

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
IRENE CAHILL  
CHRIS TRUBAC  
THOMAS MORGAN  
RACHEL WILLIS  
KARLA RUEST  
MONICA SCHAFER

**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, MAY 19, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

**Agenda**

Call to Order

Approval of the [May 05, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews – Housing Commission
2. Community Agencies – Resolution Approving Criteria for Evaluating 2026 Applications for [Community Agency Funding](#)
3. Potter Park Zoo – Resolution to Authorize a Purchase Order to [Alta Holding Company LLC](#)
4. Parks Department – Resolution to Accept the [DALMAC Fund Grant](#) for Burchfield Park
5. Health Department
  - a. Resolution to Authorize Waiving the Four Week Waiting Period to Fill a Vacant Community [Health Representative III](#) Position
  - b. Resolution to Authorize an Agreement with [Dr. Aaron Dora-Laskey](#) for Medication Assisted Treatment Physician Services
  - c. Resolution to Authorize Amendment #2 to the 2024 – 2025 [Emerging Threats Master Agreement](#) with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
6. Controller's Office – Resolution Updating [Various Fees for Human Services](#) Committee Departments for Services Provided by the County

Announcements

Public Comment

Adjournment

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

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

## HUMAN SERVICES COMMITTEE

May 5, 2025  
Draft Minutes

Members Present: Cahill, Willis, Ruest, and Schafer.

Members Absent: Tennis, Trubac, and Morgan.

Others Present: Treasurer Alan Fox, Scott Moles, Diana Bartlett, Joy Gleason, Morgan Feldpausch, Cynthia Wagner, Natalie Trotter, Jared Cypher, Anika Ried and others.

The meeting was called to order by Vice-Chairperson Cahill at 6:15 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

### Approval of the April 21, 2025 Minutes

VICE-CHAIRPERSON CAHILL STATED, WITHOUT OBJECTION, THE MINUTES FROM THE APRIL 21, 2025 HUMAN SERVICES COMMITTEE WERE APPROVED AS SUBMITTED. Absent: Commissioners Morgan, Tennis, and Trubac.

### Additions to the Agenda

#### Substitute

#### 7. Health Department

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

### Limited Public Comment

Scott Moles, Ingham County Resident, gave kudos to the Commissioners that produced Recycle Rama, as it was quite a project and they were happy they had been able to participate.

Vice-Chairperson Cahill clarified that the Health Department ran Recycle Rama, but the Board of Commissioners supported it.

Diana Bartlett, Housing Trust Fund Coordinator, stated they normally attended County Services Committee meetings, but wanted to introduce themselves and offer themselves up for any questions. Bartlett further stated the Housing Trust Fund had undergone expansion since the Fall of 2024, including expanding the Housing Trust Fund Board to include people with expertise on services for the unhoused population.

Bartlett stated that as a part of their efforts the Housing Trust Fund Board had started a monthly work group. Bartlett further stated the grant process and proposal for support services would accompany the work the Housing Trust Fund was doing to increase the supply of housing.

Bartlett stated they had learned that that stable housing was linked to providing support services in order to help people remain housed. Bartlett further stated that through the work group they had consulted with experts who worked with the population that needed support in order to maintain stable housing.

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

4. Environmental Sustainability Office – Resolution to Authorize a Contract with GT Environmental for the Development of a Materials Management Plan
6. Parks Department
  - a. Resolution to Authorize a Memorandum of Understanding with Meridian Township for a Deer Management Program at Lake Lansing Park North
7. Health Department
  - a. Resolution to Amend Resolution #17-163 with Azara DRVS Healthcare and Michigan Primary Care Association to Purchase the Azara DRVS Plug-In
  - b. Resolution to Authorize an Agreement with the Michigan Public Health Institute for the Service and Maintenance of the Maternal and Child Health Division Home Visiting Database
  - c. Resolution to Create a Full-Time Program Coordinator-Specialty Programs Position within the Community Health Centers
  - d. Resolution Honoring Lena Mack, Medical Assistant

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan, Tennis, and Trubac.

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

1. Interviews – Fair Board

Joy Gleason was interviewed for the Fair Board.

2. Environmental Affairs Commission – Environmental Affairs Commission Annual Report

Morgan Feldpausch, Environmental Sustainability Manager, provided an overview of the Environmental Affairs Commission Annual Report which was included in the agenda packet.

Commissioner Schafer asked for examples of how climate justice, racial equity, and economic fairness guided them.

Feldpausch stated that climate justice, for example, meant that some folks would be disproportionately affected by climate change based on where they lived or work, so the Environmental Affairs Commission was trying to consider that by doing targeted community engagement efforts in those communities. Feldpausch further stated, regarding racial equity and economic fairness, that they would get back to them with some specific examples.

Feldpausch stated that the economic transitions piece was something they had not gotten far into, but would be considered as they developed their Sustainability Action Plan in terms of ensuring they were looking at how economic transitions were disproportionate.

Commissioner Schafer asked if she could get a more in-depth explanation of what climate justice looked like in Ingham County and what areas they felt needed more climate justice. Commissioner Schafer further stated that when they were developing the Materials Management Plan (MMP), and there were areas that needed extra focus, that her district was in the rural part of the County and wanted to know where the focus would be.

Vice-Chairperson Cahill clarified that the Environmental Affairs Commission was working County-wide.

Feldpausch stated they were not really working on the MMP, but as far as climate justice went, they wanted to

highlight how the Sustainability Action Plan looked as whole County, and one way they were doing that was through a climate vulnerability assessment that would look at who would see the affects of the climate changing.

Commissioner Willis asked for clarification that what they saw was having stakeholder engagement related to checking the emissions inventory and other aspects of how energy usage may impact different areas of the County.

Feldpaush stated confirmation.

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

MOVED BY COMM. WILLIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION.

Commissioner Schafer asked for an update.

Alan Fox, Ingham County Treasurer, stated the total amount available in 2025 Millage was based on the 2024 taxes received and was a little over \$4.8 million. Treasurer Fox further stated the Housing Trust Fund had been taking the lead on how to budget that, and though this piece was different from what the Housing Trust Fund had done before, there was no other body looking at the Millage comprehensively.

Treasurer Fox stated that the Housing Trust Fund had established four work groups, and the group that developed this process was the largest with 20 to 25 people involved. Treasurer Fox further stated they were looking for a process to evaluate proposals and anticipated that they would have many more applications than there was money available, so one of the critical aspects of the evaluation was how the County money would be leveraging other funding sources.

Treasurer Fox stated that this proposal was similar to another that had already been passed by the Board of Commissioners. Treasurer Fox further stated they set up a timeline and process for the Housing Trust Fund to make recommendations to the Commissioners for what specific things they should spend the Millage Funds on.

Treasurer Fox stated the figure of \$4.8 million was their best guess of what the Millage revenue would be.

Commissioner Schafer asked, since they had issues with overruns on Trails and Parks Millage projects, how they would they handle any overruns or if they would allow them.

Treasurer Fox stated that the amount provided by the Board of Commissioners would be the limit and the expectation would be that it was only partial funding and would be up to non-profits or developers to find other sources for funding. Treasurer Fox further stated that services would be ongoing, and the expectation was that they would be back in future years for additional funding, which would be assessed at those times.

Treasurer Fox stated that over the four year period they would see changes with how they met the needs, and it had already come up in the Housing Trust Fund Board meetings where they agreed that more money would be needed in the following year as they saw cuts from the Federal Government. Treasurer Fox further stated they would eventually recommend \$1.5 million through the budget process for homelessness services, as they were only guessing what could happen to Federal Funding.

Commissioner Schafer asked if the resolution stated they would not cover any overruns.

Treasurer Fox stated the dollar amounts listed in the contracts would be all they received.

Commissioner Schafer asked for clarification that recipients would be eligible for distribution of up to 50 percent of their funds upon execution of the agreement and the remaining 50 percent may be requested after the first draw was accounted for and there was completed documentation of expenditures. Commissioner Schafer further asked if an organization would have the ability to apply if they did not have any funds up front to back them up, or if they would have to have a \$50,000 account.

Commissioner Schafer asked if these would be reimbursements or provided up-front.

Treasurer Fox stated that some of the money would come up-front, but if an organization was just starting out, they would likely not score high in the process, though they still saw the need for smaller organizations to be involved and they wanted to be in position to support them. Treasurer Fox further stated that the process was worded as “up to” and it would be up to the specifics of any particular contract, but many groups that they talked to were struggling because their other funding sources were reimbursement basis only.

Treasurer Fox stated they would recommend funding up-front to fill those gaps if it was for a known provider with a good track record of delivering, but each contract would be unique.

Commissioner Willis asked what types of organizations they were targeting with this process.

Treasurer Fox stated it was mainly non-profit partners and municipalities that had programs.

Commissioner Ruest asked if for-profits would be excluded.

Treasurer Fox stated they were not, but did not know of any for-profit organizations that worked in support services for the unhoused.

Discussion ensued regarding the process.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. Absent: Commissioners Morgan, Tennis, and Trubac.

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

MOVED BY COMM. WILLIS, SUPPORTED BY COMM. RUEST, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated she understood they were entering into the contract for \$189,600, and asked where was the funding coming from.

Jared Cypher, Deputy Controller, stated it would be the Zoo Millage Fund Balance.

Commissioner Schafer asked if that was over the amount of the grant.

Cynthia Wagner, Potter Park Zoo Director, stated the grant required a match and that amount would apply toward the match.

Commissioner Schafer asked what percent of match it was.

Wagner stated the match was 20 percent and this amount would apply toward that match.

THE MOTION CARRIED UNANIMOUSLY. Absent Commissioners Morgan, Tennis, and Trubac.

6. Parks Department

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

MOVED BY COMM. WILLIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION.

Commissioner Schafer asked if they used any funds that were not part of the Trails and Parks Millage or a grant.

Natalie Trotter, Trails and Parks Millage Coordinator, stated the whole purpose of the resolution was that they needed a resolution of approval for the Transportation Alternatives Program (TAP) Grant in order to have all the information in one place as requested by the Michigan Department of Transportation (MDOT). Trotter further stated the Millage was covering \$1,255,000 with an additional \$250,000 donation from the Hayhoe family.

Trotter stated they were also asking for \$2.5 million from the TAP Grant and \$2.7 million from Representative Elissa Slotkin's Community Project Funding, so nothing was coming from County funds.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan, Tennis, and Trubac.

- 8. Board Referral – A Letter from Michigan Immigrant Rights Center (MIRC) Seeking Funding for a Pilot Project in Service of Ingham County Community Members

VICE-CHAIRPERSON CAHILL STATED, WITHOUT OBJECTION, THE LETTER WOULD BE RECEIVED AND PLACED ON FILE.

Commissioner Willis asked if the letter would also be referred to the Finance Committee, or if it would be reasonable to do so.

Vice-Chairperson Cahill stated that anything involved with money would go to the Finance Committee anyway.

Discussion.

Cypher stated that if the Board of Commissioners was interested in exploring the request, they could ask the Controller's Office to find a funding source, but they would first need to figure out how much was being requested as they did not see an amount in the letter, and likely meet with the Michigan Immigrant Rights Center (MIRC).

Commissioner Schafer stated that as she read through the letter, she knew they were looking at cutbacks with housing, the cuts to the AmeriCorps positions, so she thought if they were even remotely thinking of this, she personally would not, especially with the aforementioned cuts and the hiring freeze. Commissioner Schafer further stated that she was much more in favor of just placing the letter on file.

COMM. SCHAFER MOVED TO PLACE THE LETTER ON FILE.

THE MOTION FAILED DUE TO LACK OF SUPPORT.

**Commissioner Ruest requested that the Controller's Office reach out to the MIRC to have them come before the Human Services Committee at a future meeting.**

Announcements

Commissioner Willis stated that on May 7, 2025 at 12:00 p.m., there would be a special Medicaid funding briefing to discuss how potential cuts at the Federal Government may impact Medicaid. Commissioner Willis further stated that registration was required to receive a link and folks could reach out to [simmonsk7@michigan.gov](mailto:simmonsk7@michigan.gov) to register.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:00 p.m.

# MAY 19, 2025 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

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

2. Community Agencies – *Resolution Approving Criteria for Evaluating 2026 Applications for Community Agency Funding*

This resolution approves criteria for evaluating 2026 Community Agency funding applications. The resolution emphasizes continued support for nonprofit organizations that help meet residents' basic needs—such as food, clothing, and shelter. Funding recommendations will be made by the Controller/Administrator, with no single agency receiving more than 10% of the total funds. The resolution also clarifies that submitting a proposal does not guarantee funding.

3. Potter Park Zoo – *Resolution to Authorize a Purchase Order to Alta Holding Company LLC*

This resolution approves a purchase order for Potter Park Zoo to buy an Avant 530 GT loader and related equipment from Alta Holding Company LLC for \$77,866.80. The purchase will be funded through a previously approved 2025 Capital Improvement Project budget.

4. Parks Department – *Resolution to Accept the DALMAC Fund Grant for Burchfield Park*

This resolution approves the acceptance of an \$11,779 DALMAC Fund Grant awarded to the Parks Department for Burchfield Park.

5. Health Department

- a. *Resolution to Authorize Waiving the Four Week Waiting Period to Fill a Vacant Community Health Representative III Position*

This resolution authorizes the immediate filling of a soon-to-be-vacant Community Health Representative III (CHR III) position in the Ingham County Health Department's Environmental Health Division (EHD), waiving the standard four-week waiting period. This decision was prompted by the fact that the EHD, which relies on two CHR III positions for public-facing services, will be left with only one newly hired CHR III (starting May 12, 2025) after the second current employee vacates their position on May 19, 2025.

Given that this vacancy arises during the EHD's busiest season, the delay in hiring would significantly hinder its ability to process food service licenses, conduct plan reviews, manage point-of-sale transactions, and issue well and septic permits. The Medical Health Officer recommended the waiver to ensure continuity and efficiency in service delivery.

The resolution allows the department to fill the position immediately, maintaining service quality and responsiveness, and authorizes the Board Chairperson to sign necessary documents, pending legal review.

- b. *Resolution to Authorize an Agreement with Dr. Aaron Dora-Laskey for Medication Assisted Treatment Physician Services*

This resolution approves an agreement with Dr. Aaron Dora-Laskey to provide Medication Assisted Treatment (MAT) physician services at the Birch Community Health Center. Dr. Dora-Laskey will work up to 8 hours per week (0.20 FTE) from June 1, 2025, through May 31, 2026. The contract will not exceed \$72,800 and will be funded by the Community Health Center operating budget.

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

This resolution approves an amendment to correct the funding amount in the 2024–2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services (MDHHS). The original




increase of \$35,714 was incorrect; the corrected total funding increase is \$160,714, raising the agreement total from \$530,872 to \$691,586. This adjustment specifically increases funding for COVID-19 mobile testing. The agreement period remains October 1, 2024 through September 30, 2025. The Health Officer or designee is authorized to submit the amendment electronically, and the Health Department's 2025 budget will be updated accordingly.

6. *Controller's Office – Resolution Updating Various Fees for Human Services Committee Departments for Services Provided by the County*

This resolution approves updates to various service fees for departments under the Human Services Committee, based on an annual review process led by the Controller's Office and guided by cost increases and previously established cost recovery targets. Fee changes are calculated using the U.S. Consumer Price Index and adjusted gradually when necessary to avoid steep increases. The new fees take effect on January 1, 2026, except for the Health Department (October 1, 2025), Park and Zoo winter seasonal fees, and Park Annual Passes (November 1, 2025). Additionally, the Zoo Director is authorized to offer up to a 50% admission discount during poor weather or construction that affects visitor experience, mainly during April and October.

**OTHER ITEMS:**

1. *Interviews – Housing Commission*

	DEPARTMENT: Controller/Administrator
PREPARED BY: Jared Cypher, Deputy Controller	MEETING DATE(S): May 19 and May 21, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution approving community agency funding criteria for 2026	

**ACTION REQUESTED:**

This resolution establishes the criteria by which each agency's application will be evaluated for the 2026 Community Agency funding process.

**SUMMARY OF REQUEST:**

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs" such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

**STRATEGIC PLAN RELEVANCE:**

This resolution supports the mission of improving the quality of life for Ingham County residents and working to ensure every person is treated with respect and dignity.

**DEPARTMENT MISSION RELATION:**

Providing high quality services in an efficient manner.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: N/A

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: Jared Cypher DATE: 05/02/2025

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING CRITERIA FOR EVALUATING 2026 APPLICATIONS  
FOR COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 50 applications requesting funding, with total requests of approximately \$750,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and


WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the 2026 community agency funding process, with priority given to those proposals that directly contribute to addressing the objective of "meeting basic needs" such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, that no agency shall receive more than 10% of the total available funding for community agencies in FY 2026.

BE IT FURTHER RESOLVED, that the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2026.

	DEPARTMENT: Potter Park Zoo
PREPARED BY: Brian Fisher, Zoo Deputy Director	MEETING DATE(S): May 19 & May 21
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Authorize a Purchase Order to Alta Holding Company LLC for the Purchase of an Avant 530 GT Loader and Associated Implements	

**ACTION REQUESTED:**

Authorization of a purchase order to Alta Holding Company LLC for the purchase of utility equipment, Avant 530 GT loader and associated implements, in the amount of \$77,866.80.

**SUMMARY OF REQUEST:**

Potter Park Zoo is in need of utility equipment to continue maintenance of 102 acres of Zoo and park land. A piece of utility equipment in the amount of \$90,259 was approved in the Zoo 2025 CIP budget. Quotes were requested using state contract pricing through Sourcewell contract #020223-AVT. The Zoo selected the Avant 530 GT loader based on its versatility and maneuverability in tight spaces.

**STRATEGIC PLAN RELEVANCE:**

This piece of utility equipment is necessary to maintain the Zoo and park grounds which allows the Zoo to provide educational and recreational opportunities for the community.

**DEPARTMENT MISSION RELATION:**

This piece of equipment is necessary to maintain Zoo and park grounds which is necessary to achieve our mission to inspire conservation of animals and the natural world.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$77,866.80

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_ N/A \_\_\_\_\_

CONTROLLER'S OFFICE: Janet Cypher DATE: 5/12/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO ALTA HOLDING COMPANY LLC**

WHEREAS, Potter Park Zoo is in need of utility equipment to maintain Zoo and park grounds; and


WHEREAS, Potter Park Zoo seeks to purchase an Avant 530 GT loader and associated implements from Alta Holding Company LLC at a cost of \$77,866.80 using Sourcewell Contract #020223-AVT; and

WHEREAS, a Capital Improvement Project (CIP) in the amount of \$90,259 was approved for the purchase of utility equipment in the 2025 Zoo budget; and

WHEREAS, sufficient funds are available in Zoo line item #25869900 978010 2501Z to cover the full cost of \$77,866.80 for the purchase of an Avant 530 GT loader and associated implements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Alta Holding Company LLC for the purchase of an Avant 530 GT and associated implements in an amount not to exceed \$77,866.80.

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

	DEPARTMENT: Parks Department
PREPARED BY: Natalie Trotter	MEETING DATE(S): May 19, 2025, May 21, 2025 & May 27, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Accepting DALMAC Fund grant for Burchfield Park	

**ACTION REQUESTED:**

Approval of a resolution authorizing the Ingham County Parks Department to accept a DALMAC Fund Grant for \$11,779 for Burchfield Park.

**SUMMARY OF REQUEST:**

In February of 2025, the Parks Department applied for the DALMAC Fund Grant for biking supplies for Burchfield Park. Parks Department received noticed that we were awarded \$11,779 DALMAC Fund grant on May 5, 2025 and will receive the funds on Thursday May 15, 2025 at the award event.

**STRATEGIC PLAN RELEVANCE:**

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

**DEPARTMENT MISSION RELATION:**

Maintain and improve existing park land, facilities, and features.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

Total Request/Contract Amount: \$11,779

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE: Janet Cypher DATE: 5/12/25



May 4, 2025

Natalie Trotter, Ingham County Parks & Trails Millage Coordinator  
Ingham County Parks Department  
121 E. Maple St., Suite 102  
Mason, MI 48854

Dear Natalie,

The DALMAC Fund Inc. has awarded Ingham County Parks Department \$11,779 in response to your request to bikes, trikes, helmets and fixit stations in Ingham County Parks, as described in your proposal.

Please provide the project completion video as outlined in the grant instructions at the completion of your project. We will send an updated video upload link.

DALMAC Fund checks will be presented on Thursday, May 15<sup>th</sup>, starting at 6:30 PM at Foster Community Center, 200 N. Foster Ave., Room 213, Lansing, MI 48912.

You may contact the DALMAC Fund Committee Chair, Steven Leiby at (517) 881-4137 or at [DALMACFund@BikeTCBA.org](mailto:DALMACFund@BikeTCBA.org), if you have any questions.

Sincerely,

*Patrick S. Kelley*  
PS

Patrick S. Kelley  
President

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Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE DALMAC FUND GRANT FOR BURCHFIELD PARK**

WHEREAS, the Ingham County Parks was awarded the DALMAC Fund Grant for Burchfield Park; and

WHEREAS, the award will provide new biking equipment, which will include new helmets, a bike fixit station, bikes, and signs; and


WHEREAS, the Park Department requests authorization to accept the grant in the amount of \$11,779.

THEREFORE BE IT RESOLVED, that the Board of Commissioner accepts the DALMAC Fund Grant for Burchfield Park total of \$11,779.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to create a new project number for the DALMAC Fund Grant award for Burchfield Park.

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



	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): May 19, May 20 and May 21, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to waive four week waiting period to hire a vacant Community Health Representative (CHR) III	

**ACTION REQUESTED:**

Ingham County Health Department's (ICHD's) Environmental Health (EHD) is requesting to waive the four-week waiting period for filling a vacant Community Health Representative III Position (CHR III).

**SUMMARY OF REQUEST:**

Ingham County Health Department (ICHD) wishes to waive the four-week waiting period to fill a vacant CHR III position. The CHR III position is one of two that is public facing for ICHD's EHD. This position provides administrative support for seventeen staff and a dozen programs. One of the two positions is currently vacant and will be filled May 12, 2025, and this second CHR III will be vacated effective May 19, 2025. As the EHD is entering the busiest time of the year, this vacancy will leave the EHD with only one new CHR III with minimal experience, and one vacant CHR III position. A delay in filling this position will have an immediate impact on the EHD's ability to provide service to the public by causing delays in food service licenses, plan reviews, point of sale transactions, well and septic permits, etc.

**STRATEGIC PLAN RELEVANCE:**

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1 - Strive to make facilities and services user-friendly b. Expand Medicaid enrollment activities throughout Ingham County. e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

**DEPARTMENT MISSION RELATION:**

The Ingham County Health Department's mission is to protect, improve, and advocate for the health and well-being of all Ingham County residents. A critical component of this mission is performed by our public facing administrative support staff as they process thousands of transactions every year for the Environmental Health Division and provide critical support to field staff and supervisors.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED \_\_\_\_\_ ☐ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**


Total Request/Contract Amount: N/A

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: \_\_\_\_\_

CONTROLLER'S OFFICE:  DATE: 5/12/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE WAIVING THE FOUR WEEK WAITING PERIOD TO FILL A  
VACANT COMMUNITY HEALTH REPRESENTATIVE III POSITION**

WHEREAS, Ingham County Health Department's (ICHD) Environmental Health Division (EHD) wishes to waive the four-week waiting period for filling a vacant Community Health Representative III Position (CHR III); and

WHEREAS, this CHR III position is one of two that is public facing for the Environmental Health Division (EHD); and

WHEREAS, one of the two positions are currently vacant and will be filled on May 12, 2025, and the second CHR III position will be vacated effective May 19, 2025; and


WHEREAS, as the EHD is entering the busiest time of the year, this additional vacancy will leave the EHD with only one new CHR III with very minimal experience; and

WHEREAS, a delay in filling this position will have an immediate impact on the EHD's ability to provide service to the public by causing delays in food service licenses, plan reviews, point of sale transactions, well and septic permits, and additional EHD services; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize filling the vacant CHR III position in the EHD without the four-week delay.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the filling of the CHR III position in the EHD without delay.

BE IT FURTHER RESOLVED, that filling this position will allow ICHD's EHD to provide service to the public in a timely and efficient manner during its busiest season.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 19 and May 21, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Agreement with Dr Dora-Laskey	

**ACTION REQUESTED:**

Authorization to enter into an agreement with Dr. Aaron Dora-Laskey for Medication Assisted Treatment (MAT) services at Birch Community Health Center (CHC).

**SUMMARY OF REQUEST:**

Ingham County Health Department's (ICHHD), Community Health Centers (CHCs) wish to enter into a service agreement with Dr. Aaron Dora-Laskey to provide Medication Assisted Treatment (MAT) physician services up to 8 hours per week or .20 FTE, at the Birch CHC location effective June 1<sup>st</sup>, 2025 through May 31<sup>st</sup>, 2026, in an amount not to exceed \$72,800.

**STRATEGIC PLAN RELEVANCE:**

This resolution supports Ingham County's Strategic Plan to provide high quality services in an efficient manner.

**DEPARTMENT MISSION RELATION:**

This resolution supports ICHHD's goal of protecting, improving and advocating for the optimum health and well-being of all Ingham County residents.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☐ MANDATED \_\_\_\_\_ ☒ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$72,800

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER'S OFFICE:** David Cypher **DATE:** 5/12/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DR. AARON DORA-LASKEY FOR  
MEDICATION ASSISTED TREATMENT PHYSICIAN SERVICES**

WHEREAS, Ingham County Health Department's (ICHD), Community Health Centers (CHCs) wish to enter into a service agreement with Dr. Aaron Dora-Laskey to provide Medication Assisted Treatment (MAT) physician services up to 8 hours per week, or .20 FTE, at the Birch Community Health Center (CHC) location, effective June 1, 2025 through May 31, 2026, in an amount not to exceed \$72,800; and

WHEREAS, MAT services are provided by ICHD's CHC's to treat patients facing opioid use disorder; and


WHEREAS, the cost of this agreement will not exceed \$72,800 and will be covered by the CHC Operating budget; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into a service agreement with Dr. Aaron Dora-Laskey to provide MAT physician services, up to 8 hours per week, or .20 FTE, at the Birch CHC location.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a service agreement with Dr. Aaron Dora-Laskey to provide MAT physician services, up to 8 hours per week, or 0.20 FTE, at the Birch CHC location.

BE IT FURTHER RESOLVED, that the service agreement shall be effective June 1, 2025 through May 31, 2026 in the amount not to exceed \$72,800.

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 19 and May 21, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Amend Resolution #25-119 with MDHHS for Amendment #2 to the Master Emerging Threats Agreement	

**ACTION REQUESTED:**

Authorization to Amend Resolution #25-119 with MDHHS for Amendment #2 to the Emerging Threats Master Agreement to correct the total increase amount from \$35,714 to \$160,714.

**SUMMARY OF REQUEST:**

The responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan. Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health. MDHHS and Ingham County Health Department (ICHD) entered into a 2024 – 2025 Emerging Threats Amendment #2 through Resolution #25-119, where the total increase amount was erroneously stated as \$35,714. ICHD wishes to amend Resolution #25-119 to correct the funding increase from \$530,872 to \$691,586, for a total increase of \$160,714.

**STRATEGIC PLAN RELEVANCE:**

This resolution supports Ingham County’s Strategic Plan to provide high quality services in an efficient manner.

**DEPARTMENT MISSION RELATION:**

This resolution supports ICHD’s goal of protecting, improving and advocating for the optimum health and well-being of all Ingham County residents.

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED \_\_\_\_\_ ☐ NON-MANDATED \_\_\_\_\_

**COST/FUNDING RECOMMENDATION:**

**Total Request/Contract Amount:** \$160,714

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

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

**GOVERNING/ADVISORY BOARD APPROVAL DATE:** \_\_\_\_\_

**CONTROLLER’S OFFICE:** David Cypher **DATE:** 5/12/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, MDHHS and Ingham County entered a 2024 – 2025 Emerging Threats Amendment #2 authorized through Resolution #25-119, where the total increase amount was erroneously stated as #35,714; and

WHEREAS, ICHD wishes to amend Resolution #25-119 with MDHHS for the Emerging Threats Master Amendment #2 to correct the funding increase from \$530,872 to \$691,586, for a total increase of \$160,714; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #25-119 with MDHHS for the Emerging Threats Master Amendment #2, to correct the funding increase from \$530,872 to \$691,586, for a total increase of \$160,714.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #25-119 to correct the funding increase from \$530,872 to \$691,586, for a total increase of \$160,714.

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

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

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$530,872 to \$691,586, for a total increase of \$160,714.

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

COVID-19 Mobile Testing: an increase of \$160,714 from \$125,000 to \$285,714.

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

BE IT FURTHER RESOLVED, that the Health Officer, Adenike Shoyinka, or her designee, is authorized to submit the 2024-2025 Emerging Threats Comprehensive Agreement Amendment #3 electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Human Services and Finance Committees

FROM: Ryan Chesney, Budget Analyst

DATE: May 6, 2025

SUBJECT: Resolution Updating Various Fees for the Human Service Departments for Services Provided by the County

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This resolution will authorize the adjustment of various fees for the Human Service Departments. These fees would be effective for all departments on January 1, 2026 with the exception of the Health Department, where new rates will be effective October 1, 2025, the Park and Zoo winter seasonal fees, and the Park Annual Passes which will be effective starting November 1, 2025. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department, which has been the process again for 2026. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from the Human Service Departments as part of the process of making these recommended adjustments. A full analysis of each fee was presented to the Human Services and Finance Committees at the previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$735,353 and will be recognized in the 2026 Controller Recommended Budget.

Please feel free to contact me if you have any questions regarding this information.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR HUMAN SERVICES COMMITTEE  
DEPARTMENTS FOR SERVICES PROVIDED BY THE COUNTY**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services, which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the Controller’s Office will be reviewing and making recommendations on a three-year rotation by Committee; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year, unless the Board of Commissioners agrees with the department’s recommendations and explanations; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various Human Service Department’s staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the attachments at the rates established effective January 1, 2026 with the exception of the Health Department, where new rates will be effective October 1, 2025, the Park and Zoo winter seasonal fees, and the Park Annual Passes which will be effective starting November 1, 2025.



BE IT FURTHER RESOLVED, that the Zoo Director is permitted to discount admission up to 50% due to weather or construction conditions that significantly impact visitor experience.

BE IT FURTHER RESOLVED, that the Zoo Director would use this authority sparingly for weather conditions, primarily in the shoulder seasons of April and October, as temperatures widely fluctuate in these months and there are often days when the animals cannot be on exhibit due to cold temperatures.

2026 County Fees Analysis  
Human Services Committee

ATTACHMENT  
A

Location of Service	Fee Description	2023 Fee	2026 Fee
<del>Comm. Health</del>	<del>GC Prob Tech</del>	<del>COST</del>	
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$16.00	\$18.00
Comm. Health	INS Vaccination Verif Form I-693	\$40.00	\$45.00
Comm. Health	Immuniz Record Copying Fee	\$5.00	\$5.00
Comm. Health	Compreh Envir Investigation	\$335.00	\$355.00
Comm. Health	Assessment of Home	\$140.00	\$150.00
Imm. Clinic	Internat'l Travel Consult	\$69.00	\$75.00
Imm. Clinic	Influenza - Mass Vacc. Clinic	market price	market price
Imm. Clinic NEW	TST TB skin test		\$20.00
HIV/STI Clinic NEW	CT/GC testing		\$30.00
Med Examiner	Cremation Permits	\$30.00	\$32.00
Med Examiner	Autopsy Report Copies (All Non-Family Members) we follow sparrow per contract	\$25.00	\$30.00
Env. Health	FOOD SERVICE SANITATION PROGRAM		
Env. Health	Food Service Establishment License Fee		
Env. Health	Category 1 (see definition below) - License Fee *	\$500.00	\$605.00
Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,025.00	\$1,255.00
Env. Health	Category 1 (see definition below) - New Owner/Eval	\$550.00	\$665.00
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$655.00	\$800.00
Env. Health	Category 2 (see definition below) - License Fee *	\$700.00	\$835.00
Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,400.00	\$1,745.00

Location of Service	Fee Description	2023 Fee	2026 Fee
Env. Health	Category 2 (see definition below) - New Owner/Eval	\$760.00	\$935.00
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$800.00	\$980.00
Env. Health	Category 3 (see definition below) - License Fee *	\$965.00	\$1,180.00
Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,100.00	\$2,500.00
Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,100.00	\$1,365.00
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,250.00	\$1,500.00
Env. Health	Mobile - License Fee *	\$400.00	\$465.00
Env. Health	Mobile - Full Plan Review	\$540.00	\$640.00
Env. Health	Mobile - New Owner/Eval.	\$450.00	\$530.00
Env. Health	STFU - License Fee * (state mandated fee)	\$152.00	\$152.00
Env. Health	STFU - Full Plan Review	\$540.00	\$640.00
Env. Health	STFU - New Owner/Eval	\$490.00	\$575.00
Env. Health	Temporary Food License	\$205.00	\$240.00
Env. Health	Seasonal Facilities - License Fee *	\$300.00	\$355.00
Env. Health	Type II Water Supply Program Monitoring Violation - initial violation	\$200.00	\$230.00
Env. Health	Type II Water Supply Program Monitoring Violation - subsequent violations	\$400.00	\$465.00
	Other Food Service Fees		
Env. Health	Late Fee for Food License effective 1st day after April 30th	\$145.00	\$170.00
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$215.00	\$250.00

Location of Service	Fee Description	2023 Fee	2026 Fee
Env. Health	Inspection fee for STFU (State Mandated Fee)	\$92.00	\$92.00
Env. Health	Construction/Remodeling that begins without approved plans (**)	\$850.00	\$1,020.00
Env. Health	Food Service plan review re-evaluation or re-submission	\$550.00	\$645.00
	Enforcement Food Service Program Fees		
Env. Health	Informal Hearing Fee (**)	\$1,250.00	\$1,530.00
Env. Health	Formal Hearing Fee (**)	\$1,250.00	\$1,530.00
Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$165.00	\$195.00
Env. Health	Fee for new owner operating without new license(**)	\$700.00	\$835.00
Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL		
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$425.00	\$495.00
Env. Health	Septic - new or repair permit for residential or commercial	\$900.00	\$1,000.00
Env. Health	Combined - well & septic	\$1,100.00	\$1,355.00
Env. Health	Septic - new/repair septic tank only	\$385.00	\$455.00
Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$470.00	\$550.00
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$540.00	\$640.00
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$425.00	\$500.00
Env. Health	Septic Evaluation - plan review for engineered system	\$340.00	\$400.00
Env. Health	NEW - Township Requested Evaluation	\$105.00	\$120.00
	BODY ART FACILITY PROGRAM		

Location of Service	Fee Description	2023 Fee	2026 Fee
Env. Health	License renewal	\$360.00	\$425.00
Env. Health	Full plan review	\$475.00	\$555.00
	CAMPGROUND INSPECTIONS		
Env. Health	Permanent Campground	\$460.00	\$535.00
Env. Health	Temporary Campground	\$205.00	\$240.00
	MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)		
Env. Health	Point of Sale - Application/Administrative processing fee	\$275.00	\$320.00
Env. Health	Point of Sale - On-site evaluation of well & septic	\$490.00	\$575.00
Env. Health	Point of Sale - Waste treatment evaluation	\$380.00	\$450.00
Env. Health	Point of Sale - Well evaluation	\$275.00	\$320.00
Env. Health	Point of Sale - inspector annual renewal fee	\$220.00	\$255.00
Env. Health	Point of Sale - 1 Year Extension NEW	\$105.00	\$120.00
	CHILD CARE & FOSTER CARE INSPECTIONS		
Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$310.00	\$365.00
	POOLS		
Env. Health	Pool Inspection	\$190.00	\$225.00
Env. Health	Additional pool at the same location	\$135.00	\$155.00
Env. Health	Re-inspection fee after violation	\$200.00	\$230.00
	TOBACCO & E-CIGARETTE		
Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$330.00	\$385.00
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$370.00	\$435.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$150.00	\$175.00

Location of Service	Fee Description	2023 Fee	2026 Fee
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$170.00	\$200.00
Env. Health	Tobacco & E - cigarette sales license vending machine	\$375.00	\$440.00
Env. Health	Temporary Tobacco License - Sampling Permit	\$150.00	\$175.00
Env. Health	Late Fee and/or failure to report change of ownership (**)	\$215.00	\$250.00
	POLLUTION PREVENTION PROGRAM (P2)		
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$80.00	\$95.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$160.00	\$190.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$160.00	\$190.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$260.00	\$305.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$245.00	\$285.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$390.00	\$460.00
Env. Health	Use hourly rate for Plan Review & Consultation		
	MISC FEES		
Env. Health	Hourly rate for services not specified in the fee schedule	\$110.00	\$125.00
Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$140.00	\$165.00
Env. Health	Sanitary Code appeal fee	\$140.00	\$165.00
Parks	Cancellation Fee (for all park reservations)	\$23.00	\$24.00
Parks	Parking/Vehicle Entrance Fees ****		

Location of Service	Fee Description	2023 Fee	2026 Fee
Parks	Resident Daily	\$3.00	\$5.00
Parks	Resident Annual	\$35.00	\$40.00
Parks	Non-Resident Daily	\$5.00	\$7.00
Parks	Non-Resident Annual	\$45.00	\$50.00
Parks	Shelters		
Parks	Winter Sports Building (100 Person Capacity) ****	\$110.00	\$120.00
Parks	<del>Winter Sports Building - reservation fee/non operational</del>	<del>\$33.00</del>	
Parks	Shelters - 60 Person Capacity ****		
Parks	Lake Lansing South Lakeview	\$85.00	\$90.00
Parks	Lake Lansing North Oak Knoll	\$85.00	\$90.00
Parks	Lake Lansing North Sandhill	\$85.00	\$90.00
Parks	Hawk Island Kestrel	\$85.00	\$90.00
Parks	Burchfield Deer Run	\$85.00	\$90.00
Parks	Burchfield Pine Knoll	\$85.00	\$90.00
Parks	Burchfield Southridge	\$85.00	\$90.00
Parks	Shelters - 120 Person Capacity ****		
Parks	<del>Lake Lansing - North - 1/2 of Main</del>	<del>\$115.00</del>	
Parks	Hawk Island Peregrine	\$145.00	\$150.00
Parks	<del>Burchfield 1/2 of North Bluff</del>	<del>\$115.00</del>	
Parks	<del>Burchfield 1/2 of Woodsong</del>	<del>\$115.00</del>	
Parks	Shelters - 150 Person Capacity ****		
Parks	<del>Lake Lansing - South - 1/2 of Main</del>	<del>\$115.00</del>	
Parks	Shelters - 240 Person Capacity ****		
Parks	Lake Lansing - North - Main	\$200.00	\$215.00
Parks	Burchfield - North Bluff	\$200.00	\$215.00
Parks	Burchfield - Woodsong	\$200.00	\$215.00
Parks	Shelters - 300 Person Capacity ****		
Parks	Lake Lansing - South - Main	\$200.00	\$215.00
Parks	Burchfield - Overlook	\$200.00	\$215.00

Location of Service	Fee Description	2023 Fee	2026 Fee
Parks	Shelters - 375 Person Capacity ****		
Parks	Hawk Island - Red Tail	\$295.00	\$310.00
Parks	Cabanas - Mini semi permanent shelters/30 p cap.		
Parks	Hawk Island	\$85.00	\$90.00
Parks	Lake Lansing South	\$85.00	\$90.00
Parks	Overnight Camping-Per Group NEW FEE		\$50.00
Parks	Wedding Gazebo		
Parks	Special Event Fee for group size 25-100 people not renting a shelter (for profit groups)	\$75.00	\$80.00
Parks	Boating Fees ****		
Parks	In-Park Canoe/Kayak - per hr	\$7.00	\$10.00
Parks	Abandonment Recovery Fee	\$45.00	\$48.00
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$24.00	\$25.00
Parks	Canoe/Kayak Trips - McNamara	\$18.00	\$21.00
Parks	Canoe/Kayak Trips - Bunker Rd	\$26.00	\$30.00
Parks	Canoe/Kayak Trips - Eaton Rapids	\$33.00	\$40.00
Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$6.00	\$7.00
Parks	Pedal Boat - 1/2 hour	\$6.00	\$7.00
Parks	Character Pedal Boat- 1/2 hour NEW FEE		\$10.00
Parks	Row Boat/Hawk Island Kayak - 1st hour	\$8.00	\$9.00
Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$3.00	\$4.00
Parks	Boat Launch - Daily	\$5.00	\$6.00
Parks	Boat Launch - Annual	\$58.00	\$60.00
Parks	Ski Rental ****		
Parks	Moonlight Ski- Adult	\$11.00	\$12.00
Parks	Moonlight Ski - Child (12 & under)	\$5.00	\$6.00
Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****		
Parks	Cross Country Ski Rental- adult per hour	\$11.00	\$12.00



Location of Service	Fee Description	2023 Fee	2026 Fee
Parks	Cross Country Ski Rental - child per hour	\$5.00	\$6.00
<del>Parks</del>	<del>Day Camp ****</del>		
Parks	<del>Resident Monday-Friday 9am-4pm-</del>	<del>\$110.00</del>	
Parks	<del>Non-Resident Monday-Friday 9am-4pm-</del>	<del>\$120.00</del>	
Parks	<del>Resident Mon-Fri 7:30am-5:30pm-</del>	<del>\$145.00</del>	
Parks	<del>Non-Resident Mon-Fri 7:30am-5:30pm</del>	<del>\$155.00</del>	
Parks	Disc Golf ****		
Parks	Day Pass (13 and older)	\$5.00	\$6.00
Parks	Season Pass	\$45.00	\$50.00
Parks	Equipment Replacement-lost,damaged,stolen Discs	\$12.00	\$13.00
Parks	Disc Golf Tournaments****		
Parks	Less than 50 entries (1)	\$50.00	\$55.00
Parks	51-100 entries (1)	\$75.00	\$80.00
Parks	over 101 entries (1) (2)	\$200.00	\$210.00
Parks	Resident combo (3)	\$70.00	\$75.00
Parks	Non-Resident combo (3)	\$80.00	\$85.00
Parks	Dog Park (12 Month Pass) ****		
Parks	Regular Pass	\$33.00	\$40.00
Parks	Student (college ID)	\$22.00	\$27.00
Parks	Senior (+60)	\$22.00	\$27.00
Parks	Veteran	\$22.00	\$27.00
Parks	Owner of Service Animal	\$22.00	\$27.00
Parks	Daily Pass	\$6.00	\$7.00
Parks	Replacement FOB	\$6.00	\$7.00
Parks	Snow Tube Rental -Burchfield ****		
Parks	Burchfield - Tube Rental (Hourly)	\$3.00	\$5.00
Parks	Hawk Island Snow Hill **** Rates		
Parks	Per person (adults and children) (2 hours)	\$11.00	\$12.00

Location of Service	Fee Description	2023 Fee	2026 Fee
Parks	Food Trucks		
Parks	Less than 4 hours in park NEW FEE		\$40.00
Parks	More than 4 hours in park NEW FEE		\$75.00
Parks	Game Rental (for 4 hours) ****		
Parks	Moonwalk-	\$340.00	
Parks	Dunk Tank-	\$265.00	
Parks	Giant Slide-	\$475.00	
Parks	Nature Walk pp	\$5.00	\$6.00
Parks	Nature Programming pp NEW FEE		\$10.00
Parks	Snow shoe rental Child	\$5.00	\$6.00
Parks	Band Shell Rental - Weekdays	\$110.00	\$125.00
Parks	Band Shell Rental - Saturday/Sunday/Holidays	\$150.00	\$175.00
Parks	Band Shell Equipment Rental		
Parks	Chairs or Music Stands	\$55.00	\$60.00
Parks	Power Amplifier Rental NEW FEE		\$100.00
Parks	Snow Shoe Rental Adult	\$7.00	\$8.00
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$27.00	\$30.00
Zoo	Parking Fees ****		
Zoo	Resident - daily (April - October)	\$3.00	\$5.00
Zoo	Non-Resident daily (April - October)	\$5.00	\$7.00
Zoo	Resident Annual	\$35.00	\$40.00
Zoo	Non-Resident Annual	\$45.00	\$50.00
Zoo	Resident Adult (April - October)	\$8.00	\$10.00
Zoo	Non-Resident Adult (April - October)	\$15.00	\$17.00
Zoo	Resident Senior/Military (April - October) (1)	\$6.00	\$8.00
Zoo	Non-Resident Senior/Military (April - October)	\$13.00	\$15.00
Zoo	Children (age 3-12) (April - October) (1)	\$5.00	\$7.00
Zoo	Children under 3	\$0.00	\$0.00

Location of Service	Fee Description	2023 Fee	2026 Fee
Zoo	All Adults(November-March): Res, Non-Res, Senior	\$5.00	\$6.00
Zoo	Children (age 3-12) (November - March)	\$4.00	\$5.00
Zoo	Cancellation Fee (for all park reservations)	\$23.00	\$25.00
Zoo	Admission Fee for Charitable Events (5)	\$4.00	\$5.00
Zoo	<i>School Groups &amp; Charitable Orgs PENGUIN &amp; EAGLE LAND SHELTERS</i>	\$30.00	\$33.00
Zoo	<b><i>School Groups &amp; Charitable Orgs TIGER DEN</i></b>	\$75.00	\$85.00
Zoo	Shelters - 60 Person Capacity		
Zoo	<b>Potter Park Penguin Cove</b>	\$130.00	\$150.00
Zoo	Shelters - 80 Person Capacity		
Zoo	<b>Potter Park Eagle Landing</b>	\$155.00	\$175.00
Zoo	Shelters - 300 Person Capacity		
Zoo	<b>Potter Park - Tiger Den</b>	\$230.00	\$250.00