

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, MAY 07, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [April 23, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Environmental Sustainability Office – Resolution to Authorize a Contract with [GT Environmental](#) for the Development of a Materials Management Plan
2. Treasurer's Office
 - a. Resolution to Authorize a \$400,000 Agreement with Ingham County Land Bank and an \$1,100,000 Agreement with [TA Forsberg for Phase 1](#) Development of the Holmes and Pleasant Grove Neighborhood Center Using Michigan State Housing Development Authority Enhancement Grant Funds
 - b. Resolution to Authorize the Purchase and Implementation of [LCPtracker Software](#) and Supporting Technology for Residential Prevailing Wage Compliance
 - c. Resolution to Adopt a Housing & Homeless Millage Support Services Grant Scoring Process and Calendar Using \$1,000,000 of 2024 Housing and [Homeless Millage Funds](#)
3. 55th District Court – Resolution to Exempt the [Court Officer Position](#) within the 55th District Court from the Hiring Freeze Process
4. Health Department
 - a. Resolution to Amend Resolution #17-163 with [Azara DRVS Healthcare](#) and Michigan Primary Care Association to Purchase the Azara DRVS Plug-In
 - b. Resolution to Authorize an Agreement with the [Michigan Public Health Institute](#) for the Service and Maintenance of the Maternal and Child Health Division Home Visiting Database
 - c. Resolution to Create a Full-Time [Program Coordinator-Specialty](#) Programs Position within the Community Health Centers
5. Potter Park Zoo – Resolution to Authorize an Agreement with [Hubbell, Roth & Clark, Inc.](#)
6. Equalization/Tax Mapping Department
 - a. Resolution to Award Contracts for [Peer Review Group Members](#)
 - b. Resolution to Award Contracts for [Remonumentation Project Surveyors](#)

7. Parks Department – Resolution to Authorize the Road Department to Submit on Behalf of the Parks Department for a Michigan Department of Transportation Grant from the Transportation Alternatives Program for the [Hayhoe Trail \(Holt to Mason\)](#)
8. Innovation & Technology Department – Resolution to [Upgrade Internet Service](#) Provided by Everstream
9. Facilities Department
 - a. Resolution to Authorize the Purchase and Installation of [Modular Office Systems](#) Furniture in the Health Department MSU Extension Area
 - b. Resolution to Rescind Resolution #24-470 and to Authorize an [Agreement with Weatherseal](#) Home Improvement Co., Inc. to Replace the Shingled Roof at the Ingham County Family Center
10. Sheriff's Office
 - a. Resolution to Authorize a Contract Renewal with [Cellebrite Inc.](#)
 - b. Resolution to Authorize a Contract Extension with the Michigan Department of Health and Human Services [for Transport Services](#) of Specific Juveniles by Sheriff's Deputies
 - c. Resolution to Authorize a Contractual Agreement between the Ingham County Sheriff's Office and [Spectrum Training Solutions](#) to Provide Continuing Professional Education Training
11. Homeland Security & Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Dedrone Holdings Inc. to Expand the [Region 1 Drone Detection](#) System
12. Circuit Court – Resolution to Authorize a Contract and Increase for [Jill Rhode, CPA](#), to Continue Providing Essential Bookkeeper Services for 30th Circuit Court, General Trial Division
13. Circuit Court – Juvenile Division – Resolution to Authorize an Agreement with [Capital City Courier](#) Services
14. 9-1-1 Central Dispatch Center – Resolution to Authorize a Contract with [GovWorx for CommsCoach AI](#) Software for the 9-1-1 Center
15. Controller's Office – Resolution to Approve [Human Resources Assistant](#) Position #226008 Held in 2025 General Fund Budget

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE

April 23, 2025

Draft Minutes

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

Members Absent: Polsdofer and Tennis.

Others Present: Treasurer Alan Fox, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Morgan at 6:15 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the April 9, 2025 Minutes

MOVED BY COMM. CAHILL, SUPPORTED BY COMM. GREBNER, TO APPROVE THE MINUTES OF THE APRIL 9, 2025 FINANCE COMMITTEE MEETING. Absent: Commissioners Polsdofer and Tennis.

Additions to the Agenda

9. Board of Commissioners – Approval of Letter for Board Chairperson’s Signature Regarding HR 19 Compliance

Limited Public Comment

None.

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

1. Treasurer’s Office
 - a. Resolution to Authorize a \$400,000 Agreement with Capital Area Housing Partnership and a \$150,000 Agreement with the Ingham County Land Bank for Residential Development in the City of Leslie through the Michigan State Housing Development Authority Enhancement Grant to Ingham County
2. Health Department
 - a. Resolution to Amend Resolution #24-543 for the FY25 Mid-State Health Network Substance Use Disorder Prevention Contract
 - b. Resolution to Authorize Combining Ryan White B, C, and D into One Infectious Disease Physician Master Agreement and to Extend Resolutions #22-614 and #22-399
 - c. Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to Create a .50 FTE Housing Specialist Position in Ingham County Health Department
 - d. Resolution to Authorize an Agreement with BDP and Associates
 - e. Resolution to Authorize an Agreement with Refresh with Ekene, LLC
 - f. Resolution to Authorize an Agreement with the Public Health Accreditation Board for National Reaccreditation
3. Innovation & Technology Department

- a. Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription through GovOS
- b. Resolution to Approve the Renewal of Support for SAN Unit from Avalon
- 4. Purchasing Department
 - a. Resolution to Approve the Disposal of County-Owned Surplus
 - b. Resolution to Amend the Purchasing Procedures Policy
- 5. Facilities Department – Resolution to Authorize Roof Replacement at the Ingham County Drain Commissioner's Office and Acknowledging Withdrawal of Prior Bid
- 6. Road Department – Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services at the Lake Lansing Road and Marsh Road Intersection
- 7. Veteran's Affairs Office
 - a. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant on Behalf of Clinton County
 - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant
- 9. Board of Commissioners – Approval of Letter for Board Chairperson's Signature Regarding HR 19 Compliance

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Tennis.

- 1. Treasurer's Office
 - b. 1st Quarter Investment Report

Alan Fox, Ingham County Treasurer, stated it was an interesting time to talk about investments, but thankfully the County prioritized safety in liquidity over yield, and so they were doing pretty well. Treasurer Fox further stated the County was not investing in new things because cash provided the best yield at the moment, so not much had changed.

Treasurer Fox stated, having spoken with other experts in the field, that the firm consensus was that they did not know, and they were happy not departing from that.

Discussion.

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

Gregg Todd, Controller, stated that the Human Services Committee would be holding the item to revisit in a few weeks.

Chairperson Morgan stated he was happy to wait if there was no objection.

Announcements

Commissioner Cahill stated it was Arbor Week and they had just done a planting at the Walter French building last week and at Pattengill Biotechnical Magnet School that day. Commissioner Cahill further stated they would be at Atwood Park on April 26, 2025 to help plant 75 trees and on Tuesday, April 29, 2025 there would be a planting at Cavanaugh Park, for which a grant had been received.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:21 p.m.

MAY 7, 2025 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Environmental Sustainability Office** – *Resolution to Authorize a Contract with GT Environmental for the Development of a Materials Management Plan*

This resolution authorizes a contract with GT Environmental to develop a Materials Management Plan (MMP), as required by recent amendments to Part 115 of Michigan's Solid Waste Management law.

Key points include:

- State law changes now require counties to create MMPs that prioritize sustainability, including recycling and composting, over landfilling.
- Ingham County received \$85,500 from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to support MMP development (via Resolution #25-192).
- GT Environmental was selected to complete the plan for up to \$82,225, including a 10% contingency (\$7,475) to cover uncertainties and potential project adjustments.
- The plan is expected to be completed by December 31, 2027, and the contract will not extend beyond June 30, 2028.
- Additional in-person meetings may be held at \$1,700 each, and virtual meetings at \$300 each, as needed.

The plan aims to ensure a data-driven, inclusive, and environmentally just approach to regional waste management.

- 2a. **Treasurer's Office** – *Resolution to Authorize a \$400,000 Agreement with Ingham County Land Bank and an \$1,100,000 Agreement with TA Forsberg for Phase I Development of the Holmes and Pleasant Grove Neighborhood Center Using Michigan State Housing Development Authority Enhancement Grant Funds*

This resolution authorizes a \$400,000 agreement with ICHB and a \$1,100,000 agreement with TA Forsberg for Phase I development of the Holmes and Pleasant Grove Neighborhood Center. The ICHB funding is for pre-development, site planning, and design costs, and \$1,100,000 to TA Forsberg for Phase 1 construction includes creating a community center and up to 30 residential rental units for household's income qualified at or below 120% AMI.

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

See memo for details.

- 2b. **Treasurer's Office** – *Resolution to Authorize the Purchase and Implementation of LCPtracker Software and Supporting Technology for Residential Prevailing Wage Compliance*

This resolution authorizes the purchase and implementation of LCPtracker software, which will provide technology to monitor prevailing wage compliance.

The not to exceed cost of \$11,330 is to be funded through Housing and Homeless Millage funds.

See memo for details.

2c. Treasurer's Office – Resolution to Adopt a Housing & Homeless Millage Support Services Grant Scoring Process and Calendar Using \$1,000,000 of 2024 Housing and Homeless Millage Funds

This resolution allocates \$1,000,000 from the 2024 Housing and Homeless Services Millage funds. This funding will support a grant process focused on support services related to housing and homelessness.

The resolution includes the following key actions:

- Establishing a formal grant scoring process for the distribution of millage funds.
- Assigning the Housing Trust Fund Committee to implement and manage this process.
- Supporting efforts to prevent and reduce homelessness and provide services for unhoused individuals in Ingham County.

This initiative follows voter approval of the Housing and Homeless Services Millage in November 2024.

3. 55th District Court – Resolution to Exempt the Court Officer Position within the 55th District Court from the Hiring Freeze Process

This resolution exempts an upcoming vacant Court Officer position for the 55th District Court from the four-week hiring freeze, as court cannot be in session without a Court Officer.

See memo for details.

4a. Health Department - Resolution to Amend Resolution #17-163 with Azara DRVS Healthcare and Michigan Primary Care Association to Purchase the Azara DRVS Plug-In

This resolution authorizes an amendment to Resolution #17-163 to purchase the Azara DRVS Plug-In from Azara Healthcare and the Michigan Primary Care Association (MPCA).

Key details:

- The plug-in will integrate Azara DRVS (population health management software) with the NextGen Electronic Health Records (EHR) used by Ingham's Community Health Centers.
- Integration will allow providers to directly access patient data (alerts, referrals, care management, etc.) within NextGen, improving workflow efficiency and patient care.
- The contract is effective July 1, 2025 – June 30, 2027, with a total cost not to exceed \$8,750.
 - Year 1: \$6,250
 - Years 2 & 3: \$2,500 annually
- Funding will come from ICHC's quality budget.

This purchase will streamline operations through single sign-on capabilities and better data integration.

4b. Health Department - Resolution to Authorize an Agreement with the Michigan Public Health Institute for the Service and Maintenance of the Maternal and Child Health Division Home Visiting Database

This resolution authorizes a contract with the Michigan Public Health Institute (MPHI) to provide web-based hosting, service, and maintenance for the Maternal and Child Health Division's Home Visiting database from May 1, 2025 to April 30, 2027, for an amount not to exceed \$6,160.

- The database supports three ICHD home visiting programs: Family Outreach Services, Maternal Infant Health Program, and Nurse Family Partnership.
- MPHI originally helped develop the database.
- Funding will come from the budgets of the three home visiting programs.

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

This resolution authorizes a full-time Program Coordinator – Specialty Programs position within the Community Health Centers.

Key details:

- The role will support Forest Specialty Programs (including Ryan White, Refugees, and Dental programs).
- Responsibilities include grant writing and monitoring, program reporting, and oversight of specialty program activities.
- The position is classified as ICEA County Professional Grade 7, with a salary range of \$62,644.65 to \$75,222.34.
- Funding is fully covered through a combination of federal grants: Ryan White Parts B, C, D, STAR, and Sealant programs, proportioned across the full 1.0 FTE.
- The union has been notified and supports the position.

5. Potter Park Zoo – Resolution to Authorize an Agreement with Hubbell, Roth & Clark, Inc.

This resolution authorizes an agreement with Hubbell, Roth & Clark, Inc. to provide consulting services for stormwater infrastructure improvements at Potter Park Zoo.

Key highlights:

- A 2021 Army Corps of Engineers study identified concerns about stormwater runoff from the zoo into the Red Cedar River and recommended improvements.
- The project is funded by a \$959,752 EPA grant, secured through Representative Elissa Slotkin's FY24 Community Project Funding, with the zoo providing a \$239,938 match.
- Hubbell, Roth & Clark, Inc. was selected through a competitive bidding process to provide grant administration, design, and construction oversight.
- The contract is not to exceed \$189,600, and will be effective for three years upon execution.
- Funding will come from the Potter Park Zoo fund balance.

The project aims to enhance environmental protection through improved stormwater management practices.

6a. Equalization/Tax Mapping Department – Resolution to Award Contracts for Peer Review Group Members

This resolution authorizes contacts for the following Remonumentation Project Peer Review Group members:

- Anthony Bumstead PS, 518 W. Lovett St. #3, Charlotte, MI 48813
- Jeffrey K. Autenrieth PS, P.O. Box 80678, Lansing, MI 48917
- David Clifford PS, P.O. Box 87, Mason, MI 48854
- Michael VanFossen PS, 312 North St., Mason, MI 48854
- Ronnie Lester PS, 3081 Holt Rd., Mason, MI 48854

Funding for the not to exceed cost of \$920 per Peer Review Group Member (\$230 per meeting) is available through the the 2025 Remonumentation grant of \$62,093.

See memo for details.

6b. Equalization/Tax Mapping Department – Resolution to Award Contracts for Remonumentation Project Surveyors

This resolution authorizes contract amounts and contracts for the following Remonumentation Project surveyors:

- Autenrieth Land Surveys, LLC: \$10,470
- Bumstead Land Surveys, LLC: \$10,470
- Enger Surveying and Engineering, Co.: \$10,470
- Wolverine Engineers and Surveyors, Inc: \$10,470

Funding is available through the the 2025 Remonumentation grant of \$62,093.

See memo for details.

7. Parks Department - Resolution to Authorize the Road Department to Submit on Behalf of the Parks Department for a Michigan Department of Transportation Grant from the Transportation Alternatives Program for the Hayhoe Trail (Holt to Mason)

This resolution authorizes the Road Department, on behalf of the Parks Department, to apply for a \$2.5 million MDOT Transportation Alternatives Program (TAP) grant to complete the Hayhoe Trail between Holt and Mason.

Key details:

- The project will build the final 1.7-mile segment of the trail, including a pedestrian bridge over US-127 and an asphalt trail to improve accessibility and safety.
- The trail will enhance regional connectivity for pedestrians and cyclists, reducing vehicle dependency.
- The total estimated construction cost is \$5.83 million, with:
 - \$1.5 million (37.45%) in local matching funds from the Trails and Parks Millage and a private donation (Hayhoe family).
 - \$2.5 million (62.55%) requested from the TAP grant.
 - \$925,000 in non-participating costs (engineering and related services).
 - \$2.75 million previously accepted from a federal grant via Rep. Elissa Slotkin's Community Project Funding.

The Parks Department will maintain the trail with up to \$20,000 annually from the Trails and Parks Millage.

8. Innovation & Technology Department – Resolution to Upgrade Internet Service Provided by Everstream

This resolution approves an upgrade to our internet service provided by Everstream for a not to exceed cost of \$30,000/year for three years.

Funding is available in IT's Communication Fund Telephone budget.

See memo for details.

9a. Facilities Department – Resolution to Authorize the Purchase and Installation of Modular Office Systems Furniture in the Health Department MSU Extension Area

This resolution authorizes the purchase and installation of modular office furniture from DBI in the amount of \$40,000 for additional office cubicle space at HSB for the Health Department. This will occupy a portion of the MSU Extension area that is not in use.

Funding for the \$40,000 cost is available through current CIP funds.

See memo for details.

9b. Facilities Department – Resolution to Rescind Resolution #24-470 and to Authorize an Agreement with Weatherseal Home Improvement Co., Inc. to Replace the Shingled Roof at the Ingham County Family Center

This resolution rescinds Resolution #24-470, which authorized Billy White Roofing to complete roof improvements to the Ingham County Family Center and authorizes a contract with Weatherseal Home Improvement Co., Inc. to now do the work. Weatherseal submitted a bid of \$89,596 and the Facilities Department is requesting a 10% contingency for a total amount of \$98,555.60.

Funding is available through the Juvenile Justice Millage.

See memo for details.

10a. Sheriff's Office – Resolution to Authorize a Contract Renewal with Cellebrite Inc.

This resolution authorizes a contract renewal with Cellebrite Inc., which provides software to retrieve and analyze mobile digital media evidence for a four-year period for the following amounts: 2025-26 \$9,439.50, 2026-27 \$11,500, 2027-28 \$13,000, 2028-29 \$14,500.

Funding is available in the Sheriff's Office yearly budgets.

See memo for details.

10b. Sheriff's Office – Resolution to Authorize a Contract Extension with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies

This resolution authorizes a contract extension with MDHHS for juvenile transport services by Sheriff's Office Deputies. This program provides up to \$30,000 in reimbursement from MDHHS.

See memo for details.

10c. Sheriff's Office – Resolution to Authorize a Contractual Agreement between the Ingham County Sheriff's Office and Spectrum Training Solutions to Provide Continuing Professional Education Training

This resolution authorizes a contract with Spectrum Training Solutions to provide CPEs for the Sheriff's Office Deputies. The training is mandated by MCOLES and they provide \$1,000 per FTE for the training.

See memo for details.

11. Homeland Security & Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Dedrone Holdings Inc. to Expand the Region 1 Drone Detection System

This resolution authorizes an equipment purchase agreement with Dedrone Holdings Inc., to expand the Region 1 Drone Detection System. the expansion of the Region 1 Drone Detection System consists of purchasing and installing an additional detection antenna in the City of Lansing to expand and enhance detection capabilities in and around the City of Lansing and Capital Region International Airport.

Funding for the not to exceed cost of \$50,000 is available through the FY2022 Homeland Security Grant Program.

See memo for details.

12. Circuit Court – Resolution to Authorize a Contract and Increase for Jill Rhode, CPA, to Continue Providing Essential Bookkeeper Services for 30th Circuit Court, General Trial Division

This resolution authorizes a three-year contract extension for Jill Rhode, CPA to continue to provide bookkeeping services for the General Trial Division. Ms. Rhode's current compensation of \$441/month will be increased by 3% beginning 7/1/2025, 3% beginning 7/1/2026, and 4% 7/1/2027.

Funding is available in the General Trial Division, Contract Services budget.

See memo for details.

13. Circuit Court – Juvenile Division – Resolution to Authorize an Agreement with Capital City Courier Services

This resolution authorizes an agreement with Capital City Courier Services to provide courier service to the Circuit Court General Trial Division and Friend of the Court for a not to exceed cost of \$5,100 for FY2025.

Funding is available in both divisions 2025 budgets.

See memo for details.

14. 9-1-1 Central Dispatch Center – Resolution to Authorize a Contract with GovWorx for CommsCoach AI Software for the 9-1-1 Center

This resolution authorizes a sole source contract with GovWorx for its CommsCoach AI software system, which evaluates 9-1-1 audio calls, radio dispatch transmissions, and Computer-Aided Dispatch CAD data based on industry best practices, standards, and agency-specific criteria. These evaluations identify the strengths of staff members and highlight coaching opportunities for others.

Funding for the two-year \$84,000 cost is available in the 9-1-1 Emergency Telephone Dispatch Services fund.


See memo for details.

15. Controller's Office – Resolution to Approve Human Resources Assistant Position #226008 Held in 2025 General Fund Budget

This resolution approves filling the frozen HR Assistant Position, which was held in the 2025 budget. The workload in HR, which includes the wage study, electronic timecard implementation, and the transition from MUNIS to BSA, makes this an essential position.

See memo for details

PRESENTATION/DISCUSSION/OTHER ITEM:

	DEPARTMENT: Controller/Administrator
PREPARED BY: Morgan Feldpausch, Environmental Sustainability Director	MEETING DATE(S): May 5, 2025 & May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization of a Contract with GT Environmental for the Development of a Materials Management Plan	

ACTION REQUESTED:

Authorize a contact with GT Environmental for the Development of a Materials Management Plan (MMP).

SUMMARY OF REQUEST:

This resolution authorizes a contract with GT Environmental to develop an MMP for Ingham County, in line with Part 115 of the Natural Resources and Environmental Protection Act (PA 115). The project, funded through an annual Michigan Department of Environment, Great Lakes, and Energy (EGLE) grant, will focus on sustainable materials management and stakeholder engagement. GT Environmental's contract is not to exceed \$74,750, with a 10% contingency, and completion by June 30, 2028.

STRATEGIC PLAN RELEVANCE:

This resolution authorizes a contract that builds collaborative partnerships that bring together and benefit our diverse communities and strengthen our foundations of communication by carefully listening to stakeholders, leveraging partnerships, and creating experiences that will achieve our shared mission and goals.

DEPARTMENT MISSION RELATION:

This resolution authorizes a contract that improves quality of life and ensures every person is treated with respect and dignity.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$82,225, including a 10% contingency plus additional necessary meeting fees of \$1,700/additional in-person meeting and \$300/additional virtual meeting

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Ingham County Materials Management Planning Committee 4/15/2025

CONTROLLER'S OFFICE: David Cypher

DATE: _____

TO: Morgan Feldpausch, Environmental Sustainability Director

FROM: Kristen Romo, Director of Purchasing

DATE: April 1, 2025

RE: Memorandum of Performance for RFP No. 19-25 Ingham County Materials Management Plan

Per your request, the Purchasing Department sought proposals to enter into a professional consulting services contract with a qualified and experienced organization to develop a countywide Materials Management Plan for Ingham County as directed by the Michigan Department of Environment, Great Lakes & Energy (EGLE) per Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). The Consultant will work with the Environmental Sustainability Director and other designated Ingham County representatives, attend meetings, communicate with project stakeholders, and issue progress reports and final work products.

The scope of work includes, but is not limited to, project management; community and stakeholder engagement; data collection and discovery phases; analysis and opportunity phases; implementation strategy; materials management plan development and plan adoption and approvals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	150	52
Vendors responding	3	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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Year 2025 Cost	Year 2026 Cost	Year 2027 Cost	Years 2025-2027 Cost	Total Amount 2025-2027	Billed Monthly
GT Environmental	No, Columbus OH	\$ 45,750.00	\$ 27,375.00	\$ 1,625.00		\$ 74,750.00	Yes
FISHBECK	Yes, Lansing MI				\$ 160,512.00	\$ 160,512.00	
HDR	Yes, East Lansing MI				\$ 199,976.00	\$ 199,976.00	Yes

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GT ENVIRONMENTAL FOR THE
DEVELOPMENT OF A MATERIALS MANAGEMENT PLAN**

WHEREAS, Michigan's Solid Waste Program has been updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that became effective on March 29, 2023; and

WHEREAS, the amendments require that existing county Solid Waste Management Plans be replaced with new Materials Management Plans (MMP) that focus on sustainable materials management approaches, such as recycling and composting, instead of just landfilling waste; and

WHEREAS, Resolution #25-192 accepted the funding for the development of a Materials Management Plan from the Materials Management Planning Grant program administered by the Michigan Department of Environment Great Lakes, and Energy (EGLE) in the amount of \$85,500; and

WHEREAS, amendments to Part 115 require counties to complete the MMP process within a three-year timeframe; and

WHEREAS, the Materials Management Planning Grant program is an annual grant program administered by EGLE for the development, implementation, and maintenance of the new MMP that are required per Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; and

WHEREAS, the Purchasing Department sought proposals from qualified and experienced vendors to develop an MMP for Ingham County; and

WHEREAS, the Ingham County Materials Management Planning Committee recommends a contract with GT Environmental; and

WHEREAS, the funding accepted through Resolution #25-192 will be used to support the development of the Materials Management Plan and the associated contract with GT Environmental; and

WHEREAS, GT Environmental has provided a project quote not to exceed \$74,750, with a target completion date of December 31, 2027; and

WHEREAS, due to uncertainties surrounding project milestones and EGLE requirements, a 10% contingency of \$7,475 is recommended to account for potential adjustments; and

WHEREAS, while a baseline number of meetings is included in the project bid provided by GT Environmental, the exact number and format of meetings required throughout the plan development process cannot yet be determined and additional meetings may be necessary to meet the County's needs; and

WHEREAS, additional meetings, as determined necessary by the Ingham County Materials Management Planning Committee, may be scheduled and compensated at a rate of \$1,700 per in-person meeting and \$300 per virtual meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$82,225, including a 10% contingency, with GT Environmental to develop a Materials Management


Plan for Ingham County in order to meet state requirements through an inclusive, data-driven, and collaborative approach to sustainable materials management that advances environmental justice and regional impact.

BE IT FURTHER RESOLVED, that additional meetings, as determined necessary by the Ingham County Materials Management Planning Committee, will be scheduled and compensated at a rate of \$1,700 per in-person meeting and \$300 per virtual meeting.

BE IT FURTHER RESOLVED, that the contract shall commence upon the date of execution and shall not extend beyond June 30, 2028.

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

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): May 6-7
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$1,500,000 in Enhancement Grant funds for ICLB and TA Forsberg for Phase 1 development of the Holmes and Pleasant Grove Neighborhood Center	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize a total of \$1,500,000 of State Enhancement Grant funds, \$400,000 to go to the Ingham County Land Bank for pre-development site planning and design, and \$1,100,000 to go to TA Forsberg for Phase 1 construction of the Holmes and Pleasant Grove Neighborhood Center.

SUMMARY OF REQUEST:

This request includes authorization of an agreement with the Ingham County Land Bank (ICLB) for \$400,000 to cover pre-development, site planning, and design related costs for the Holmes and Pleasant Grove Neighborhood Center, in addition to an agreement of \$1,100,000 with TA Forsberg to cover a portion of construction costs for the Holmes and Pleasant Grove project.

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to increase access to and address affordable housing needs.

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:


Total Request/Contract Amount: \$1,500,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____ 4/22/2024 _____

CONTROLLER'S OFFICE: _____  DATE: _____ 4/28/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$400,000 AGREEMENT WITH INGHAM COUNTY LAND BANK AND AN \$1,100,000 AGREEMENT WITH TA FORSBERG FOR PHASE 1 DEVELOPMENT OF THE HOLMES AND PLEASANT GROVE NEIGHBORHOOD CENTER USING MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT FUNDS

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) Enhancement Grant; and

WHEREAS, the MSHDA Enhancement Grant specifically allocated \$1,500,000 for the Holmes and Pleasant Grove Neighborhood Center for the purpose of creating a community center and up to 30 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 authorize a contract with the Ingham County Land Bank for \$400,000 for pre-development, site planning, and design costs, and \$1,100,000 to TA Forsberg for Phase 1 construction of the Holmes and Pleasant Grove Neighborhood Center, which includes creating a community center and up to 30 residential rental units for household's income qualified at or below 120% AMI with terms consistent with MSHDA Enhancement Grant Requirements.

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

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Erin Palmer	MEETING DATE(S): May 6/7
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Request to authorize entering into a contract with LCPtracker to provide Prevailing Wage monitoring software and support to be paid out of Ingham County Housing and Homeless Millage funds.	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize the Housing Trust Fund to contract with LCPtracker for monitoring Prevailing Wage compliance on residential construction contracts and to cover associated implementation costs. The Committee further requests that these costs be paid from Ingham County Housing and Homeless Millage Funds.

SUMMARY OF REQUEST:

This request is to incur costs associated with entering into a contract with LCPtracker to provide a cloud-based labor compliance and certified payroll software that enables effective management and verification of prevailing wage requirements, reduces administrative burden, and provides real-time technical support for real estate developers, contractors and subcontractors. These costs are not to exceed \$11,330 and the Committee further requests that these costs be paid from Ingham County Housing and Homeless Millage Funds.

STRATEGIC PLAN RELEVANCE:

Ingham County Board of Commissioners requires monitoring of prevailing wage compliance on all construction contracts valued at \$10,000 or more. LCPtracker makes monitoring prevailing wage much more cost effective and provides more on the spot support for Real Estate developers, contractors, and sub-contractors.

DEPARTMENT MISSION RELATION:

Divisions within Ingham County Government have been tasked with supporting the creation of residential units in Ingham County. Ingham County Board of Commissioners also requires prevailing wage monitoring on contracts valuing in excess of \$10,000.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Prevailing Wage Monitoring ☐ **NON-MANDATED** _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$11,330

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  **DATE:** 4/28/2025

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE AND IMPLEMENTATION OF LCPTRACKER SOFTWARE AND SUPPORTING TECHNOLOGY FOR RESIDENTIAL PREVAILING WAGE COMPLIANCE

WHEREAS, Ingham County is committed to ensuring prevailing wage is applied to all residential construction contracts valued over \$10,000; and

WHEREAS, LCPtracker is a cloud-based labor compliance and certified payroll software that enables effective management and verification of prevailing wage requirements, reduces administrative burden, and provides real-time technical support for real estate developers, contractors, and subcontractors; and

WHEREAS, the Ingham County Housing Trust Fund has received a proposal from LCPtracker for their Professional and Onsite modules, including configuration, setup, training, and annual access; and

WHEREAS, the proposal includes one-time startup fees of \$5,113.35 and annual service fees of \$4,216.22, with the option for additional services as needed; and

WHEREAS, the Onsite module requires additional mobile technology to enable field-level compliance monitoring and data entry, at an estimated cost of \$2,000; and


WHEREAS, the total expenditure not to exceed \$11,330 will be paid from Ingham County Housing and Homeless Millage funds; and

WHEREAS, the implementation of LCPtracker is expected to facilitate compliance with Ingham County prevailing wage policies and support efficient project management across multiple Housing Trust Fund projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase and implementation of LCPtracker software and supporting mobile technology for an amount not to exceed \$11,330, to be funded through Ingham County Housing and Homeless Millage funds.

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 Board of Commissioners is hereby authorized to sign any necessary agreements, contracts, or purchase documents on behalf of the County after approval as to form by the County Attorney.

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): May 5-7
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize Homeless/Housing Support Services Grant Process for awarding up to \$1,000,000 in 2024 Ingham County Housing and Homeless Millage funds	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize a grant application timeline and scoring process for Homeless/Housing Supportive Service grants, which will utilize up to \$1,000,000 of 2024 Housing and Homeless millage funds.

SUMMARY OF REQUEST:

The resolution is asking for the board to authorize the outlined grant and scoring process to establish 2-year grants for \$100,000 to \$400,000 for essential shelter services, shelter diversion, and housing-support case management for individuals and families experiencing homelessness or at-risk of homelessness Ingham County. The total amount of 2024 Housing and Homeless Services Millage funds to be committed to the Homeless/Housing Support Services grants will not exceed \$1,000,000. After the resolution is approved, Ingham County Housing Trust Fund staff will release the funding opportunity, and the Housing Trust Fund Committee will evaluate proposals received and submit funding recommendations to the Board of Commissioners for review and authorization via the Human Services Committee and Finance Committee.

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to enhance community efforts to address affordable housing needs.

DEPARTMENT MISSION RELATION:

This relates to the Housing Trust Fund efforts to build stronger communities through investments in community housing programs and support services to assist residents of Ingham County in securing and maintaining stable housing. It also directly relates to the purpose and goals of the Housing and Homeless Millage to fund housing programs and related services “to prevent and reduce homelessness, [and] provide services to unhoused persons in Ingham County.”

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$1,000,000.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: *Janet Cypher* DATE: 4/28/25

Introduced by Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A HOUSING & HOMELESS MILLAGE SUPPORT SERVICES GRANT
SCORING PROCESS AND CALENDAR USING \$1,000,000 OF 2024 HOUSING AND HOMELESS
MILLAGE FUNDS**

WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding a range of housing efforts and other housing programs including efforts to prevent and reduce homelessness and to provide services to unhoused persons in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a Housing & Homeless Millage Support Services Grant process and to reserve 2024 Housing Millage funds in the amount of \$1,000,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Housing & Homeless Millage Support Services Grant scoring process to be implemented by the Housing Trust Fund Committee.

Ingham County Housing & Homeless Millage Housing Support Services Grant Scoring Process & Calendar

The purpose of this document is to outline the guidelines and requirements for utilizing 2024 Ingham County Housing & Homeless Services Millage funds for establishing and/or continuing provision of essential services/emergency shelter for unhoused individuals and families, shelter diversion services/programming, and/or housing support case management to increase the housing stability of individuals and families served. This overview intended to ensure transparency, accountability, and effective use of resources in alignment with the intended goals of the millage.

Eligibility Criteria

Eligible programs/projects must include essential services/emergency shelter for unhoused individuals and families, shelter diversion services/programming, and/or housing support case management to increase housing stability of individuals/families served.

Eligible projects must be managed by nonprofit organizations or governmental entities located in Ingham County that demonstrate financial stability and capacity to manage grant funds.

Grant Specifications

- Up to \$1,000,000 of 2024 Ingham County Housing & Homeless Millage funds are expected to be awarded through the Homeless/Housing Support Services Grant in 2025.
- Ingham County is anticipating awarding 3-8 grants at an amount \$100,000 - \$400,000 per grant in 2025.
- Programs are encouraged to apply for up to 24 months of program delivery using 2024 Housing & Homeless millage funds. (Service period will be 2 years following the date an Agreement with the County is in place)
- Ingham County Housing & Homeless Millage funds must go towards eligible expenses related to program staffing, service delivery and related activities in the eligible program areas of emergency shelter/essential services for homeless individuals and families, shelter diversion activities for individuals and families experiencing homelessness or at-risk of homelessness, or housing support case management services to support housing stability for individuals and families experiencing homelessness or at-risk of homelessness.

Program Requirements

- Program/project sites must be located within Ingham County.
- Applicants selected for funding must enter into a grant agreement with Ingham County. Grant recipients will be eligible for fund disbursement of up to 50% of funds upon an executed agreement. The remaining 50% may be requested after the first draw is accounted for with complete documentation of expenditures.
- Grant recipients must meet Ingham County's vendor & insurance requirements, including providing proof of relevant insurance before commencing services.
- Programs/Projects selected for funding must be in compliance with the Ingham County Living Wage Policy.

Calendar for Ingham County Housing & Homeless Millage Support Services Grant

May 13, 2025	The Board of Commissioners adopts the 2025 Housing/Homeless Millage Support Services Grant scoring process
May 15, 2025	A press release is prepared announcing the availability of the Housing & Homeless Services Millage Supportive Services grant and invites applicants to submit a pre-application describing the project/program
May 16 – May 30, 2025	The Treasurer’s Office coordinates follow up and optional application technical assistance office hours and consultation meetings with interested applicants
Wednesday, May 21, 2025	RFP and Application Released. The application deadline is Friday June 20, 2025
June 25, 2025	The Treasurer’s Office forwards scoring matrix and applications for review by the Housing Trust Fund Committee, and prepares a summary of the applicants for the County Attorney’s Office to ensure that the proposals are legal under Michigan Law and comply with the intent of the Housing & Homeless Services Millage
July 11, 2025	Deadline for HTF Committee to complete scoring
July 15, 2025	The HTF Committee reviews the applications during the regular public meeting and makes recommendations for funding. Applicants are invited to attend the HTF Committee meeting. The HTF Committee makes their recommendations by resolution to the County Services and Finance Committee
August 18-20, 2025	The Human Services & Finance Committee approves the resolution for Housing/Homeless Support Services funding to the Board of Commissioners
August 26, 2025	The Board of Commissioners authorizes a resolution for the Housing & Homeless Millage Support Services grant awards
August 28, 2025	The applications recommended for Housing & Homeless Millage Support Services grant awards are sent to the County Attorney’s Office for contract preparation.
August 29, 2025	Applicants are notified of the County award and that a County contract will be forthcoming in October
October 2025	Contracts are received from the County Attorney’s Office and Authorizing Official signatures are obtained. Grantees must complete County vendor registration, provide certificates of required insurances, and must provide a revised Scope of Services if the grant award is different than the original requested amount.
October-November 2025	Fifty percent of the grant award is sent to the grantees upon receipt of the signed contract and the appropriate documentation as listed above.
March-April 2026	Grantees send in their first six-month report to the Treasurer’s Office and upon review by staff, a check for the remaining portion of the grant is sent.

Allowable Expenses:

- Direct services expenses and costs associated with service participant housing/shelter needs
- Administrative & staffing costs associated with program delivery
- Materials and supplies directly related to program activities
- Contracted services related to program activities

Disallowed Expenses:

- General operating costs not associated with the program
- Personal expenses unrelated to the program
- Capital expenditures unless explicitly approved for millage funds

Reporting Requirements


- Recipients must submit quarterly financial and progress reports
- A final report, including a summary of outcomes and financial accounting, is due within 30 days of project completion
- Failure to comply with reporting requirements may result in disqualification from future funding

Decision Matrix – Homeless/Housing Support Services

	CRITERION 1	CRITERION 2	CRITERION 3	CRITERION 4	CRITERION 5
CRITERIA DESCRIPTION	Does the applicant demonstrate capacity and expertise in the area of the proposed services?	Will millage funds be leveraged?	Is there strong local support for this proposal?	Will millage funds be accessible across the community?	Does the proposal include services in one or more of the priority program areas (emergency shelter/essential services; shelter diversion, or housing support/case management)? Will millage funds significantly increase the number of individuals or families served, or increase access to case management services?
AVAILABLE POINTS	CRITERION 1 SCORES	CRITERION 2 SCORES	CRITERION 3 SCORES	CRITERION 4 SCORES	CRITERION 5 SCORES
10 Points	The applicant has more than 5 years of demonstrable experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can provide \$1 to \$1 matching funds for each dollar requested from the County	Proposal provides at least 2 letters of support from any of the following sources: a program funder, an established housing organization, a local government/community leader, or a program participant	Proposal includes a primary service location within Ingham County with a detailed service plan for serving individuals across the County, in rural and urban communities	The services proposed will serve more than 100 individuals/families per year in one or more of the priority program areas and/or proposes housing support/case management services with an average caseload of 25 or fewer individuals per case manager
8 Points	The applicant has more than 2 years of demonstrable experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can provide at least \$1 in matching funds for every \$2 requested from the County			The services proposed will serve more than 75 individuals/families per year in one or more of the priority program areas
5 Points	The applicant has an established partnership with an agency with more than 5 years of experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can leverage volunteer or in kind sources as matching funds	Proposal has received at least 1 letter of support from any of the following: a program funder, an established housing organization, a local government/community leader, or a program participant	Proposal includes at least one service location within Ingham County, and provides resources and referrals for service participants across the County	The services proposed will serve at least 50 individuals/families per year in one or more of the three priority program areas
2 Points	The applicant has less than 2 years of experience but provides plan for building capacity to administer grant funds and provide proposed services				The services proposed will serve at least 25 individuals/families per year in one of the priority program areas not including housing support/case management services
0 Points	The applicant does not demonstrate capacity to administer grant funds and provide proposed services	The applicant does not demonstrate that millage funds will be leveraged	The applicant does not provide letters of support	The proposal does not include a service location within Ingham County (NOT ELIGIBLE FOR FUNDING)	The services proposed will serve fewer than 25 individuals/families per year in one or more of the three priority program areas
POINTS SCORED					

BONUS CRITERIA

Up to 30 Points available	Will proposal increase housing stability and/or create specialized safe shelter options for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities?	Does proposal incorporate program Best Practices with a focus on measurable outcomes and strategic partnerships?
BONUS POINTS AVAILABLE		
10	The proposal includes specialized services to improve housing stability for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities	Proposal includes structured plan and outcome measures to transition service participants from emergency shelter to stable housing
5	The proposal will increase shelter capacity or create more low-barrier access to shelter for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities	The proposal includes resource navigation and collaboration with existing community resources to provide wraparound support for service participants (including but not limited to health care and wellness support, financial and benefit support, educational resources, and access to other essential services)

	DEPARTMENT: 55 th District Court
PREPARED BY: Michael J. Dillon, Court Administrator	MEETING DATE(S): May 1, May 6, and May 7, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Hiring Freeze Process – Court Officer	

ACTION REQUESTED:

Exempt the court officer position within the 55th from the hiring freeze process.

SUMMARY OF REQUEST:

The resolution authorizes the 55th District Court to hire a court officer when a position becomes vacant. The court officer position, identified as critical, is responsible for the safety and security of their judge, court staff, and court users. The court cannot wait a minimum of eight weeks to fill the position, four weeks for the posting delay, and another four weeks to post, interview, select, and onboard the new employee. A judge will not open a court session without a court officer present. Any delay in hiring a court officer will bring the respective judge's docket to a standstill, resulting in significant docket congestion, delayed justice, and a failure to comply with statutory and court rule requirements regarding case processing.

STRATEGIC PLAN RELEVANCE:

The resolution allows The Honorable Donald Allen to continue to hear cases without delay and in the presence of a court officer, which promotes public safety and good governance.

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED Adequate court funding ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$76,673

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXEMPT THE COURT OFFICER POSITION WITHIN
THE 55th DISTRICT COURT FROM THE HIRING FREEZE PROCESS**

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

WHEREAS, Mr. Dennis Aven, assigned as a court officer to the Honorable Donald Allen's courtroom, submitted his resignation, effective April 18, 2025; and

WHEREAS, the resignation of Mr. Aven creates a vacant court officer position; and

WHEREAS, because of the nature of the court officer position, the position was classified as a critical position during the COVID-19 pandemic, requiring the court officers to report to work each day; and

WHEREAS, the court officer position is responsible for the safety of the judge, court staff, and court users; and

WHEREAS, the court officer position is responsible for the security of their assigned courtroom and the overall court building; and


WHEREAS, a court session is not called to order unless a court officer is present; and

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

WHEREAS, not holding court for eight weeks because of the absence of a court officer will create significant docket congestion, delayed justice, and a failure to comply with statutory and court rule requirements regarding case processing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners exempts the court officer position within the 55th District Court from the hiring freeze process.

BE IT FURTHER RESOLVED, that the 55th District Court is authorized to post the court officer position immediately upon adoption of this resolution.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5, 2025, and May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Amend Reso #17-163 for Azara DRVS EHR Plug-In	

ACTION REQUESTED:

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #17-163 with Azara DRVS Healthcare through the agreement with the Michigan Primary Care Association (MPCA) to purchase the Azara DRVS Plug-In that will include the design, build, test, and deployment of an integration between Azara DRVS and ICHCs' Electronic Health Records (EHR), NextGen. This agreement will be effective July 1, 2025 continuing through June 30, 2027 in an amount not to exceed \$8,750. The cost breakdown for this agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by ICHC's quality budget.

SUMMARY OF REQUEST:

This resolution authorizes ICHC to amend its agreement with Azara DRVS Healthcare to incorporate integration between Azara DRVS and NextGen, ICHC's EHR, allowing providers and support staff to access Azara DRVS data via built-in web applications without having to exit NextGen increasing care team efficiencies. Single sign-on capabilities enhance timely, streamlined access to clinical information such as patient visit planning alerts (i.e. care gaps), open referrals, and care management notes as needed.

STRATEGIC PLAN RELEVANCE:

This resolution supports the Health Department's strategic goal of increasing the scope and access to high quality, equitable, safe, and patient-centered primary and specialized care at the Ingham Community Health Centers.

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

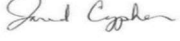
Total Request/Contract Amount: \$6,250 for year one and \$2,500 annually thereafter. Total amount for duration of agreement is: \$8,750. The expense is covered by 511-61580-02102-818000.

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: (CHC Board Approval Date)

CONTROLLER'S OFFICE:  **DATE:** 4/28/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-163 WITH AZARA DRVS HEALTHCARE AND MICHIGAN PRIMARY CARE ASSOCIATION TO PURCHASE THE AZARA DRVS PLUG-IN

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association (MPCA) to purchase the Azara DRVS Plug-In effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750; and

WHEREAS, the cost of the agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by CHC's quality budget; and

WHEREAS, the purchase of the Azara DRVS Plug-In provides integration between Azara DRVS (population management software) and CHC's Electronic Health Records (EHR), NextGen; and

WHEREAS, the integration affords providers and support staff direct access to Azara DRVS data (e.g. patient visit alerts, open referrals, care management, etc.) in NextGen through built-in web applications; and

WHEREAS, single sign-on capabilities enhance and streamline access for providers and support staff, and increase workflow efficiencies while allowing for timely patient care follow-up; and

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


WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara DRVS Healthcare and MPCA, effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Resolution #17-163 to authorize an agreement with Azara DRVS Healthcare and MPCA, effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750.

BE IT FURTHER RESOLVED, that the cost of the agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by CHC's quality budget.

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 Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5 and May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for agreement with Michigan Public Health Institute (MPHI) for the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting Database	

ACTION REQUESTED:

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for providing service and maintenance of the Maternal Child Health Division (MCHD) Home Visiting database effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.

SUMMARY OF REQUEST:

ICHD's MCHD previously worked with MPHI to develop a web-based database to be used by each of its three voluntary home visiting programs within the Division: Family Outreach Services, the Maternal Infant Health Program, and the Nurse Family Partnership. This agreement will provide two years of support and assistance with the database system.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$6,160.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: Janet Cypher DATE: 4/28/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN PUBLIC
HEALTH INSTITUTE FOR THE SERVICE AND MAINTENANCE OF THE
MATERNAL AND CHILD HEALTH DIVISION HOME VISITING DATABASE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to support the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160; and

WHEREAS, ICHD previously partnered with MPHI to develop and utilize a web-based database for MCHD's three voluntary home visiting programs that provide support to pregnant and parenting people throughout Ingham County: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership; and

WHEREAS, as a part of the annual agreement, MPHI will provide web-based hosting services, support and maintenance for the Maternal and Child Health Division Home Visiting database; and

WHEREAS, funding for the Maternal and Child Health Division Home Visiting database support and maintenance is provided by ICHD's MCHD home visiting programs: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MPHI for the service and maintenance of the MCHD home visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Public Health Institute (MPHI) to support the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.

BE IT FURTHER RESOLVED, as a part of the annual agreement, MPHI will provide web-based hosting services, support, and maintenance for the Maternal and Child Health Division Home Visiting database.

BE IT FURTHER RESOLVED, funding for the Maternal and Child Health Division Home Visiting database support and maintenance is provided by ICHD's MCHD home visiting programs: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership.

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

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

	DEPARTMENT: Ingham County Health Department (ICHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5, and May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Create Full-Time Project Coordinator – Specialty Program position	

ACTION REQUESTED:

Authorization to create a full-time position Program Coordinator - Specialty Programs position.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wishes to create a 1.0 FTE Program Coordinator – Specialty Program position within Forest Specialty programs effective upon approval. (Ryan White, Refugees, Dental). This role will work closely with the Operations Manager and will oversee the writing and monitoring of grants and grant program work, gathering report information, and reviewing all work done in the specialty programs. The ICEA County Professional Union has been notified and has confirmed support of the creation of this new position. Funding for this role will be covered by Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, Sealant (51161522 704006 02067) 0.1 FTE for total of a 1.0 FTE Specialty Program Coordinator. This position will be an ICEA County Professional Grade 7, with a Salary Range of \$62,644.65 to \$75,222.34.

STRATEGIC PLAN RELEVANCE:

To increase the scope and access to high-quality, equitable, safe, patient-centered primary, and specialized care at the Ingham Community Health Centers.

DEPARTMENT MISSION RELATION:

This resolution approves the creation of position that will allow ICHD's CHCs to provide a service to increase community wellness.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount:

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: David Cypher

DATE: 4/28/25

TO: Izabela Wackowski, CHC Supervisor

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: April 2, 2025

RE: Memo of Analysis for Creating a Full-Time Program Coordinator – Specialty Program

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

Per the Health Department request, they would like to create a Full-Time position titled Program Coordinator – Specialty Program. After analysis, the classification has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA County Pro 07. I have attached the job descriptions.

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

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

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

From: [Desiree Cook](#)
To: [Elisabeth Bliesener](#)
Subject: RE: Program Coordinator - Specialty Programs
Date: Wednesday, April 2, 2025 2:58:23 PM
Attachments: [image004.png](#)

The union approves the position.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, April 2, 2025 2:36 PM
To: Desiree Cook <DCook@ingham.org>
Subject: Program Coordinator - Specialty Programs
Importance: High

Imelda and I looked at this and pointed it to be an ICEA County Pro 07,

Does the Union approve this position to be created?

Thanks,
Beth

From: Izabela Wackowski <IWackowski@ingham.org>
Sent: Wednesday, April 2, 2025 1:25 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: FW: Updated Program Coordinator - Specialty Programs
Importance: High

Hi Beth,

Please proceed with taking this position to the union.

Thank you

Izabela Wackowski-Norris

Operations Manager
Ingham Community Health Centers
Office: (517) 887-4488 • Fax: (517) 887-4625
Cell: (517) 331-8813
Pronouns: She/Her/Hers
Website: www.hd.ingham.org/chc



Disclaimer:

This electronic message, including any attachments, is confidential and intended solely for use of the intended recipient(s). This message may contain information that is privileged or otherwise protected from disclosure by applicable law. Any unauthorized disclosure, dissemination, use or reproduction is strictly prohibited. If you have received this message in error, you must delete it permanently and notify the sender immediately.

From: Theresa Pruder <TPruder@ingham.org>
Sent: Wednesday, April 2, 2025 12:39 PM
To: Izabela Wackowski <IWackowski@ingham.org>
Cc: Russell Kolski <RKolski@ingham.org>
Subject: Re: Updated Program Coordinator - Specialty Programs

I approve moving this ahead. Thank you for adding dental. Copying Russ for awareness. Thank you Izabela for your work on this, it is much appreciated!

Get [Outlook for iOS](#)

From: Izabela Wackowski <IWackowski@ingham.org>
Sent: Wednesday, April 2, 2025 9:32:06 AM
To: Theresa Pruder <TPruder@ingham.org>
Subject: FW: Updated Program Coordinator - Specialty Programs

Good morning Theresa,

I know that you are overwhelmed with e-mails, not to add to that, but can you look at the updated Program Coordinator job description and let me know if I can proceed sending it to HR so they can take it to the union.

I reworked the Program Coordinator job description. Please see Elisabeth's reply below.

The salary will be Step 1 – \$62,644.65 and top out at step 5 will be \$75,222.34. Let me know if you are good with this as the next step is going to be presented to the union.

Sincerely,

Izabela Wackowski-Norris
Operations Manager
Ingham Community Health Centers

Office: (517) 887-4488 • Fax: (517) 887-4625

Cell: (517) 331-8813

Pronouns: She/Her/Hers



Website: www.hd.ingham.org/chc

CHClogo



Disclaimer:

This electronic message, including any attachments, is confidential and intended solely for use of the intended recipient(s). This message may contain information that is privileged or otherwise protected from disclosure by applicable law. Any unauthorized disclosure, dissemination, use or reproduction is strictly prohibited. If you have received this message in error, you must delete it permanently and notify the sender immediately.

From: Izabela Wackowski

Sent: Monday, March 31, 2025 12:58 PM

To: Theresa Pruder <TPruder@ingham.org>

Subject: Updated Program Coordinator - Specialty Programs

Importance: High

Hi Theresa,

Attached is updated Program Coordinator – Specialty Programs, please let me know if I can proceed to sending this position to HR to move forward.

Thank you

Izabela Wackowski-Norris

Operations Manager

Ingham Community Health Centers

Office: (517) 887-4488 • Fax: (517) 887-4625

Cell: (517) 331-8813

Pronouns: She/Her/Hers



Website: www.hd.ingham.org/chc

CHClogo



Disclaimer:

This electronic message, including any attachments, is confidential and intended solely for use of the intended recipient(s). This message may contain information that is privileged or otherwise protected from disclosure by applicable law. Any

unauthorized disclosure, dissemination, use or reproduction is strictly prohibited. If you have received this message in error, you must delete it permanently and notify the sender immediately.

We are looking to hire a person to serve as the Program Coordinator for the Ryan White, Refugee and Dental Programs. The candidate must be bilingual, languages preferred: for example: Arabic, Spanish, Swahili. The candidate will preferably have experience, professionally or personally, in HIV work, worked or had experience with Refugee populations and also has some experience with Dental Programs. The candidate will represent the population served. In this role, the staff member will be working closely with the Operations Manager, writing, monitoring grants, work plans, gathering information for reports, and entering data whenever necessary into databases. Monitoring and reviewing work done in each program for grant requirements, compliance, accuracy, and auditing randomly picked charts to ensure data has been entered correctly and no paperwork is missing will be performed.

**INGHAM COUNTY
JOB DESCRIPTION
PROGRAM COORDINATOR – Specialty Programs**

General Summary:

Under the direct supervision of the Operations Manager, the Program Coordinator plans, organizes, coordinates specialty programs. Ensures department, state, and federal guidelines are followed, while complying with grant contract conditions. Assists with orientation, consultation, and guidance to program specific staff.

Essential Functions:

1. Assists Operations Manager with specific programs by planning, facilitating, and/or implementing programs, community workshops, and events.
2. Monitors grants specific to the programs. Monitors for compliance, accuracy and efficiency. Reports any concerns to the Operations Manager.
3. Assists with writing grants, new and existing, by scheduling grant writing meetings with selected team members under the program, gathers information and data to support the work currently done and supports future program development.
4. Supports and monitors staff to ensure compliance with programmatic requirements and departmental policies and procedures. Evaluates documentation and consults on problematic cases. Reports findings to Operations Manager
5. Assists the team with creating and facilitating performance improvement activities, including improvement initiatives according to departmental and program objectives. Works closely with team the on the clinical quality management component of the program, that includes writing a clinical quality management plan and communicating processes and outcomes with Operations Manager.
6. Works with the Operations Manager and program staff to ensure timely completion of data entry, progress reports, grant applications, and work plans.
7. Attends community, state and federal meetings in the absence of the Operations Manager.
8. Assists in the preparation of the program's annual budget and monitors the budget for adherence to grant specifications.
9. Monitors training requirements for specialty programs, provides training opportunities and updates to staff, and maintains the program training calendar.
10. Assists Operations Manager with recruiting and interviewing of new staff. Assists with orientation, training, and makes hiring recommendations.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a Public Administration, Human Services, Business Administration or a related field is required.

Experience: Minimum of one year of experience in a community health or public health setting is required. *(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require no stamina in balancing stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, twisting, and bending.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***April 2025
ICEA County Pro 07***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A FULL-TIME PROGRAM COORDINATOR-SPECIALTY PROGRAMS POSITION WITHIN THE COMMUNITY HEALTH CENTERS

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to create a 1.0 FTE Program Coordinator – Specialty Programs position within Forest Specialty programs, which includes the Ryan White, Refugees, and Dental programs; and

WHEREAS, this role will work closely with the Operations Manager to oversee the writing and monitoring of grants and grant program work, gathering report information, and reviewing all work done in the specialty programs; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of this new position; and

WHEREAS, funding for this role will be covered by Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, and Sealant (51161522 704006 02067) 0.1 FTE for a total of a 1.0 FTE Program Coordinator – Specialty Programs position; and

WHEREAS, this position will be an ICEA County Professional Grade 7 (Salary Range: \$62,644.65 to \$75,222.34); and


WHEREAS, the CHC Board of Directors and Medical Health Officer recommend that the Ingham County Board of Commissioners authorize creating a 1.0 FTE Program Coordinator – Specialty Programs position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a 1.0 FTE Specialty Program Coordinator position effective upon approval.

BE IT FURTHER RESOLVED, that funding for this role will be covered by the Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, and Sealant (51161522 704006 02067) 0.1 FTE for a total of 1.0 FTE Program Coordinator – Specialty Programs position.

BE IT FURTHER RESOLVED, that the 1.0 FTE Specialty Programs Coordinator will be an ICEA County Professional Grade 7 with a salary range of \$62,644.65 to \$75,222.34.

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

	DEPARTMENT: Potter Park Zoo
PREPARED BY: Brian Fisher, Zoo Deputy Director	MEETING DATE(S): May 5 & May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize an Agreement with Hubbell, Roth & Clark, Inc. for Prime Professional Consulting Services for the Potter Park Zoo Stormwater Infrastructure Improvements Project	

ACTION REQUESTED:

Authorization to enter into an agreement with Hubbell, Roth & Clark, Inc. in an amount not to exceed \$189,600 for prime professional consulting services for improvements to the stormwater infrastructure at Potter Park Zoo.

SUMMARY OF REQUEST:

The Army Corps of Engineers stormwater study of Potter Park Zoo, completed in 2021, recommended best management practices to improve the quality of stormwater runoff from the Zoo into the Red Cedar River. Ingham County was awarded an Environmental Protections Agency grant through Representative Elissa Slotkin's FY24 Community Project Funding program in the amount \$959,752 with a required match of \$239,938 for a total project budget of \$1,199,690.

The purpose of this project is to make improvements to the stormwater system within the Zoo as recommended by the Army Corps of Engineers. As part of this project, a prime professional consulting services Request for Proposals was issued. Upon completion of reviewing proposals, the Evaluation committee, comprised of the Zoo Director, Zoo Deputy Director, Zoo Animal Programs Manager, and the Deputy Controller, unanimously recommends entering into an agreement with Hubbell, Roth & Clark, Inc.

STRATEGIC PLAN RELEVANCE:

Stormwater infrastructure improvements will improve environmental sustainability related to stormwater runoff into the Red Cedar River.

DEPARTMENT MISSION RELATION:

Potter Park Zoo's mission is to inspire conservation of animals and the natural world and this project will improve the natural world.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$189,600.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____ N/A _____

CONTROLLER'S OFFICE: David Cypher DATE: 4/28/25

TO: Cynthia Wagner, Director, Potter Park Zoo

FROM: Kristen Romo, Director of Purchasing

DATE: February 20, 2024

RE: Memorandum of Performance for RFP No. 196-24 Prime Professional Consulting Services for Stormwater Infrastructure Improvements

The Purchasing Department sought proposals from qualified and experienced vendors to enter into a professional consulting contract that includes EPA STAG grant administration, programming and design services and construction administration services in an effort to minimize pollutants entering the Red Cedar River through stormwater runoff.

The scope of work includes, but is not limited to, collaborating with the Ingham County Drain Commission and stakeholders, gathering information and analyzing the site for functional improvements, developing a conceptual design for stakeholder review and approval, designing and preparing final specifications, plans and drawings to be incorporated in to the construction scope of work, assisting in oversight and coordination of the construction, and supporting Ingham County with grant requirements throughout the process.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	242	57
Vendors attending pre-bid/proposal meeting	10	5
Vendors responding	4	3
Vendor unresponsive	1	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost (NTE)
Spalding DeDecker	Yes, Lansing MI	\$ 166,232.00
PEA Group	Yes, Okemos MI	\$ 180,000.00
HRC	Yes, Holt MI	\$ 189,600.00
Williams&Works	No, Grand Rapids MI	\$ 227,491.00
DLZ	Yes, Lansing MI	Nonresponsive - missing proposed costs

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUBBELL, ROTH & CLARK, INC.

WHEREAS, the Army Corps of Engineers stormwater study, completed in 2021, noted concerns and recommended best management practices for Potter Park Zoo to improve the quality of stormwater runoff from the Zoo into the Red Cedar River; and

WHEREAS, \$959,752 in Environmental Protections Agency grant funding was awarded through Representative Elissa Slotkin's FY24 Community Project Funding program for stormwater infrastructure improvements at the Zoo, with an additional required \$239,938 in matching funds required from the Zoo; and

WHEREAS, the Purchasing Department issued a Request for Proposals for prime professional consulting services for grant administration, design, and construction administration services; and


WHEREAS, after review and evaluation, the Evaluation Committee unanimously recommends entering into an agreement with Hubbell, Roth & Clark, Inc., who submitted the most responsive proposal, for prime professional consulting services for stormwater infrastructure improvements; and

WHEREAS, funds are available in the Potter Park Zoo fund balance to cover the full cost of \$189,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Hubbell, Roth, & Clark, Inc. for prime professional consulting services for Stormwater Infrastructure Improvements, effective from the date fully executed for a period of three years in an amount not to exceed \$189,600.

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 Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

	DEPARTMENT: Equalization & Tax Mapping
PREPARED BY:	MEETING DATE(S): May 6 & May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: 2025 Remonumentation Peer Review Contracts and Appointments	

ACTION REQUESTED:

Requesting the County Board of Commissioners Appoint Anthony Bumstead, Jeffery Autenrieth, David Clifford, Ronnie Lester, and Michael VanFossen to the Ingham County Remonumentation Peer Review Board. Also, authorizing the Chairperson of the County Board of Commissioners to sign 2025 Peer Review Contracts after review by County Attorney as to form.

SUMMARY OF REQUEST:

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2025 is \$62,093.

STRATEGIC PLAN RELEVANCE:

Roads and Infrastructure - Remonumented sections corners are the basis of all surveying activities in the county and necessary for the management of roads, bridges, parks, trails, and buildings.

DEPARTMENT MISSION RELATION:

To provide for the location and monumentation of all section corners on a planned timetable. Also, to annually determine needs for Remonumentation, submit the grant for state approval, and participate in the Remonumentation Program per County Plan adopted in 2020.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$4,600

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

*all contracted expenditures reimbursed by LARA

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ **DATE:** _____ 4/28/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

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

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

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2025 Ingham County Remonumentation Project:

Anthony Bumstead PS, 518 W. Lovett St. #3, Charlotte, MI 48813

Jeffrey K. Autenrieth PS, P.O. Box 80678, Lansing, MI 48917

David Clifford PS, P.O. Box 87, Mason, MI 48854


Michael VanFossen PS, 312 North St., Mason, MI 48854

Ronnie Lester PS, 3081 Holt Rd., Mason, MI 48854

to terms expiring December 31, 2025.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2025 at a cost not to exceed \$920 per Peer Review Group Member at a cost of \$230 per meeting.

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.

	DEPARTMENT: Equalization & Tax Mapping
PREPARED BY:	MEETING DATE(S): May 6 & May 7, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: 2025 Remonumentation Surveyor Contracts	

ACTION REQUESTED:

Authorizing Chairperson of the County Board of Commissioners to sign 2025 Remonumentation Contracts after review by County Attorney as to form.

SUMMARY OF REQUEST:

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2025 is \$62,093.

STRATEGIC PLAN RELEVANCE:

Roads and Infrastructure - Remonumented sections corners are the basis of all surveying activities in the county and necessary for the management of roads, bridges, parks, trails, and buildings.

DEPARTMENT MISSION RELATION:

To provide for the location and monumentation of all section corners on a planned timetable. Also, to annually determine needs for Remonumentation, submit the grant for state approval, and participate in the Remonumentation Program per County Plan adopted in 2020.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$41,880


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

*all contracted expenditures reimbursed by LARA

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: _____ 4/28/2025 _____

2025 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$121/hr
2-Man Field Crew with Equipment and Vehicle	\$150/hr
Additional Crew Member	\$40/hr
Office Technician	\$75/hr
Draftsperson/CAD	\$75/hr
Clerical/General Office	\$54/hr
Survey Crew: 1 Person, GPS & Vehicle	\$133/hr
Backhoe and Operator	\$150/hr
Jack Hammer / Compressor	\$29/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2026 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$123/hr
2-Man Field Crew with Equipment and Vehicle	\$153/hr
Additional Crew Member	\$40/hr
Office Technician	\$75/hr
Draftsperson/CAD	\$75/hr
Clerical/General Office	\$55/hr
Survey Crew: 1 Person, GPS & Vehicle	\$135/hr
Backhoe and Operator	\$150/hr
Jack Hammer / Compressor	\$29/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2027 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$125/hr
2-Man Field Crew with Equipment and Vehicle	\$158/hr
Additional Crew Member	\$45/hr
Office Technician	\$77/hr
Draftsperson/CAD	\$77/hr
Clerical/General Office	\$57/hr
Survey Crew: 1 Person, GPS & Vehicle	\$138/hr
Backhoe and Operator	\$153/hr
Jack Hammer / Compressor	\$33/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2028 Ingham County Remonumentation Rates	
Professional Licensed Surveyor	\$127/hr
2-Man Field Crew with Equipment and Vehicle	\$160/hr
Additional Crew Member	\$50/hr
Office Technician	\$80/hr
Draftsperson/CAD	\$80/hr
Clerical/General Office	\$58/hr
Survey Crew: 1 Person, GPS & Vehicle	\$140/hr
Backhoe and Operator	\$155/hr
Jack Hammer / Compressor	\$33/hr
Coring/Utility Loc. or other subcontract	\$125/hr

2029 Ingham County Remonumentation Rates

Professional Licensed Surveyor	\$130/hr
2-Man Field Crew with Equipment and Vehicle	\$163/hr
Additional Crew Member	\$50/hr
Office Technician	\$81/hr
Draftsperson/CAD	\$81/hr
Clerical/General Office	\$60/hr
Survey Crew: 1 Person, GPS & Vehicle	\$142/hr
Backhoe and Operator	\$163/hr
Jack Hammer / Compressor	\$35/hr
Coring/Utility Loc. or other subcontract	\$125/hr

TO: Rosemary Anger, Director of Equalization

FROM: Kristen Romo, Director of Purchasing

DATE: April 17, 2025

RE: Memorandum of Performance for RFP No. 63-25 Remonumentation Surveyor Services

Per your request, the Purchasing Department sought proposals for the services of multiple surveyors for its 2025-2027 Remonumentation Project.

Approximately 47 corners a year will be researched and/or monumented and recorded. Specific corners will be identified before award. All work shall be performed under the guidelines and conditions set forth in P.A. 74 of 1970.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	18
Vendors responding	4	3

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Wolverine Engineers and Surveyors	Enger Surveying and Engineering	Bumstead Land Surveys	Autenrieth
Local Preference	Yes, Mason MI	Yes, Mason MI	Yes, Eaton Rapids MI	No, Lansing MI (Eaton County)
Professional Licensed Surveyor				
2025 - 2029 Hourly Rate	\$140.00 - TBD	\$110.00 - \$120.00	\$125.00 - \$145.00	\$107.00 - \$115.00
2-Man Field Crew with Equipment and Vehicle				
2025 - 2029 Hourly Rate	\$160.00 - TBD	\$150.00 - \$175.00	\$150.00 - \$165.00	\$147.00 - \$150.00
Additional Crew Member				
2025 - 2029 Hourly Rate	\$40.00 - TBD	\$45.00 - \$55.00	\$40.00 - \$50.00	\$40.00
Office Technician				
2025 - 2029 Hourly Rate	\$85.00 - TBD	\$60.00 - \$75.00	\$75.00 - \$85.00	\$74.00 - \$78.00
Draftsperson/CAD				
2025 - 2029 Hourly Rate	\$85.00 - TBD	\$60.00 - \$75.00	\$75.00 - \$85.00	\$74.00 - \$78.00
Clerical/General Office				
2025 - 2029 Hourly Rate	\$75.00 - TBD	\$40.00 - \$50.00	\$50.00 - \$60.00	\$50.00 - \$55.00
Survey Crew: 1-Person with GPS Equipment & Vehicle				
2025 - 2029 Hourly Rate	\$120.00 - TBD	\$135.00 - \$145.00	\$150.00 - \$165.00	\$125.00 - \$135.00
Backhoe and Operator				
2025 - 2029 Hourly Rate	\$75.00 - TBD	\$210.00 - \$250.00	n/a	n/a
Compressor and/or Jack Hammer				
2025 - 2029 Hourly Rate	\$25.00 - TBD	\$25.00 - \$30.00	\$40.00 - \$60.00	\$25.00
Other (list):				
2025 - 2029 Hourly Rate, Core Vendor	\$100.00 - TBD	n/a	n/a	n/a
Other (list):				
2025 - 2029 Hourly Rate, Private Underground Utility Locator	\$150.00 - TBD	n/a	n/a	n/a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

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

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

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2025 four qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2025; and

WHEREAS, it is the recommendation of the Director of the Equalization and Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize contracts with Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying, and Wolverine Engineers and Surveyors Inc. for services as monumentation surveyors for 2025.

THEREFORE BE IT RESOLVED, that upon the respectfully recommended that the Ingham County Board of Commissioners contracts for the equally responsible services of County Project Surveyors as required by Public Act 345 of 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2025:


Autenrieth Land Surveys, LLC: \$10,470

Bumstead Land Surveys, LLC: \$10,470

Enger Surveying and Engineering, Co.: \$10,470

Wolverine Engineers and Surveyors, Inc: \$10,470

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.

	DEPARTMENT: Parks Department
PREPARED BY: Natalie Trotter	MEETING DATE(S): May 5, 2025, May 7, 2025 & May 13, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Submittal for an MDOT TAP Grant for Hayhoe Trail (Holt to Mason)	

ACTION REQUESTED:

Approval of a resolution authorizing the Ingham County Road Department, on behalf of the Parks Department, to submit a Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) (TA2025001.01) grant application for the Hayhoe Trail (Holt to Mason) project and commit matching funds. This is the final phase of the Hayhoe Trail connecting Holt to Mason.

SUMMARY OF REQUEST:

The request seeks Board approval to apply for an MDOT TAP grant for the Hayhoe Trail project, which includes a 1.7-mile trail segment with a pedestrian bridge and asphalt paving. The total estimated project cost is \$5,830,585.02 for construction (participating costs) and \$925,000 for non-participating costs (engineering fees), for a total project cost of \$6,755,585.02.

Funding sources towards the (participating costs) include the \$2,505,585.02 from the MDOT TAP grant request and a local match totaling \$1,500,000, which includes \$1,250,000 (Resolution #20-564) from the Trails and Parks Millage Fund and a \$250,000 donation (Resolution #23-406) from Mr. & Mrs. Richard Hayhoe.

Funding sources toward the project, including the non-participating costs, include the \$2,750,000 in Representative Elissa Slotkin's Community Project Funding (Resolution #23-177).

The project will pass through the communities of College Road (Alaiedon Township), Kerns Road (City of Mason), and Howell Road (Vevay Township), enhancing pedestrian and cyclist connectivity between Holt and Mason. The Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

STRATEGIC PLAN RELEVANCE:

Enhance existing transportation and recreational resources by linking neighborhoods and schools to parks, waterfronts, recreational centers, and other facilities through a county-wide network of non-motorized trails and blueways.

DEPARTMENT MISSION RELATION:

Enhance existing trails and blueways and develop new multi-use trails and blueways, that connect trail systems, parks, residential, schools, and cultural and business centers throughout Ingham County.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$2,505,585.02

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ *David Cypher* **DATE:** 4/28/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ROAD DEPARTMENT TO SUBMIT ON BEHALF OF THE
PARKS DEPARTMENT FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION GRANT
FROM THE TRANSPORTATION ALTERNATIVES PROGRAM FOR THE HAYHOE TRAIL
(HOLT TO MASON)**

WHEREAS, the Ingham County Road Department (ICRD), on behalf of the Ingham County Parks Department, intends to apply for a Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) grant to complete the Hayhoe Trail (Holt to Mason), a 1.7-mile trail segment, including a pedestrian bridge over US-127 and an asphalt-paved trail to meet safety and accessibility standards; and

WHEREAS, the Hayhoe Trail (Holt to Mason) is the final phase of this connection and will enhance connectivity between Holt (Delhi Township), the City of Mason, and the region, promoting pedestrian and cyclist safety and reducing reliance on vehicles; and

WHEREAS, the final phase of the Hayhoe Trail will pass through the following communities: College Road (Alaiedon Township), Kerns Road (City of Mason), and Howell Road (Vevay Township), and cross the jurisdictions of the Road Department, MDOT, and the City of Mason, linking important areas along its route; and

WHEREAS, the Hayhoe Trail expansion is consistent with the goals and objectives of the Holt to Mason Trail Feasibility Study, the Ingham County Trails and Parks Comprehensive Plan, the Ingham County Parks and Recreation Five-Year Plan, the Tri-County Regional 2040 Transportation Plan, and the Tri-County Regional Trails Plan; and

WHEREAS, ICRD, as the Act 51 agency, will be the applicant for the TAP grant application; and

WHEREAS, Ingham County Board Chairperson, Ryan Sebolt, or acting chairperson, is the agent/representative authorized to act on behalf of the applicant agency during project development and to sign a project agreement (contract) upon receipt of a grant funding award; and

WHEREAS, Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund for the final phase of the Hayhoe Trail; and

WHEREAS, Resolution #23-406 authorized the acceptance of a \$250,000 donation from Mr. & Mrs. Richard Hayhoe; and

WHEREAS, the sum of the two above funding sources equates to \$1,500,000 (37.45%) in local matching funds (participating costs) toward the overall anticipated construction cost of \$5,830,585.02; and

WHEREAS, the amount to be requested from the TAP grant is \$2,505,585.02 (62.55%); and

WHEREAS, estimated \$925,000 for the non-participating costs (engineering fees) of the project, which include survey, preliminary engineering, construction engineering, staking, permit fees, and cost overruns; and

WHEREAS, that the Ingham County Board of Commissioners accepted in Resolution #23-177 for the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program through the Federal Highway Administration (FHWA) in the amount of \$2,750,000; and
WHEREAS, the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department and the Parks Department, supports the construction of the Hayhoe Trail from Holt to Mason and hereby authorizes the Road Department, on behalf of the Parks Department, to submit an MDOT grant application for TAP for the amount of \$2,505,585.02 (67.55%).

BE IT FURTHER RESOLVED, Ingham County commits to \$1,500,000 (37.45%) in local matching funds (participating costs).

BE IT FURTHER RESOLVED, that Ryan Sebolt, the Chairperson of the Ingham County Board of Commissioners, is hereby authorized to act as the representative of the applicant agency and to sign the project agreement (contract) upon receipt of the grant funding award.

BE IT FURTHER RESOLVED, that the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

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.

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): May 6, May 7, and May 13, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Increase Internet Speed from Everstream	

ACTION REQUESTED:

Approve purchase of increased Internet speed from Everstream.

SUMMARY OF REQUEST:

Ingham County currently has an Internet connection that has not been upgraded in over a decade. As more and more work is done via videoconferencing and web applications, it is becoming evident that we need to increase this resource to keep up with demands. In order to ensure our departments can continue to operate at their peak efficiency it becomes necessary to upgrade to a faster service. The requested funding amount includes the quote of \$90,000 over three years.

This project is quoted under Contract #071B5500026 of MiDeal/Exp. October 13, 2027

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$20,000.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ **DATE:** _____ 4/28/2025 _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPGRADE INTERNET SERVICE PROVIDED BY EVERSTREAM

WHEREAS, Ingham County relies heavily on our connectivity—be it Internet, connectivity between sites, or main voice services; and

WHEREAS, utilization of services such as web applications and videoconferencing are continuing to increase; and

WHEREAS, the requested contract amount is in the 2025 budget; and


WHEREAS, the Innovation & Technology Department has utilized the State of Michigan MiDeal contract to obtain the most cost-effective pricing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize upgrading our Internet service from Everstream in the amount not to exceed \$30,000 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Communication Fund Telephone account (636-26600-921050).

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

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): May 20, 2025 & May 21, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize the Purchase and Installation of Modular Office Systems Furniture in the Health Department MSU Extension Area.	

ACTION REQUESTED:

Resolution to Authorize the Purchase and Installation of Modular Office Systems Furniture in the Health Department MSU Extension Area.

SUMMARY OF REQUEST:

The Facilities Department recommends the purchase, delivery, and installation of modular office systems furniture in the Health Department MSU Extension area to improve workspace functionality, accommodate additional Health Department staff, and ensure compliance with Health Insurance Portability and Accountability Act (HIPAA) privacy requirements. The proposed vendor is Haworth c/o DBI, utilizing State Contract #22000000043.

Funds for this project are available in line item 245-00-267100-976000-23F04 in an amount not to exceed \$40,000.

STRATEGIC PLAN RELEVANCE:

Supports Goal 1: Enhance government efficiency and effectiveness through improved facility use and privacy compliance.

DEPARTMENT MISSION RELATION:

This project aligns with the Facilities Department's mission to provide safe, efficient, and functional work environments that meet the operational needs of County departments and regulatory standards.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Facilities Optimization and HIPAA Compliance ☐ **NON-MANDATED**

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$ 40,000

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ **DATE:** 4/28/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF MODULAR
OFFICE SYSTEMS FURNITURE IN THE HEALTH DEPARTMENT MSU EXTENSION AREA**

WHEREAS, the Facilities Department has identified the need to install modular office systems furniture in the Health Department MSU Extension area to improve workspace functionality and create additional office space; and

WHEREAS, this installation will provide appropriate accommodations for additional Health Department staff and help ensure compliance with HIPAA requirements by facilitating more private and secure work environments; and


WHEREAS, the proposed project includes the purchase, delivery, and installation of modular office systems furniture from Haworth c/o DBI under State of Michigan Contract #22000000043; and

WHEREAS, this initiative supports the County's ongoing efforts to optimize facility use and improve operational efficiency; and

WHEREAS, funds are available in line item 245-00-267100-976000-23F04 in an amount not to exceed \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase and installation of modular office systems furniture from Haworth c/o DBI under State Contract #22000000043 for an amount not to exceed \$40,000.

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S): May 6, May 7, May 13
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Rescind Resolution #24-470 and Authorize a Contract with Weatherseal Home Improvement Co., Inc. for Roof Replacement at the Ingham County Family Center	

ACTION REQUESTED:

Approval of a resolution to rescind Resolution #24-470 and authorize a contract with Weatherseal Home Improvement Co., Inc. to complete the shingled roof replacement project at the Ingham County Family Center for a total not-to-exceed amount of \$98,555.60.

SUMMARY OF REQUEST:

Billy White Roofing, Inc., previously authorized under Resolution #24-470, has withdrawn from the project. In response, the Facilities Department, through the RFP #21-25 process, recommends awarding the work to Weatherseal Home Improvement Co., Inc., which submitted a base proposal of \$89,596. A 10% contingency of \$8,959.60 is included to cover any unforeseen conditions, resulting in a total not-to-exceed amount of \$98,555.60. Funding is available under Line Item #264-66400-976000-23F03 (Juvenile Justice Millage Fund).

STRATEGIC PLAN RELEVANCE:

This project supports infrastructure preservation and ensures facility safety and usability, aligning with the County's long-term capital improvement and maintenance strategies.

DEPARTMENT MISSION RELATION:

The Facilities Department is responsible for maintaining County-owned buildings to ensure they remain safe, efficient, and operational for staff, programs, and public use.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED Facility Maintenance & Asset Preservation

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$ 98,555.60

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: 4/28/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESCIND RESOLUTION #24-470 AND TO AUTHORIZE AN AGREEMENT WITH WEATHERSEAL HOME IMPROVEMENT CO., INC. TO REPLACE THE SHINGLED ROOF AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, the shingled roof on the south end of the Ingham County Family Center (Family Center) is past its rated life and has numerous leaks causing damage to the trusses, fascia boards, and decking; and

WHEREAS, the Ingham County Board of Commissioners previously adopted Resolution #24-470 to authorize an agreement with Billy White Roofing, Inc. for the roof replacement project; and

WHEREAS, Billy White Roofing, Inc. has since withdrawn from the project, requiring the Facilities Department to identify an alternative contractor to complete the necessary work; and

WHEREAS, the Purchasing Department conducted RFP #21-25, receiving five (5) responses from qualified contractors for the shingled roof replacement at the Family Center; and

WHEREAS, based on evaluation of qualifications, pricing, and overall project scope, the Facilities Department recommends entering into an agreement with Weatherseal Home Improvement Co., Inc., which submitted a base proposal of \$89,596; and


WHEREAS, to allow for unforeseen conditions during construction, a 10% contingency in the amount of \$8,959.60 is recommended, bringing the total not-to-exceed project cost to \$98,555.60; and

WHEREAS, funding for this project is available in the approved 2023 CIP Juvenile Justice Millage Fund under Line Item #264-66400-976000-23F03.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rescinds Resolution #24-470 and authorizes entering into a contract with Weatherseal Home Improvement Co., Inc., 51662 Oro Drive, Shelby Township, MI 48315, to replace the shingled roof at the Ingham County Family Center for an amount not to exceed \$98,555.60, which includes a 10% contingency.

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

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

	DEPARTMENT: Ingham County Sheriff's Office
PREPARED BY: Captain Andrew Daenzer	MEETING DATE(S): May 1, 2025 and May 7, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: -Resolution to Authorize a Contract Renewal with Cellebrite Inc.	

ACTION REQUESTED:

The Ingham County Sheriff's Office requests approval to renew a contract annually with Cellebrite Inc. for cell phone and digital analysis.

SUMMARY OF REQUEST:

The Ingham County Sheriff's Office has been using Cellebrite Inc. software since 2021 to retrieve and analyze mobile digital media evidence. We would like to renew the contract with the ability to renew through 2029.

STRATEGIC PLAN RELEVANCE:

This software allows for technical investigations that contribute to high quality and efficient services.

DEPARTMENT MISSION RELATION:

This will aid in the Sheriff's Office ability to provide excellent service to the community.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED This is not a mandated purchase. The equipment will improve service.

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: 2025-26 \$9,439.50, 2026-27 \$11,500, 2027-28 \$13,000, 2028-29 \$14,500

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: _____ 4/24/2025 _____

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH CELLEBRITE INC.


WHEREAS, Ingham County has been using Cellebrite Inc. since 2021; and

WHEREAS, Cellebrite Inc. software will facilitate the timely retrieval and analysis of mobile digital media evidence in accordance with applicable State and Federal laws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Cellebrite Inc., 8065 Leesburg Pike, Suite T3-302, Vienna, VA 22182, in an amount not to exceed \$9,439.50 for 2025-2026 to be paid out of the 2025 Sheriff's Office budget from Field Services/Contractual Services #10130102-818000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of this contract with Cellebrite Inc. annually for years 2027-2029 in an amount not to exceed \$11,500 for 2026-2027, \$13,000 for 2027-2028, and \$15,000 for 2028-2029.

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.

	DEPARTMENT: Sheriff
PREPARED BY: Darin Southworth, Chief Deputy	MEETING DATE(S): May 1 and May 7, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Special Transportation of Juveniles for MDHHS	

ACTION REQUESTED:

Renewed contract with the Michigan Department of Health & Human Services (MDHHS) for secure transportation of in-custody juvenile.

SUMMARY OF REQUEST:

Resolution #14-234 authorized a contract with the Michigan Department of Health & Human Services (MDHHS) to participate in a pilot project where the Sheriff's Office would provide transportation of specific in-custody juvenile inmates under the care of MDHHS. This relationship has been extended several times to include a current contract in place via Resolution #23-089, that expires September 30, 2025. It is mutually desirable for the Sheriff and MDHHS to continue this agreement to ensure youthful offenders are safely transported at the direction of State or Judicial orders.

STRATEGIC PLAN RELEVANCE:

This resolution approves a contract where we would fulfill the State's obligation to transfer in-custody juveniles for effective due process or other rehabilitative purposes, which directly and indirectly serves Ingham County residents.

DEPARTMENT MISSION RELATION:

This agreement formalizes a partnership with a community and government service provider to fulfill needs we are trained and equipped to do safely.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: up to \$30,000 reimbursement from the State

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH THE MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR TRANSPORT SERVICES OF
SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES**

WHEREAS, Ingham County Board of Commissioners Resolution #23-089 authorized a contract with the Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the existing contract is set to expire on September 30, 2025; and


WHEREAS, this contract will again authorize the Ingham County Sheriff's Office, hereafter Sheriff, to provide secure transportation for specific, in-custody juveniles at the request of the MDHHS; and

WHEREAS, the Sheriff and MDHHS have mutual interest in this agreement to fulfill a necessary and valuable service; and

WHEREAS, the MDHHS shall reimburse the Sheriff for deputies' overtime wages and mileage costs in an amount not to exceed \$30,000 over this period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with MDHHS allowing the Sheriff to continue its participation with the MDHHS for the transportation of specific in-custody juvenile inmates for a reimbursable amount up to \$30,000 for the duration of the contract starting October 1, 2025 and expiring September 30, 2028.

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

	DEPARTMENT: Sheriff's Office
PREPARED BY: Darin Southworth, Chief Deputy	MEETING DATE(S): May 1, May 7, and May 13 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to authorize a contractual agreement between the Ingham County Sheriff's Office and Spectrum Training Solutions to provide continuing professional education training.	

ACTION REQUESTED:

Authorize a contractual agreement between the Ingham County Sheriff's Office and Spectrum Training Solutions as a sole source provider.

SUMMARY OF REQUEST:

This resolution authorizes a contractual agreement between the Ingham County Sheriff's Office and Spectrum Training Solutions to provide Interpersonal Communication and Mental Health/Self-Care training. Public Act 1 of 2023 mandated Continuing Professional Education (CPE) requirements for all law enforcement officers in the State of Michigan. The annual training requirements are dictated by the Michigan Commission on Law Enforcement Standards (MCOLES). The requirements for 2025 include specific topics of training in the Mental Health Crisis response discipline. Spectrum Training Solutions' program has been recognized by MCOLES and can fulfill the specified requirement.

STRATEGIC PLAN RELEVANCE:

This resolution approves a contract that will provide mental health training and increase the resilience and capacity of Sheriff's Office staff to respond to emergencies and incidents.

DEPARTMENT MISSION RELATION:

This resolution approves a contract for training that will allow the Sheriff's Office staff to continue to provide Law Enforcement excellence in partnership with our community and improve service deliverables to those contending behavioral health conditions.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED by SOM MCOLES ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$10,000.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ DATE: 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT BETWEEN THE INGHAM COUNTY SHERIFF'S OFFICE AND SPECTRUM TRAINING SOLUTIONS TO PROVIDE CONTINUING PROFESSIONAL EDUCATION TRAINING

WHEREAS, Public Act 1 of 2023 mandated Continuing Professional Education (CPE) training requirements for all law enforcement officers in the State; and

WHEREAS, the Michigan Commission on Law Enforcement Standards (MCOLES) sets the training requirements for CPE topics each calendar year; and

WHEREAS, calendar year 2025's mandated requirements include training on MCOLES recognized Mental Health Crisis training; and

WHEREAS, Spectrum Training Solutions offers a training program on Interpersonal Communications and Mental Health/Self-Care, that has been approved by MCOLES to meet these requirements; and

WHEREAS, Spectrum Training Solutions will provide this training for \$10,000; and

WHEREAS, Public Act 1 of 2023 appropriated funds to support the implementation of required in-service training standards for all licensed law enforcement officers; and


WHEREAS, for the calendar year 2025, Ingham County will receive funding from MCOLES in the amount of \$1,000 per full time equivalent (FTE) law enforcement officer; and

WHEREAS, all CPE expenditures are recorded in Account #285-32020, and the necessary funds exist within this account to make this purchase; and

WHEREAS, this contract would serve to support the objectives of the County's Five-Year Strategic Plan by providing Deputies with mental health training as well as increase their resilience and capacity to respond to emergencies and incidents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to enter into a contractual agreement with Spectrum Training Solutions to provide training on the topics of Interpersonal Communications and Mental Health/Self-Care, in the amount of \$10,000.

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.

	DEPARTMENT: Office of Emergency Management
PREPARED BY: Lieutenant Robert Boerkoel, Emergency Manager	MEETING DATE(S): May 1, May 7, and May 13, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Equipment Purchase Agreement with Dedrone Holdings Inc to expand the Region 1 Drone Detection System.	

ACTION REQUESTED:

Approval for the purchase and installation of an additional Dedrone Drone Detection System antenna in the City of Lansing, expanding and enhancing the existing Region 1 Drone Detection System using previously accepted FY 2022 Homeland Security Grant Program (HSGP) Funds.

SUMMARY OF REQUEST:

Previously accepted HSGP funds require projects to be completed in National Priority Areas, such as Emerging Threats, Threats to Soft Targets and Combating Domestic Violent Extremism; Drone Detection Systems qualify in these areas. The existing Region 1 Drone Detection System utilizes Dedrone to detect and monitor nefarious drone activity in our Region. This project seeks to enhance and expand the Drone Detection System in and around the City of Lansing and Capital Region International Airport through the purchase and installation of additional drone detection equipment, to be installed at Lansing Fire Station 1.

STRATEGIC PLAN RELEVANCE:

This resolution authorizes the purchase of equipment that enhances quality of life and continuity in service to the residents of Ingham County as it enhances our ability to detect drone activity that may compromise community safety through threats to critical infrastructure and drone borne threats during community events.

DEPARTMENT MISSION RELATION:

This resolution approval improves the resiliency of Ingham County by improving our ability to detect and mitigate potential drone borne threats to community events and critical infrastructure.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED Grant funded to enhance resiliency

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$50,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 9/20/2024 (MSP EMSHD)

CONTROLLER'S OFFICE:  DATE: 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH DEDRONE HOLDINGS INC. TO EXPAND THE REGION 1 DRONE DETECTION SYSTEM

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2022 Homeland Security Grant Program (HSGP) previously accepted by the Ingham County Board of Commissioners via Resolution #22-532; and

WHEREAS, the purpose of these grant funds is to purchase equipment and provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the FY22 HSGP Grant requires a minimum expenditure of \$232,750 on projects in designated National Priority Areas; and

WHEREAS, DEDrone is the existing vendor of the Region 1 Drone Detection System for Ingham County; and

WHEREAS, DEDrone drone detection system meets the requirements of the FY22 HSGP National Priority Area of Combating Domestic Violence Extremism; and

WHEREAS, drone detection systems aide in achieving safe and secure facilities and open spaces by mitigating drone borne attacks, community event threats, inappropriate surveillance and intelligence gathering, potential contraband deliveries, and hazards to commercial air traffic; and


WHEREAS, the expansion of the Region 1 Drone Detection System consists of purchasing and installing an additional detection antenna in the City of Lansing to expand and enhance detection capabilities in and around the City of Lansing and Capital Region International Airport; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an equipment purchase agreement with DEDrone to purchase and install additional drone detection antenna equipment in the amount of \$50,000 utilizing funding from the FY2022 Homeland Security Grant Program Funding.

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

	DEPARTMENT: 30 th Circuit Court - GTD
PREPARED BY: Nicholas J. Hefty, Deputy Court Administrator	MEETING DATE(S): Law & Courts 5/1/2025, Finance 5/7/2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize a Contract and Increase for Jill Rhode, CPA, to Continue Providing Essential Bookkeeper Services for 30 th Circuit Court, General Trial Division	

ACTION REQUESTED:

Authorize entering into a contract with Jill Rhode, Certified Public Accountant (CPA) Accounting and Consulting for the continuation of account reconciliation.

SUMMARY OF REQUEST:

The 30th Circuit Court – General Trial Division is requesting approval to renew the current contract with Jill Rhode, CPA, that end July 1, 2025, to provide incremental compensation increases for ongoing bookkeeping services. Ms. Rhode has been reconciling five separate court-related bank accounts-Restitution, Jury, Bond, Mediation, and General Clearing on a monthly basis since July 1, 2020.

Ms. Rhode was originally contracted in 2020 to support the Court with essential bookkeeping services that ensure proper internal controls and the timely reconciliation of multiple accounts. Her compensation was most recently set at \$441.00 per month, effective July 1, 2024, following annual increases approved in prior resolutions. Given the continued value of her work and the need for consistent financial oversight, the Court is recommending modest annual increases moving forward.

If approved, this resolution will authorize a 3% pay increase effective July 1, 2025 (to \$454.23/month), a 3% increase effective July 1, 2026 (to \$467.86/month), and a 4% increase effective July 1, 2027 (to \$486.57/month). Funds for this contract will continue to be drawn from the Court’s Contractual Services budget (101-13001-818000). Upon approval, the Chairperson of the Ingham County Board of Commissioners will be authorized to sign the necessary contract documents on behalf of the Court.

STRATEGIC PLAN RELEVANCE:

This resolution aligns with Ingham County’s Strategic Plan by supporting the pillar of Good Government. By ensuring the continuation of accurate and timely financial reconciliations through an experienced CPA, the 30th Circuit Court upholds strong internal controls, fiscal accountability, and transparency; key elements of responsible governance. Additionally, this action helps maintain Service to Residents by ensuring the integrity of financial processes related to court functions such as restitution and bond handling, which directly impact community members. The resolution supports consistent, professional management of public funds, reinforcing the County’s commitment to efficient and trustworthy operations.

DEPARTMENT MISSION RELATION:

This resolution supports the 30th Circuit Court’s mission by reinforcing the Court’s commitment to being an accessible and professionally managed forum. Accurate financial reconciliation of key accounts such as Restitution, Jury, and Bond are critical to maintaining public trust and ensuring that court services are delivered effectively, impartially, and with integrity. By continuing to employ a qualified CPA to manage these essential

CONTROLLER'S OFFICE: _____ **DATE:** 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT AND INCREASE FOR JILL RHODE, CPA, TO
CONTINUE PROVIDING ESSENTIAL BOOKKEEPER SERVICES FOR
30TH CIRCUIT COURT, GENERAL TRIAL DIVISION**

WHEREAS, Resolution #20-584 of the Ingham County Board of Commissioners authorized a contract with Ms. Jill Rhode, Certified Public Accountant (CPA) for the purpose of reconciling five unique General Trial Division bank accounts, including Restitution, Jury, Bond, Mediation, and General Clearing, on a monthly basis; and

WHEREAS, Resolution #22-468 authorized the continuation of contracting with Ms. Rhode for the purpose of reconciling said accounts for three more years with monetary increases of 5% on an annual basis; and

WHEREAS, the 30th Circuit Court has benefitted from bookkeeping services provided by Ms. Jill Rhode, CPA, Accounting and Consulting since July 1, 2020; and

WHEREAS, the need to continue the use of a contractual bookkeeper is to ensure separation of duties, proper internal controls, and monthly reconciliations for each account; and


WHEREAS, Ms. Rhode has provided services to include reconciling all five General Trial Division bank accounts monthly at a rate of \$441 per month with no benefits on a contract basis; and

WHEREAS, to ensure continuation of expert services provided by Ms. Rhode, it is requested that her contract rate be increased by 3% for each of the next two years and 4% in the third year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract at an increase in Ms. Jill Rhode's compensation from \$441 per month to \$454.23 per month effective July 1, 2025, to \$467.86 per month effective July 1, 2026, and to \$486.57 per month effective July 1, 2027 for the purpose of reconciling five General Trial Division bank accounts on a monthly basis and to utilize funds from the Contractual Services line item 101-13001-818000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2025-2026 budget and position allocation lists consistent with this resolution.

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

	DEPARTMENT: Circuit Court/Jury Administration/Friend of the Court
PREPARED BY: Scott LeRoy, Circuit Court Administrator	MEETING DATE(S): May 1 and May 7
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Contract Authorization Form	

ACTION REQUESTED:

The Circuit Court is requesting authorization to enter into a contract with Capital City Courier Service.

SUMMARY OF REQUEST:

On March 28, 2025, the courier service used by the Circuit Court, Great Lakes Express Services, Inc., went out of business. Capital City Courier Services began providing services to the Circuit Court the week of March 31, 2025, charging the same \$7.00 per day fee as Great Lakes Express. Capital City Courier Service picks up mail from a PO box for the Circuit Court Clerk's Office, Jury Administration, and Friend of the Court and delivers the mail to the VMC/GPB, separating the mail by department. The Circuit Court receives several thousand filings, child support payments, child support complaints, and jury communication a year via the US mail.

STRATEGIC PLAN RELEVANCE:

Enhance communication and outreach to the community by using all available communication methods and tailoring messaging to individual needs.

DEPARTMENT MISSION RELATION:

Improve timely filings with the Clerk's Office and respond to juror summons to increase jury yield and utilization, while also efficiently managing the receipt of child support payments and complaints.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED _____ ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$5,100

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: 4/24/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH CAPITAL CITY
COURIER SERVICES**

WHEREAS, the Circuit Court, Jury Administration and Friend of the Court relies on courier services to efficiently manage and distribute its mail, including thousands of filings, child support payments, complaints, and jury communications annually; and

WHEREAS, on March 28, 2025, the courier service previously utilized by the Circuit Court, Great Lakes Express Services, Inc., ceased operations, thereby necessitating the immediate procurement of an alternative service provider; and

WHEREAS, Capital City Courier Services commenced providing courier services to the Circuit Court, Jury Administration and Friend of the Court starting the week of March 31, 2025, seamlessly transitioning into the position while maintaining the previous service fee of \$7.00 per day, per department; and

WHEREAS, Capital City Courier Services collects mail from a designated PO Box and delivers it to the VMC/GPB, ensuring the mail is organized by department (the Circuit Court Clerk's Office, Jury Administration, and Friend of the Court) for efficient processing and distribution; and

WHEREAS, the continuity of efficient mail processing is crucial to the functioning of the Circuit Court, ensuring that filings and communications are handled in a timely and accurate manner; and


WHEREAS, the cost of the service will be split between the Circuit Court General Trial Division and Friend of the Court, and

WHEREAS, no budget adjustments are required as funds exist in both the Circuit Court General Trial Division and Friend of the Court's 2025 operating budgets.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the transition of courier service responsibilities to Capital City Courier Services, effective March 31, 2025, under the existing fee structure of \$7.00 per day, per department, not to exceed \$5,100 for FY2025.

BE IT FURTHER RESOLVED that the cost will be split between the Circuit Court General Trial Division and the Friend of the Court.

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

	DEPARTMENT: 9-1-1 Center
PREPARED BY: Barb Davidson, 911 Director	MEETING DATE(S): May 1 and May 7, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Enter into a contract with GovWorx for their CommsCoach Solution	

ACTION REQUESTED:

The Ingham County 9-1-1 Center is requesting to enter into a sole source contract with GovWorx to utilize their product called CommsCoach, which can, through Artificial Intelligence (AI), gather all 9-1-1 calls, radio transmissions, and evaluate them for quality assurance. This product can also be utilized to assist in training, feedback, and identifying calls that may impact dispatcher wellness.

SUMMARY OF REQUEST:

This resolution would authorize entering into a sole source contract with GovWorx for their product, CommsCoach. CommsCoach is a solution that is subscription-based and would integrate with our existing technology and automate data gathering. CommsCoach AI then evaluates 9-1-1 audio calls, radio dispatch transmissions, and Computer-Aided Dispatch CAD data based on industry best practices, standards, and agency-specific criteria. These evaluations identify the strengths of staff members and highlight coaching opportunities for others. This product will enhance our ability to perform quality assurance and training without adding additional work to our management team, supervisors, and training team. This product would remove the manual work they have today, freeing up valuable time for supervisors and trainers to focus on more impactful tasks.

STRATEGIC PLAN RELEVANCE:

This resolution approves a purchase and contract that improves the 9-1-1 Center's service to our residents while promoting employee development, wellness, and achievements.

DEPARTMENT MISSION RELATION:

This resolution approves a contract that will help the 9-1-1 Center achieve its mission of providing exemplary service.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED _____ ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:


Total Request/Contract Amount: \$84,000 for two year term and agreement to limit any increase after to 5%.

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  **DATE:** _____ 4/24/2025 _____

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GOVWORX FOR COMMSCOACH AI
SOFTWARE FOR THE 9-1-1 CENTER**

WHEREAS, the Ingham County 9-1-1 Center is committed to providing exemplary public safety services, with a continued emphasis on employee development, service excellence, and operational efficiency; and

WHEREAS, GovWorx is the sole source provider of a product called CommsCoach, which offers an innovative artificial intelligence (AI)-driven solution that evaluates 9-1-1 audio calls, radio transmissions, and computer-aided dispatch (CAD) data using industry standards and agency-specific protocols; and

WHEREAS, CommsCoach enhances the quality assurance process by automating data analysis, identifying strengths and coaching opportunities for staff, and removing the need for manual reviews currently conducted by supervisors and training personnel; and


WHEREAS, the use of CommsCoach will improve employee performance feedback, dispatcher wellness monitoring, and support comprehensive training programs without adding additional work for management teams; and

WHEREAS, the proposed contract includes a subscription-based model at a cost of \$84,000 for the first two years and limits any cost increase thereafter to no more than 5%, with funding requiring a budget transfer for implementation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with GovWorx, the sole source provider of CommsCoach AI software for a two-year term in the amount of \$84,000, with annual increases thereafter not to exceed five percent (5%) from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

BE IT FURTHER RESOLVED, that the Controller Administrator is authorized to make the necessary budget transfers and take any actions necessary to implement this resolution.

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

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): May 6, 7 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Human Resources Position	

ACTION REQUESTED:

Approve filling the Human Resources position that was frozen as part of the 2025 budget.

SUMMARY OF REQUEST:

Human Resources position #226008 HR Assistant, was frozen as part of the 2025 General Fund budget. We are requesting that this position be “unfrozen” to enable the Human Resources Department to run more efficiently. Freezing this position has put an undue burden on the department, especially with the implementation of a number of projects that the HR Department is critically involved with including:

- Wage study
- Implementation of electronic time cards
- Transition from MUNIS to BSA ERP software

Salary and benefits for the Managerial & Confidential Grade 5 position are \$100,910.59 - \$115,918.27.

DEPARTMENT MISSION RELATION:

Become a destination employer that attracts and retains high-quality staff to serve or residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED _____ ☐ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$100,910.59 - \$115,918.27

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____  DATE: 4/22/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE HUMAN RESOURCES ASSISTANT POSITION #226008 HELD IN
2025 GENERAL FUND BUDGET**

WHEREAS, a projected budget shortfall in the 2025 General Fund budget led to the freezing of 14 positions;
and

WHEREAS, one of the positions that was held, the Human Resources Assistant, position #226008, is needed to help offset the workload on current Human Resources staff; and

WHEREAS, the Human Resources Department is involved in a number of critical projects that have taken staff time away from routine HR functions including:

- Wage study
- Electronic timecard implementation
- Enterprise Resource Software transition from MUNIS to BS&A; and

WHEREAS, the Human Resources Assistant is a MC/Confidential Grade 5 (Step 1 \$49,139.71 to Step 5 \$59,000.35, benefits \$51,770.88 - \$56,927.93).

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves unfreezing position #226008, Human Resources Assistant, MC/Confidential Grade 5 (Step 1 \$49,139.71 to Step 5 \$59,000.35, benefits \$51,770.88 - \$56,927.93).

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