

CHAIRPERSON
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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, MARCH 05, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [February 19, 2025 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Amend Resolution #23-390 to Amend [Project Benchmarks and Affordability Provisions](#) in the \$1,230,000 Scattered Single-Family House Agreement with Ingham County Land Bank Using American Rescue Plan Act Funds
 - b. Resolution to Authorize the Transfer of the [Property at 826 W. Saginaw St.](#), Lansing, Michigan, to the Ingham County Land Bank
2. Elder Services Millage – Resolution to Authorize a Contract with [Tri-County Office on Aging](#) for Elder Services Millage Eligible Services
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [i3-ImageSoft Annual Support](#)
 - b. Resolution to Approve [Fiber Make Ready Costs](#) from Consumers Energy
4. Fairgrounds
 - a. Resolution to Adjust the 2025 [Ingham County Fair Budget](#)
 - b. Resolution to Authorize Iverson Electric, LLC to Complete [Electrical Upgrades to the North End Camping](#) at the Ingham County Fairgrounds
 - c. Resolution to Authorize a Contract with Saffire, LLC for an [Online Ticketing System](#)
5. Health Department
 - a. Resolution to Authorize an Amendment to Resolution #24-500 with Michigan Department of Labor and Economic Opportunity for the FY 2024-2025 [AmeriCorps State Grant Funding](#)
 - b. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2025 [Michigan Marijuana Operation](#) and Oversight Grant
 - c. Resolution to Authorize Amendment #2 to the 2024 – 2025 [Emerging Threats Master Agreement](#) with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
 - d. Resolution to Authorize an Agreement with [BDP & Associates](#) as a [Sole Source](#) Vendor for the Evaluation of Ingham County Health Department Programs
 - e. Resolution to Authorize an Extended Agreement with the U.S. Department of Justice for the [Byrne Justice Assistance Project](#)

- f. Resolution to Authorize an Extended Agreement with [Michigan Public Health Institute](#)
- 6. Facilities Department
 - a. Resolution to Amend Resolution #24-449 to Authorize [Additional Dental Cabinetry Work](#) at Forest Community Health Center
 - b. Resolution to Authorize a Purchase Order to [Trane U.S. Inc. for the Recommissioning](#) of the Forest Community Health Center
- 7. Road Department
 - a. Resolution to Extend an Engineering Services Agreement for the [2025 Bridge Inspection Program](#)
 - b. Resolution to Authorize Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships for the [2025 Local Road Program](#)
 - c. Resolution to Authorize a Purchase Order for [Reflective Sign Faces, Complete Signs](#), Aluminum Sheet Sign Panels, Reflective Sheeting Material, and Sign Posts For 2025
- 8. Sheriff's Office – Resolution to Authorize the Ingham County Sheriff's Office to Continue the [Employee Firearms Purchase Program](#)
- 9. Circuit Court
 - a. Resolution to Authorize a Contract for Representation of [Indigent Parties Facing Charges](#) in Personal Protection Order Cases and Emergency Risk Protection Cases
 - b. Resolution to Authorize [Upgrade the Audio Processor](#) and Other Courtroom Technology in Courtroom 2
 - c. Resolution to [Amend Resolution #24-568](#)
- 10. Controller's Office
 - a. Request to [Approve General Fund Positions](#)
 - b. Resolution Establishing the [Budget Calendar for 2026](#)
- 11. Finance Committee – Discussion Regarding the Inclusion of Total Wage and Benefit Costs to Resolutions Requesting New or Modified Positions

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE

February 19, 2025

Draft Minutes

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

Members Absent: None.

Others Present: Gordon Love, 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 February 5, 2025 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2025 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Removed

1. Treasurer's Office
 - a. Resolution to Authorize a Budget of \$4,800,000 of for Eligible Housing and Homeless Services Millage Activities

3. Health Department
 - e. Resolution to Authorize an Agreement with BDP and Associates

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
 - b. Resolution to Amend an Agreement with Business Credit Coaching and Consulting LLC to Change the Home Rehabilitation Project Site Funded through a Housing Trust Fund ARPA Grant
 - c. Resolution to Authorize a \$1,213,123 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - d. Resolution to Authorize a \$3,005,000 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - e. Resolution to Amend Resolution #22-383 to Bring Ingham County Land Bank Row House Contract into Compliance with ARPA Income and Affordability Requirements

2. Equalization/Tax Mapping Department – Resolution to Contract for Commercial and Industrial Appraisals
3. Health Department
 - a. Resolution to Authorize an Agreement with 7C Lingo for Interpretation and Translation Services
 - b. Resolution to Accept a Wellbeing Grant from the Michigan Association for Local Public Health
 - c. Resolution to Accept an Opioid Crisis Response Funding Award and Authorize a Subaward Agreement and Business Associate Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
 - d. Resolution to Authorize an Agreement with Passageways, Inc.
 - f. Resolution to Create a Part-Time Program Specialist Position
 - g. Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative
 - h. Resolution to Authorize an Agreement with University of Michigan-Sparrow for the Region 7 Perinatal Collaborative
 - i. Resolution to Authorize an Agreement Renewal with Epividian for HIV Disease Management
 - j. Resolution to Amend Resolution #24-543 Authorizing an Agreement with Mid-State Health Network
 - k. Resolution to Create a Special Part-Time Program Specialist Position
4. Materials Management Planning Committee – Resolution to Authorize the Submission of the Ingham County Materials Management Plan Work Program to the State of Michigan
5. Road Department
 - a. Resolution to Authorize a Professional Service Agreement for As-Needed Roto Milling and Pulverizing Services for 2025
 - b. Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026
6. Sheriff's Office – Resolution to Authorize Equipment Purchase Order Agreements for Eight (8) Replacement Vehicles and One (1) Replacement Boat to Upgrade the Sheriff's Office Fleet
7. Office of the Public Defender – Resolution to Authorize the Renewal of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender
8. Circuit Court – Juvenile Division – Resolution to Amend Resolution #25-534 to Include Microsoft Access Database Migration and Assessment for the Juvenile Division to the Agreement with Bizstream
9. Controller's Office
 - a. Resolution to Amend the Procurement Card Procedures Policy
 - b. Request to Approve General Fund Positions

THE MOTION CARRIED UNANIMOUSLY.

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

9. Controller's Office
 - c. 4th Quarter 2024 Budget Projection Report

Michael Townsend, Finance Director, stated there had been a request for updates throughout the year on the

budget, and having spoken with Chairperson Morgan, they decided to use the version which was provided in the Agenda Packet, as it contained a detailed update broken down by each Liaison Committee and department. Townsend further provided an overview of the 2024 Budget Projection Report.

Townsend stated the numbers provided were not final as the books were not closed for 2024 and there were still amendments that could be made. Townsend further stated they anticipated the books to close in late March or early April, at which point the audit would take place and that would not be completed until June 30, 2025.

Townsend continued to provide an overview of the 2024 Budget Projection Report.

Commissioner Grebner stated, regarding the Parks and Trails Millage, they should clarify that it was really a timing matter and the General Fund was out, in order to close the books at the end of the year, to show the balance was zero, but obviously they would back out of the \$700,000 as money came in from taxes, and it so it was not really a General Fund issue, unlike the Community Health Centers (CHC). Commissioner Grebner further asked if they knew what the Budget looked like each month at the CHCs.

Townsend stated the Health Department had their own finance staff and the projection was one given to them by the Health Department Finance Director. Townsend further stated that at this point they assumed there were many adjustments left to be made.

Commissioner Tennis stated, after having a recent discussion with Dr. Adenike Shoyinka, Medical Health Officer, and Russ Kolski, Interim CHC Executive Director, they knew the CHCs were still running a monthly deficit, though it was smaller than it used to be and they were making changes as quickly as they could, but things were not happening as fast as they would like. Commissioner Tennis further stated they may have to make some drastic changes yet and that they were trying to change the direction of something that had been mismanaged for the last several years.

Discussion ensued regarding the CHC deficit.

Commissioner Grebner stated the Parks and Trails Millage was sort of an issue, though they were happy that they had spent the full balance, but they were losing about \$3,000 per month in interest earnings. Commissioner Grebner further stated that in order to cover the \$720,000 it was \$3,000 in foregone interest to the County as a whole.

Commissioner Sebolt stated, regarding CHCs, that the CHC Board did get a monthly budget projection sheet which was pretty accurate. Commissioner Sebolt further stated they were sure Commissioners could get copies of those projections as well.

Commissioner Maiville asked, regarding the Fair Board, if the expenses were preemptory.

Townsend stated that most of their deficit was due to revenue that did not come in that had been expected.

Townsend continued to provide an overview of the 2024 Budget Projection Report.

Chairperson Morgan asked, regarding the deficit for offsite medical services for the Ingham County Jail, if they could break jail medical services out as its own line item.

Townsend provided clarification on where in the budget those services were located.

Commissioner Ruest asked why the administration costs were so high when it should have budgeted pretty accurately.

Townsend stated it could have been due to salaries with reclassifications or other line items, but they could take a deeper look. Townsend further stated there might also be some adjustments left to be made and the number could come down before they were finished.

Commissioner Ruest asked if there were any major issues with the investigation aspect.

Townsend stated that overtime did not largely contribute to the overages, but they could look into the other impacts.

Gregg Todd, Controller, stated, regarding offsite medical services, that Legal Counsel had advised that if the services were for indigent Ingham County residents, then they could use Health Services Millage Funds to offset the cost quite a bit.

Commissioner Sebolt stated they would be interested in finding out more about the offsite medical services, since they were pitched the idea of privatizing jail medical services as a way to have enough staff to cut down on offsite medical services and save the County money.

Discussion.

Commissioner Grebner stated, in their mind, the reason they went with private medical care was because they needed staff at the Ingham County Jail, and since then they had not heard anything from them other than they ran over budget. Commissioner Grebner stated they may be costing too much, but they sure had improved the administration of the operation.

Todd stated the medical provider on site was fairly general and there were issues they could not handle that individuals had to be taken offsite for.

Townsend continued to provide an overview of the 2024 Budget Projection Report.

Chairperson Morgan stated they urged the Commissioners on the County Services Committee to look at contributions to the Lansing Economic Area Partnership (LEAP) to see what they were for, why they did it, and if the funding could be used elsewhere.

9. Controller's Office

- d. Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TENNIS, TO GO INTO CLOSED SESSION AT 6:35 P. M. PURSUANT TO MCL 15.268(1)(h) TO DISCUSS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION WITH LEGAL COUNSEL.

THE MOTION TO ENTER INTO CLOSED SESSION CARRIED VIA UNANIMOUS ROLL CALL VOTE.

CHAIRPERSON MORGAN DECLARED THE COMMITTEE BACK IN OPEN SESSION AT 6:45 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO ACCEPT THE RECOMMENDATION OF THE COUNTY ATTORNEY.

THE MOTION CARRIED VIA UNANIMOUS ROLL CALL VOTE.

Announcements

Commissioner Cahill stated that there were some opportunities to support the Ingham County Fair and that on Sunday, February 23, 2025 they would be hosting a Spaghetti Dinner event which was ten dollars per ticket. Commissioner Cahill further stated the Fair Foundation was also hosting Glow Bingo on Friday, March 7, 2025 at 5:30 p.m. and Saturday, March 8, 2025 at 11:00 a.m.

Commissioner Maiville stated the Spaghetti Dinner event was to raise money to offset the costs of the Fourth of July fireworks in Mason.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:47 p.m.

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

RESOLUTION ACTION ITEMS:

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

- 1a. Treasurer's Office** – *Resolution to Amend Resolution #23-390 to Amend Project Benchmarks and Affordability Provisions in the \$1,230,000 Scattered Single-Family House Agreement with Ingham County Land Bank Using American Rescue Plan Act Funds*

This resolution amends Resolution #23-390 to reduce the number of single-family homes to be built by the Land Bank from nine to eight.

See memo for details.

- 1b. Treasurer's Office** – *Resolution to Authorize the Transfer of the Property at 826 W. Saginaw St., Lansing, Michigan, to the Ingham County Land Bank*

This resolution authorizes the transfer of 826 W. Saginaw Street, the former Animal Control Outreach Center, to the Land Bank. Animal Control has partnered with various community agencies to provide the services that were being provided by the Outreach Center.

See memo for details.

- 2. Elder Services Millage** – *Resolution to Authorize a Contract with Tri-County Office on Aging for Elder Services Millage Eligible Services*

This resolution authorizes a 2025 contract with the Tri-County Office on Aging (TCOA) for services funded by the Elder Services Millage. The contract, not to exceed \$2,704,224, will support essential services for seniors in Ingham County, including Meals on Wheels, in-home care, chore services, crisis assistance, and non-covered medical needs. With a growing elderly population and existing waitlists, this funding aims to ensure critical services are available to meet the increasing demand.

- 3a. Innovation & Technology Department** – *Resolution to Approve the Renewal of the i3-ImageSoft Annual Support*

This resolution authorizes the renewal of i3-ImageSoft annual support of the OnBase document imaging and workflow platform utilized by the Courts and other County Departments.

Funding for the \$44,782 expense is available in the Innovation and Technology Department Network Maintenance – Imaging Fund.

See memo for details.

- 3b. Innovation & Technology Department** – *Resolution to Approve Fiber Make Ready Costs from Consumers Energy*

This resolution approves fiber make ready costs from Consumer Energy for the Fairgrounds in an amount not to exceed \$8,100.

Funding is available in the Ingham County Network Fund.

See memo for details.

4a. Fairgrounds - Resolution to Adjust the 2025 Ingham County Fair Budget

Due to the purchase of "Jack O' Lanterns Unleashed" from Debbi Katz Productions, this resolution adjusts the 2025 Fair Budget to reflect additional expenses and projected revenues. Key budget increases include contractual services, supplies, and temporary wages, while anticipated revenue from ticket sales, food concessions, and sponsorships is expected to offset costs. The changes are projected to reduce the fair's off-season budget shortfall from \$55,155 to \$25,365.

4b. Fairgrounds - Resolution to Authorize Iverson Electric, LLC to Complete Electrical Upgrades to the North End Camping at the Ingham County Fairgrounds

This resolution authorizes Iverson Electric, LLC to complete electrical upgrades at the north end camping area of the Ingham County Fairgrounds. The \$21,432 project, funded through the hotel/motel fund, will restore 16 non-functional camping pedestals, addressing power distribution issues and increasing revenue potential during Fair Week by providing additional camping accommodations for livestock exhibitors and visitors.

4c. Fairgrounds - Resolution to Authorize a Contract with Saffire, LLC for an Online Ticketing System

Ingham County Fairgrounds is transitioning to a new online ticketing system through a contract with Saffire, LLC. The move follows the early termination of the previous contract with Tix, Inc., and aims to enhance ticket sales, streamline operations, and provide additional marketing tools. The contract, awarded through a competitive bidding process, will improve customer engagement and financial planning for fairground events.

5a. Health Department - Resolution to Authorize an Amendment to Resolution #24-500 with Michigan Department of Labor and Economic Opportunity for the FY 2024-2025 AmeriCorps State Grant Funding

This resolution amends a previously approved AmeriCorps State grant agreement with the Michigan Department of Labor and Economic Opportunity (MDLEO) to correct the start date from September 1, 2024, to October 1, 2024. The funding amount remains at \$269,985, with no changes to services or financial obligations. This administrative amendment ensures compliance with state grant terms.

5b. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2025 Michigan Marijuana Operation and Oversight Grant

The Ingham County Health Department (ICHHD) is accepting a \$31,077 grant from the Michigan Department of Licensing and Regulatory Affairs (LARA) to fund education, outreach, and harm reduction efforts related to the Michigan Marijuana Act. The initiative focuses on safe storage, impaired driving prevention, adolescent use awareness, and public health communication regarding cannabis use. The grant runs from January 1, 2025, to September 15, 2025.

5c. Health Department - Resolution to Authorize Amendment #2 to the 2024 – 2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

This resolution approves an amendment to the county's 2024-2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services (MDHHS). The amendment increases funding from \$530,872 to \$566,586, with additional funds allocated to COVID-19 mobile testing. The extension ensures continued public health preparedness and response efforts.

5d. Health Department - Resolution to Authorize an Agreement with BDP & Associates as a Sole Source Vendor for the Evaluation of Ingham County Health Department Programs

Ingham County Health Department will contract with BDP & Associates, a sole-source vendor, to develop an evaluation framework assessing the effectiveness and impact of public health programs. The not to exceed \$24,800 agreement, funded by the Public Health Infrastructure Grant, will run from March 1, 2025, to September 30, 2025. The evaluation aims to enhance strategic planning, resource allocation, and equity-driven public health improvements.

5e. Health Department - Resolution to Authorize an Extended Agreement with the U.S. Department of Justice for the Byrne Justice Assistance Project

This resolution extends an existing funding agreement with the U.S. Department of Justice for the Byrne Justice Assistance Project. Originally set to expire in 2025, the extension prolongs funding through February 28, 2026, allowing additional time for project completion due to hiring delays. The \$500,000 grant supports the Advance Peace Initiative, aimed at reducing violence and improving community safety.

5f. Health Department - Resolution to Authorize an Extended Agreement with Michigan Public Health Institute

Ingham County Health Department is extending an agreement with the Michigan Public Health Institute (MPHI) through September 30, 2025, for the Lansing/Ingham Peacemaker Fellowship. The extension, which maintains a funding cap of \$35,406, accommodates project delays and ensures continued implementation of violence prevention and intervention initiatives.

6a. Facilities Department – Resolution to Amend Resolution #24-449 to Authorize Additional Dental Cabinetry Work at Forest Community Health Center

This resolution authorizes an amendment to Resolution #24-449 to increase the Forest Community Health Center dental renovations by \$108,864.12 for additional cabinetry work.

Funding is available in the CIP.

See memo for details.

6b. Facilities Department – Resolution to Authorize a Purchase Order to Trane U.S. Inc. for the Recommissioning of the Forest Community Health Center

This resolution authorizes a PO with Trane U.S. Inc. for the recommissioning of the Building Automation System at Forest Community Health Center, which will enhance building automation performance and ensure continued energy savings.

Funding for the \$20,800 is available through the Community Energy Management Grant.

See memo for details.

7a. Road Department – Resolution to Extend an Engineering Services Agreement for the 2025 Bridge Inspection Program

This resolution authorizes the extension of an engineering services agreement with Spicer Group, Inc, for 2025 bridge inspections at the 2023-2024-unit prices.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

7b. Road Department – Resolution to Authorize Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships for the 2025 Local Road Program

This resolution authorizes agreements with various townships for the 2025 Local Road Program. The Road Department will perform the work and only charge for materials and vendor expenses, and is restricted by law to not contribute more than 50% of the costs of the local road projects.

The Road Department's capped match contribution in the total amount of \$688,462.79 is available in the 2025 Road Fund Budget.

See memo for details.

7c. Road Department – Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material & Sign Posts For 2025

This resolution authorizes a PO for various road sign related materials for 2025 from Dornbos Signs Inc., and Michigan State Industries at the rates detailed in their IFB responses.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

8. Sheriff's Office – Resolution to Authorize the Ingham County Sheriff's Office to Continue the Employee Firearms Purchase Program

This resolution authorizes the ICSO to provide a Firearms Purchase Program for deputies to run from July 2025 through July 2027. Total cost of \$725,000 would be funded up front by the Employee Benefit Fund and reimbursed over payroll deduction for two years by the employees.

See memo for details.

9a. Circuit Court – Resolution to Authorize a Contract for Representation of Indigent Parties Facing Charges in Personal Protection Order Cases and Emergency Risk Protection Cases

This resolution amends authorizes a contract with Attorney Jack Rucker to provide indigent representation for PPO contempt proceedings in the amount of \$9,500/year and an additional \$250/flat rate for ERPO contempt proceedings.

Funding is available in the General Trial Division budget.

See memo for details.

9b. Circuit Court – Resolution to Authorize Upgrade the Audio Processor and Other Courtroom Technology in Courtroom 2

This resolution authorizes upgrades to Courtroom 2 technology with Smart Home/Smart Office in an amount not to exceed \$29,079.65.

Funding is available in Circuit Court CIPs.

See memo for details.

9c. Circuit Court – Resolution to Amend Resolution #24-568

This resolution amends Resolution #24-68 to revise the agreement with Smart Home/Smart Office for additional work to Courtroom 7 and 8 in an amount not to exceed \$4,808.82.

Funding is available in Circuit Court CIPs.

See memo for details.

10a. Controller's Office – Request to Approve General Fund Positions

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

See memo for details

10b. Controller's Office – Resolution Establishing the Budget Calendar for 2026

This resolution approves that the attached budget calendar for the 2026 budget process be adopted.

PRESENTATION/DISCUSSION/OTHER ITEM:

11. Finance Committee – Discussion Regarding the Inclusion of Total Wage and Benefit Costs to Resolutions Requesting New or Modified Positions

TO: Board of Commissioners County Services and Finance Committees
FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair
DATE: February 18, 2025
SUBJECT: Resolution to Authorize Amending Resolution #23-390 to Amend Project Benchmarks and Add Provisions to Secure a 20-Year Affordability Period On Land Bank Constructed and Rehabbed Single-Family Homes

BACKGROUND

The County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 in ARPA funds for affordable housing opportunities through the Ingham County Housing Trust Fund. In Resolution #23-047, the Ingham County Board of Commissioners approved \$1,750,000 in Housing Trust Fund ARPA funds for the construction/rehab of up to 16 single-family homes on scattered Ingham County Land Bank parcels. Resolution #23-390 amended the Scattered Single-Family agreement, thereby reducing the amount to \$1,230,000 for the Ingham County Land Bank (ICLB) to build or rehab up to 9 units on scattered ICLB-owned parcels.

Due to rising construction costs and the Land Bank’s ongoing efforts to secure state and federal funds to leverage County ARPA dollars, agreement benchmarks should be updated to reflect accurate project timelines, and an affordability period in compliance with ARPA guidelines. In order to enforce the 20 -year affordability period, recapture tools will be employed to make sure these properties are following affordability requirements for income-qualified buyers at or below 120% of Area Median Income.

ALTERNATIVES

Do not pass the authorization to amend the Scattered Single-Family agreement and do not add updated benchmarks, or include recapture provisions ensuring a 20-year affordability period as required by ARPA.

FINANCIAL IMPACT

None. This will not impact the existing agreement amount of \$1,230,000.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing an amendment to the Land Bank Scattered Single-Family agreement updating project benchmarks and recapture provisions ensuring a 20-year affordability period as required by ARPA funding requirements.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-390 TO AMEND PROJECT BENCHMARKS AND AFFORDABILITY PROVISIONS IN THE \$1,230,000 SCATTERED SINGLE-FAMILY HOUSE AGREEMENT WITH INGHAM COUNTY LAND BANK USING AMERICAN RESCUE PLAN ACT FUNDS

WHEREAS, the Ingham County Board of Commissioners (the Board), through Resolution #22-211 allocated \$9,000,000 in American Rescue Plan Act (ARPA) funds for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, in Resolution #23-047, the Board approved \$1,750,000 from the Housing Trust Fund for the Ingham County Land Bank (ICLB) Scattered Single Family Home projects, which was to include construction and rehab of up to 16 units on available ICLB parcels throughout Ingham County; and

WHEREAS, the Board authorized an amendment, through Resolution #23-390 to update the ICLB Scattered Single-Family agreement project plan to construct or rehab up to nine (9) units on available ICLB parcels, reducing the agreement amount to \$1,230,000, diverting \$520,000 for other housing projects and related activities; and

WHEREAS, housing constructed using ARPA funds must meet federal requirements to make all units available for households at or below 120% Area Median Income (AMI) at below-market rates, and secure unit affordability for a period of 20 years; and

WHEREAS, due to rising construction costs and the Land Bank's success securing other state and federal funds to leverage County ARPA dollars, the agreement should be updated to reflect an updated project plan to utilize County ARPA funds to construct or rehab no more than eight (8) single-family homes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment with the Ingham County Land Bank for the construction or rehab of eight (8) scattered single family homes, and to add provisions to secure unit affordability for buyers at or below 120% AMI for a minimum of 20 years.

BE IT FURTHER RESOLVED that the authorized contract amount of \$1,230,000 with the Ingham County Land Bank for scattered single-family houses will not change with this amendment.

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

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

TO: Board of Commissioners Law and Courts, County Services and Finance Committees
FROM: Alan Fox, Ingham County Treasurer
DATE: February 12, 2025
SUBJECT: Resolution Authorizing the Transfer of the Property at 826 W. Saginaw St., Lansing, to the Ingham County Land Bank

BACKGROUND

The structure at 826 W. Saginaw St. in Lansing was acquired by the Ingham County Treasurer in 2011 through a tax foreclosure. The property was used for several years as an outreach center for Ingham County Animal Control. Since 2021 the county itself has held title to the property.

Animal Control no longer uses the property and has vacated the property. The resolution transfers ownership and control of the property to the Land Bank, which has the resources to maintain, manage and market the property.

ALTERNATIVES

If the County retained ownership it would need to contract with the Land Bank or another entity to perform the same functions.

FINANCIAL IMPACT

None for the county. Retention of the property would be a cost to the general fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend adoption of the resolution and transfer of the property to the Land Bank.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF THE PROPERTY AT
826 W. SAGINAW ST., LANSING, MICHIGAN, TO THE INGHAM COUNTY LAND BANK**

WHEREAS, in 2011, the Ingham County Treasurer as Foreclosing Governmental Unit acquired fee title to the property at 826 W. Saginaw St., Lansing, Michigan, in the tax foreclosure process, and thereafter conveyed the property to the County, which then conveyed the property to the Ingham County Land Bank Fast Track Authority; and

WHEREAS, the Land Bank leased the property to the County for use as an outreach center for Ingham County Animal Control; and

WHEREAS, in 2021, the Land Bank conveyed the property back to the County; and

WHEREAS, Animal Control has no further use of the property, and has vacated the property; and

WHEREAS, the County Treasurer has recommended that the property be conveyed back to the Land Bank.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of the County's fee title interest in the real property located at 826 W. Saginaw St., Lansing, Michigan, to the Ingham County Land Bank Fast Track Authority, by quitclaim deed, for the nominal consideration of \$1.00.

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

QUITCLAIM DEED

The **County of Ingham**, a political subdivision of the State of Michigan, of 341 S. Jefferson St., Mason, Michigan 48854 (“Grantor”), quitclaims to the **Ingham County Land Bank Fast Track Authority**, a Michigan public authority, of 3024 N. Turner St., Lansing, Michigan 48906 (“Grantee”), the following described premises situated in the City of Lansing, County of Ingham, and State of Michigan, to-wit:

The South 100 ft. of Lot 19, Englewood Park Addition,

Commonly known as 826 W. Saginaw St., Lansing, MI 48915
Tax Parcel ID No. 33-01-01-08-486-011

subject to easements and restrictions of record, for the sum of One Dollar (\$1.00).

This conveyance is exempt from transfer taxes pursuant to MCL 207.505(a) and (h)(i), and MCL 207.526(a) and (h)(i).

COUNTY OF INGHAM

Dated: _____, 2025

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

STATE OF MICHIGAN)
COUNTY OF INGHAM)

Acknowledged before me, a Notary Public, this ____ day of _____, 2025, by Ryan Sebolt, Chairperson, Ingham County Board of Commissioners, on behalf of the County of Ingham, as Grantor.

, Notary Public
Ingham County, Michigan
Acting in Ingham County, Michigan
My commission expires:

Instrument Drafted by:
Timothy M. Perrone (P37940)
Business Address:
601 N. Capitol Avenue, Lansing, MI 48933

When recorded return to: Grantee

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: February 14, 2025
SUBJECT: Resolution Authorizing an Elder Services Millage Contract with TCOA
For the meeting agendas of March 3 and 5

BACKGROUND

This resolution authorizes a 2025 contract with Tri County Office on Aging (TCOA) to utilize Elder Services Millage funds for millage eligible services, as set forth in the attachment. These services include:

- Meals on Wheels
- In-Home Services
- Chore Services
- Healthy Aging and Wellness Activities
- Crisis Services
- Non-Covered Medical Needs
- Information & Assistance Services
- Legal Services

ALTERNATIVES

There is currently a waitlist for TCOA services and the 60 and older population in Ingham County is growing. TCOA already has the structure in place to address the needs of the 60 and over population. The County could attempt to provide the service in-house or contract with another entity, but TCOA is best poised to provide the services safely and efficiently.

FINANCIAL IMPACT

The contract will not exceed \$2,704,224 from the Elder Services Millage, and sufficient funds are available from the Elder Services Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term goals of Promoting Accessible Healthcare and Meeting Basic Needs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an Elder Services Millage contract with TCOA.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH TRI-COUNTY OFFICE ON AGING FOR ELDER SERVICES MILLAGE ELIGIBLE SERVICES

WHEREAS, the growth of the 60 and over population throughout the country, including regional, state, and county areas, is impacting the services the Tri-County Office on Aging (TCOA) delivers; and

WHEREAS, more than 57,000 seniors (age 60+) live in Ingham County, and thousands lack the financial means to fully care for themselves; and

WHEREAS, many seniors in Ingham County have multiple chronic conditions that make everyday living difficult; and

WHEREAS, as of May 31, 2020, there were almost 200 older adults in Ingham County on wait lists to receive essential services such as assistance with bathing and other personal care, homemaking chores (including snow removal), and respite programs for caregivers; and

WHEREAS, the millage will help reduce waitlists that are expected to rise dramatically with the rapid growth of the older population; and

WHEREAS, in August 2024 the electorate authorized a continuation countywide elder services millage level of 30/100 (.30) of one mill for a period of four years (2020-2023) to be used for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services, and support for senior centers to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, TCOA has submitted a proposal to Ingham County to use Elder Services Millage dollars to fund a comprehensive array of essential services to Ingham County residents age 60 and older; and

WHEREAS, funds from the Elder Services Millage are included in the County's 2025 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$2,704,224 with Tri-County Office on Aging (TCOA) for services provided to Ingham County residents for the period of January 1, 2025 through December 31, 2025.

BE IT FURTHER RESOLVED, that funds for this contract with TCOA will come from the Elder Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by TCOA for Elder Services Millage eligible services as provided in the attached proposal.

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

YEAR 2025

II.SERVICES TO BE PROVIDED BY THE CONTRACTOR. The Contractor shall provide a comprehensive array of critical services to Ingham County residents age 60 and older including:

- a) Managing and operating Home Delivered Meals (commonly known as Meals on Wheels), Carryout Meals and Congregate (Senior) Dining Sites, providing meals to address food insecurity and meet the nutritional and social needs of the growing population of older adults. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act.
- b) Providing individuals with In-Home Services and supports depending on the need, designed to provide or enhance their independence and avoid the need for residential/skilled nursing living arrangements. Supports can include personal care (such as assistance with bathing and dressing) homemaking services, grocery shopping assistance, and respite support for persons caring for older adults. Priority will be given to individuals currently on TCOA's wait lists and others who may not meet the nursing facility level of care determination but are at risk of health decline or lack of independence without support. Services shall be provided in conformity with state and federal operating standards as outlined in the Older Americans Act.
- c) Supplying Chore Services such as snow removal and yard work to enhance safety and enable older adults to remain living in a safe independent environment.
- d) Supporting Healthy Aging and Wellness Activities such as healthy living classes for persons with diabetes and other chronic conditions, caregiver workshops, and other opportunities to engage older adults in the community to promote socialization and prevent isolation, depression and worsening chronic conditions. Community agencies and senior centers are encouraged to complete the simple grant application available from TCOA for qualified activities.
- e) Providing Crisis Services and gap filling supports through financial or other assistance in addressing utility shut offs and safe housing-related expenses (emergency shelter, fumigation, eviction prevention, property tax assistance, etc.) and other immediate needs such as bus passes for low-income seniors in imminent danger of losing independence. Assistance may be available for caregivers to meet one-time, emerging needs in support of the older adult.
- f) Supplying gap-filling support to meet the Non-Covered Medical needs of low-income older adults to prevent serious health crises. Expenses may include prescription medications, dental/oral health care, durable medical equipment (i.e. walkers, shower benches), and hearing aids that are not covered through Medicare or other means. Non-emergency medical transport can be arranged for those awaiting approval for transportation services through Medicaid or Medicare.
- g) Managing and operating Information & Assistance Services to community members with questions about available programs and services, or those who otherwise do not know where to turn. These community members may be seniors, adults with disabilities or the family and friends that support them.

The questions or circumstances may be straight forward and result in a simple referral or exchange of information, or they may be more complex, requiring significant time and follow-up. Services may include the support of a Community Resource Navigator who has specific training, knowledge of community resources, and background in working with older adults who have chronic health and emotional needs who are not connected to any other supports and have immediate needs.

- h) Connecting low income and underserved individuals and their families to Legal Services to provide legal protection, advocacy and representation in the areas of elder abuse, public benefits, senior justice and elder rights. Services also include the Long-Term Care Ombudsman who advocates for the health, safety and rights of

persons in nursing and other care facilities and may also include the education of local law enforcement and other key organizations and community partners on elder abuse.

i) Ten percent of the funds received under this agreement shall be used to pay for the staffing, overhead and other associated costs for the additional administration of the millage.

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

FROM: Deb Fett, CIO

DATE: February 18, 2025

SUBJECT: Renewal of the i3-ImageSoft Annual Support

For the meeting agendas of March 4th, 5th and 11th, 2025

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. These workflows we rely on were developed and are supported by ImageSoft. We have just recently received our corrected invoice although our support contract for ImageSoft expired on December 31st, 2024. Our ImageSoft maintenance invoice saw a substantial decrease of \$72,040.26 from the previous year due to several of our Court departments moving to new systems in 2024 and 2025.

ALTERNATIVES

We could stop using the ImageSoft systems within OnBase or look for alternative systems, but these would take time. We could choose not to continue support but that would open us up to risk if there were an issue that our internal team could not solve.

FINANCIAL IMPACT

The funding for the \$44,781.87 invoice for ImageSoft is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

ImageSoft has a new name, i3-ImageSoft, LLC.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the ImageSoft support renewal from i3 in the amount not to exceed \$44,782.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE i3-IMAGESOFT ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform developed and supported by i3-ImageSoft that is heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current support agreement with i3-ImageSoft expired on December 31st, 2024; and

WHEREAS, the annual contract amount of \$44,782 is in the approved 2025 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase annual support for 2025 from i3-ImageSoft by paying the invoice in the amount not to exceed \$44,782.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

TO: Board of Commissioners, County Services and Finance Committee

FROM: Deb Fett, CIO

DATE: February 18, 2025

SUBJECT: Fiber Make Ready Costs from Consumers Energy

For the Agendas of March 4th, 5th and 11th, 2025

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. During this process, it became clear that although our Fairgrounds does not have a large number of employees working at the location, it is a venue that brings in revenue from exhibitors and events that more and more require Internet access for credit card transactions. This request is for the costs for Consumers Energy to make their poles ready now that the engineering phase is completed. This is needed prior to fiber broadband installation to the Ingham County Fairgrounds, which is currently served by a subpar connection. Innovation & Technology has been working with Western Tel-com under the State of Michigan MiDeal contract, however, these make ready costs are determined by the utilities in the route between locations; in this case, Consumers Energy.

ALTERNATIVES

Given that Consumers Energy is the owner of the poles on the route for the fiber, they have full control over the costs. Our only option would be to not put in the fiber.

FINANCIAL IMPACT

The funding for the \$8,100.00 total will come from the Ingham County Network Fund Contracted Services account.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By installing our own fiber to connect our parks and facilities, it will allow us to provide better service to not only our departments who serve the community, but also to the public via our guest wireless access. This engineering is a prerequisite to the installation.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber make ready costs from Consumers Energy in the amount not to exceed \$8,100.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FIBER MAKE READY COSTS FROM CONSUMERS ENERGY

WHEREAS, Ingham County is working on a project for strengthening our County network in accordance with the American Rescue Plan Act (ARPA) funding requirements; and

WHEREAS, an additional location was identified that requires make ready costs for fiber broadband installation to the Ingham County Fairgrounds, which is currently served by a subpar connection; and

WHEREAS, the funds have been budgeted in the current fiscal year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the payment of the invoice for fiber make ready costs from Consumers Energy in the amount not to exceed \$8,100.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County Network Fund Contracted Services Account.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: February 11, 2025
SUBJECT: Budget Adjustments to the 2025 Ingham County Fair Budget

BACKGROUND

Resolution #24-603 authorized the purchase of Jack O’ Lanterns Unleashed from Debbi Katz Productions. Budget adjustments will need to be completed to accommodate the expenses and revenues associated with the event.

Expenses:

Line Item	Line Item Number	Approved Budget	Adjustment	Revised Budget
Contractual Services	56176013 818000	32000	39000	71000
Supplies	56176013 726010	8000	49960	57960
Salaries & wages temp	56176013 705000	5000	45000	50000
Gas Grease & Oil	56176013 747000	12000	2000	14000

Revenues:

Line Item	Line Item Number	Approved Budget	Adjustment	Revised Budget
Advanced Admissions	56176013 651020	0	115000	115,000
Food Concessions	56176013 667030	5000	35000	40,000
Misc. Revenue	56176013 688220	250	9750	10000
Sponsorship	56176013 675400	6000	6000	12000

The expenses include contractual services for the setup of the event, supplies such as lumber, paint, electrical equipment, new speakers, souvenirs, food and alcohol, other miscellaneous supplies, and event needs as well as staffing. Revenues include food concessions, advance admissions, on site admissions, and miscellaneous revenues collected from the sale of merchandise, souvenirs and other activities during the event. The costs associated with the setup of the event in contractual services should be transferred from the hotel/motel fund.

ALTERNATIVES

There are no alternatives given Resolution #24-603 was passed.

FINANCIAL IMPACT

Jack O’ Lanterns Unleashed is expected to make a profit, excluding the purchase price of the show, in year one of ownership. The adjustments will reduce the off season budgeted shortfall from \$55,155 to \$25,365.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADJUST THE 2025 INGHAM COUNTY FAIR BUDGET

WHEREAS, Resolution #24-603 authorized the purchase of Jack O’ Lanterns Unleashed from Debbi Katz Productions; and

WHEREAS, budget adjustments are necessary to account for the expenses and revenues associated with the event; and

WHEREAS, the Fair Board has reviewed the proposed budget adjustments prepared by the Fairgrounds Events Director and have voted to approve the adjustments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the Fair Fund as described below:

Expenses:

Line Item	Line Item Number	Approved Budget	Adjustment	Revised Budget
Contractual Services	56176013 818000	32000	39000	71000
Supplies	56176013 726010	8000	49960	57960
Salaries & wages temp	56176013 705000	5000	45000	50000
Gas Grease & Oil	56176013 747000	12000	2000	14000

Revenues:

Line Item	Line Item Number	Approved Budget	Adjustment	Revised Budget
Advanced Admissions	56176013 651020	0	115000	115,000
Food Concessions	56176013 667030	5000	35000	40,000
Misc. Revenue	56176013 688220	250	9750	10000
Sponsorship	56176013 675400	6000	6000	12000

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: February 11, 2025
SUBJECT: Resolution to Authorize Iverson Electric, LLC to Complete Electrical Upgrades to the North End Camping at the Ingham County Fairgrounds

BACKGROUND

The north end camping at the Fairgrounds needs electrical upgrades. Since 2019, there are 16 camping pedestals that are locked and not used because of poor distribution of the electricity on the grounds. This negatively impacts Fair Week specifically because we do not have enough camping on the north end to meet the demands, which results in livestock families camping on the south end of the grounds far away from their animals or choosing not to camp at all which negatively impacts the Fair financially.

Iverson Electric is already contracted to complete electrical work at the Fairgrounds but this resolution is needed to authorize spending the hotel/motel funds for this CIP project as it was not identified through the 2025 budget process.

ALTERNATIVES

The Fairgrounds could continue to lock multiple pedestals and continue to have insufficient power to the north end.

FINANCIAL IMPACT

The cost of this upgrade is \$21,432 including a 20% contingency. The funding is available in the hotel/motel fund. The result of opening these pedestals will result in increased revenue for the Fairgrounds.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Iverson Electric LLC
421 N. Waverly Rd
Eaton Rapids, MI 48827
P: 517-204-0559

Electrical Installation Proposal

PROPOSAL TO: Ingham County Fairgrounds 700 E. Ash St Mason, MI 48854	CONTACT INFORMATION: Phone: (517) 676-2428 Fax: Email:	PROJECT: North Camping Electrical
Attention: Lindsey McKeever	Date: January 30, 2025	

THANK YOU FOR CONSIDERING Iverson Electric Inc SPECIFICATIONS, ESTIMATED, QUANTITIES AND DESCRIPTIONS ARE HEREBY SUBMITTED FOR THE FOLLOWING INTERPRETATION OF THE REQUIRED ELECTRIC TRADE WORK:

Iverson Electric LLC, proposes to furnish material and labor per list below;

- Extend (4) new 100-amp circuits from main distribution north camping restroom electrical rack & rabbit barn trough by open sheep to center point of pedestal runs.
- Divide existing feeds to (3) circuits each for balance of loads.
- Provide underground trenching/bore and backfill with existing soils.
- Provide rigid conduit up the sides of existing concrete bases as needed.
- Provide State of MI Electrical permit.

Total cost for the above: \$17,860.00

20% Contingent cost fee (only if needed) to cover unforeseen underground issues while making the upgrade \$3,572.00.

Grand Total \$21,432.00

Don Iverson, Estimator Email: iversonelectric67@gmail.com	CONDITIONS OF PROPOSAL: This proposal is subject to all specifications listed herein. The quantities and descriptions listed herein constitutes only our interpretation of the needed or desired outcome. Acceptance of this proposal will result in the work being installed or materials delivered according to this proposal. Check this proposal to verify the above listed descriptions meet your requirements. This proposal is valid for 30 days from the proposal date, thereafter is subject to a price change, modification or may not be accepted by IVERSON ELEC. LLC.
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ACCEPTANCE AND AGREEMENT: The above specifications, estimates, quantities, description and prices are satisfactory and hereby accepted. IVERSON ELECTRIC, LLC is <u>authorizes</u> to perform the work as described above. Payment will be made within 7 days from receipt of invoice to avoid a 1.5% late charge. If payment goes out of terms the authorized signature agrees to pay interest charges, attorney fees, and all associated cost in Iverson Electric LLC. collecting efforts.	Authorized Signature	Date: 1/30/2025
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Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE IVERSON ELECTRIC, LLC TO COMPLETE ELECTRICAL UPGRADES TO THE NORTH END CAMPING AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the north end camping at the Fairgrounds has insufficient electrical distribution; and

WHEREAS, the Fairgrounds is under contract with Iverson Electric, LLC for electrical services; and

WHEREAS, Iverson Electric, LLC provided an estimate not to exceed \$21,432 to upgrade the electrical service on the north end of the Fairgrounds; and

WHEREAS, the Fair Board voted to authorize \$21,432 from hotel/motel funds be spent to pay for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve Iverson Electric to complete the needed electrical upgrades to the north end camping for an amount not to exceed \$21,432.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: February 11, 2025
SUBJECT: Online Ticketing Service for the Ingham County Fair

BACKGROUND

The Fairgrounds is in need of a new online ticketing vendor. Under contract with Tix, INC since 2020, the contract was terminated early to seek new, more qualified vendors through an RFP process. Six companies submitted proposals. Saffire, LLC is the most qualified proposer. The Fair Board voted to enter into a contract with Saffire, LLC to provide ticketing solutions for the Fairgrounds. Saffire, LLC may also assist with website design as well as assist with marketing tracking pixels, conversion APIs, and other marketing tools.

ALTERNATIVES

The Ingham County Fairgrounds could stop selling online tickets.

FINANCIAL IMPACT

Selling tickets online for fairgrounds events is strategically important from a financial perspective. It can significantly increase revenue by reaching a wider audience, including those who might prefer the ease of online purchasing. By implementing tiered pricing, early bird discounts, or promotional codes, the fairgrounds can incentivize early sales, ensuring better cash flow and financial planning. Additionally, the data collected from online sales can inform future marketing strategies and improve customer engagement, ultimately driving more revenue to the fairgrounds.

Ticket purchasers may incur ticket fees, or the Fair could opt to take on those costs based on the specific situation.

The expenses for equipment rental will be covered by the total sales, meaning the Fair may not directly pay Saffire with a check for the rental.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

TO: Lindsey McKeever, Fairgrounds Events Director
FROM: Kristen Romo, Director of Purchasing
DATE: February 6, 2025
RE: Memorandum of Performance for RFP No. 6-25 Online Ticketing System for the Ingham County Fairgrounds Main Arena

Per your request, the Purchasing Department sought proposals Ingham County requests proposals for a turnkey online ticketing system for the Ingham County Fair in support of fair week and Jack O' Lanterns Unleashed as well as smaller events throughout the year with an opportunity for future program expansion and growth. The scope of work includes, but is not limited to, all services, software, equipment, and technical support.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	13	0
Vendors nonresponsive – missing forms	1	0
Vendors responding	6	0

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

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 76-7309.

SUMMARY OF VENDORS' COSTS

Vendor: Saffire	Local: No, Austin TX	Vendor: InEvent	Local: No, Wilmington DE
*Fee for Tickets \$0.01-\$10.00	\$1.00 per ticket	Fee per ticket	\$1.95
*Fee for Tickets \$10.01+	10 % of ticket price up to \$2.99	Credit card processing fee	\$2.9% + \$0.30
*4% processing fee charged if using Saffire's merchant account		Scanning Device	\$990 per kiosk
Call Center Tickets (optional)	Additional \$2.50 per ticket	Shipping for Scanning Device	\$440 round trip
Box Office	Fee		
General Admission - Paid	\$0.35		
Reserve Seat - Paid	\$0.35	Vendor: Time.ly	Local: No, Philadelphia PA
Parking Tickets	\$0.10 each ticket	Per Ticket Processing Fee	\$0.65
Device Rentals	Fee	Item Description	One-Time Costs
Laser Scanner	\$90 per device/week	System Implementation & Configuration	\$2,125.00
Initial Setup Fee	\$0.00	Data Migration & System Integration	\$2,785.00
		User Training & Onboarding - Unlimited	\$1,815.00
		API & CRM Integration Setup	\$1,750.00
Vendor: Tix	No, Long Beach CA	Recurring Costs	Year 1/Year 2/Year 3/Year 4/Year 5
Tickets	Fee	Annual Software Licensing Fee	\$7,825/\$8,529.25/\$9,296.88/\$10,133.60/\$11,045.62
Priced at \$0.00	\$1.00 online/\$3.50 call center/\$0.10 Box Office	Customer & Technical Support	\$2,485/\$2,708.65/\$2,952.42/\$3,218.14/\$3,507.78
Priced from \$0.01 to \$9.99	\$1.00 online/\$3.50 call center/\$0.25 Box Office	Cloud Hosting & Security Compliance	\$0 / \$0 / \$800 / \$800 / \$800
Priced from \$10.00 and up	\$1.50 online/\$3.50 call center/\$0.25 Box Office		
No setup, training, support, maintenance, or software license fees.			
6 Android devices provided for scanning TixScan proprietary barcode.		Vendor: Yodel Pass	Local: No, New York NY
Additional 5% charge on credit card sales when using Tix merchant account		Transaction Fee - Minimum of \$25k in collections required	\$1.00 per ticket
		No licensing, implementation, POS, or yearly support fees	
Vendor: ezEvent	Local: No, South Windsor CT	Vendor: Leap Event Technology	Local: Unknown
Service Fee	\$0.99 - \$1.25 per ticket	Nonresponsive - missing forms	
Paypal/Merchant Processing Fee	3.49% + \$0.49 per transaction		
No integration or setup costs			



Ticketing

Online ticket sales – Print at home & Mobile Delivery

Online fees are based on the cost of your ticket(s)* and are most commonly passed on to the consumer:

Ticket Price	Fee/Ticket Sold
\$0.01 - \$10.00	\$1.00 per ticket
\$10.01 +	10% of ticket price up to \$2.99

**The above fees are what Saffire charges on all tickets sold through the online portal. You will also have online merchant fees. The processing charge is 4% if you use Saffire's merchant account. We also work with numerous other payment providers and can alternatively connect to your compatible account. Most clients charge a convenience fee that covers these costs.*

Pre-Printed Tickets

With most ticketing systems, you pay for all QR codes you create, regardless of how many are redeemed. This leads to a lengthy "check-in" process after your event for all unused tickets. With Saffire, **we only charge you for redeemed pre-printed hard tickets**, making it quicker and easier for you to distribute advance tickets and creating more accurate data analytics of actual attendance. A third-party provider usually prints these tickets. Saffire will help get codes to the printer and review ticket comps to ensure everything works before printing.

Pre-printed fees are in two categories. Paid tickets and comp ticket pricing is as follows:

Ticket type	Fee/Ticket Sold
Paid pre-printed	\$0.35
Comp pre-printed	\$0.00

** Note: These prices exclude the price of ticket printing and design, which we are happy to help you with.*



Box Office

Ticket type	Fee
General Admission - Paid	\$0.35
General Admission - Comp	\$0.00
Reserved Seat - Paid	\$0.35
Reserved Seat - Comp	\$0.00
Parking Tickets	\$0.10 each ticket

Device Rentals

You will work directly with your Ticket Account Manager to determine the best equipment needed for your event. **Saffire will include an equipment stipend of up to 10% of your total ticket fees for the duration of the agreement.**

Equipment Fee	FEE
Scanning Devices: Laser Scanners	\$90 per device/per week
Printer: Microcom 520 printer	\$90 per device/per week
Selling Devices: Point of Sale - Mobile or Laptop Based	\$150 per device/per week
Contactless Kiosk Kit: *Can be customized to your brand ** the kit does not include housing • Touchscreen Monitor (15 inches) • Minicomputer to operate the system • Ticket printer with cutter • Credit Card Reader	\$300 per setup/per week
Ticket Stock Saffire Branded generic ticket stock to cover your yearly needs	Included



Additional Services

Additional Service	Fee
Initial setup of SaffireTix Site (Spark Platform)	\$1000 one-time fee - WAIVED
On-site support fee - Saffire's on-site support personnel exist to service SaffireTix questions and system troubleshooting only. Additional requests may incur an extra fee.	Saffire will include 2 days of onsite support at no cost for the first year of the agreement. (excluding travel expenses) Additional days of onsite support will be \$500/day (excluding travel expenses)
Call Center Per Ticket (optional)	An additional service fee of \$2.50 is applied to all tickets purchased through the call center. Informational & assistance calls are FREE to both your organization and the customer.
SaffireCommerce is the built-in shopping cart that comes with Saffire that allows you to sell anything on your website. Our shopping cart makes buying simple, with minimal clicks to make a purchase and lots of buying options all over your Saffire website.	\$0.50 per item sold for items that do not need to be scanned.

Notes: All fees (support, travel, shipping, etc.) are to be paid within 30 days after the visit. Saffire Stock Tickets are free of charge, but shipping will be added to the invoice.

Invoices will be sent quarterly, with payment due within 30 days.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SAFFIRE, LLC FOR AN ONLINE TICKETING SYSTEM

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey online ticketing company for the Fair; and

WHEREAS, an online ticketing system will allow for tickets to be sold for events at the Fairgrounds; and

WHEREAS, an online ticketing system will continue to streamline operations and efficiency; and

WHEREAS, after careful review and evaluation of the proposal received, the Fair Board and Fairgrounds Events Director recommends that a contract be awarded to Saffire, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve entering into a contract with Saffire, LLC. for a term of three years with an option to renew for an additional 2-year period.

BE IT FURTHER RESOLVED, that fees are indicated below:

Online Ticket Sales	
Ticket Price	Fee/Ticket Sold
\$.01-\$10	\$1.00 per ticket
\$10.01+	10% of ticket price up to \$2.99
	Processing fee of 4% if using Saffire's merchant account
Pre- Printed Tickets	
Ticket Type	Fee/Ticket Sold
Paid Pre-printed	\$0.35
Comp Pre-Printed	\$0
Box Office	
Ticket Type	Fee
General Admission-Paid	\$0.35
General Admission Comp	\$0
Reserved Seat- Paid	\$0.35
Reserved Seat-Comp	\$0
Parking Tickets	\$0.10
Device Rentals	
Equipment	Fee
Laser Scanner	\$90 per device per week
Printer	\$90 per device per week
Point of Sale Mobile or Laptc	\$150 per device per week
Contactless Kiosk	\$300 per setup per week
Additional Services	
SaffireCommerce	\$.50 per item sold for items that do not need to be scanned

BE IT FURTHER RESOLVED, any fees associated with the ticket sales or equipment rentals will be taken out of the remittance.

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

TO: Board of Commissioners' Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 7, 2025
SUBJECT: Authorization to Amend Resolution #24-500 with Michigan Department of Labor and Economic Opportunity (MDLEO) for the FY24-25 AmeriCorps State Funding

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #24-500 with the Michigan Department of Labor and Economic Opportunity (MDLEO) for the FY 24/25 AmeriCorps State grant funding, effective October 1, 2024 through August 31, 2025 in an amount not to exceed \$269,985. Resolution #24-500 authorized the acceptance of grant funding from MDLEO to continue the AmeriCorps State Program effective September 1, 2024 through August 31, 2025. ICHD wishes to amend Resolution #24-500 to correctly match the beginning date of October 1, 2024. Throughout the agreement, the date of October 1, 2024 shall be referred to as the begin date and no activity will be performed, no costs incurred to the state, or cost shares prior to the amended effective date of the agreement.

ALTERNATIVES

Choosing not to amend this agreement would result in a loss of AmeriCorps State Program Funding.

FINANCIAL IMPACT

There are no costs associated with this amendment.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #24-500 effective October 1, 2024 to August 31, 2025 in an amount not to exceed \$269,985.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #24-500 WITH MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE FY 2024-2025 AMERICORPS STATE GRANT FUNDING

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend Resolution #24-500 with the Michigan Department of Labor and Economic Opportunity (MDLEO) for the FY 24/25 AmeriCorps State grant funding, effective October 1, 2024 through August 31, 2025 in an amount not to exceed \$269,985; and

WHEREAS, Resolution #24-500 authorized the acceptance of grant funding from MDLEO to continue the AmeriCorps State Program effective September 1, 2024 through August 31, 2025; and

WHEREAS, ICHHD wishes to amend Resolution #24-500 to correctly match the beginning date of October 1, 2024; and

WHEREAS, throughout the agreement, the date of October 1, 2024 shall be referred to as the begin date and no activity will be performed, no costs incurred to the state, or cost shares prior to the amended effective date of the agreement; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #24-500 with MDLEO for the FY 24/25 AmeriCorps State grant funding program, effective October 1, 2024 to August 31, 2025 in an amount not to exceed \$269,985.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-500 with MDLEO for the FY 24/25 AmeriCorps State grant funding program, effective October 1, 2024 to August 31, 2025 in an amount not to exceed \$269,985.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #24-500 shall remain the same.

BE IT FURTHER RESOLVED, that the Medical Health Officer is authorized to submit the 2024-2025 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement.

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the Memorandum of Agreement is final.

BE IT FURTHER RESOLOVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents and any budget amendments so long as they do not exceed the amount listed above, consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 12, 2025
SUBJECT: Authorization for an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2025 Michigan Marihuana Operation and Oversight Grant
For the meeting agendas of March 3, and March 5, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act in an amount totaling \$31,077 effective January 1, 2025, through September 15, 2025. The Michigan Legislature has appropriated funds for the Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426, and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967. Specifically, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Marihuana Act.

Grants available to counties are distributed proportionally based on the number of registry identification cards issued to or renewed for the residents of each county, and grants may not be used for law enforcement purposes. ICHHD previously received this grant in 2019, 2020, 2021, 2022, 2023 and 2024. (Resolution #19-115, Resolution #20-070, Resolution #21-128, Resolution # 22-143, Resolution # 23-109, and Resolution #24-057)

ICHHD seeks to engage in activities such as providing education to adolescents, patients, caregivers and community members through targeted advertising and marketing, and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public. These activities will contribute to the following objectives:

- Educate marihuana users and others about safe storage and provide lock bags to those who have need
- Educate marihuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about the risks associated with marihuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marihuana use
- Measure the self-reported use of marihuana

ALTERNATIVES

Choosing not to accept this funding would result in a loss of Marihuana Oversight funding used to implement harm reduction strategies for Ingham County residents.

FINANCIAL IMPACT

This agreement with LARA will allow ICHHD to accept the LARA Marihuana Operation and Oversight grant funding in an amount not to exceed \$31,077.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with LARA for education, communication, and outreach regarding the Michigan Marihuana Act, to accept funds in an amount not to exceed \$31,077 effective January 1, 2024, to September 15, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS TO ACCEPT THE 2025
MICHIGAN MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act in an amount totaling \$31,077 effective January 1, 2025, through September 15, 2025; and

WHEREAS, the Michigan Legislature has appropriated funds for the Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426, and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967; and

WHEREAS, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Marihuana Act; and

WHEREAS, grants available to counties are distributed proportionally based on the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants may not be used for law enforcement purposes; and

WHEREAS, ICHD previously received this Marihuana Operation and Oversight Grant in 2019, 2020, 2021, 2022, and 2023 through Resolutions #19-115, #20-070, #21-128, #22-143, #23-109, and #24-057; and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers, and community members through targeted advertising/marketing and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, the aforementioned activities will contribute to the following objectives:

- Educate marihuana users and others about safe storage and provide lock bags to those who have need
- Educate marihuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about the risks associated with marihuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marihuana use
- Measure the self-reported use of marihuana; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a grant agreement with LARA for education, communication, and outreach regarding the Michigan Medical Marihuana Act effective January 1, 2025 through September 15, 2025 in an amount not to exceed \$31,077.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a grant agreement with LARA for education, communication, and outreach regarding the Michigan Medical Marihuana Act effective January 1, 2025 through September 15, 2025 in an amount not to exceed \$31,077.

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

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

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

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

DATE: February 11, 2025

SUBJECT: Authorization for Amendment #2 to the 2024-2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement.

For the Meeting Agendas of March 3, and March 5, 2025

BACKGROUND

The responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan. Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health. MDHHS and Ingham County have entered into a 2024 – 2025 Emerging Threats Agreement authorized through Resolution #24-451. MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify Agreement procedures.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the 2024-2025 original grant agreement from \$530,872 to \$566,586, an increase of \$35,714. The revised resolution makes the following specific changes to the budget:

COVID-19 Mobile Testing: increase of \$35,714 from \$125,000 to \$160,714

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2024 – 2025 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County have entered into a 2024 – 2025 Emerging Threats Agreement authorized through Resolution #24-451; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize Amendment #2 with MDHHS for the delivery of Emerging Threats services under the Comprehensive Agreement Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 with MDHHS for the delivery of Emerging Threats services under the Comprehensive Agreement Process.

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

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$530,872 to \$566,586, for a total increase of \$35,714.

BE IT FURTHER RESOLVED, that the increase in funds consists of the following specific changes to the budget:

COVID-19 Mobile Testing: increase of \$35,714 from \$125,000 to \$160,714

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2025 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Adenike Shoyinka, or her designee, is authorized to submit the 2024-2025 Emerging Threats Comprehensive Agreement Amendment #2 electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners' Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 18, 2025
SUBJECT: Authorization for an Agreement with BDP & Associates, A Sole Source Vendor
For the Meeting Agendas of March 3 and March 4, 2025

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with BDP & Associates in an amount not to exceed \$24,800 to develop an evaluation plan framework for ICHHD that will be used to assess the effectiveness, quality, and performance of various systems, processes, and services. BDP & Associates will develop a systematic overarching evaluation plan framework, that will serve to enhance capacity to inform opportunities for change and improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity effectively and efficiently for improving the health of the population. This agreement will be effective March 1, 2025 through September 30, 2025.

ALTERNATIVES

Choosing not to enter into this agreement could limit ICHHD's ability to gain insights through a comprehensive evaluation which can enhance understanding of ICHHD's programs & interventions, foster innovation, and advance practice-based, community-driven solutions.

FINANCIAL IMPACT

Funding for the Building Public Health Foundational Capacity through Evaluation Project will support the development of an evaluation plan and will be provided by the Public Health Infrastructure Grant (PHIG) Fund #22160060-01041.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with BDP & Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP & ASSOCIATES AS A SOLE SOURCE VENDOR FOR THE EVALUATION OF INGHAM COUNTY HEALTH DEPARTMENT PROGRAMS

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

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

WHEREAS, BDP & Associates is a sole source vendor and additional quotes were requested; and

WHEREAS, BDP & Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change and improvement; and

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

WHEREAS, funding for the Evaluation Plan framework will be provided by the (PHIG) Grant Fund #22160060-01041; and

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

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

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

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

TO: Board of Commissioners' Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 18, 2025
SUBJECT: Authorization to Extend Agreement with the U.S Department of Justice (DOJ)
For the Meeting Agendas of March 3, and March 5, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to authorize an extension of funding from the Department of Justice (DOJ) accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000. Resolution #23-411 authorized a 2023-2025 Byrne Justice Assistance (BJA) project designated as funding under the Consolidated Appropriations Act, 2023 (Public Law 117-328) to support the Advance Peace Initiative effective through February 28, 2025. This one year extension is requested due to delays in the hiring process per the grant project, and will allow ICHD additional time to achieve outcomes listed in the proposal.

ALTERNATIVES

If this agreement is not extended, ICHD will not be able to achieve the outcomes listed in the proposal.

FINANCIAL IMPACT

This grant will be effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize extending the funding agreement approved through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH THE
U.S. DEPARTMENT OF JUSTICE FOR THE BYRNE JUSTICE ASSISTANCE PROJECT**

WHEREAS, Ingham County Health Department (ICHD) wishes to authorize an extension of funding from the Department of Justice (DOJ) accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000; and

WHEREAS, Resolution #23-411 authorized a 2023-2025 BJA project designated as funding under the Consolidated Appropriations Act, 2023 (Public Law 117-328) to support the Advance Peace Initiative effective through February 28, 2025; and

WHEREAS, this one-year extension is requested due to delays in the hiring process per the grant project, and will allow ICHD additional time to achieve outcomes listed in the proposal; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize extending the agreement with the DOJ accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with the DOJ accepted through Resolution #23-411, effective July 1, 2023 through February 28, 2026 in an amount not to exceed \$500,000.

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

TO: Board of Commissioners' Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 18, 2025
SUBJECT: Authorization for an Extension with Michigan Public Health Institute (MPHI)
For the Meeting Agendas of March 3, and March 5, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to authorize an extension of funding from the Michigan Public Health Institute (MPHI) accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406. Resolution #23-548 authorized the local implementation of the Lansing/Ingham Peacemaker Fellowship. This extension through September 30, 2025 is requested due to grant project delays, and will allow ICHD additional time to achieve outcomes listed in the proposal.

ALTERNATIVES

Without this extension, ICHD will not be able to achieve the outcomes listed in the proposal.

FINANCIAL IMPACT

This grant extension will be effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the extension of Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH
MICHIGAN PUBLIC HEALTH INSTITUTE**

WHEREAS, Ingham County Health Department (ICHHD) wishes to authorize an extension of funding from the Michigan Public Health Institute (MPHI) accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406; and

WHEREAS, Resolution #23-548 authorized the local implementation of the Lansing/Ingham Peacemaker Fellowship; and

WHEREAS, this extension through September 30, 2025 is requested due to grant project delays and will allow ICHHD additional time to achieve outcomes listed in the proposal; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an extension of the agreement with MPHI accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the agreement with the MPHI accepted through Resolution #23-548, effective October 1, 2023 through September 30, 2025 in an amount not to exceed \$35,406.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: February 6, 2025
RE: Amendment to Resolution #24-449 – Additional Cabinetry Work for Forest Community Health Center

For the meeting agendas of: March 4th & 5th

BACKGROUND

The Forest Community Health Center is undergoing renovations to improve the quality of services offered to patients, enhance privacy, and upgrade dental care facilities. The original project was approved under Resolution #24-449, authorizing a contract with Laux Construction.

During the renovation planning process, additional cabinetry work was identified as essential to enhance functionality in the dental treatment areas. This additional work includes the installation of four dental cabinetry units, as outlined in the updated quote from Patterson Dental.

ALTERNATIVES

The alternative would be to not approve this amendment, which would result in the omission of essential cabinetry upgrades in the dental treatment rooms. This could impact workflow efficiency and service quality for patients and staff. Delaying or excluding these upgrades may require further renovations in the future, leading to higher costs and operational disruptions.

FINANCIAL IMPACT

The additional cabinetry work, including installation, amounts to \$108,864.12. This increases the total project cost to not exceed \$612,147.11, which includes a 10% contingency for unforeseen expenses.

The budget line item has been updated to 51161520-528000-23F11 to accurately reflect project funding.

OTHER CONSIDERATIONS

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

RECOMMENDATION

The Facilities Department recommends approval of this amendment to Resolution #24-449, which will authorize the additional cabinetry work and adjust the total project cost accordingly. This amendment ensures that the Forest Community Health Center renovations meet the highest standards for patient care and facility efficiency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-449 TO AUTHORIZE ADDITIONAL DENTAL CABINETRY WORK AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #24-449, approving renovations at the Forest Community Health Center to enhance patient privacy and improve dental care services; and

WHEREAS, additional cabinetry work has been identified as a necessary component of the renovation project to optimize functionality and enhance dental treatment areas; and

WHEREAS, the cost for the additional cabinetry work, including installation, amounts to \$108,864.12, as per the updated quote received from Patterson Dental; and

WHEREAS, the total project cost, including the base renovation cost and additional cabinetry work, will now not exceed \$612,147.11, which includes a 10% contingency for unforeseen expenses; and

WHEREAS, the budget line item has been updated to 51161520-528000-23F11 to properly reflect the funding source for this project; and

WHEREAS, the Facilities Director recommends proceeding with the additional cabinetry work to ensure the Forest Community Health Center continues to provide optimal services to the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #24-449 to include the additional cost of \$108,864.12 for cabinetry work.

BE IT FURTHER RESOLVED, that the total authorized project cost is now revised to not exceed \$612,147.11, which includes a 10% contingency to cover unforeseen expenses.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts or documents for the additional cabinetry work after review by the County Attorney.

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: February 14, 2025

RE: Resolution to Authorize a Purchase Order to Trane U.S. Inc. for the Recommissioning of the Forest Community Health Center

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

BACKGROUND

The Building Automation System (BAS) at the Forest Community Health Center requires recommissioning to ensure optimal performance and energy efficiency. Trane U.S. Inc. has submitted a proposal to conduct a full system recommissioning, including preventative maintenance, control adjustments, and necessary repairs. This project is part of the County’s ongoing energy conservation efforts and will be funded through the Community Energy Management Grant (Resolution #24-401).

ALTERNATIVES

Delaying the recommissioning could result in higher energy consumption, increased maintenance costs, and reduced equipment lifespan. Proceeding with the project ensures that the system operates efficiently and remains aligned with the County’s sustainability goals.

FINANCIAL IMPACT

The total cost for the project is \$17,220. Funding is available in Fund 10122300 818000 CEMGP, as designated under the Community Energy Management Grant.

OTHER CONSIDERATIONS

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

RECOMMENDATION

The Facilities Department recommends approval of the attached resolution to authorize a purchase order to Trane U.S. Inc. for the recommissioning of the Forest Community Health Center, ensuring enhanced energy efficiency and operational reliability.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRANE U.S. INC. FOR THE RECOMMISSIONING OF THE FOREST COMMUNITY HEALTH CENTER

WHEREAS, the Building Automation System (BAS) at the Forest Community Health Center requires recommissioning to maintain optimal efficiency and ensure continued energy savings; and

WHEREAS, the Facilities Department has determined that recommissioning the BAS, including necessary adjustments and repairs, will enhance building automation performance and align with the County's energy conservation initiatives; and

WHEREAS, Trane U.S. Inc. has submitted a proposal of \$20,800 for the recommissioning project, including scheduled maintenance, system diagnostics, and adjustments to improve efficiency; and

WHEREAS, funding for this project is available through the Community Energy Management Grant (Resolution #24-401) under Funding line 10122300 818000 CEMGP; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Trane U.S. Inc., 3350 Pine Tree Road, Lansing, MI 48911, for the recommissioning of the Forest Community Health Center BAS, for an amount not to exceed \$20,800.

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

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

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 18, 2025

RE: Proposed Resolution to Extend an Engineering Services Agreement for the 2025 Bridge Inspection Program

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

BACKGROUND

The Ingham County Road Department (ICRD) is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation (MDOT). MDOT provides statewide bridge inspection data to the Federal Highway Administration (FHWA), which aids the federal government in making decisions about transportation funding levels. Recently, the County Road Association (CRA) and Michigan Department of Transportation (MDOT) have been working to address new federal requirements for additional inspection data and specialized load ratings. These unfunded mandates have placed a significant strain on local agencies. MDOT has proposed using available funding to take over full responsibility for inspections and load ratings later this year, with the exact date unknown.

In 2022, to aid the Road Department’s bridge inspection needs, the Purchasing Department solicited proposals (RFP #240-22) from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024 and the Board approved the associated agreement through Resolution #23-010.

The last agreement for the Bridge Inspection Program expired at the end of 2024 and the Purchasing Director and Managing Director are in concurrence that an extension of the agreement would make the most sense until the date at which MDOT takes over this task. The vendor, Spicer Group, Inc. located at 1595 W. Lake Lansing Rd, Suite 200, East Lansing, MI 48823, is willing to extend the agreement at the existing contract terms.

ALTERNATIVES

A new RFP would need to be written that clearly define the current situation and include provisions for an agreement with an uncertain termination date. Given the uncertainty, it is likely that the bids received for this work will be higher than what has historically been received.

FINANCIAL IMPACT

The base fee proposal for Spicer Group was \$24,151.25 to perform eighty planned routine bridge inspections, one fracture critical bridge inspection, and sixty-nine stream cross sections over the previous two-year agreement term. Due to the nature of bridge deterioration, occasionally a bridge may require additional in-depth inspections and/or a load analysis, so the consultants were required to provide unit prices for these additional as-needed services. The Road Department is requesting a 20% contingency be added to the agreement to accommodate these additional services if needed. Therefore, the total agreement amount requested for Spicer Group is \$30,000 to include a 20% as-needed contingency. The cost for the bridge inspection services are included in the annual Road Fund Budget.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to extend the engineering services agreement with Spicer Group, Inc. for the 2025 Bridge Inspection Program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AN ENGINEERING SERVICES AGREEMENT FOR
THE 2025 BRIDGE INSPECTION PROGRAM**

WHEREAS, by federal law each state is responsible for the inspection of all bridges within their borders, but allows states to transfer delegation to applicable local agencies; and

WHEREAS, historically, the Michigan Department of Transportation (MDOT) has delegated their authority to applicable local road agencies to inspect bridges under their jurisdiction and to annually submit results to MDOT; and

WHEREAS, MDOT compiles all bridge inspection data into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Road Department does not have the staff or expertise to perform bridge inspections to meet National Bridge Inspection Standards; and

WHEREAS, in 2022, the Ingham County Purchasing Department received proposals for RFP #240-22 from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #23-010 authorizing an agreement with Spicer Group, Inc.; and

WHEREAS, the current engineering services agreement for the Bridge Inspection Program expired at the end of 2024; and

WHEREAS, due to the potential risk of losing federal funding in the future, MDOT is planning to rescind delegation of bridge inspections from local agencies and oversee these responsibilities for all bridges within the state of Michigan, commencing at a date to be determined later this year; and

WHEREAS, the Director of the Purchasing Department and the Managing Director of the Road Department are in concurrence that an extension of this agreement (Clerk File #171-23) is in the best interest of the County; and

WHEREAS, Spicer Group, Inc has agreed to an extension of the contract terms and holding the unit prices as provided in the 2023-2024 engineering services agreement for the 2025 fiscal year; and

WHEREAS, the costs for the bridge inspection program are included in the annual Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contract terms and holding the unit prices as provided in the 2023-2024 engineering services agreement with Spicer Group, Inc located at 1595 W. Lake Lansing Rd, Suite 200, East Lansing, MI 48823 for the 2025 Bridge Inspection Program.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 18, 2025

SUBJECT: Proposed Resolution to Authorize Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships for the 2025 Local Road Program

For the meeting agendas of March 4, 5 and 11

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage, or special assessment district. In Ingham County, only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses in most circumstances, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Alaiedon Township, Aurelius Township, Ingham Township, Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2025 construction season. The attached table provides details regarding the 2025 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$688,462.79 for these twelve townships is included in the adopted 2025 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Alaiedon Township, Aurelius Township, Ingham Township,

Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the first group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Alaiedon, Aurelius, Ingham, Lansing, Leroy, Leslie, Locke, Onondaga, Stockbridge, Vevay, Wheatfield, and Williamstown Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH ALAIEDON, AURELIUS, INGHAM, LANSING, LEROY, LESLIE, LOCKE, ONONDAGA, STOCKBRIDGE, VEVAY, WHEATFIELD, AND WILLIAMSTOWN TOWNSHIPS FOR THE 2025 LOCAL ROAD PROGRAM

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Alaiedon Township, Aurelius Township, Ingham Township, Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2025 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2025 construction season; and

WHEREAS, the Road Department only charges for materials and vendor expenses in most circumstances, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$688,462.79 combined for these twelve townships is included in the adopted 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaiedon Township, Aurelius Township, Ingham Township, Lansing Township, Leroy Township, Leslie Township, Locke Township, Onondaga Township, Stockbridge Township, Vevay Township, Wheatfield Township, and Williamstown Township for the 2025 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

2025 Local Road Program (LRP)

Township	Roll Over Balance Thru 2024	2025 ICRD Match Allocation	Total 2025 Match Available	Proposed 2025 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	HMA overlay on Lamb Road (Okemos Rd to Walline Rd), Chip seal and fog seal on Walline Road (Holt Rd to Lamb Rd) and Simmons Road (Holt Rd to Lamb Rd)	\$169,615.80	\$124,615.80	\$45,000.00
Aurelius	\$0.00	\$50,000.00	\$50,000.00	HMA overlays on Toles Road (Gale Rd to Onondaga Rd) and Curtice Road (Eifert Rd to Aurelius Rd)	\$234,657.50	\$184,657.50	\$50,000.00
Ingham	\$789.39	\$33,300.00	\$34,089.39	Gravel Reshaping on Jessop Road (Dexter Trail to M-36)	\$60,984.00	\$30,492.00	\$30,492.00
Lansing	\$61,970.36	\$60,000.00	\$121,970.36	Cold milling operations and asphalt overlay on Snow Glen Lane (Ravenswood Dr to Briarwood Rd), Springbrook Lane (Briarwood Rd to 890' West of Ravenswood Dr), and Briarwood Road (Willow St to 120' past Ravenswood Dr)	\$200,143.84	\$100,071.92	\$100,071.92
Leroy	\$0.00	\$45,000.00	\$45,000.00	HMA overlays on Meech Road (Holt Rd to Frost Rd in coordination with Wheatfield Township), Risch Road (Howell Rd to Dennis Rd), and O'Hanlon Court (entire length).	\$230,739.16	\$185,739.16	\$45,000.00
Leslie	\$1,745.13	\$50,000.00	\$51,745.13	HMA overlay on Wright Road/Scofield Road (from Hawley Rd as far as possible to Covert Rd , for a budget of \$103,490.26)	\$103,490.26	\$51,745.13	\$51,745.13
Locke	\$21,893.11	\$45,000.00	\$66,893.11	HMA overlay on Dietz Road (Rowley Rd to Moyer Rd), Dietz Road (Bell Oak Rd to Sherwood Rd). Pulverizing and gravel reshaping on Pringle Road (Haslett Rd to Colby Rd) and Colby Road (M52 to Pringle Rd)	\$266,397.30	\$199,504.19	\$66,893.11
Onondaga	\$93,837.88	\$45,000.00	\$138,837.88	HMA overlay on Rossman Road (Waverly Rd to Baldwin Street).	\$233,772.00	\$116,886.00	\$116,886.00
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	HMA Overlay on N. Main Street (City Limit to Dexter Trail); Pulverizing and Gravel Reshaping on Craig Road (Shepper Rd to Twp Line)	\$121,916.03	\$88,616.03	\$33,300.00
Vevay	\$4,853.13	\$55,000.00	\$59,853.13	HMA overlay on Hawley Road (Rolfe Rd to Dexter Trail) and Hawley Road (Barnes Rd to Rolfe Rd)	\$234,657.50	\$174,804.37	\$59,853.13
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	HMA overlay on Meech Road (Holt Rd to Frost Rd in coordination with Leroy Township)	\$58,443.00	\$29,221.50	\$29,221.50
Williamstown	\$0.00	\$60,000.00	\$60,000.00	HMA overlays on Turner Road (Meridian Rd to Burkley Rd) and Barry Road (Shoeman Rd to Zimmer Rd)	\$292,215.00	\$232,215.00	\$60,000.00

Totals

\$739,989.00

\$2,207,031.39

\$1,518,568.60

\$688,462.79

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

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: February 18, 2025

SUBJECT: Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material, and Sign Posts for 2025

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

BACKGROUND

The Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County.

The Purchasing Department solicited bids for the Road Department for the purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material, and Sign Posts in 2025 per Invitation for Bid (IFB) #4-25 from experienced and qualified vendors, for a one-year period with an option for a one-year renewal.

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

Dornbos Signs Inc. located at 619 W Harris St, Charlotte, MI 48813

Michigan State Industries located at 206 E. Michigan Ave, Lansing, MI 48933

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for Dornbos Signs Inc. and Michigan State Industries for 2025.

TO: Kelly Jones, Director, Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: February 13, 2025
RE: Memorandum of Performance for IFB No. 4-25 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, Reflective Sheeting Material & Sign Posts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels & sign posts for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

The scope of work includes, but is not limited to, meeting the Michigan Department of Transportation's 2020 Standard Specifications ensuring that all materials used for the construction of reflective sign faces are 3M brand or approved equal and certifying that sign panel hole punching conforms to the Ingham County Road Department specifications. Additionally, all sign posts are to conform to the Ingham County Road Department's specifications and any post not conforming will be rejected.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	40	8
Vendors responding	6	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Initial Order Total Cost
Michigan State Industries	Yes, Lansing MI	\$29,565.29 w/o Posts
Sign Solutions USA	No, West Fargo ND	\$35,290.13
Dornbos Sign & Safety	No, Charlotte MI	\$41,382.45
Lightle Enterprises	No, Frankfurt OH	\$45,854.17
FASTSIGNS	Yes, Lansing MI	\$211,220.00
Osburn Associates	No, Logan OH	Not Available

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR REFLECTIVE SIGN FACES,
COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS, REFLECTIVE SHEETING MATERIAL,
AND SIGN POSTS FOR 2025**

WHEREAS, the Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County; and

WHEREAS, the Purchasing Department solicited bids (IFB #4-25) from experienced and qualified vendors for the purchase of reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts for the 2025 calendar year, with an option for a one-year renewal, receiving six bids; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the purchase of the reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts; and

WHEREAS, bids were evaluated by Purchasing and Road Department staff, and it is their joint recommendation to execute a purchase order with the following vendors for the purchase of reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts:

Dornbos Signs Inc. located at 619 W Harris St, Charlotte, MI 48813

Michigan State Industries located at 206 E. Michigan Ave, Lansing, MI 48933.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes purchase orders with Dornbos Signs Inc. located at 619 W Harris St, Charlotte, MI 48813 and Michigan State Industries located at 206 E. Michigan Ave, Lansing, MI 48933 for reflective sign faces, complete signs, aluminum sheet sign panels, reflective sheeting material, and sign posts on an as-needed, unit price basis for a one-year period, with an option for a one-year renewal, at the rates detailed in the bid response to Invitation for Bid #4-25.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Dornbos Signs Inc. and Michigan State Industries to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: Board of Commissioners: Law & Courts and Finance Committees

FROM: Undersheriff Andrew R. Bouck

DATE: February 10th, 2025

SUBJECT: Resolution to authorize the Ingham County Sheriff's Office to continue the Employee Firearms Purchase Program.

For the meeting agendas of February 27th 2025 and March 5th 2025.

BACKGROUND

The Ingham County Sheriff's Office has previously utilized a firearm purchase program under Resolutions #13-082, #15-023, #17-638, and #21-214. Each of these resolutions has allowed qualifying members of the Sheriff's Office to purchase firearms and related accessories that are specific to their job functions. This equipment allows the Sheriff's Office staff to obtain industry standard equipment to meet the demands and expectations of our field.

The 2024 firearms purchase program will be similar to the ones instituted in 2013 (#13-082), 2015 (#15-023), 2017 (#17-368), and 2021 (#21-214). Like the 2017 and 2021 programs, both licensed law enforcement deputies and non-licensed corrections deputies assigned to the Hospital Guard Team will be participating. The firearms and accessories available to the licensed and non-licensed groups varies based on their respective assignments.

ALTERNATIVES

ICSO would have to procure, maintain, replace, and update equipment that our members need to provide safe, effective service. This would necessitate reoccurring increase in annual budget requests.

FINANCIAL IMPACT

The maximum purchase amount for the 2025 purchase program will be set higher than previous programs as a result of the increased product costs. The 2025 maximum purchase amount for licensed law enforcement deputies and specified non-licensed corrections deputies shall not exceed a pre-tax amount of \$5,000. This round will include not more than 145 eligible staff with a cost cap of \$725,000. This increase has been cleared by Financial Services and will be recovered via the standard payroll deduction.

STRATEGIC PLANNING IMPACT

This program supports the objectives of the County's strategic plan by providing Deputies the necessary equipment to provide public safety services, thereby promoting the wellbeing and quality of life of Ingham County residents, while reducing long term financial impact on the County.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to continue the firearms purchase program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE
TO CONTINUE THE EMPLOYEE FIREARMS PURCHASE PROGRAM**

WHEREAS, on four previous occasions, the Ingham County Sheriff's Office, hereafter Sheriff, in conjunction with Financial Services, has managed a Firearms Purchase Program for specified staff; and

WHEREAS, the Sheriff does not have the financial means to provide each licensed deputy, and other specified staff with a sufficient industry standard of firearms and associated equipment; and

WHEREAS, this program is structured similar to numerous other law enforcement agencies' purchase programs and is consistent with what we have practiced since Resolution #17-638 and #21-214; and

WHEREAS, this program is mutually beneficial for the Sheriff and staff for procurement efficiencies, ownership and maintenance, and cost savings; and

WHEREAS, the Ingham County Sheriff's Office Firearms Purchase Program would run from July 2025 through July 2027 totaling up to 145 personnel and a program cap of \$725,000; and

WHEREAS, each specified Sheriff Member shall pay back, via payroll deductions, the cost of selected equipment over a two-year period (52 paychecks); and

WHEREAS, this program supports the objectives of the County's strategic plan by providing deputies the necessary equipment to provide public safety services, thereby promoting the wellbeing and quality of life of Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Sheriff to purchase firearms and related equipment through the Firearms Purchase Program for specified staff, who provide public safety services for the residents of Ingham County.

BE IT FURTHER RESOLVED, that the Firearms Purchase Program would run from July 2025 through July 2027 totaling up to 145 Staff with a cost cap of \$725,000.

BE IT FURTHER RESOLVED, that this program will be funded upfront by the employee benefit fund to be reimbursed by employees.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2025-2027 budgets.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two-year period.

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

TO: Law & Courts and Finance Committees
FROM: Nicholas Hefty, Deputy Circuit Court Administrator – General Trial Division
DATE: February, 18 2025
SUBJECT: Resolution to Authorize a Contract for Representation of Indigent Parties Facing Charges in Personal Protection Order Cases and Emergency Risk Protection Cases

For the meeting agendas of Law and Courts Committee February 27th and Finance Committee March 5th, 2025

BACKGROUND

The resolution attached with this memorandum requests authorization for the 30th Circuit Court-General Trial Division to enter into a contract for legal representation of indigent parties facing contempt charges in Personal Protection Order (PPO) cases and Emergency Risk Protection Order (ERPO) cases.

For years, the Circuit Court maintained a robust roster of over 20 attorneys who agreed to handle these matters on a voucher basis. By the end of 2022, only two attorneys remained on the roster. As such, for fiscal year 2023, the Circuit Court sought the interest of local attorneys to provide legal representation for indigent defendants facing contempt charges for the aforementioned matters. Applicants were asked to submit a letter of interest and resume to the Court, and interviews were conducted. Ultimately, Attorney Reid Felsing was selected and entered into a one-year contract with the Circuit Court’s General Trial Division and Friend of the Court.

In anticipation of Mr. Felsing’s contract expiring on December 31, 2023, coupled with the absence of any renewal clauses, the Circuit Court duplicated the application process from 2023, again seeking local attorneys to provide legal representation for indigent parties facing contempt charges in PPO, FOC and ERPO cases. Mr. Felsing was again selected to provide this contractual service for the Circuit Court for fiscal year 2024. However, he was later appointed as a Judge in Eaton County, making him unable to take the contract in 2025.

As a result, the Circuit Court initiated the same application process used in 2023 and 2024 to seek interested attorneys for the contract. However, no applicants applied. In response, the Circuit Court decided to bifurcate the contract, separating Friend of the Court (FOC) work from the PPO/ERPO work, to attract qualified candidates.

As a result of this bifurcation, Attorney Jack Rucker has agreed to accept the PPO/ERPO portion of the contract under the new terms. This adjustment ensures that indigent parties receive necessary legal representation while accommodating attorneys' preferences regarding caseload and compensation structure.

ALTERNATIVES

To resolve this issue and ensure indigent parties are provided with legal representation on a timely basis, the General Trial Division believes that contracting with an attorney is necessary. Further, the attorney chosen to fulfill the contract will be responsible for arranging hearing coverage in their absence.

FINANCIAL IMPACT

The proposed contract amount remains allocated within the 2025 General Trial Division budget. The General Trial Division will be responsible for funding \$9,500 through the Contractual Services line item, as well as a \$250 flat rate fee for each ERPO contempt hearing.

STRATEGIC PLANNING IMPACT

Authorizing a contract for legal representation of indigent parties facing contempt charges in PPO cases and ERPO cases supports Ingham County's values as identified in the Strategic Plan. Further, it supports Strategic Plan goals including Services to Residents, Communication, Management, Finance, and Governance.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Through the enclosed Resolution and based on the information presented, I respectfully recommend approval of the attached resolution to authorize entering into a contract for legal representation of indigent parties facing charges in PPO cases and ERPO cases.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR REPRESENTATION OF INDIGENT PARTIES FACING CHARGES IN PERSONAL PROTECTION ORDER CASES AND EMERGENCY RISK PROTECTION CASES

WHEREAS, the Circuit Court must provide legal counsel to indigent parties facing contempt charges in certain matters; and

WHEREAS, historically the Circuit Court has maintained a roster that identifies attorneys who are available to provide legal representation and compensates them on a voucher basis; and

WHEREAS, at this time, the roster has been depleted as the majority of attorneys who previously provided legal services have since taken positions that offer consistent work and known compensation elsewhere; and

WHEREAS, the Circuit Court, to ensure legal counsel is available and to provide fair compensation, seeks to enter into a contract with an individual attorney for the bifurcated work; and

WHEREAS, the attorneys are selected by the judiciary based on meeting qualifications including good standing with the State Bar of Michigan, familiarity with relevant law, and the ability to provide sound representation for their clients; and

WHEREAS, Attorney Jack Rucker has agreed to accept a contract to provide legal representation for indigent defendants for Personal Protection Order and Emergency Risk Protection Order contempt proceedings in the amount of \$9,500 per year, paid by the General Trial Division; and

WHEREAS, if authorized, the Circuit Court would compensate Attorney Jack Rucker \$250/flat rate for each Emergency Risk Protection Order Contempt case he provides legal representation for; and

WHEREAS, the 2025 General Trial Division budget approved by the Board of Commissioners is sufficient to fund such contract.

THEREFORE BE IT RESOLVED, that effective February 1, 2025, the Ingham County Board of Commissioners authorizes the Circuit Court to enter into a contract with Attorney Jack Rucker to provide representation of indigent parties for Personal Protection Order Contempt cases and Emergency Risk Protection Order contempt cases, in the amount of \$9,500 per year and an additional \$250/flat rate for each Emergency Risk Protection Order Contempt case he provides legal representation for.

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.

BE IT FURTHER RESOLVED, that the Budget Office of Ingham County be given the authorization to amend the 2024 budget accordingly.

TO: Law & Courts and Finance Committees
FROM: Krissy Brokenshire, Circuit Court's Project Manager
DATE: February 13, 2025
SUBJECT: Courtroom 2 Audio Processor and Other Courtroom Technology Upgrades
For the meeting agendas of Law and Courts Committee February 27, 2025 and Finance Committee March 5, 2025

BACKGROUND

Each courtroom at the Veterans Memorial Courthouse is equipped with a series of interconnected hardware and software systems allowing the Courts to accommodate ADA requests, keep a record of proceedings and increase access to court proceedings. Smart Home/Smart Office has been the vendor for installing and servicing courtroom technology for the past several years. This vendor is part of the MiDEAL Extended Purchasing Program under contract #190000001422 expiring on August 31, 2027.

Aging and failing technology has resulted in occasional system failures which are becoming more frequent. This is the last courtroom to have audio-visual components from the previous system provider. Upgrading the technology will ensure the court maintains the highest standards.

The attached resolution requests authorization to install and configure new audio processors and additional audio/visual technology for Courtroom 2. By upgrading this system, the courtroom technology will perform faster with more stability. It will allow an accurate record of proceedings as well as increase the performance of other technology in the courtroom.

In addition to upgrading the audio processors in Courtroom 2, Smart Homes/Smart Office will be replacing the boundary microphones with gooseneck microphones on the plaintiff and defendant tables, podium and witness box to facilitate clearer recordings. They will replace the outdated hearing assist system, add four axis surveillance cameras to support the visual recording system, update aging connections, and reset audio levels to provide full and consistent coverage.

ALTERNATIVES

Technology in Courtroom 2 is beginning to show signs of issues with recording clarity. The court could continue to use the aging technology but would be requiring more maintenance and would compromise the quality of the court record.

FINANCIAL IMPACT

The Circuit Court has an approved Capital Improvement Project to upgrade courtroom technology. Funds are available in 66414899-979000 for courtroom technology updates and 66414899-978000 for FTR updates.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Authorize the upgrade of audio processors and other audio/visual technology in Courtroom 2.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE UPGRADE THE AUDIO PROCESSOR AND OTHER COURTROOM TECHNOLOGY IN COURTROOM 2

WHEREAS, the Circuit Court has an interconnected system of courtroom technology reliant on compatible hardware and software; and

WHEREAS, Smart Home/Smart Office is the current vendor servicing courtrooms at the Veterans Memorial Courthouse; and

WHEREAS, Smart Home/Smart Office is on the MiDEAL Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on 8/31/2027; and

WHEREAS, Smart Home/Smart Office has submitted a proposal to upgrade the audio processor in Courtroom 2 to improve the functionality of recording technology; and

WHEREAS, Smart Home/Smart Office, in their scope of work, will replace multiple microphones, provide a new assistive listening system and transmitters, tune microphones to support For the Record (FTR) recording audio and visual software, install cameras, and other items as needed; and

WHEREAS, Smart Home/Smart Office, in their scope of work, will reposition or replace failing microphones in Courtrooms 2; and

WHEREAS, the technology is vital to efficient court processing and preserving a clear record of proceedings; and

WHEREAS, Capital Improvement Project funds are available to support the project: 66414899-979000 (courtroom technology updates) and 66414899-978000 (FTR updates).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into an agreement with Smart Home/Smart Office for the work identified in their scope of work in an amount not to exceed \$29,079.65 to be paid from line items 66414899-979000 and 66414899-978000.

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 documents on behalf of the County after approval as to form by the County Attorney.

TO: Law & Courts and Finance Committees
FROM: Krissy Brokenshire, Circuit Court's Project Manager
DATE: February 13, 2025
SUBJECT: Amending Resolution #24-568 Regarding Courtrooms 7 & 8 Technology Upgrades
For the meeting agendas of Law and Courts Committee February 27, 2025 and Finance
Committee March 5, 2025

BACKGROUND

Each courtroom at the Veterans Memorial Courthouse is equipped with a series of interconnected hardware and software systems allowing the Courts to accommodate ADA requests, keep a record of proceedings and increase access to court proceedings. Smart Home/Smart Office has been the vendor for installing and servicing courtroom technology for the past several years. This vendor is part of the MiDEAL Extended Purchasing Program under contract #190000001422 expiring on August 31, 2027.

Recent updates were made to the recording equipment in Courtroom 7 under tight deadlines to prevent disruptions during hearings. During this process, it was discovered that Courtroom 7 lacked visual recording technology, unlike the other courtrooms. To ensure consistency and maintain high record-keeping standards, the missing components should be installed.

Additionally, while replacing a faulty microphone in Courtroom 8, an essential hardware component was found to be nonfunctional and requires replacement.

The attached resolution seeks to amend Resolution #24-568, allowing the court to modify the contract with Smart Home/Smart Office to allow for the purchase and installation of cameras in Courtroom 7, and to replace the audio switcher in Courtroom 8. The total cost for both is \$4,808.82.

Smart Homes/Smart Office will run cables and install four Axis cameras compatible with For the Record (FTR) recordings, mirroring the other courtrooms.

ALTERNATIVES

Technology in Courtroom 7 is functional but lacks video recording. The court could continue with audio-only records, though this would not meet the standard of other courtrooms.

FINANCIAL IMPACT

Funding is available through the Circuit Court's approved Capital Improvement Project (664-13099-735100) for courtroom technology upgrades.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Authorize the complete upgrade of audio-visual technology in Courtrooms 7 and 8.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-568

WHEREAS, the Circuit Court has an interconnected system of courtroom technology reliant on compatible hardware and software; and

WHEREAS, Smart Home/Smart Office is the current vendor servicing courtrooms at the Veterans Memorial Courthouse; and

WHEREAS, Smart Home/Smart Office is on the MiDEAL Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on August 31, 2027; and

WHEREAS, Smart Home/Smart Office has submitted a proposal to supply and install four (4) cameras in Courtroom 7; and

WHEREAS, Smart Home/Smart Office had installed a new audio switcher in Courtroom 8, which now needs to be replaced; and

WHEREAS, courtroom technology is critical for efficient judicial processing and maintaining accurate records of proceedings; and

WHEREAS, funding for this project is available through the Capital Improvement Project (664-13099-735100) for courtroom technology updates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending Resolution #24-568 to approve amendments to the agreement with Smart Home/Smart Office for the additional purchases and installation identified in their scope of work in an amount not to exceed \$4,808.82 to be paid from line item 664-13099-735100.

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 documents on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: February 19, 2025
SUBJECT: Request to Approve General Fund Positions
For County Services and Finance, March 4 and March 5

BACKGROUND

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

- Health Department
 - Position 601148 – Community Health Representative – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601486 – Behavioral Health Consultant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
- Circuit Court
 - Position 130020 – Senior Deputy Circuit Court Clerk – Exempt
 - Position 130042 – Circuit and Probate Law Clerk – Exempt
 - Support for new judge
 - Position 130015 – Judicial Assistant – Exempt
 - Support for new judge
- Animal Control
 - Position 421015 – Animal Shelter Clerk – Exempt
 - Position 421025 – Animal Care Specialist – Exempt
- Sheriff’s Office
 - Part-Time Lobby Control – Exempt

FINANCIAL IMPACT

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

HIRING REQUEST FORM

DEPARTMENT: ICHD/Maternal and Child Health Division
SENDER: Dr. Shoyinka
POSITION #: 601148

DESCRIPTION: Community Health Representative

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

The Community Health Representative supports the Maternal Child Health Division (MCH) which includes 3 Home Visiting programs, Children's Special Health Care, Lead, Vision & Hearing, and the WIC program. The MCH division is made up of approximately 60 employees that depend on the CHR to complete essential tasks to keep these programs running smoothly. The CHR communicates with the public in-person and by phone, completes clerical tasks, processes incoming referrals, and orders and manages inventory for all programs. Our department also holds multiple outreach and health education events that require assistance from the CHR.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601148

GROUP: 0101-UAW/TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0

Funding: 22160105-704000-02045

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	621.68	741.02
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	211.15	251.68
EAP	33.12	33.12
	84,984.42	96,289.69

HIRING REQUEST FORM

DEPARTMENT: Forest Health Center

SENDER: Dr. Shoyinka

POSITION #: 601486

DESCRIPTION: Behavioral Health Consultant

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

This is a request to fill the Behavioral Health Consultant (BHC) Position that was vacated by previous BHC in late November when that person left the health centers for another career pursuit. Currently there is one FTE Behavioral Health Consultant providing support and services for the 8 Medical providers and approximately 5,800 patients who are seen at Forest for medical care. This amount of providers and patients are better served by more than 1 FTE BHC, and continuing to have at least 2 FTE BHC's is essential to offering basic behavioral health support consistent with our FQHC integrated model of care. There is an opportunity to generate revenue that is lost without this position being filled. Utilizing a same day, collaborative, integrated care approach to patient care in our health centers leads to Behavioral Health Consultants seeing between 40-76% unique patients who come in for a medical visit. At Forest Health Center this equates to 2,320-4,408 patient visits. With one FTE BHC, we're on track to see approximately 20% of the unique patients who visit Forest Health Center this year. One FTE BHC does not have the capacity to see the number of patients who access care at Forest. Hiring to replace this additional FTE BHC will offer more patients the benefit of integrated behavioral health care, and will generate additional revenue. An integrated model of care contributes to efficiencies for patients and providers in this setting, lower healthcare costs, better healthcare outcomes and higher patient satisfaction as well as increased revenue.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601486

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 9

FTE: 1.0

Funding: 51161500-704004 projects 02220,02228, and 02230

	Step 1		Step 5
Salary	74,729.48		89,732.78
Unemployment	373.65		448.66
FICA	5,716.80		6,864.56
Liability	1,029.85		1,236.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,362.83		4,037.97
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.41		2,018.99
Life	122.28		122.28
Disability	97.15		116.65
Retirement	22,553.36		27,081.35
Retirement	747.29		897.33
Workers Comp	156.93		188.44
CARES	33.12		33.12
	136,539.15		158,713.74

HIRING REQUEST FORM

DEPARTMENT: 30th Circuit Court Clerk's Office
SENDER: Nicholas Hefty
POSITION #: 130020

DESCRIPTION: Senior Deputy Circuit Court Clerk

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

The Circuit Court Clerk's Office plays a vital role in the operations of the Ingham County 30th Circuit Court by directly serving the public. Senior Deputy Circuit Court Clerks are essential to the operations of the clerk's office and the judges as they serve as courtroom clerks. MCR 8.105 requires a clerk to be in attendance when the court is in session – this would be the Senior Deputy Circuit Court Clerk. Currently, there are two Senior Deputy Circuit Court Clerk vacancies; however, one vacancy was previously approved for hiring. If this request is granted, the Circuit Court Clerk's Office would be authorized to hire for both positions.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130020

GROUP: 0101-UAW/TOPS

PAY GRADE: Tops Grade H

FTE: 1.0

Funding: 10113001-704000

	Step 1		Step 5
Salary	48,977.21		58,417.46
Unemployment	244.89		292.09
FICA	3,746.76		4,468.94
Liability	422.23		503.62
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,203.97		2,628.79
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,101.99		1,314.39
Life	91.68		91.68
Disability	63.67		75.94
Retirement	11,857.38		14,142.87
Retirement	489.77		584.17
Workers Comp	44.08		52.58
EAP	33.12		33.12
	95,211.75		108,540.64

HIRING REQUEST FORM

DEPARTMENT: Circuit Court
SENDER: Scott Leroy
POSITION #: 130042

DESCRIPTION: Circuit and Probate Court Law Clerk

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

The Circuit Court currently faces a critical need for a law clerk to support Judge Patricia Temblay, who was recently appointed to the bench by Governor Whitmer and is assigned to a Family Division. The prolonged vacancy in the law clerk position could create significant pressure on the judicial system, leading to delays in case processing that undermine the timely administration of justice. A dedicated law clerk would enhance the court's efficiency by conducting essential legal research, drafting opinions, and preparing case materials, allowing the judge to focus on complex legal matters and ensure fair outcomes. Additionally, the law clerk provides safety and security for courtroom participants. This support is not merely beneficial; it is necessary to maintain compliance with legal standards and uphold public safety through prompt resolutions of family division cases. Investing in a law clerk is a cost-effective measure compared to the potential costs resulting from prolonged case backlogs and increased administrative burdens. Given the current circumstances, exempting this position from the hiring freeze is critical to sustaining the quality and integrity of our judicial system.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130042

GROUP: 2424 Confidential Prof

PAY GRADE: MC 10

FTE: 1.0

Funding: 10113001-704000

		Step 1		Step 5
Salary		74,804.66		89,810.20
Unemployment		374.02		449.05
FICA		5,722.56		6,870.48
Liability		644.89		774.25
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		3,366.21		4,041.46
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,683.10		2,020.73
Life		91.68		91.68
Disability		97.25		116.75
Retirement		25,022.16		30,041.51
Retirement		1,870.12		2,245.26
Workers Comp		67.32		80.83
EAP		33.12		33.12
		139,711.73		162,509.96

HIRING REQUEST FORM

DEPARTMENT: Circuit Court
SENDER: Scott Leroy
POSITION #: 130015

DESCRIPTION: Judicial Assistant

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

I am writing to request the urgent lifting of the hiring freeze for the Judicial Assistant position for newly appointed Judge Patricia Tremblay, who will take the Circuit Court bench as a Family Division Judge on Monday, March 3. The Judicial Assistant plays a crucial role in managing daily operations, scheduling all matters before the Judge and all business meetings, drafting legal documents, and maintaining case files. The Judicial Assistant must screen all information submitted to the Judge to ensure ex parte communication does not occur. The Judicial Assistant is also responsible for entering case processing data in the case management system. Given the complexity and demands of the judicial office, it is imperative that Judge Tremblay is supported by a Judicial Assistant to maintain operational efficiency. Delays in filling this key position could hinder the court's effectiveness and ultimately impact public service.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130015

GROUP: 2424 Confidential Prof

PAY GRADE: MC 8

FTE: 1.0

Funding: 10113001-704000

		Step 1		Step 5
Salary		62,711.34		75,295.99
Unemployment		313.56		376.48
FICA		4,797.42		5,760.14
Liability		540.63		649.13
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		2,822.01		3,388.32
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,411.01		1,694.16
Life		91.68		91.68
Disability		81.52		97.88
Retirement		20,976.94		25,186.51
Retirement		1,567.78		1,882.40
Workers Comp		56.44		67.77
EAP		33.12		33.12
		121,338.10		140,458.22

HIRING REQUEST FORM

DEPARTMENT: Animal Control
SENDER: Daniel Verhougstraete
POSITION #: 421015

DESCRIPTION: Full-time Animal Shelter Clerk

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

ICACS has held a vacant position in the department since October 2024. We have been able to accommodate department operational needs by performing various internal transfers of staff between positions. The spring season is typically the busiest for animal related activity and will require us to be full-staffed to fulfill shelter operations and continue with community outreach events to meet the needs of the citizens. We are asking to fill our vacant Animal Shelter Clerk position with an external job posting.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 421015

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0 FTE

Funding: 10142100-704000

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	621.68	741.02
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	211.15	251.68
EAP	33.12	33.12
	84,984.42	96,289.69

HIRING REQUEST FORM

DEPARTMENT: Animal Control
SENDER: Daniel Verhougstraete
POSITION #: 421025

DESCRIPTION: Full-time Animal Care Specialist

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

This position was recently vacated by a staff member who resigned. The Animal Care Specialist position is a 7 day a week, 365 day a year staffing requirement, which ICACS operates with the required number of staff to meet state of Michigan regulations. We have a qualified internal candidate that is interested in transferring to the vacant Animal Care Specialist position. If approved, the intent is to fill this position via an established hiring roster from a recent hiring process.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 421025

GROUP: 0405-CCLP AC

PAY GRADE: AC SPEC

FTE: 1.0

Funding: 10142105-704000

	Step 1		Step 6
Salary	41,443.25		50,582.63
Unemployment	207.22		252.91
FICA	3,170.41		3,869.57
Liability	622.31		759.55
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,864.95		2,276.22
Dental	936.00		936.00
Vision	135.00		135.00
Separation	932.47		1,138.11
Life	61.20		61.20
Disability	53.88		65.76
Retirement	18,587.30		22,686.31
Retirement	414.43		505.83
Workers Comp	211.36		257.97
EAP	32.12		32.12
	93,535.89		108,423.18

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office
SENDER: Darin Southworth
POSITION #: 301240
Funding source is, 30102

DESCRIPTION: Part Time – Lobby Control - Deputy Sheriff

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

Our Lobby Control Deputies are the first professionals the public sees upon arriving to conduct business that is Corrections Facility or Inmate related. We are anticipating the departure of one of our three part time deputies in the coming weeks that will necessitate replacement of at least one position to cover our Monday – Friday lobby hours. Starting Salary (as recently adjusted) / Step 3: \$30.22/hour or \$62,853.81/FTE estimate \$

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 301240

GROUP: 0404-CCLP Corrections

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

FTE: SPT

Funding: 10130103-705000

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2026

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2026 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

2026 BUDGET CALENDAR

March 5	Finance Committee recommends 2026 budget calendar.
March 11	Board of Commissioners approves 2026 budget calendar.
April 17 - 23	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2026.
May 1 – May 7	Committees may make recommendations for increases to fees for various county services to be effective January 1, 2026.
May 13	Board of Commissioners considers updates to fees for various county services to be effective January 1, 2026.
May 19	Department heads, elected officials and agencies, submit operating and capital budgets.
June 11 - 26	Controller holds budget meetings with departments.
July 31 (tentative)	Community agencies submit applications for 2026 funding.
August 14	Controller's Recommended Budget distributed to the Board of Commissioners.
August 21 – 27	Liaison Committees hold hearings on operating and capital budget recommendations.
September 10	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 28	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and mileages.