commissioners. As part of the planning process, ICHD provides input to the Controller's Office. The Commissioners accept or modify the recommendations and incorporate them in the Strategic Plan. Commissioners use the plan to guide appropriations, budgetary and personnel decisions. The 2024-2028 plan contains the County's mission and vision statement and six overarching, long-term goals. Those goals are:

1. *Service to Residents*
2. *Community Engagement*
3. *Public Health & Safety*
4. *Recreational Opportunities*
5. *Roads & Infrastructure*
6. *Good Government*

Eight objectives in the Strategic Plan directly relate to current efforts and priorities in the health department.

- Public health and health care services, programs, and functions will be integrated to improve health outcomes.
- Support community efforts to address affordable housing needs.
- Increase the scope and access to high-quality, equitable, safe, patient-centered primary and specialized care at the Ingham Community Health Centers.
- Promote the practice of public health and safety through collaboration and messaging.
- Assess and develop a program to collocate mental health crisis workers in Central Dispatch, public health, and other applicable departments, to divert appropriate mental health-related calls received with the goal of engaging the caller in addressing mental health issues in the mental health treatment system as opposed to the criminal justice system.

- Increase resilience and capacity to prepare for and respond to emergencies and incidents.
  - Reduce violence in Ingham County by supporting community engagement, stronger neighborhoods and helping to coordinate violence prevention efforts.
  - Consider the public health impacts of every county decision.
- [Click here to view 2024-28 Ingham County Strategic Plan](#)

## ICHD's 2023-2026 Strategic Plan

### *Background*

ICHD had a robust 2017-2019 strategic plan, meeting nearly all goals and objectives. Unfortunately, capacity was lost through the COVID-19 pandemic and the department went without a plan for three years. ICHD hired consulting firm Kulik Strategic Advisers (KSA) in January 2023 to help the department realign under a new strategic plan post-pandemic.

### *The Strategic Planning Process*

Strategic planning was conducted in five project phases, January through June 2023. Under the guidance of the consultant, ICHD formed a steering committee for the process and worked closely with the Leadership team. Site visits with facilitated conversation occurred with all team at all ICHD buildings, ensuring critical input from all staff. Focus groups and key informant interviews captured community perspectives.

### *Timeline of Key Strategic Planning Activities for the 2024-2026 Plan*

- *February 2023*  
Kickoff Meeting
- *March 2023*  
Interviews/Focus Groups with 29 Key Internal Informants, 31 External Informants (Community Partners)
- *April 2023*  
Strategic Planning Retreat for Leadership Team members
- *May 2023*  
Developed list of proposed goals

- *June 2023*  
Survey of all staff to rank the eight proposed goal statements
- *July 2023*  
Developed final set of six goals in two theme areas
- *Aug-Sept 2023*  
Conducted Staff Feedback Project to collect ideas from all staff on possible objectives or actions to address the six goals. Utilized over 15 sets flip chart paper input sheets posted in nearly every area and clinic of the health department and health centers, as well as virtual option.
- *September 2023*  
Executive Team revised Mission, Vision, and Values based on input from the April Strategic Planning Retreat
- *October 2023*  
Results of Staff Feedback Project shared, and Objective writing begins
- *Nov-Dec 2023*  
Committees, Leadership Team, Branches, and Divisions determine the strategic plan objectives for FY 2024
- *January 2024*  
FY 2024 Objectives finalized
- *March 2024*  
Strategic Plan Published

The leadership team reviewed its mission, vision and core values and finalized minor changes (detailed on pages 18 and 19 of this Plan of Organization). The team attended a Strategic Planning Retreat in April 2023 and conducted a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and a Strengths, Opportunities, Aspirations and Results (SOAR) Brainstorming. As a result of the SWOT, SOAR, staff engagement activities, and documentation review, ICHD came up with two themes, each with three goals:

- Theme 1: ICHD will improve internal infrastructure.
  - ICHD has a highly engaged, appreciated, representative, and skilled workforce.
  - ICHD's services, programs, and functions are integrated to build shared identity and increase collaboration internally.
  - ICHD increases sustainable funding aimed at priority public health concerns and reduces administrative burdens.

- *Theme 2: ICHD will improve community health outcomes.*
  - ICHD improves health equity in a coordinated, systemic way in partnership with the community.
  - ICHD improves population health through its support of the Healthy! Capital Counties CHIP Priorities and expansion of chronic disease prevention efforts.
  - ICHD will promote the practice of public health and healthcare for the underserved through collaboration and messaging.

Also, it should be noted that the Community Health Centers are included in the strategic planning process, but also have a requirement to conduct a strategic planning process with its board of directors as required by the federal government. To address the primary care needs of the medically underserved residents of Ingham County, ICHD formed the Community Health Care Services unit in the 1970s. This unit is home to the Ingham Community Health Centers (ICHC), which operate primary care centers in locations throughout the City of Lansing. ICHD was the first public-entity administered FQHC in the state. ICHC services are designed and coordinated to serve the area's most vulnerable populations. It also stands as a testimony to the Health Department's, County's, and the community's commitment to improve health, reduce health disparities, and address a multitude of significant health and social issues, including access to quality health care. (Source: Performance Measures for the Health Department)

#### *Alignment with Ingham County Health Department Plans*

##### **Connection to the Healthy! Capital Counties Health Improvement Plan**

As previously mentioned, the Ingham County Health Department is an active participant in the Healthy! Capital Counties project which is convened and co-facilitated by three local health departments (Ingham County Health Department, Barry-Eaton District Health Department and Mid-Michigan District Health Department). The Community Health Improvement Plan (CHIP) from Cycle 5 of Healthy! Capital Counties will have three priority areas: 1) Healthcare Access, 2) Behavioral Health (Mental Health & Substance Use), and 3) Housing. All three priorities were priorities in Cycle 4.

#### *Connection to Quality Improvement, Workforce Development and Performance Management*

As a governmental public health agency accountable to the local and state authorities, but also to the taxpayers, it is important to be good stewards and to utilize our resources as effectively and efficiently as possible. The strategic plan outlines our process to improve and enhance our operations.

The agency's Performance Management and Quality Improvement Committees works with agency staff and provide assistance with identified measures and quality improvement initiatives. While this work was largely paused during COVID-19 response, ICHD is in the process of relaunching, knowing that it is critical that we monitor our progress and identify opportunities for quality improvement initiatives.

- [Click here for ICHD's 2024-2026 Strategic Plan](#)

## Priority Projects

ICHD works to strengthen and expand programming in response to aforementioned ICHD strategic planning goals, Ingham County strategic planning objectives, and priorities identified in the CHA/CHIP. Activities, both ongoing and new, are listed below.

New efforts and initiatives include:

- Housing – To advance access to safe and affordable housing in Ingham County, ICHD is an active participant in the Regional Housing Plan a MSHDA initiative; has received a MDHHS Good Housing=Good Health grant which it used it to create and hire two Housing-CHWs and develop a housing resource guide; is engaged with the County's Housing Trust Fund; and renewed its AmeriCorps State program with a change of focus now on Healthy Homes.
- Advance Peace- In partnership with MPHI and the City of Lansing, Ingham County has supported the implementation of this proven model to prevent retaliatory gun violence in the community.
- Mobile Health- To support COVID-19 response, ICHD acquired a mobile health unit that has allowed it to bring vaccines, health screenings and other preventive health services to places where people live, socialize and work increasing access to care for vulnerable or hard-to-reach populations.
- Neighborhood Wellness Center-

- Workforce Development- COVID-19 caused significant stress and burnout in the public health workforce at all levels (local, state and federal). To address the issue and improve job satisfaction and retention, ICHD hired a Workforce Development Coordinator and launched a Workforce Development Committee in 2022. The Workforce Development Committee also helps coordinate interns and students in a learning experience.
- AmeriCorps Public Health- The national AmeriCorps program created a public health focused national service program in response to public health workforce needs exacerbated by and identified during the COVID-19 pandemic. ICHD became a state program grantee in 2023. The program aims to increase healthcare access, racial equity, community resilience, and public health workforce development. The program placed 16 members in local host sites including the Michigan Association for Local Public Health (MALPHO, the Lansing School District and the Allen Neighborhood Center.
- Ingham Opioid Awareness Prevention Initiative (IOAPI)- Although the IOAPI launched in 2015, the collaborative and expanded upon programming with the development of an Overdose Spike Action Team, expansion and mapping of naloxone vending machines, and advocacy for people with substance use disorder.
- Health Equity Council- ICHD launched the Health Equity Council with a grant from MPH/MDHHS. The HEC includes 15 community members who work with ICHD and the Capital Area Health Alliance (CAHA) to support efforts to reduce COVID-19 disparities and more broadly support and offer input on health equity and social justice issued in the health department.
- Black Doula Cohort- The Maternal Child Health Division is working to train and support new Black doulas who will serve BIPOC families in the community. ICHD is pursuing a second cohort currently and hopes to include broader policy advocacy work in this next phase of the project.

Ongoing programs include:

- Toxicology Programs – This program includes radon testing, mercury spill response, residential indoor and outdoor air testing, clandestine drug laboratory response, sites of environmental contamination evaluation, and issues of other potential polluting materials.
- Food and Facilities Programs – The food safety program is involved with conducting inspections of restaurants, temporary food services, and vending machines and handling consumer complaints. Food handlers receive educational classes and information.



Inspections are also done for day care centers, adult foster care homes, mobile home parks, campgrounds, tattoo parlors, and swimming pools.

- Land and Water Programs – These programs involve private water supply systems, on-site septic systems, vacant land evaluations, private home transfer evaluations, evaluations for remodeling, wells, surface water monitoring, and sanitary complaints. Private home transfers come under the new Point of Sale (POS) program.
- Prevention and Response Programs – These programs include pollution incident prevention plans, SARA III-Community Right to Know, solid waste management, recycling, plan review for new businesses, hazardous waste inspections, household hazardous collections, Emergency Management Planning and Response and the Community Surface Water Monitoring Program.
- Communicable Disease Control – The Disease Control Division is charged with the responsibility for surveillance, investigation, and prevention and control of communicable diseases in Ingham County. The tuberculosis (TB) prevention and control program activities are part of the Communicable Disease Control Division.
- HIV/STI Prevention, Control, and Care Program – ICHD’s HIV/STI program is a comprehensive, integrated, and multifaceted program focused on preventing the transmission of sexually transmitted infections (STIs), particularly HIV. Primary prevention, education, individual risk reduction, counseling, and testing are provided at no cost to county residents. Ongoing STI education is provided to department staff, schools, college students, health care workers, faith-based groups, and employees at worksites.
- Immunization Clinic – Immunization program activities include routine childhood and adult vaccines, administering Vaccines for Children (VFC) and MI-VFC programs, administering the School Immunization Reporting System (SIRS), educating private providers on immunization practices and vaccine storage and handling, operating a mass immunization campaign for influenza, providing immunizations in the event of a disease outbreak, providing international travelers with health information and vaccines and regional coordination of vaccination clinics as needed.
- Pathways to Care- Pathways to Care is a home visiting program staffed by Community Health Workers who assist Medicaid-eligible, adult community members in overcoming obstacles related to accessing necessary care. The purpose of the program is to support clients to live longer, healthier lives by improving their access to preventive health services covered by Medicaid. The program also offers “Pathways to Care New Beginnings” to work specifically with jail residents who have substance use disorder. In both Pathways programs, Community Health Workers serve as liaisons between clients, community, and medical and social service systems to streamline health care services. Pathways to Care benefits clients by:

- Enhancing participants' ability to communicate with healthcare providers
- Providing culturally and linguistically appropriate health information and resources
- Advocating for individual and community health
- Providing referral and follow-up services
- Care coordination
- Health & Resource Navigation: Staff assess the eligibility of families and individuals and assists them in applying for a variety of health programs including:
  - Healthy Kids program
  - MIChild health insurance program
  - Healthy Michigan Plan
  - Maternal Outpatient Medical Services (MOMS)
  - Ingham Health Plan (IHP)
  - Ingham County Prescription Discount Card
    - ICHD is a certified navigator organization assisting consumers with health coverage options available through the marketplace.
- Maternal-Child Health Home Visiting Programs - staff provide a variety of services and activities within the community including prevention, education, case management and care coordination, and dissemination of community resources.
  - *Nurse Family Partnership*: Nurse-Family Partnership helps vulnerable first-time mothers and their babies. Through ongoing home visits (until the child is two years old) from registered nurses, mothers receive the care and support they need to have a healthy pregnancy, provide responsible and competent care to their infants and toddlers, and become more economically self-sufficient.
  - *Maternal Infant Health Program (MIHP)*: Support and education is offered to mothers in their homes, and transportation to medical visits is provided. Additionally, advocates link women to other community resources and supports to prepare them for the birth of their child.
  - *Family Outreach Service*: Family Outreach Services (FOS) is one of the home visiting programs of the Public Health Services Division the program uses non-medical public health professionals (called Advocates) to assist families in their psycho-social needs.
- Children's Special Health Care Services - The program provides in home intensive case management for medically fragile children who receive private duty nursing care in the home. These services enable children to remain in their own homes and out of acute or long-term care settings.
- Lead Prevention Program –We continue to provide case management utilizing public health nursing and environmental screening follow-up to children identified with

**elevated blood lead levels. ICHD partners with City of Lansing to reach families (especially renters) to educate them about childhood lead.**

- Women, Infants, and Children (WIC) Program - The principal goal of the WIC program is to eliminate nutritional deficiency as a contributing factor in neonatal death, low birth weight, and other significant health problems of children and pregnant or breastfeeding mothers. Clients are eligible for the program for several reasons including poor diet, low iron, weight abnormality, and other risks as defined by the State WIC Office.
- Hearing and Vision Screening Program- The goal of the hearing program is to prevent childhood hearing loss or to initiate steps to alleviate and reduce the trauma of hearing loss. The goal of the vision program is to promote eye health of children and the specified populations through prevention, identification, treatment, and health education. The technicians who conduct the screenings are trained and regularly evaluated by the Michigan Department of Health and Human Services to assure that the tests are administered properly. Children who do not pass the hearing or vision screening tests are referred for evaluation to a physician or optometrist. Families who need assistance with the securing of hearing aids, other adaptive equipment, or eyeglasses are referred to the appropriate community resource.
- Ingham Community Health Centers- Our network of Federally Qualified Health Centers (FQHCs) assures accessible healthcare. To meet the needs of the community, different health centers target different barriers or hard to reach populations in order to improve accessibility. All of our centers provide services to people regardless of financial means and immigration status, but some centers focus on additional barriers. Birch Health Center is located in the main office of Community Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) so that persons with moderate to severe mental health problems can obtain primary care without traveling to another site. At Forest Community Health Center we host CMHA-CEI providers to serve persons with mild to moderate mental health problems in the place where they receive their primary care. Forest Community Health Center also houses a Dental Clinic and pharmacy. Cedar Community Health Center-Pediatrics and Cedar Community Health Center Women's Health are located in the same building with other popular maternal and child health programs (i.e. WIC and Immunizations). Our school-based health centers and free-standing school-linked center offer health services to teen and young adults in a convenient and familiar setting.
  - *Social supports in the Community Health Centers*- Social workers and Community Health Workers are embedded within the clinical settings and connect patients and clients to resources to meet their basic needs including food and shelter.
  - *Mobile Dental Center*- brings preventive and restorative dental services directly to schools and offers care regardless of insurance status or ability to pay. The

program prioritizes rural and low-income schools, but all in-county schools may participate. In 2015, a \$500,000 grant from the Human Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services funded the fully-equipped, accessible bus in addition to other equipment.

## Community Partnerships and Collaborative Efforts

To accomplish its mission to protect, improve, and advocate for the health and well-being of all Ingham County residents, ICHD recognizes that partnerships, collaboration and external relationships are essential. In community relationships, ICHD uses the Spectrum of Community Engagement to Ownership model, aiming to move beyond simply informing the community of initiatives to centering community power and ownership. ICHD has broad and expansive partnerships. Partnerships may be focused on health outreach, community collaboratives, or other special project or social determinates of health programming.

### Health Outreach

ICHD works with many groups and organizations in the community. Health outreach partners identify uninsured residents and assist those who are eligible with enrollment in Medicaid, insurance plans, or other benefit programs such as the Ingham Health Plan. They also help those they serve to establish a medical home of their choosing and to use the coverage available to them for basic primary and preventive care. Outreach partners also connect residents with other useful services and resources while helping strengthen social connections in neighborhoods. Outreach partners with ICHD include:

- [Allen Neighborhood Center](#)
- [Capital Area Community Services](#)
- [Care Free Medical Clinic](#)
- [Cristo Rey Community Center](#)
- [Family & Community Development Services](#)
- [Northwest Initiative](#)
- [Southside Community Coalition](#)
- [St. Vincent Catholic Charities](#)
- [Epicenter of Worship](#)
- [Refugee Development Center](#)

## Community Collaboratives

ICHHD is part of a variety of local and regional collaboratives or groups that are collectively engaged in protecting the health and safety of mid-Michigan residents and creating a healthy living environment. These organizations include the following:

- [Capital Area Health Alliance \(CAHA\)](#), CAHA is a regional hub for organizations with interest in health and health care. ICHHD participate in CAHA committees such as the Whole Person Care Committee and the Capital Area Community Nursing Network. ICHHD and CAHA also jointly support the Ingham Health Equity Council.
- [Ingham Substance Abuse Prevention Coalition \(ISAPC\)](#) – is dedicated to reducing the harm caused by addiction and substance abuse in Ingham County. ISAPC is made up of a broad array of community stakeholders, assesses the needs of specific populations at highest risk of substance use/abuse, shares relevant local data, prioritizes needs, and plans implementation of evidence-based strategies to prevent and reduce substance use/abuse.
- [Power of We Consortium \(PWC\)](#) – ICHHD is part of the Power of We Consortium (PWC) staffed by the Capital Area United Way, an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promote systems reform in Ingham County. The PWC is often referred to as a “community collaborative” or a “network of networks” and capitalizes on the power of social capital (such as trust, civic involvement, and connection) and diversity to achieve positive results for the community.
- [South Central Regional Housing Partnership-](#) Tri-County Regional Planning Commission, in partnership with the Capital Area Housing Partnership (CAHP), is leads the RHP effort for the tri-county region, serving Clinton, Eaton, and Ingham counties. ICHHD staff are part of the steering committee and serve on the working groups.
- [Ingham Opioid Awareness Prevention Initiative \(IOAPI\)](#) - The cross-sector group includes law enforcement, emergency medical services, local hospitals, treatment facilities, and community groups. They aim to increase understanding of the growing problem of opioid abuse, and ultimately, to decrease the number of overdoses and opioid-related deaths. ICHHD provides the staffing support for this coalition through funding from the Mid-State Health Network.
- [Sugar Smart Coalition-](#) The SSC is committed to advocacy, education, equitable practice and policy that improves healthy food and beverage options and choices.
- [Region 7 Perinatal Quality Collaborative-](#) Clinton, Eaton and Ingham counties work together and with MDHHS to improve disparate birth outcomes and infant health.

## Other Projects

ICHD, in addition to initiating community partnerships, also collaborates in community activities that benefit the health and wellbeing of Ingham County residents. Some of these collaborations include:

- [Healthy! Capital Counties](#) - Healthy! Capital Counties (H!CC) is a regional community health assessment and prioritization project undertaken by the local hospital systems (UM Health Sparrow , McLaren Greater Lansing, and Eaton Rapids Medical Center) and the three local health departments (Barry-Eaton District Health Department, ICHD, and Mid-Michigan District Health Department) serving Clinton, Eaton, and Ingham counties.
- [AmeriCorps](#) – ICHD AmeriCorps programs place service in host sites across the community to engage in direct service or capacity building that ultimately improves the health of the community. In 2023-24, ICHD placed 28 AmeriCorps members in 15 host sites.
- [Health Equity Council](#)- In 2022, Ingham County Health Department (ICHD) and Capital Area Health Alliance (CAHA) created a Regional Health Equity Council (HEC) to combat COVID-19-related inequities and risk factors among Black Indigenous, and People of Color (BIPOC) communities within Ingham County. The Council is made up of community members and community organizations experienced in working with minority populations disproportionately impacted by COVID-19.
- [Advance Peace](#)- In partnership with MPHI and the City of Lansing, Ingham County has supported the implementation of this proven model to prevent retaliatory gun violence in the community. The program launched in 2022.

## SERVICE DELIVERY

### Locations and Hours

ICHD's main campus in south Lansing (5303 S. Cedar St., Building #3, 2nd Floor, Lansing, MI 48911) offers traditional public and population health services including Emergency Preparedness, Health Education, Nutrition, Immunizations, WIC, some communicable disease control programs including tuberculosis services, public health nursing including maternal and child health services, and environmental health services including onsite sewage, food service sanitation and pollution prevention programs. Regular office hours are Monday – Friday 8 a.m. to 5 p.m. The Immunization Clinic is open Monday, Tuesday, and Friday 9:30 a.m. to 4:00 p.m., Wednesday 9:30 a.m. to 5:30 p.m., and Thursday 1:00 p.m. to 4:00 p.m. The Immunization Clinic offers appointments for Ingham County residents and limited walk-in appointments are available on a first come first serve basis.

Clinical services are offered at the main campus (Cedar Community Health Center) through two clinics: Cedar Pediatrics and Women's Health Center. Clinical Services are also offered off campus through the following clinics: The Allen Community Health Center, Birch Community Health Center, Eastern Community Health Center, Everett Community Health Center, Forest Community Health Center, Gardner Community Health Center, Pattengill Community Health Center, and Sexton Community Health Center. The clinics utilize social workers, nutritionists, nurse practitioners, physician assistants and physicians to provide comprehensive primary care services to low-income residents, through extended hours described below. The HIV/STI program is located Forest Community Health Center.

#### Main Campus:

##### Cedar Community Health Center-Pediatrics

Human Services Building

5303 S. Cedar St.

Lansing, MI 48911

Phone: 517-887-4305

Hours of Operation M-

F: 8am-5pm

Pediatrics provides the following services to children 0-17 years of age and older:

- Primary Pediatric Health Services
- Well Child visits
- Immunization Services

- Sick visits and follow up
- Nutritional Services
- Behavioral Health Services

*Cedar Community Health Center Women's Health*

**Human Services Building**

**5303 S. Cedar St.**

**Lansing, MI 48911**

**Phone: 517-887-4320**

**Hours of Operation M-**

**F: 8am-5pm**

**Women's Health provides the following services to women 18 years of age and older:**

- Prenatal services
- Obstetrics
- Family planning (Title X)
- Maternal Infant Health Program
- Gynecology services
- Minor surgical procedures
- Pregnancy testing
- Nutritional counseling
- Behavioral Health Services
- Breast and Cervical cancer screenings

***Off Campus:***

*Allen Community Health*

Center 1601 E. Kalamazoo

Street Lansing, MI 48912

**Phone: 517-679-2880**

**Hours of Operation M-**

**F 8am-5pm**

**Located in the Allen Neighborhood Center, Allen Community Health Center provides the following services:**

- Adult health care



- Preventative care
- Disease management
- Immunizations
- Women's Health
- Nutrition counseling
- Community resource support
- Behavioral/mental health services
- Substance abuse screening and treatment
- On-site health care enrollment

*Birch Community Health Center*

812 E. Jolly Rd., Suite 112  
Lansing, MI 48910  
Phone: 517-244-8030

Hours of Operation M-  
F 8am-5pm

Birch Health Center is a joint effort between ICHD and Community Mental Health Agency of Clinton, Eaton, and Ingham (CMHA-CEI) to provide medical care to patients who also receive mental health services. The center is a family practice community health center located in the Community Mental Health. The Health Center began operations in April 2013. Birch Health Center is located in the Community Mental Health building on the 1st floor. Birch Health Center provides the following services to adults 18 years of age and older:

- Servicing CMH patients
- General family practice services
- Annual physicals
- Gynecological services
- Minor office procedures
- Behavioral health counseling
- Nutritional services
- Preventative health services

*Eastern Community Health Center*

626 Marshall Street, Room 800  
Lansing, MI 48912  
Phone: 517-244-8014

**Hours of Operation M-  
F 7am-4pm**

**Eastern Health Center is located in the Eastern High School building on the 1st floor. Eastern Health Center provides the following services to people ages 5-25 years old:**

- Primary medical care
- Treatment of minor illnesses and injuries
- Physicals
  - Sports, camp, and work
  - Well visits
- Immunizations, including flu shots
- Chronic disease management
- Hearing/Vision screenings
- Referrals for specialty care
- HIV counseling and testing
- Pregnancy tests
- Sexually Transmitted Infection
- Mental health screenings
- Crisis intervention
- Counseling
- Case management
- Referrals for additional mental health services

*Everett Community Health Center*

**3900 Stabler Street  
Lansing, MI 48910  
Phone: 517-272-4104**

**Hours of Operation M-  
F 7am-4pm**

**Everett Community Health Center, located in Everett High School, provides behavioral health screening and assessment.**

*Forest Community Health*

*Center* 2316 South Cedar Street  
Lansing, MI 48910  
**Phone: 517-887-4302**

**Hours of Operation M-F: 8am-5pm**

**Forest provides the following services to adults 18 years of age and older:**

- Primary care health services
- Preventative services
- Chronic disease management
- Minor office procedures
- Gynecological services
- Specialty referrals
- Ryan White HIV Care Services for adults age 18 and older (16-17-year-old upon consultation)
- Case management
- Behavioral health services
- Nutrition counseling
- Dental Care (all ages, M-F: 8am-5pm)
- Pharmacy (all ages, M-Th8:30am-6:30pm and F: 8:30am-5pm)

\*Public Health HIV/STI Services are also located at Forest

*Gardner Community Health Center*

**333 Dahlia Drive  
Lansing, MI 48911  
Phone: 517-272-4115**

**Hours of Operation M-F  
7:30am-4:30pm**

**Gardner Community Health Center, located in Gardner International Magnet School, provides behavioral health screening and assessment.**

*Pattengill Community Health Center*

**815 N. Fairview, Room 100  
Lansing, MI 48912  
Phone: 517-887-4349**

**Hours of Operation M-F  
7:30am-4:30pm**

**Pattengill Community Health Center, located in Pattengill Biotechnical Magnet School, provides behavioral health screening and assessment.**

**Sexton Community Health Center**

**102 S. McPherson Ave.  
Lansing, MI 48915**

**Phone: 517-244-8041, option 6**

**Hours of Operation M-  
F 7am-4pm**

**Sexton Health Center is located in the Sexton High School building. Sexton Health Center provides the following services for students at Sexton High School and all students in the Lansing School District:**

- Primary medical care
- Treatment of minor illnesses and injuries
- Physicals
  - Sports, camp, and work
  - Well visits
- Immunizations, including flu shots
- Chronic disease management
- Hearing/Vision screenings
- Referrals for specialty care
- HIV counseling and testing
- Pregnancy tests
- Sexually Transmitted Infection
- Mental health screenings
- Crisis intervention
- Counseling
- Case management
- Referrals for additional mental health services

**Willow Community Health Center**

**1115 S. Pennsylvania Ave.  
Lansing, MI 48912**

**Phone: 517-702-3500**

**Hours of Operation M-  
F: 8am-5pm**

**Willow Health Center provides the following services to adolescents ages 5-25 years old:**

- Primary Medical Care
- Treatment of Minor/Chronic Illnesses
- Physicals (school, sports, work, and yearly)
- Health Education (every visit)
- Immunizations
- Counseling Services
- Referrals to Agencies and Services Within the Community
- Birth Control Options
- Contraceptive Supplies
- Emergency Contraception
- HIV Counseling and Testing
- Physical Exam
- Pregnancy Testing
- Sexually Transmitted Infection Checks

## **REPORTING AND EVALUATION**

### **Evaluation**

**Ingham County government has developed metrics it calls activity indicators, which it uses to benchmark the performance of ICHD and other County units. The Board of Commissioners and the Controller's Office require ICHD to develop activity indicators in every area of its work, to report annually on them, and to forecast future levels of activity. Over the years ICHD has incorporated the some of its activity indicators into its annual report so that those indicators would be available, not just to the Controller and the Board of Commissioners, but the public, department employees, and anyone exposed to the annual report.**

**Many of the evaluative methods involve presumptive associations or activities correlated to outcome measures. Additionally, performance monitoring systems that generate feedback to the County Commissioners and ICHD on public health activities are important activities.**

## *Performance Management and Quality Improvement Activities*

**\*\* During COVID-19 PM/QI activities that were established in 2018 largely ceased due to limited staffing capacity. In 2023, ICHD received a technical assistance grant to revitalize and relaunch activities. It has since been working with MSU Institute for Health Policy to reestablish these committees and processes.**

**The Performance Management (PM) and Quality Improvement (QI) committees are responsible for performance management activities for Public Health Services and Community Health Planning and Partnerships/Administration. Ingham County Health Department (ICHD) has collected data on Performance Measures and Activity Indicators since 2008. Each of the four Public Health Services (PHS) divisions and Administration/Community Health, Planning, and Partnerships (CHPP) has collected the information and reported it on an annual basis to the department's governing entity, the Ingham County Board of Commissioners (BOC), through the Controller's Office and the department's annual report.**

**In 2018, ICHD created formal Quality Improvement and Performance Management Plans for the Public Health Services and Community Health, Planning, and Partnerships branches that charge the Quality Improvement (QI) Committee to implement its Performance Management System. One key task for this group is to monitor the achievement of organizational objectives. The QI Committee monitors progress on the activities that support Ingham County's strategic plan, the health department's strategic plan, and the Community Health Improvement Plan (CHIP) developed from the Healthy! Capital Counties Community Health Assessments. These three documents contain the department's performance standards, including goals, targets and indicators. Progress on Ingham County's strategic plan is reported to members of the QI Committee, the ICHD leadership team, and the Board of Commissioners. Progress on ICHD's strategic plan is reported to the Deputy Health Officer-Administration by the champions for each area that are identified in the plan. Progress on the CHIP is collected from the responsible parties identified in the CHIP by the Health Analyst-Healthy Communities. Multiple ICHD staff members have undergone performance management and/or quality improvement training with MPHI and/or other entities.**

## **Communication/Reporting Activities**

**ICHD employs health communication, risk communication, social marketing and public relations strategies to promote health across Ingham County. In 2014 ICHD hired a full time Health Communications Specialist. This has allowed the Department to plan and focus its communication activities. It has also allowed staff to develop communication-based**

interventions and messaging based upon behavioral and social learning theories to positively influence the health behaviors and health beliefs of county residents. To reach county residents, ICHD engages in strategic communications, which include paid and earned media across digital and traditional platforms, to support ICHD's mission, goals and objectives, strategic plan and community health needs assessment. ICHD analyzes and solicits data via survey tools and focus groups to inform communication strategies (formative evaluation) and evaluates the overall outcomes of communications through social media and web metrics in addition to measuring health outcomes (summative evaluation).

### **Fact Sheets/Infographics**

**Eastern Equine Encephalitis (EEE):**

[https://docs.ingham.org/Department/Health%20Department/communicable%20diseases/fact%20sheets/EEE\\_ICHD.pdf](https://docs.ingham.org/Department/Health%20Department/communicable%20diseases/fact%20sheets/EEE_ICHD.pdf)

**Mpox:** <https://docs.ingham.org/Department/Health%20Department/communicable%20diseases/Mpox/MpoxGetTheFacts.pdf>

### **Billboards/Campaigns**

**This is Your Shot to Help:**

<https://yourshottohelp.com/>

**Marijuana Harm Reduction Campaign “Weed Facts” (on-going):**

<http://hd.ingham.org/SeekingCare/SubstanceUse/Marijuana.aspx>

**Preventing the Flu Starts with You:**

[https://health.ingham.org/health/communicable\\_disease/seasonal\\_flu.php](https://health.ingham.org/health/communicable_disease/seasonal_flu.php)

**CENTIVIZE:**

[https://health.ingham.org/health/health\\_promotion\\_and\\_prevention/centivize.php](https://health.ingham.org/health/health_promotion_and_prevention/centivize.php)

## **Reporting**

ICHD utilizes a number of different mediums to communicate to the Community and the Board of Commissioners on the health status of the community and its activities. Below is a list of various types of communication techniques and our information dissemination activities in each.

#### **Large meetings (e.g. town hall meetings)**

- Healthy! Capital Counties (H!CC) community prioritization activities and workshop
- Capital Area Health Alliance meetings
- CMH-CEI's Elected and Appointed Officials Luncheon
- Impromptu, topic specific meetings such as encampment removal alternatives

#### **Small meetings (e.g. department meetings)**

- All Staff Meetings
- Leadership Team Assembly
- Board of Commissioners meetings
- Human Service Committee meetings
- Meeting with various community partners
- Board of Health meetings

**Annual report:** The Department releases annual reports. These reports are distributed widely in the Community and are also presented to the Board of Commissioners. The annual report provides detailed information about each of the activity areas described in the Services section, Part 5 of the Plan of Organization, and also reports on some of the activity indicators. In addition, the annual report informs the community about Health Department services and how to access them. Although these documents are available online, we find that distributing printed documents is still an effective means of communication, so we still do a small print run.

- [Click here for combined 2019 and 2020 Annual Report](#)
- [Click here for 2021 Annual Report](#)
- [Click here for 2022 Annual Report](#)

#### **E-mail**

***In Good Health:*** This is a bimonthly informational departmental newsletter that is sent out to all departmental staff.

#### **Surveillance Reports**

Recognizing that not all health information or demographic information is available in the [Behavioral Risk Factor Survey Report](#) and that information is also essential to health



policy decisions, planning, and grant development, we have developed another statistical resource document for community stakeholders and county officials: Surveillance Reports. These reports provide information on demographic, mortality, pregnancy, natality adult and child health data for residents of Ingham County. It is available online and is updated as new information for each topic becomes available.

- [Click here to view surveillance reports](#)

#### **Healthy! Capital Counties**

Healthy! Capital Counties is a regional collaborative community health assessment involving four local hospital systems and three local health departments. The intent of Healthy! Capital Counties is: to conduct a common community health assessment; develop common community priorities; and have the priorities guide community health improvement activities in Clinton, Eaton, and Ingham counties. All documents related to Healthy! Capital Counties are online on the project's website.

- [Click here to view Healthy! Capital Counties](#)

#### **Internet and Social Media**

- Social Media: ICHD maintains Facebook, X (formerly Twitter) and Instagram accounts that it uses to engage the entire community. These tools can play a critical in public health practice and were heavily accessed by community during the COVID-19 pandemic.
  - [Click here to view ICHD Facebook page](#)
  - [Click here to view ICHD X page](#)
  - [Click here to view the ICHD Instagram page](#)
- ICHD Website: ICHD is continuing to update its website in order to make it more accessible to the community. The architecture was revised to improve search functions and usability for county residents.
  - [Click here to view ICHD website](#)

## HEALTH OFFICER AND MEDICAL DIRECTOR

### Procedure for Appointment

The Health Officer is appointed by the Ingham County Board of Commissioners. After a national search conducted by the Human Resources Department of Ingham County, finalists are interviewed by a selection committee from the Board of Commissioners. After ranking the candidates, the selection committee makes a final recommendation to the full Board.

The Health Officer submits qualifications for the Medical Director to MDHHS prior to their appointment. MDHHS verifies that the Health Officer and Medical Director meet the minimum qualifications established in the Administrative code.

- [Click here to view resolution appointing Adenike Shoyinka as Medical Health Officer](#)

### Correspondence Regarding Appointment

- [Click here to view MDHHS letter approving the appointment of Dr. Shoyinka as Medical Health Officer.](#)

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 3, 2025  
**SUBJECT:** Authorization for Agreements for the Region 7 Perinatal Quality Collaborative  
For the Meeting Agenda dates of January 22, and January 27, 2025

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into agreements with Willow Tree Family Center, The New Citizens Press, The Davies Project, Child and Family Charities, North Star Birthing Services, and Next Generation Family Services in amounts not to exceed \$23,403.50, and enter into two agreements with Caring and Sharing Family Life Services, and Capital Area Health Alliance in amounts not to exceed \$17,552.50, effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$175,526. ICHD has partnered with Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative in previous years. This partnership allows ICHD and varying organizations to carry out community projects designed to improve disparate birthing outcomes and ensure healthy births. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS granted ICHD funds through the FY 24-25 Comprehensive Agreement, authorized through Resolution #24-452.

**ALTERNATIVES**

Choosing not to enter into this agreement could result in a gap in critical efforts to reduce infant and maternal mortality rates within Ingham, Eaton, and Clinton counties.

**FINANCIAL IMPACT**

All costs associated with this agreement have been included in the FY24-25 General Operating budget.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching 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 that the Ingham County Board of Commissioners authorize the attached resolution for agreements with Willow Tree Family Center, The New Citizens Press, The Davies Project, Child and Family Charities, North Star Birthing Services, and Next Generation Family Services, in amounts not to exceed \$23,403.50, and Caring and Sharing Family Life Services and Capital Area Health Alliance, both in amounts not to exceed \$17,552.50, effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$175,526.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS FOR THE  
REGION 7 PERINATAL QUALITY COLLABORATIVE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into agreements with Willow Tree Family Center, The New Citizens Press, The Davies Project, Child and Family Charities, North Star Birthing Services, and Next Generation Family Services in amounts not to exceed \$23,403.50, and enter into two agreements with Caring and Sharing Family Life Services, and Capital Area Health Alliance in amounts not to exceed \$17,552.50, effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$175,526; and

WHEREAS, ICHD has partnered with Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative in previous years; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, in order to fund this collaborative work, MDHHS has given ICHD funds through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize agreements with Willow Tree Family Center, The New Citizens Press, The Davies Project, Child and Family Charities, North Star Birthing Services, and Next Generation Family Services in amounts not to exceed \$23,403.50, and Caring and Sharing Family Life Services and Capital Area Health Alliance in amounts not to exceed \$17,552.50, effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$175,526.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes agreements with Willow Tree Family Center, The New Citizens Press, The Davies Project, Child and Family Charities, North Star Birthing Services, and Next Generation Family Services in amounts not to exceed \$23,403.50, and Caring and Sharing Family Life Services and Capital Area Health Alliance in amounts not to exceed \$17,552.50, effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$175,526.

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

**TO:** Board of Commissioner’s Human Services and Finance Committees

**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer

**DATE:** November 26, 2024

**SUBJECT:** Authorization for an Agreement with Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI) for Opioid Crisis Response Sub-Award

For the Meeting Agendas of

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI) effective upon approval through two years in an amount not to exceed \$100,136 for the purpose of implementing community-based solutions developed in response to Ingham County Request for Proposals #19-24, Opioid Crisis Response Grant.

The purpose of this agreement will be for CMHA-CEI to create one .50 FTE Peer Recovery Coach position to expand the current activities and capacity of the Ingham County Rapid Response Team, and to establish one or more special part-time Nurse Practitioner Positions to expand the current patient capacity of The Recovery Center (TRC). The Ingham County Rapid Response Team formed in 2020 and is a cross-sector, multi-agency collaborative that works to reach individuals experiencing non-fatal overdoses to provide comprehensive harm reduction and recovery supports within 24-72 hours of overdose. The Recovery Center is a 10-bed, medically-monitored withdrawal management (detoxification) program, and is the only detox facility in Ingham County. TRC provides a safe, caring environment for individuals withdrawing from alcohol and other substances and is often unable to operate at full capacity due to unmet medical staffing needs which will be resolved with this sub-award.

**ALTERNATIVES**

By not entering into this agreement, ICHHD will forfeit critical opioid crisis response services that would otherwise be made available to Ingham County residents.

**FINANCIAL IMPACT**

This agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHHD through Ingham County RFP 19-24 (a competitive grant process).

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) 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 that the Ingham County Board of Commissioners authorize entering into an agreement with Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), effective upon approval through twenty-four (24) months in an amount not to exceed \$100,136 for the purpose of implementing community-based solutions developed in response to Ingham County Request for Proposals #19-24, Opioid Crisis Response Grant.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON INGHAM COUNTIES FOR OPIOID CRISIS RESPONSE SUB-AWARD**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), effective upon approval through twenty-four (24) months in an amount not to exceed \$100,136 for the purpose of implementing community-based solutions developed in response to Ingham County's Request for Proposals #19-24, Opioid Crisis Response Grant; and

WHEREAS, ICHHD wishes for the agreement to become effective upon the adoption of this resolution by the Ingham County Board of Commissioners, with the resolution adoption date serving as the agreement start date, and the agreement end date to be twenty-four (24) months after the resolution adoption date; and

WHEREAS, the purpose of this agreement will be for CMH to create one .50 FTE Peer Recovery Coach position to expand the current activities and capacity of the Ingham County Rapid Response Team, and to establish one or more special part-time Nurse Practitioner Positions to expand the current patient capacity of The Recovery Center; and

WHEREAS, the Ingham County Rapid Response Team formed in 2020 and is a cross-sector, multi-agency collaborative that works to reach individuals experiencing non-fatal overdoses to provide comprehensive harm reduction and recovery supports within 24-72 hours of overdose; and

WHEREAS, The Recovery Center (TRC) is a 10-bed, medically-monitored withdrawal management (detoxification) program, and is the only detox facility in Ingham County; and

WHEREAS, TRC provides a safe, caring environment for individuals withdrawing from alcohol and other substances, and is often unable to admit patients to its full bed capacity due to medical staff limitations; and

WHEREAS, this sub-award will allow TRC to serve more individuals in need of detox and recovery services in Ingham County in a timely manner; and

WHEREAS, by not entering into this agreement, ICHHD will forfeit critical opioid crisis response services that would otherwise be made available to Ingham County residents; and

WHEREAS, this agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHHD through Ingham County RFP #19-24 (a competitive grant process); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioner's authorize an agreement with CHM, effective upon approval through twenty-four (24) months, based upon solutions developed in response to Ingham County's Request for Proposals #19-24, Opioid Crisis Response Grant.

THEREFORE IT BE RESOLVED, that based on the information presented, the Ingham County Board of Commissioners authorizes entering into an agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for a period of twenty-four (24) months in an amount not to exceed \$100,136 for the purpose of implementing community-based solutions developed in response to Ingham County Request for Proposals #19-24, Opioid Crisis Response Grant.

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

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



**TO:** Board of Commissioner’s Human Services and Finance Committees

**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer

**DATE:** December 30, 2024

**SUBJECT:** Authorization to Amend Resolution #17-163  
For the Meeting Agendas of January 22, 2025, and January 27, 2025

**BACKGROUND**

Ingham County Health Department’s (ICHD) Ingham Community Health Centers (IHCs) wish to amend Resolution #17-163 with Azara Healthcare through the agreement with the Michigan Primary Care Association (MPCA) to purchase Social Determinants of Health (SDOH), anal cancer and lung cancer screening customization, mapping, and validation services for a one-time fee of \$10,200 effective February 1, 2025. SDOH assessment is essential for the purpose of understanding the non-medical factors impacting an individual’s health and quality of life. IHCs electronic health record (EHR) stores SDOH assessment data, and through the purchase of Azara’s SDOH module, IHC can collect, manage, and report data in a standardized fashion while upholding Patient Centered Medical Home (PCMH), Accountable Care Organization (ACO), and other state and federal practices, while enhancing billing and revenue. Additionally, IHCs purchase of Azara’s custom measurement and alerting features for anal and lung cancer screening will improve access to screening data, strengthening quality improvement activities for the Ryan White program that align with current standards of care for People Living with HIV (PLWH).

**ALTERNATIVES**

Azara Healthcare is IHC’s current vendor for data reporting and visualization and is recommended by MPCA. It is therefore the preferred solution and service vendor. Choosing not to amend this agreement will limit our ability to access this data.

**FINANCIAL IMPACT**

The cost of the SDOH mapping (\$1,200 one-time fee) and cancer screening measures and alerts for anal and lung cancer (\$9,000 one-time fee) is a total one-time amount not to exceed \$10,200. The SDOH mapping will be covered by IHC administrative direct support funds (\$600) and Ryan White program Part B and Part D 340B reserve dollars (\$600). The cancer screening measures and alerts will be covered entirely by the Ryan White 340B program reserves (Part B \$4,500 and Part D \$4,500). The purchase will be effective February 1, 2025.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching 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 that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara Healthcare and MPCA to purchase SDOH, anal cancer, and lung cancer screening customization, mapping and validation services for a one-time fee of \$10,200 effective February 1, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, Ingham County Health Department's (ICHHD) Ingham Community Health Centers (ICHCs) wish to amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association (MPCA) to purchase Social Determinants of Health (SDOH), anal cancer, and lung cancer screening customization, mapping, and validation services for a one-time fee of \$10,200 effective February 1, 2025; and

WHEREAS, SDOH assessment is essential for the purpose of understanding the non-medical factors impacting an individual's health and quality of life; and

WHEREAS, ICHCs electronic health record (EHR) stores SDOH assessment data; and

WHEREAS, through the purchase of Azara's SDOH module, ICHC can collect, manage, and report data in a standardized fashion while upholding Patient Centered Medical Home (PCMH), Accountable Care Organization (ACO), and other state and federal practices, while enhancing billing and revenue; and

WHEREAS, the purchase of Azara's custom measurement and alerting features for anal and lung cancer screening will improve access to screening data, strengthening quality improvement activities for the Ryan White program that align with current standards of care for People Living with HIV (PLWH); and

WHEREAS, recommended by MPCA, Azara Healthcare is ICHC's current vendor for data reporting and visualization, and is therefore the preferred solution and service vendor; and

WHEREAS, the cost of the SDOH mapping (\$1,200 one-time fee) and cancer screening measures and alerts for anal and lung cancer (\$9,000 one-time fee) is a total one-time amount not to exceed \$10,200 effective February 1, 2025; and

WHEREAS, SDOH mapping will be covered by ICHC administrative direct support funds (\$600) and Ryan White program Part B and Part D 340B reserve dollars (\$600); and

WHEREAS, cancer screening measures and alerts will be covered entirely by the Ryan White program 340B reserves (Part B \$4,500 and Part D \$4,500); and

WHEREAS, the ICHC's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the SDOH, anal cancer, and lung cancer screening customization, mapping and validation services for a one-time fee of \$10,200 effective February 1, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #17-163 with Azara Healthcare and MPCA to purchase SDOH, anal cancer, and lung cancer screening customization, mapping and validation services for a one-time fee of \$10,200 effective February 1, 2025.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** December 12, 2024  
**SUBJECT:** Resolution to Enter Independent Contractor Agreement with Michigan Primary Care Association  
For the Meeting Agendas of January 22 and January 27, 2025

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept funding and enter into an independent contractor services agreement with Michigan Primary Care Association (MPCA), to accept 2024-2025 Michigan Health Center COVID-19 Vaccine administration funding in an amount not to exceed \$184,545. In return, ICHD's CHCs will agree to provide COVID-19 services to Ingham County residents, effective November 1, 2024 through June 30, 2025.

**ALTERNATIVES**

If we choose not to enter into this agreement, we will not be able to accept the COVID-19 funding and assist in COVID-19 services to Ingham County residents.

**FINANCIAL IMPACT**

Payments will be made to ICHD based on the milestones achieved as outlined in the agreement and are limited to an amount not to exceed \$184,545.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching 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 that the Ingham County Board of Commissioners authorize accepting funds and entering into an independent contractor services agreement with MPCA, effective November 1, 2024 through June 30, 2025 in an amount not to exceed \$184,545, in return for COVID-19 services rendered to the community.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION FOR COVID-19 SERVICES**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept funding and enter into an independent contractor services agreement with Michigan Primary Care Association (MPCA), to accept 2024-2025 Michigan Health Center COVID-19 Vaccine administration funding in an amount not to exceed \$184,545; and

WHEREAS, in return, ICHD's CHCs agree to provide COVID-19 services to the community; and

WHEREAS, this agreement is effective November 1, 2024 through June 30, 2025; and

WHEREAS, payments will be made to ICHD based on the milestones achieved as outlined in the agreement and are limited to \$184,545; and

WHEREAS, Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting the 2025 Michigan Health Center COVID-19 Vaccine funds and entering into a services agreement with MPCA, effective November 1, 2024 through June 30, 2025 in an amount not to exceed \$185,545.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting the 2025 Michigan Health Center COVID-19 Vaccine funds and entering into a services agreement with MPCA, effective November 1, 2024 through June 30, 2025 in an amount not to exceed \$185,545.

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

BE IT FURTHER RESOLOVED, 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 Commissioner’s Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 7, 2025  
**SUBJECT:** Resolution to enter into agreement and accept funds from Michigan Public Health Institute (MPHI)  
For the meeting agendas of January 22, and January 27, 2025

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter agreement and accept funds from Michigan Public Health Institute (MPHI) in an amount not to exceed \$16,014, effective October 1, 2024 through September 30, 2025 for Community Violence Intervention (CVI) work, particularly in support of Advance Peace.

**ALTERNATIVES**

ICHHD could decline the funding but would lose critical funding to enhance the Advance Peace efforts.

**FINANCIAL IMPACT**

Funds will be used to support staff time.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective to reduce violence in Ingham County by supporting community engagement, stronger neighborhoods and helping to coordinate violence prevention efforts.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the attached resolution to enter into an agreement and to accept funds from MPHI in an amount not to exceed \$16,014, effective October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FROM AND ENTER INTO AN AGREEMENT WITH  
MICHIGAN PUBLIC HEALTH INSTITUTE**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter agreement and accept funds from Michigan Public Health Institute (MPHI) in an amount not to exceed \$16,014, effective October 1, 2024 through September 30, 2025 for Community Violence Intervention (CVI) work, particularly in support of Advance Peace; and

WHEREAS, funds will be used to support staff time; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement and accepting funds from MPHI in an amount not to exceed \$16,014, effective October 1, 2024 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement and acceptance of funds from MPHI in an amount not to exceed \$16,014, effective October 1, 2024 through September 30, 2025.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 7, 2025  
**SUBJECT:** Authorization to Enter into an Agreement with Public Sector Consultants (PSC)  
For the meeting agendas of January 22, and January 27, 2025

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**BACKGROUND**

Ingham County Health Department wishes to enter into an agreement with Public Sector Consultants (PSC) effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$29,971, for the Capital Area Behavioral Risk Factor Surveillance Survey (BRFSS). The Capital Area BRFSS measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety. Data from the Capital Area BRFSS is essential to the Healthy! Capital Counties Community Health Assessment which is done in collaboration with two neighboring health departments and the three local hospitals in the region.

From 2005 through 2024, the local United Way was a partner in the project and entered into contract with PSC on behalf of ICHD. The work was authorized through Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325, #18-028, #19-196, #20-355, #21-458, #22-354, #23-336, and #24-208.

Due to organizational changes at United Way of South Central Michigan, ICHD must now directly enter into contract with PSC.

**ALTERNATIVES**

If the contract is not extended the Capital Area BRFSS data collection will not continue.

**FINANCIAL IMPACT**

ICHD will provide PSC up to \$29,971 under the agreement. These funds are included in ICHD's 2025 budget.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of integrating public health and health care services, programs, and functions to improve health outcomes.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into contract with Public Sector Consultants (PSC) be effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$29,971.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PUBLIC SECTOR CONSULTANTS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into contract with Public Sector Consultants (PSC) effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$29,971, for the Capital Area Behavioral Risk Factor Surveillance Survey (BRFSS); and

WHEREAS, the Capital Area BRFSS measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety; and

WHEREAS, data from the Capital Area BRFSS is essential to the Healthy! Capital Counties Community Health Assessment (CHA) done in collaboration with two neighboring health departments and the three local hospitals in the region; and

WHEREAS, from 2005 through 2024, the local United Way was a partner in the project and entered into contract with PSC on behalf of ICHD; and

WHEREAS, the work was authorized through Resolution #05-148, and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325, #18-028, #19-196, #20-355, #21-458, #22-354, #23-336, and #24-208; and

WHEREAS, due to organizational changes at United Way of South Central Michigan, ICHD must now directly enter into contract with PSC; and

WHEREAS, these funds are included in ICHD's 2025 budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with PSC effective January 1, 2025 through September 30, 2025, for the Capital Area BRFSS in an amount not to exceed \$29,971.

THEREFORE BE IT RESOLVED, that that the Ingham County Board of Commissioners authorizes an agreement with Public Sector Consultants PSC effective January 1, 2025 through September 30, 2025, for the Capital Area BRFSS in an amount not to exceed \$29,971.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** December 16, 2024  
**RE:** Resolution Authorizing the Replacement of Batteries at the Mason Historical Courthouse  
For the meeting agendas of: January 21 & 22

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**BACKGROUND**

The Uninterruptible Power Supply (UPS) battery systems at the Mason Historical Courthouse require replacement to ensure critical infrastructure reliability. Vertiv Corporation has submitted a proposal (CPQ-758213-1) for the replacement of 48 HX205 batteries. The scope of work includes full installation, testing, and recycling of the old batteries in compliance with EPA standards.

The work will be completed during normal business hours to minimize costs and disruptions.

This project will be completed under a cooperative contract through MI Deals, which ensures compliance with Ingham County's purchasing policies and eliminates the need to obtain three competitive quotes.

**ALTERNATIVES**

The alternative would be to delay replacement, increasing the risk of failure and jeopardizing the operation of critical systems reliant on the UPS infrastructure.

**FINANCIAL IMPACT**

Funds are available in the Facilities Building Repair & Maintenance Operating fund under line item #101-23303-931000. The total project cost is \$15,829.07.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

The Facilities Department respectfully recommends approval of the resolution to authorize Vertiv Corporation to replace the UPS battery systems at the Mason Historical Courthouse, for a total amount not to exceed \$15,829.07.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REPLACEMENT OF UPS BATTERIES AT THE  
MASON HISTORICAL COURTHOUSE**

WHEREAS, the current Uninterruptible Power Supply (UPS) battery systems at the Mason Historical Courthouse require replacement to ensure continued operational reliability and support; and

WHEREAS, Vertiv Corporation has provided a proposal (CPQ-758213-1) to replace 48 HX205 batteries, including installation, testing, and recycling services, as outlined in their scope of work; and

WHEREAS, the scope of work includes proper disposal of old batteries in accordance with Environmental Protection Agency (EPA) guidelines and commissioning to ensure the system meets manufacturer specifications; and

WHEREAS, the work will be performed during normal business hours to reduce costs; and

WHEREAS, this project will be completed under a cooperative contract through MI Deals, which meets purchasing policy requirements and eliminates the need for additional competitive quotes; and

WHEREAS, the total cost for this project is \$15,829.07, with funding available in account number #101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Vertiv Corporation for the replacement of UPS batteries at the Mason Historical Courthouse, in an amount not to exceed \$15,829.07.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** December 18, 2024  
**RE:** Resolution to Authorize a Five-Year Contract Extension with EC America Inc.

For the meeting agendas of: January 21 & 22, 2025

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**BACKGROUND**

The current project management software contract with EC America Inc. is set to expire on March 8, 2025. This software has been an essential tool for streamlining project workflows, consolidating operations, and improving overall efficiency within the Facilities Department.

The proposed five-year contract extension would ensure continuity of operations, preventing disruption and avoiding the higher costs of replacing and implementing new software solutions.

**ALTERNATIVES**

The alternative would be to seek new software solutions, which would incur significantly higher costs for implementation, training, and customization while disrupting established workflows.

**FINANCIAL IMPACT**

The contract has been quoted as follows for the five-year term:

- Annual Cost: \$12,726.92 per year
- Total Contract Cost: \$63,634.60

With 50% reimbursement from Community Mental Health, the County’s actual cost will be \$6,363.46 annually and \$31,817.30 over the five-year term.

Funds are available within the maintenance contractual line item 931100 to cover the County’s share of this cost.

**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 support a purchase order to EC America for the project management software.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A FIVE-YEAR CONTRACT EXTENSION WITH EC AMERICA INC. FOR PROJECT MANAGEMENT SOFTWARE**

WHEREAS, the current contract for project management software with EC America Inc. is set to expire on March 8, 2025; and

WHEREAS, the project management software has proven to be an essential tool for streamlining project workflows, consolidating operations, and improving overall efficiency within the Facilities Department; and

WHEREAS, under the Memo of Understanding, Community Mental Health will continue to utilize this software under Ingham County's license and will reimburse the County 50% of the total cost, thereby reducing the County's expenses; and

WHEREAS, the proposed five-year contract extension would ensure continuity of operations while avoiding disruption and the higher costs associated with replacing and implementing new software solutions; and

WHEREAS, EC America Inc. has provided a quote for a five-year contract extension, effective from March 9, 2025, through March 8, 2030, for a total contract value of \$63,634.60, with the following pricing structure:

- Base Year (2025-2026): \$12,726.92
- Option Year 1 (2026-2027): \$12,726.92
- Option Year 2 (2027-2028): \$12,726.92
- Option Year 3 (2028-2029): \$12,726.92
- Option Year 4 (2029-2030): \$12,726.92; and

WHEREAS, with the 50% reimbursement from Community Mental Health, the County's actual cost will be \$6,363.46 annually, totaling \$31,817.30 over the five-year term; and

WHEREAS, funds are available in the maintenance contractual line item 931100 to cover the County's share of the cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year contract extension with EC America Inc., 8444 Westpark Drive, Suite 200, McLean, VA 22102, for project management software, effective March 9, 2025, through March 8, 2030, for an amount not to exceed \$63,634.60 over the contract period, with 50% reimbursement from Community Mental Health per the Memo of Understanding.

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

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Glenn Canning, Facilities Director

**DATE:** January 8, 2025

**RE:** Resolution to Authorize a Service Agreement with Trane U.S. Inc. for Chillers at Multiple County Facilities

For the meeting agendas of: January 21 & 22, 2025

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**BACKGROUND**

The maintenance of chillers at multiple county facilities is essential for ensuring reliable operation and comfortable building temperatures for staff and the public. The proposed service agreement with Trane U.S. Inc., who is on the Omnia co-operative agreement and therefore exempt from the requirement of obtaining three quotes per the Ingham County Purchasing Policy, will cover the maintenance of the chillers located at the Human Services Building, Youth Center, Potter Park Zoo, Animal Control, and Hilliard Building.

This agreement will provide scheduled and operational maintenance to prevent failures and extend the life of the equipment. Trane U.S. Inc. has submitted a proposal of \$78,896 for a three-year term covering maintenance and inspections.

**ALTERNATIVES**

The alternative would be to not approve this agreement, potentially resulting in higher costs for emergency repairs and disruptions to facility operations.

**FINANCIAL IMPACT**

Funds are available in building maintenance contractual line items.

**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 support a service agreement with Trane U.S. Inc. for chillers at multiple county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH TRANE U.S. INC. FOR CHILLERS AT MULTIPLE COUNTY FACILITIES**

WHEREAS, the chillers at the Human Services Building, Youth Center, Potter Park Zoo, Animal Control, and Hilliard Building are essential for ensuring efficient operation and comfortable building temperatures for staff and the public; and

WHEREAS, the proposed service agreement with Trane U.S. Inc., who is on the Omnia co-operative agreement and therefore exempt from the requirement of obtaining three quotes per the Ingham County Purchasing Policy, will cover the maintenance of these chillers; and

WHEREAS, this agreement will provide routine maintenance and operational inspections, preventing failures and ensuring reliable operation; and

WHEREAS, Trane U.S. Inc. has submitted a proposal of \$78,896 for a three-year term covering maintenance and inspections; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a service agreement with Trane U.S. Inc. for the maintenance of chillers at the Human Services Building, Youth Center, Potter Park Zoo, Animal Control, and Hilliard Building for a three-year term at a total cost of \$78,896.

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 7, 2025  
**RE:** Resolution to Authorize Modular Office Systems Furniture Installation – Suite 202 Hilliard building

For the meeting agendas of: August 21st & 22nd

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**BACKGROUND**

The Facilities Department has identified the need to install modular office systems furniture in Suite 202 to create additional office space and improve workspace functionality. This installation is part of ongoing efforts to optimize the use of county facilities and support operational efficiency. The proposed project includes the purchase, delivery, and installation of modular office systems furniture from Haworth c/o DBI under Contract #22000000043.

The total project cost of \$8,908.59 includes furniture, design, and installation services. Electrical and data services will be coordinated by the Facilities Department to ensure seamless integration with existing infrastructure

**ALTERNATIVES**

The alternative would be to not approve the resolution, which would delay the creation of additional office space and impact workspace functionality in Suite 202 Hilliard building.

**FINANCIAL IMPACT**

The total project cost is \$8,908.59. Funds for this project are available in the Facilities Building Repair & Maintenance Operating fund, line item #101-23303-931000.

**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 the installation of modular office systems furniture in Suite 202.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE MODULAR OFFICE SYSTEMS FURNITURE  
INSTALLATION – HILLIARD BUILDING SUITE 202**

WHEREAS, the Ingham County Facilities Department has identified the need to install modular office systems furniture in Suite 202 Hilliard building to create additional office space and enhance workspace functionality; and

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

WHEREAS, the total project cost is \$8,908.59, which includes furniture, design, and installation services as outlined in the proposal dated January 6, 2025; and

WHEREAS, electrical and data services will be coordinated by the Facilities Department to ensure a seamless installation process; and

WHEREAS, funds for this project are available in the Facilities Building Repair & Maintenance Operating fund, line item #101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase and installation of modular office systems furniture for Suite 202 from Haworth c/o DBI for the total amount of \$8,908.59.

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

BE IT FURTHER RESOLVED, that the Facilities Department will oversee the installation process to ensure timely and efficient completion of the project.

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

**FROM:** Andrew Dunn, Director of Operations  
Road Department

**DATE:** January 8, 2025

**SUBJECT:** Proposed Resolution Authorizing a Purchase Order for Hot Mix Asphalts for 2025  
For the meeting agendas of January 21, 22, and 28

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**BACKGROUND**

The Purchasing Department solicited bids for the Road Department for the purchase of Hot Mix Asphalt in 2025 per Invitation for Bid (IFB) #261-24 from experienced and qualified vendors, for a one-year period. Similar to prior years, this IFB included the purchase of the material as well as the option for trucking of the Hot Mix Asphalt during paving operations provided by the supplier at an hourly rate, if Road Department staff are not available.

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,

Rieth-Riley Construction Co., Inc. – 2325 Kipp Road, Mason, MI 48854

Capital Asphalt LLC – 3888 S Canal Rd., Lansing, MI 48917

Michigan Paving & Materials Co. – 1600 N Elm St., Jackson, MI 49202

**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 Hot Mix Asphalt with optional trucking from Rieth-Riley Construction Co., Inc., Capital Asphalt LLC and Michigan Paving & Materials Co. for 2025.

TO: Kelly Jones, Director, Ingham County Road Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: January 8, 2025  
RE: Memorandum of Performance for IFB No. 261-24 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2025 seasonal requirement of Hot Mix Asphalt (HMA) mixtures 13A, 36A, 4EML and winter grade to the Ingham County Road Department. Ingham County Road Department. Bids were also requested for furnishing flow boys and quad axle trucks, and related trucking services to the Road Department crews on jobsites.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	54	11
Vendors responding	5	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 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](mailto:kromo@ingham.org) or by phone at 676-7309.

## SUMMARY OF THE VENDORS' COSTS

Vendor: MCKEARNEY ASPHALT Local Preference: No, Lansing MI (Clinton County)					
	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	No Bid	No Bid	N/A
4EML	Ton	10,000±	No Bid	No Bid	N/A
HMA 36A	Ton	10,000 ±	No Bid	No Bid	N/A
Batch Plant 36A (Winter grade)	Ton	200 ±	\$ 200.00	\$ 40,000.00	Lansing
<b>TOTAL BID PRICE</b>				<b>\$40,000.00</b>	
Flowboy & Driver Trucking	Rental Rate/Hour	\$225.00 Per Hour			
Quad-axle & Driver Trucking	Rental Rate/Hour	\$200.00 Per Hour			
Hours in Advance to rent		24 Hours			
Notes: The mix quoted is 13A					

Vendor: MICHIGAN PAVING AND MATERIALS Local Preference: No, Jackson MI					
	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	\$ 66.00	\$ 1,980,000.00	Lansing
4EML	Ton	10,000±	\$ 80.00	\$ 800,000.00	Lansing
HMA 36A	Ton	10,000 ±	\$ 73.00	\$ 730,000.00	Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	No Bid	No Bid	N/A
<b>TOTAL BID PRICE</b>				<b>\$3,510,000.00</b>	
Flowboy & Driver Trucking	Rental Rate/Hour	\$220.00 Per Hour - 6 hour min.			
Quad-axle & Driver Trucking	Rental Rate/Hour	\$180.00 Per Hour - 6 hour min.			
Hours in Advance to rent		48 Hours			
Notes: HMA materials may also be purchased at MPM Jackson, location: 1600 N. Elm Jackson, MI					

Vendor: RIETH-RILEY Local Preference: Yes, Mason MI					
	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	\$ 59.00	\$ 1,770,000.00	Mason or Lansing
4EML	Ton	10,000±	\$ 78.00	\$ 780,000.00	Mason or Lansing
HMA 36A	Ton	10,000 ±	\$ 70.00	\$ 700,000.00	Mason or Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	No Bid	No Bid	N/A
<b>TOTAL BID PRICE</b>				<b>\$3,250,000.00</b>	
Flowboy & Driver Trucking	Rental Rate/Hour	\$225.00 Per Hour - 6 hour min.			
Quad-axle & Driver Trucking	Rental Rate/Hour	\$175.00 Per Hour - 6 hour min.			
Hours in Advance to rent		24 Hours			
Notes: Alt. - In lieu of 4EML we can supply you with 4EL, which is a finer product where the cost is \$63 per ton. We feel it is a better product for less cost. If you were to choose this product, deduct \$90,000 from the total bid price. Feel free to contact me about details in regards to the 4EL design.					

Vendor: CAPITAL ASPHALT Local Preference: No, Lansing MI (Eaton County)					
	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	\$ 65.00	\$ 1,950,000.00	Lansing
4EML	Ton	10,000±	\$ 72.00	\$ 720,000.00	Lansing
HMA 36A	Ton	10,000 ±	\$ 66.00	\$ 660,000.00	Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	\$ 170.00	\$ 34,000.00	Lansing
<b>TOTAL BID PRICE</b>				<b>\$3,364,000.00</b>	
Flowboy & Driver Trucking	Rental Rate/Hour	\$180.00 Per Hour			
Quad-axle & Driver Trucking	Rental Rate/Hour	\$150.00 Per Hour			
Hours in Advance to rent		12 Hours			
Notes: Alt. - In lieu of 4EML we can supply you with 4EL, which is a finer product where the cost is \$63 per ton. We feel it is a better product for less cost. If you were to choose this product, deduct \$90,000 from the total bid price. Feel free to contact me about details in regards to the 4EL design.					

Vendor: LEAVITT & STARCK Local Preference: No, Lansing MI (Clinton County)					
	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	No Bid	No Bid	N/A
4EML	Ton	10,000±	No Bid	No Bid	N/A
HMA 36A	Ton	10,000 ±	No Bid	No Bid	N/A
Batch Plant 36A (Winter grade)	Ton	200 ±	\$ 198.00	\$ 39,600.00	Dansville
<b>TOTAL BID PRICE</b>				<b>\$39,600.00</b>	
Flowboy & Driver Trucking	Rental Rate/Hour	No Bid			
Quad-axle & Driver Trucking	Rental Rate/Hour	No Bid			
Hours in Advance to rent		No Bid			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR HOT MIX ASPHALTS FOR 2025**

WHEREAS, the Road Department annually purchases approximately 50,000 tons of Hot Mix Asphalt for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #261-24) from experienced and qualified vendors for the purchase of Hot Mix Asphalt with a trucking option for the 2025 calendar year, receiving five bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the Hot Mix Asphalt; 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 Hot Mix Asphalt with optional trucking:

Rieth-Riley Construction Co., Inc. – 2325 Kipp Road, Mason, MI 48854

Capital Asphalt LLC – 3888 S Canal Rd., Lansing, MI 48917

Michigan Paving & Materials Co. – 1600 N Elm St., Jackson, MI 49202.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a purchase order with Rieth-Riley Construction Co., Inc. located at 2325 Kipp Road, Mason, MI 48854, Capital Asphalt LLC located at 3888 S Canal Rd., Lansing, MI 48917 and Michigan Paving & Materials Co. located at 1600 N Elm St., Jackson, MI 49202 for Hot Mix Asphalt and optional trucking on an as-needed, unit price basis for a one-year period, at the rates detailed in the bid response to Invitation for Bid #261-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Rieth-Riley Construction Co., Inc., Capital Asphalt LLC and Michigan Paving & Materials Co. 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:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** January 7, 2025

**SUBJECT:** Proposed Resolution Authorizing Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026

For the meeting agendas of January 21, 22, and 28

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**BACKGROUND**

The Purchasing Department solicited proposals for the Road Department to provide services for the 2025 and 2026 calendar years, for miscellaneous signal modeling, optimization, and preparation of signal timing permits per Request for Proposal (RFP) #243-24 from Michigan Department of Transportation prequalified vendors. The scope of work, similar to prior years, includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department. The RFP also includes a provision to extend the contract for the 2027 & 2028 calendar years if deemed acceptable to all parties.

Five proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and the anticipated engineering needs over the next two years, the ICRD recommends that the following respondents be retained to provide the requested services:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

**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 professional services agreements with Clark Dietz, Colliers Engineering & Design and DLZ for as-needed signal modeling and timing permit services for 2025-2026.

TO: Kelly Jones, Director, Road Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: December 10, 2024  
RE: Memorandum of Performance for RFP No. 243-24:  
2025-2026 Signal Modeling & Timing Permit Consulting Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for years 2025 and 2026, with a possible 2-year contract extension for years 2027-2028.

The scope of work includes, but is not limited to, the required MDOT prequalified classifications: Design - Traffic: Signal, Design - Traffic: Signal Operations, and Design - Traffic: Signal Operations – Complex. The intent is to improve intersection operation, replace the existing signal equipment, and optimize the level of service (LOS) at various intersections within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	10
Vendors responding	5	2

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Range of Costs/Rate Per Hour (See Packet for details)
OHM Advisors	No, Fenton MI	\$80.00 to \$215.00
DLZ	Yes, Lansing MI	\$100.00 to \$250.00
Colliers Engineering & Design	No, Lansing MI (Eaton County)	\$105.00 to \$220.00
Clark Dietz	No, Lansing MI (Eaton County)	\$100.00 to \$260.00
Fishbeck	Yes, Lansing MI	\$91.00 to \$265.00



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2025-2026**

WHEREAS, the Road Department occasionally requires miscellaneous signal modeling, optimization, and preparation of signal timing permits to improve traffic operations throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #243-24) from Michigan Department of Transportation prequalified vendors to provide as-needed miscellaneous signal modeling, optimization, and preparation of signal timing permits for the 2025 and 2026 calendar years, with the option to extend the term for the 2027 and 2028 calendar years, receiving five proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 and 2026 calendar years; and

WHEREAS, it is the recommendation of the Road Department to execute professional services agreements with the following:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917, Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917 and DLZ – 1425 Keystone Avenue, Lansing, MI 48911 to provide the as-needed signal modeling and timing permit services for the 2025 and 2026 calendar years at rates not to exceed those stated in their proposals to RFP #243-24.

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:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** January 7, 2025

**SUBJECT:** Proposed Resolution Authorizing Professional Service Agreements for As-Needed Professional Surveyor Services for 2025-2027

For the meeting agendas of January 21, 22, and 28

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**BACKGROUND**

The Purchasing Department solicited proposals for the Road Department to provide services for the 2025, 2026 and 2027 calendar years, for professional surveyor services per Request for Proposal (RFP) #245-24 from Michigan Department of Transportation prequalified vendors. The scope of work includes topographic surveys, construction staking and boundary surveys for projects under the jurisdiction of the Ingham County Road Department.

Six proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and the anticipated surveying needs over the next three years, the ICRD recommends that the following respondents be retained to provide the requested services:

Spalding DeDecker – 313 N. Capitol Ave, Suite 100, Lansing, MI 48933

Hubbell, Roth & Clark- 2101 Aurelius Road, Suite 2, Holt, MI 48842

Mannik & Smith Group- 2193 Association Drive, Suite 200, Okemos, MI 48864

**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 professional services agreements with Spalding Decker, Hubbell, Roth & Clark and Mannik & Smith Group for as-needed professional surveyor services for 2025-2027.

TO: Kelly Jones, Director, Road Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: December 12, 2024  
RE: Memorandum of Performance for RFP No. 245-24 As-Needed Surveyor Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional surveyor services for the Ingham County Road Department.

The scope of work includes, but is not limited to, field surveys of boundaries along the public right-of-way, topographic survey and mapping for road, bridge and facility projects, property descriptions, easement plans and right-of-way maps, record of survey, construction staking & layout for federal aid and non-federal aid (Ingham County) projects and other surveying services necessary for various projects within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	39	10
Vendors responding	6	5

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost
Fishbeck	Yes, Lansing MI	See Packet
OHM Advisors	No, Fenton MI	See Packet
The Mannik & Smith Group	Yes, Okemos MI	See Packet
Hubbell, Roth, & Clark (HRC)	Yes, Holt MI	See Packet
Spalding DeDecker	Yes, Lansing MI	See Packet
DLZ	Yes, Lansing MI	See Packet

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED  
PROFESSIONAL SURVEYOR SERVICES FOR 2025-2027**

WHEREAS, the Road Department occasionally requires surveying services for Road Department construction projects on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #245-24) from Michigan Department of Transportation prequalified vendors to provide as-needed professional surveyor services for the 2025, 2026, and 2027 calendar years; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025, 2026, and 2027 calendar years; and

WHEREAS, it is the recommendation of the Road Department to execute professional services agreements with the following:

Spalding DeDecker – 313 N. Capitol Ave, Suite 100, Lansing, MI 48933

Hubbell, Roth & Clark – 2101 Aurelius Road, Suite 2, Holt, MI 48842

Mannik & Smith Group – 2193 Association Drive, Suite 200, Okemos, MI 48864.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with Spalding DeDecker – 313 N. Capitol Ave, Suite 100, Lansing, MI 48933, Hubbell, Roth & Clark – 2101 Aurelius Road, Suite 2, Holt, MI 48842 and Mannik & Smith Group – 2193 Association Drive, Suite 200, Okemos, MI 48864 to provide the as-needed professional surveyor services for the 2025, 2026, and 2027 calendar years at rates not to exceed those stated in their proposals to RFP #245-24.

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 7, 2025

**SUBJECT:** Proposed Resolution Authorizing a Purchase Order for Bulk Fuel Delivery for 2025  
For the meeting agendas of January 21, 22, and 28

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**BACKGROUND**

The Purchasing Department solicited bids for the Road Department for bulk fuel delivery per Invitation for Bid (IFB) #260-24 from experienced and qualified vendors, for a one-year period. Similar to prior years, this IFB included the purchase of both unleaded gasoline and diesel fuels with included delivery of fuel to all three Road Department district garages.

Six 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 two lowest, most complete and qualified bidders,

Coyne Oil Corp d/b/a Avery Oil & Propane - 402 North St., Mason, MI 48854

Corrigan Oil Co. - 775 N. Second, Brighton, MI 48116

**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 bulk fuel delivery from Coyne Oil Corp d/b/a Avery Oil & Propane and Corrigan Oil Co. for 2025.

TO: Kelly Jones, Director, Ingham County Road Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: January 7, 2025  
RE: Memorandum of Performance for IFB No. 260-24 Bulk Fuel Delivery for the Ingham County Road Department

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide bulk fuels including unleaded gasoline and diesel fuels to the Ingham County Road Department's Western, Eastern and Metro garages on an as-needed basis. The Contractor, upon request, will also take quarterly samples of Ingham County Road Department stored gasoline and diesel fuel for analysis and reporting for all locations.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	4
Vendors responding	6	2

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Regular Octane Unleaded Gasoline (Min. 87 Octane)	Premium #2 Treated Ultra Low Sulfur Diesel Fuel	Quarterly Fuel Testing
		<i>Estimated Annual Qty: 60,000 Gallons</i>	<i>Estimated Annual Qty: 120,000 Gallons</i>	
		Differential Price/Gallon	Differential Price/Gallon	Cost Per Service
Crystal Flash	No, Grand Rapids	\$ 0.32	\$ 0.32	\$250 per location
		Notes: Pricing is based from Marshall terminal		
Avery Oil & Propane	Yes, Mason MI	\$ 0.12	\$ 0.12	No Charge
		Notes: The differential above contains costs that suppliers invoice as a separate line item of approximately \$.017/gallon, and other costs that are incurred but not on the invoice of suppliers such as freight and diesel fuel additive. We have included these costs in our differential price per gallon.		
RKA Petroleum	No, Romulus MI	\$ 0.1761	\$ 0.1713	Depends on requirement
Corrigan Oil	No, Brighton MI	\$ 0.10	\$ 0.10	\$ 40.00
		Notes: There is a \$9.95 environmental fee per delivery. Winter mix is used typically November through March at an additional \$0.02/gallon.		
Sunoco, LLC	No, Fort Wayne IN	\$ 0.17	\$ 0.17	\$ 150.00
		Notes: OPIS Daily Rack Average Pricing to be used		
Lansing Ice & Fuel	Yes, Lansing MI	\$ 2.50	\$ 2.85	\$ 150.00



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR BULK FUEL DELIVERY FOR 2025**

WHEREAS, the Road Department annually purchases approximately 180,000 gallons of fuel for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #260-24) from experienced and qualified vendors for the purchase of bulk fuel, including unleaded gasoline and diesel, with included delivery for the 2025 calendar year, receiving six bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the cost associated with the purchase of the bulk fuel with delivery; 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 bulk fuel delivery of unleaded gasoline and diesel:

Coyne Oil Corp d/b/a Avery Oil & Propane - 402 North St., Mason, MI 48854

Corrigan Oil Co. - 775 N. Second, Brighton, MI 48116.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a purchase order with Coyne Oil Corp d/b/a Avery Oil & Propane located at 402 North St., Mason, MI 48854 and Corrigan Oil Co. located at 775 N. Second, Brighton, MI 48116 for bulk fuel delivery on an as-needed, unit price basis for a one-year period, at the rates detailed in the bid response to Invitation for Bid #260-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Coyne Oil Corp d/b/a Avery Oil & Propane and Corrigan Oil Co. 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 07, 2025

**SUBJECT:** Proposed Resolution Authorizing Professional Services Agreements for As-Needed Guardrail Construction Services for 2025-2026

For the meeting agendas of January 21, 22, and 28

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**BACKGROUND**

The Purchasing Department solicited proposals for the Road Department to provide as-needed guardrail construction services per Request for Proposal (RFP) #244-24 from Michigan Department of Transportation prequalified vendors. The scope of work, similar to prior years, is to provide all necessary machinery, tools, labor, apparatus, and other means of construction to perform all work including furnishing all the materials for as-needed guardrail construction services for the 2025 and 2026 calendar years. The RFP also includes a provision to extend the contract for the 2027 & 2028 calendar years if deemed acceptable to all parties.

Two proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and the anticipated construction needs over the next two years, ICRD recommends that the following respondents be retained to provide the requested services:

RMD Holdings, Ltd. d/b/a Nationwide Construction Group- 69951 Lowe Plank Road, Richmond, MI 48062

Action Traffic Maintenance, Inc.- 5182 South Saginaw Rd, Grand Blanc, MI 48507

**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 professional services agreements with RMD Holdings, Ltd. d/b/a Nationwide Construction Group and Action Traffic Maintenance, Inc. for as-needed guardrail construction services for 2025-2026.

TO: Kelly Jones, Director, Road Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: December 5, 2024  
RE: Memorandum of Performance for RFP No. 244-24 As-Needed Guardrail Construction Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced guardrail contractors for the purpose of entering into a two-year contract to provide as-needed guardrail construction services for the Ingham County Road Department, with a possible 2-year contract extension for 2027-2028.

The scope of work includes, but is not limited to, providing all necessary machinery, tools, labor, apparatus and other means of construction, do all work and furnish all the materials for the unit prices named in the itemized unit price bid. The Contractor is to complete the work herein described in strict accordance with the proposal and in strict conformity with the requirements of the 2020 edition of the Michigan Department of Transportation (MDOT) Standard Specifications for Construction, the current edition of applicable MDOT Standard Plans, the Michigan Manual on Uniform Traffic Control Devices (MMUTCD), and the other general or special provisions, supplemental specifications and instructions in this request for proposal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	98	1
Vendors responding	2	0

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

## SUMMARY OF VENDORS' COSTS

Vendor Name			Action Traffic		RMD Holdings	
Local Preference			No, Flint MI		No, Richmond MI	
DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	ITEM COST	UNIT PRICE	ITEM COST
Guardrail, Rem	Ft	1	\$ 13.10	\$ 13.10	\$ 6.00	\$6.00
Bridge Railing, Thrie Beam Retrofit	Ft	1	\$ 146.90	\$ 146.90	\$ 115.00	\$115.00
Guardrail, Type B	Ft	1	\$ 41.40	\$ 41.40	\$ 34.00	\$34.00
Guardrail, Type MGS-8	Ft	1	\$ 41.40	\$ 41.40	\$ 34.00	\$34.00
Guardrail, Curved, Type B	Ft	1	\$ 88.50	\$ 88.50	\$ 45.00	\$45.00
Guardrail, Curved, Type MGS-8	Ft	1	\$ 88.50	\$ 88.50	\$ 45.00	\$45.00
Guardrail, Backed, Det G1	Ea	1	\$ 4,918.70	\$ 4,918.70	\$ 2,700.00	\$2,700.00
Guardrail, Backed, Det G2	Ea	1	\$ 7,041.50	\$ 7,041.50	\$ 4,300.00	\$4,300.00
Guardrail Anch, Bridge, Det A1	Ea	1	\$ 5,438.60	\$ 5,438.60	\$ 4,000.00	\$4,000.00
Guardrail Anch, Bridge, Det A2	Ea	1	\$ 6,106.40	\$ 6,106.40	\$ 4,800.00	\$4,800.00
Guardrail Anch, Bridge, Det T2	Ea	1	\$ 5,875.90	\$ 5,875.90	\$ 4,200.00	\$4,200.00
Guardrail Anch, Bridge, Det T3	Ea	1	\$ 6,329.00	\$ 6,329.00	\$ 4,500.00	\$4,500.00
Guardrail Approach Terminal, Type 1B	Ea	1	\$ 6,511.90	\$ 6,511.90	\$ 3,750.00	\$3,750.00
Guardrail Approach Terminal, Type 2B	Ea	1	\$ 6,821.90	\$ 6,821.90	\$ 4,200.00	\$4,200.00
Guardrail Approach Terminal, Type 2M	Ea	1	\$ 6,821.90	\$ 6,821.90	\$ 4,200.00	\$4,200.00
Guardrail Post, Culv	Ea	1	\$ 722.00	\$ 722.00	\$ 800.00	\$800.00
Guardrail, Salv	Ft	1	\$ 15.80	\$ 15.80	\$ 7.00	\$7.00
Guardrail Reflector	Ea	1	\$ 9.50	\$ 9.50	\$ 11.00	\$11.00
Post, Wood Guard	Ea	1	\$ 243.90	\$ 243.90	\$ 100.00	\$100.00
Guardrail Height, Adj	Ft	1	\$ 33.80	\$ 33.80	\$ 14.00	\$14.00
Guardrail Post, Furn and Install, 72 inch	Ea	1	\$ 183.60	\$ 183.60	\$ 65.00	\$65.00
Guardrail Post, Furn and Install, 84 inch	Ea	1	\$ 197.70	\$ 197.70	\$ 80.00	\$80.00
Guardrail Post, Furn and Install, 96 inch	Ea	1	\$ 218.20	\$ 218.20	\$ 90.00	\$90.00
Guardrail, Reconst, Type B	Ft	1	\$ 30.00	\$ 30.00	\$ 20.00	\$20.00
Guardrail, Backed, Special, Det G1	Ea	1	\$ 5,534.00	\$ 5,534.00	\$ 4,000.00	\$4,000.00
					*Added Mobilization and Traffic Control for \$2,000	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICES AGREEMENTS FOR AS-NEEDED  
GUARDRAIL CONSTRUCTION SERVICES FOR 2025-2026**

WHEREAS, the Road Department occasionally requires the installation or repair of guardrail throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #244-24) from Michigan Department of Transportation prequalified vendors to provide as-needed guardrail construction services for the 2025 and 2026 calendar years, with the option to extend the term for the 2027 and 2028 calendar years, receiving two proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 and 2026 calendar years; and

WHEREAS, it is the recommendation of the Road Department to execute professional services agreements with the following:

RMD Holdings, Ltd. d/b/a Nationwide Construction Group- 69951 Lowe Plank Road, Richmond, MI 48062

Action Traffic Maintenance, Inc.- 5182 South Saginaw Rd, Grand Blanc, MI 48507.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with RMD Holdings, Ltd. d/b/a Nationwide Construction Group, 69951 Lowe Plank Road, Richmond, MI 48062 and Action Traffic Maintenance, Inc., 5182 South Saginaw Rd, Grand Blanc, MI 48507, to provide the as-needed guardrail construction services for the 2025 and 2026 calendar years at rates not to exceed those stated in their proposals to RFP #244-24.

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 9, 2025

**SUBJECT:** Proposed Resolution Authorizing a Purchase Order for Emulsified Asphalts for 2025  
For the meeting agendas of January 21, 22, and 28

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**BACKGROUND**

The Purchasing Department solicited bids for the Road Department for the purchase of Emulsified Asphalt in 2025 per Invitation for Bid (IFB) #262-24 from experienced and qualified vendors, for a one-year period. The following are estimated quantities of the Emulsified Asphalts:

- AE-90 for spray-patching cracks and potholes. +/- 10,000 gallons
- Fog Seal for chip seal operations. +/- 10,000 gallons
- Low Tracking bond coat for asphalt pavement tac +/- 10,000 gallons
- CRS-2M for chip seal operations +/- 400,000 gallons
- CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons
- Pug Mill – for on-site manufacturing of cold patch

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:

Asphalt Materials, Inc. located at 940 N. Wynn Rd., Oregon, OH 43616 for CM-300 and Pug Mill Services.

Michigan Paving and Materials Co. located at PO Box 772212, Detroit, MI 48277-2212 for Low Track Bond Coat, AE-90 and Fog Seal

Bit-Mat Products of Michigan located at PO Box 428, Ashley, IN 46705 for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal

**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 Emulsified Asphalt from Asphalt Materials, Inc., Michigan Paving and Materials Co. and Bit-Mat Products of Michigan for 2025.

TO: Kelly Jones, Director, Ingham County Road Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: January 9, 2025  
RE: Memorandum of Performance for IFB No. 262-24 Emulsified Asphalts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2025 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	26	6
Vendors responding	3	0

A summary of the vendors' costs is located on 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](mailto:kromo@ingham.org) or by phone at 676-7309.

SUMMARY OF THE VENDORS' COSTS

<b>Vendor Name:</b>		<b>Local Preference</b>				
<b>Asphalt Materials Inc.</b>		<b>No, Oregon OH</b>				
Emulsified Asphalt Designation	Plant <b><i>Pickup</i></b> or <b><i>Delivery</i></b> to Job Site, <b>F.O.B.</b>	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
<b>Low-Tracking Bond Coat</b>	F.O.B. Plant Pickup	N/A	\$ <b>3.50</b>	10,000 (+ or -) Gallons	\$ <b>35,000.00</b>	Oregon OH
<b>CRS-2M</b>	F.O.B. Delivery to Job Site	<b>\$150/Hr</b>	\$ <b>2.70</b>	400,000 (+ or -) Gallons	\$ <b>1,080,000.00</b>	Oregon OH
<b>AE-90 (or qualified equivalent)</b>	F.O.B. Plant Pickup	N/A	\$ <b>2.30</b>	10,000 (+ or -) Gallons	\$ <b>23,000.00</b>	Oregon OH
<b>Fog Seal</b>	F.O.B. Delivery to Job Site	<b>\$150/Hr</b>	\$ <b>1.70</b>	10,000 (+ or -) Gallons	\$ <b>17,000.00</b>	Oregon OH
<b>CM-300 (or qualified equivalent)</b>	F.O.B. Delivery to Metro Garage	N/A	\$ <b>4.10</b>	15,000 (+ or -) Gallons	\$ <b>61,500.00</b>	Oregon OH
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		\$1,750.00				
*Cold Patch Production Cost: \$ _____ per ton		\$3.00				
*Freight Cost: \$ _____		\$0.20 per gallon				



Vendor Name:		Local Preference				
Bit-Mat Products		No, Ashley IN				
Emulsified Asphalt Designation	Plant <b><i>Pickup</i></b> or <b><i>Delivery</i></b> to Job Site, <b>F.O.B.</b>	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
<b>Low-Tracking Bond Coat</b>	F.O.B. Plant Pickup	N/A	\$ <b>2.33</b>	10,000 (+ or -) Gallons	\$ <b>23,300.00</b>	Bay City MI
<b>CRS-2M</b>	F.O.B. Delivery to Job Site	<b>3 Hrs. free \$150</b>	\$ <b>2.14</b>	400,000 (+ or -) Gallons	\$ <b>856,000.00</b>	Bay City MI
<b>AE-90 (or qualified equivalent)</b>	F.O.B. Plant Pickup	N/A	\$ <b>2.18</b>	10,000 (+ or -) Gallons	\$ <b>21,800.00</b>	Bay City MI
<b>Fog Seal</b>	F.O.B. Delivery to Job Site	<b>3 Hrs. free \$150</b>	\$ <b>1.73</b>	10,000 (+ or -) Gallons	\$ <b>17,300.00</b>	Bay City MI
<b>CM-300 (or qualified equivalent)</b>	F.O.B. Delivery to Metro Garage	N/A	<b>No Bid</b>	15,000 (+ or -) Gallons	<b>N/A</b>	<b>N/A</b>
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		No Bid				
*Cold Patch Production Cost: \$ _____ per ton		No Bid				
*Freight Cost: \$ _____		No Bid				

Vendor Name:		Local Preference				
Michigan Paving & Materials		No, Alma MI				
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, <b>F.O.B.</b>	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
<b>Low-Tracking Bond Coat</b>	F.O.B. Plant Pickup	N/A	\$ 3.17	10,000 (+ or -) Gallons	\$ 31,700.00	Alma MI
<b>CRS-2M</b>	F.O.B. Delivery to Job Site	\$110/Hr.	\$ 2.37	400,000 (+ or -) Gallons	\$ 948,000.00	Monroe MI
<b>AE-90 (or qualified equivalent)</b>	F.O.B. Plant Pickup	N/A	\$ 2.58	10,000 (+ or -) Gallons	\$ 25,800.00	Alma MI
<b>Fog Seal</b>	F.O.B. Delivery to Job Site	\$110/Hr.	\$ 1.64	10,000 (+ or -) Gallons	\$ 16,400.00	Alma MI
<b>CM-300 (or qualified equivalent)</b>	F.O.B. Delivery to Metro Garage	N/A	<b>No Bid</b>	15,000 (+ or -) Gallons	<b>N/A</b>	<b>N/A</b>
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		No Bid				
*Cold Patch Production Cost: \$_____ per ton		No Bid				
*Freight Cost: \$_____		No Bid				

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR EMULSIFIED ASPHALTS FOR 2025**

WHEREAS, the Road Department annually purchases approximately 445,000 gallons of Emulsified Asphalt for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department solicited bids (IFB #262-24) from experienced and qualified vendors for the purchase of Emulsified Asphalt 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 Emulsified Asphalt; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to accept bids from all three vendors; and

WHEREAS, the Road Department recommends a purchase order with Asphalt Materials, Inc. for CM-300, and Pug Mill Services; and

WHEREAS, the Road Department recommends a purchase order with Michigan Paving and Materials for Low Track Bond Coat, AE-90, and Fog Seal; and

WHEREAS, the Road Department recommends a purchase order with Bit-Mat Products of Michigan for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of Emulsified Asphalts from the following:

Asphalt Materials, Inc. located at 940 N. Wynn Rd., Oregon, OH 43616 for CM-300 and Pug Mill Services.

Michigan Paving and Materials Co. located at PO Box 772212, Detroit, MI 48277-2212 for Low Track Bond Coat and AE-90

Bit-Mat Products of Michigan located at PO Box 428, Ashley, IN 46705 for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #262-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Asphalt Materials, Inc., Michigan Paving and Materials Co. and Bit-Mat Products of Michigan 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 and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** January 2, 2025  
**SUBJECT:** 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

For the meeting agendas of January 21 and January 22

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**BACKGROUND**

The OPEIU Family Court, ICEA Public Health Nurses, UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit collective bargaining agreements and the Managerial & Confidential Employee Personnel Manual were effective January 1, 2022 through December 31, 2024. These documents include a process for employee submission of reclassification requests. The Human Resources Department has executed the approval process for reclassification requests for employees in these groups for requests submitted during 2024. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

**STRATEGIC PLAN CONSIDERATIONS**

Compensation reclassification supports the County's goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

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

WHEREAS, the OPEIU Family Court, ICEA Public Health Nurses, UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit collective bargaining agreements and the Managerial & Confidential Employee Personnel Manual were effective January 1, 2022 through December 31, 2024; and

WHEREAS, these documents include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approval process for reclassification requests for employees in these groups for requests submitted during 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
140093	Family Treatment Court Coordinator	Move from OPEIU FDTC to OPEIU 6
601070	Senior Program Manager to Ryan White Services Program Manager	ICEA PHN 4 (Job Description Update)
601137	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601139	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601140	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601142	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601145	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601159	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601227	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601438	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601439	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601440	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601441	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601526	Public Health Nurse	Move from ICEA PHN 3 to ICEA PHN 5
601141	Nurse Supervisor	Move from ICEA PHN 5 to ICEA PHN 6
601144	Nurse Supervisor	Move from ICEA PHN 5 to ICEA PHN 6
601426	Nurse Supervisor	Move from ICEA PHN 5 to ICEA PHN 6
601512	Nurse Case Manager	Move from ICEA PHN 3 to ICEA PHN 4
223002	Assistant to the Controller to Assistant to the Controller/Broadband Coordinator	Move from MC 5 to MC 7
223011	Environmental Sustainability Director	Move from MC 11 to MC 12
601215	Hearing & Vision Technician	Move from UAW D to UAW G
601216	Hearing & Vision Technician	Move from UAW D to UAW G
601217	Hearing & Vision Technician	Move from UAW D to UAW G
601219	Hearing & Vision Technician	Move from UAW D to UAW G
601152	Family Outreach & Support Services	

## Supervisor

## Move from ICEA Pro. 9 to ICEA Pro 10

<u>Position Title</u>	2024		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Family Treatment Ct. Coordinator	OPEIU FDTC: 61,785.62	OPEIU 6: 78,671.62	16,886.00
Ryan White Services Program Mgr.	ICEA PHN 4: 83,407.40	ICEA PHN 4: 83,407.40	0.00
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
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Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Public Health Nurse	ICEA PHN 3: 79,678.36	ICEA PHN 5: 87,119.20	7,440.84
Nurse Supervisor	ICEA PHN 5: 87,119.20	ICEA PHN 6: 90,603.97	3,484.77
Nurse Supervisor	ICEA PHN 5: 87,119.20	ICEA PHN 6: 90,603.97	3,484.77
Nurse Supervisor	ICEA PHN 5: 87,119.20	ICEA PHN 6: 90,603.97	3,484.77
Nurse Case Manager	ICEA PHN 3: 79,678.36	ICEA PHN 4: 83,407.40	3,729.04
Asst. to the Controller/Broadband Coordinator	MC 5: 57,281.89	MC 7: 66,802.36	9,520.47
Environmental Sustainability Dir.	MC 11: 94,168.03	MC 12: 101,103.43	6,935.40
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Hearing & Vision Technician	UAW D: \$44,939.95	UAW G: 53,582.19	8,642.24
Family Outreach & Support Services Supervisor	ICEA Pro 9: 87,119.20	ICEA Pro 10: 94,090.34	6,971.14
TOTAL:			\$ 178,355.40

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Andrew Daenzer  
**DATE:** January 7, 2025  
**SUBJECT:** 2024 Local JAG Grant Interlocal Agreement  
For the meeting agenda of January 16 and January 22 respectively

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**BACKGROUND**

The Sheriff's Office has been allocated \$12,702 from a \$133,615 JAG Grant award, leaving the Lansing Police Department \$120,913 as their allocated portion. To meet JAG Grant requirements, both entities must enter into an interlocal agreement.

**ALTERNATIVES**

There are no viable alternatives.

**FINANCIAL IMPACT**

The awarded funds will be used to purchase public address microphones to be installed in the rear of patrol cars. We would also like to purchase car radio conversion kits for patrol cars. The equipment is needed to improve vehicle setup and overall officer safety.

**STRATEGIC PLANNING IMPACT**

The vehicle equipment will improve vehicle setup, space, and tactics for officer safety.

**OTHER CONSIDERATIONS**

The purchase of this equipment using grant funds reduces costs the Sheriff's Office would likely have to incur for these improvements in the future.

**RECOMMENDATION**

Based on the information contained herein, I respectfully recommend the approval of the attached resolution to enter into the interlocal agreement for acceptance of the 2024 JAG Grant Award.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING  
FOR THE 2024 LOCAL JAG GRANT**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$133,615 from the 2024 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$12,702; and

WHEREAS, as part of the application process to receive this funding from the 2024 Local JAG grant, the Ingham County Sheriff's Office must enter into an interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the purchase of vehicle public address microphones and car radio conversion kits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an interlocal agreement between Ingham County and the City of Lansing to accept the \$133,615 allocated portion of the 2024 Local JAG grant for the time period of October 2024 through September 2025.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$12,702 to the Ingham County Sheriff's Office for the purchase of public address microphones and car radio conversion kits.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the 2024-2025 Sheriff's Office budget consistent with this resolution.

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



**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Robert Earle, Jail Administrator  
**DATE:** December 20, 2024  
**SUBJECT:** Acceptance of COSSUP federal grant  
For the meeting agenda of January 16, and January 22, 2025

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**BACKGROUND**

The Ingham County Sheriff’s Office partnered with the Ingham County Health Department, Community Mental Health of Clinton-Eaton-Ingham (CMH-CEI), and Wayne State University to submit a federal grant to address several issues related to the opioid epidemic for justice involved individuals. The project submitted to the Bureau of Justice Assistance (BJA) was entitled, “Creating Access to Therapeutic, Re-Entry, and Recovery Support Services in Ingham County Criminal Justice System.” The proposed project addressed access to Medication Assisted Treatment (MAT) and expanding resources for individuals being released from the Ingham County Correctional Facility. In addition to increased resources and medication, the grant outlines the need for a research partnership to have the project be a model for other Correctional Facilities across the Country. The Ingham County Correctional Facility has already worked with Wayne State University Center for Behavioral Health and Justice on MAT related projects and offered to continue the relationship with the research requirements of this grant.

**ALTERNATIVES**

Without this federal grant acceptance, MAT and re-entry services for individuals within the Ingham County Correctional Facility will continue to be limited.

**FINANCIAL IMPACT**

The acceptance of this grant has no cost sharing requirements for Ingham County. Aside from personnel hours of Sheriff’s Office and Health Department employees, there is no anticipated expenses/cost(s) to the County. This endeavor relieves the County of potential medication costs.

**OTHER CONSIDERATIONS**

The Ingham County Sheriff’s Office will be the grant administrator with sub-contracts with CMH-CEI and Wayne State University. This federal grant is a 36-month project.

**RECOMMENDATION**

Based on the information presented, we respectfully recommend the approval of the acceptance of the COSSUP federal grant for \$1,299,804 and to enter into sub-contracts with CMH-CEI and Wayne State University.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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”**

WHEREAS, the Ingham County Sheriff’s Office and Correctional Facility is responsible for maintaining health care for incarcerated individuals; and

WHEREAS, the opioid epidemic is impacting our community and those incarcerated at the Ingham County Correctional Facility; and

WHEREAS, the Department of Justice released funding opportunities to address these issues, called the Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program (COSSUP) grants; and

WHEREAS, the Sheriff’s Office, in partnership with the Health Department, Community Mental Health of Clinton-Eaton-Ingham (CMH-CEI), and Wayne State University, submitted a federal grant proposal; and

WHEREAS, the proposed project submitted was entitled “Creating Access to Therapeutic, Re-Entry, and Recovery Support Services within Ingham County Criminal Justice System”; and

WHEREAS, the 36-month Ingham County project was selected by the Bureau of Justice Assistance for this Department of Justice federal grant opportunity; and

WHEREAS, the amount of \$1,299,804 was awarded to Ingham County for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of \$1,299,804 from the Department of Justice for this COSSUP grant.

BE IT FURTHER RESOLVED, Ingham County may enter into sub-contracts with CMH-CEI and Wayne State University and other entities as deemed necessary as part of the COSSUP grant for the grant period of 36 months.

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 Law & Courts and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** January 7, 2025  
**SUBJECT:** Renewal of ProQA Medical software licenses, services, and support from Priority Dispatch with ProQA Call Simulator  
*For meeting agendas of Law & Courts on January 16, 2025, and Finance on January 22, 2025*

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**BACKGROUND**

We use the Priority Dispatch Emergency Medical Dispatch (EMD) program called ProQA for processing all medical calls received at the 9-1-1 Center. We need to renew eight (8) system licenses and four (4) backup software licenses for use at our backup 9-1-1 Center. This quote and purchase include the purchase of these licenses, services, and support from April 1, 2025 through March 31, 2030. We are also interested in a new feature that Priority Dispatch is offering to enhance our training. They are offering an AI Skill Lab which uses a Call Simulator. This will be a way to train both new Emergency Dispatchers and experienced Dispatchers alike. This AI simulator will help Emergency Dispatchers gain valuable experience operating within ProQA, using IAED protocols, and improving their active listening skills. The simulator will help to improve confidence and protocol proficiency. We can then provide a way for our team to practice a variety of incident types—including high-acuity, low-frequency events—without risk from behind a desktop.

**ALTERNATIVES**

Use only the backup paper EMD card sets, which we are also in the process of provisioning the newest version of, instead of using the software program, which will be more difficult for our staff and slows down our processing of 9-1-1 medical calls. We could also forgo the AI simulator and train in a more traditional way as we have been.

**FINANCIAL IMPACT**

The quoted cost of the licenses, service, and support as described above is \$12,600 which reflects no increase from last year. The AI simulator is \$5,000 per year. This brings the total quote for years 1-4 annually to \$17,600, with no increase for those years. Beginning with Year 5, the total would become \$18,520 which would reflect a 5% increase. Priority Dispatch is not expecting a lump sum payment but will be invoicing us each year.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of ProQA Medical software licenses, service, and support from Priority Dispatch along with the addition of the Skills Lab with AI simulator.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

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 Priority Dispatch's Emergency Medical Dispatch ProQA Program, under Resolution #14-081, and ProQA continues to be used for all medical calls received; and

WHEREAS, a quote for renewal of eight (8) licenses and four (4) training licenses for ProQA Medical software licenses, service, and support for April 1, 2025, through March 31, 2030, has been provided by Priority Dispatch at a cost of \$12,600 annually for Years 1 – 4 and \$13,520 for Year 5; and

WHEREAS, along with the licenses, service, and support renewal, ProQA is now offering a SkillLab with an AI simulator for a price of \$5,000 annually, which will enhance the training and performance of the Emergency Dispatchers at Ingham County 9-1-1 Central Dispatch Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of ProQA Medical software licenses, service, and support and acquiring the SkillLab with AI simulator for an amount not to exceed \$88,920 for a 5-year term, which will be billed annually from Priority Dispatch, as outlined by the Proposal/Sales quotation, #Q-77613.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$17,600 for contract Years 1 – 4 and \$18,520 for contract Year 5, billed annually from the 9-1-1 Fund for the total cost of this purchase.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a software services support agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** December 30, 2024  
**SUBJECT:** Resolution Authorizing a Health Services Millage Agreement with CMH  
For the meeting agendas of January 22 and January 27

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**BACKGROUND**

This resolution authorizes a FY 2025 Health Services Millage agreement with CMH. The scope of services to be covered is included in the attached document.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The resolution authorizes a contract not to exceed \$1,633,372 with CMH for services provided to Ingham County residents for the period of October 1, 2024 through September 30, 2025. Funds are included in the 2025 budget for this contract.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a FY 2025 Health Services Millage agreement with CMH.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH  
AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES  
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to Community Mental Health Authority of Clinton, Eaton, and Ingham (CMH) in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services, and essential care such as preventive testing and treatment for cancer, diabetes, heart disease, and other serious illnesses; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2025 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,633,372 with CMH for services provided to Ingham County residents for the period of October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the fund balance of the Health Services Millage approved by the electorate in 2020.

BE IT FURTHER RESOLVED, that funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

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.

## Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

### Proposal for the continued use of Ingham County Health Services Millage FY2025

**Summary of proposal:** This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address of the most pressing behavioral healthcare needs in the Ingham County community.

**Context and Need:** Following the significant State General Fund reduction (2/3 of the funds formerly provided to CMHA-CEI) and the implementation of the Healthy Michigan Plan in 2015, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) realized growing service gaps resulting from significantly lower State General Fund dollars. While some of these gaps have been reduced through Ingham County Millage Funding and other federal, state, and local sources that CMHA-CEI has pursued, they persist and at the same time, community need for behavioral health services continues to increase.

These gaps include:

- Individuals who are uninsured which must be covered by scarce state general fund dollars or local dollars within CMHA-CEI's budget in order to maintain in service.
- Individuals with "spend down" Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting a large monthly spend-down amount.
- Those with severe, chronic and urgent specialized mental health treatment needs (crisis stabilization, community living supports or skill-building services, residential care, case management, etc..) not covered by any other coverage plan.
- Reductions in SUD State Block Grant funds have impacted access to SUD services for uninsured individuals.

**Please note in the FY24 Summary of Services included below there is an explanation regarding increased utilization of Health Millage funds. We expect to see this continue into FY25.**

#### Proposed Essential Services to close gaps in Ingham County:

**Crisis Services: The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit:** This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational crisis, CMHA-CEI has expanded adult and youth Urgent Care Services as part of the Crisis Services continuum, launched youth mobile crisis available 24/7 and initiated adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

**The community's Assessment and Referral Team:** This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

**The community’s urgent care and intensive home-based treatment program for at-risk children, youth, and their families:** This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic respite services, training and coaching, school liaison services, and referral network linkages.

**A spectrum of community-based treatment teams for vulnerable populations:** These multidisciplinary teams, made up of mental health therapists/case managers, psychiatrists, nurses, mental health workers/consumer services specialists, behavioral specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports **in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults and youth with intellectual/developmental disabilities.**

**Psychiatric care and outpatient therapy for children and adults with mild to serious mental health needs:** This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI’s 24/7 psychiatric crisis services unit) provide the community’s mental health safety net.

**Substance Use Disorder Treatment for Adults:** State Block Grant funds have been drastically cut, reducing access to detox, outpatient, and residential care for uninsured individuals.

**Psychiatric inpatient care:** CMHA-CEI pays all psychiatric inpatient claims on all uninsured individuals admitted to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH’s State General Fund revenues, **CMHA-CEI has limited funds to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

<b>Cost of proposed services in FY2025:</b>	\$1,633,372
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<p><b>Estimated number of Ingham County residents meeting the millage criteria who will be served: 1,200*</b>  <b>Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individual’s service needs and the cost of those services.</b></p>
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**FY24 Summary of Services:**

In total in FY24 CMHA-CEI served 9,590 Ingham County Residents. This is a 6.4% increase from FY24 and a 37.5% increase from FY21. In FY24 Millage dollars were used to help support services to 1172 eligible Ingham County residents\*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 24. **It is important to note that numbers of individuals served and amount charged to the millage has returned to pre-pandemic norm. This was due to the end of federal emergency measures implemented by Michigan Department of Health and Human Services during the pandemic that had allowed individuals to automatically remain on Medicaid and reduced the monthly spend-down expense required before individuals qualify for Medicaid.** As expected with the end of the PHE and resumption of Medicaid redeterminations we have returned to normal levels of Health Millage Spending in FY24 and exceeded the amount of Health Millage dollars allocated to CMHA-CEI of \$1,614,924 by \$697,969.

Category	Amount	Individuals*
24/7 Psychiatric Crisis Services and Inpatient Screening		



<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
Crisis Intervention	\$103,587.23	47
Transportation	\$1,378.65	5
<b>Assessment and Treatment Planning</b>		
Assessments	\$238,260.04	189
Treatment Planning	\$5,360.59	2
Behavioral Treatment Plan Review	\$4,564.46	2
<b>Community-Based Mental Health Treatment and Supports</b>		
Assertive Community Treatment (ACT)	\$133,347.56	10
Clubhouse Psychosocial Rehabilitation Programs	\$30,311.46	8
Nursing Facility Mental Health Monitoring	\$20,262.33	5
Targeted Case Management	\$501,128.43	166
Therapy (mental health)	\$179,032.19	61
Peer Directed Support Services	\$11,330.30	38
<b>Families Forward Children's Services</b>		
Family Training	\$135,772.33	29
Home Based Services	\$47,107.48	22
Wraparound Services	\$7,242.81	2
<b>Prevention Services –Direct</b>	\$2,883.04	2
<b>Community Services for Developmentally Disabled</b>		
Community Living Supports	\$373,752.16	109
Health Services	\$20,886.66	38
Personal Care in Licensed Specialized Residential Setting	\$11,819.65	38
Supported Employment	\$5,511.03	13
<b>Adaptive Behavior Treatment</b>		
Activity Therapy	\$891.02	1
Adaptive Behavior Therapy	\$7,463.96	3
Family ABT Guidance	\$480	2
Modified Adaptive Behavior Therapy	\$2,790.00	2
Specialized Overnight Health & Safety	\$2,897.92	1
<b>Psychiatric and Residential Care</b>		

<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
Medication	\$415.68	1
Medication Administration	\$5,609.33	10
Medication Review	\$30,478.16	29
Residential Services	\$351,265.17	212
Room and Board	\$143,914.67	116
Psychiatric Inpatient	\$54,120.71	9
<b>Total</b>	<b>\$2,433,865.02</b>	<b>1,172*</b>

\*Individuals may be duplicate if receiving services in multiple categories.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** January 6, 2025  
**SUBJECT:** Resolution Authorizing an Amendment to the 2024 Health Services Millage Contract with CMH  
For the meeting agendas of January 21 and January 27

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**BACKGROUND**

This resolution authorizes a 2024 contract amendment with CMH to utilize Health Services Millage funds as outlined in the attached memorandum.

As suspected with the end of the public health emergency, people falling off Medicaid, or put on spend-downs and overall increases in people served, CMH spent all of the contracted health millage funds for 2024 and have \$697,969 in additional for services to individuals that would meet the millage requirements.

**ALTERNATIVES**

If the resolution is not approved, CMH would need to find other sources of funding within their budget.

**FINANCIAL IMPACT**

The contract amendment will not exceed \$697,969 from the 2020 Health Services Millage, and sufficient funds are available from the 2020 Health Services Millage fund balance.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support an Health Services Millage contract amendment with CMH.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, Resolution #24 – 018 authorized a contract with Community Mental Health (CMH) for services provided to Ingham County residents, funded by the Health Services Millage; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services, and essential care such as preventive testing and treatment for cancer, diabetes, heart disease, and other serious illnesses; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage were allocated in the County’s 2024 budget for this purpose; and

WHEREAS, with the end of the public health emergency, people falling off Medicaid, or put on spend-downs and overall increases in people served, CMH spent all of the contracted health millage funds for 2024 and have \$697,969 in additional for services to individuals that would meet the millage requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #24 – 018 to authorize a contract amendment not to exceed an additional \$697,969 with CMH for services provided to Ingham County residents for the period of January 1, 2024 through December 31, 2024.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the fund balance of the Health Services Millage approved by the electorate in 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #24 – 018 remain in effect.

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:** Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** January 10, 2025  
**SUBJECT:** Resolution to Authorize an Amendment to the Contract with Ingham Health Plan Corporation  
For the meeting agendas of January 22 and January 27

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**BACKGROUND**

This resolution amends Resolution #23-575 to approve additional funding for the Ingham Health Plan Corporation for services provided in 2024.

The 2024 contract assumed 1,800 millage eligible enrollees, and enrollment has exceeded that number. In December 2024, Ingham Health Plan Corporation had 2,082 millage eligible members.

**ALTERNATIVES**

If this resolution is not approved, Ingham Health Plan Corporation would need to find the funding elsewhere, most likely from their fund balance.

**FINANCIAL IMPACT**

The resolution approves an additional amount not to exceed \$18,287.23 from the fund balance of the Health Services Millage approved by the electorate in 2020. There is sufficient funding available for this amendment.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #23-575 FOR THE HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses; and

WHEREAS, Ingham Health Plan Corporation (IHPC) provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance; and

WHEREAS, Ingham County Board of Commissioners Resolution #23-575 authorized a contract with IHPC for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage; and

WHEREAS, expenses exceeded the contractual amount by \$18,287.23 due to an increase in membership.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2024 Health Services Millage contract with IHPC, increasing the contract by an amount to not to exceed \$18,287.23 from the fund balance of the Health Services Millage approved by the electorate in 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #23-575 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, County Services, and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** January 7, 2025  
**SUBJECT:** Resolution to Approve an Economic Development Service Contract  
County Services and Finance Committees January 21, 22

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**BACKGROUND**

Ingham County has contracted with Lansing Economic Area Partnership (LEAP) since 2018 to provide economic development services, including but not limited to coordination of the Economic Development Corporation and Brownfield Redevelopment Authority. This contract would extend their services to the County through 2027 at a rate of \$130,000/year. This is an increase of \$25,000/year over the last contract.

**FINANCIAL IMPACT**

The funding for this contract was approved in the 2025 budget.

**RECOMMENDATION**

Respectfully recommend the approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN ECONOMIC DEVELOPMENT SERVICE CONTRACT**

WHEREAS, Lansing Economic Area Partnership Agreement (LEAP), of which Ingham County is a member, is widely recognized as the capitol region economic development coordinator; and

WHEREAS, LEAP contracted with Ingham County from 2018 through 2024 to provide economic development services, including but not limited to coordination of the Economic Development Corporation and Brownfield Redevelopment Authority; and

WHEREAS, LEAP is able and willing to continue its role in promoting and administering economic development activities on behalf of Ingham County; and

WHEREAS, LEAP has the ability to provide staff services to the County Economic Development Corporation and Brownfield Redevelopment Authority; and

WHEREAS, working directly with LEAP will assure coordination with regional economic development activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize the approval of an economic development service agreement in an amount not to exceed \$130,000 per year for a period of three years, beginning on January 1, 2025 and ending December 31, 2027.

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

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



**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** January 7, 2025  
**SUBJECT:** Resolution to Transfer Special Part-Time Administrative Assistant Position from Facilities Department to Controller's Office

County Services and Finance Committees January 21, 22

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**BACKGROUND**

The Board of Commissioners approved the acceptance of \$857,909 in grant funds from the Michigan High Speed Internet Office for a four-year HEART of the MITTEN project to promote digital equity, through the passage of Resolution #24-473. The grant will provide funding for a 0.5 FTE for Year 1, 0.625 FTE for Year 2, and 0.75 FTE for Years 3 and 4. This salary funding will go toward Rachel Prettenhofer's salary, as Rachel will be staffing the grant.

The Controller's Office will require a part-time Administrative Assistant position to backfill for Ms. Prettenhofer. The Facilities Department currently has a vacant Special Part-Time Administrative Assistant position that they are not going to fill, so we would like to transfer that position, and the funding associated with it, to the Controller's Office.

**FINANCIAL IMPACT**

There is no impact on the GF as the position requested will be funded through the current part-time funding and the savings realized through the FTE funding portion of the grant.

**RECOMMENDATION**

Respectfully recommend the approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TRANSFER SPECIAL PART-TIME ADMINISTRATIVE ASSISTANT POSITION  
FROM THE FACILITIES DEPARTMENT TO THE CONTROLLER'S OFFICE**

WHEREAS, the Ingham County Commissioners passed Resolution #24-473, which approved the acceptance of \$857,909 from the Michigan High Speed Internet Office for a four-year HEART of the MITTEN project to promote digital equity; and

WHEREAS, the grant will provide funding for a 0.5 FTE for Year 1, 0.625 FTE for Year 2, and 0.75 FTE for Years 3 and 4; and

WHEREAS, Assistant to the Controller Rachel Prettenhofer, will staff the grant and the FTE funding will offset her existing salary each year of the grant in the amounts listed above; and

WHEREAS, additional administrative help will be required in the Controller's Office to backfill work currently being completed by the Assistant to the Controller while that position is staffing the HEART of the MITTEN grant; and

WHEREAS, the Facilities Department currently has a vacant Special Part-Time Administrative Assistant position (position number 233039) that could be transferred to the Controller's Office to provide administrative support during the term of the grant; and

WHEREAS, the existing budgeted funding for Position 233039 along with the salary savings generated through the FTE funding in the grant will make this position cost neutral.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of Special Part-Time Administrative Assistant Position 233039 to the Controller's Office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the Position Allocation List.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** January 13, 2025  
**SUBJECT:** Request to Approve General Fund Positions  
For County Services and Finance, January 21, 22

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**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 229111 – Family Support Clerk – Exempt
    - This position is 60% grant funded/40% GF
  - Position 229041 – Clerk – Exempt
    - PA Clerks support the work of 32 attorneys and three law students – two of the four Clerk positions are currently vacant
  - Position 229048 – Clerk – Exempt
    - PA Clerks support the work of 32 attorneys and three law students – two of the four Clerk positions are currently vacant
- Health Department
  - Position 601333 – Food Program Supervisor – Exempt
    - Position oversees six inspectors of the state mandated Food Program
  - Position 601398 – Disease Control Lead – Exempt
    - Position provides leadership, supervision, direction and coordination of the professional nursing staff in the Disease Control unit
  - Position 601471 – Community Epidemiologist – Exempt
    - The Health Department currently has two vacant, one has been held and they would like to hire the second one
  - Position 601428 – MIHP Social Worker – Exempt
    - The Michigan Maternal Infant Health Program requires a Social Worker be on staff for the program
- Animal Control
  - Position 421018 – Animal Care Specialist – Exempt
    - Vacancy was created by an internal advancement to another position
- Equalization
  - Position 225005 – Real Estate Appraiser – Exempt
    - Current Appraiser left for another position
- Probate Court
  - Temp Employee Positions – Guardianship Review – Exempt
    - \$25,000 is budgeted for these temp positions provide on-site review of guardianships

**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

SENDER: Nicole Matusko

POSITION #: 229048

DESCRIPTION: 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:

Our clerks perform varied clerical support functions and legal assistance for the staff of the office of the Prosecuting Attorney. They are responsible for preparing, serving and issuing subpoenas, creating court filings, assisting in maintaining case files, setting up and maintaining case files, updating information in computer databases, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support. Our clerks also staff our front desk and serve as receptionist for the office.

One of our clerks resigned before the Christmas holiday. Our office has attempted to keep up with the work of this unit however we have fallen behind in just a few weeks in being able to adequately perform the tasks necessary. We currently have three clerks that perform all of the above for 32 attorneys and 3 law students. We are requesting to post and fill the open clerk position. Without this position, we are unable to perform the duties necessary of the Prosecutor's Office.

Another one of our clerk's just put in her notice today (1/6). Her last day will be January 17, 2025 as she has taken a position with the State of Michigan. We are now in a crisis to be able to adequately perform these tasks in a timely fashion.

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

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 229048

GROUP: 0101 UAW/TOPS

PAY GRADE: Tops Grade F

FTE: 1.0

Funding: 10122911-704000

	<b>Step 1</b>		<b>Step 5</b>
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: Health Department, Environmental Health

Sender: Dr. Shoyinka

POSITION #: Food Program Supervisor #601333

DESCRIPTION: An Environmental Health Supervisor is retiring January 24, 2025, and we need to fill the position.

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 Food Program is a state-mandated program that must meet minimum program requirements (MPRs) to guarantee funding associated with the State's Essential Local Public Health Services funding. This position supervises six inspectors and is critical for the day-to-day operations of the food service inspection program. Accreditation is happening this spring and this position is needed to navigate that process.

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

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601333

GROUP: 0202 ICEA County Professionals

PAY GRADE: Prof Grade 9

FTE: 1.0

Funding: 22160200-704000-03041

	<b>Step 1</b>		<b>Step 5</b>
Salary	74,729.48		89,732.78
Unemployment	373.65		448.66
FICA	5,716.80		6,864.56
Liability	1,029.85		1,236.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,362.83		4,037.97
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.41		2,018.99
Life	122.28		122.28
Disability	97.15		116.65
Retirement	22,553.36		27,081.35
Retirement	747.29		897.33
Workers Comp	799.61		960.14
CARES	33.12		33.12
	137,181.82		159,485.44

## HIRING REQUEST FORM

DEPARTMENT: Communicable Disease Control  
SENDER: Dr. Shoyinka  
POSITION #: 601398

DESCRIPTION: DISEASE CONTROL LEAD, Regular Full Time –

TEMPORARY POSITION? YES NO  
(If yes, please provide the cost estimate for the position along with the request)

### EXPLANATION OF NEED FOR THE POSITION:

This existing vacant position provides leadership, supervision, direction and coordination of the professional nursing staff in the Disease control unit. Develops protocols, standard operating procedures, updates guidelines and implements the standards set forth by the Center for Disease Control (CDC) and the Michigan Department of Community Health (MDCH) related to communicable disease control. Assists in planning and implementation of communicable disease control grants. Identifies and pursues grant opportunities to enhance and/or advance issues concerning communicable disease public health issues. Assists in conducting case investigation/case management related activities. oversees outbreak investigations. Plans, organizes, and implements communicable disease and outbreak investigations. Acts as a liaison between the program and various community partners, actively engaging community partners to promote communicable disease control education and prevention. Assigns duties including assignment of projects, reviewing assignments and evaluation outcomes, encouraging employee development, training, schedules staff.

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



**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601398

GROUP: 0206 MNA NSE Practitions

PAY GRADE: NP&CN Grade 04

FTE: 1.0

Funding: 22160050-704000-01150

	<b>STEP 1</b>	<b>STEP 5</b>
Salary	72,273.71	86,776.86
Unemployment	361.37	433.88
FICA	5,528.94	6,638.43
Liability	996.00	1,195.87
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	3,252.32	3,904.96
Dental	936.00	936.00
Vision	135.00	135.00
Separation	1,626.16	1,952.48
Life	122.28	122.28
Disability	93.96	112.81
Retirement	13,688.64	16,435.54
Retirement	722.74	867.77
Workers Comp	773.33	928.51
CARES	33.12	33.12
	125,407.56	145,337.51

Ingham County Health Department Approval:

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Dr. Adenike Shoyinka, Medical Health Officer

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Dr. Brenda Gray, Deputy Health Officer-Public Health Services

# HIRING REQUEST FORM

DEPARTMENT: *Health Department*

SENDER: Amanda Darche

POSITION #: 601471

DESCRIPTION: Community Epidemiologist

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 health department employs two Community Epidemiologists. One position was vacated in September and has remained vacant due to the hiring freeze. The second Community Epidemiologist position will become vacant on December 12, 2024. For continuity of work and to ensure population health, ICHD requests permission to fill one of these general-funded, vacant positions ASAP.

The Epidemiology Team is responsible for:

- Quantitative measures for the [Healthy! Capital Counties](#) community health assessment
- [Annual opioid surveillance reports](#)
- County specific results from the [Capital Area Behavioral Risk Factor Survey](#).
- Annual [Sexually Transmitted Infection surveillance report](#)
- Annual [Mortality surveillance report](#)
- Annual Communicable Disease surveillance report
- Biweekly Sexually Transmitted Infection Quality Assurance report
- Quarterly Sexually Transmitted Infection prevalence maps
- Real-time surveillance dashboard of communicable diseases and foodborne illnesses
- Co-creation and deployment with Substance Abuse Disorder program of a Drug Anomaly Response Protocol
- Special project such as predictive analysis of Community Health Centers' patient no-shows, Spatial analysis of overdoses to determine optimal locations for naloxone vending machines, Regression analysis showing decreased odds of repeat sexually transmitted infections among Ingham County Health Department STI clinic compared to other providers

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

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601471

GROUP: 0202 ICEA County Professionals

PAY GRADE: Prof Grade 9

FTE: 1.0

Funding: 22160030-704000-01170

	<b>Step 1</b>		<b>Step 5</b>
Salary	74,729.48		89,732.78
Unemployment	373.65		448.66
FICA	5,716.80		6,864.56
Liability	1,029.85		1,236.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,362.83		4,037.97
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.41		2,018.99
Life	122.28		122.28
Disability	97.15		116.65
Retirement	22,553.36		27,081.35
Retirement	747.29		897.33
Workers Comp	799.61		960.14
CARES	33.12		33.12
	137,181.82		159,485.44

## HIRING REQUEST FORM

DEPARTMENT: ICHD/Maternal and Child Health Division  
SENDER: Dr. Shoyinka  
POSITION #: 601428

DESCRIPTION: Maternal Infant Health Program (MIHP) Social Worker

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 Maternal Infant Health Program (MIHP) is an evidence-based home visiting program for pregnant people and families of infants who are eligible for Medicaid insurance. Services are intended to supplement the family's regular prenatal/infant care in order to achieve the overall goal of healthy pregnancies, positive birth outcomes, and healthy infant growth and development. MIHP is a state-wide program and has served families in Ingham County for a number of years. In order for the program to continue, the state requires that MIHP staff must include a licensed social worker.

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

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 601428

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 7

FTE: 1.0

Funding: 22160105-704000-02050

	<b>FULL TIME</b>		
	<b>Step 1</b>		<b>Step 5</b>
Salary	62,644.65		75,222.34
Unemployment	313.22		376.11
FICA	4,792.32		5,754.51
Liability	863.31		1,036.64
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,819.01		3,385.01
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,409.50		1,692.50
Life	122.28		122.28
Disability	81.44		97.79
Retirement	18,906.16		22,702.10
Retirement	626.45		752.22
Workers Comp	56.38		67.70
CARES	33.12		33.12
	118,602.83		137,177.33

## HIRING REQUEST FORM

DEPARTMENT: Animal Control  
SENDER: Daniel Verhougstraete  
POSITION #: 421018

DESCRIPTION: Full-time Animal Care Specialist

TEMPORARY POSITION?  YES  NO

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

### EXPLANATION OF NEED FOR THE POSITION:

This position was recently vacated by a staff member who accepted a job offer for our open Animal Shelter Clerk position. We have a qualified internal candidate that is interested in transferring to the vacant Animal Care Specialist position. If approved, the intent is to fill this position via an internal posting.

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

**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 421018

GROUP: 0405-CCLP

PAY GRADE: AC Specialist

FTE: 1.0

Funding: 10142105-704000

	<b>Step 1</b>		<b>Step 6</b>
Salary	42,686.55		52,100.11
Unemployment	213.43		260.50
FICA	3,265.52		3,985.66
Liability	640.98		782.34
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,920.89		2,344.50
Dental	936.00		936.00
Vision	135.00		135.00
Separation	960.45		1,172.25
Life	61.20		61.20
Disability	55.49		67.73
Retirement	19,144.92		23,366.90
Retirement	426.87		521.00
Workers Comp	217.70		265.71
CARES	32.12		32.12
	95,561.12		110,895.02

## HIRING REQUEST FORM

DEPARTMENT: Equalization and Tax Mapping

SENDER: Rosemary Anger

POSITION #: 225005

DESCRIPTION: Real Property Appraiser

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 need to replace our Real Property Appraiser; the prior employee left to take the Deputy Assessor position in City of East Lansing. This position is responsible for over 500 real estate appraisals in Ingham County, mostly agricultural and residential with the occasional isolated commercial or industrial property. Since this is an entry-level position, it is likely that a new hire will take all summer to be trained with the Director and Deputy Director. New hire will have to possess a Michigan Certified Assessing Technician (MCAT) certificate or similar like a Certified General Appraiser. New hire will also have to enroll and pass in the Michigan Certified Assessing Officer (MCAO) program as condition of employment. Slots in MCAO class are limited and are reserved for local unit and county employees based on declaration of need and date received.

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



**TO BE COMPLETED BY THE BUDGET DEPARTMENT:**

POSITION #: 225005

GROUP: 0202 ICEA County Professionals

PAY GRADE: Prof Grade 07

FTE: 1.0

Funding: 10122500-704000

	<b>Step 1</b>		<b>Step 5</b>
Salary	62,644.65		75,222.34
Unemployment	313.22		376.11
FICA	4,792.32		5,754.51
Liability	863.31		1,036.64
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,819.01		3,385.01
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,409.50		1,692.50
Life	122.28		122.28
Disability	81.44		97.79
Retirement	18,906.16		22,702.10
Retirement	626.45		752.22
Workers Comp	56.38		67.70
CARES	33.12		33.12
	118,602.83		137,177.33

# HIRING REQUEST FORM

DEPARTMENT: Probate Court

POSITION #: 148601

DESCRIPTION: Temporary Employee

TEMPORARY POSITION?  YES       NO

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

## EXPLANATION OF NEED FOR THE POSITION:

During the 2025 Budget Development/Approval Cycle, the Court requested and was approved for \$25,000 for temporary employees. One of the primary reasons for the approved request was to combat a guardianship review backlog.

Under Michigan law, the Court is required to review adult and minor guardianships on a set schedule. A minor guardianship must be reviewed every year until the minor ward turns six years old. An adult guardianship must be reviewed one year after initial appointment of the guardian and then every three years thereafter.

The most crucial component in the review occurs when a court-appointed investigator conducts an on-site visit with the ward wherever they are found whether that be a nursing home, a private residence, or elsewhere. These on-site visits serve as a critical check-and-balance on guardians and care facilities because an unbiased, third-party verifies that the ward is safe, well taken care of, and not being exploited or abused.

Without a review, the Court can only rely on the Guardian's word – a clear conflict of interest – or wait until **after something terrible enough** has happened that it catches the attention of law enforcement, Adult Protective Services, Children's Protective Services, school authorities, or other mandated reporters.

Prior to the Pandemic, the Court relied on a large, transitory cadre of law school externs to conduct the reviews. When the Pandemic hit and for more than two years thereafter, the Court was unable to rely on these externs and a backlog formed. To address the situation, the Court worked with the Board of Commissioners to get a guardianship review contract in place with a local attorney. Unfortunately, the contract attorney has been unable to catch up working on their own.

Below, please find statistics about the pending review backlog.

<b>Guardianship Reviews</b>		
<b>Year</b>	<b>Pending Reviews</b>	<b>Total Ordered</b>
2022	76	307
2023	165	273
2024	316	392
<b>Total</b>	<b>557</b>	<b>972</b>

\*Note: The above data is as of December 26, 2024.

Due to the review cycle, it is possible that some wards have not had a court-appointed visitor since 2019. The Court respectfully requests a hiring freeze exemption to allow the Court to hire temporary employees up to the 2025 Budget-approved amount of \$25,000.

Without usage of these budget-approved funds, our community's vulnerable population will at risk.  
Line Item: 101-14803-705000

**Please email forms to Michael Townsend ([MTownsend@ingham.org](mailto:MTownsend@ingham.org)), Jill Bauer ([JBauer@ingham.org](mailto:JBauer@ingham.org)),  
and Ryan Chesney ([rchesney@ingham.org](mailto:rchesney@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.](#)

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