

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
IRENE CAHILL, CHAIR  
TODD TENNIS  
CHRIS TRUBAC  
THOMAS MORGAN  
ROBERT PEÑA  
SIMAR PAWAR  
KARLA RUEST

## INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, DECEMBER 02, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

### Agenda

Call to Order

Approval of the [November 18, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Agencies – Resolution Approving [2025 Community Agency Grant Award Agreements](#)
2. Fairgrounds – Resolution to Purchase [Jack O’ Lanterns Unleashed](#) from Debbi Katz Productions
3. Parks Department
  - a. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF23-0142 – [Riverbend Natural Area Improvements](#)
  - b. Resolution to Authorize a Contract with [Matrix Consulting Engineers, Inc.](#) for an Energy Efficiency Lighting Study, Design, and Recommendation within the Ingham County Parks
  - c. Resolution to Authorize a Contract with [MI Imagery for Fabricating and Installing Park Main Entrance Signs](#) for the Ingham County Parks Department
  - d. Resolution to Authorize an Amendment to Contract with [Spicer Group, Inc. for Burchfield Cabins](#) – Land and Water Grant Scope Change
4. Health Department
  - a. Resolution to Authorize Amendment #1 to the 2023 – 2024 Agreement with the Michigan Department of Health and Human Services for the [Delivery of Public Health Services](#) under the Master Agreement
  - b. Resolution to Accept Michigan Department of Health and Human Services [FY2025 Family Planning Funds](#)
  - c. Resolution to Accept Funds from the Office of Refugee Resettlement for [the Star Grant Program](#)
  - d. Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the [Azara Patient Outreach Campaign Module](#), Uniform Data System Engagement, and Uniform Data System Validation and Data Mapping Services
  - e. Resolution [Honoring Florensio Hernandez](#) for Service as an Ingham Community Health Center Board Member
  - f. Resolution [Honoring Hope Lovell](#) for Service as an Ingham Community Health Center Board Member
  - g. Resolution [Honoring Katreva Bisbee](#) for Service as an Ingham Community Health Center Board Member

Announcements  
Public Comment  
Adjournment

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VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

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

## HUMAN SERVICES COMMITTEE

November 18, 2024

Draft Minutes

Members Present: Morgan, Pawar, Peña, Ruest, and Tennis.

Members Absent: Cahill and Trubac.

Others Present: Anthony Soto McGrath, Dr. Jeanne Kapenga, Jared Cypher, Anika Ried and others.

The meeting was called to order by Vice-Chairperson Tennis at 6:00 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/83587032242>.

### Approval of the November 4, 2024 Minutes

VICE-CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THE MINUTES FROM THE NOVEMBER 4, 2024 HUMAN SERVICES COMMITTEE WERE APPROVED AS SUBMITTED. Absent: Commissioners Cahill and Trubac.

### Additions to the Agenda

Vice-Chairperson Tennis stated that the following resolution would replace the original Agenda Item No. 4, as it was removed from the agenda.

4. Community Mental Health – Resolution Approving Contract of Lease and Sublease for the Community Mental Health Authority of Clinton-Eaton-Ingham Counties Project

### Removed

4. Fairgrounds – Resolution to Authorize the Purchase of Jack O’ Lanterns Unleashed for the Ingham County Fairgrounds

### Limited Public Comment

None.

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

2. Health Services Millage – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation
3. Health Department
  - a. Resolution to Authorize Amendment #1 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
  - b. Resolution to Authorize an Agreement with True Screen
  - c. Resolution to Authorize Amending Resolution #24-452 for the 2024 -2025 Master Agreement with Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

- d. Resolution to Authorize Renewing an Agreement with Dr. Muhammad Kang for Podiatry Services
- 4. Community Mental Health – Resolution Approving Contract of Lease and Sublease for the Community Mental Health Authority of Clinton-Eaton-Ingham Counties Project
- 6. Controller’s Office – Resolution Approving Various Contracts for the 2025 Budget Year

Vice-Chairperson Tennis disclosed, for Agenda Item No. 6, that their firm had a contract with the Legal Services Association of Michigan, of which Legal Services of South Central Michigan was a member.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Cahill and Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Cahill and Trubac.

- 1. Board of Health – Interviews

Anthony Soto McGrath was interviewed for the Board of Health.

- 5. Opioid Litigation Advisory Panel – Resolution to Adopt an Opioid Settlement Spending Plan

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. PAWAR, TO APPROVE THE RESOLUTION.

Vice-Chairperson Tennis stated the resolution would adopt the plan as given by the Opioid Litigation Advisory Panel. Vice-Chairperson Tennis further stated they wanted to give many thanks to Dr. Jeanne Kapenga, Physician, and their colleagues who had devoted a great deal of time to creating a Request for Proposal (RFP) process and rubric, reviewing the applications, and making recommendations.

Vice-Chairperson Tennis stated they thought they had learned a lot over last two years and expected to continue to see the process be refined. Vice-Chairperson Tennis further stated the recommendation was to essentially give out a little over \$1.3 million in grants to a number of different organizations in the first year, and carry over about \$800,000 in year two.

Vice-Chairperson Tennis stated they would continue to do an annual grant process moving forward and expected to get somewhere near \$15 million over the course of the next 16 to 17 years. Vice-Chairperson Tennis further stated that this would be an annual process and was grateful the County had a terrific team of professionals to give them advice on how best to spend the money.

Commissioner Morgan asked if there were reporting requirements within the contracts, and if so, how often would they be reporting their progress in written form.

Jared Cypher, Deputy Controller, stated the plan was to include reporting requirements in the contracts and they would likely require reports twice per year.

Commissioner Morgan asked if the Human Services Committee would receive copies of those reports.

Cypher stated they would if they wanted them.

Commissioner Ruest asked, if 12 bids were received but only nine were funded, if the three that were not funded did not meet the guidelines.

Vice-Chairperson Tennis stated they did not have the full list but they believed that based on the rubric, the recommendations were to fund the nine selected.

Cypher stated that the short answer was yes, not because they were bad proposals, they just did not quite fit and they assumed those organizations would go back, evaluate, and then resubmit their proposals in the spring.

Vice-Chairperson Tennis stated that at the last Opioid Litigation Advisory Panel meeting, a Blue Cross Blue Shield Foundation representative had presented a program to train potential applicants and get them into positions where they could write good grants. Vice-Chairperson Tennis further stated that sometimes the amount in which services differed was negligible, so it came down to the ability to write grants.

Commissioner Pawar asked if the proposal information received was public and how she could access the rubric that was used.

Cypher stated they could provide that information, as it was public.

Commissioner Pawar stated she was trying to figure out what information was public and what was not, and how others could learn from the process they had here.

Vice-Chairperson Tennis stated they did not know if the information was posted online anywhere, but it was certainly public and could be provided.

**Commissioner Morgan requested the proposals and rubric be distributed to the Board of Commissioners.**

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Cahill and Trubac.

#### Announcements

Commissioner Peña stated that on November 21, 2024, the Greater Lansing Food Bank was hosting mobile food distributions at Mount Calvary Baptist Church on Miller Road in Lansing from 2:30 to 3:30 p.m. and at University Lutheran Church on Harrison Road in East Lansing from 3:30 to 5:00 p.m.. Commissioner Peña further stated it was for those that might be needing a bit of extra help.

Commissioner Peña stated that also on November 21, 2024, the Tri-County Office on Aging (TCOA) was hosting a benefit and fundraising dinner at the Kellogg Center and knew that several Commissioners would be in attendance.

#### Public Comment

Dr. Kapenga thanked the Commissioners for the opportunity to serve on the Opioid Litigation Advisory Panel, and stated they had been diligent in creating the new process, as there had been no playbook going into it. Dr. Kapenga further stated that under the leadership of Commissioners Tennis and Grebner, which had been very methodical and inclusive, they were taking extra steps to make sure they were finding smaller agencies that did not have grant writing capacity and helping to remove some of those obstacles.

Dr. Kapenga stated that they had extra support from the Michigan Association of Counties (MAC). Dr. Kapenga further stated that they did get 12 proposals, which was huge, and that it took five reams of paper to print them out and many hours to go through them, but they took the task very seriously.

Dr. Kapenga stated they would be looking at their process going forward in order to make it more user friendly and they were at the point of identifying where those funding recommendations would be going. Dr. Kapenga further stated they tried to have funding going directly to patients as much as possible this first round, but they were very happy with the results, and going forward they would hold debriefing sessions to learn what needed to be tweaked.

Dr. Kapenga provided an overview of the gaps in service they were aware of.

Vice-Chairperson Tennis thanked Dr. Kapenga.

### Adjournment

The meeting was adjourned at 6:31 p.m.

# DECEMBER 2, 2024 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

#### The Deputy Controller is recommending approval of the following resolutions

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

This resolution approves community agency funding for FY 2025. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #24-274.

For 2025, fifty (50) applications were received, requesting a total of \$750,821; and \$200,000 is included in the 2025 budget for community agency funding. Below is a summary of the funding guidelines and calculations that have shaped these recommendations:

- **Maximum Grant Award:** No application will receive more than \$5,000 for the 2025 grant cycle.
- **Funding Consistency with 2024:** Each organization is funded at the same level as was granted in 2024, or \$5,000, whichever is less.
- **Direct Services Focus:** All recommended funding is directed primarily toward direct services, with a few noted exceptions.
- **Exceptions:**
  - **Funding Adjustments:** Minimum amounts were adjusted to cover the total cost of direct services proposed, up to the \$5,000 cap.
  - **Indirect Support for Direct Services:** Funding adjustments include coverage for essential expenses such as rent, utilities, and specific personnel (e.g., school counselors, telephone, and internet for crisis hotlines), where necessary to deliver the direct service.

If the resolution is approved, additional funds beyond what is included in the budget could be utilized from the 2025 contingency fund.

2. *Fairgrounds – Resolution to Purchase Jack O’ Lanterns Unleashed from Debbi Katz Productions*

This resolution authorizes the purchase of the Jack O’ Lanterns Unleashed. Since 2021, the show assets were rented from Debbi Katz Productions. The term of the rental expired in 2024. Therefore, it is necessary to purchase the show assets from Debbi Katz Productions to continue producing the show. The cost to purchase the show from Debbi Katz Productions is \$50,000 contingent upon \$65,000 in show enhancements for a total of \$115,000. The funding is available in the 2025 hotel/motel fund.

3. *Parks Department*

a. *Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF23-0142 – Riverbend Natural Area Improvements*

This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund Grant as Ingham County Parks successfully received this \$300,000 grant from the MDNR.

b. *Resolution to Authorize a Contract with Matrix Consulting Engineers, Inc. for an Energy Efficiency Lighting Study, Design, and Recommendation within the Ingham County Parks*

This resolution approves entering into a contract with Matrix Consulting Engineers, Inc. for the base bid in the amount of \$15,450 for an energy efficiency lighting study, design and recommendations within the Ingham County Parks. A contingency not to exceed \$3,550 is also authorized, for a total not to exceed \$19,000. The remaining funds in this CIP line will be utilized for the first phase of implementation of upgrades and replacements of efficient lighting determined by the study.

c. *Resolution to Authorize a Contract with MI Imagery for Fabricating and Installing Park Main Entrance Signs for the Ingham County Parks Department*

This resolution authorizes a contract with MI Imagery to replace the park's main entrance signs throughout the Ingham County Parks system would be \$250,283.35 with a contingency not to exceed \$12,514.17 for a total not to exceed of \$262,797.52. They will be funded from three current grants and monies left over from Hawk Island Parks three grant projects millage match dollars and from Lake Lansing South pedestrian entrance upgrades (Resolution #24-495). No additional Trails & Parks millage dollars will be necessary.

d. *Resolution to Authorize an Amendment to Contract with Spicer Group, Inc. for Burchfield Cabins – Land and Water Grant Scope Change*

This resolution authorizes an amendment to the contract with Spicer Group, Inc. to increase the contract amount by \$104,900, for a total amended contract value of \$213,400 to provide prime professional services including those services related to the updates at Burchfield Park cabins (McNamara Landing).

4. Health Department

a. *Resolution to Authorize Amendment #1 to the 2023 – 2024 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement*

This resolution will increase the FY '25 original grant agreement from \$9,194,461 to \$9,992,117 an increase of \$797,656. The revised resolution makes the following specific changes to the budget:

Family Planning Services Program: increase of \$350,000 from \$492,168 to \$842,168  
Hearing - East Lansing Public High School (ELPHS): increase of \$67,828 from \$67,809 to \$135,637  
HIV Prevention-Forest Community Health: decrease of \$37,000 from \$137,000 to \$100,000  
Nurse Family Partnership Services: increase of \$91,316 from \$788,300 to \$879,616  
Oral Health-Kindergarten Assessment: increase of \$27,563 from \$67,273 to \$94,836  
Public Health Emergency Preparedness October 1 to June 30: increase of \$4,594 from \$113,318 to \$117,912  
Regional Perinatal Care System: increase of \$175,526 from \$305,155 to \$480,681  
Vision ELPHS: increase of \$67,829 from \$67,808 to \$135,637  
Local Health Department (LHD) Sharing Support: increase of \$50,000 from \$0 to \$50,000

b. *Resolution to Accept Michigan Department of Health and Human Services FY2025 Family Planning Funds*

This resolution authorizes an agreement with MDHHS to accept funds from MDHHS for Family Planning effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

c. *Resolution to Accept Funds from the Office of Refugee Resettlement for the Star Grant Program*

This resolution authorizes accepting \$497,130 in funding per year from ORR for the successful resettlement and integration of trauma-affected refugees and other eligible Ingham County residents for the ORR refugee program services, effective September 30, 2024 through September 29, 2028.

d. *Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the Azara Patient Outreach Campaign Module, Uniform Data System Engagement, and Uniform Data System Validation and Data Mapping Services*

This resolution authorizes amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

e. *Resolution Honoring Florensio Hernandez for Service as an Ingham Community Health Center Board Member*



This resolution honors Floren시오 Hernandez for his years of service and dedication as an ICHC board member, and committee chair.

*f. Resolution Honoring Hope Lovell for Service as an Ingham Community Health Center Board Member*

This resolution honors Hope Lovell for her years of service and dedication as an ICHC Board Chairperson, member, and committee chair.

*g. Resolution Honoring Katreva Bisbee for Service as an Ingham Community Health Center Board Member*

This resolution honors Katreva Bisbee for her years of service and dedication as an ICHC Board Vice-Chairperson, secretary, member, and committee chair.

**TO:** Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** November 19, 2024  
**SUBJECT:** Resolution Authorizing 2025 Agreements for Community Agencies

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For the meeting agendas of December 2 and December 4

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**BACKGROUND**

Attached is the resolution approving community agency funding for FY 2025. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #24-274.

**ALTERNATIVES**

If these agencies did not receive funding from the County they would be forced to identify alternative sources of funding for these programs. This may prove difficult in times of greater need during the pandemic.

**FINANCIAL IMPACT**

For 2025, fifty (50) applications were received, requesting a total of \$750,821; and \$200,000 is included in the 2025 budget for community agency funding. Below is a summary of the funding guidelines and calculations that have shaped these recommendations:

- **Maximum Grant Award:** No application will receive more than \$5,000 for the 2025 grant cycle.
- **Funding Consistency with 2024:** Each organization is funded at the same level as was granted in 2024, or \$5,000, whichever is less.
- **Direct Services Focus:** All recommended funding is directed primarily toward direct services, with a few noted exceptions.
- **Exceptions:**
  - **Funding Adjustments:** Minimum amounts were adjusted to cover the total cost of direct services proposed, up to the \$5,000 cap.
  - **Indirect Support for Direct Services:** Funding adjustments include coverage for essential expenses such as rent, utilities, and specific personnel (e.g., school counselors, telephone, and internet for crisis hotlines), where necessary to deliver the direct service.

If the resolution is approved, additional funds beyond what is included in the budget could be utilized from the 2025 contingency fund.

An email containing the applications of each agency will be sent to you. Please review those prior to the meeting, as they will provide helpful information for your discussions.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE 2025 AGREEMENTS FOR COMMUNITY AGENCIES**

WHEREAS, the 2025 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2025 budget includes \$200,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #24-274.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2025 through December 31, 2025, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$24,650 from the 2025 contingency fund to the community agency fund.

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

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
Advancement Corporation	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Advent House Ministries	Provides food, shelter, and advocacy services for unhomed and poverty-stricken	\$18,250.00	\$18,750.00	\$5,000.00		
Allen Neighborhood Center	Provides information, referral & advocacy services, bread and produce, and farm/garden education to those in need	\$2,500.00	\$5,000.00	\$3,500.00		
Alpha Chi Boule Foundation	Provides a series of workshops and seminars focusing on healthy equity, financial literacy, entrepreneurship, and wellness practices	\$0.00	\$15,000.00	\$5,000.00		
Big Brothers Big Sisters	Provides adult volunteer mentors to youth who face academic, behavioral, social, and/or emotional challenges	\$9,375.00	\$23,750.00	\$3,200.00		
Boy Scouts	Provides a social, structured extra-curricular program for youth, funding membership, accident/sickness insurance for youth parnters, and liability insurance for community partners, program supplies, day camps, and advancement awards	\$3,250.00	\$3,250.00	\$5,000.00		
Boys & Girls Club	Provides lunch to youth ages 7-18 at the Boys & Girls Club during summer and snacks to youth after school	\$5,200.00	\$5,200.00	\$5,000.00		
Cardboard Prophets	N/A	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Area District Libraries	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Area Housing Partnership - Ballentine	Provides project-based vouchered housing and case management to low-income families and individuals who are homeless, disabled, and/or survivors of domestic violence	\$2,230.00	\$8,000.00	\$5,000.00		
Capital Area Housing Partnership - Home for Good	Provides structured support housing for low-income families and individuals who are homeless, disabled, and/or survivors of domesti voilence	\$0.00	\$10,000.00	\$0.00		
Capital Area Housing Partnership - Homeless Families	Provides structured support housing for low-income families who are homeless, disabled, and/or survivors of domesti voilence	\$2,500.00	\$10,000.00	\$5,000.00		
Capital Area Housing Partnership - Tuesday Toolmen	Provides free home repairs and modifications to help people remain safely in their homes	\$8,750.00	\$9,000.00	\$5,000.00		
Capital Area Housing Partnership - Walnut Manor	Provides structured support housing for low-income families and individuals who are homeless and with special needs requirements	\$9,000.00	\$9,000.00	\$5,000.00		
CASA for Kids	Provides specialized training and support to CASA volunteers to equip youth with the tools needed for adulthood and are at risk of agin out of the fostercare system	\$5,000.00	\$6,000.00	\$1,500.00		
Child & Family Charities - Gateway	Provides support services to youth starting their new homes in eith youth housing programs or youth moving out of shelters and into unsubsidized housing	\$19,125.00	\$22,000.00	\$5,000.00		
Community Mental Health	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cristo Rey Community Center - Community Kitchen	Provides prepared daily meals to those in need, including two hot and nutritious meals Monday - Friday to those in need	\$10,270.00	\$10,500.00	\$5,000.00		
Cristo Rey Community Center - Food Access	Provides a food pantry once/month by appointment for community memebbers and a bread rack daily for those in need	\$5,000.00	\$9,500.00	\$5,000.00		

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
Cristo Rey Community Center - Prescription Assistance	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Cristo Rey Community Center - Refugee Housing	Provides refugees with one month's rent or utility assistance when in crisis	\$0.00	\$15,000.00	\$5,000.00		
DAP Service and Resources	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Davies Project	Provides free rides to all kinds of medical care for seriously ill children, prenatal and postnatal care for expecting/new moms, and to the neonatal intensive care unit for new parents	\$0.00	\$25,000.00	\$5,000.00		
Eastside Community Action Center	Provides a food pantry with nutritious meal ingredients to those experiencing food insecurity and lightly-worn clothing to anyone in need	\$5,000.00	\$40,000.00	\$5,000.00		
Elite Focus Enterprise	Expands housing stability services by acquiring temporary emergency housing support, subsidizing rent for low-income families, and enhancing food and clothing support services; also educates youth and young adults on tenancy rights and responsibilities	\$0.00	\$25,000.00	\$5,000.00		
Epicenter of Worship Church	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EVE, Inc.	N/A	\$9,300.00	\$0.00	\$0.00	\$0.00	\$0.00
Footprints	Provides shoes to anyone going to school in the fall for free to any child in need at the annual Kickz-for-Kidz event	\$5,000.00	\$10,000.00	\$5,000.00		
Greater Lansing Food Bank - Garden Project	Provides home and community garden support for low- to moderate-income residents to help them grow their own food	\$10,000.00	\$10,000.00	\$5,000.00		
Greater Lansing Food Bank - Care Kits	N/A	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Grit, Glam, and Guts	N/A	\$3,350.00	\$0.00	\$0.00	\$0.00	\$0.00
Habitat for Humanity	Provides accessibility ramps, critical home repairs, neighborhood revitalization, and new and rehabbed homes to those in need	\$15,312.00	\$25,000.00	\$5,000.00		
Haven House	Provides food and shelter to families in need	\$15,000.00	\$30,000.00	\$5,000.00		
Helping Women Period	Provides First Period Kits to 4th & 5th grade students in need throughout Ingham County	\$5,000.00	\$17,500.00	\$5,000.00		
Holt Community Food Bank	Provides non-perishable and fresh food items to families in need	\$5,000.00	\$30,000.00	\$5,000.00		
Holy Cross Services	Provides day/night shelter, lunches, and snacks to homeless; also provides housing case management initiation services	\$15,000.00	\$30,000.00	\$5,000.00		
ICHANGE	N/A	\$6,100.00	\$0.00	\$0.00	\$0.00	\$0.00
Lansing Area AIDS Network	Provides funding for gaps in Ryan White Part B and Housing Opportunities funding for individuals with HIV, including issues regarding immigration/refugee concerns, SUD treatment, criminal justice issues, affordable housing, domestic violence, and medical co-morbidities	\$6,250.00	\$10,000.00	\$5,000.00		
Lansing School District	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Larry Mitchell Trice Community Outreach Services	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Lelie Outreach	N/A	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
Listening Ear	Provides internet and phone service to power Listening Ear's all-volunteer crisis hotline	\$2,000.00	\$3,100.00	\$3,100.00		
Loads of Love	N/A	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Mason Community Services	Provides food resources, clothing, shelter, transportation, laundry assistance, tax assistance, and education classes	\$18,250.00	\$25,000.00	\$5,000.00		
MSU Safe Place	Provides food, basic needs supplies, and advocacy assistance funds to survivors of domestic violence and stalking, including their minor children	\$12,500.00	\$15,000.00	\$5,000.00		
NorthWest Initiative	Provides wrap-around needs, resources, and services with a focus on basic needs for individuals leaving incarceration as well as Trauma-Informed Peer Mentors and Restorative Justice circles	\$6,250.00	\$12,000.00	\$5,000.00		
One Love Global	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Open Arms Link	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Our Savior Lutheran	Provides food and personal care items to individuals with mental health concerns, homelessness, and veterans; will also provide new flooring and paint for the building	\$5,000.00	\$10,000.00	\$5,000.00		
Particular Council of Lansing Society of Saint Vincent De Paul	Provides food, clothing, and shelter for those experiencing acute financial distress	\$0.00	\$40,000.00	\$5,000.00		
Peckham, Inc.	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pilgrim Congregational United Church - Love Layette Program	N/A	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
Pilgrim Congregational United Church - Meals to Go	N/A	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Pilgrim Congregational United Church - Small Children's Closet	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Punks With Lunch	Provides food assistance through a project coordinator, fuel costs for picking up donations & restocking food pantries, and will provide participants with bus tokens for increased access to the pantries	\$5,000.00	\$14,000.00	\$2,500.00		
Refugee Development Center - BRIDGES	Provides food and clothing distribution, outreach & referral services with language support, and open entry/open exit survival English class	\$15,312.00	\$20,000.00	\$5,000.00		
Refugee Development Center - Newcomer Navigation	Provides health and housing navigation services to clients from choosing services to interaction to interpretation of services	\$5,000.00	\$10,000.00	\$5,000.00		
RSVP	Provides training, monitoring, and reimbursement mileage for volunteers who provide medical driving for seniors in Ingham County and social calls to clients by phone 2/week to daily as needed	\$6,250.00	\$15,000.00	\$5,000.00		
Rural Family Services	Provides rental assistance to help keep families in their homes	\$9,000.00	\$14,000.00	\$5,000.00		
Salvation Army	Provides paper & food products to stock the Salvation Army Community Kitchen food menus	\$5,000.00	\$10,000.00	\$5,000.00		
Sleep in Heavenly Peace, Inc.	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
South Lansing Ministries	Provides supplement to their food pantry items with purchases through the GLFB	\$5,000.00	\$10,000.00	\$5,000.00		

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
South Side Community Coalition	Provides food, nutrition, and health care programs, including healthy snacks for their afterschool and camps programs, food during holiday breaks, senior luncheons & nutrition programs, and holiday food baskets and community wide food distribution programs	\$3,250.00	\$7,500.00	\$3,250.00		
Southside Community Kitchen	Provides necessary ingredients in meals that are unavailable from donated sources, such fresh fruits and veggies, meat, dairy, oils, baking items, coffee, tea, etc.	\$1,000.00	\$5,000.00	\$1,000.00		
Stockbridge Community Outreach	Provides Milk Bucks for families that are eligible to obtain 1-2 gallons of milk per month at participating gas stations or markets in town due to lack of a general grocery store in the area	\$5,625.00	\$8,271.00	\$5,000.00		
St. Vincent Catholic Charities	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Turning Point Lansing	Provides food, clothing, and other basic needs as necessary but focuses on emotional and relationship needs of young men and their families through mentorship including group and individual discussion, hands on experience education, and recreational and informal relationships through trust, academic support, and professional emotional development	\$12,500.00	\$50,000.00	\$5,000.00		
TWIGS	Provides rent for a central location with office space for the board, director and volunteers to provide everyday tasks for cancer patients including rides to appointments, yard care, errands, and house cleaning	\$5,000.00	\$5,000.00	\$5,000.00		
United Way of South Central Michigan - CapCAN	Provide a local match for state and federal funds allocated for 9 AmeriCorps members serving as college advisers in Ingham County high schools	\$10,000.00	\$10,000.00	\$5,000.00		
United Way of South Central Michigan - Power of We	N/A	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Voices of Color	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
WAI-IAM - Care Unit	Provides bedding, pillow, towels, fresh food, backpacks with folder, pen, notebook, and toiletries for substance use recovery service for individuals entering the RISE Program	\$9,500.00	\$9,500.00	\$5,000.00		
WAI-IAM - RISE Recover Community	Provides basic needs for recovery housing including utilities, household supplies, and kitchen supplies	\$5,000.00	\$5,000.00	\$5,000.00		
Women's Center of Greater Lansing	Provides renovations to the Career Boutique through new clothing racks, mannequins, mirrors, and display cases as well as the inventory management system and new professional attire for women who are preparing for job interviews, starting new jobs, or seeking to advance in their careers, including survivors of domestic violence and those transitioning from unemployment or underemployment	\$5,000.00	\$15,000.00	\$4,000.00		

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
YMCA	Provides fresh fruits and veggies and support staff to the Healthy Living Mobile Kitchen feeding Program that serves free feeding services to those in need in the community	\$2,500.00	\$5,000.00	\$2,500.00		
		<b>\$430,049.00</b>	<b>\$750,821.00</b>	<b>\$224,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**TO:** Board of Commissioners Human Services and Finance Committees

**FROM:** Lindsey McKeever, Fairgrounds Events Director

**DATE:** November 19, 2024

**SUBJECT:** Resolution to Authorize the Purchase of Jack O' Lanterns Unleashed for the Ingham County Fairgrounds

**BACKGROUND**

The Fairgrounds has produced Jack O' Lanterns Unleashed every October since 2021. In order to produce the event, the show assets were rented from Debbi Katz Productions. The term of the rental expires in 2024. Therefore, it is necessary to purchase the show assets from Debbi Katz Productions to continue producing the show. The cost to purchase the show from Debbi Katz Productions is \$50,000 contingent upon \$65,000 in show enhancements for a total of \$115,000. The funding is available in the 2025 hotel/motel fund

**ALTERNATIVES**

The alternative is to not purchase the show assets and return the rented items back to Debbi Katz Productions.

**FINANCIAL IMPACT**

This purchase will be made in 2025.

The purchase of the show assets and enhancements as well as advertising will be funded through hotel/motel revenue, therefore not impacting the Fair's operating budget.

Budget adjustments will need to be completed in the 2025 budget to accommodate the expenses and revenues associated with the event. The expenses include contractual services for the setup and breakdown of the event, supplies such as lumber, paint, electrical equipment, new speakers, souvenirs, food and alcohol, other miscellaneous supplies and event needs as well as staffing. Revenues include food concessions, advance admissions, on site admissions, commercial vendors and miscellaneous revenues collected from the sale of merchandise, souvenirs and other activities during the event. The costs associated with the setup and breakdown of the event in contractual services should be transferred from the hotel/motel fund for 2025.

The average revenue collected in the first four years of the event was \$171,300. The estimated revenue for 2025 is \$175,000.

<b>Expenses (estimates)</b>	<b>Min</b>	<b>Max</b>
Setup*	\$ 30,000.00	\$ 35,000.00
Breakdown*	\$ 10,000.00	\$ 25,000.00
Electrical	\$ 2,000.00	\$ 4,000.00
Lumber	\$ 2,500.00	\$ 5,000.00
Paint	\$ 1,000.00	\$ 2,000.00
Speakers	\$ 1,000.00	\$ 2,000.00
Propane for heaters	\$ 1,000.00	\$ 2,000.00
Heaters (additional)	\$ 500.00	\$ 600.00
Misc. Supplies	\$ 8,000.00	\$ 10,000.00
Equipment Rental	\$ 5,000.00	\$ 10,000.00
Conex Container (2026)	\$ 3,000.00	\$ 5,000.00
15% Contingency	\$ 9,600.00	\$ 15,090.00
Revenue Generating Expenses**	\$ 10,000.00	\$ \$10,000.00
Staffing	\$ 18,000.00	\$ 22,000.00
<b>Total</b>	<b>\$ 101,600.00</b>	<b>\$ 147,690.00</b>

\* The costs associated with the setup and breakdown of the event in contractual services should be transferred from the hotel/motel fund for 2025, therefore not impacting the operating budget.

\*\* Souvenir cups, donuts, cider, glow toys, other merchandise

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objective providing recreational opportunities.

### **OTHER CONSIDERATIONS**

Beginning in 2026, the Fairgrounds will need to purchase additional scenes and show enhancements from Debbi Katz Productions in order to continue keeping the show fresh and exciting. It is also likely that an additional storage container will need to be purchased in the next two or three years.

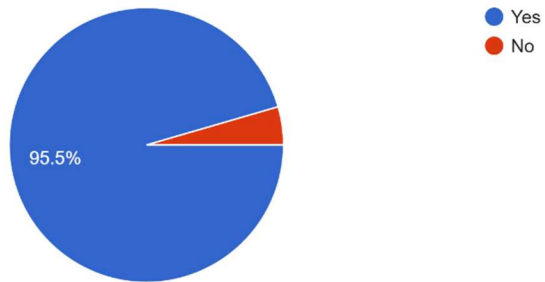
### **RECOMMENDATION**

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

## 2024 Post Event Survey Results

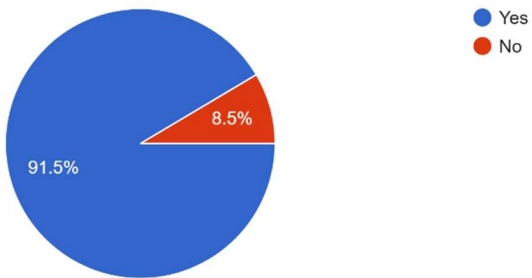
Do you think the Fairgrounds should continue to produce Jack O' Lanterns Unleashed year after year?

422 responses



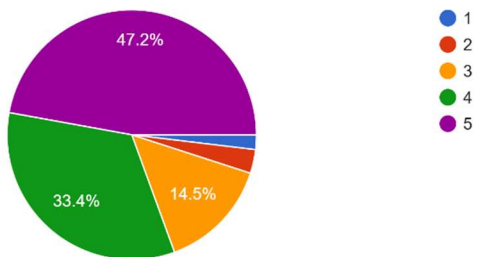
Would you recommend Jack O' Lanterns Unleashed to your family and friends?

422 responses



How would you rate your overall experience? 1 being a bad experience and 5 being a great experience.

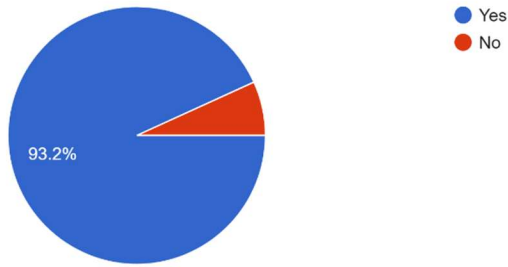
422 responses



## 2023 Post Event Survey Results

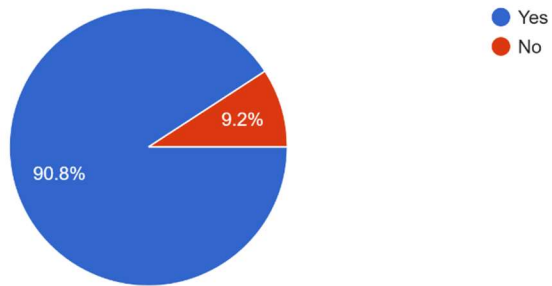
Do you think the Fairgrounds should continue to produce Jack O' Lanterns Unleashed year after year?

206 responses



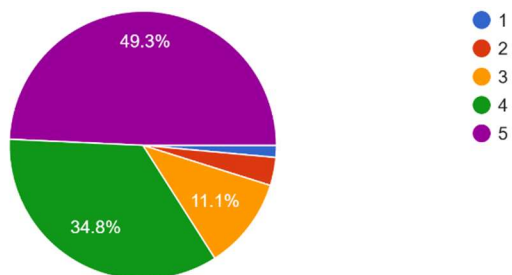
Would you recommend Jack O' Lanterns Unleashed to your family and friends?

207 responses



How would you rate your overall experience? 1 being a bad experience and 5 being a great experience.

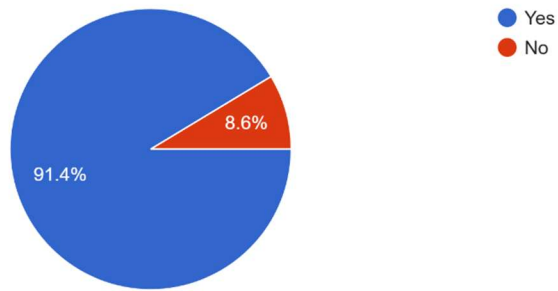
207 responses



## 2022 Post Event Survey Results

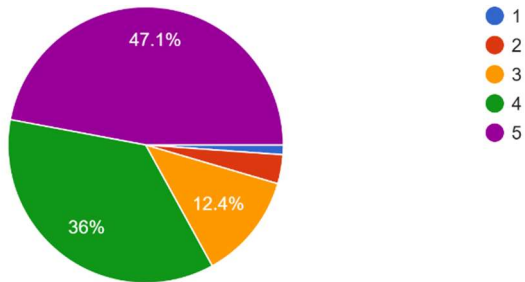
Would you recommend Jack O' Lanterns Unleashed to your family and friends?

440 responses



How would you rate your overall experience? 1 being a bad experience and 5 being a great experience.

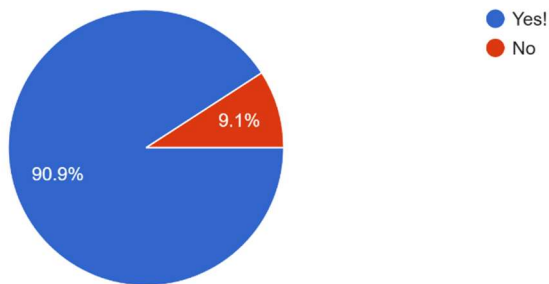
442 responses



## 2021 Post Event Survey Results

Would you recommend Jack O' Lanterns Unleashed to family and friends?

416 responses



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF JACK O' LANTERNS UNLEASHED  
FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goals to provide recreational activities offered to the community; and

WHEREAS, it is necessary to bring in new and exciting events to provide an entertainment outlet for County residents, and fix the long-term structural revenue issues with the Fair; and

WHEREAS, the Ingham County Fairgrounds has rented Jack O' Lanterns Unleashed from Debbi Katz Productions since 2021 with the rental term expiring in 2024; and

WHEREAS, the rental cost for Jack O' Lanterns Unleashed is \$175,000 per year; and

WHEREAS, in 2024, Jack O' Lanterns Unleashed generated over \$199,000 in revenue; and

WHEREAS, in 2024 and all previous years, Jack O' Lanterns Unleashed operated at a deficit due in large part to the yearly rental cost; and

WHEREAS, average revenue over the previous four years was \$171,300 with a conservative estimate for 2025 of \$175,000; and

WHEREAS, estimated expenses in 2025, minus the rental cost, are \$147,690, which will generate an estimated \$23,610 surplus for the event; and

WHEREAS, the Fairgrounds receives 10% of the 230 Hotel/Motel Fund, which is roughly \$330,000 per year; and

WHEREAS, the 2025 Capital Improvement Plan Budget approved \$105,000 for Grandstand Improvements funded through the 230 Fund, which can be postponed until 2026; and

WHEREAS, utilizing the \$105,000 freed up from the postponement of the Grandstand Improvements, plus \$10,000 in Fairgrounds 230 Fund fund balance, provides the funding to purchase of Jack O' Lanterns Unleashed for \$50,000 plus improvements and enhancements of \$65,000 for a total of \$115,000; and

WHEREAS, the Fair Board supports this purchase and voted unanimously to purchase Jack O' Lanterns Unleashed for \$50,000 and \$65,000 in improvements and enhancements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Jack O' Lanterns Unleashed for \$50,000 and the purchase of additional improvements and enhancements for \$65,000 for a total not to exceed price of \$115,000 from Debbi Katz Productions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of \$105,000 from the 2025 230 Hotel/Motel Fund that previously approved for Grandstand Improvements to be used toward the purchase and \$10,000 in 2024 230 Hotel/Motel Fund balance for the remainder of the purchase.

BE IT FURTHER RESOLVED, that if the 2024 year-end fund balance for the 230 Fund has an insufficient balance to cover the remaining \$10,000, the General Fund will be utilized to make up the difference.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** November 19, 2024  
**SUBJECT:** Burchfield Park – Riverbend Natural Area Access Improvement Grant TF#23-0142  
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

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**BACKGROUND**

Board of Commissioners Resolution #23-130 authorized the submission of a Michigan Natural Resources Trust Fund Grant for accessibility improvements at Burchfield Park – Riverbend Natural Area. The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund Grant as Ingham County Parks successfully received this \$300,000 grant from the MDNR.

Attached is the Project Agreement, boundary map of the project area and legal description. The project will include the following improvements: remove and replacement of existing stairs/dock leading down to Grand River, remove and replace a new bridge over Peppermint Creek, new fishing pier, new 6-foot wide paths, new ADA accessible parking spaces and amenities.

**ALTERNATIVES**

This project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The only alternative is to not accept the grant.

**FINANCIAL IMPACT**

The DNR provided notice the grant will be awarded in the amount of \$300,000. This resolution authorizes the Controller/Administrator to transfer the project amount of \$300,000 from the Michigan Department of Natural Resources to line item 228-62800-967000-TR090.

A financial commitment of \$210,000 will come from previously approved Resolution #23-130.

This will be allocated to line item 228-62800-967000-TR090 for a total match to \$210,000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Ingham County Parks Commission supported this resolution at their November 18, 2024 meeting.

**RECOMMENDATION**

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





Michigan Department of Natural Resources - Grants Management

Michigan Natural Resources Trust Fund
Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Ingham County in the county of Ingham County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act 135 of 2024, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: Burchfield Park - Riverbend Natural Area Access Improvements Project #: TF23-0142
Grant Amount: \$300,000.00 60% PROJECT TOTAL: \$500,000.00
Match Amount: \$200,000.00 40%
Start Date: Date of Execution by DEPARTMENT End Date: 10/31/2026

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 12/09/2024 or the Agreement may be cancelled by the DEPARTMENT. This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it. The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED
By [Print Name]:
Title:
Organization:

DUNS Number
CV0048161
SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED
By:
Grants Section Manager
Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

**GRANTEE CONTACT**

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Name/Title

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Organization

---

Address

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Address

---

Telephone Number

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E-mail Address

**DEPARTMENT CONTACT**

MNRTF Grant Program Manager

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Name/Title

---

Grants Management/DNR Finance & Operations

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Organization

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525 W. Allegan Street, Lansing, MI 48933

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Address

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P.O. Box 30425, Lansing, MI 48909

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Address

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517-284-7268

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Telephone Number

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DNR-Grants@michigan.gov

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E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **TF23-0142** uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **10/10/2024** through **10/31/2026**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
5. The words "project facilities" shall mean the following individual components, as further described in the application.

- Access Pathway 6' wide or more
- Bench(es)
- Boardwalk
- Canoe/Kayak Launch or Ramp
- Concrete Pad for Porta-john
- Fishing Pier or Dock
- Grill(s)
- Landscaping
- Paved ADA Parking Space(s)
- Picnic Table(s)
- Seawall or Shoreline Stabilization
- Signage

6. The DEPARTMENT will:

- a. grant to the GRANTEE a sum of money equal to **Sixty percent (60%)** of **Five Hundred Thousand dollars (\$500,000.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Three Hundred Thousand dollars (\$300,000.00)**.
- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
  - i. Payments will be made on a reimbursement basis at **Sixty percent (60%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
  - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
  - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
  - iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Two Hundred Thousand dollars (\$200,000.00)** in local match. This sum represents **Forty percent (40%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
  - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
  - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
  - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
  - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
  - vii. Bury all new utilities within the project area.
  - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior

expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.

- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
  - e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
  - f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
  - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
  - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
  - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
  - j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
  - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2024** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a progress report every 180 days during the project period.
  - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
  - c. Submit a complete request for final reimbursement **within 90 days of project completion and no later than 01/31/2027**. If the GRANTEE fails to submit a complete final request for reimbursement by **01/31/2027**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.

11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
  - a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
  - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated \_\_\_\_\_, and
  - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
  - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
  - a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
  - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
  - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.

18. The GRANTEE acknowledges that:
  - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
  - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
  - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
  - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;  
or
  - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.

27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:
  - a. Terminate this Agreement; and/or
  - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
  - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or
  - d. Require repayment of grant funds already paid to GRANTEE; and/or
  - e. Require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the

SAMPLE RESOLUTION  
(Development)

Upon motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution was adopted:

"RESOLVED, that the \_\_\_\_\_, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the \_\_\_\_\_ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \_\_\_\_\_ (\$\_\_\_\_\_) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: \_\_\_\_\_

The following nay votes were recorded: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF \_\_\_\_\_ )

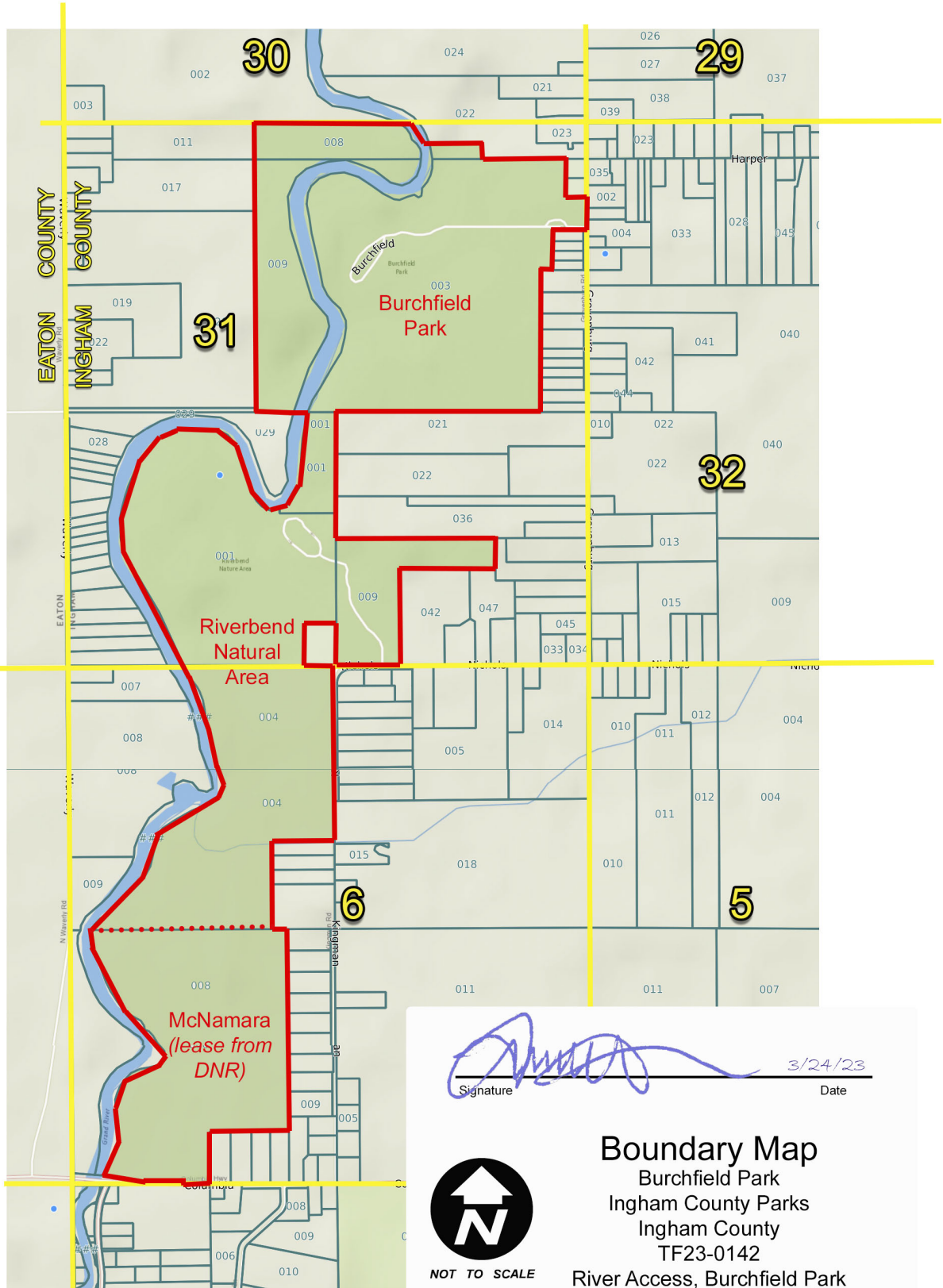
I, \_\_\_\_\_, Clerk of the \_\_\_\_\_, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the \_\_\_\_\_ at a meeting held \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





LEASE AGREEMENT

L-7391

33-8

Posted  
11-9-93  
ms

THIS AGREEMENT, Made this 21 day of NOVEMBER, A.D., 19 89, by and between the DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "Lessor", acting under authority of Act 320, PA 1947, and the BOARD OF INGHAM COUNTY PARK TRUSTEES, INGHAM COUNTY, MICHIGAN, a municipal corporation, hereinafter referred to as the "LESSEE",

W I T N E S S E T H:

WHEREAS, the Lessor and Lessee each own property contiguous one to the other which lies within territorial jurisdiction of the Lessee; and

WHEREAS, each of the parties hereto are desirous of providing for the Lessee to administer all of this property for recreational purposes, especially a canoe launch and fishing access site; and

WHEREAS, it is the wish of both parties to establish their obligations, one to the other, in written form,

NOW, THEREFORE, In consideration of the mutual promises and conditions hereinafter contained, it is mutually agreed as follows:

1. It is agreed by and between the parties hereto that this Lease Agreement shall be administered on behalf of the Lessor through the Recreation Division. All reports, documents, or actions required of the Lessee by this Lease Agreement shall be submitted to the Chief, Recreation Division, Department of Natural Resources, P.O. Box 30028, Lansing, Michigan 48909.

2. The use herein of the words "site" or "premises" shall mean those premises situated in the Townships of Aurelius and Eaton Rapids, Counties of Ingham and Eaton and State of Michigan, more particularly described as follows:

Aurelius Township - Ingham County

Township Two (2), North, Range Two (2) West, Section Six (6): Southwest Fractional quarter (SW Fr 1-1/4) of Section Six (6), except the East 500 feet thereof, and except the West 828 feet of the East 1,328 feet of the South 550 feet thereof, and also except beginning at Southwest corner of said Section Six (6), thence, North 128.92 feet, South 85°27' East 403.9 feet, South 80°50' East 335.5 feet, Easterly 414.30 feet along an arc to the left having a radius of 5,696.7 feet, South 0°23' West 33 feet to South line of Section Six (6), North 89°37' West 1,147.3 feet to point of beginning.

Eaton Rapids Township - Eaton County

Township Two (2) North, Range Three (3) West, Section One (1): That part of the North three-quarters of East half of Southeast quarter (N 3/4 E 1/2 SE 1/4), lying East of Waverly Road, except the South 9 rods thereof.

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3. The Lessor hereby leases to the Lessee the premises hereinbefore described for a term of ten (10) years, from and after \_\_\_\_\_, and thereafter until six (6) months after either party shall have given to the other party written notice of its intention and desire to terminate this agreement. Said notice shall be submitted to the Recreation Division on behalf of the Lessor and the Lessee will be notified prior to the expiration of the agreement.

4. The Lessee may use the demised premises for recreational boating, sport fishing, and park purposes and to provide parking for the participants in these activities and for no other purpose whatsoever except as may otherwise be provided in this Lease Agreement.

5. The Lessee may enforce it's rules and regulations on the leased property during the term of this lease.

6. The Lessee acknowledges that it has examined the site prior to the execution of this Lease Agreement and knows the condition thereof, and that there are no representations as to the condition or the state of repair thereof either express or implied other than those expressed herein. The Lessee accepts the demised premises in its condition as of the date of the execution of this Lease Agreement and agrees, at all times during the life of this Lease Agreement, to sufficiently repair, uphold, maintain, and keep the premises and appurtenances presently thereon in as good a condition as existed upon the date of execution of this Lease Agreement, reasonable wear and tear and operation of the elements excepted.

In the event the Lessee fails to maintain the premises in such order and repair as is set forth in this section, and if such repairs, replacements, or renewals shall be deemed to be necessary by the Lessor, the Lessor shall serve upon the Lessee written notice of the substandard condition of the premises and of the maintenance acts required and the Lessee shall undertake such maintenance within sixty (60) days of said written notice, provided the sixty (60) day time limit is reasonable to correct the defect. In the event the Lessor fails to undertake such specified maintenance, the Lessor shall have the right, but not the obligation, to have such maintenance undertaken and completed and the Lessee shall be liable for the cost thereof.

7. No new permanent buildings, permanent equipment, or other permanent installations may be constructed or installed on the premises by the Lessee without the express written consent of the Lessor. In the event the Lessor does consent in writing to such construction or installation, the Lessee agrees

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that the same shall become part of the property hereby let and demised and become the property of the Lessor upon expiration of this Lease.

8. No development of any nature requiring the removing of trees or vegetation or requiring the reshaping of the premises or the dredging of materials offshore thereof shall be undertaken without the advance consent of the Lessor. In the event Lessor does consent to such development, the improvements completed shall become part of the property hereby let and demised and become the property of the Lessor upon expiration of this Lease.

9. The Lessee covenants to maintain the premises in such condition as to comply with all federal, state, and local laws, which may be applicable. The Lessee further agrees to hold the Department harmless in the event the premises should be maintained in such condition as to cause the imposition of fines or other penalties upon the Department.

10. The Lessee shall purchase, maintain and provide proof of insurance protection for claims set forth below which may arise out of or result from the Lessee's operation on the subject property, whether such operations be by the Lessee or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

a. Worker's Compensation Insurance for claims under Michigan's Workers Compensation Act or other similar employee benefit act of any other state applicable to an employee, along with Employer's Liability Insurance for claims for damages because of bodily injury, occupational sickness or disease or death of an employee which worker's compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each accident;

b. Automobile Insurance for owned and non-owned motor vehicles as required by law for claims arising from ownership, maintenance or use of a motor vehicle as may be required by this lease;

c. Comprehensive General Liability Insurance, naming the State of Michigan and its several departments, commissions, boards, agencies, officers and employees as additional insureds and protecting against all claim, demands, suits, actions or causes of action and judgments, settlements or recoveries, for bodily injury or property damage arising out of a condition of the premises, or arising in connection with or as a direct or indirect result of the Lessee's use and occupancy of the said premises or its exercise of the rights and privileges hereby granted. The provisions of this paragraph shall apply to each and every such injury, death, loss and damage, however caused, whether due to claimed to be due to the negligence of the Lessee, or the negligence of the

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State of Michigan, its several departments, commissions, boards, agencies, officers, or employees, or the negligence of any other person or otherwise. This paragraph shall not, however, be construed as being applicable to liability for damages arising out of bodily injury to any person or damage to property of others resulting from the sole negligence of the State of Michigan, its departments, commissions, boards, agencies, officers or employees. The Lessee agrees to maintain minimum policy limits in the amount of One Million Dollars single limit liability for property damage and bodily injury;

d. Contractual Liability and Personal Liability Insurance for defense and settlement expenses that may arise from the Lessee's assumption of liability on behalf of the State to the extent that such kinds of contractual liability are insurable in connection with and subject to limits of liability not less than for general liability insurance set forth in paragraph c., above;

e. Medical Payments Insurance, in conjunction with Comprehensive General Liability Insurance, to pay to or for any person, other than the Lessee's employees, all reasonable medical expenses incurred within one year from the date of accidental injury arising out of a condition in the Lessee's premises or operations with respect to which the Lessee has general bodily injury liability insurance, and with limits not less than \$1,000 each person and \$5,000 each accident.

The insurance required shall be in force during the period of this lease and shall be written for not less than the limits of liability specified above. Certificates of Insurance acceptable to the Department of Natural Resources shall be delivered to the Lessor prior to the Lessee's occupancy of the premises. The certificates shall contain a provision that coverages afforded under the policies will not be modified or cancelled without at least thirty days written notice to the Department.

The Lessee may satisfy the insurance requirement by adding the State of Michigan and its several departments, commissions, boards, agencies, officers, and employees as additional insured on the existing Lessee insurance policy, as long as the above minimums are met and coverage is applicable to the leased premises.

11. Lessee agrees to reimburse Lessor for payments made by Lessor for special tax assessments levied against the property. Said payments shall be made by Lessee, which claim shall be submitted by regular mail. Failure by Lessee to promptly reimburse Lessor for said payments shall constitute a breach of this Lease Agreement and entitle Lessor to damages as outlined in Section 14 hereof.

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12. Lessee agrees that it shall not assign, transfer, or sublet this lease, wholly or partially, without the prior written consent of the Lessor. Lessee shall not permit any commercial operations of the Lessor. Lessee shall not permit any commercial operations to be located on the premises without the prior written consent of the Lessor.

13. Lessee agrees that the premises demised by this Lease shall be open to all persons on an equal basis and that Lessee will not discriminate against any person desiring to use the premises because of race, color, religion, national origin, or ancestry.

14. Lessee agrees that if it shall violate any of the covenants, agreements, or similar undertakings contained in this lease, at the discretion of Lessor the lease may be considered breached and Lessor shall have such remedies available to it as may be set forth in this lease or as are available at law. Lessor may immediately, at any time and after declaring the Lease terminated, re-enter the premises and remove all persons and property therefrom either by summary proceedings or by any suitable action or proceedings, and on such re-entry all rights of Lessee of persons or entities holding under shall end.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, the day and date first above written.

WITNESSES:

Norma J. Hanson

INGHAM COUNTY BOARD OF COMMISSIONERS

BY: [Signature]  
BY: [Signature]

Notary: Sharon Rogers

County: \_\_\_\_\_

My Commission Expires SHARON ROGERS  
Notary Public, Ingham County, MI  
My Comm. Expires Jan. 24, 1991

WITNESSES:

Bruce Walke  
Marie E. Reynolds

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

BY: Judith A. Wheeler

STATE OF MICHIGAN)

)

COUNTY OF INGHAM )

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On this, the 5th day of December, A.D., 1989, before me, a Notary Public for Eaton County, personally appeared Bruce M. Walker to me, known to be the same person described in and who executed the within instrument, who acknowledged the same to be the free act and deed of the Natural Resources Department.

Earlene F. Gann

Notary: Earlene F. Gann

County: Eaton, Acting in Ingham

My Commission Expires: 8-13-91

Prepared by: Bruce Walker  
DNR-Recreation Division  
Box 30028  
Lansing, MI 48909

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT  
FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT #TF23-0142 – RIVERBEND  
NATURAL AREA IMPROVEMENTS**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$300,000 for the grant application titled Burchfield Park – Riverbend Natural Area Access Improvements #TF23-0142 to the Michigan Natural Resources Trust Fund Grant for accessibility improvements throughout the Riverbend Natural Area for people of all abilities at Burchfield Park; and

WHEREAS, these improvements will include removing and replacement of existing stairs/dock leading down to Grand River, remove and replace a new bridge over Peppermint Creek, new fishing pier, new 6-foot wide paths, new Americans with Disabilities Act (ADA) accessible parking spaces and amenities; and

WHEREAS, \$210,000 in matching funds will come from the Trails and Parks Millage line item 228-62800-967000-TR090 previously approved by Resolution #23-130.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the agreement for Grant #TF23-0142 for accessibility improvements at Burchfield Park as received from the Michigan Department of Natural Resources (Department), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide two hundred and ten thousand (\$210,000) dollars to match the grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to make available the project amount of \$300,000 from the Michigan Department of Natural Resources Trust Fund Grant in line item 228-62800-967000-TR090.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$210,000 for the remainder of the financial commitment (Resolution #23-130) from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR090.

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** November 19, 2024  
**SUBJECT:** Resolution to authorize a contract with Matrix Consulting Engineers, Inc. for an energy efficiency lighting study, design and recommendations within the Ingham County Parks  
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

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**BACKGROUND**

Ingham County established net-zero County operations by 2040 goal in 2021 and began working towards this goal by conducting a comprehensive energy audit of County Facilities, including County Parks Departments facilities and exterior lighting infrastructure. The energy audit evaluated the County’s energy optimization needs and informed deliberation and decisions regarding energy use and was completed in 2022. The County has been working throughout 2023 and 2024 to implement and develop implementation plans for recommendations included in the audit. Regarding Parks Department facilities and infrastructure, the Energy Audit’s recommended energy conservation measured largely included upgrading exterior lighting fixtures to Light Emitting Diodes (LEDs). The Board of Commissioners approved funding for an energy efficiency lighting study within the Ingham County Parks in the 2024 budget, this is the first phase of that outcome.

**ALTERNATIVES**

The alternative is not to complete the study, design and recommendations.

**FINANCIAL IMPACT**

Matrix Consulting Engineers, Inc., a registered-local vendor, was the lowest responsive bid and was scored the highest by staff in compliance with the Ingham County Purchasing Policy. The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Matrix Consulting Engineers, Inc. for the base bid \$15,450, and a contingency not to exceed \$3,550 for a total not to exceed \$19,000. The remaining funds in this CIP line will be utilized for the first phase of implementation of upgrades and replacements of efficient lighting determined by the study. There are funds available in line item 228-75999-973190-24P07.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their November 18, 2024 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Matrix Consulting Engineer, Inc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MATRIX CONSULTING ENGINEERS, INC.  
FOR AN ENERGY EFFICIENCY LIGHTING STUDY, DESIGN AND RECOMMENDATIONS  
WITHIN THE INGHAM COUNTY PARKS**

WHEREAS, Ingham County has set a goal to reach net-zero carbon emissions in its operations by 2040; and

WHEREAS, Ingham County began working towards this goal by conducting a comprehensive energy efficiency lighting study within the Ingham County Parks; and

WHEREAS, the energy audit evaluated the County's every optimization needs and informed deliberation and decision regarding energy use; and

WHEREAS, the energy audit recommended energy conservation measures largely including upgrading exterior lighting fixtures to Light Emitting Diodes (LEDs); and

WHEREAS, after careful review and evaluation of the proposals received, the Staff Evaluation Committee recommends that a contract be awarded to Matrix Consulting Engineers.

WHEREAS, that there are funds available in line item 228-75999-973190-24P07.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Matrix Consulting Engineers, Inc. for the base bid in the amount of \$15,450 for an energy efficiency lighting study, design and recommendations within the Ingham County Parks.

BE IT FURTHER RESOLVED, a contingency not to exceed \$3,550 be authorized, for a total not to exceed \$19,000.

BE IT FURTHER RESOLVED, that the remaining funds in this CIP line will be utilized for the first phase of implementation of upgrades and replacements of efficient lighting determined by the study.

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

**TO:** Board of Commissioners Human Services and Finance Committees

**FROM:** Tim Morgan, Parks Director

**DATE:** November 19, 2024

**SUBJECT:** Resolution to authorize a contract with MI Imagery for fabricating and installing main entrance signs for the Ingham County Parks Department  
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for fabricating and installing new park main entrance signs throughout the Ingham County Parks system. The Parks Department will be utilizing funding from various grant projects already approved in the past.

The evaluation committee recommends that the contract be awarded to MI Imagery. It’s anticipated that all work with this project will be completed no later than May 23, 2025.

The park entrance signs to be fabricated and installed are as follows:

	Location	Cost	Upgrade to Commercial Solar Lighting	Total
1	Lake Lansing Boat Launch	\$29,968.55	\$600	\$30,568.55
2	Lake Lansing Park North	\$29,968.55	\$600	\$30,568.55
3	Lake Lansing Park South Sign 1	\$29,968.55	\$600	\$30,568.55
4	Lake Lansing Park South Sign 2	\$29,968.55	\$600	\$30,568.55
5	Hawk Island Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
6	Riverbend Natural Area	\$29,968.55	\$600	\$30,568.55
7	Burchfield Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
8	Lake Lansing South Portal Sign	\$39,981.00	1,722.50	\$41,703.50
				\$250,283.35

**ALTERNATIVES**

Signage is an important tool for helping people navigate and fully experience an area. Well placed entrance signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Signage is needed by Ingham County visitors and residents to navigate the area if they are unfamiliar with the area. The alternative is to not complete the project.

**FINANCIAL IMPACT**

The cost to replace the park’s main entrance signs throughout the Ingham County Parks system would be \$250,283.35 with a contingency not to exceed \$12,514.17 for a total not to exceed of \$262,797.52. They will be funded from three current grants and monies left over from Hawk Island Parks three grant projects millage match dollars and from Lake Lansing South pedestrian entrance upgrades (Resolution #24-495). No additional Trails & Parks millage dollars will be necessary.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their November 18, 2024 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with MI Imagery.

TO: Timothy Morgan, Director, Parks Department  
FROM: Kristen Romo, Director of Purchasing  
DATE: July 18, 2024  
RE: Memorandum of Performance for RFP No. 176-24 Fabricating and Installing Signage for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from experienced vendors for the purpose of entering into a contract for fabricating and installing new signage throughout the Ingham County Parks system.

The scope of work includes, but is not limited to, fabricating, installing, and furnishing all necessary labor, equipment, and materials required for the complete installation of signs for Ingham County Parks Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	38	8
Vendors nonresponsive – missing forms	1	0
Vendors responding	1	1

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name:	MI Imagery	Praise Sign Company
Local Preference:	Yes, Lansing MI	
Bid Bond	Yes	
<b><i>Base Bid - Park Entrance Signs</i></b>	<b><i>Cost</i></b>	<b><i>Cost</i></b>
Lake Lansing Boat Launch	\$30,568.55	Nonresponsive - Missing Forms
Lake Lansing Park North	\$30,568.55	
Hawk Island Park	\$27,868.55	
Riverbend Natural Area	\$30,568.55	
<b>Total Base Bid Cost</b>	<b>\$119,574.20</b>	
<b><i>Alternate Bid</i></b>		
Bunker Road Lansing Entrance Sign	\$29,968.55	
Burchfield Park Entrance Sign	\$27,868.55	
McNamara Landing Entrance Sign	\$29,968.55	
Lake Lansing Park South Entrance Sign - Qty. 2	\$61,137.10	
Lake Lansing Park South Portal Sign	<del>\$49,380.90</del> <b>\$41,703.50*</b>	
<b>Total Alternate Cost</b>	<b>\$190,646.25</b>	
<b>Base Bid + Alternate Cost</b>	<b>\$310,220.45</b>	
Number of Days ARO for Shipment of Signs	60-80 days	

Alternative Pricing  
Structure - See Packet

\*Price changes due to different options chosen, see Post-Bid Addendum 3

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MI IMAGERY FOR FABRICATING AND  
INSTALLING PARK MAIN ENTRANCE SIGNS FOR THE INGHAM COUNTY  
PARKS DEPARTMENT**

WHEREAS, the Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for fabricating and installing new park main entrance signs throughout the Ingham County Parks system; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to MI Imagery; and

WHEREAS, the park entrance signs to be fabricated and installed are as follows:

	<b>Location</b>	<b>Cost</b>	<b>Upgrade to Commercial Solar Lighting</b>	<b>Total</b>
1	Lake Lansing Boat Launch	\$29,968.55	\$600	\$30,568.55
2	Lake Lansing Park North	\$29,968.55	\$600	\$30,568.55
3	Lake Lansing Park South Sign 1	\$29,968.55	\$600	\$30,568.55
4	Lake Lansing Park South Sign 2	\$29,968.55	\$600	\$30,568.55
5	Hawk Island Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
6	Riverbend Natural Area	\$29,968.55	\$600	\$30,568.55
7	Burchfield Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
8	Lake Lansing South Portal Sign	\$39,981.00	1,722.50	\$41,703.50
				\$250,283.35

;and

WHEREAS, the funds for this contract are allocated in the Trails and Parks Millage funds under the appropriate project lines.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with MI Imagery for a cost of \$250,283.35 with a contingency not to exceed \$12,514.17 for a total not to exceed of \$262,797.52 for the following signs:

	<b>Location</b>	<b>Cost</b>	<b>Upgrade to Commercial Solar Lighting</b>	<b>Total</b>
1	Lake Lansing Boat Launch	\$29,968.55	\$600	\$30,568.55
2	Lake Lansing Park North	\$29,968.55	\$600	\$30,568.55
3	Lake Lansing Park South Sign 1	\$29,968.55	\$600	\$30,568.55
4	Lake Lansing Park South Sign 2	\$29,968.55	\$600	\$30,568.55
5	Hawk Island Park (Hardwire)	\$27,868.55	N/A	\$27,868.55

6	Riverbend Natural Area	\$29,968.55	\$600	\$30,568.55
7	Burchfield Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
8	Lake Lansing South Portal Sign	\$39,981.00	1,722.50	\$41,703.50
				\$250,283.35

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** November 19, 2024  
**SUBJECT:** Amendment to the contract with Spicer Group, Inc. for Burchfield cabins – Land and Water Grant scope change  
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

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**BACKGROUND**

The County received a 2021 Land and Water Conservation Fund grant from the Michigan Department of Natural Resources for improvements at Burchfield Park. The Purchasing Department solicited proposals for prime professional services. The Board of Commissioners approved Resolution #22-522 authorizing a contract with Spicer Group, Inc. for prime professional services for various projects. Due to a scope change with grant #26-01860 (Burchfield Park – McNamara Landing), the Ingham County Parks Department would like to amend the contract with Spicer Group, Inc. for their continued services to implement this scope change.

**ALTERNATIVES**

The alternative is to not do the project and give back the \$500,000 to the Department of Natural Resources.

**FINANCIAL IMPACT**

Original Resolution # authorizing funding	Soil Borings	Previous contract amount for prime professional services	Total of previous contract before contingency	Contingency	Additional requested amount	Amended contract amount
#22-433	\$14,200	\$45,600	\$59,800	\$6,840	\$104,900	\$171,540

Line Item: 228-62800-967000-TR089

**STRATEGIC PLANNING IMPACT**

This Resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their November 18, 2024 meeting.

**RECOMMENDATION**

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

**PRELIMINARY ESTIMATE OF COST**  
**BURCHFIELD - McNAMARA CABINS/PATH (Asphalt Path)**  
**INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$9,900.00	\$9,900.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$12,500.00	\$12,500.00
3.	1,300	Cu. Yds.	Site Preparation/Excavation/Rough Grading	\$60.00	\$75,500.00
4.	1	Lump Sum	Site Clearing	\$28,500.00	\$28,500.00
5.	1	Lump Sum	Removal of Existing Boat Dock (by County)	\$0.00	\$0.00
6.	210	Tons	Path, HMA, 2.5" depth, 8' wide	\$200.00	\$42,000.00
7.	1,460	Sq. Yds.	Crushed Limestone, C.I.P., 8" depth	\$20.00	\$29,200.00
8.	240	Lin. Ft.	12" RCP Culverts	\$100.00	\$24,000.00
9.	3	Each	Cabin, approx 400 SF, w/ aggregate pad, including furnishings	\$65,000.00	\$195,000.00
10.	1	Lump Sum	Solar Power & Equipment	\$75,000.00	\$75,000.00
11.	1	Lump Sum	Restroom Renovations (include shower)	\$120,000.00	\$115,000.00
12.	3	Each	Picnic Table, ADA	\$3,500.00	\$10,500.00
13.	3	Each	Fire Pit	\$1,500.00	\$4,500.00
14.	2	Each	Swing Gates	\$3,750.00	\$7,500.00
15.	2,100	Sq. Ft.	Concrete Paving, 4", non-reinforced	\$22.00	\$46,200.00
16.	1	Lump Sum	Dock with Boat Slips	\$100,000.00	\$100,000.00
17.	75	Lin. Ft.	Mobi-Mat ( installed <i>by County</i> )	\$100.00	\$4,000.00
18.	1	Lump Sum	Landscaping (Native Plants)	\$21,000.00	\$21,000.00
19.	1	Lump Sum	Site Restoration & Cleanup	\$24,800.00	\$24,800.00
20.	1	Each	DNR Recognition Plaque	\$400.00	\$400.00
21.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$9,800.00
				<b>SUBTOTAL</b>	<b>\$835,300.00</b>
				<b>Engineering</b>	
				Topographical Survey	\$7,500.00
				Geotechnical	\$7,500.00
				Final Design	\$54,700.00
				Permitting	\$12,000.00
				Bidding	\$2,500.00
				Grant Administration	\$2,200.00
				Construction Administration	\$18,500.00
				Amount Spent to Date	\$59,800.00
				<b>TOTAL PRELIMINARY ESTIMATE OF COST</b>	<b>\$1,000,000.00</b>

9/12/2024

P:\Proj2022\133105A-2022 - Ingham Co - Burchfield Cabins Trail\Design\Preliminary Estimate of Costs\PEC\_NewLocation



**PRELIMINARY ESTIMATE OF COST  
BURCHFIELD - CABINS/PATH  
INGHAM COUNTY, MICHIGAN**

Est. Qty.	Unit	Description	Amount
1	Lump Sum	PERMITS	\$9,900.00
1	Lump Sum	TRAIL 8' WIDE OR MORE	\$164,300.00
1	Lump Sum	CABIN(S)	\$249,200.00
1	Lump Sum	FISHING PIER OR DOCK	\$111,200.00
<del>1</del>	<del>Lump Sum</del>	<del>CANOE/KAYAK LAUNCH OR RAMP</del>	
1	Lump Sum	PICNIC TABLE(S)	\$29,500.00
1	Lump Sum	FIRE PIT(S)	\$23,500.00
1	Lump Sum	LANDSCAPING	\$45,800.00
1	Lump Sum	SIGNAGE	\$400.00
1	Lump Sum	UTILITIES	\$75,000.00
1	Lump Sum	RESTROOM BUILDING	\$115,000.00
1	Lump Sum	FENCING	\$7,500.00
1	Lump Sum	BEACH ACCESS MAT	\$4,000.00
SUBTOTAL			\$835,300.00
Engineering			\$164,700.00
TOTAL PRELIMINARY ESTIMATE OF COST			\$1,000,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #22-522 TO AMEND THE CONTRACT WITH SPICER GROUP, INC. FOR BURCHFIELD CABINS – LAND AND WATER GRANT SCOPE CHANGE**

WHEREAS, the Ingham County Board of Commissioners previously approved Resolution #22-522, authorizing a contract with Spicer Group, Inc. for prime professional services; and

WHEREAS, an amendment to the scope of work is required for the Department of Natural Resources Land and Water grant #26-01860; and

WHEREAS, continued professional services are necessary to implement the revised scope of work associated with this grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves authorizes an amendment to the contract with Spicer Group, Inc. to increase the contract amount by \$104,900, for a total amended contract value of \$213,400 to provide prime professional services including those services related to the updates at Burchfield Park cabins (McNamara Landing).

BE IT FURTHER RESOLVED, all other terms and conditions of Resolution #22-522 remain in effect.

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

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

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

**DATE:** November 12, 2024

**SUBJECT:** FY25 State of Michigan Master Agreement Amendment #1

For the Meeting Agendas of December 2, 2023 and December 4, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmit State and Federal funds to Ingham County to support public health programs. The Board of Commissioners (BOC) approved the 2024 – 2025 Master Agreement through Resolution #24-452.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this increased support will increase the FY '25 original grant agreement from \$9,194,461 to \$9,992,117 an increase of \$797,656. The revised resolution makes the following specific changes to the budget:

- Family Planning Services Program: increase of \$350,000 from \$492,168 to \$842,168
- Hearing - East Lansing Public High School (ELPHS): increase of \$67,828 from \$67,809 to \$135,637
- HIV Prevention-Forest Community Health: decrease of \$37,000 from \$137,000 to \$100,000
- Nurse Family Partnership Services: increase of \$91,316 from \$788,300 to \$879,616
- Oral Health-Kindergarten Assessment: increase of \$27,563 from \$67,273 to \$94,836
- Public Health Emergency Preparedness October 1 to June 30: increase of \$4,594 from \$113,318 to \$117,912
- Regional Perinatal Care System: increase of \$175,526 from \$305,155 to \$480,681
- Vision ELPHS: increase of \$67,829 from \$67,808 to \$135,637
- Local Health Department (LHD) Sharing Support: increase of \$50,000 from \$0 to \$50,000

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2023 – 2024 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT**

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

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

WHEREAS, MDHHS and ICHD have entered into a 2024-2025 Master Agreement authorized in Resolution #24-452; and

WHEREAS, MDHHS has proposed Amendment #1 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2024-2025 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

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

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$9,194,461 to \$9,992,117 an increase of \$797,656.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Family Planning Services Program: increase of \$350,000 from \$492,168 to \$842,168  
Hearing - East Lansing Public High School (ELPHS): increase of \$67,828 from \$67,809 to \$135,637  
HIV Prevention-Forest Community Health: decrease of \$37,000 from \$137,000 to \$100,000  
Nurse Family Partnership Services: increase of \$91,316 from \$788,300 to \$879,616  
Oral Health-Kindergarten Assessment: increase of \$27,563 from \$67,273 to \$94,836  
Public Health Emergency Preparedness October 1 to June 30: increase of \$4,594 from \$113,318 to \$117,912  
Regional Perinatal Care System: increase of \$175,526 from \$305,155 to \$480,681  
Vision ELPHS: increase of \$67,829 from \$67,808 to \$135,637  
Local Health Department (LHD) Sharing Support: increase of \$50,000 from \$0 to \$50,000

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

BE IT FURTHER RESOLVED that the Health Officer, Dr. Adenike Shoyinka. MD, MPH, or her designee, is authorized to submit the 2024-2025 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners' Human Services and Finance Committees

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

**DATE:** October 17, 2024

**SUBJECT:** Authorization to Accept MDHHS Family Planning Funds

For the Meeting Agendas of December 2 and December 4, 2024

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept additional Michigan Department of Health & Human Services (MDHHS) Family Planning funding effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000. This funding is considered "Performance Pay" to recognize efforts in meeting or exceeding performance caseload targets from the Calendar Year 2023.

**ALTERNATIVES**

If we do not authorize this resolution, we will be unable to accept the funds.

**FINANCIAL IMPACT**

This Family Planning FY25 grant funding of \$350,000, along with the Family Planning FY25 allocation of \$492,168 will bring the year's total allocation total to \$842,168.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with MDHHS to accept funds from MDHHS for Family Planning effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FY2025 FAMILY PLANNING FUNDS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept additional Michigan Department of Health & Human Services (MDHHS) Family Planning funding effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000; and

WHEREAS, this funding is considered "Performance Pay" to recognize efforts in meeting or exceeding performance caseload targets from Calendar Year 2023; and

WHEREAS, the grant amount detailed in the agreement for the delivery of family planning services will be available January 1, 2025 through September 30, 2025 in the amount of \$350,000 and is included in the FY 2025 CHC Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting MDHHS funds to enhance and expand access family planning services, effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes accepting MDHHS funds to enhance and expand access family planning services, effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees

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

**DATE:** October 18, 2024

**SUBJECT:** Authorization to Accept Funding from the Office of Refugee Resettlement  
For the Meeting Agendas of December 2 and December 4, 2024

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept \$497,130 per year in funding from the Office of Refugee Resettlement (ORR), effective September 30, 2024 through September 29, 2028. These funds will be used to support the successful resettlement and integration of trauma-affected refugees and other Ingham County residents eligible for ORR refugee program services. Recipients will provide holistic and integrated trauma assistance services to underserved refugees and other eligible newcomers, including case management, health, psychological, and social adjustment services.

**ALTERNATIVES**

By not entering into this agreement, ICHD would forfeit critical health care services provided to trauma-affected refugees within Ingham County.

**FINANCIAL IMPACT**

This agreement will be covered by the STAR Project budget in an amount not to exceed \$497,130 per year, totaling \$1,988,520 by the end of the grant project (September 29<sup>th</sup> 2028).

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting \$497,130 in funding per year from ORR for the successful resettlement and integration of trauma-affected refugees and other eligible Ingham County residents for the ORR refugee program services, effective September 30, 2024 through September 29, 2028.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FROM THE OFFICE OF REFUGEE RESETTLEMENT FOR  
THE STAR GRANT PROGRAM**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept \$497,130 in funding per year from the Office of Refugee Resettlement (ORR), effective September 30, 2024 through September 29, 2028; and

WHEREAS, these funds will be used to support the successful resettlement and integration of trauma-affected refugees and others eligible for ORR refugee program services; and

WHEREAS, recipients will provide holistic and integrated trauma assistance services to underserved refugees and other eligible newcomers, including case management, health, psychological, and social adjustment services; and

WHEREAS, there is no cost associated with this resolution; and

WHEREAS, the Ingham Community Health Center's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting funds from ORR, effective September 30, 2024 through September 29, 2028 in an amount not to exceed \$497,130 per year, totaling \$1,988,520 by the end of the grant project (September 29, 2028).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from ORR, effective September 30, 2024 through September 29, 2028 in an amount not to exceed \$497,130 per year, totaling \$1,988,520 by the end of the grant project (September 29, 2028).

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

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

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

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

**DATE:** November 7, 2024

**SUBJECT:** Authorization to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the Azara Patient Outreach Campaign Module, Uniform Data System Engagement and Uniform Data System Validation, and Data Mapping Services

For the Meeting Agendas of December 2 and December 4, 2024

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**BACKGROUND**

Ingham County Health Department’s (ICHHD) Ingham Community Health Centers (IHCs) wish to amend Resolution #17-163 with Azara Healthcare through the agreement with the Michigan Primary Care Association (MPCA) to purchase the Azara Patient Outreach (APO) Campaign Module (\$9,000/annually), Uniform Data System (UDS) Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1, and \$10,000 for subsequent years effective upon approval through December 31, 2027.

The APO Campaign Module will deliver patient outreach messages and collect patient responses as defined by campaign entry and exit criteria to address gaps in clinical care. In addition to the APO Campaign Module, as ICHC is required to perform annual UDS reporting to the Health Resources and Services Administration (HRSA), the UDS Engagement and UDS Data Validation and Data Mapping services will provide an analysis of ICHC’s UDS numbers including in-depth validation, addressing data errors, and highlighting care gaps and surface opportunities for workflow improvement.

**ALTERNATIVES**

Azara Healthcare is ICHC’s current vendor for data reporting and visualization, and while recommended by MPCA, is therefore the preferred solution and service vendor.

**FINANCIAL IMPACT**

The cost of the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) is a total amount not to exceed \$30,000 Year 1, and will be covered by the Quality Improvement Award: UDS Patient-Level Submission (QIA: UDS+) approved through Resolution #24-410. The recurring annual cost of \$10,000 for the APO Campaign Module will be covered by general operating funds and will be effective upon approval through December 31, 2027.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #17-163 WITH AZARA HEALTHCARE AND MICHIGAN PRIMARY CARE ASSOCIATION TO PURCHASE THE AZARA PATIENT OUTREACH CAMPAIGN MODULE, UNIFORM DATA SYSTEM ENGAGEMENT, AND UNIFORM DATA SYSTEM VALIDATION AND DATA MAPPING SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Ingham Community Health Centers (ICHCs) wish to amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association (MPCA) to purchase the Azara Patient Outreach (APO) Campaign Module, Uniform Data System (UDS) Engagement, and UDS Data Validation and Data Mapping Services for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027; and

WHEREAS, the APO Campaign Module will deliver patient outreach messages and collect patient responses as defined by campaign entry and exit criteria to address gaps in clinical care; and

WHEREAS, ICHC is required to perform annual UDS reporting to the Health Resources and Services Administration (HRSA); and

WHEREAS, the UDS Engagement and UDS Data Validation and Data Mapping services will provide an analysis of ICHC's UDS numbers, including in-depth validation while addressing data errors, and highlighting care gaps and surface opportunities for workflow improvement; and

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

WHEREAS, the cost of the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) in a total amount not to exceed \$30,000 Year 1, and will be covered by the Quality Improvement Award: UDS Patient-Level Submission (QIA: UDS+) approved through Resolution #24-410; and

WHEREAS, the recurring annual cost of \$10,000 for the APO Campaign Module will be covered by general operating funds and will be effective upon approval through December 31, 2027; and

WHEREAS, the ICHC's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a cumulative amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

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

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING FLORENSIO HERNANDEZ FOR SERVICE AS AN INGHAM  
COMMUNITY HEALTH CENTER BOARD MEMBER**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to honor Floren시오 Hernandez for his exemplary service as a CHC board member; and

WHEREAS, the Ingham County Board of Commissioners acts as co-applicant with the Ingham Community Health Centers (ICHC) Board of Directors for the governance and oversight of the Federally Qualified Health Center through ICHD; and

WHEREAS, Floren시오 Hernandez has served as chair of the Membership Committee, Executive Director Evaluation Committee, and Allen Neighborhood Artwork Ad Hoc Committee, and as member of the Membership, Finance and Homeless Healthcare Committees; and

WHEREAS, Floren시오 lead efforts in the Ingham County COVID-19 Racial Disparities Project, and Latinx outreach for the Board; and

WHEREAS, Floren시오 Hernandez has honorably completed his CHC Board term in said positions and has contributed with integrity and commitment to ICHC's mission during his term; and

WHEREAS, the Medical Health Officer, the ICHC Board of Directors and the Executive Committee wish to recognize Floren시오's dedication and service as an ICHC board member and committee chair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Floren시오 Hernandez for his years of service and dedication as an ICHC board member, and committee chair.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation for Floren시오's contributions and for the lasting and positive impact he made during his years of dedicated service.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Floren시오 Hernandez continued success in all of his future endeavors.



Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING HOPE LOVELL FOR SERVICE AS AN INGHAM COMMUNITY HEALTH CENTER BOARD MEMBER**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to honor Hope Lovell for her exemplary service as a CHC board member; and

WHEREAS, the Ingham County Board of Commissioners acts as co-applicant with the Ingham Community Health Centers (ICHC) Board of Directors for the governance and oversight of the Federally Qualified Health Center through ICHD; and

WHEREAS, Hope Lovell served as Board Chairperson, as well as chairs of the Executive and Strategic Growth Committees, and a member of the Finance and Homeless Healthcare Committees; and

WHEREAS, as an ICHC Board Member, Hope Lovell has honorably completed her term in said positions and has contributed with integrity and commitment to ICHC's mission during her term; and

WHEREAS, the Medical Health Officer, the ICHC Board of Directors and the Executive Committee wish to recognize Hope's dedication and service as an ICHC Board Chairperson, member, and committee chair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Hope Lovell for her years of service and dedication as an ICHC Board Chairperson, member, and committee chair.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation for Hope's contributions and for the lasting, positive impact she made during her years of dedicated service.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Hope Lovell continued success in all of her future endeavors.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING KATREVA BISBEE FOR SERVICE AS AN INGHAM  
COMMUNITY HEALTH CENTER BOARD MEMBER**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to honor Katreva Bisbee for her exemplary service as a CHC board member; and

WHEREAS, the Ingham County Board of Commissioners acts as co-applicant with the Ingham Community Health Centers (ICHC) Board of Directors for the governance and oversight of the Federally Qualified Health Center through ICHD; and

WHEREAS, Katreva Bisbee served as Board Vice-Chair, Board Secretary, Racial Equity Task Force Liaison, chair of the Membership and Executive Director Evaluation Committees, member of Strategic Planning, Executive Director Evaluation and Executive Committees; and

WHEREAS, as an ICHC Board Member, Katreva Bisbee has honorably completed her term in said positions and has contributed with integrity and commitment to ICHC's mission during her term; and

WHEREAS, the Medical Health Officer, the ICHC Board of Directors and the Executive Committee wish to recognize Katreva's dedication and service as an ICHC Board Vice-Chairperson, secretary, member, and committee chair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Katreva Bisbee for her years of service and dedication as an ICHC Board Vice-Chairperson, secretary, member, and committee chair.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation for Katreva's contributions and for the lasting, positive impact she made during her years of dedicated service.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Katreva Bisbee continued success in all of her future endeavors.