

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 19, 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 [March 05, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize the Ingham County Sheriff's Office to [Sell One Used Patrol Vehicle](#) to the Ingham Intermediate School District
 - b. Resolution to [Purchase Thermal Binoculars](#) for the Sheriff's Office K-9 Team
 - c. Resolution to Authorize the Purchase and Added Equipment [Costs of One Ford Explorer](#) for the Sheriff's Office Traffic Unit
2. Treasurer's Office
 - a. Resolution to Authorize \$50,000 in 2024 Housing and Homeless Millage Funds to the Ingham County Land Bank to Establish [Housing-Related Training](#) Scholarships for Local Emerging Developers
 - b. Resolution to Authorize a \$1,450,000 Agreement with Capital Area Housing Partnership for Establishing and Administering an Expansion of the Ingham County [Down Payment Assistance](#) Program through the Michigan State Housing Development Authority Enhancement Grant to Ingham County
 - c. Resolution to Adopt a Multifamily Housing Redevelopment/[Development Grant Scoring Process](#) and Calendar Using \$2,500,000 of Housing and Homeless Millage Funds
3. Drain Commissioner – Resolution to Amend the Drain Commissioner's Fee Schedule to Provide for a New ["Permit by Neighborhood"](#) Drain Crossing Fee and Inspection Deposit for Broadband and Utilities
4. Fairgrounds – Resolution to Authorize [Funding for the Repairs](#) at the Ingham County Fairgrounds
5. Health Department
 - a. Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#) for the Transport, Storage, and Retrieval of Health Department Files
 - b. Resolution to Authorize an Agreement with the Corporation for National and Community Services for [FY25-26 AmeriCorps Vista](#) Grant Funding
 - c. Resolution to Authorize an Agreement with [Dr. Saif Fatteh](#) for Dermatology Services
 - d. Resolution to Amend Resolution #22-103 for [Dental Service Agreements](#)
 - e. Resolution to Authorize a Dental Services Agreement with [Dr. Daniel Sadler, DDS](#)

- f. Resolution to Authorize a Purchase Order for New [Dental Operatory Chairs](#) for Forest Community Health Center
 - g. Resolution to Authorize Agreements for the [Region 7 Perinatal Quality](#) Collaborative with Barry-Eaton District Health Department and Mid-Michigan District Health Department
6. Innovation & Technology Department
- a. Resolution to Approve the Contract for [Phone System Upgrade](#) from Sentinel
 - b. Resolution to Approve the Contract for [Network Switches](#) from Sentinel
 - c. Resolution to Authorize an As-Needed Purchase Order for [ESRI ArcGIS Software](#) and Subsequent Annual Costs
7. Facilities Department
- a. Resolution to Approve the Installation of [Dispensers for Sanitary Products](#) in Ingham County Facilities
 - b. Resolution to Authorize a Purchase Order with [M & M Moving and Storage](#) for the Extended Storage of Office Furniture for the Office of the Public Defender
 - c. Resolution to Authorize an Agreement with [Hedrick Associates for Uninterruptible Power Supply Support](#)
 - d. Resolution to Authorize a Three-Month Extension of the [Lease Agreement for the Temporary Public Defender's Office Space at 300 South Washington Square, Suite 315](#)
8. Road Department
- a. Resolution to Authorize a Professional Service Agreement for the [2025 Waterborne Pavement Marking Program](#) and the Cold Plastic Common Text & Symbol Pavement Marking Program
 - b. Resolution to Authorize an Agreement with [Bunker Hill Township](#) for the 2025 Local Road Program
 - c. Resolution to Authorize an As-Needed Purchase Order for [Crack Seal and Mastic Using Government Contract Pricing](#) for the 2025-2030 Fiscal Years
 - d. Resolution to Authorize an As-Needed Purchase Order for [Equipment Rentals with Optional Operator Costs](#) for the 2025-2030 Fiscal Years
 - e. Resolution to Authorize an [Agreement with Meridian Township](#) for the 2025 Local Road Program
 - f. Resolution to Authorize an As-Needed [Purchase Order for Road Salt](#) Using Government Contract Pricing for the 2025-2030 Fiscal Years
9. Human Resources Department
- a. Resolution to Approve an Adjustment of the Wage Structure for [Part-Time CCLP Law Enforcement and Part-Time CCLP Corrections Deputies](#)
 - b. Resolution to Approve a Letter of Understanding Supplementing the [ICEA County Professional Collective Bargaining Agreement Regarding On-Call Time for IT Department Network Administrators](#)
 - c. Resolution to Approve [Reclassification Requests for UAW](#) Technical, Office, Para-Professional and Service, ICEA County Professionals Unit, and Managerial & Confidential Employees
10. Controller's Office
- a. Request to Approve [General Fund Positions](#)
 - b. Resolution to Amend General Fund Position [Hiring Freeze Process](#)

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

March 5, 2025

Draft Minutes

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

Members Absent: Ruest.

Others Present: 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 them February 19, 2025 Minutes

MOVED BY COMM. CAHILL, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE FEBRUARY 19, 2025 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Ruest.

Additions to the Agenda

Substitutes

6. Facilities Department
 - b. Resolution to Authorize a ~~Purchase Order to~~ **Contract with** Trane U.S. Inc. for the Recommissioning of the Forest Health Community Center
10. Controller's Office
 - a. Request to Approve General Fund Positions

Limited Public Comment

Gregg Todd, Controller, disclosed under Agenda Item 7a that their wife worked for Spicer Group, Inc.

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

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
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

- 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 Marihuana 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 Contract with 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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Ruest.

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

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

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

Commissioner Sebolt stated they believed they were just enacting what had been budgeted and executing the contract.

Commissioner Maiville stated he would like to respect what the Human Services Committee had decided and let them act on it.

Commissioner Tennis stated they would like to provide an update as the Human Services Committee Chairperson. Commissioner Tennis further stated they thought there had been a consensus from last year when they approved funding for the Williamston and Stockbridge Senior Centers, and that because they funded some senior centers, there were other local senior centers or programs that would like funds from the Elder Services Millage as well.

Commissioner Tennis stated that there was a thought, which never actually got put into practice, that some amount of future Elder Services Millage Funding would be set aside for grants and one-time funds like what had been done for the Williamston and Stockbridge Senior Centers. Commissioner Tennis further stated this was not reflected in the resolution.

Commissioner Tennis stated that it was pointed out that the Tri-County Office on Aging (TCOA) had not requested the entire Millage amount and there would be around \$200,000 left, which they thought they could use to do senior programs. Commissioner Tennis further stated that they had been using the Millage Fund Balance to also support two Probate Court positions that assisted seniors with legal matters, and it was decided they did not want to hash it out at the March 3, 2025 Human Services Committee meeting.

Commissioner Tennis stated that the Human Services Committee had directed County staff to come back with a proposal that reflected those thoughts and they would discuss it at the March 17, 2025 Human Services Committee meeting. Commissioner Tennis further stated they had also asked if there would be any issues if the matter was delayed, to which they were told that it would not.

Commissioner Sebolt stated they were baffled and thought a delay may not affect TCOA, but altering the amount of money they received would.

Commissioner Tennis stated that it would depend on if they reduced the amount of money going to TCOA.

Commissioner Sebolt asked if that was not what the Human Services Committee was looking at doing.

Commissioner Tennis stated that it was not necessarily the case as there was an additional buffer over and above what TCOA had requested, but it was possible that they might. Commissioner Tennis further stated they frankly had not been content with the level of transparency and information they had received from TCOA and that when they received information from them regarding where the Millage dollars went, they felt there was not a great deal of clarity compared to other areas that did not have a Millage and were addressing their waitlists with other means.

Chairperson Morgan stated he was not present at the March 3, 2025 Human Services Committee meeting, which was unfortunate as Commissioners Schafer and Ruest had brought it up initially and the intent of building senior centers in the language had been wildly misconstrued, as he was the one who asked to have that

language put into the Millage. Chairperson Morgan further stated that he believed Commissioner Ruest had suggest 20% to 30% perhaps being put aside and that that there was a consensus among the Commissioners that they should do something like that, which was wildly inaccurate.

Chairperson Morgan stated there were a lot of declarations made regarding a consensus of the Commissioners that he did not think were fair, and if there was need for more discussion by the Human Services Committee, that was fine, but he did believe this was a Finance Committee issue as there was a contract in front of them and the money had been budgeted. Chairperson Morgan further stated that if they were to set aside 20% to 30% of the Funds, that it would be \$800,000 dollars and would mean reducing basic services while entering lean times, so they needed to be careful about how they were spending money to meet the basic needs that the Millage was sold to people on.

Commissioner Polsdofer stated that last year when funding was approved for the Williamston Area Senior Center, it was because the TCOA Budget had been static and over various fiscal years the unspent balance had increased, allowing such a large Fund Balance to be created to help an underserved area. Commissioner Polsdofer further stated that areas like Williamston and Stockbridge arguably did not receive TCOA services to same extent as other areas in the County like Lansing or East Lansing, so it was seen as a one-time reallocation to make them whole.

Commissioner Polsdofer stated that by approving the resolution before them it moved the ball down the field with \$200,000 unspent, and meant they were continuing down the same path that got them to the point where they could help communities like Williamston. Commissioner Polsdofer further stated that people did not just decide to do a senior center, and if they ended up with unspent balance in the Millage, it would presumably accrue in the following years until there was another community who was ready to move forward with a serious plan to establish or improve a senior center, and those long-term conversations could be happening as that balance grew.

Commissioner Polsdofer stated they shared Chairperson Morgan's concern about taking a meat cleaver to the Fund Balance, especially while going into leaner times and that it made sense to advance this as it was. Commissioner Polsdofer further stated that if it was the intent of the Board of Commissioners, then they thought they could take care of it that evening and keep moving forward with senior centers as a broad priority, as they did not believe there were currently any senior centers they could entertain moving \$200,000 to.

Commissioner Grebner stated the Board of Commissioners acted through resolutions which were a simple vote, and those that voted for or against a resolution may hold their own views. Commissioner Grebner further stated that their own view, when they approved the funds for the Williamston and Stockbridge Senior Centers, was that there was a general policy that the County did not completely short particular areas of the County where people had needs, and though it did not necessarily need to be proportionate, they ought to give them a little bit back.

Commissioner Grebner stated they voted for the Williamston and Stockbridge Senior Centers to receive money because they got almost nothing out of the Elder Services Millage, so they agreed to give them a small percent of money they had generated for the Millage. Commissioner Grebner further stated that their vote did not go beyond that and there was certainly no consensus that there would be something else, because a consensus would have to include all of the Commissioners and they only that they thought everyone should get a little something rather than getting cut off to nothing.

Commissioner Grebner stated they had a strong instinct of deferring to the subject matter committee and if they would get back to them in a few weeks, they were not sure why the Finance Committee would push this resolution unless the issue was so well joined that everyone knew which side they were on, which they did not

think was the case. Commissioner Grebner further stated they would likely move to table the resolution and wait for the Human Services Committee to respond, as it did not matter to them unless it was the case where the Finance Committee thought that another committee was playing games and they should force it, but they did not think that was case.

Commissioner Grebner stated that they did not believe there would be even three votes to devote 20% to 30% of the Millage outside of TCOA and it should not be used as a boogeyman or strongman to say there was a demand for it. Commissioner Grebner further stated that anything outside of the TCOA main catchment area would likely be somewhere around five percent, but nobody should think that deferring to the Human Services Committee meant that they were endorsing a particular view of what it was that everyone thought.

Commissioner Grebner stated if there were no good proposals and they were not approved by the Human Services Committee, then they were in favor of nothing.

Commissioner Cahill stated that the money the Board of Commissioners had given to the Williamston Area Senior Center had been a match that allowed them to purchase their building, and that TCOA did provide Meals on Wheels and other support to the Williamston Area Senior Center. Commissioner Cahill further stated that all of the Commissioners had helped Williamston get their new senior center and Julie Rudd, Williamston Area Senior Center Director, had been working on that project for seven years.

Commissioner Cahill further stated that TCOA had a meeting on March 17, 2025 and if other Commissioners found anything to not be forthcoming or transparent, they were willing to make sure information was received. Commissioner Cahill further stated they had been asking extensive questions and would be getting information.

Commissioner Cahill stated they were worried about TCOA, as food costs continued to go up, but they were not projecting needing any extra money and they were using less than ten percent of the funds for overhead.

Chairperson Morgan stated that last time the process had been built on intense lobbying, mistruths, and arm twisting. Chairperson Morgan further stated he saw the same thing this time, with misrepresentations of the intent of the Board of Commissioners and intent of the language, which was no one person's fault, but he had a strong sense that they were going through it all over again and there was other business they had to deal with.

Chairperson Morgan stated that TCOA was asking for the same amount of money as the year prior and cutting that at all that meant that essential services would be cut.

Commissioner Maiville asked for clarification regarding the funding of the two Probate Court positions.

Commissioner Tennis stated that they believed they were currently funded out of remaining Millage Fund Balance, but they were not sure how much longer that would last.

Commissioner Maiville stated that the Williamston Area Senior Center project was a one-time thing that needed to happen, and, on the other hand, the Stockbridge Area Senior Center project was because their services really were limited and he believed they only got \$25,000. Commissioner Maiville further stated that he believed it became very painful for them by the end just to get that small amount of money, which they finally just received in the last month or two.

Commissioner Maiville stated he thought that perhaps the next big ask would come from Commissioner Polsdofer's district as they had been laying out their own plans, and he was surprised they had yet to come knocking. Commissioner Maiville further stated, as far as the Millage language went, that there was not an

exact amount discussed but believed they wanted, in the next Millage renewal, to clearly have senior centers included.

Commissioner Sebolt clarified that senior centers had been specifically added to the language when the Elder Services Millage had just gone up for renewal, without a specific amount. Commissioner Sebolt further stated that their annoyance was because they went through the budget process for the contract, accepted bid for the contract, and were at the point of awarding that bid, but then they decided to go back and change the terms.

Commissioner Sebolt stated there had been any number of steps in the budget process that it could have been addressed before they got to this point and it was not fair to TCOA when it should have been done six months ago or any time during the budget approval process. Commissioner Sebolt further stated that if the Human Services Committee wanted to study what they wanted to do with the Millage Funds next year, that was fine, but those changes should have been made in the past and not have been done at the 11th hour.

Commissioner Tennis stated they would take responsibility for this coming at the 11th hour and that it was their intent to do more and create some sort of structure. Commissioner Tennis further stated that maybe they were the only one whose phone was being blown up by other communities who were looking for funding but, in their mind, there was at least a sense that some of the money would be available for other community centers and senior centers aside from TCOA.

Commissioner Tennis stated they never liked the idea of raising a millage for one single entity and the initial Elder Services Millage language had stated that TCOA would receive the money, but the Board of Commissioners had decided they would not do it that way, specifically for a reason like this. Commissioner Tennis further stated that it was probably too late and unfair to TCOA to hold it up, but certainly did not know how there could be a consensus on the idea of 20%, as that would be way too high.

Commissioner Tennis stated that instead of saying they had extra money and they should spend it, they would rather have a more regular process where they blocked off an amount every year and designated it for senior programs, much like they did with community agencies, for example.

Commissioner Sebolt stated they would take responsibility for Commissioner Tennis's phone blowing up, as it was an attempt to get them to realize how much of a headache they were creating and how stupid it was to give the money to Williamston in the first place, but apparently it had been unsuccessful.

Discussion ensued regarding the Fund Balance and other funding requests.

Commissioner Grebner stated that if they looked at the per capita returns and assigned values to services, the further they got from Downtown Lansing, the lower the per capita return was. Commissioner Grebner further stated that even if the denominator was seniors below the poverty line, one would find that they spent less and less money on each of them the further away from Lansing they were.

Commissioner Grebner stated that it was maybe inevitable because it was easier to provide services in Lansing, but they ought to acknowledge the needs elsewhere in the County and do something so they did not end up with an us versus them situation that was sharp and hostile. Commissioner Grebner further stated they did not want people to think their taxes only went to services in Lansing.

Commissioner Grebner stated that they felt that the situation was not a clear case that the Human Services Committee had done something wrong and that the Finance Committee needed to call them out, but rather that some people felt there was no point in discussing it further and they should just go ahead.

Discussion.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. TENNIS, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE FAILED. **Yeas:** Grebner, Tennis, Maiville. **Nays:** Cahill, Polsdofer, Morgan, Sebolt. **Absent:** Ruest.

Commissioner Cahill stated that TCOA was a member of the Area Agencies on Aging Association of Michigan.

Commissioner Maiville stated he voted to table the resolution as a matter of practice since the Human Services Committee had tabled it.

Discussion.

Commissioner Tennis stated that they would be voting no to the resolution to uphold the honor of the Human Services Committee.

Discussion.

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

4. Fairgrounds

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

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

Commissioner Grebner stated that there were always strange issues with the Ingham County Fair and it was because the Fair was very old. Commissioner Grebner further stated they were dealing with antiquated utilities which were historic and they ought to have archeologists working on them.

Commissioner Grebner stated there were fascinating stories with the Fair and they always half promised to break even and not be a burden to the County, but whenever anything had to be done, it ended up coming back to the County General Fund and the County bailed them out, either in the short-run or the long-run.

Commissioner Grebner further stated that they did not have any problem with it, but this was the sort of thing that people ought to recognize, that there would be more in the future, and they should not think of the Fair projects the same way they thought of the Health Department, for example.

Chairperson Morgan stated they had just discussed how out-County areas should get their fair share.

Commissioner Maiville stated that the resolution had absolutely nothing to do with antiquated systems and, in this case, when the electrical outlets were first put in at the north end of the Fairgrounds campground, it was back when people had much smaller trailers. Commissioner Maiville further stated that during a very hot summer recent, there were people with large units with air conditioners which drew so much power that they overloaded the system and blew the main circuit breakers.

Commissioner Maiville stated someone had, somewhat undiplomatically, told everyone they had to shut off their air conditioners when it was 100 degrees, and that did not go over well. Commissioner Maiville further stated that over the last few years the Fair had to intentionally restrict the number of campers in the area so as to not overload the system, which resulted in lost revenue.

Commissioner Maiville stated that the Fair Board initially thought that a major upgrade to the service would be needed, but luckily someone on the junior Livestock Committee and Fair Foundation was an electrician and spotted a way to do it relatively cheap, as it would have otherwise cost a lot of money. Commissioner Maiville further stated that they were addressing the need and it was not necessarily antiquated, maybe just out of date.

Commissioner Maiville further stated that the updates had been considered for funding by the Fair Foundation or Junior Livestock Committee, but it was decided that it would be funded out of the Fair Budget itself.

Commissioner Maiville stated it was a rather unique fix and they should also consider that the Fairgrounds had been used in unique ways during the COVID-19 Pandemic that required various needs to be met for purposes outside of the normal scope of the Fair.

Commissioner Sebolt stated the upgrades would be funded through the Lodging Excise Tax and at \$21,000, they were not sure what the camping fees were, but would imagine it was a small amount of money to overcome.

Discussion ensued regarding revenue at the Fair.

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

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

Chairperson Morgan stated that a few weeks back there had been a resolution requesting a part-time position that had a salary of roughly \$25,000 but with the fringe expenses, it added up to roughly twice that amount. Chairperson Morgan further stated he wanted to discuss including the total amount of the position, as opposed to just the salary, listed in the resolution, in order to have a clear picture of the expenses.

Commissioner Grebner stated that this was an extension of what was known as the Grebner Rule, which was a rule that whenever they talked about changing classifications, that they cost them out but not considering that after the reclassification that people would be below the top step in their salary grade or classification, as everything looked very cheap when they did that. Commissioner Grebner further stated that it was a general rule that whenever costing positions out, they assumed an apple to apples comparison of positions, but had not thrown in the fringes, which would make it clearer.

Commissioner Grebner stated the danger was without the original rule they occasionally had large reclassifications that involved maybe a million dollars and would cost out at \$25,000 as there were really only little tiny raises for those involved and this idea would add a couple hundred thousand.

Chairperson Morgan asked if they wanted to create a resolution or just direct County staff.

Todd stated all of the resolutions went through the Controller's Officer anyway, so they could catch them and make sure it was added.

Discussion.

Michael Townsend, Budget Director, stated that the current policy was that they were costed out from the Budget Department and were given back to departments and it was common to see the amounts in the memo rather than the resolution. Townsend further stated they wanted the Finance Committee to understand that

reclassifications did not get costed out with benefits, so if they wanted those costed out that would need to be addressed.

Chairperson Morgan stated that it was probably not a significant amount as someone likely would not suddenly get a better health plan if they were reclassified and figured it would be negligible.

Townsend stated that it could be, but it could also be confusing when looking at the total, so if something was reflected on the memo at \$500,000 but in actuality with benefits it would go up considerably and the actual effect of reclassifications was larger as benefits went up with larger salaries.

Commissioner Grebner stated they would bet, if they were not talking about new positions or increasing hours, that they would bet the increase was more on order of 20% as it would not affect health benefits much at all, unless someone changed plans, but it would affect retirement contributions, but that would likely not be a huge change. Commissioner Grebner further stated that all of the them should include the word “estimated” because it should be their best guess and if it turned out it was wrong, nobody should be crucified, as they were just trying to give an estimate on the addition to the base cost of running the County.

Chairperson Morgan requested that salary and estimated cost of fringes be included in resolutions.

Discussion.

Announcements

Commissioner Cahill stated that March was National Reading Month and April 20th through April 26th was Arbor Week and there were many related events taking place.

Commissioner Maiville stated that the Fair Foundation was hosting Glow Bingo on Friday, March 7, 2025 and it was sold out, but Saturday, March 8, 2025 still had some tickets and it started at 1:00 p.m. Commissioner Maiville further stated that he was surprised that almost 300 people had signed up for Glow Bingo and it would raise money for some substantial capital improvements.

Discussion.

Commissioner Cahill stated that Saturday, April 26, 2025 was Recycle Rama, they were looking for volunteers, and it would be a good time.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:05 p.m.

MARCH 19, 2025 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Sheriff's Office – Resolution to Authorize the Ingham County Sheriff's Office to Sell One Used Patrol Vehicle to the Ingham Intermediate School District

This resolution authorizes the sale of a discontinued patrol vehicle to the IISD, Wilson Talent Center for \$1. Wilson Talent Center will utilize the vehicle in their Law Enforcement program.

See memo for details.

1b. Sheriff's Office – Resolution to Purchase Thermal Binoculars for the Sheriff's Office K-9 Team

This resolution authorizes the purchase of thermal binoculars from Sellmark Corporation in an amount not to exceed \$4,250 to be used in conjunction with the Sheriff Office's K-9 Team.

Funding will come from K-9 donation account.

See memo for details.

1c. Sheriff's Office – Resolution to Authorize the Purchase and Added Equipment Costs of One Ford Explorer for the Sheriff's Office Traffic Unit

This resolution authorizes the purchase of a Secondary Road Patrol vehicle with funding received through the State's 416 Secondary Road Patrol Grant. The Sheriff's Office received an additional \$100,000 in 2025 in 416 dollars. The 2025 Ford Explorer Interceptor will be purchased from Lunghamer Ford for a not to exceed cost of \$50,005 and equipped through Mid-Michigan Emergency Equipment for a not to exceed cost of \$17,334.45.

See memo for details.

2a. Treasurer's Office – Resolution to Authorize \$50,000 in 2024 Housing and Homeless Millage Funds to the Ingham County Land Bank to Establish Housing-Related Training Scholarships for Local Emerging Developers

This resolution authorizes \$50,000 in Housing and Homeless Millage funds to go to the Ingham County Land Bank to establish a training scholarship fund to support local real estate businesses and entrepreneurs that help build the local economy while increasing housing units available for Ingham County residents.

Funding is available in the 2024 Housing Millage funds

See memo for details.

2b. Treasurer's Office – Resolution to Authorize a \$1,450,000 Agreement with Capital Area Housing Partnership for Establishing and Administering an Expansion of the Ingham County Down Payment Assistance Program through the Michigan Housing Development Authority Enhancement Grant to Ingham County

This resolution authorizes \$1,450,000 in previously awarded MSHDA to go to CAHP to establish and administers the expansion of the Ingham County Down Payment Assistance Program.

See memo for details.

2c. Treasurer's Office – *Resolution to Adopt a Multifamily Housing Re/Development Grant Scoring Process and Calendar Using \$2,500,000 of Housing and Homeless Millage Funds*

This resolution adopts a grant scoring process and calendar for 2025 grant submissions from Housing and Homeless Millage funds.

See memo for details.

3. Drain Commissioner – *Resolution to Amend the Drain Commissioner's Fee Schedule to Provide for a New "Permit by Neighborhood" Drain Crossing Fee and Inspection Deposit for Broadband and Utilities*

This resolution amends the Drain Commissioner's Fee Schedule to include a new "Permit by Neighborhood" drain crossing fee and inspection deposit for broadband providers and utility providers. Given the uptick in broadband expansion due to federal ARPA dollars committed to broadband that have come back to the state, there is, and will continue to be expansion of broadband services. The Drain Office worked closely with various broadband providers on a fee schedule that paid for the services the Drain Office provided, without being unduly costly to the providers.

The new neighborhood fee would be \$550 for the first crossing in a neighborhood and each additional crossing would be \$275. The first inspection deposit would be \$1,500 with each additional crossing being \$500.

See memo for details.

4. Fairgrounds – *Resolution to Authorize Funding for the Repairs at the Ingham County Fairgrounds*

The resolution authorizes funding for repairs at the Ingham County Fairgrounds after a vehicle collision damaged a steel column and surrounding masonry at the Main Arena. The total repair cost of \$48,138.50 will be covered by Nationwide insurance, and Laux Construction will complete the work using MiDeal cooperative purchasing for cost efficiency. The repairs are essential for maintaining public safety and preserving the fairground's structural integrity.

See memo for details.

5a. Health Department – *Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files*

The resolution extends the agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of Health Department files from January 27, 2025, to January 26, 2026, for a total cost of \$49,000. This ensures secure file management and aligns with the county's goal of providing high-quality services while maintaining the integrity of health records.

5b. Health Department - Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY25-26 AmeriCorps Vista Grant Funding

This resolution authorizes an agreement with the Corporation for National and Community Services (CNCS) to accept \$31,000 in funding for the FY25-26 AmeriCorps VISTA program. The funding will support up to 12 AmeriCorps VISTA members who will work on projects aimed at alleviating poverty in the community, reinforcing the county's commitment to social service initiatives.

5c. Health Department - Resolution to Authorize an Agreement with Dr. Saif Fatteh for Dermatology Services

The resolution approves a contract with Dr. Saif Fatteh to provide dermatology services within the Ingham County Health Department's Community Health Centers (CHCs) for four hours per week from May 1, 2025, to April 30, 2027. The contract, not to exceed \$63,336, aims to expand access to specialized dermatology care for the community.

5d. Health Department - Resolution to Amend Resolution #22-103 for Dental Service Agreements

This resolution increases the hourly pay rate for contracted dentists from \$83.75 to \$100.00 to improve recruitment efforts. The Health Department has struggled to fill vacant dental positions, and this pay adjustment, covered by billable services, aims to attract qualified professionals and maintain essential dental care services.

5e. Health Department - Resolution to Authorize a Dental Services Agreement with Dr. Daniel Sadler, DDS

The resolution authorizes a contract with Dr. Daniel Sadler, DDS, to provide dental services at an hourly rate of \$100.00 through April 1, 2027. This agreement addresses staffing shortages in the county's dental clinics and ensures continued access to dental care for residents.

5f. Health Department - Resolution to Authorize a Purchase Order for New Dental Operatory Chairs for Forest Community Health Center

The resolution approves the purchase of new dental operatory chairs for the Forest Community Health Center at a cost not to exceed \$110,325.36. The funding will come from the Delta Dental Foundation and Ryan White D 340 B funds. The upgrade is necessary as the current chairs are outdated and no longer has replaceable parts.

5g. Health Department - Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative with Barry-Eaton District Health Department and Mid-Michigan District Health Department

This resolution authorizes agreements with the Barry-Eaton District Health Department and Mid-Michigan District Health Department to support community-led initiatives aimed at improving birth outcomes and reducing disparities. The funding, totaling \$47,962, comes from the Michigan Department of Health and Human Services (MDHHS) and aligns with efforts to reduce maternal and infant mortality.

6a. Innovation & Technology Department – Resolution to Approve the Contract for Phone System Upgrade from Sentinel

This resolution authorizes Sentinel to preform upgrades on our Cisco phone system to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements.

Funding for the not to exceed amount of \$20,000 is available in IT's Network Consulting Fund.

See memo for details.

6b. Innovation & Technology Department – Resolution to Approve the Contract for Network Switches from Sentinel

This resolution approves the purchase of network switches from Sentinel to ensure IT has spares in case phone systems go down.

Funding for the \$47,667.48 is available in the Ingham County Network Hardware Fund.

See memo for details.

6c. Innovation & Technology Department – Resolution to Authorize an As-Needed Purchase Order for ESRI ArcGIS Software and Subsequent Annual Costs

This resolution authorizes the Road Department to issue a PO for \$5,355 for ESRI ArcGIS software, with future license needs to be determined. It also authorizes contracts with ESRI ArcGIS with the Equalization Office and the Drain Commissioner for existing licenses that have never had contracts.

See memo for details

7a. Facilities Department – Resolution to Approve the Installation of Dispensers for Sanitary Products in Ingham County Facilities

This resolution authorizes the installation of dispensers for sanitary products in County public restrooms from Comfort Plus® Courtesy Dispensers for a not to exceed cost of \$14,478.20.

Funding is available in the Facilities maintenance budget.

See memo for details.

7b. Facilities Department – Resolution to Authorize a Purchase Order with M & M Moving and Storage for the Extended Storage of Office Furniture for the Office of the Public Defender

This resolution authorizes a PO with M&M Moving and Storage to continue to store the Public Defenders equipment and furniture for up to an additional six months for \$6,300.

Funding is available through the MIDC Grant.

See memo for details.

7c. Facilities Department – Resolution to Approve the Uninterruptible Power Supply Support Contract from Hedrick Associates

This resolution authorizes an agreement with Hedrick Associates for UPS support at various County facilities for a not to exceed cost of \$138,405.

Funding is available through the Facilities Department's Maintenance Contractual budget.

See memo for details.

7d. Facilities Department – Resolution to Authorize a Three-Month Extension of the Lease Agreement for the Temporary Public Defender's Office Space at 300 South Washington Square, Suite 315

This resolution authorizes an extension of the temporary office space lease for the Public Defender's Office for an additional three months. The monthly rental rate will remain \$7,500.

Funding is available through the MIDC grant.

See memo for details.

8a. Road Department – Resolution to Authorize a Professional Service Agreement for the 2025 Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program

This resolution authorizes a professional services agreement with M & M Pavement Marking, Inc., for 2025 Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking at rates not to exceed those stated in their proposal to RFP #23-25, with an option to extend the term for one year.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

8b. Road Department – Resolution to Authorize an Agreement with Bunker Hill Township for the 2025 Local Road Program

This resolution authorizes an agreement with Bunker Hill Township for the 2025 Local Road Program. 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, which in this case is \$33,300.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

8c. Road Department – Resolution to Authorize an As-Needed Purchase Order for Crack Seal and Mastic Using Government Contract Pricing for the 2025-2030 Fiscal Years

This resolution authorizes POs on an as-needed basis for crack seal and mastic utilizing government contract pricing groups (MiDeal, Sourcewell, etc.) for the 2025-2030 fiscal years.

Funding for the 2025 estimated amount of \$130,000 is available in the 2025 Road Fund Budget.

See memo for details.

8d. Road Department – Resolution to Authorize an As-Needed Purchase Order for Equipment Rentals with Optional Operator Costs for the 2025-2030 Fiscal Years

This resolution authorizes POs on an as-needed basis for equipment rental, with optional operator costs utilizing government contract pricing groups (MiDeal, Sourcewell, etc.) for the 2025-2030 fiscal years.

Funding for the 2025 estimated amount of \$50,000 is available in the 2025 Road Fund Budget.

See memo for details.

8e. Road Department – Resolution to Authorize an Agreement with Meridian Township for the 2025 Local Road Program

This resolution authorizes an agreement with Meridian Township for the 2025 Local Road Program. 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, which in this case is \$335,000.

Funding is available in the 2025 Road Fund Budget.

See memo for details.

8f. Road Department – Resolution to Authorize an As-Needed Purchase Order for Road Salt Using Government Contract Pricing for the 2025-2030 Fiscal Years

This resolution authorizes POs on an as-needed basis for road salt utilizing government contract pricing groups (MiDeal, Sourcewell, etc.) for the 2025-2030 fiscal years.

Funding for the 2025 estimated amount of \$800,000 is available in the 2025 Road Fund Budget.

See memo for details.

9a. Human Resources Department – Resolution to Approve an Adjustment of the Wage Structure for Part-Time CCLP Law Enforcement and Part-Time CCLP Corrections Deputies

This resolution authorizes part-time deputies of the CCLP Law Enforcement and Corrections units to begin at Step 3 of the wage scale. Typically, part-time deputies are retired law enforcement officers who have the skills, abilities, and time to qualify for a Step 3.

See memo for details.

9b. Human Resources Department – Resolution to Approve a Letter of Understanding Supplementing the ICEA County Professional Collective Bargaining Agreement Regarding On-Call Time for IT Department Network Administrators

This resolution approves a LOU with the ICEA County Professional unit regarding on-call pay for IT Department Network Administrators. The gist of the change is that it adds on hour of pay per day of on-call time.

See memo for details.

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

This resolution authorizes reclassifications from the previous employee contracts (2022-2024), which were not finalized during the course of the contracts, but are still eligible for reclass.

The following positions are requesting reclass:

2025	2025		
Position Title	Current Grade, Step 5	Proposed Grade, Step 5	Difference
Real Property Analyst	UAW F: 52,164.59	UAW G: 55,189.66	3,025.07
Court Officer – Family Court	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Office Coordinator	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Clinical Data Analyst	ICEA Pro 7: 75,222.34	ICEA Pro 8: 82,047.11	6,824.77
Information Security Officer	ICEA Pro 8: 82,047.11	ICEA Pro 10: 96,913.05	14,865.94
Land & Water Program Supv.	ICEA Pro 9: 89,732.78	ICEA Pro 10: 96,913.05	7,180.27
Chief Deputy Treasurer	MC 12: 104,136.53	MC 14: 120,027.14	15,890.61
TOTAL:			\$ 75,738.42

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 to Amend General Fund Position Hiring Freeze Process

This resolution changes the current General Fund position approval process (see 11a) from an exemption request to a four-week hold on the position once it is vacant. Currently all positions are being approved and the process is cumbersome and typically results in a three-week delay in hiring. This resolution will add an additional week to the hiring delay and reduce the work time currently required.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

	DEPARTMENT: Ingham County Sheriff's Office
PREPARED BY: Captain Andrew Daenzer	MEETING DATE(S): March 13, 2025 and March 19, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to authorize the Ingham County Sheriff's Office to sell one used patrol vehicle to the Ingham Intermediate School District	

ACTION REQUESTED:

The Ingham County Sheriff's Office would like authorization to sell a used/retired Ford Explorer to the Ingham Intermediate School District for \$1 for use by the Law Enforcement Program.

SUMMARY OF REQUEST:

This resolution is for the sale of a retired police Ford Explorer to the Ingham Intermediate School District for \$1. The vehicle will be used by area high school students in the Law Enforcement program at the Wilson Talent Center. The Sheriff's Office has a good relationship with the Wilson Talent Center. Deputies at the Sheriff's Office utilize the Wilson Talent Center training for training. Sheriff's Office staff also serve as board members, trainers, and mentors for the program.

STRATEGIC PLAN RELEVANCE:

This project fits with Ingham County's Vision Statement to create opportunities for every student to realize their potential. The Wilson Talent Center serves as an educational hub for teens throughout Ingham County. The vehicle will assist with training youth as they learn and explore a career in Law Enforcement.

DEPARTMENT MISSION RELATION:

This is a great example of the Sheriff's Office and Ingham County partnering with our community.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED Selling this vehicle for \$1 is not a mandated action, rather it's an opportunity for Ingham County to support Ingham County High School Students.

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: The estimated auction value of the vehicle is \$3,500.

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ DATE: 3/6/2025

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 SELL ONE
USED PATROL VEHICLE TO THE INGHAM INTERMEDIATE SCHOOL DISTRICT**

WHEREAS, the Ingham County Sheriff's Office participates in many formal and informal training events involving our county youth; and

WHEREAS, the Ingham Intermediate School District, specifically the Wilson Talent Center, has requested the purchase of a transitioned patrol car from local police agencies to help facilitate their Law Enforcement program; and

WHEREAS, the Ingham Intermediate School District's Law Enforcement Program serves the needs of high school students who wish to enter the law enforcement profession throughout the County's school districts; and

WHEREAS, the Ingham County Sheriff's Office serves on the Law Enforcement Programs Board; and

WHEREAS, the Ingham County Sheriff's Office vehicle that is being proposed for sale to the Ingham Intermediate School District will be a vehicle that is currently being taken out of service and otherwise subject to auction; and

WHEREAS, the exact vehicle has an estimated auction value of \$3,500 and is identified as a 2016 Ford Explorer, VIN 1FM5K8AR1GGD16659, with 100,312 miles; and


WHEREAS, the Ingham County Sheriff's Office will sell the vehicle for \$1.00 and other valuable consideration in "as is" condition, making no promise or guarantee about the condition or mechanical functionality of the vehicle, and the County will not be responsible for any maintenance or future repairs; and

WHEREAS, the vehicle sold to the Ingham Intermediate School District's Law Enforcement Program will be used exclusively for their training program and will remain the property of the Ingham Intermediate School District for the duration of the training program; and

WHEREAS, the vehicle sold to the Ingham Intermediate School District's Law Enforcement Program will be marked and identified specifically as an Ingham Intermediate School District's law Enforcement program vehicle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to sell one used and retired Ingham County Patrol Vehicle for the purposes set forth in this resolution for \$1.00 and other valuable consideration.

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

	DEPARTMENT: Ingham County Sheriff's Office
PREPARED BY: Captain Andrew Daenzer	MEETING DATE(S): March 13, 2025 and March 19, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Purchase Thermal Binoculars for the Sheriff's Office K-9 Team	

ACTION REQUESTED:

The Ingham County Sheriff's Office requests approval to purchase a Pulsar Merger Duo NXP50 thermal binocular for use by the K-9 Team. The K-9 Team will use fundraiser money to pay for the item.

SUMMARY OF REQUEST:

The Ingham County Sheriff's Office has a K-9 Team that assists in various law enforcement operations, including search and rescue, suspect tracking, and evidence recovery. To enhance the effectiveness of the K-9 Team, the Sheriff's Office would like to purchase a pair of thermal binoculars. These binoculars will improve visibility in low-light and no-light conditions, allowing handlers to track individuals better and locate evidence, ultimately increasing the safety and success of operations.

STRATEGIC PLAN RELEVANCE:

This piece of equipment will improve the Sheriff's Office's ability to locate missing and wanted individuals which is in line with efficiently providing high-quality services.

DEPARTMENT MISSION RELATION:

This will aid in the K-9 Team's ability to provide excellent service to the community. Deputies must utilize modern technology to improve outcomes which can save lives.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$4,250

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  DATE: _____ 3/6/2025 _____

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE THERMAL BINOCULARS FOR THE SHERIFF'S OFFICE K-9 TEAM

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, K-9 Teams responsible for assisting in various law enforcement operations, including search and rescue, suspect tracking, and evidence recovery; and

WHEREAS, the K-9 Team requires specialized equipment to effectively conduct operations in low-light and no-light conditions; and

WHEREAS, the Sheriff's Office would like to purchase a pair of thermal binoculars from the provided vendor included in the attached quote; and


WHEREAS, the cost of the thermal binoculars totals \$4,250 which will be paid for out of the Ingham County Sheriff's Office K-9 donation account 797-363020; and

WHEREAS, the purchased equipment will enhance the K-9 Team's operational efficiency, which may reduce overtime costs associated with extended search operations; and

WHEREAS, the thermal binoculars will be purchased from Sellmark Corporation, 2201 Heritage Pkwy Mansfield, TX.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the purchase of thermal binoculars from Sellmark Corp. with a do not exceed amount of \$4,250.

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

	DEPARTMENT: Ingham County Sheriff's Office
PREPARED BY: Captain Andrew Daenzer	MEETING DATE(S): March 13, 2025 and March 19, 2025
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance SUBJECT: Resolution to authorize the purchase and added equipment costs of one Ford Explorer for the Sheriff's Office Traffic Unit	

ACTION REQUESTED:

The Ingham County Sheriff's Office would like authorization to use Secondary Road Patrol grant money to purchase and equip one 2025 Ford Explorer for the Traffic Unit.

SUMMARY OF REQUEST:

This resolution is for the purchase of one 2025 Ford Explorer and the added equipment costs of the vehicle. The Traffic Unit patrols secondary roads throughout Ingham County. The Unit also responds to serious crashes throughout Ingham County for complex investigations. The unit currently has 2 vehicles assigned. We would like to add a third vehicle using one-time additional grant funds allocated for 2025.

STRATEGIC PLAN RELEVANCE:

This project fits with the Ingham County Goals of Public Health and Safety as it enhances the ability to respond safely and effectively to life-safety emergencies.

DEPARTMENT MISSION RELATION:

Reliable, safe, and effective police vehicles are needed to provide excellent service including traffic enforcement and investigation that improves safety.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ **NON-MANDATED** This is not mandated, but rather a proactive step to improve the response and longevity of our fleet using grant money.

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$50,005 Lunghamer Ford and \$17,355.45 Mid- Michigan Emergency Equipment

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  **DATE:** _____ 3/6/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE AND ADDED EQUIPMENT COSTS OF ONE
FORD EXPLORER FOR THE SHERIFF'S OFFICE TRAFFIC UNIT**

WHEREAS, the Ingham County Sheriff's Office has a partially grant-funded Traffic Unit with three (3) deputies and a sergeant that provides traffic enforcement and accident investigation throughout Ingham County; and

WHEREAS, the services provided require safe, reliable vehicles; and

WHEREAS, adding a third traffic car will ensure vehicle availability for each deputy and crash investigation equipment; and

WHEREAS, the additional vehicle will extend the life of the other traffic vehicles by distributing the miles; and

WHEREAS, the Sheriff's Office received one-time additional funds from the Michigan State 416 Secondary Road Patrol Grant that will cover the cost of this purchase and the equipment; and

WHEREAS, when the vehicle is retired and auctioned the proceeds must be directed back towards Secondary Road Patrol expenses; and


WHEREAS, Lunghamer Ford, 1690 E. Main St. Owosso, 48867 is an authorized dealership and vendor able to provide the vehicle at state contract pricing of one Ford Explorer Interceptor; and

WHEREAS, Mid-Michigan Emergency Equipment, 2237 Aurelius Rd. Holt, MI 48842 is a vendor able to build and equip the vehicle with the necessary emergency equipment; and

WHEREAS, the Sheriff's Office uses Mid-Michigan Emergency Equipment, a Delhi Township business to build all vehicles ensuring the quality and consistency needed for safety.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one Ford Explorer from Lunghamer Ford for an amount not to exceed \$50,005 and the emergency equipment and build from Mid-Michigan Emergency Equipment in an amount not to exceed \$17,334.45, both items will be paid for out of Machinery – Cars & Trucks 10133315978010.

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): March 18-19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$50,000 in 2024 Housing Millage funds for Training Scholarships for Emerging Developers	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize \$50,000 of 2024 Housing and Homeless Services millage funds to provide scholarships for training and conference attendance for participating members of the Ingham County emerging developer and contractor network.

SUMMARY OF REQUEST:

The resolution is asking for the board to authorize a \$50,000 agreement with the Ingham County Land Bank to implement a scholarship for members of the Ingham County emerging developer and contractor network. The request will pull \$50,000 from available 2024 Housing and Homeless Services Millage funds to support small scholarships to cover training and conference fees for individual applicants (not to include travel and lodging costs). After the resolution is approved, the Land Bank Emerging Developer Outreach Coordinator will establish eligibility standards and application process for participating members of the County emerging developer network.

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to local emerging developers and contractors in order to increase access to educational resources and skill-building related to housing that will enhance community efforts to address affordable housing needs.

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$50,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Housing Trust Fund, 2/18/2025

CONTROLLER'S OFFICE: *[Signature]* **DATE:** 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE \$50,000 IN 2024 HOUSING AND HOMELESS MILLAGE FUNDS
TO THE INGHAM COUNTY LAND BANK TO ESTABLISH HOUSING-RELATED TRAINING
SCHOLARSHIPS FOR LOCAL EMERGING DEVELOPERS**

WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a training scholarship fund to support local real estate businesses and entrepreneurs that help build the local economy while increasing housing units available for Ingham County residents, and to reserve 2024 Housing Millage funds in the amount of \$50,000 for this purpose; and


WHEREAS, the Ingham County Land Bank has hired an Emerging Developer Outreach Coordinator who is organizing a network of emerging developers, builders, and contractors to increase access to housing-related networking and educational resources; and

WHEREAS, an application process for funds will be established by the Ingham County Land Bank and will limit scholarship eligibility to housing-related conference and training registration costs and will not include travel and lodging expenses for scholarship recipients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of \$50,000 of 2024 Housing and Homeless Services Millage funds for the Ingham County Land Bank to establish scholarships for emerging developers to attend housing-related conferences and training opportunities.

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

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): March 18-19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize \$1,450,000 in Enhancement Grant funds for Down Payment Assistance Program Expansion and Administration	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize \$1,450,000 of State Enhancement Grant funds to expand eligibility for the County's down payment assistance resources for the next two years for a minimum of \$1,300,000 in direct assistance to homebuyers and \$150,000 to contract with Capital Area Housing Partnership to provide third-party administration services.

SUMMARY OF REQUEST:

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$1,450,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Housing Trust Fund, 2/18/2025

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

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$1,450,000 AGREEMENT WITH CAPITAL AREA HOUSING PARTNERSHIP FOR ESTABLISHING AND ADMINISTERING AN EXPANSION OF THE INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan State Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$1,450,000 for direct down payment assistance and program administration for and expansion of the Ingham County Down Payment Assistance Program; and

WHEREAS, Capital Area Housing Partnership (CAHP) is a nonprofit organization that has served as the qualifying entity processing applications for Ingham County Down Payment Assistance Program supported by Ingham County American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #23-494 and #24-040; and


WHEREAS, the Ingham County Housing Trust Fund Committee has approved a request for CAHP to serve the third-party administrator for the Ingham County Down Payment Assistance Program, designating \$1,300,000 in MSHDA Enhancement Grant funds for direct homebuyer assistance, and \$150,000 in program administration costs for two years (\$75,000 per year).

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$1,450,000 to be committed to CAHP to oversee and implement the expanded Down Payment Assistance Program for households earning less than 120% the Area Median Income.

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

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

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

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): March 18-19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize Multifamily Development Grant Process for awarding up to \$2,500,000 in 2024 Ingham County Housing and Homeless Services Millage funds	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize a grant application timeline and scoring process for multifamily development grants which will utilize up to \$2,500,000 of 2024 Housing and Homeless Services millage funds

SUMMARY OF REQUEST:

The resolution is asking for the board to authorize the outlined scoring process to establish grants of \$500,000 to \$1,500,000 for shovel-ready multifamily (rental) development projects within Ingham County. The total amount of 2024 Housing and Homeless Services Millage funds to be committed to the multifamily development grants will not exceed \$2,500,000. After the resolution is approved, Ingham County Housing Trust Fund staff will release the funding opportunity, and the Housing Trust Fund Committee will evaluate proposals received and submit funding recommendations to the Board of Commissioners for review and authorization.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$0

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Housing Trust Fund,
2/18/2025

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT MULTIFAMILY HOUSING REDEVELOPMENT/DEVELOPMENT
GRANT SCORING PROCESS AND CALENDAR USING \$2,500,000 OF HOUSING AND HOMELESS
MILLAGE FUNDS**


WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding the purchase, acquisition, construction, maintenance, operation, improvement, extension, or repair of housing facilities and the elimination of detrimental housing conditions, and funding other housing programs; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a Multifamily Housing Redevelopment/Development Grant process and to reserve 2024 Housing Millage funds in the amount of \$2,500,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Housing Millage Multifamily Housing Redevelopment/Development Grant scoring process to be implemented by the Housing Trust Fund Committee.

2024 HOUSING MILLAGE FUND FOR MULTIFAMILY DEVELOPMENT GRANT PROCESS

March 25, 2025	The Board of Commissioners adopts the 2025 Housing Millage Fund for Multifamily Development Grants scoring process
March 27, 2025	A press release is prepared announcing the availability of Housing and Homeless Millage Funds and invites applicants to submit a pre-application describing the project.
March 28 – April 11, 2025	The Treasurer’s Office coordinates follow up and optional application overviews, technical assistance office hours, and consultation meetings with interested applicants.
Wednesday, April 2, 2025	RFP and Application Released. The application deadline is Friday May 2, 2025.
May 5, 2025	The Treasurer’s Office forwards scoring matrix and applications for review by the Housing Trust Fund Committee, and prepares a summary of the applicants for the County Attorney’s Office to ensure that the proposals are legal under Michigan Law and comply with the intent of the Housing Millage.
May 15, 2025	Deadline for HTF Committee to complete scoring
May 20, 2025	The HTF Committee reviews the applications during the regular public meeting and makes recommendations for funding. Applicants are invited to attend the HTF Committee meeting. The HTF Committee makes their recommendations by resolution to the County Services and Finance Committee.
June 3-4, 2025	The County Services & Finance Committee approves the resolution for Housing Millage Multifamily Development funding to the Board of Commissioners.
June 10, 2025	The Board of Commissioners authorizes a resolution for the 2025 Multifamily Development Housing Millage grant awards.
June 13, 2025	The applications recommended for 2025 Multifamily Development Housing Millage grant awards are sent to the County Attorney’s Office for contract preparation.
June 13, 2025	Applicants are notified of the County award and that a County contract will be forthcoming in August
August 2025	Contracts are received from the County Attorney’s Office and Authorizing Official signatures are obtained. Grantees must complete County vendor registration, provide certificates of required insurances, schedule pre-construction meeting to establish prevailing wage monitoring, and must provide a revised Scope of Services if the grant award is different than the original requested amount.
September 2025	Fifty percent of the grant award is sent to the grantees upon receipt of the signed contract and the appropriate documentation as listed above.
March 2026	Grantees send in their first six-month report to the Treasurer’s Office and upon review by staff, a check for the remaining portion of the grant is sent.

	DEPARTMENT: Ingham County Drain Commissioner's Office (ICDC)
PREPARED BY: Carla F. Clos, Deputy Drain Commissioner	MEETING DATE(S): March 18, March 19 & March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: "Permit by Neighborhood" Drain Crossing Fee and Inspection Deposit addition to the Drain Commissioner's 2025 Schedule of Fees	

ACTION REQUESTED:

Adoption of a resolution to amend the Drain Commissioner's 2025 Schedule of Fees to provide for a new "Permit by Neighborhood" Drain Crossing Fee and Inspection Deposit for Broadband and Utilities.

SUMMARY OF REQUEST:

Since the COVID-19 pandemic, Broadband and utility expansion activities have resulted in a 10-fold increase in drain crossing permit requests. In response to this exponential increase and in collaboration with the Broadband and utility applicants, the Ingham County Drain Commissioner (ICDC) piloted a new "Permit by Neighborhood" process in an effort to timely issue permits without increasing staffing. This new process requires a new fee structure commensurate with the actual costs resulting from a permit issued and inspected by neighborhood, as opposed to permits issued and inspected for each crossing. See the attached memorandum. The "Permit by Neighborhood" fee proposed by the Drain Commissioner is the same for the first crossing as for the existing single crossing and one-half for each additional constructed crossing within a neighborhood, which under the 2025 Schedule of Fees would be \$550 for the first crossing and \$275 for each additional constructed crossing. The "Permit by Neighborhood" inspection deposit proposed by the Drain Commissioner is the same for the first crossing as for the existing single crossing and one-third for each additional proposed crossing within a neighborhood, which under the 2025 Schedule of Fees would be \$1500 for the first crossing and \$500 for each additional proposed crossing. As with single drain crossing permit fees and inspection deposits, the "Permit by Neighborhood" proposed fee and inspection deposit does not apply to aerial crossings over drains that do not involve disturbance of the surface or subsurface, consistent with Board of Commissioners Resolution #22-087.

STRATEGIC PLAN RELEVANCE:

This resolution supports the Goal of "expansion of reliable broadband technology throughout the county"; Community Engagement to "increase, strengthen, support, and coordinate community partnerships, relationships, and collaborative efforts"; and Service to Residents to "strengthen our local economy by partnering with other public, private, and non-profit entities to advance coordinated economic development activities."

DEPARTMENT MISSION RELATION:

This resolution supports the Drain Commissioner's mission statement "that government must be open, accessible and user-friendly."

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

Total Request/Contract Amount: N/A

ADMINISTRATION RECOMMENDATION:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Table 1 – Reduction in Drain Crossing Summary Table for 2023/2024

Fiber Provider	# Of Crossings	Constructed	Not Constructed	% Reduction
Metronet	1943	1223	720	37.1%
Surfnet	112	92	20	17.9%
AT&T	137	130	7	5.1%
TrueNet	38	18	20	52.6%
Total	2230	1463	767	34.4%

Table 2 – Comparison of Review Time and Revenues for the Permit by Neighborhood Pilot Program Sample

Drain Name	Number of crossings (Sample)	Calculated Review Cost (Permit by Neighborhood)	Permit Amount Based on Existing Fee Schedule (\$550 per Crossing)	Proposed Fee (\$550 for 1st Crossing, \$275 per Addn'l Crossing)	Savings (Existing fee versus Proposed fee)
Smith Consolidated - Graystone	19	\$ 3,430.00	\$ 10,450.00	\$ 5,500.00	\$ (4,950.00)
Hoskins - Sundance Meadows	29	\$ 5,385.00	\$ 15,950.00	\$ 8,250.00	\$ (7,700.00)
Dobie Heights	14	\$ 2,155.00	\$ 7,700.00	\$ 4,125.00	\$ (3,575.00)
Green Cons. - Stimson Branch	25	\$ 3,515.00	\$ 13,750.00	\$ 7,150.00	\$ (6,600.00)
Green Cons. - Glens of Willoughby	3	\$ 1,390.00	\$ 1,650.00	\$ 1,100.00	\$ (550.00)
Shoals Drain	70	\$ 1,194.50	\$ 38,500.00	\$ 19,525.00	\$ (18,975.00)
Green Cons. - Wooded Valley	7	\$ 1,730.00	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Smith Cons. - Hulett/Bennett Area	5	\$ 1,432.50	\$ 2,750.00	\$ 1,650.00	\$ (1,100.00)
Okemos Preserve - Hulett Road	2	\$ 880.00	\$ 1,100.00	\$ 825.00	\$ (275.00)
Briarwood	61	\$ 667.50	\$ 33,550.00	\$ 17,050.00	\$ (16,500.00)
Smith Cons. - Jolly/Okemos area	52	\$ 1,143.50	\$ 28,600.00	\$ 14,575.00	\$ (14,025.00)
Gilbert & West Town ICD	10	\$ 208.50	\$ 5,500.00	\$ 3,025.00	\$ (2,475.00)
Lansing Township No.1 Drain	44	\$ 820.50	\$ 24,200.00	\$ 12,375.00	\$ (11,825.00)
Herron Creek Drain	5	\$ 650.50	\$ 2,750.00	\$ 1,650.00	\$ (1,100.00)
Grovenburg & Menger Drain	76	\$ 2,988.00	\$ 41,800.00	\$ 21,175.00	\$ (20,625.00)
Twyckingham Drain	3	\$ 531.50	\$ 1,650.00	\$ 1,100.00	\$ (550.00)
Gilbert, Cardinal Branch Drain	5	\$ 455.00	\$ 2,750.00	\$ 1,650.00	\$ (1,100.00)
Gilbert, Horstmeyer Branch Drain	7	\$ 285.00	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Glens of Delhi Branch of Delhi No. 1	6	\$ 1,585.50	\$ 3,300.00	\$ 1,925.00	\$ (1,375.00)
Gilbert, Houghton Hollow Branch Drain	7	\$ 1,687.50	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Gilbert, Chisholm Hills Branch Drain	18	\$ 1,432.50	\$ 9,900.00	\$ 5,225.00	\$ (4,675.00)
Cook and Thorburn Drain	40	\$ 1,050.00	\$ 22,000.00	\$ 11,275.00	\$ (10,725.00)
Grovenberg & Menger Cons. Drain	32	\$ 1,135.00	\$ 17,600.00	\$ 9,075.00	\$ (8,525.00)
Smith Cons. Drain	16	\$ 3,812.50	\$ 8,800.00	\$ 4,675.00	\$ (4,125.00)
Meadows Drain	27	\$ 2,920.00	\$ 14,850.00	\$ 7,700.00	\$ (7,150.00)
Delhi No. 1 Drain	9	\$ 1,381.50	\$ 4,950.00	\$ 2,750.00	\$ (2,200.00)
Pawlowski Creek Drain	10	\$ 1,339.00	\$ 5,500.00	\$ 3,025.00	\$ (2,475.00)
Delhi Drain	19	\$ 1,135.00	\$ 10,450.00	\$ 5,500.00	\$ (4,950.00)
Grovenberg Farms Br of Melkvik Drain	19	\$ 625.00	\$ 10,450.00	\$ 5,500.00	\$ (4,950.00)
Grovenberg & Menger Cons. Drain	64	\$ 2,061.50	\$ 35,200.00	\$ 17,875.00	\$ (17,325.00)
Smith Cons. Drain	41	\$ 1,177.50	\$ 22,550.00	\$ 11,550.00	\$ (11,000.00)
Ravenswood Drain	77	\$ 3,740.00	\$ 42,350.00	\$ 21,450.00	\$ (20,900.00)
Maple Shade Drain	7	\$ 637.50	\$ 3,850.00	\$ 2,200.00	\$ (1,650.00)
Hideaway Woods Drain	12	\$ 1,105.00	\$ 6,600.00	\$ 3,575.00	\$ (3,025.00)
Kinawa View Drain	45	\$ 1,708.50	\$ 24,750.00	\$ 12,650.00	\$ (12,100.00)
Briarwood Drain	89	\$ 1,785.00	\$ 48,950.00	\$ 24,750.00	\$ (24,200.00)
Sample Totals	975	\$ 59,180.50	\$ 536,250.00	\$ 278,025.00	\$ (258,225.00)
Review Hours based on Current Bill Rate of \$76.02/hr		778.49	hours		
Total FTE for the Sample		0.37	FTE		

Note: The totals shown in the table above are for the sample size only. The Calculated Review Cost total of \$59,180.50 represents 778.48 review hours based on the current Drain Engineer billing rate of \$76.02 per hour (\$59,180.50 / \$76.02 = 778.48). This represents about 0.80 review hours per drain crossing for the 975 sample size for the “Permit by Neighborhood” whereas the current review time for individual crossing permits is approximately 3 hours per drain crossing.

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

DRAFT

Ingham County Fee Schedule

Effective January 1, 2025

Fees Set By The Ingham County Board of Commissioners

PLAT REVIEW

Preliminary Plat Site Plan Review.....\$750.00

Preliminary Plat Drainage/Construction Plan Review¹

First acre.....\$750.00

Each additional acre.....\$90.00

(Fractions of Acres are rounded up to the Whole Acre)

Re-submission fee².....\$250.00, plus actual costs

Agreements Review for establishing "plat drain" (425 & 433 Agreements)\$2600.00

COMMERCIAL REVIEW

Commercial Site Plan Review.....\$750.00

Re-submission fee².....\$250.00, plus actual costs

Commercial Drainage Review¹

First acre.....\$750.00

Each additional acre.....\$90.00

(Fractions of Acres are rounded up to the Whole Acre)

Re-submission fee².....\$250.00, plus actual costs

CROSSING PERMITS/TAP-IN PERMITS

Drain Crossing Permit³

Residential.....\$150.00

¹ Project fees may be adjusted by ICDC based on certain site factors.

² Charged for third review of the same identified deficiency.

³ Aerial crossings over drains that do not involve disturbance of the surface or subsurface, are exempted from permit fees and inspection deposits per Resolution #22-087.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

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Commercial.....	\$550.00
Neighborhood First Crossing.....	\$550.00
Additional Constructed Crossings.....	\$275.00
Inspection Deposit ⁴	\$1500.00
Inspection Deposit Neighborhood First Crossing ⁴	\$1500.00
Additional Submitted Crossings ⁴	\$500.00

Tap-In Permit

Residential.....	\$120.00
Commercial.....	\$450.00
Inspection Deposit ⁴	\$1500.00

SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT FEES

Commercial Soil Erosion and Sedimentation Pollution Control Permit

Application review and site visit, issuance of permit, and permit closeout site review

Six-month duration (First acre).....	\$500.00
Each additional acre.....	\$50.00
Nine-month duration (First acre).....	\$580.00
Each additional acre.....	\$58.00
Twelve-month duration (First acre).....	\$660.00
Each additional acre.....	\$66.00
Renewal ⁵	Half rate based on current fee schedule
Transfer of permit.....	\$115.00

Compliance Inspections Escrow⁶ (Do not submit with application)

Less than half-acre.....	\$620.00
Half-acre up to one acre.....	\$1800.00
One acre up to five acres.....	\$3600.00
Five acres up to ten acres.....	\$5800.00
Each additional ten acres or fraction of ten acres.....	\$2950.00

Residential Soil Erosion and Sedimentation Pollution Control Permit

Application review, permit issuance and inspection

Six-month duration.....	\$240.00
Nine-month duration.....	\$300.00
Twelve-month duration.....	\$320.00
Renewal ⁵	Half rate based on current fee schedule

⁴ Project fees may be adjusted by ICDC based on certain site factors. Unspent balance will be refunded and overages will be invoiced.

⁵ Renewal will be issued at the half rate if renewed before the expiration date. Permittee has responsibility to timely renew the permit whether or not ICDC has sent a courtesy notice.

⁶ Inspections will be charged at an hourly rate. Specific escrow will be determined by the ICDC based on site factors. Escrow amount will be indicated in issued permit. Escrow will need to be submitted prior to the commencement of the earth disturbance. Unspent balance will be refunded and overages will be invoiced.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

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Transfer of permit.....\$25.00

Commercial Minor Disturbance Erosion and Sedimentation Pollution Control Permit

Application review and site visit, issuance of permit, and permit closeout site review\$375.00
Renewal⁵.....Half rate based on current fee schedule
Compliance Inspections Escrow.....See commercial soil erosion fees above

Residential Minor Disturbance Erosion and Sedimentation Pollution Control Permit

Application review, permit issuance and inspection.....\$55.00
Renewal⁵.....Half rate based on current fee schedule

Waiver.....No Fee

A Waiver is issued for projects that do not require a Soil Erosion and Sedimentation Pollution Control Permit. The Waiver must be presented to the local building inspector to verify compliance with Act 451 Part 91.

PENALTIES

Projects by licensed builders, contractors, and developers that commence without the appropriate approvals and/or permits from the Drain Commissioner's Office will be required to pay double the normal fees.

In the event that a Soil Erosion and Sedimentation Pollution Control Permit is revoked, the permit fee and a performance deposit must be submitted prior to the Cease and Desist Order being rescinded.

Follow-up inspection to Violation Notice.....\$350.00
Follow-up inspection to Cease and Desist Order.....\$350.00

A performance deposit of at least \$1000.00 is required of all permit holders that have received a Cease and Desist Order. This requirement will expire 12 months from the date of the Cease and Desist Order. The amount of the Performance Deposit will increase with each successive Cease and Desist Order issued due to non-compliance.

All outstanding fees must be paid in full prior to the issuance of permits.

MISCELLANEOUS FEES

Title Search for Drain Assessments.....\$6.00

License to Encroach.....Staff/Consultant costs and \$30.00 Deposit

Maintenance Agreement Fees.....Hourly Rates plus Recording Fees

Geographical Information Systems (GIS) Maps

Photography.....\$325.00 per quarter section or part thereof

Topography.....\$625.00 per quarter section or part thereof

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

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Freedom of Information Requests.....Fees will be charged in accordance with Ingham County FOIA policy, as established by County Resolution 15-221. This policy and associated fees can be found at: <http://www.ingham.org/>.

Revised 3/4/2025

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE DRAIN COMMISSIONER’S FEE SCHEDULE TO PROVIDE FOR
A NEW “PERMIT BY NEIGHBORHOOD” DRAIN CROSSING FEE AND INSPECTION DEPOSIT
FOR BROADBAND AND UTILITIES**

WHEREAS, the Rules of the Ingham County Drain Commissioner, effective October 21, 2005, as amended and/or supplemented, (the “Rules”), and the provisions of Public Act 40 of 1956, as amended, provide that any crossing of a drain or drain easement requires a permit from the Drain Commissioner pursuant to the standards contained in the Rules; and

WHEREAS, the COVID-19 pandemic and the need for supporting remote working, high-speed internet Broadband is in widespread expansion here in Ingham County, as it is elsewhere; and

WHEREAS, all levels of government have responded to support this expansion; and

WHEREAS, Ingham County established a Broadband Task Force in 2021 and Federal funding has been made available to build up the United States internet infrastructure deployment, with \$1.559 billion of these funds being allocated to Michigan; and

WHEREAS, Ingham County may be seeking to receive Broadband Equity Access and Deployment program funding and this, too, will further facilitate and encourage expansion; and

WHEREAS, this Broadband expansion has resulted in a significant increase in drain crossing permit requests, increasing steadily by year, representing a ten-fold increase in permitting demands; and

WHEREAS, the Drain Commissioner has initiated a “Permit by Neighborhood” pilot program in collaboration with Broadband partners, as well as with Utility partners who have been replacing and expanding aging infrastructure networks, as a way of improving the permit review process to deal with the increase in permit requests; and

WHEREAS, the Drain Commissioner’s Schedule of Fees, effective January 1, 2025, includes fees for single drain crossing permits and single permit inspection deposits which are approved by the Ingham County Board of Commissioners upon recommendations from the Drain Commissioner (the “Schedule of Fees”); and

WHEREAS, the Drain Commissioner has recommended a new “Permit by Neighborhood” permit category and inspection deposit as a means of efficiently and cost effectively processing Broadband and Utility improvements and expansion that require drain crossings; and


WHEREAS, the Drain Commissioner has analyzed the cost and time required to process and inspect a “Permit by Neighborhood” drain crossing, and has recommended that a new fee be established that is more commensurate with the cost and time required to process and inspect these drain crossing permits than what is authorized by the current Schedule of Fees; and

WHEREAS, the Drain Commissioner has recommended that the first drain crossing fee for a “Permit by Neighborhood” be set at \$550 for 2025, consistent with the established single drain crossing permit fee, and that all additional constructed crossings within the neighborhood and drainage district be established at one-half that rate or \$275 for 2025; and

WHEREAS, the Drain Commissioner has also recommended that the first drain crossing inspection deposit for a “Permit by Neighborhood” be set at \$1,500 for 2025, consistent with the established single drain crossing inspection deposit, and that all additional proposed crossings within the neighborhood and drainage district be established at one-third that rate or \$500 for 2025, with the understanding that unspent balances will be refunded and overages will be invoiced.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the Drain Commissioner’s Schedule of Fees as recommended by the Drain Commissioner to provide for a new “Permit by Neighborhood” Drain Crossing Fee and Inspection Deposit for Broadband and Utilities.

BE IT FURTHER RESOLVED, that these changes to the Drain Commissioner’s Schedule of Fees shall take immediate effect upon approval of this resolution.

	DEPARTMENT: Fairgrounds & Facilities
PREPARED BY: Glenn Canning, Facilities Director	MEETING DATE(S): March, 17,18, and 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization of Funding for Ingham County Fairgrounds Building Damage Repairs	

ACTION REQUESTED:

Approval of a resolution to authorize funding for the repair of structural damage at the Ingham County Fairgrounds, utilizing insurance funds from Nationwide and additional funds from Michigan Municipal Risk Management Association's (MMRMA) fund balance allocation.

SUMMARY OF REQUEST:

A vehicle struck and damaged a steel column and surrounding masonry at the Ingham County Fairgrounds Main Arena building. An assessment determined that structural reinforcements, metal siding replacement, painting, and flooring restoration are required.

The total repair cost is \$48,138.50, with \$48,138.50 covered by Nationwide insurance. Laux Construction, which holds a MiDeal cooperative purchasing contract, will complete the work using cost-effective procurement and expedited processes.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's strategic priority of maintaining safe, functional, and sustainable public facilities. The Fairgrounds serve as a vital space for community events, education, and economic activity, and timely repairs ensure continued public use while preventing more costly future issues. Utilizing MiDeal cooperative purchasing and leveraging insurance funds from Nationwide and MMRMA reflects the County's commitment to efficient resource management and fiscal responsibility.

DEPARTMENT MISSION RELATION:

The Facilities and Fairgrounds Departments are dedicated to preserving and enhancing county-owned properties to ensure safe and accessible spaces for public use. This project aligns with their mission by addressing necessary structural repairs and protecting a key community resource, reinforcing the County's investment in public infrastructure and long-term sustainability.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED ☐ NON-MANDATED _____ ☐ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$48,138.50

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  _____ **DATE:** 3/10/25 _____

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE FUNDING FOR THE REPAIRS AT THE INGHAM
COUNTY FAIRGROUNDS**

WHEREAS, a vehicle recently struck and damaged a steel column and surrounding masonry at Main Arena located at the Ingham County Fairgrounds; and

WHEREAS, an assessment of the damage was conducted, and a proposal from Laux Construction was received to complete the necessary repairs, including structural reinforcements, metal siding replacement, painting, and flooring restoration; and

WHEREAS, the total cost for the repairs has been estimated at \$48,138.50; and

WHEREAS, the insurance company for the driver of the vehicle that struck the building, Nationwide, will cover \$48,138.50 of the repair costs; and

WHEREAS, Laux Construction holds a cooperative purchasing contract through the State of Michigan's MiDeal Program, allowing the County to utilize competitively bid pricing for construction services, ensuring cost-effective and timely project completion; and


WHEREAS, it is in the best interest of Ingham County to move forward with these repairs promptly to ensure the safety, structural integrity, and continued use of the fairground's facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the Ingham County Fairgrounds Building Damage Repairs in an amount not to exceed \$48,138.50, with \$48,138.50 covered by Nationwide insurance.

BE IT FURTHER RESOLVED, that Ingham County will contract with Laux Construction through the MiDeal cooperative purchasing agreement to complete the necessary repairs.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments and process any required financial transactions related to this project.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts, purchase orders, or agreements, after review by the County Attorney, to proceed with the repairs in a timely manner.

	DEPARTMENT: Ingham County Health Department (ICHD)
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, March 19, and March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Contract with Graphic Sciences	

ACTION REQUESTED:

Extend contract with Graphic Sciences. Effective January 27, 2025 through January 26, 2026.

SUMMARY OF REQUEST:

This resolution authorizes an extension of the agreement with the Graphic Sciences to transport, store, and retrieve Ingham County Health Department (ICHD) files.

STRATEGIC PLAN RELEVANCE:

This resolution supports the Ingham County goal of providing high quality services in an efficient manner, and serving the public with integrity.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's goal of ensuring the protection of health records for Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED _____ ☒ NON-MANDATED Service Contract

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$49,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

CONTROLLER'S OFFICE:  DATE: 3/10/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC. FOR THE
TRANSPORT, STORAGE, AND RETRIEVAL OF HEALTH DEPARTMENT FILES**

WHEREAS, Ingham County Health Department (ICHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHD files effective January 27, 2025 through January 26, 2026 for an amount not to exceed \$49,000; and

WHEREAS, ICHD has a current agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files and has been satisfied with the services which ended January 26, 2025; and

WHEREAS, Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming, and storage; and

WHEREAS, the Ingham County Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the County's purchasing policy requiring a RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month and file retrieval at \$6.95 per file requested; and

WHEREAS, as a part of the \$49,000 in total costs, Graphic Science, Inc. has estimated an additional, one-time cost of approximately \$18,000 to remove, transport, and catalog the files; and


WHEREAS, the costs for the storage of documents is included in the FY 25 ICHD budget; and

WHEREAS, Graphic Science, Inc. has estimated an additional one-time cost of approximately \$18,000 (included in the total \$49,000) to remove, transport and catalog the files; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize a one year contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2025 through January 26, 2026 in an amount not to exceed \$49,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract with Graphic Sciences, Inc. for the transport, storage and retrieval of files effective January 27, 2025 through January 26, 2026 in an amount not to exceed \$49,000.

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

	DEPARTMENT: Ingham County Health Department (ICHD)
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, and March 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for the FY 25-26 AmeriCorps VISTA Grant Funding	

ACTION REQUESTED:

Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Service (CNCS) for a year of funding in support of the AmeriCorps VISTA project effective July 27, 2025 through July 25, 2026 in an amount not to exceed \$31,000.

SUMMARY OF REQUEST:

CNCS has provided ICHD a twelfth year of funding for FY 25-26 to support up to twelve (12) AmeriCorps VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related problems. ICHD was the recipient of grant funds for the AmeriCorps VISTA program funding cycle FY 24-25, which was authorized through Resolution #24-210.

STRATEGIC PLAN RELEVANCE:

This resolution supports the objectives of the Ingham County Strategic Plan 2024-2028 to “increase, strengthen, support, and coordinate community partnerships, relationships, and collaborative efforts.

DEPARTMENT MISSION RELATION:

This resolution supports the ICHD mission of improving overall health and well-being for Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED _____ ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$31,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

CONTROLLER’S OFFICE:  DATE: 3/10/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES FOR FY25-26 AMERICORPS VISTA GRANT FUNDING

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) for a year of funding to support of the AmeriCorps VISTA Project effective July 27, 2025 through July 25, 2026 in an amount not to exceed \$31,000; and

WHEREAS, ICHD was the recipient of grant funds for the AmeriCorps VISTA Program twelfth funding cycle in the 2024-20245 FY, which was authorized through Resolution #24-210; and

WHEREAS, CNCS has provided Ingham County a twelfth year of funding for the 2025-2026 FY to support up to twelve (12) AmeriCorps VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related problems; and

WHEREAS, this funding is effective July 27, 2025 through July 25, 2026 in an amount not to exceed \$31,000; and

WHEREAS, the grant award is included in the Health Department's operating budget; and

WHEREAS, out of a total of 12 FTE AmeriCorps VISTA members placed in host sites selected through an application process; and


WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with CNCS to accept FY25-26 grant funding to support the AmeriCorps VISTA Project, effective July 27, 2025 through July 25, 2026 in an amount not to exceed \$31,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with CNCS to accept FY25-26 grant funding to support the AmeriCorps VISTA Project, effective July 27, 2025 through July 25, 2026 in an amount not to exceed \$31,000.

BE IT FURTHER RESOLVED, that the Medical Health Officer, or her designee, is authorized to submit the 2025-2026 budget electronically through the CNCS eGrants system, tentatively electronically approve the Memorandum of Agreement, and any eGrants system updates or amendments.

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

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

	DEPARTMENT: Ingham County Health Department (ICHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, and March 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Contract with Dr. Saif Fatteh	

ACTION REQUESTED:

Enter into contract with Dr. Saif Fatteh for dermatology services.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to enter into an agreement with Dr. Saif Fatteh, to provide dermatology services effective May 1, 2025 through April 30, 2027 for an amount not to exceed \$63,336. Dr. Saif Fatteh will provide will dermatology services within ICHD's CHCs, four (4) hours per week.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This resolution approves a contract that will allow ICHD's CHCs to provide a service to increase community wellness.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$63,336

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DR. SAIF FATTEH FOR
DERMATOLOGY SERVICES**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Dr. Saif Fatteh to provide dermatology services for a two-year term effective May 1, 2025 through April 30, 2027; and

WHEREAS, Dr. Saif Fatteh will provide will dermatology services within ICHD's CHCs, four (4) hours per week; and

WHEREAS, the total cost of securing Dr. Saif Fatteh's services will not exceed \$63,336 and will be covered using a portion of HRSA funding authorized through Resolution #21-240; and


WHEREAS, the CHC Board of Directors and Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Dr. Saif Fatteh for dermatology services, effective May 1, 2025 through April 30, 2027, in an amount not to exceed \$63,336.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Dr. Saif Fatteh for dermatology services, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$63,336.

BE IT FURTHER RESOLVED, that the total cost of securing Dr. Saif Fatteh's services will not exceed \$63,336 and will be covered using a portion of the Health Resources and Services Administration (HRSA) funding authorized through Resolution #21-240.

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

	DEPARTMENT: Ingham County Health Department (ICHHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, and March 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Dental Service Amendment to Resolution #22-103	

ACTION REQUESTED:

Amend Resolution #22-103 to increase the rate of pay for our contracted dentists to \$100 per hour.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #22-103 for providing dental services, by increasing the rate of pay from \$83.75 per hour to \$100.00 per hour effective upon approval through December 31, 2030. The CHCs provide dental services through the Forest Dental location, and have not been able to successfully recruit dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant. The rates of pay will increase from \$83.75 per hour to \$100.00 per hour, and will be covered by billable services.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This resolution approves a contract that will allow ICHHD's CHCs to provide a service to increase community wellness.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$100 per worked hour

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

CONTROLLER'S OFFICE:  DATE: 3/10/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-103 FOR DENTAL SERVICE AGREEMENTS

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #22-103 by increasing the pay rate from \$83.75 per hour to \$100.00 per hour to provide licensed Dental services effective upon approval through December 31, 2030; and

WHEREAS, ICHD's CHCs provide dental services through the Forest Dental CHC location; and

WHEREAS, the CHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant; and

WHEREAS, the current Cross-Country Locum Tenens Agreement for a Dentist is for \$200.00 per hour; and


WHEREAS, the Michigan Primary Care Association (MPCA) Michigan Federally Qualified Health Center's (FQHC) annual compensation survey reported a mean hourly salary for a Dentist at \$100.00 per hour; and

WHEREAS, the rate of pay will increase from \$83.75 per hour to \$100.00 per hour, and will be covered by billable services; and

WHEREAS, the Ingham Community Health Center Board of Directors and Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #22-103, by increasing the rate of pay from \$83.75 per hour to \$100.00 per hour, and by extending the agreement through December 31, 2030.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #22-103, by increasing the rate of pay from \$83.75 per hour to \$100.00 per hour, and by extending the agreement through December 31, 2030.

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

	DEPARTMENT: Ingham County Health Department (ICHHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, and March 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Dental Service Agreement with Dr. Sadler	

ACTION REQUESTED:

Resolution to employ Daniel Sadler, DDS (dentist) on a contracted basis.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into a Dental Services Agreement with Daniel Sadler, DDS effective upon approval through April 1, 2027 to provide dental services. The CHCs provide dental services through the Forest Dental location, and have not been able to successfully recruit dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant. The rate of pay will be \$100.00 per hour, and will be covered by billable services.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This resolution approves a contract that will allow ICHHD's CHCs to provide a service to increase community wellness.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$100 per worked hour

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

CONTROLLER'S OFFICE:  DATE: 3/10/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A DENTAL SERVICES AGREEMENT WITH DR. DANIEL SADLER, DDS

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into a Dental Services Agreement with Daniel Sadler, DDS for an hourly rate of \$100, effective upon approval through April 1, 2027; and

WHEREAS, ICHD's CHCs provide dental services through the Forest Dental CHC location; and

WHEREAS, the CHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant; and

WHEREAS, the current Cross-Country Locum Tenens Agreement for a Dentist is for \$200.00 per hour; and


WHEREAS, the Michigan Primary Care Association (MPCA) Michigan Federally Qualified Health Center's (FQHC) annual compensation survey reported a mean hourly salary for a Dentist at \$100 per hour; and

WHEREAS, the rate of pay at \$100 per hour will be covered by billable services; and

WHEREAS, the Ingham Community Health Center Board of Directors and Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into a Dental Services Agreement with Daniel Sadler, DDS at \$100 per hour, effective upon approval through April 1, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Dental Services Agreement with Daniel Sadler, DDS at \$100 per hour, effective upon approval through April 1, 2027

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

	DEPARTMENT: Ingham County Health Department - CHCs
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, and March 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Purchase of New Dental Operatory Chairs	

ACTION REQUESTED:

Purchase new chairs for the Forest Dental Space in an amount not to exceed \$110,325.36.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to purchase New Dental Operatory Chairs for an amount not to exceed \$110,325.36 and will be covered by Delta Dental Foundation funds approved through Resolution #24-055. The additional cost of \$10,325.36 will be covered by Ryan White D 340 B funds, account #51161551 01192. The current chairs do not fit the dental space configuration and no longer have parts available for replacing.

STRATEGIC PLAN RELEVANCE:

This resolution authorizes upgrades to our health center, which will allow us provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

This resolution authorizes upgrades to our health center, which will ensure we are the premier center of excellence for community wellness.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$110,325.36

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

CONTROLLER'S OFFICE:  DATE: 3/10/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASING NEW DENTAL OPERATORY CHAIRS FOR
FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to purchase New Dental Operatory Chairs effective upon approval in an amount not to exceed \$110,325.36; and

WHEREAS, the purchase of these chairs will be covered by Delta Dental Foundation funds approved through Resolution #24-055; and

WHEREAS, the additional cost of \$10,325.36 will be covered by Ryan White D 340 B funds, account #51161551 01192; and

WHEREAS, the remodel configurations of the dental operatories do not lend to the current chairs being suitable for the space; and

WHEREAS, the dental site sees HIV patients and therefore, Ryan White D 340 B funds will be utilized for the remaining amount; and

WHEREAS, if we do not purchase new dental operatory chairs, the dental chairs we currently have will not fit the design and configuration of the six operatories being remodeled, and the current dental chairs are no longer in production and parts will not be available; and


WHEREAS, Delta Dental Foundation has donated \$100,000 through Resolution #24-055, (account #51161520-976000-23F11) towards the purchase of the new dental operatory chairs and Ryan White D 340 B funds (account #51161551 01192) will be used to cover the remaining amount not to exceed \$10,325.36; and

WHEREAS, the CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize purchasing new dental operatory chairs, in an amount not to exceed \$110,325.36, effective upon approval of this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchasing new dental operatory chairs, in an amount not to exceed \$110,325.36, effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the purchase of these chairs will be covered by Delta Dental Foundation funds approved through Resolution #24-055, (account #51161520-976000-23F11) and the additional cost of \$10,325.36 will be covered by Ryan White D 340 B funds, (account #51161551-01192).

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka	MEETING DATE(S): March 17, and March 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Region 7 Perinatal Collaborative with BEDHD and MMDHD	

ACTION REQUESTED:

Entering into agreements with Barry-Eaton District Health Department (BEDHD) and Mid-Michigan District Health Department (MMDHD) for community-led projects designed to improve disparate birthing outcomes and ensure healthy births.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to enter into agreements with Barry-Eaton District Health Department (BEDHD) and Mid-Michigan District Health Department (MMDHD) to enable these Health Departments to implement community-led projects designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$47,962.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This resolution promotes the mission of improving disparate birthing outcomes and encouraging healthy births in Ingham County.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED _____ ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$47,962

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: March 25, 2025

CONTROLLER'S OFFICE:  DATE: 3/10/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS FOR THE REGION 7 PERINATAL QUALITY COLLABORATIVE WITH BARRY-EATON DISTRICT HEALTH DEPARTMENT AND MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into agreements with Barry-Eaton District Health Department (BEDHD) and Mid-Michigan District Health Department (MMDHD) to enable these Health Departments to implement community-led projects designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$47,962; and

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

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

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

WHEREAS, both BEDHD and MMDHD will be paid \$23,981 each, for a total amount not to exceed \$47,962; and


WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize agreements with BEDHD and MMDHD, to enable these organizations to implement community-led projects designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$47,962.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with BEDHD and MMDHD, to enable these organizations to implement community-led projects designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$47,962.

BE IT FURTHER RESOLVED, that in order to fund this collaborative work, MDHHS has given ICHD funds through the FY 24-25 Comprehensive Agreement authorized by Resolution #24-452.

BE IT FURTHER RESOLVED, that both BEDHD and MMDHD will be paid \$23,981 each, for a total amount not to exceed \$47,962.

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

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): March 18, March 19, and March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Upgrade Phone System from Sentinel	

ACTION REQUESTED:

Approve purchase of phone system upgrade with service hours from Sentinel.

SUMMARY OF REQUEST:

Ingham County's phone system was last upgraded in 2017 by Resolution #17-401. In order to ensure our phone system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements, we must upgrade to a newer version. The requested funding amount includes the quote of \$18,882 and estimated travel.

This project is quoted under Contract # 008463, NASPO (Michigan) MASTER #AR3227 PA #210000001333/Exp. 09/30/2026

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$20,000.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE CONTRACT FOR PHONE SYSTEM UPGRADE FROM
SENTINEL**

WHEREAS, Ingham County currently utilizes Cisco for our phone system; and

WHEREAS, the current version is older and needs to be updated in order to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements; and

WHEREAS, the Innovation & Technology Department (IT) requests assistance from a vendor to ensure the upgrade goes smoothly and the E911 portion operates properly; and


WHEREAS, the contract amount proposed by Sentinel Technologies is \$18,882 plus travel.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Consulting Fund (636-25810-802000).

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

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

	DEPARTMENT: Innovation & Technology
PREPARED BY: Deb Fett, CIO	MEETING DATE(S): March 18, March 19, and March 25, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Purchase Additional Network Switches from Sentinel	

ACTION REQUESTED:

Approve purchase of additional network switches from Sentinel.

SUMMARY OF REQUEST:

Ingham County's network consists of a great number of network switches. The failure of any of them causes a portion of the County to not be able to use their phones, computers, or security cameras that may be on that switch until it is repaired. While IT purchased a few hot spares when we last replaced all the switches, these have now been pulled into use in various areas as they have expanded their needs. This request is to purchase two spares of each type that we use to ensure that no area is down any longer than it takes to swap a malfunctioning switch out. The requested funding amount includes the quote of \$47,667 and estimated travel.

This project is quoted under Contract # 019114, NASPO (Michigan) MASTER #AR3227 PA #210000001333/Exp. 09/30/2026

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$47,667.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR NETWORK SWITCHES FROM SENTINEL

WHEREAS, Ingham County has a robust network infrastructure consisting of numerous switches which were purchased a few years ago; and

WHEREAS, the current configuration has consumed our spare switches which would prevent extended downtime upon failure of any one area; and

WHEREAS, the Innovation & Technology Department (IT) requests to purchase a small quantity of spare switches to ensure that downtime is minimized to ensure our departments can continue to serve the public; and


WHEREAS, the contract amount proposed by Sentinel Technologies is \$47,667.48.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for network switches from Sentinel Technologies in the amount not to exceed \$47,667.48.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Hardware Fund (636-25810-932032).

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

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

	DEPARTMENT: Innovation & Technology Department
PREPARED BY: Deb Fett, CIO,	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for ESRI ArcGIS	

ACTION REQUESTED:

Authorization of an as-needed purchase order for the Environmental Systems Research Institute Arc Geographic Information System (ESRI ArcGIS) using government contract pricing.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for ESRI ArcGIS through government contract pricing sources. The annual subscription prices will be determined based on the government contract's current pricing, and expenditures will stay within the annual budgeted amount. This action aims to streamline procurement and support ongoing road maintenance operations.

Additionally, two other County agencies, the Equalization Department and the Drain Commissioner, are currently utilizing ESRI ArcGIS without a contract. This resolution will also include those amounts and authority to enter into contracts.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe by aiding in the maintenance of accurate data on assets, including but not limited to roads, signs, signals, bridges, and other infrastructure, to ensure proper management and reporting.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$5,355 with additional license costs based on need

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR ESRI ARCGIS SOFTWARE AND SUBSEQUENT ANNUAL COSTS

WHEREAS, the Road Department is responsible for maintaining accurate data on assets, including but not limited to roads, signs, signals, bridges, and other infrastructure to ensure proper asset management and data reporting; and

WHEREAS, the Road Department seeks to purchase Environmental Systems Research Institute Arc Geographic Information System (ESRI ArcGIS) software using government contract pricing for the 2025 fiscal year, acknowledging this software will require an annual subscription for subsequent years; and

WHEREAS, the 2025 subscription cost is \$5,355 for the ESRI ArcGIS software, with future license needs to be determined by the Road Department and subsequent subscription costs determined through ESRI's annual government contract pricing; and

WHEREAS, the Road Department 2025 budget includes sufficient funds to cover the costs associated with the software purchase and future annual subscription costs will be factored into the budget each year; and

WHEREAS, two other County departments, the Equalization Department and the Drain Commissioner, currently have ESRI ArcGIS licenses and do not have contract authorization for these contracts; and


WHEREAS, approval of this resolution will authorize the Equalization Department and the Drain Commissioner to enter into contracts with ESRI ArcGIS for \$1,000 per year and \$5,050 respectively.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed annual purchase order for the procurement of ESRI ArcGIS software for use by the Road Department commencing in 2025 for \$5,355, and subsequent annual subscriptions fees for existing and future licenses deemed necessary by the Road Department.

BE IF FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contracts with ESRI ArcGIS for the Equalization Department in an annual amount of \$1,000 and the Drain Commissioner in the annual amount of \$5,050.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for subscriptions.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through government contract pricing sources.

	DEPARTMENT: Facilities Department
PREPARED BY: Glenn Canning, Facilities Director	MEETING DATE(S): March 18 and 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Installation of Dispensers for Sanitary Products in Ingham County Facilities	

ACTION REQUESTED:

Approval of a resolution authorizing the installation of Comfort Plus® Courtesy Dispensers for menstrual care products in designated public restrooms across county-owned facilities, in alignment with Resolution #24-520.

SUMMARY OF REQUEST:

Ingham County is committed to promoting accessibility, hygiene, and public welfare. To support these efforts, the Facilities Department proposes installing Comfort Plus® Courtesy Dispensers in county-owned public restrooms. These dispensers will ensure that free menstrual care products are readily available, as mandated by Resolution #24-520.

The total estimated cost for the purchase and installation of the dispensers is \$13,162.00, with a not-to-exceed amount of \$14,478.20, including a 10% contingency. Funding is available in the 931100 maintenance contractual line items.

STRATEGIC PLAN RELEVANCE:

This initiative aligns with Ingham County's strategic goals to enhance public service accessibility, promote health equity, and improve the quality of life for residents. Providing free menstrual care products in public restrooms ensures dignity, inclusivity, and hygiene for all individuals utilizing county facilities.

DEPARTMENT MISSION RELATION:

The Facilities Department is responsible for managing and maintaining county facilities to ensure safe, clean, and accessible environments for employees and the public. This resolution directly supports that mission by improving restroom amenities and ensuring equitable access to essential hygiene products.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED Public Health and Accessibility Initiative

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$14,478.20

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE INSTALLATION OF DISPENSERS FOR SANITARY PRODUCTS IN INGHAM COUNTY FACILITIES

WHEREAS, the Ingham County Board of Commissioners previously adopted Resolution #24-520, requiring the provision of free sanitary products in county-owned public restrooms to promote accessibility, hygiene, and public welfare; and

WHEREAS, ensuring access to these products requires the installation of appropriate dispensers in designated public restrooms across county facilities; and

WHEREAS, the Facilities Department has evaluated restroom locations and determined the optimal placement of dispensers to ensure accessibility and ease of use; and

WHEREAS, the estimated cost for purchasing and installing dispensers is \$13,162, with funding to be provided from the appropriate 931100 maintenance contractual line items; and

WHEREAS, the Facilities Department recommends awarding the contract for the purchase and installation of dispensers to Hospeco Brands, which has provided a competitive quote and meets all county procurement requirements; and


WHEREAS, this initiative aligns with Ingham County's commitment to equity, inclusion, and public health by ensuring consistent access to essential hygiene products.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the installation of Comfort Plus® Courtesy Dispensers for menstrual care products in designated public restrooms across county-owned facilities in alignment with Resolution #24-520.

BE IT FURTHER RESOLVED, that the Board authorizes an expenditure not to exceed \$14,478.20, which includes a 10% contingency for the purchase and installation of dispensers, with funding to be provided from the appropriate 931100 maintenance contractual line items.

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

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

	DEPARTMENT: Facilities
PREPARED BY: Glenn Canning	MEETING DATE(S) March 13, 18th and 19th:
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Lease Extension for Storage of Office Furniture for the Office of the Public Defender	

ACTION REQUESTED:

Approval of a purchase order with M & M Moving and Storage to extend the storage of office furniture for the Office of the Public Defender through the end of July 2025, with an option for an additional three-month extension if necessary.

SUMMARY OF REQUEST:

Due to unforeseen delays in the construction of the new office space for the Office of the Public Defender, an extension of the current storage agreement is required. The storage is being provided by M & M Moving and Storage, and this resolution will extend the lease through the end of July 2025 at a cost of \$3,150.00, with an option to extend for an additional three months at the same rate, if necessary. The total six-month storage cost reflected in Invoice #2139 is \$6,300.00, which will be split into two payments if the extension is utilized. Funding for this expenditure is available through the 2024-2025 MIDC grant.

STRATEGIC PLAN RELEVANCE:

This resolution aligns with Ingham County's Strategic Plan by ensuring the continuity of operations for the Office of the Public Defender and maintaining responsible fiscal management by utilizing available grant funding for essential services.

DEPARTMENT MISSION RELATION:

The Facilities Department is committed to ensuring that county offices and services have the necessary infrastructure and resources to operate efficiently. This resolution supports that mission by providing secure storage for county assets while awaiting the completion of the permanent office space.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED operational need

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$6,300

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH M & M MOVING AND STORAGE
FOR THE EXTENDED STORAGE OF OFFICE FURNITURE FOR THE OFFICE OF THE PUBLIC
DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender has entered into a lease with Vlahakis for office space at 2025 S. Washington Street; and

WHEREAS, unforeseen delays in the construction of the new office space have necessitated an extension of the storage period for the Office of the Public Defender's furniture and equipment; and

WHEREAS, M & M Moving and Storage has been identified as the preferred vendor for this storage; and


WHEREAS, the current agreement for storage needs to be extended through the end of July 2025, at a cost of \$3,150, with an option to extend for an additional three months if necessary, at an additional cost of \$3,150; and

WHEREAS, the cost of the total six-month storage period, as reflected in Invoice #2139 dated February 28, 2025, is \$6,300, and any further extension shall be subject to the same monthly rental rate; and

WHEREAS, funds are available through the 2024-2025 MIDC grant and have been allocated for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to M & M Moving and Storage, 800 E. St. Joseph St., Lansing, MI 48912, to continue storing the Office of the Public Defender's furniture and equipment through the end of July 2025 at a cost of \$3,150, with an option to extend for an additional three months if necessary, at an additional cost of \$3,150.

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.

	DEPARTMENT: Facilities Department
PREPARED BY: Glenn Canning	MEETING DATE(S): March 18 and 19, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Approval of a Five-Year Uninterruptible Power Supply (UPS) Support Contract with Hedrick Associates	

ACTION REQUESTED:

Approval of a five-year contract with Hedrick Associates for Uninterruptible Power Supply (UPS) maintenance and support services at various Ingham County facilities, in the amount of \$138,405.

SUMMARY OF REQUEST:

The Facilities Department seeks approval from the Ingham County Board of Commissioners for a five-year agreement with Hedrick Associates to provide essential UPS maintenance and support services. The UPS units are critical to ensuring continuous operation of county facilities, including the 9-1-1 Call Center, Justice Complex, and Courthouse, during power outages. Funding for this contract is available in the Maintenance Contractual 931100 line item.

STRATEGIC PLAN RELEVANCE:

This resolution aligns with Ingham County's Strategic Plan by ensuring uninterrupted power supply to essential county operations, enhancing public safety, and maintaining operational efficiency in critical government facilities.

DEPARTMENT MISSION RELATION:

The Facilities Department is responsible for maintaining county infrastructure to support uninterrupted public services. This contract ensures that essential power systems remain fully operational, preventing service disruptions during power outages.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** life safety code ☐ **NON-MANDATED** _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$138,405

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES FOR
UNINTERRUPTIBLE POWER SUPPLY SUPPORT**

WHEREAS, an Uninterruptible Power Supply (UPS) is a critical component to the Ingham County Network and is located at multiple County facilities, including the 9-1-1 Call Center, Justice Complex, Courthouse, and other locations; and

WHEREAS, the UPS provides power to all computers and equipment in these facilities in the case of a power failure, ensuring continued operations and public safety; and

WHEREAS, Ingham County has selected Hedrick Associates to provide these critical services through a new five-year agreement; and

WHEREAS, the County has obtained pricing through the State of Michigan MiDeal contract (#171-180000001133) for UPS support services from Hedrick Associates; and


WHEREAS, the total contract amount for these services is \$138,405 over five years, covering essential 8x5 maintenance for various UPS units and sealed battery replacements at multiple sites, including the 9-1-1 Call Center, Justice Complex, and Courthouse; and

WHEREAS, funds are available in the Maintenance Contractual 931100 line item to cover this expense.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize contracting with Hedrick Associates for five years of UPS support services, with a total amount not to exceed \$138,405, with funds available in the Maintenance Contractual 931100 line item.

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

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

	DEPARTMENT: Facilities Department
PREPARED BY: Glen Canning, Facilities Director	MEETING DATE(S): March 13th, 18th, and 19th, 2025.
FOR COMMITTEES: <input checked="" type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Three-Month Lease Extension for Temporary Public Defender's Office Space	

ACTION REQUESTED:

Approval of a three-month lease extension for the Public Defender's Office at Suite 315, 300 South Washington Square, with Eyde Knapp Development, LLC, ensuring continued operations through July 2025.

SUMMARY OF REQUEST:

Due to delays in the completion of the permanent Public Defender's Office, it is necessary to extend the lease for Suite 315 at 300 South Washington Square for an additional three months. The original six-month lease is set to expire in April 2025, and this extension would allow continued occupancy through July 2025.

The lease terms remain the same at \$7,500 per month, with a total cost not exceeding \$22,500 for the extension period. The funding for this extension is available through the Michigan Indigent Defense Commission (MIDC) grant.

STRATEGIC PLAN RELEVANCE:

The Facilities Department ensures that county departments have the necessary space to operate effectively. Extending this lease supports the Public Defender's mission of providing essential legal services while awaiting completion of their permanent office space.

DEPARTMENT MISSION RELATION:

A brief summary of how the resolution relates to the Department/Office/Court's mission.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ **MANDATED** Michigan Indigent Defense Commission (MIDC) standards ☐ **NON-MANDATED**

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$22,500

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

ADMINISTRATION RECOMMENDATION:

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

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE:  **DATE:** 3/6/2025

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-MONTH EXTENSION OF THE LEASE AGREEMENT
FOR THE TEMPORARY PUBLIC DEFENDER'S OFFICE SPACE AT 300 SOUTH WASHINGTON
SQUARE, SUITE 315**

WHEREAS, the Ingham County Public Defender's Office requires continued temporary office space while awaiting completion of its permanent location; and

WHEREAS, the County previously entered into a six-month lease agreement with Eyde Knapp Development, LLC for Suite 315 at 300 South Washington Square, Lansing, Michigan; and

WHEREAS, the lease term is set to expire in April 2025, but an additional three-month extension is available under the agreement; and


WHEREAS, the County seeks to extend the lease through July 2025 to ensure uninterrupted operations for the Public Defender's Office; and

WHEREAS, the monthly rent shall remain at \$7,500, and all other terms of the lease shall remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-month lease extension with Eyde Knapp Development, LLC for Suite 315 at 300 South Washington Square, Lansing, MI through July 2025 for \$7,500 per month.

BE IT FURTHER RESOLVED, that all payments for this lease agreement will be made to Eyde Knapp Development, LLC, with funds available through the Michigan Indigent Defense Commission (MIDC) grant for the fiscal year 2024-2025.

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

	DEPARTMENT: Road Department
PREPARED BY: Neal Galehouse, Director of Engineering	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Service Agreement for the 2025 Pavement Marking Program	

ACTION REQUESTED:

Authorization of a one-year service agreement, with option of a one-year extension, with M & M Pavement Marking, Inc. for the 2025 Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program.

SUMMARY OF REQUEST:

The Purchasing Department solicited proposals for the Road Department to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program per Request for Proposal (RFP) #23-25. Two bids were received, as detailed in the attached Memo of Performance and it is the recommendation of the Road Department and the Purchasing Department to retain M & M Pavement Marking, Inc to provide the requested services.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: Based on Approved Annual Budget

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

TO: Kelly Jones, Director, Ingham County Road Department

FROM: Kristen Romo, Director of Purchasing

DATE: February 19, 2025

RE: Memorandum of Performance for IFB No. 23-25: 2025 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2025 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan including the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified herein, or as directed by the Engineer.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	2
Vendors responding	2	0

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

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the 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 Pref	Bid Bond	Item #1 Waterborne Pavement Marking –Longitudinal Lines Total Bid Price	Item #2 Cold Plastic Pavement Marking –Common Text & Symbols Total Bid Price	Items #1 & #2 Total Bid Price
M & M Pavement Marking	No, Grand Blanc MI	Yes	\$ 499,870.00	\$ 38,093.00	\$ 537,963.00
Michigan Pavement Markings	No, Wyoming MI	Yes	\$ 512,840.00	\$ 40,885.00	\$ 553,725.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICE AGREEMENT FOR THE 2025 WATERBORNE PAVEMENT MARKING PROGRAM AND THE COLD PLASTIC COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, the Purchasing Department solicited proposals (RFP #23-25) from vendors to provide pavement markings for the countywide 2025 Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking, with the option to extend the term for one year, receiving two proposals; and


WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 calendar year; and

WHEREAS, it is the recommendation of the Road Department to execute a professional services agreement with M & M Pavement Marking, Inc. located at P.O. Box 530, Grand Blanc, MI 48480.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreement with M & M Pavement Marking, Inc. located at P.O. Box 530, Grand Blanc, MI 48480, to provide pavement markings for the countywide 2025 Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program at rates not to exceed those stated in their proposal to RFP #23-25, with an option to extend the term for one year.

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

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Bunker Hill Township 2025 Local Road Program Agreement	

ACTION REQUESTED:

Authorization of an agreement with Bunker Hill Township to complete the agreed upon road work for the 2025 Local Road Program.

SUMMARY OF REQUEST:

Bunker Hill Township has partnered with the Ingham County Road Department to complete local road improvements as part of the 2025 Local Road Program, with the agreed-upon work detailed in the attached table. The township will cover costs beyond the Road Department's 50% capped match of \$33,300.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This agreement aligns with the Road Department's mission to maintain safe and reliable roads by ensuring necessary repairs and upgrades are completed in coordination with local communities.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$33,300

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BUNKER HILL TOWNSHIP 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, Bunker Hill Township has 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 \$33,300 for Bunker Hill Township is included in the adopted 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Bunker Hill 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 Bunker Hill Township project up to the capped allocation amount as shown in the attached table.

BE IT FURTHER RESOLVED, that project costs exceeding the Road Department's capped funding match are the full financial responsibility of Bunker Hill Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice Bunker Hill 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.

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
Bunker Hill	\$0.00	\$33,300.00	\$33,300.00	HMA overlay on Nims Road (Fitchburg Rd to Vicary Rd).	\$127,290.63	\$93,990.63	\$33,300.00

	DEPARTMENT: Road Department
PREPARED BY: Andrew Dunn, Director of Operations	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for Crack Seal and Mastic	

ACTION REQUESTED:

Authorization of an as-needed purchase order for crack seal and mastic using government contract pricing for the 2025-2030 fiscal years.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for crack seal and mastic materials and equipment through government contract pricing sources, such as MiDeal and Sourcewell, for the 2025-2030 fiscal years. The annual unit prices will be determined based on the government contract's current pricing, and expenditures will stay within the annual budgeted amount, which for 2025 is \$130,000. This action aims to streamline procurement and support ongoing road maintenance operations.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe by ensuring timely application of crack seal and mastic, which prevents further deterioration and extends the life of the pavement.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$130,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR CRACK SEAL AND MASTIC USING GOVERNMENT CONTRACT PRICING FOR THE 2025-2030 FISCAL YEARS

WHEREAS, the Road Department performs annual road maintenance, including the application of crack seal and mastic to extend the lifespan of roadways; and

WHEREAS, the Road Department seeks to procure these materials and equipment using government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for crack seal and mastic product and equipment will be determined annually based on the current pricing provided through the vendor's government contract; and

WHEREAS, the Ingham County Board of Commissioners approved \$130,000 in the 2025 Road Department budget for the purchase and application of crack seal and mastic, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendors offering government contract pricing include National Highway Maintenance Systems and Sherwin Industries; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and


WHEREAS, vendors will be selected on an as-needed basis according to product availability and associated costs, to ensure the most efficient and cost-effective procurement through government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of crack seal and mastic products and equipment using government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for crack seal and mastic.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through government contract pricing sources.

	DEPARTMENT: Road Department
PREPARED BY: Andrew Dunn, Director of Operations	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for Equipment Rental with Optional Operator	

ACTION REQUESTED:

Authorization of an as-needed purchase order for equipment rentals with optional operator costs using government contract pricing and/or written quotes for the 2025-2030 fiscal years.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for equipment rentals with optional operator costs through government contract pricing, via sites like MiDeal and Sourcewell, and/or written quotes for the 2025-2030 fiscal years. The annual expenditures will stay within the annual budgeted amount, which for 2025 is \$50,000. This action aims to streamline procurement and support ongoing road maintenance operations.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$50,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR EQUIPMENT RENTALS WITH OPTIONAL OPERATOR COSTS FOR THE 2025-2030 FISCAL YEARS

WHEREAS, the Road Department utilizes equipment rentals, with optional operator costs, to support road maintenance and construction activities as needed; and

WHEREAS, the Road Department seeks to procure these services using written quotes or government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for equipment rentals and operator costs will be determined annually based on the current pricing provided through the vendor's government contract or through written quotes; and

WHEREAS, the Ingham County Board of Commissioners approved \$50,000 in the 2025 Road Department budget for the purchase of equipment rentals, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendors offering government contract pricing include Alta Equipment Group, AIS Construction Equipment, Corp., Herc Rentals, Inc, MacAllister Machinery Co. dba Michigan CAT, Sunbelt Rentals, Versa-Lift Midwest, LLC, Altec Industries, Inc., Bell Equipment Company, Doosan Bobcat North America, Deere & Company, and United Rentals (North America), Inc.; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and


WHEREAS, vendors will be selected on an as-needed basis according to equipment availability and associated costs, to ensure the most efficient and cost-effective procurement through written quotes or government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of equipment rentals with optional operator costs using written quotes or government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current rates and/or government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for equipment rentals.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through written quotes or government contract pricing sources.

	DEPARTMENT: Road Department
PREPARED BY: Kelly Jones, Managing Director	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Meridian Township 2025 Local Road Program Agreement	

ACTION REQUESTED:

Authorization of an agreement with Meridian Township to complete the agreed upon road work for the 2025 Local Road Program.

SUMMARY OF REQUEST:

Meridian Township has partnered with the Ingham County Road Department to complete local road improvements as part of the 2025 Local Road Program, with the agreed-upon work detailed in the attached table. The township's allocated match of \$335,000 will first fund Road Department-coordinated projects, and any remaining portion will be provided to the township to support additional road work completed by their own contractors.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This agreement aligns with the Road Department's mission to maintain safe and reliable roads by ensuring necessary repairs and upgrades are completed in coordination with local communities.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$335,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MERIDIAN TOWNSHIP 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 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 become the full financial responsibility of the township; and

WHEREAS, Meridian Township has scheduled local road improvements for 2025 and will complete these projects using their own contractors and Township millage funds; and

WHEREAS, the Road Department coordinated with Meridian Township to determine the priority of additional road projects to be performed by the Road Department as part of the 2025 Local Road Program; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2025 construction season as outlined in the attached table; and

WHEREAS, the Road Department's capped allocation in the total amount of \$335,000 for Meridian Township is included in the adopted 2025 Road Fund Budget; and

WHEREAS, upon final accounting of the work included in the Road Department's 2025 Local Road Program, any remaining capped allocation funds will be provided to Meridian Township as a contribution to their millage work on local roads.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian 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 Meridian Township projects up to the capped allocation amount as shown in the attached table.

BE IT FURTHER RESOLVED, that upon final accounting of the work included in the Road Department's 2025 Local Road Program, any remaining portion of Meridian Township's capped allocation amount shall be provided to Meridian Township as a contribution towards local road projects completed by their own contractors.

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.

Meridian Township 2025 Local Road Program

Road Name	Segment of Road	Scope of work	ESTIMATED Cost of Project
Cornell Road	Grand River to Haslett Rd	The scope of work includes a double chip seal, and fog seal	\$104,208.43
Tihart Road	Twinging Rd to Cornell Rd	The scope of work includes a double chip seal, and fog seal	\$19,293.13
Tihart Road	Marsh Rd to Twinging Rd	The scope of work includes a single chip seal, and fog seal	\$21,303.14
Cornell Road	Grand River to Haslett Rd	The scope of work includes HMA Skip Paving.	\$13,800
TOTAL ESTIMATED COST OF DESIGNATED PROJECTS:			\$158,604.70
TOTAL ICRD ALLOCATION FOR 2025			\$335,000
ESTIMATED ICRD FUNDS CONTRIBUTION TO DESIGNATED PROJECTS:			\$79,302.35
TOTAL ESTIMATED COST FOR TOWNSHIP FOR DESIGNATED PROJECTS:			\$79,302.35
ESTIMATED ADDITONAL ICRD CONTIBUTION TO MERIDIAN TWP LOCAL ROAD PROGRAM:			\$255,697.65

	DEPARTMENT: Road Department
PREPARED BY: Andrew Dunn, Director of Operations	MEETING DATE(S): March 18, 19, and 25
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: As-Needed Purchase Order for Road Salt	

ACTION REQUESTED:

Authorization of an as-needed purchase order for road salt using government contract pricing for the 2025-2030 fiscal years.

SUMMARY OF REQUEST:

The request is to approve an as-needed purchase order for road salt through government contract pricing, via sites like MiDeal and Sourcewell, for the 2025-2030 fiscal years. The annual unit prices will be determined based on the government contract's current pricing, and expenditures will stay within the annual budgeted amount, which for 2025 is \$800,000. This action aims to streamline procurement and support ongoing road maintenance operations.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

This purchase supports ongoing road maintenance efforts, helping to keep roads reasonably safe by ensuring timely application of road salt during winter maintenance operations.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

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

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$800,000

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AS-NEEDED PURCHASE ORDER FOR ROAD SALT USING
GOVERNMENT CONTRACT PRICING FOR THE 2025-2030 FISCAL YEARS**

WHEREAS, the Road Department performs annual winter maintenance, including the application of road salt, to improve safety and maintain drivability during snow and ice conditions; and

WHEREAS, the Road Department seeks to procure these materials using government contract pricing available through various sources such as MiDeal, Sourcewell, and OMNIA Partners, ensuring competitive pricing and cost efficiency; and

WHEREAS, the unit prices for road salt will be determined annually based on the current pricing provided through the vendor's government contract; and

WHEREAS, the Ingham County Board of Commissioners approved \$800,000 in the 2025 Road Department budget for the purchase of road salt, with the understanding that each year the budget amount will be adjusted based on operational needs and the funding available; and

WHEREAS, the current vendor offering government contract pricing for the Ingham County area is Detroit Salt; however, the specific vendors participating in the programs may change during the fiscal years covered by this resolution; and


WHEREAS, vendors will be selected on an as-needed basis according to product availability and associated costs, to ensure the most efficient and cost-effective procurement through government contract pricing; and

WHEREAS, an as-needed purchase order for the 2025-2030 fiscal years will provide stability in procurement, streamline the purchasing process, and support effective road maintenance operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed purchase order for the 2025-2030 fiscal years for the purchase of road salt using government contract pricing as provided through sources such as MiDeal, Sourcewell, and OMNIA Partners, with vendors and unit prices to be determined annually based on current government contract pricing participation.

BE IT FURTHER RESOLVED, that the total annual expenditure under this purchase order shall not exceed the amount allocated in the Road Department's annual budget for salt.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to approve purchase orders annually for the Road Department in accordance with the pricing and terms established through government contract pricing sources.

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): March 18 and 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Adjustment of the Wage Structure for Part-Time CCLP Law Enforcement and Part-Time CCLP Corrections Deputies	

ACTION REQUESTED:

Approval of a Letter of Agreement adjusting the wage structure for part-time CCLP Law Enforcement and part-time CCLP Corrections Deputies.

SUMMARY OF REQUEST:

The resolution adjusts the hourly wage of a part-time deputy from Step 1 on the wage schedule for full-time deputies to Step 3 on the wage schedule for full-time deputies and amends Article 1, Section 2 of the CCLP Law Enforcement and Article 45, Section 2 of the CCLP Corrections collective bargaining agreements accordingly.

STRATEGIC PLAN RELEVANCE:

Maintaining a competitive wage structure supports the recruitment and retention of highly qualified deputies, who provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

Maintaining a competitive wage structure supports the Sheriff's Office mission to provide Correctional, Law Enforcement, and Support Service excellence in partnership with our community.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED Collectively Bargained

COST/FUNDING RECOMMENDATION:


Total Request/Contract Amount: Varies

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN ADJUSTMENT OF THE WAGE STRUCTURE FOR PART-TIME CCLP LAW ENFORCEMENT AND PART-TIME CCLP CORRECTIONS DEPUTIES

WHEREAS, the County of Ingham and the Ingham County Sheriff (hereinafter collectively “Employer”) and the Ingham County Sheriff’s Office Law Enforcement and Corrections Bargaining Units of the Capitol City Labor Program (“CCLP”) (hereinafter “Union”) are parties to collective bargaining agreements for the period of January 1, 2025 through December 31, 2027, which govern the terms and conditions of part-time employees in the bargaining units; and


WHEREAS, the Employer and the Union acknowledge the importance of maintaining a competitive wage structure for all employees, including part-time employees, to support the recruitment and retention of highly qualified deputies; and

WHEREAS, the parties have engaged in discussions regarding the hourly wages of part-time employees and mutually agree to an adjustment of the wage structure for part-time employees.

THEREFORE BE IT RESOLVED, that effective the first full pay period immediately following the execution of this Agreement, the Ingham County Board of Commissioners approves the amendment of Article 1, Section 2 of the Law Enforcement collective bargaining agreement to specify that part-time deputies shall be compensated at Step 3 of the wage schedule for a full-time Law Enforcement deputy.

BE IT FURTHER RESOLVED, that effective the first full pay period immediately following the execution of this agreement, the Ingham County Board of Commissioners approves the amendment of Article 45, Section 2 of the Corrections collective bargaining agreement to specify that part-time deputies shall be compensated at Step 3 of the wage schedule for a full-time Corrections deputy.

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

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): March 18 and 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Approve a Letter of Understanding Supplementing the ICEA County Professional Collective Bargaining Agreement Regarding On-Call Time for IT Department Network Administrators	

ACTION REQUESTED:

The ICEA County Professional Unit includes employees employed as Network Administrators in the Employer's IT Department and there is a mutual desire to enter into a Letter of Understanding to supplement the 2025 – 2027 collective bargaining agreement regarding on-call time for Network Administrators. We request the Ingham County Board of Commissioners approves the attached resolution containing the terms of the proposed Letter of Understanding.

SUMMARY OF REQUEST:

The terms supplementing the 2025 – 2027 collective bargaining agreement regarding on-call time for Network Administrators are contained in the attached resolution.

STRATEGIC PLAN RELEVANCE:

Approval of this resolution supports the vision of Ingham County to provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

Approval of this resolution will support the department's mission to ensuring the success of its customers by providing superior technical support and quality customer service.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED Collective Bargaining

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: **Varies**

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: 

DATE: 3/10/2025

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING SUPPLEMENTING THE ICEA COUNTY PROFESSIONAL COLLECTIVE BARGAINING AGREEMENT REGARDING ON-CALL TIME FOR IT DEPARTMENT NETWORK ADMINISTRATORS

WHEREAS, the County of Ingham, (hereinafter referred to as the “Employer”) and the Ingham County Employees’ Association (hereinafter referred to as the “Union”) are parties to a collective bargaining agreement (hereinafter referred to as the “CBA”) for the County Professional Employees’ Unit with a term of January 1, 2025, through December 31, 2027; and

WHEREAS, the bargaining unit includes employees employed as Network Administrators in the Employer’s IT Department; and

WHEREAS, the Parties wish to supplement the contract regarding on-call time for Network Administrators only; and

WHEREAS, the Parties have agreed to the following terms:

1. Each Network Administrator shall have weekly on-call status, on a rotating basis with the other Network Administrators.
2. On-call coverage shall be from 5:30 PM through 7:30 AM for weekdays and the entire weekend (48 hours).
3. Network Administrators who are on-call shall carry the cell phone issued by the Employer.
4. Network Administrators shall respond to on-call requests within one hour of the initial call.
5. Network Administrators shall be able to return to the Innovation and Technology Department within one hour after determining onsite work is required.
6. The Network Administrator going on call shall be responsible for changing and testing the system prior to on-call start time.
7. The Network Administrators shall be paid on-call time at the rate of three (3) hours’ straight time pay for each work weekday.
8. The Network Administrators shall be paid three (3) hours’ straight time pay for holidays during the work week and weekend days in addition to the three (3) hours’ evening straight time pay.
9. Typically, a work week total of twenty-seven (27) hours’ straight time pay.
10. On-call pay for a full day Suspension of Operations shall be at the rate of four (4) hours’ straight time pay, in addition to any regular compensation. On-call pay will be pro-rated to the amount of time suspended.
11. If an on-call Network Administrator is called in to work, that Network Administrator shall receive a minimum of three (3) hours’ pay at the rate of time and one half as per the Parties’ labor contract’s call-back provision (Article 10, Section 6). This shall be in addition to on-call pay.
12. If an on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive the minimum of one (1) hours’ pay at the rate of time and one half or actual time worked at time and one half per incident. If a non on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive a minimum of one (1) hours’ pay at the rate of time and one half or actual time worked at time and one half per incident.
13. All the other terms and conditions specified in the Parties’ collective bargaining agreement shall remain in full force and effect, except as stated above.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves each Network Administrator to have weekly on-call status, on a rotating basis with the other Network Administrators; on-call coverage shall be from 5:30 PM through 7:30 AM for weekdays and the entire weekend (48 hours); Network Administrators who are on-call shall carry the cell phone issued by the Employer; Network Administrators shall respond to on-call requests within one hour of the initial call; Network Administrators shall be able to return to the Innovation and Technology Department within one hour after determining onsite work is required; and the Network Administrator going on call shall be responsible for changing and testing the system prior to on-call start time.

BE IT FURTHER RESOLVED, that the Network Administrators shall be paid on-call time at the rate of three (3) hours' straight time pay for each work weekday; the Network Administrators shall be paid three (3) hours' straight time pay for holidays during the work week and weekend days in addition to the three (3) hours' evening straight time pay; and, typically, a work week total of twenty-seven (27) hours' straight time pay.

BE IT FURTHER RESOLVED, that on-call pay for a full day Suspension of Operations shall be at the rate of four (4) hours' straight time pay, in addition to any regular compensation, and the on-call pay will be pro-rated to the amount of time suspended; if an on-call Network Administrator is called in to work, that Network Administrator shall receive a minimum of three (3) hours' pay at the rate of time and one half as per the Parties' labor contract's call-back provision (Article 10, Section 6), in addition to on-call pay; if an on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive the minimum of one (1) hours' pay at the rate of time and one half or actual time worked at time and one half per incident; if a non on-call Network Administrator works without being called in to work and works over ten (10) minutes, that Network Administrator shall receive a minimum of one (1) hours' pay at the rate of time and one half or actual time worked at time and one half per incident; and, all the other terms and conditions specified in the Parties' collective bargaining agreement shall remain in full force and effect, except as stated herein.

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

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to implement the terms of the Letter of Understanding for On-Call Network Administrators.

	DEPARTMENT: Human Resources
PREPARED BY: Sue Graham, HR Director	MEETING DATE(S): March 18 & 19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Approve Reclassification Requests for UAW Technical, Office, Para-professional and Service, ICEA County Professional, and Managerial and Confidential Employees	

ACTION REQUESTED:

We request approval of reclassification requests for UAW, ICEA County Professional, and Managerial and Confidential Employees.

SUMMARY OF REQUEST:

If the requests are approved, the Human Resources Department will implement the results of the reclassification requests.

STRATEGIC PLAN RELEVANCE:

Compensation reclassification supports the County's goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

DEPARTMENT MISSION RELATION:

Compensation reclassification supports the Department's mission to maximize opportunities for Ingham County employees.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED Policy and contract term implementation

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$75,738.42 at top of scale plus benefits.

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS FOR UAW TECHNICAL, OFFICE, PARA-PROFESSIONAL AND SERVICE, ICEA COUNTY PROFESSIONALS UNIT, AND MANAGERIAL & CONFIDENTIAL EMPLOYEES

WHEREAS, the UAW Technical, Office, Para-Professional and Service, and ICEA County Professionals Unit collective bargaining agreements and the Managerial & Confidential Employee Personnel Manual effective January 1, 2022 through December 31, 2024, provided a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approval process for reclassification requests for employees in these groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
225003	Secretary Equalization to Real Property Analyst	Move from UAW F to UAW G
140048	Court Officer - Family Court	Move from UAW G to UAW J
421012	Office Coordinator	Move from UAW G to UAW J
229121	Adult & Juvenile Legal Assistant	Move from UAW J to UAW K
229122	Adult & Juvenile Legal Assistant	Move from UAW J to UAW K
601532	Clinical Data Analyst	Move from ICEA Pro 7 to ICEA Pro 8
958027	Security Analyst to Information Security Officer	Move from ICEA Pro 8 to ICEA Pro 10
601324	Land & Water Program Supervisor	Move from ICEA Pro 9 to ICEA Pro 10
253002	Chief Deputy Treasurer	Move from MC 12 to MC 14

<u>Position Title</u>	<u>2025 Current Grade, Step 5</u>	<u>2025 Proposed Grade, Step 5</u>	<u>Difference</u>
Real Property Analyst	UAW F: 52,164.59	UAW G: 55,189.66	3,025.07
Court Officer – Family Court	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Office Coordinator	UAW G: 55,189.66	UAW J: 65,412.94	10,223.28
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Adult & Juvenile Legal Assistant	UAW J: 65,412.94	UAW K: 69,165.54	3,752.60
Clinical Data Analyst	ICEA Pro 7: 75,222.34	ICEA Pro 8: 82,047.11	6,824.77
Information Security Officer	ICEA Pro 8: 82,047.11	ICEA Pro 10: 96,913.05	14,865.94
Land & Water Program Supv.	ICEA Pro 9: 89,732.78	ICEA Pro 10: 96,913.05	7,180.27
Chief Deputy Treasurer	MC 12: 104,136.53	MC 14: 120,027.14	15,890.61

TOTAL: \$ 75,738.42

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

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

For County Services and Finance, March 18 and March 19

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 601183 – Community Health Representative III, Health & Resources Navigation – Exempt
 - Position 601538 – Behavioral Health Consultant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601336 – Community Health Representative III, Environmental Health – Exempt
 - Position 601185 – Medical Assistant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601499 – Medical Assistant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601326 – Sanitarian I – Exempt
 - Position 601524 – CMR III – Exempt
- Circuit Court Clerk
 - Position 140061 – Deputy Juvenile Register – Exempt
- Friend of Court
 - Position 142052 – Court Records Clerk – Exempt
 - 66% Federal Cooperative Reimbursement Program/34% GF
 - Position 142801 – Temp Position – Exempt
 - 66% Federal Cooperative Reimbursement Program/34% GF
- Sheriff's Office
 - Position 301072 – Deputy Sheriff, Corrections – Exempt
 - Position 301059 – Deputy Sheriff, Corrections – Exempt
- Human Resources
 - Position 201008 – Benefits Administrator – Exempt
 - Position 226011 – HR Generalist, Labor Relations – Exempt
- Animal Control
 - Position 421008 – Animal Control Officer – 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: Health Department, Health Promotion & Prevention Division
Sender: Dr. Shoyinka
POSITION #: 601183

DESCRIPTION: CHR III – Health & Resources Navigation

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 provides critical walk-in and call-in support services for individuals seeking health and resource navigation support, such as help exploring health plan options, assistance with health insurance and benefits applications, education on health plan options, education on utilizing online platforms for health plan and benefit services, help exploring primary care and specialty care providers, and assistance in enrolling with new primary and specialty care providers, and understanding transportation and interpretation services connected to health plans. The position is funded by Medicaid Outreach (50%) and Ingham County General Fund (50%).

**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 #: 601183

GROUP: 0101 UAW TOPS

PAY GRADE: Tops Grade E

FTE: 1.0

Funding: 22160120-704000-02110

		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: Gardner Community Health Center

SENDER: Dr. Shoyinka

POSITION #: 601538

DESCRIPTION: Behavior 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 position is funded through the MDHHS Expanding, Enhancing, Emotional Health (E3) Program. Expanding, Enhancing Emotional Health (E3) model promotes the emotional health and well-being of children, adolescents and their families by providing on-site year-round comprehensive mental health services from mild to moderate severity of need. E3 sites are located inside one school building and services are provided by a licensed master's level mental health provider. Comprehensive services include, prevention and intervention, screening, assessing, diagnosing, treatment, education and referrals for ages 3-21. The grant requires we provide on-site comprehensive mental health services from mild to moderate severity of need. The health center shall provide behavior health services a minimum of five days per week and the BHC's time shall be 40 hours per week. The Gardner BHC will resign as of March 14, 2025. We are required to have a BHC Provider or we will not be in compliance with our grant requirements and are in risk of losing these grant funds. In addition, the Lansing School District is supportive in filling this position to provide these mental health resources to students.

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 #: 601538

GROUP: 0202 ICEA County Prof

PAY GRADE: Grade 9

FTE: 1.0

Funding: 51161534-704004-02355

	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	799.61		960.14
CARES	33.12		33.12
	137,181.82		159,485.44

HIRING REQUEST FORM

DEPARTMENT: Health Department, Environmental Health

SENDER: Dr. Shoyinka

POSITION #: 601336 Environmental Health CHR III

DESCRIPTION: This position serves as the primary administrative support for multiple state-mandated programs including Well and septic and Type II water supplies within the Land and Water Programs. This position also supports the Point of Sale Program, which is mandated by the Ingham County Sanitary Code.

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 serves as the public facing administrative staff person who directly handles incoming payments and permits for well and septic installations. This includes handling of time-sensitive documents for the Point of Sale Program for which our documents are necessary before the sale of a home can be closed. This position supports the Type II water supply program and provides assistance to the general public with regard to all Environmental Health Programs. After having been vacant for an extended period, this position had been filled recently by absorbing someone laid off from the clinics, but now she wishes to return to a similar position that is opening up. The instability and prolonged vacancy in this position has caused significant stress to both our administrative and field staff. According to Human Resources, there is no one left with call back rights for this position, so we would like to post this position and fill the vacancy as soon as possible.

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 #: 601336

GROUP: 0101 UAW TOPS

PAY GRADE: Tops Grade E

FTE: 1.0

Funding: 22160200-704000-03040

	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: Central Services

SENDER: Joe Denslow, Manager

POSITION #: 1 Medical Assistant (1.0 position 601185 the position is currently vacant) we are asking to be restored.

DESCRIPTION: 1 Full time MA open positions to support continuity of patient care and maximize reimbursement for the Centralized Referral team.

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 Centralized Referral team was created in 2015. Originally, this team was created with a total of (4) referral staff members. In 2015, when this team was created, there were 8,733 specialty referral requests generated by providers. In 2024, there were 16,430 referral requests generated by providers, however, during those nine years, no additional staff members have ever been added to support this team. As a result of this static approach, the Centralized Referral team is not able to process these referral requests in a timely fashion, resulting in large backlogs of requests and delays in patient egress. These duties include referral care-coordination and management, care-plan optimization, communication and follow up with specialty providers, completing insurance verification of patient benefits and assisting in the coordination of prior authorizations, and coordinating community health resource navigation. The request is to manage referral requests and optimize closures that are directly related and tied to the 340B program medications prescribed by specialty providers This will enhance our reimbursement opportunities. (My department account number is #51161580-649-02008). This position was included in the budget revision for the Health Centers and is critical to capturing planned new 340B revenue.

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601185

GROUP: **0101 UAW/TOPS**

PAY GRADE: TOPS Grade F

FTE: 1.0

Funding: 51161580-649-02008

	Step 1		Step 5
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	602.82		718.88
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	122.28		122.28
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	91.86		109.55
CARES	33.12		33.12
	88,130.38		100,074.44

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

HIRING REQUEST FORM

DEPARTMENT: Central Services

SENDER: Joe Denslow, Manager

POSITION #: 1 Medical Assistant (1.0 position 601499 the position is currently vacant) we are asking to be restored.

DESCRIPTION: 1 Full time MA open positions to support continuity of patient care and maximize reimbursement for the Centralized Referral team.

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 Centralized Referral team was created in 2015. Originally, this team was created with a total of (4) referral staff members. In 2015, when this team was created, there were 8,733 specialty referral requests generated by providers. In 2024, there were 16,430 referral requests generated by providers, however, during those nine years, no additional staff members have ever been added to support this team. As a result of this static approach, the Centralized Referral team is not able to process these referral requests in a timely fashion, resulting in large backlogs of requests and delays in patient egress. These duties include referral care-coordination and management, care-plan optimization, communication and follow up with specialty providers, completing insurance verification of patient benefits and assisting in the coordination of prior authorizations, and coordinating community health resource navigation. The request is to add (1.0 additional FTE) to help support the Centralized Referral team with the backlog of referrals and maintain the daily volumes of work. Central Service cost center (51161580-649-02008). This position was included in the revised budget approved for the Health Centers.

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601499

GROUP: **0101 UAW/TOPS**

PAY GRADE: TOPS Grade F

FTE: 1.0

Funding: 51161580-649-02008

	Step 1		Step 5
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	602.82		718.88
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	122.28		122.28
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	91.86		109.55
CARES	33.12		33.12
	88,130.38		100,074.44

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

HIRING REQUEST FORM

DEPARTMENT: Health Department, Environmental Health

Sender: Dr. Shoyinka

POSITION #: 601326

DESCRIPTION: Sanitarian I, Food Inspector

TEMPORARY POSITION? ☐ YES ☒ NO

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

EXPLANATION OF NEED FOR THE POSITION:

We recently promoted a Sanitarian to Supervisor and we need to backfill the position she vacated. This position is responsible for inspecting approximately 150-160 food service establishments, issuing temporary food licenses, investigating foodborne illnesses and investigating complaints. The Food Program is state-mandated program and we must meet minimum program requirements (MPRs) to guarantee funding associated with the State's Essential Local Public Health Services funding.

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 #: 601326

GROUP: 0202-ICEA County Prof

PAY GRADE: Prof Grade 8

FTE: 1.0

Funding: 22160200-704000-03041

	Step 1		Step 5
Salary	68,329.90		82,047.11
Unemployment	341.65		410.24
FICA	5,227.24		6,276.60
Liability	941.65		1,130.69
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,074.85		3,692.12
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,537.42		1,846.06
Life	122.28		122.28
Disability	88.83		106.66
Retirement	20,621.96		24,761.82
Retirement	683.30		820.47
Workers Comp	143.49		172.30
EAP	33.12		33.12
	127,080.70		147,354.47

HIRING REQUEST FORM

DEPARTMENT: Forest Community Health Center 2230

POSITION #: 601524

DESCRIPTION: Community Health Representative III

TEMPORARY POSITION? ☐ YES ☒ NO

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

EXPLANATION OF NEED FOR THE POSITION:

CHR III resigned in November 2024 and the position was not filled due to the hiring freeze, although it was included in the revised budget approved by the BOC in November. There is a high call volume at Forest Community Health Center and staff are finding it difficult to keep up with the calls, along with responding to patient needs in a timely manner. The filling of this position would improve patient satisfaction, along with improving the timeliness in responding to patient needs when calling (prescriptions, appointments, etc.). Additionally, when patients do not receive a return call in an appropriate timeframe, they call back and leave additional messages, causing a higher call volume and duplicate messages being left to decipher. This position would be partially grant funded, as a portion of the HRSA funding is applied to Forest Community Health Center (2230) based on visit volume.

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 #: 601524

GROUP: 0101 UAW TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0 FTE

	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		931.53
Life	122.28		122.28
Disability	53.82		53.82
Retirement	10,023.26		11,947.32
Retirement	414.01		493.49
Workers Comp	211.15		251.68
CARES	33.12		33.12
Total	84,984.42		96,289.69

HIRING REQUEST FORM

DEPARTMENT: 30th Circuit Court Clerk's Office
Sender: Tiffany Shelton at the request of Judge Dunnings
POSITION #: 140061

DESCRIPTION: Deputy Juvenile Register

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. Deputy Juvenile Registers are essential to the operations of the Clerk's Office, the Family Division, and the judges, as they manage case files and ensure the timely processing of juvenile cases. Currently, there is one vacancy for the position of Deputy Juvenile Register. If this request is granted, the Circuit Court Clerk's Office would be authorized to hire for this role.

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 #: 140061

GROUP: 0101 UAW TOPS

PAY GRADE: 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: Friend of the Court (FOC)

SENDER: Helen Walker

POSITION #: 142052

DESCRIPTION: Court Records 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 Court Records Clerk position is vacant due to the resignation of Amber Lydon effective March 14, 2025. The Court Records Clerks are responsible for entering new cases into the Michigan Child Support Enforcement System (MiCSES), reviewing, interpreting and processing new and amended orders, stopping support charges, reactivating support, and making adjustments to the account. The Court Record Clerks are also responsible for managing the switchboard and for serving as back-up to the Front Desk Receptionist and Cashier. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Additionally, revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding.

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 #: 142052

GROUP: UAW TOPS

PAY GRADE: GRADE F

FTE: 1.0

Funding:21514200-704000

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

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142801

DESCRIPTION: Temp Position

TEMPORARY POSITION? ☒ YES ☐ NO

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

EXPLANATION OF NEED FOR THE POSITION:

The FOC utilizes Temporary Positions on an as needed basis which typically occurs when a position is vacant or when an employee is absent to maintain appropriate levels of customer service and to ensure that there is no disruption to FOC operations or FOC/Court workflow. Individuals hired to serve as Temp employees are traditionally FOC retirees who are familiar with IV-D Rules and Regulations, as well as FOC office policies and procedures which enables them to assist with minimal to no training. The Temp position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Additionally, revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding.

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 #:

GROUP:

PAY GRADE:

FTE:

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

HIRING REQUEST FORM

DEPARTMENT: Sheriff's Office

POSITION #: 301072 and 301059

Funding source is, 30103

DESCRIPTION: Deputy Sheriff - Corrections

TEMPORARY POSITION? ☐ YES ☒ NO

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

EXPLANATION OF NEED FOR THE POSITION:

Our Corrections Division has five actual vacancies, one corrections deputy attending the police academy, three on PPL (one more expected in April before the others return), and two new retirements, one on extended injury, and a recent employee death. This is a strain on an already under staffed operation. We have two slated to start 3/10 and other promising applicants. We are hopeful of approval to fill two (2) additional Corrections Deputy Positions in the second quarters of 2025. Each positions Starting Salary / Step 1: \$55,396.09 / FTE estimate \$

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 301072 and 301059

GROUP: 0404 CCLP Corrections

PAY GRADE: CORR OFFICER

FTE: 1.0 FTE both positions

Funding: 10130103-704000

	Step 1		Step 5
Salary	55,396.09		70,558.89
Unemployment	276.98		352.79
FICA	4,237.80		5,397.76
Liability	1,391.44		1,772.30
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,492.82		3,175.15
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,246.41		1,587.58
Life	61.20		61.20
Disability	72.01		91.73
Retirement	23,820.32		30,340.32
Retirement	553.96		705.59
Workers Comp	986.05		1,255.95
CARES	33.12		33.12
	116,503.21		141,267.37

HIRING REQUEST FORM

DEPARTMENT: Human Resources

Sender: Sue Graham

POSITION #: Benefits Administrator #201008

DESCRIPTION: Under the supervision of the Human Resources Director, is responsible for benefit administration and development. Maintains employee's insurance benefits records and HRIS benefit systems. Monitors and tracks claims with access to confidential Human Resources and Labor Relations material. Conducts new employee orientations and the open enrollment process and explains insurance plans and benefits to employees and retirees. Responds to inquiries related to insurance coverage of employees and retirees and assists them in the processing of claims. Interacts with Financial Services and Treasurer's Office personnel regarding invoices and other payable issues. Works on behalf of employees and retirees to ensure timely and appropriate benefits delivery consistent with provisions of the plan document.

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 is essential to the success of the Human Resources Department in attracting and retaining employees committed to Ingham County's Mission, Vision and Values by providing benefits services to employees and retirees. This position is critical to the success of the multi-employer, multi-union collaborative Health Care Coalition (HCC), the success of which drives the ability to annually provide the best benefits at the most cost-effective price. Assisting the HCC to success enhances positive labor relations at Ingham County, since health care benefits are collaboratively bargained outside of a traditional, adversarial collective bargaining basis by individual bargaining units at the end of the term of an existing collective bargaining agreement. As the HCC is currently preparing to identify and select a successor carrier to PHP-Michigan Health, which will no longer exist following 12/31/2025, as well as to establish health care benefits for plan year 2026, there is an emergent need to fill this position as soon as possible.

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 #: 201008

GROUP: 2424 Confidential Professional

PAY GRADE: MC 7

FTE: 1.0

Funding: 68195200-704000

		Step 1		Step 5
Salary		57,306.20		68,806.43
Unemployment		286.53		344.03
FICA		4,383.92		5,263.69
Liability		494.04		593.18
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		2,578.78		3,096.29
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,289.39		1,548.14
Life		91.68		91.68
Disability		74.50		89.45
Retirement		19,168.92		23,015.75
Retirement		1,432.66		1,720.16
Workers Comp		51.58		61.93
EAP		33.12		33.12
		113,125.95		130,598.49

HIRING REQUEST FORM

DEPARTMENT: Human Resources

Sender: Sue Graham

POSITION #: HR Generalist – Labor & Employee Relations Specialist #226011

DESCRIPTION: Under the general supervision of the Human Resources Director, the Human Resources Generalist – Labor & Employee Relations Specialist is responsible for human resource functions including; employee relations, developing policies and procedures, classification and compensation, labor relations, training, management consultation, and other employment-related matters, such as complaint investigations and workplace mediation. This position serves as a Human Resources representative on various internal and external committees as assigned. This position functions independently primarily within their assigned area of specialty but also works collaboratively within the Employment area of specialty as needed.

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 is essential to the success of the Human Resources Department in attracting and retaining employees committed to Ingham County's Mission, Vision and Values primarily by providing labor and employee relations services to management, employees and union representatives, focusing on area that impact positive labor relations and working relationships. This position plays a critical role in several major projects currently underway, such as leading the County-wide Classification and Compensation Study with MGT, actively participating in the Health Care Coalition new vendor search and establishing benefits for plan year 2026, developing and conducting Supervisory Training on coaching, discipline and labor relations, chairing the HR Department panel conducting ongoing reclassification reviews, and is the front-line, direct contact for labor representatives as well as management for labor relations. These essential functions will be negatively affected and delayed without filling this position as soon as possible.

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 #: 226011

GROUP: 2424 Confidential Professional

PAY GRADE: MC 10

FTE: 1.0

Funding: 10122600-704000

		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: Animal Control Officer

SENDER: Daniel Verhougstraete

POSITION #: 421008

DESCRIPTION: Full-time Animal Control Officer

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 Animal Control Officers provide a vital public safety function for the residents of Ingham County. When full-staffed, we have a total of six ACO's to provide service for the entire County 365 days per year. This vacancy was created by a current officer that is transferring to an open Animal Care Specialist position. We are asking to fill this position as soon as possible as we are approaching our summer months, which are routinely the busiest for our department. If we do not fill this position, we will encounter days with reduced response hours throughout the year.

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 #: 421008


GROUP: 0405 CCLP AC

PAY GRADE: AC,VT, & LE OFF

FTE: 1.0

Funding: 10142105-704000

	Step 1		Step 6
Salary	41,507.91		53,316.85
Unemployment	207.54		266.58
FICA	3,175.36		4,078.74
Liability	623.28		800.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,867.86		2,399.26
Dental	936.00		936.00
Vision	135.00		135.00
Separation	933.93		1,199.63
Life	61.20		61.20
Disability	53.96		69.31
Retirement	18,616.30		23,912.61
Retirement	415.08		533.17
Workers Comp	211.69		271.92
CARES	32.12		32.12
	93,641.22		112,876.99

	DEPARTMENT: Controller's Office
PREPARED BY: Gregg Todd	MEETING DATE(S): March 18/19
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: General Fund Hiring Freeze Process Amendment	

ACTION REQUESTED:

Resolution replacing current hiring freeze position exemption process with a three-week waiting period between position vacancy and advertising to fill.

SUMMARY OF REQUEST:

The current process to request a vacant General Fund position has resulted in additional work for the Department of Finance & Budget, Controller's Office, and requesting departments, which invariably result in the position request memo being added to the consent agendas. Replacing the current process with a three-week waiting period will have the same financial impact (pausing new hires) as the current process without the additional steps.

STRATEGIC PLAN RELEVANCE:

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

DEPARTMENT MISSION RELATION:

Fiscal responsibility.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED – Mandated through the 2025 Budget ☐ NON-MANDATED _____
☐ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$0

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND GENERAL FUND POSITION HIRING FREEZE PROCESS

WHEREAS, the 2025 Ingham County General Fund budget was balanced through freezing 14 General Fund positions; and

WHEREAS, all other General Fund positions that have, or will become vacant in 2025 require an exemption from the County Services and Finance Committees; and

WHEREAS, the exemption process requires the department to submit a position request to the Department of Finance & Budget, which will have payroll and benefit costs allocated to it and forwarded to the Controller's Office for submittal to both committees; and

WHEREAS, the exemption memo has typically been added to the consent agenda of both County Services and Finance Committees; and

WHEREAS, instituting a four-week delay between a position vacancy and the posting for the vacancy will have a similar fiscal impact of saving vacant position funding as the exemption process, while eliminating the work flow described above; and

WHEREAS, this amendment to the hiring freeze process will not affect the processes implemented to the Ingham County Health Department's Community Health Centers through the passage of Resolution #24-601.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves amending the current hiring freeze process to eliminate the General Fund position exemption request and replace it with a four-week hold on vacant positions before they are advertised to be filled.

BE IT FURTHER RESOLVED, that the Human Resources Department will not advertise for any vacant General Fund positions until four-weeks after the position have been vacated.