

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**FINANCE COMMITTEE**  
THOMAS MORGAN, CHAIR  
MARK GREBNER  
TODD TENNIS  
RYAN SEBOLT  
MARK POLSDOFER  
ROBERT PEÑA  
MYLES JOHNSON  
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 22, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [March 8, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize the Purchase of a 2023 [Ford Explorer](#) for the Sheriff's Office
2. Treasurer's Office – Resolution to Approve an Additional \$1,000,000 in [Housing Trust Fund Funds](#) and up to \$500,000 from the Elder Services Millage Fund Balance to Eligible Expenses that Expand and Streamline the Homeowner Rehabilitation Program Administered by Capital Area Housing Partnership and Capital Area Community Services
3. Parks Department – Resolution to Authorize an Application for a Michigan Natural Resources [Trust Fund Grant](#) for Burchfield – Riverbend Natural Area
4. Human Resources Department – Resolution to Authorize and Approve a [Reclassification](#) of One Medical Director in the Health Department to the Position of Medical Health Officer
5. Health Department
  - a. Resolution to Accept FY2023 [Child and Adolescent Health Center](#) Planning Funds
  - b. Resolution to Authorize an Agreement with [Cameron Leadership Consulting, LLC](#)
  - c. Resolution to Authorize an Agreement with [TCB Consulting, LLC](#)
6. Fairgrounds
  - a. Resolution to Authorize a Contract with [Du-All Cleaning Inc.](#) for Cleaning Services at the Ingham County Fairgrounds
  - b. Resolution to Authorize a Contract with [Noise New Media, LLC](#) for Advertising Services for the Ingham County Fairgrounds
7. Facilities Department – Resolution to Authorize an Agreement with [Red Guard](#) Fire and Security to Replace the Fire Panel at the Hilliard Building

8. Road Department
  - a. Resolution to Authorize Agreements with [Meridian and Vevay Townships](#) for the 2023 Local Road Program
  - b. Resolution of Support for the Local [Bridge Program Funding](#) Applications for Fiscal Year 2026
  - c. Resolution to Amend an Engineering Design Services Contract with [Bergmann](#) for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
9. Controller/Administrator's Office – Resolution to Approve an Agreement with the [PEA Group](#) for Montgomery Drain Engineering Review

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).

## FINANCE COMMITTEE

March 8, 2023

Draft Minutes

Members Present: Morgan, Grebner, Peña, Johnson, and Maiville.

Members Absent: Polsdofer, Sebolt and Tennis.

Others Present: Michael Townsend, Gregg Todd, Adenike Shoyinka, Tim Morgan, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

### Approval of the February 27, 2023 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE AND AMEND THE MINUTES OF THE FEBRUARY 27, 2023 FINANCE COMMITTEE MEETING AS FOLLOWS:

THE MOTION TO AMEND THE AMENDMENT CARRIED. **Yeas:** Morgan, Peña, Polsdofer, Sebolt, Maiville, and Tennis. **Nays:** Grebner **and Morgan.** **Absent:** Johnson.

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

### Additions to the Agenda

None.

Discussion.

### Limited Public Comment

None.

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

1. Sheriff's Office
  - a. Resolution to Authorize a Contract with Baryames for Dry Cleaning, Laundering, and Garment Repair for Clothing or Uniforms Issued to Sheriff's Office Employees
  - b. Resolution to Authorize a Contract Renewal with LeadsOnline
  - c. Resolution to Authorize a Contract Renewal with Lexipol for the PoliceOne Academy Training Platform

2. Potter Park Zoo – Resolution to Authorize a Reorganization of Potter Park Zoo Zookeeper Positions
3. Parks Department
  - a. Resolution to Authorize an Agreement with American Rentals, Inc. to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds
  - b. Resolution to Adopt Fees for Disc Golf Tournaments at the Ingham County Parks
  - c. Resolution to Authorize a Contract with PLM Lake and Land Management Corp for Lake Weed Treatment at Hawk Island County Park and Burchfield County Park
  - d. Resolution to Authorize a Memorandum of Understanding with Meridian Township for the Lift Station Project at Lake Lansing Boat Launch
4. Health Department
  - a. Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy to Conduct a Scrap Tire Collection Event
  - b. Resolution to Authorize COVID-19 Regional Health Equity Council Backbone Organization Grant Sub-Agreements with Capital Area Health Alliance and TCB Consulting, LLC
  - c. Resolution to Authorize an Agreement with the State of Michigan Department of Agriculture and Rural Development for the Clean Sweep Program
  - d. Resolution to Authorize Creating a Community Health, Planning and Partnership Programs Assistant Position
5. Innovation & Technology Department – Resolution to Approve Renewal of Training from Wizer
6. Road Department
  - a. Resolution to Authorize a Purchase Order for As-Needed Guardrail Construction Services for 2023-2024
  - b. Resolution to Authorize an Extension of Resolution #22-094 with Bit-Mat Products of Michigan for the Purchase of CRS-2M
  - c. Resolution to Authorize the Purchase of Hot Mix Asphalt Mixtures
7. Controller/Administrator's Office – Resolution Establishing the Budget Calendar for 2024

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

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

4. Health Department

- e. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2023 Michigan Marihuana Operation and Oversight Grant

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

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO UTILIZE THE LETTER “J” IN THE SPELLING OF MARIHUANA INSTEAD OF THE LETTER “H” AND IT BE THE COUNTY POLICY.

Commissioner Grebner stated the letter “h” in the spelling was an affectation from law enforcement and dated back to 1937. He further stated only cops and federal bureaucrats utilized that spelling.

Chairperson Morgan stated he was hesitant as the utilization of the letter “h” was specific as it related to state law. He further stated he did not want to cause any unnecessary heartburn with something pedantic.

Dr. Adenike Shoyinka, Ingham County Health Department Director, stated the letter “h” was used in the spelling because that was how the Marihuana Act reflected and they wanted to be consistent. She further stated she would be happy to review the resolution, do more research, and re-present the resolution.

Commissioner Grebner stated he did not have an issue with the Health Department utilizing the misspelling on grant applications as it would not cause a legal problem. He further stated the County’s resolution should be modernized and consistent and utilize the letter “j” in the spelling.

Commissioner Maiville stated in this case both ways of spelling should be kept where it was officially needed.

Chairperson Morgan stated he preferred to approve the resolution for the purpose of the grant.

COMM. GREBNER WITHDREW HIS MOTION.

The motion to approve the resolution was amended as follows:

**MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO CORRECT THE SPELLING OF “AUTORIZE” TO “AUTHORIZE” IN THE RESOLUTION TITLE AND APPROVE THE RESOLUTION.**

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer, Sebolt and Tennis.

6. Road Department

d. Resolution to Authorize the Purchase of Emulsified Asphalts

MOVED BY COMM. PEÑA, SUPPORTED BY COMM. JOHNSON, TO APPROVE THE RESOLUTION.

Commissioner Peña stated in general in the readings the abbreviation “AE” changes the order to mean emulsified asphalt. He further stated the prices were economically standard.

Commissioner Peña stated there had been conversations with individuals from the industry and certain projects that had been accepted were costing about 20% higher. He further stated the prices in this resolution were fair but wanted those present to be aware of the concern where bids were costing about 20% more after acceptance as the Board of Commissioners moved forward.

Chairperson Morgan stated it was the construction variant of the Grebner Rule where you would round-up for the highest possible scenario.

Commissioner Peña confirmed and stated he would round up approximately 20%.

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

Announcements

Commissioner Peña stated that Tim Morgan, Ingham County Parks Director, accepted an award from the State of Michigan on March 8, 2023 for the Dirt School located at Burchfield Park. He further stated that he wanted those present to be aware of the good things the County was doing with bicycles, dirt, and parks.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:41 p.m.

## MARCH 22, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

1. **Sheriff's Office** – *Resolution to Authorize the Purchase of a 2023 Ford Explorer for the Sheriff's Office*

This resolution will authorize the purchase of a 2023 Ford Explorer to replace a Sheriff's Office vehicle that was involved in a crash in September 2022. The total cost of the replacement is \$60,225.84, including emergency equipment and installation. Ingham County received \$18,500 from insurance proceeds, and the remaining cost of \$41,725.84 will be transferred from the 2023 contingency account.

See memo for details.

2. **Treasurer's Office** – *Resolution to Approve an Additional \$1,000,000 in Housing Trust Fund Funds and up to \$500,000 from the Elder Services Millage Fund Balance to Eligible Expenses that Expand and Streamline the Homeowner Rehabilitation Program Administered by Capital Area Housing Partnership and Capital Area Community Services*

This resolution approves \$1,000,000 in Housing Trust Fund (HTF) funds and \$500,000 from the Elder Millage fund balance to expand the homeowner rehabilitation program administered by Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS). By streamlining the application process and administration into one grant application, homeowners will benefit from reduced bureaucracy.

This will leave \$450,000 of the \$9,000,000 HFT allocation unallocated.

See memo for details.

3. **Parks Department** – *Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area*

This resolution authorizes the submission of a Trust Fund grant application for \$300,000 for park and accessibility improvements at Burchfield – Riverbend Natural Area.

4. **Human Resources Department** – *Resolution to Authorize and Approve a Reclassification of one Medical Director in the Health Department to the Position of Medical Health Officer*

This resolution authorizes and approves combining the position of Health Officer with the position of Medical Director, resulting in the reclassification of the Medical Director position to the position of Medical Health Officer, effective February 18, 2023.

5a. **Health Department** – *Resolution to Accept FY2023 Child and Adolescent Health Center Planning Funds*

This resolution accepts one-time planning funds from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed of \$95,782. These funds will be used to complete planning activities necessary to launch a new CHC with East Lansing Public Schools (ELPS). CAHC programs currently exist at ICHD's Sexton, Eastern and Willow CHCs.

**5b. Health Department - Resolution to Authorize an Agreement with Cameron Leadership Consulting, LLC**

This resolution authorizes an agreement with Cameron Leadership Consulting (CLC), LLC for public health leadership consulting services effective upon approval through June 30, 2023 in an amount not to exceed \$24,500. Ingham County Health Department (ICHHD) wishes to utilize \$24,500 of funding from the Michigan Department of Health and Human Services (MDHHS) FY 2022-2023 Emerging Threats agreement for these contractual services. Under this agreement, CLC will provide public health leadership training to approximately 30-40 ICHHD employees.

**5c. Health Department - Resolution to Authorize an Agreement with TCB Consulting, LLC**

This resolution authorizes a contract with TCB Consulting, LLC in an amount not to exceed \$12,450 effective January 30, 2023 through September 30, 2023. This agreement will support implicit bias training, “train the trainer” meetings, and a “Beyond Bias” curriculum. The contract will be fully paid for with funds from the Health Equity and Social Justice budget.

**6a. Fairgrounds - Resolution to Authorize a Contract with Du-All Cleaning Inc. for Cleaning Services at the Ingham County Fairgrounds**

This resolution authorizes a 3-year contract with Du-All Cleaning for cleaning services at the Ingham County Fairgrounds. The fee will be \$145 per cleaning of the Community Hall in year one, \$149 per cleaning in year two, and \$153 per cleaning in year three to be charged to Contractual Services 56176013 818000. The cost during Fair week will be \$11,664 during contract year one, \$11,880 in contract year two, and \$12,096 in contract year three to be charged to Contractual Services 56176014 818000.

**6b. Fairgrounds - Resolution to Authorize a Contract with Noise New Media, LLC for Advertising Services for The Ingham County Fairgrounds**

This resolution authorizes a contract with Noise New Media, LLC for two years, effective the date of execution for advertising services for the Ingham County Fairgrounds. The fee for hiring Noise New Media, LLC is \$1 per online ticket sold with a guaranteed minimum fee of \$2,500. If the minimum is not met, there are sufficient funds in the 2023 budget for this contract.

**7. Facilities Department – Resolution to Authorize an Agreement with Red Guard Fire and Security to Replace the Fire Panel at the Hilliard Building**

This resolution authorizes an agreement with Red Guard Fire and Security to replace the failing fire panel at the Hilliard Building.

Funding is available in the 2023 Public Improvements Fund.

See memo for details.



**8a. Road Department – Resolution to Authorize Agreements with Meridian and Vevay Townships for the 2023 Local Road Program**

This resolution authorizes the 2023 Local Road Program agreements with Vevay and Meridian Townships. The Road Department will perform the work for Vevay Township and utilize contractors for Meridian Township.

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

See memo for details.

**8b. Road Department – Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2026**

This resolution supports the Road Department's application for FY 2026 Local Bridge Program Funding. The application includes:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

See memo for details.

**8c. Road Department – Resolution to Amend an Engineering Design Services Contract with Bergmann for the Lake Lansing Road Project from Abbot Road to Hagadorn Road**

This resolution amends the engineering design services contract with Bergmann for the Lake Lansing Road project by \$14,500 in order to analyze the existing and proposed rain gardens, design a sculpture foundation, and revise the intersection geometry based off stakeholder feedback received at a public meeting. This will increase the contract amount to \$160,500, of which \$50,000 will be funded by the City of East Lansing.

The Road Department portion of the funding is included in the 2023 Road Fund Budget.

See memo for details.

**9. Controller's Office – Resolution to Approve an Agreement with the PEA Group for Montgomery Drain Engineering Review**

This resolution approves an agreement with the PEA Group for an engineering review of the Montgomery Drain project per Resolution #22-376, which allocated \$1,000,000 in American Rescue Plan Act (ARPA) funding to the project.

See memo for details.

## Agenda Item 1

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Andrew Daenzer  
**DATE:** February 23, 2023  
**SUBJECT:** Replace ICSO Patrol Vehicle 56

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### **BACKGROUND**

The Sheriff's Office maintains a fleet of patrol vehicles for emergency and non-emergency response, traffic enforcement, and transports.

Michigan Municipal Risk Management Authority determined vehicle 56, VIN 1fm5k8ar9hgd25059, a fully marked 2017 Ford Explorer was a total loss by after it was crashed on September 9, 2022. Ingham County Financial Services advised the county was paid \$18,500 for the insurance settlement.

The Ingham County Sheriff's Office would like to purchase a new 2023 Ford Explorer to replace vehicle 56.

### **ALTERNATIVES**

Vehicle 56 would be replaced out of the annual vehicle order. A high mileage, older vehicle would not be replaced. If this becomes a standard practice, the fleet will age over time.

### **FINANCIAL IMPACT**

The cost of a 2023 Ford Explorer including adding the necessary equipment is \$60,225.84.

The county was reimbursed \$18,500 by Michigan Municipal Risk Management Authority. The remaining \$41,725.84 would need to be paid out of county contingency funds.

The vehicle will be purchased from Lunghamer Ford (previously Signature Ford) in Owosso for \$46,610. The emergency equipment and installation will be purchased from Mid-Michigan Emergency Equipment for \$13,615.84.

### **STRATEGIC PLANNING IMPACT**

The purchase of the 2023 Ford Explorer to replace vehicle 56 will help to ensure deputies have a full, modern fleet which is necessary for proper call response, the safety of deputies, those needing transport, and the public.

### **OTHER CONSIDERATIONS**

In the Sheriff's Office 2023 budget we reduced our new vehicle order due to the increase in vehicle costs. This loss of several replacement vehicles will age our fleet.

### **RECOMMENDATION**

Based on the information contained herein, I respectfully recommend the approval of the purchasing and equipping a 2023 Ford Explorer.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A 2023 FORD EXPLORER  
FOR THE SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office has a fleet of patrol vehicles used for calls for service, traffic enforcement, transportation, and service to the community; and

WHEREAS, Michigan Municipal Risk Management Authority determined Vehicle 56, VIN 1fm5k8ar9hgd25059, a fully marked 2017 Ford Explorer was a total loss after it was crashed on September 9, 2022; and

WHEREAS, Michigan Municipal Risk Management Authority paid Ingham County \$18,500 as the insurance settlement for Vehicle 56; and

WHEREAS, the Ingham County Sheriff's Office would like to purchase and equip a 2023 Ford Explorer for \$60,225.84 to replace Vehicle 56; and

WHEREAS, the vehicle will be purchased from Lunghamer Ford (previously Signature Ford), 1960 E. Main St. Owosso, MI 48867, for \$46,610 and the emergency equipment and installation will be purchased for Mid-Michigan Emergency Equipment, 6426 Savanna Way, Holt, MI 48842 for \$13,615.84; and

WHEREAS, the replacement of Vehicle 56 is necessary to maintain a modern vehicle fleet; and

WHEREAS, the remaining amount of \$41,725.84 shall be deducted from county contingency funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a 2023 Ford Explorer plus emergency equipment and installation in the amount of \$60,225.84, to be funded by \$18,500 in insurance funds and \$41,725.84 from the 2023 contingency account.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2023 Sheriff's Office budget consistent with this resolution.

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

## Agenda Item 2

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer, Housing Trust Fund Chair

DATE: March 10, 2023

SUBJECT: Resolution to Approve County funding for County Housing Rehabilitation Program for the meeting agendas on March 21 and 22

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### **BACKGROUND**

The Ingham County Board of Commissioners funded the Ingham County Housing Trust Fund (HTF) with \$9,000,000 of American Rescue Plan Act (ARPA) funds through Resolution #22-211. At the February 21, 2023 HTF Committee meeting, the committee voted unanimously to support a resolution to allocate \$1,000,000 in Housing Trust Funds for Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS) Homeowner Rehabilitation Program.

The Housing Trust Fund ARPA Funds will create a third funding stream to support housing rehabilitation in Ingham County, in addition to ARPA funds from the first tranche allocated to CACS by the Board of Commissioners through Resolution #21-293 for direct assistance programming for Ingham County residents, and funds available through the Elder Services Millage fund balance.

To ensure the most efficient expenditure of these separate streams and any funds that may become available in the future, this Resolution will support a single Housing Rehabilitation Program administered by CAHP and CACS to continue, expand, and streamline the client eligibility screening, and rehabilitation contractor management work they already deliver.

The program will use a common application and establish uniform expense criteria expenses, including but not limited to enforcing a \$24,999 limit on total eligible expenses for a single property. CAHP and CACS will be responsible for administering funds and determining the most appropriate funding stream for each project.

### **ALTERNATIVES**

Do not approve the resolution.

### **FINANCIAL IMPACT**

An additional \$1 million would leave the following balance for the Housing Trust Fund:

<b>Housing Trust Fund</b>	
Beginning Balance	\$ 9,000,000
CAHP – Walter French	\$ (1,500,000)
ICLB – Row Houses	\$ (2,000,000)
ICLB – Single Family	\$ (1,750,000)

Staff/Admin (2022-2024)	\$ (300,000)
HTF Competitive Grant Awards (projected)	\$ (2,000,000)
County Homeowner Rehab Program administered by CACS/CAHP	\$ (1,000,000)
Balance	\$ 450,000

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

The Controller's Office and Housing Trust Fund Committee respectfully recommend approval of the resolution.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN ADDITIONAL \$1,000,000 IN HOUSING TRUST FUND FUNDS  
AND UP TO \$500,000 FROM THE ELDER SERVICES MILLAGE FUND BALANCE TO  
ELIGIBLE EXPENSES THAT EXPAND AND STREAMLINE THE HOMEOWNER  
REHABILITATION PROGRAM ADMINISTERED BY CAPITAL AREA HOUSING PARTNERSHIP  
AND CAPITAL AREA COMMUNITY SERVICES**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #21-293 allocated up to \$5 million of the first tranche of American Rescue Plan funds received by Ingham County to Capital Area Community Services (CACS) for direct assistance programming for Ingham County residents, from which CACS allocated \$2.2 million to a homeowner rehabilitation program in partnership with Capital Area Housing Partnership (CAHP); and

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9 million of the second tranche of American Rescue Plan funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Ingham County Housing Trust Fund; and

WHEREAS, the Elder Services Millage has a significant fund balance; and

WHEREAS, the Ingham County Board of Commissioners desires to distribute all allocated American Rescue Plan and millage funds swiftly, effectively, and equitably while providing critical housing repairs that address substandard or unsafe structural conditions, and increase accessibility for low-and-moderate income and elderly residents of Ingham County; and

WHEREAS, in partnership CACS and CAHP have expended over \$1.6 million of the \$2.2 million of Ingham County ARPA funds allocated to establish the program, resulting in 34 homeowner rehab projects completed over the past 10 months with 77 active projects currently in-progress; and

WHEREAS, the homeowner rehabilitation funding currently available through the Michigan State Housing Development Authority (MSHDA), the Michigan Economic Development Corp. (MEDC), the cities of Lansing and East Lansing, the Tri-County Office on Aging (TCOA), and other public and private agencies often include differing eligibility standards, investment limits, and pay back provisions that can be time-limited and confusing to residents in need; and

WHEREAS, additional funds and coordination will better position CAHP and CACS to administer current and future funding streams, and simplify the process both for individual residents in need of homeowner rehab services and program partners, in order to leverage and maximize the impact on Ingham County residents; and

WHEREAS, funds will be utilized to increase program staffing, expand program publicity, develop clear guidelines, and create a single application process for Ingham County residents; and

WHEREAS, the program will develop consistent qualification and eligibility standards to streamline the program payment process, including but not limited to a \$24,999 limit on total eligible expenses for a single property.

THEREFORE BE IT RESOLVED, that the Board of Ingham County Commissioners approves \$1 million of the funds allocated to the Housing Trust Fund to support the Ingham County Homeowner Rehabilitation Program.

BE IT FURTHER RESOLVED, that up to \$500,000 from the Elder Services fund balance will support the Ingham County Homeowner Rehabilitation Program in 2023.

BE IT FURTHER RESOLVED, that the Treasurer's Office and Controllers Office will work with program administrators at CACS, CAHP, and TCOA to design and implement the single application process and expand the Homeowner Rehabilitation Program utilizing County funds.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary contract documents consistent with this resolution, 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:** March 7, 2023  
**SUBJECT:** Authorization to Reapply for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area  
For the meeting agenda of March 20, 2023 Human Services and March 22, 2023 Finance

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### **BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Burchfield – Riverbend Natural Area. The Parks Department did not receive funding for this project request in the 2020, 2021 or 2022 grant cycle. The Parks Department is requesting to reapply for the 2023 grant cycle.

This grant application includes the following as detailed in the attached documents:

- Remove existing stairs/dock leading down to Grand River and bridge over the Peppermint Creek
- New Bridge over Peppermint Creek
- New stairs and dock at Grand River
- New fishing pier
- New 6-feet wide path
- New ADA accessible parking spaces
- Amenities: recycled bench, recycled picnic table, ADA grill, and interpretive sign

### **ALTERNATIVES**

A public meeting was held on March 13, 2023 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

### **FINANCIAL IMPACT**

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$100,000 additional matching funds from the Trails and Parks Millage fund balance for a local match, \$110,000 from previously committed funds for grants not awarded (Resolutions #20-562, #21-164, #22-107) and for a Michigan Natural Resources Trust Fund Grant generating \$300,000 for a total \$510,000 project cost.

Other funds, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$10,000 included in the total local match of \$210,000. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

Resolutions #20-562, #21-164, and #22-107 authorized \$110,000 total for this project previously. The parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2023 grant cycle. The Park Department did receive two other grants in 2022.



**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 Parks & Recreation Commission supported this resolution with the passage of a resolution at their March 13, 2023 meeting.

**RECOMMENDATION**

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

**PRELIMINARY ESTIMATE OF COST  
BURCHFIELD -BRIDGE / RIVERBEND IMPROVEMENTS  
INGHAM COUNTY, MI**

Trust Fund Grant	\$300,000.00
Trails & Parks Millage Match	\$200,000.00
<b>SUB TOTAL</b>	<b>\$500,000.00</b>

**Non-Grant Funded Expenses**

Topographical Survey	\$10,000.00
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<b>GRAND TOTAL FOR ENTIRE PROJECT</b>	<b>\$510,000.00</b>
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	<u>Grant Funds</u>	<u>Trails &amp; Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$300,000	\$200,000	\$500,000
Match Percentage:	(60%)	(40%)	
<u>OTHER COSTS:</u>			
Topographical Survey	\$0.00	\$10,000	\$10,000
<b>PROJECT TOTALS:</b>	<b>\$300,000</b>	<b>\$210,000</b>	<b>\$510,000</b>

**Local Match / Funding Sources:**

Ingham County T&P Grants:	\$110,000	<i>(20-562, 21-164, 22-107 - previously committed for grant)</i>
Ingham County T&P Millage:	\$100,000	<i>(additional required for match)</i>
	<b>\$210,000</b>	

**PRELIMINARY ESTIMATE OF COST  
BURCHFIELD -BRIDGE / RIVERBEND IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$5,000.00	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$7,500.00	\$7,500.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$10,700.00	\$10,700.00
4.	1	Lump Sum	Site Clearing	\$4,500.00	\$4,500.00
5.	500	Sq. Ft.	Remove Existing Bridge/Stairs	\$12.00	\$6,000.00
6.	480	Sq. Ft.	Peppermint Creek Bridge/Boardwalk	\$200.00	\$96,000.00
7.	300	Sq. Ft.	Stair replacement w/ ramp access & dock	\$200.00	\$60,000.00
8.	300	Sq. Ft.	ADA Fishing Pier	\$200.00	\$60,000.00
9.	360	Sq. Yd.	Heavy Rip-Rap	\$200.00	\$72,000.00
10.	1	Each	Recycled Picnic Table, ADA	\$2,500.00	\$2,500.00
11.	1	Each	Recycled Bench, ADA	\$2,200.00	\$2,200.00
12.	1	Each	Grill, ADA	\$2,000.00	\$2,000.00
13.	1	Each	Interpretive Sign	\$3,500.00	\$3,500.00
14.	16	Ton	Pave ADA Parking Spaces (3)	\$150.00	\$2,400.00
15.	84	Sq. Yd.	2" Crushed Limestone, C.I.P.	\$15.00	\$1,260.00
16.	1	Lump Sum	Signage & Striping	\$2,500.00	\$2,500.00
17.	2,500	Sq. Ft.	Concrete Path	\$15.00	\$37,500.00
18.	1	Lump Sum	Site Restoration & Cleanup	\$12,800.00	\$12,800.00
19.	1	Each	DNR Recognition Plaque	\$400.00	\$400.00
20.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$6,500.00
<b>SUBTOTAL</b>					<b>\$395,260.00</b>
<b>Contingency</b>					<b>\$39,540.00</b>
<b>Engineering (15%)</b>					<b>\$65,200.00</b>

**TOTAL PRELIMINARY ESTIMATE OF COST      \$500,000.00**



## BURCHFIELD PARK IMPROVEMENTS



*Ingham County Parks*  
<http://pk.ingham.org>

\* EXISTING UNIVERSALLY ACCESSIBLE CANOE/KAYAK LAUNCHES IN BURCHFIELD



DATE: 9/30/2021  
JOB # 126747SG2020



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR BURCHFIELD – RIVERBEND NATURAL AREA**

WHEREAS, the Parks and Recreation Commission supports the resubmission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Burchfield – Riverbend Natural Area; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for the 2023 grant cycle through April 1, 2023; and

WHEREAS, a public meeting was held on March 13, 2023 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a total financial commitment to the project in the amount \$210,000 for a local match; and

WHEREAS, Resolutions #20-562, #21-164, and #22-107 authorized \$110,000 for this project previously in line item 228-62800-967000-TR090; and

WHEREAS, an additional \$100,000 is needed for the local match from the Trails and Parks fund balance; and

WHEREAS, the parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2023 grant cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the submission of a Trust Fund grant application for \$300,000 for park and accessibility improvements at Burchfield – Riverbend Natural Area, further resolves to make available its financial obligation amount of \$110,000, approved previously by Resolutions #20-562, #21-164, and #22-107, and authorizes an additional \$100,000 from the Trails and Parks Millage Fund Balance for a total of \$210,000.

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** March 6, 2023  
**SUBJECT:** Resolution to Authorize and Approve a Reclassification of one Medical Director in the Health Department to the Position of Medical Health Officer  
For the meeting agendas of March 20, 21 and 22

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**BACKGROUND**

The Board of Commissioners appoints the Health Officer for the Health Department, with the concurrence of the Michigan Department of Health and Human Services Local Public Health Services. Linda Vail recently retired as Health Officer and, in Resolution #22-547, the Board of Commissioners appointed current Medical Director Adenike Shoyinka, M.D., as Health Officer with the approval of the Michigan Department of Health and Human Services Local Public Health Services.

Under PA 368 of 1978, Michigan law creates the position of Health Officer as the administrator of the Health Department. PA 368 of 1978 also provides for a medical health officer, where an individual who is qualified as a Medical Director may serve as both the Health Department administrator and a Medical Director. Dr. Adenike Shoyinka is qualified as a Medical Director. Accordingly, we are proposing to combine the position of Health Officer with one Medical Director position, resulting in the reclassification of one Medical Director position to the position of Medical Health Officer. This proposed reclassification has been evaluated by the Human Resources Department and we concur with this proposal.

**ALTERNATIVES**

The Board of Commissioners could decline to approve the proposed reclassification and keep the two positions separate and distinct, resulting in the need to employ separate individuals for the two positions of Health Officer and Medical Director.

**FINANCIAL IMPACT**

No additional funds are required to implement the proposed change.

**STRATEGIC PLAN CONSIDERATIONS**

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

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

INGHAM COUNTY  
JOB DESCRIPTION

**MEDICAL HEALTH OFFICER**

**General Summary:**

Michigan law creates the position of Health Officer as the administrator of the Health Department. State law also provides for a Medical Health Officer, where an individual who is qualified as a Medical Director may serve as both the Health Department administrator and Medical Director. The Medical Health Officer is charged with the responsibility of taking action and making determinations necessary to protect the public health and prevent disease, provide medical direction for public health programs, and carrying out the legal functions of the Health Department. The Medical Health Officer is appointed by the Board of Commissioners, with the concurrence of the Director of the Michigan Department of Community Health and is responsible to them.

The Medical Health Officer must maintain effective relationships with state elected officials and their staffs, with the directors of several state departments and their staffs, with elected officials and their staffs in the several municipalities within Ingham County, and with leaders in the business, labor and medical communities. These relationships are necessary in order to carry out the legal responsibilities of the Medical Health Officer and the Board of Commissioners to protect and promote public health. These duties are implemented either by the direct provision of services by the local public health and community health operations of the Department, and through the influence of other agencies and individuals in the community.

**Essential Functions:**

1. Under PA 368 of 1978 the Medical Health Officer is a statutory position with significant responsibility. They are empowered to act independently, and significant statutory and legal responsibility and authority rests with the Medical Health Officer. With the state government located in Ingham County, the Medical Health Officer has some oversight/jurisdiction/advisory role to all three branches of state government as their operations are in Ingham County. The largest public university in the state of Michigan, Michigan State University, is also located in Ingham County and though governed independently, university operations also lie within the jurisdiction of the Medical Health Officer, requiring additional oversight and advisory functions based on statutory authority and responsibility.
2. This function provides senior leadership for health department operations as well as medical oversight for public health program operations, community health incidents, planning and policy, including holding responsibility for advising and guiding Board of Commissioners decisions related to population health and well-being. Also responsible for advising and guiding all county departments during community health incidents in order to ensure continuity of operations.
3. Public Health Practice and Policy Leadership: This function requires the leadership of the Medical Health Officer in development and execution of community wide policy development and often requires their direct participation in committees, task forces, and participation on other boards of directors. Essential boards/committees include the Michigan Association of Local Public Health, Michigan Association of Public Health and Preventive Medicine Physicians, Child Death Review, MACI, and the Capital Area Health Alliance.
4. This function also requires application of knowledge and experience to interpret federal, state and county rules, regulations and policy in order to continuously guide county leadership and health department staff.

5. Medical Oversight: Consults with provider and non-provider clinical staff and provides guidance to mid-level practitioners (Nurse Practitioners and Physicians Assistants). Establishes standards of care and maintains up to date practice guidance for public health clinics. Ensures ongoing compliance and quality improvement via oversight of utilization and risk management activities, medical records review, ensuring current protocols are based on local, state and federal guidelines are being followed, and assisting clinical managers with identification of training needs to continuously improve clinical practice. Participates in Continuing Medical Education activities and attends required conferences and meetings.
6. Internal Management and Operations: Oversees the budget and program development and monitoring, contract processing and monitoring and personnel management processes in the Department. Assures that quality assessment and assurance tools are in place. The Medical Health Officer partners with the County Community Health Center Board to provide leadership oversight to the public entity primary care network, the Ingham Community Health Centers.
7. Ingham County Administrative Relationships: The programs and services of the Health Department are ultimately overseen by the Board of Commissioners. The Medical Health Officer keeps the committees of the Board of Commissioners informed of the activities of the Health Department. The Health Department's budgets and contracts must be reconciled, and consistent with the County's personnel, budgeting and financial management systems and processes. They maintain close collaboration with the Board of Commissioners' Office and as well as with the Controller's Office and the several departments of the Controller's Office: e.g. budget, human resources, financial services, purchasing and properties and management information services.
8. External Relationships: The Medical Health Officer must apply leadership to inform and influence the values, policies and actions of other agencies, organizations and individuals. The Medical Health Officer serves as a liaison between public health and the medical community at all levels including collaboration with academic institutions to provide guidance and training to medical and public health students. They must maintain effective working relationships and partnerships with community business and labor leaders, elected officials at the local, state and national level, leaders in the health care community, directors and staff of several state departments, and with funding organizations, such as foundations.

#### Other Functions:

- ☐ Performs other duties as assigned.
- ☐ Must adhere to departmental standards in regard to HIPAA and other privacy issues.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

#### Employment Qualifications:

Education: Graduation from an accredited school of medicine is required. License to practice medicine in the State of Michigan as MD or DO. Board Certification in Preventive Medicine or MPH/MSPH.



Experience: More than seven years of progressively more responsible or expansive experience in Public Health or a related field is required inclusive of not less than 2 years of full-time public health clinical practice.

**Other Requirements:**

**Current DEA license.**

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria.)*

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching
- This position's physical requirements require regular stamina in twisting, bending, lifting, carrying, grasping, and handling
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- This position is exposed to communicable diseases, blood, other body fluids, etc.
- This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures.

*January 31, 2023*

*MC Grade I*

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AND APPROVE A RECLASSIFICATION OF ONE  
MEDICAL DIRECTOR IN THE HEALTH DEPARTMENT TO THE POSITION OF  
MEDICAL HEALTH OFFICER**

WHEREAS, the Board of Commissioners appoints the Health Officer for the Health Department, with the concurrence of the Michigan Department of Health and Human Services Local Public Health Services; and

WHEREAS, Linda Vail recently retired as Health Officer; and

WHEREAS, in Resolution #22-547, the Board of Commissioners appointed current Medical Director Adenike Shoyinka, M.D., as Health Officer; and

WHEREAS, the Michigan Department of Health and Human Services Local Public Health Services has approved the appointment of Adenike Shoyinka, M.D. as Health Officer; and

WHEREAS, under PA 368 of 1978, Michigan law creates the position of Health Officer as the administrator of the Health Department; and

WHEREAS, PA 368 of 1978 also provides for a medical health officer, where an individual who is qualified as a Medical Director may serve as both the Health Department administrator and a Medical Director; and

WHEREAS, Dr. Adenike Shoyinka is qualified as a Medical Director; and

WHEREAS, Dr. Adenike Shoyinka, as the Health Officer, has reviewed the structure of the Department and has proposed to combine the position of Health Officer with the position of one Medical Director, resulting in the reclassification of one Medical Director position to the position of Medical Health Officer; and

WHEREAS, the proposed reclassification has been evaluated by the Human Resources Department which concurs with the recommendations that are contained in this resolution; and

WHEREAS, the compensation for the Medical Director position is currently classified at the top grade, Grade G, of the 2023 Managerial & Confidential wage scale; and

WHEREAS, the reclassification of the Medical Director position to the position of Medical Health Officer results in the recommendation that the Medical Health Officer position be classified at Grade I, necessitating the addition of two grades to the top of the current 2023 Managerial & Confidential wage scale as follows:

MC H	O3H	\$111.62	\$116.83	\$122.28	\$127.99	\$134.01
		\$232,159.54	\$243,000.93	\$254,349.31	\$266,227.06	\$278,739.73
MC I	03I	\$122.78	\$128.51	\$134.51	\$140.79	\$147.41
		\$255,375.49	\$267,301.02	\$279,784.24	\$292,849.77	\$306,613.70

and

WHEREAS, no additional funds are required to implement the proposed change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes and approves combining the position of Health Officer with the position of one Medical Director, resulting in the reclassification of one Medical Director position to the position of Medical Health Officer, effective February 18, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes and approves the addition of two grades, MC H and MC I, to the top of the current 2023 Managerial & Confidential wage scale.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby appoints Dr. Adenike Shoyinka, M.D. to the position of Medical Health Officer with compensation set at MC Grade I, step 5, effective February 18, 2023.

## **PLAN OF ORGANIZATION**

### **INGHAM COUNTY HEALTH DEPARTMENT**

**March 2007**

The Ingham County Health Department exists as a unit of Ingham County government. The Department is one of many departments/offices/units which operate under the direction of the Ingham County Board of Commissioners. There are sixteen Ingham County Commissioners who are elected for two year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of the Health Department and establishes through its annual budget process the personnel and other resources available to the Health Department to carry out its statutory mission and any other duties assigned by the Board of Commissioners.

The Board of Commissioners has established a number of administrative policies/procedures and rules for the operation of all county departments. These include the operation of the personnel functions and the financial management functions (budgeting, general ledger, purchasing, etc.). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County's Chief Administrative Officer. The Health Department is bound by these policies/procedures and rules and utilizes the resources of the Controller's Office to implement all such functions (that is, Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and MIS Department, etc.).

Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages, and other terms of employment are established for all positions in the Health Department. The Board of Commissioners charges the Controller, and through him, the Human Resources Director with the responsibility of implementing the collective bargaining agreements and the managerial compensation plan. The Health Officer utilizes these documents to employ and direct the staff of the Health Department.

The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting the Health Department staff and the Board of Commissioners.

The Board of Commissioners appoints the Ingham Community Health Center Board. The Community Health Center Board oversees the operation of the network of community health centers operated by the Health Department.

Board of Commissioners/Board of Health/Community Health Center Board/Administrative Staff - 2007

Ingham County Board of Commissioners

Marc Thomas, Chairperson  
Dianne Holman, Vice-Chairperson  
Mike Severino, Vice-Chairperson Pro Tem

Victor G. Celentino	District No. 1	Curtis Hertel, Jr.	District No. 9
Debbie De Leon	District No. 2	Mark Grebner	District No. 10
Tina Weatherwax-Grant	District No. 3	Dianne Holman	District No. 11
Rebecca Bahar-Cook	District No. 4	Deb Nolan	District No. 12
Andy Schor	District No. 5	Randy Schafer	District No. 13
Dale Copedge	District No. 6	Steve Dougan	District No. 14
Todd Tennis	District No. 7	Michael Severino	District No. 15
Marc Thomas	District No. 8	Timothy Soule	District No. 16

Human Services Committee (Board of Commissioners)

Curtis Hertel, Jr., Chairperson,  
Mark Grebner, Rebecca Bahar-Cook, Andy Schor, Todd Tennis, Michael Severino

Ingham County Board of Health

George Rowan, Chairperson  
Martha Adams, Jacqueline Day, Patricia Hepp, Mark Kieselbach, June Morse, Maurice Reizen, M.D., Saturnino Rodriguez, Barry Saltman, M.D., Beth Spyke

Health Department Administrative Staff

Dean G. Sienko, M.D., M.S., Medical Health Officer/Chief Medical Examiner  
Jaeson Fournier, D.C., M.P.H., Deputy Health Officer for Community Health Services  
Laura Peterson, M.A., Deputy Health Officer for Health Plan Management Services  
Vacant, Deputy Health Officer for Nursing Services and Special Programs  
Vacant, Assistant Deputy Health Officer  
Melany Mack, Director, Planning and Special Services  
James Wilson, R.S., M.S., Director of Environmental Health  
John Jacobs, C.P.A., Chief Financial Officer  
Anita Turner, R.N., M.A., Director of Nursing  
Judy Williams, B.S.N., M.P.A., Director of Communicable Disease Control

Ingham Community Health Center Board

Margaret Beall, Willie Davis, Patricia Farrel, Angie Garza, Curtis Hertel, Jr., Lonnie Johnson, Anne Smiley, Sara Steele, Robin Turner

## **Health Department Mandate**

The Constitution of the State of Michigan includes the following declaration:

"The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health."

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The "Code" establishes a State/Local system to carry out the responsibility to protect and promote public health.

The Code establishes the Michigan Department of Public Health with the responsibility to:

". . .continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law."

The Michigan Department of Public Health is charged in the Public Health Code to:

". . .promote an adequate and appropriate system of local health services throughout the state."

The Public Health Code requires every county to provide for a local health department. County Boards of Commissioners are required to organize county or district health departments.

The Public Health Code charges the local health departments with the same basic responsibilities as are given to the State:

"A local health department shall continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards, prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health care delivery systems to the extent provided by law."

The Ingham County Board of Commissioners has responded to this mandate by establishing the Ingham County Health Department as a Department of Ingham County Government. Each year, through the County budget process and through contracts established with the State, the Board of Commissioners determines which programs and services will be established and maintained to respond to the legal requirements to promote and protect the public health of the citizens of Ingham County.

## **Chain of Command**

The Health Officer is appointed by the Board of Commissioners with the concurrence of the Director of the Michigan Department of Community Health. The Health Officer acts as the chief administrative officer and must "Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law." The most serious of these powers relate to the declaration of "imminent danger to health or lives" which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and treatment of persons in the event of an epidemic.

To assure that a proper representative of the Health Department is always available to exercise the power and duties of the Health Officer, the following Chain of Command is established in the Health Department and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the Michigan Department of Community Health.

In the event that Dean Sienko cannot be reached, or is absent from Ingham County, and there is a need to act with the authority of the Health Officer, the following chain of command shall be in effect:

1. Laura Peterson, M.A., Deputy Health Officer for Health Plan Management
2. Jaeson Fournier, Deputy Health Officer for Community Health Services
3. Deputy Health Officer for Nursing Services and Special Programs (new position)

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.

**(SEE NEXT PAGE FOR ORGANIZATION CHART.)**

## **Organizational Structure**

The Health Department (as shown in the Table of Organization) is organized into three major divisions each headed by a Deputy Health Officer. These direct service units are supported by the Director's Office and the Financial Services Unit.

Dean Sienko, M.D., M.S. has served as the Department's Medical Director since 1988 and was recently appointed Health Officer, effective February 2007. Dr. Sienko has served as Ingham County's Chief Medical Examiner since 1989. In all of these capacities, he serves at the pleasure of the Ingham County Board of Commissioners.

Three other physicians provide a combined 1.0 FTE in administrative support to the Health Department's operations. Sugandha Lowhim, M.D., M.P.H. serves as the Department's Chief Deputy Medical Director. Dr. Lowhim is a full-time county employee; she serves half-time in administrative public health and half-time as an internal medicine physician in the Health Department's clinics. Dennis Jurczak, M.D., serves as a Deputy Medical Director and Chief Deputy Medical Examiner; Dr. Jurczak is a part-time contractual employee who works approximately 10 hours per week. Bonta Hiscoe, M.D. is also a Deputy Medical Director and part-time contractual employee who works approximately 10 hours per week.

Jaeson Fournier, D.C., M.P.H., serves as the Deputy Health Officer for Community Health Care Services. His work area is the largest in the Health Department, with an annual budget of about \$15 million and approximately 150 employees. The Clinical Services unit operates a network of Federally-Qualified Community Health Centers (FQHCs) serving people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan, the Medical Access Plan or another health benefit program coordinated by the Department. This unit also houses some categorically funded programs such as family planning. Because of his leadership role for both the Health Department and our FQHCs, Dr. Fournier is jointly appointed by the Health Officer and the Community Health Center Board; he provides staff support for the Community Health Center Board. Recently, this unit took over responsibility for inmate medical services at the Ingham County Jail. Dr. Fournier reports to the Health Officer.

Laura Peterson, M.A. serves as the Deputy Health Officer for Health Plan Management (HPM). This unit operates services to provide outreach to the low-income, at-risk community and to work with this community to find health insurance or a health care benefits program. The HPM unit serves as staff to the Ingham Health Plan Corporation, and 17 County Health Plans in 53 counties in Michigan through its participation with the Ingham Health Plan. Overall the HPM unit provides the administrative services for health plans that have enrolled more than 28,000 previously uninsured persons into health coverage plans that provide primary care, specialty care physician services, a pharmacy benefit, laboratory services and radiology services. The HPM unit also operates the pharmacy programs for seven health plans, providing a discounted price for prescription drugs to uninsured persons and those whose health insurance does not provide pharmacy coverage. The Breast and Cervical Cancer Control Program (BCCCP) is located within this unit.

Laura Peterson will also supervise our Environmental Health (EH) and Public Health Preparedness units. The Environmental Health (EH) unit directs the Department's programs to prevent and control environmental hazards; it is managed by Jim Wilson, R.S., M.S. The EH unit operates three program areas: Planned Programs (which includes the food service sanitation program), Demand Program (including the water supply services and on-site sewage programs) and the Special Projects unit which includes the planning for solid waste management, environmental toxicology, lead and radon services. The Public Health Preparedness Unit was created to provide leadership within the Health Department and coordination with emergency management and medical care preparedness in the community. Sue McIntosh, M.S., R.S. is the Emergency Preparedness Coordinator.



The third major division of the Health Department will be headed by our Deputy Health Officer for Nursing Services. This unit contains the following programmatic areas: Public Health Nursing, Disease Control, Immunizations, and Planning and Special Services. Virtually all pure public health nursing responsibilities are located within this unit; these responsibilities include home visits, outbreak control, infant mortality prevention, lead poisoning prevention and the hearing and vision program. Key leaders in this area include Anita Turner, R.N., M.A., Judy Williams, B.S.N., M.P.A., and Joy Maloney, R.N.

The Planning and Special Services unit, supervised by Melany Mack, M.S.W., is also located here. This unit conducts our community health assessment and health promotion, Food Bank, and tobacco cessation and control functions. Much of the effort of this unit is directed at engaging the community in learning experiences about the status of health and the causes of disease and disability with an outcome of community planning to improve health status. This Bureau represents the Department's effort to extend beyond direct services and to engage the entire community in learning, strategy development and actions to improve the quality of life. The Deputy Health Officer for Nursing Services will report to the Health Officer.

The Financial Services Unit is managed by John Jacobs, C.P.A. This unit is responsible for operating the financial aspects of the Health Department within the guidance of county policies/procedures and rules and consistent with contractual grant requirements. The Financial Services Unit provides Health Department managers with financial reports necessary to efficiently operate the Department. This unit also coordinates the internal telephone and computer support system, maintaining liaison with the County MIS Department. Mr. Jacobs reports to the Health Officer.

### **Local Public Health Operations (LPHO)**

Annually, the appropriations bill for the Michigan Department of Community Health establishes funding for a set of public health services which are supported through a Local Public Health Operations (LPHO) line item. In State Fiscal Year 2007, \$1,426,785 of that funding is allocated to support Ingham County services. The County is required to describe how those services will be delivered. The following statements serve as the LPHO plan for 2007:

- Immunizations – Ingham County operates a full-time Immunization Clinic in the Human Services Building and offers childhood and adult immunizations through all of the outlying community health centers. The Immunization Program operates under the supervision of the Director of Communicable Disease Control. The Director of Communicable Disease Control reports administratively to the Deputy Health Officer for Nursing Services; he/she works directly with the Medical Director or Chief Deputy Medical Director on all medical matters.
- Sexually Transmitted Disease – Ingham County operates a full-time Sexually Transmitted Infection (STI) Clinic in the Human Services Building and provides for STI diagnosis and treatment through all of its community health centers. The dedicated STI Clinic in the Human Services Building operates within the Adult Health Clinic. The STI Program is supervised by the Deputy Health Officer for Community Health Services; medical matters are brought to the attention of the Medical Director or Chief Deputy Medical Director.
- Infectious Disease – Ingham County operates a Communicable Disease Control Office. This Office is supervised by the Disease Control Supervisor who reports to Deputy Health Officer for Nursing Services on administrative matters. The Medical Director or Chief Deputy Medical Director supervise all medical matters. The Office is staffed with full-time Disease Control Nurses and support staff.

- Hearing Screening – Ingham County operates a Hearing Screening Program within the Public Health Nursing Unit. The Unit employs trained Hearing Technicians who conduct the screenings at all Ingham County schools and child care facilities. The Program is supervised by the Public Health Nursing Director who reports to the Deputy Health Officer for Nursing Services.
- Vision Screening – Ingham County operates a Vision Screening Program within the Public Health Nursing Unit. The Unit employs trained Vision Technicians who conduct the screenings at all Ingham County schools and child care facilities. The Program is supervised by the Public Health Nursing Director who reports to the Deputy Health Officer for Nursing Services.
- Food Protection – Ingham County operates a Food Sanitation Program within the Bureau of Environmental Health. The Bureau utilizes Registered Sanitarians with specific training in food service sanitation to implement the plan review, education, inspection, enforcement and outbreak investigation functions of the Program. The Program operates within the Planned Program Unit of the Bureau. It operates under the direct supervision of the Planned Program Supervisor who reports to the Environmental Health Director. The EH Director reports to the Deputy Health Officer for Health Plan Management.
- Private and Public Water Supply – Ingham County operates a Drinking Water Program within the Bureau of Environmental Health. The Bureau utilizes Registered Sanitarians to implement the Program. The Program operates within the Demand Services Unit of the Bureau, under the direct supervision of the Demand Services Supervisor, who reports to the Environmental Health Director. The EH Director reports to the Deputy Health Officer for Health Plan Management.
- On-site Sewage Management – Ingham County operates an On-site Sewage Program within the Bureau of Environmental Health. The Bureau utilizes Registered Sanitarians to implement the Program. The Program operates within the Demand Services Unit of the Bureau, under the direct supervision of the Demand Services Supervisor, who reports to the Environmental Health Director. The EH Director reports to the Deputy Health Officer for Health Plan Management.

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Adenike Shoyinka, MD MPH, Medical Health Officer  
**DATE:** February 28, 2023  
**SUBJECT:** Authorization to Accept 2023 Child and Adolescence Health Center Planning Funds  
For the meeting agendas of March 20, and March 22, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept one-time planning funds from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed of \$95,782. These funds will be used to complete planning activities necessary to launch a new CHC with East Lansing Public Schools (ELPS). CAHC programs currently exist at ICHD's Sexton, Eastern and Willow CHCs.

**ALTERNATIVES**

Choosing not to accept these funds would forfeit critical health care to be provided within Ingham County's East Lansing School District.

**FINANCIAL IMPACT**

The one-time financial impact will be a total of \$95,782 in accepted funds.

**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 accepting funding from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$95,782.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FY2023 CHILD AND ADOLESCENT HEALTH CENTER  
PLANNING FUNDS**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept one-time planning funds from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed of \$95,782; and

WHEREAS, these funds will be used to complete planning activities necessary to launch a new health center with East Lansing Public Schools (ELPS); and

WHEREAS, CAHC programs currently exist at ICHD's Sexton, Eastern, and Willow CHCs; and

WHEREAS, the one-time financial impact will be \$95,782; 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 one-time planning funds from the MDHHS CAHC Program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$95,782.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the acceptance of one-time planning funds from the MDHHS CAHC Program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$95,782.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD MPH, Medical Health Officer  
**DATE:** February 28, 2023  
**SUBJECT:** Authorization for an Agreement with Cameron Leadership Consulting, LLC  
For the meeting agenda of March 20, and March 22, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with Cameron Leadership Consulting (CLC), LLC for public health leadership consulting services effective upon approval through June 30, 2023 in an amount not to exceed \$24,500. ICHD wishes to utilize \$24,500 of funding from the Michigan Department of Health and Human Services (MDHHS) FY 2022-2023 Emerging Threats agreement for these contractual services. MDHHS awarded ICHD \$179,751 through the FY 2022/2023 Emerging Threats agreement, with intentions that the funding would be utilized for workforce development efforts. Under this agreement, CLC will provide public health leadership training to approximately 30-40 ICHD employees. These services will be provided to aspiring ICHD leaders, new ICHD leaders, and experienced ICHD leaders to provide well-rounded leadership development training for employees in different operating capacities. This agreement was deemed necessary by ICHD's Workforce Development Committee in order to advance the development of the health department's workforce.

**ALTERNATIVES**

Refusing to contract consulting services would result in a loss of capacity to address leadership development, an area of high priority deemed critical by ICHD's Workforce Development Committee.

**FINANCIAL IMPACT**

ICHD will utilize \$24,500 from the MDHHS Emerging Threats grant funding for these contracted consulting services. No additional utilization of funding is required or proposed.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal F. Human Resources and Staffing: Support employee professional development; Attract and retain employees who value public service; regularly solicit employee feedback and suggestions for workflow improvements.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve entering into an agreement with Cameron Leadership Consulting, LLC effective upon approval through June 30, 2023 in an amount not to exceed \$24,500.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
CAMERON LEADERSHIP CONSULTING, LLC**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Cameron Leadership Consulting (CLC), LLC for public health leadership consulting services effective upon approval through June 30, 2023 in an amount not to exceed \$24,500; and

WHEREAS, ICHD wishes to utilize \$24,500 of funding from the Michigan Department of Health and Human Services (MDHHS) FY 2022-2023 Emerging Threats agreement for these contractual services; and

WHEREAS, MDHHS awarded ICHD \$179,751 through the FY 2022/2023 Emerging Threats agreement, with intentions that the funding would be utilized for workforce development efforts; and

WHEREAS, under this agreement, CLC will provide public health leadership training to approximately 30-40 ICHD employees; and

WHEREAS, these services will be provided to aspiring ICHD leaders, new ICHD leaders, and experienced ICHD leaders to provide well-rounded leadership development training for employees in different operating capacities; and

WHEREAS, this agreement was deemed necessary by ICHD's Workforce Development Committee in order to advance the development of the health department's workforce; and

WHEREAS, no additional utilization of funding is required or proposed; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement for contractual services with CLC, LLC for leadership development in an amount not to exceed \$24,500, effective upon approval through June 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement for contractual services with CLC, LLC for leadership development in an amount not to exceed \$24,500, effective upon approval through June 30, 2023.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any contracts for the provision of contractual services, after review by the county attorney.

**TO:** Board of Commissioner's Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** March 7, 2023  
**SUBJECT:** Authorization to enter into an agreement with TCB Consulting, LLC  
For the meeting agendas of March 20, and March 22, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into contract with TCB Consulting, LLC in an amount not to exceed \$12,450 effective January 30, 2023 through September 30, 2023. This agreement will support implicit bias training, "train the trainer" meetings, and a "Beyond Bias" curriculum. All professions licensed or registered under the Michigan Public Health Code, except for veterinary medicine, are required to take implicit bias training effective June 2022, per the State of Michigan's Licensing and Regulatory Affairs (LARA). ICHD employs approximately 150 licensed staff currently required to take implicit bias training. ICHD deems that professional development in health equity and social justice by all staff is beneficial to our mission. ICHD's mission includes delivering services "by an ethical, well-trained workforce, comprised of public servants in the most effective and collaborative way possible." Prior to the COVID-19 pandemic, ICHD had established a strong tradition of offering robust Health Equity and Social Justice Workshops and facilitated discussions, for both staff and the community.

**ALTERNATIVES**

ICHD staff could independently seek implicit bias training, and other Health Equity and Social Justice trainings could be sourced externally. However, TCB Consulting LLC understands ICHD, and understands Ingham County through previous work with the County's Diversity, Equity and Inclusion Director, Safe Space Advocates, and Ingham's Health Equity Council. TCB Consulting LLC has the tools and expertise to work with the HESJ Coordinator to develop implicit bias training, "train the trainer" meetings, and a "Beyond Bias" curriculum.

**FINANCIAL IMPACT**

The contract will be fully paid for with funds from the HESJ budget.

**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 authorize entering into an agreement with TCB Consulting, LLC in an amount not to exceed \$12,450 effective January 30, 2023 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TCB CONSULTING, LLC**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into contract with TCB Consulting, LLC in an amount not to exceed \$12,450 effective January 30, 2023 through September 30, 2023; and

WHEREAS, this agreement will support implicit bias training, “train the trainer” meetings, and a “Beyond Bias” curriculum; and

WHEREAS, all professions licensed or registered under the Michigan Public Health Code, except for veterinary medicine, are required to take implicit bias training effective June 2022, per the State of Michigan’s Licensing and Regulatory Affairs (LARA); and

WHEREAS, ICHD employs approximately 150 licensed staff currently required to take implicit bias training; and

WHEREAS, ICHD deems that professional development in health equity and social justice by all staff is beneficial to our mission; and

WHEREAS, ICHD’s mission includes delivering services “by an ethical, well-trained workforce, comprised of public servants in the most effective and collaborative way possible;” and

WHEREAS, prior to the COVID-19 pandemic, ICHD had established a strong tradition of offering robust Health Equity and Social Justice (HESJ) Workshops and facilitated discussions for both staff and the community; and

WHEREAS, this contract will be fully paid for with funds from the HESJ Budget; and

WHEREAS, TCB Consulting LLC understands ICHD, and understands Ingham County, through previous work with the County’s Diversity, Equity and Inclusion Director, Safe Space Advocates, and Ingham’s Health Equity Council; and

WHEREAS, TCB Consulting LLC has the tools and expertise to work with the HESJ Coordinator to develop implicit bias training, “train the trainer” meetings, and a “Beyond Bias” curriculum; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with TCB Consulting, LLC in an amount not to exceed \$12,450 effective January 30, 2023 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with TCB Consulting, LLC in an amount not to exceed \$12,450 effective January 30, 2023 through September 30, 2023.



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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** March 7, 2023  
**SUBJECT:** Resolution to Authorize a Contract with Du-All Cleaning, Inc. for Cleaning Services at the Ingham County Fairgrounds

**BACKGROUND**

The Ingham County Fairgrounds hosts events at the Terry J. Brail Community Hall year round and the banquet hall and bathrooms require cleaning after each rental. During Fair week, tens of thousands of people use the restroom facilities throughout the Fairgrounds and they require constant cleaning and sanitizing. The purchasing department sought proposals from experienced vendors to provide professional cleaning services at the Fairgrounds for the Community Hall and the various restrooms on the grounds during Fair week and one vendor responded, Du-All Cleaning Inc. The Fair Board voted to accept the response to the proposal and contract with Du-All Cleaning Services, Inc to provide the cleaning services.

**ALTERNATIVES**

The Fairgrounds staff does not have time to maintain the cleanliness of the Community Hall multiple times a week and on the weekends, nor the time to maintain the cleanliness of the bathrooms during Fair week. The alternative is to require overtime to clean the Community Hall and provide an unsatisfactory experience for guests during the Fair.

**FINANCIAL IMPACT**

The fee will be \$145 per cleaning of the Community Hall in year one, \$149 per cleaning in year two and \$153 per cleaning in year three to be charged to Contractual Services 56176013 818000. The cost during Fair week will be \$11,664 during contract year one, \$11,880 in contract year two and \$12,096 in contract year three to be charged to Contractual Services 56176014 818000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

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

## Agenda Item 6a

TO: Lindsey McKeever, Fairgrounds Events Director

FROM: James Hudgins, Director of Purchasing

DATE: December 19, 2022

RE: Memorandum of Performance for RFP No. 187-22: Cleaning Services for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from experienced vendors for providing professional cleaning services for a period of three (3) years at the Ingham County Fairgrounds during the annual Fair; plus, portions of the Community Hall on an as-needed basis.

Community Hall cleaning includes, but is not limited to, vacuuming, mopping, cleaning the counter tops and kitchen, and cleaning and stocking the two (2) bathrooms.

Fair Cleaning includes, but is not limited to, washing sink basins and faucets, cleaning glass and mirrors, cleaning and sanitizing door handles, bay changing table, removing trash, replacing trash liners, stocking soap dispensers, toilet paper, seat covers, and paper towels, cleaning toilets and urinals inside and out, sweeping, mopping floors, and posting wet floor signs as needed to keep bathrooms looking sanitized and fresh.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	55	22
Vendors responding	1	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Year 1		Year 2		Year 3	
		Cost for Providing Cleaning Services for the Six(6) Bathrooms during the Fair	Cost for Cleaning the Community Hall (as-needed)	Cost for Providing Cleaning Services for the Six (6) Bathrooms during the Fair	Cost for Cleaning the Community Hall (as-needed)	Cost for Providing Cleaning Services for the Six (6) Bathrooms during the Fair	Cost for Cleaning the Community Hall (as-needed)
Du-All Cleaning Inc.	No, Sterling Heights MI	\$11,664.00	\$145.00	\$11,880.00	\$149.00	\$12,096.00	\$153.00

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH DU-ALL CLEANING INC. FOR  
CLEANING SERVICES AT 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, the office staff and fair board members are no longer capable of continuing to concurrently clean the Community Hall and maintain the level of service to the events on the grounds; and

WHEREAS, the Community Hall rentals are tied to the Fair Board's long-range strategic plan to ensure the diversification of the Fair's off-season revenue stream and it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall; and

WHEREAS, after careful review of the bids, the Fairgrounds Events Director and Fair Board both concur that a contract be awarded to Du-All Cleaning Inc. who submitted the most qualified bid in the amount of \$145 per cleaning for as-needed cleaning services in contract year one, \$149 in contract year two, and \$153 in contract year three at the Ingham County Fair Community Hall; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2023 operation budget account numbers account 56176013-818000; and

WHEREAS, it is also necessary to hire a contractor to complete the cleaning and disinfecting of the various restrooms on the Fairgrounds during Fair week; and

WHEREAS, after careful review of the bids, the Fairgrounds Events Director and the Fair Board both concur that the contract be awarded to Du-All Cleaning Inc. who submitted the most qualified bid in the amount of \$11,664 in contract year one, \$11,880 in contract year two, and \$12,096 in contract year three to maintain the cleanliness of the six restrooms on the grounds during Fair Week; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2023 operation budget account numbers account 56176014-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the awarding of a contract to Du-All Cleaning Inc. for three years effective the date of execution for as needed cleaning services of at the Community Hall and for Fair Week.

BE IT FURTHER RESOLVED, the fee will be \$145 per cleaning of the Community Hall in year one, \$149 per cleaning in year two and \$153 per cleaning in year three.

BE IT FURTHER RESOLVED, the cost during Fair week will be \$11,664 during contract year one, \$11,880 in contract year two and \$12,096 in contract year three.

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

## **Agenda Item 6b**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** March 7, 2023  
**SUBJECT:** Resolution to Authorize a Contract with Noise New Media, LLC for Advertising Services for the Ingham County Fairgrounds

### **BACKGROUND**

The Ingham County Fairgrounds hosts Jack O' Lanterns Unleashed in October. Jack O' Lanterns Unleashed is a family friendly Halloween event that attracts thousands of visitors to the Fairgrounds. In order for the event to grow, new advertising initiatives need to be implemented. Noise New Media, LLC is an advertising company that specializes in digital advertising for special events and works with Fairgrounds all over the United States. New Noise Media, LLC will create a digital ad plan and will execute and optimize the digital/social campaign per the plan. Noise New Media, LLC will also design ad creatives, assist with ticket pricing strategies, including timing of offers, packages and targeting.

### **ALTERNATIVES**

The alternative is to proceed without hiring an advertising agency.

### **FINANCIAL IMPACT**

Noise New Media, LLC will collect \$1 per online ticket sold with a minimum of \$2,500 guaranteed, regardless of ticket sales. This fee can be passed on to the consumer and therefore will not negatively impact the budget of the Fair. There are no other fees or costs of services to hire Noise New Media, LLC except the \$1 per online ticket sold.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

### **OTHER CONSIDERATIONS**

There are no other considerations at this time.

### **RECOMMENDATION**

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

<b>Project: Jack O'Lanterns</b>		
<b>Timeline: September - October, 2023</b>		
<b>Concert &amp; Event Marketing</b>		
<b>Responsibility</b>	<b>Frequency</b>	<b>Tasks / Responsibilities</b>
<b>Digital Advertising</b>		
Noise	Upon Commencement	Create Digital Ad Plan - \$30,000 Advertising Spend
Noise	Continuously	Execution and Optimization of Digital / Social Campaign per Digital Ad Plan - (May include Facebook Ads, Google Ads, Youtube Ads, AdRoll Retargeting, TikTok Ads, Snapchat Ads & others)
Noise	Up to 5	Design Ad Creatives - up to 5 versions (graphics and/or video)
Noise	As Needed	Assist with ticket pricing strategies, including timing of offers, packages and targeting
Noise	As Needed	Resize assets for all platforms
Noise	Continuously	Maintain Real Time Digital Dashboard to evaluate ROI
Noise	Upon Commencement	Liaise with Talent Buyer, Artist Agent and/or Artist Management to request advertiser access
Noise	Upon Commencement	End to End Conversion Tracking (Subject to capabilities of Ticket Provider)
Noise	Upon Request	Send out ad platform credit card receipts (electronically)
Client	As Needed	Supply layered artwork, video and all necessary creative units for ad platforms
Client	Upon Commencement	Grant Noise access to requested Business Manager assets
Client	Upon Commencement	Provide Noise with credit card or invoice billing details (Net 15) in advance of ad placement.
Client	Upon Commencement	Grant Noise Access to requested Business Manager assets
Client	Upon Commencement	Ticket Scaling Spreadsheet including pricing and configuration of all ticket types
<b>Email Marketing</b>		
Noise	Up to 8	Consult on email marketing strategy including copy, offer placement, images and subject lines
<b>Overall Social Strategy Consulting</b>		
Noise	2	30 minute conference calls to discuss overall strategy, digital research, review targeting and success metrics
Noise	Continuously	Marketing Staff and Noise will communicate via email and telephone whenever possible. Limit calls or text to normal business hours which are from 9 AM - 5 PM CT Monday-Friday unless emergency. Communications via text message shall be limited to scenarios related to deadlines, approvals, realtime content capture (when necessary).
Noise	Continuously	Noise shall respond to requests within a reasonable timeframe during weekdays and weekends.
<b>Systems to be Utilized - Per Advertising Plan</b>		
Facebook Ads	Continuously	Paid directly by client credit Card
Google Ads	Continuously	Paid directly by client credit Card
Adroll Display Ads	Continuously	Paid directly by client credit Card
TikTok Ads	As Needed	Invoiced by Noise New Media
Twitter Ads	Continuously	Paid directly by client credit Card
Google Analytics	Continuously	Client to provide Noise access to account for reporting and tracking configuration
Ticketing Provider	Continuously	Client to provide Noise access to account for reporting and tracking configuration
Email Marketing	Continuously	Client to provide Noise access to account for reporting and campaign creation
		<b>Noise New Media Fee: \$1.00 Per Online Ticket Sold</b>
		Noise New Media Fee is not charged on comps



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH NOISE NEW MEDIA, LLC FOR  
ADVERTISING SERVICES FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-384 authorizing a contract with Debbi Katz Productions to produce a Halloween-themed event called Jack O' Lanterns Unleashed at the Fairgrounds; and

WHEREAS, it is necessary to implement new advertising strategies for the event in order to realize growth; and

WHEREAS, Noise New Media, LLC is an experienced advertising company which specializes in digital advertising for Fairgrounds; and

WHEREAS, the fee for hiring Noise New Media, LLC is \$1 per online ticket sold with a guaranteed minimum fee of \$2,500; and

WHEREAS; the \$1 fee per ticket can be passed along to the consumer and therefore not impact the advertising budget; and

WHEREAS, if necessary to meet the guaranteed minimum payment due in the amount of \$2,500, the funds have been budgeted and approved in the 2023 operation budget account number 56176013-901000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the awarding of a contract to Noise New Media, LLC for two years effective the date of execution for advertising services for the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, that Noise New Media, LLC fee is \$1 per online ticket sold with a guaranteed minimum fee of \$2,500.

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

## Agenda Item 7

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Glenn Canning, Facilities Director

**DATE:** March 7, 2023

**RE:** Resolution to Authorize an Agreement with Red Guard Fire & Security to Replace the Fire Panel at the Hilliard Building

For the meeting agendas of: March 21 & 22

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### **BACKGROUND**

The fire panel at the Hilliard Building has outlived its useful life, is obsolete and needs to be replaced. The fire panel controls initiating and signaling devices which includes horns, strobes, and duct detectors and will alarm if the sprinklers are activated.

Red Guard Fire & Security submitted the lowest responsive and responsible proposal of \$28,900 to replace the fire panel. We are requesting a contingency of \$5,000 for any unforeseen circumstances for a total not to exceed amount of \$33,900.

### **ALTERNATIVES**

The alternative would be to not approve the panel replacement risking life safety of staff and public.

### **FINANCIAL IMPACT**

Funds are available in the approved 2023 CIP line item # 245-90210-976000-23F05.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-976000-23F05	\$50,000	\$50,000	\$33,900	\$16,100
Public Improvement Fund				

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Red Guard Fire & Security to replace the fire panel at the Hilliard Building.

## Agenda Item 7

TO: Glenn Canning, Facilities Director

CC: Troy Willard, Facilities Manager

FROM: James Hudgins, Director of Purchasing

DATE: February 3, 2023

RE: Memorandum of Performance for RFP No. 8-23 Fire Alarm System Replacement

Ingham County sought proposals from qualified and experienced contractors for replacing the existing outdated fire panel with a comparable fire panel and accessories located in the lower level at the Hilliard Building in Mason, Michigan.

The scope of work includes; but is not limited to, designing, engineering, plan review, labor (prevailing wages), materials, bonds, insurance, and permits required to meet all applicable codes and to be a complete and functioning system. The awarded vendor will update as-built drawings and conduct customer training upon completion.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	72	17
Vendors responding	4	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 [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost	How long do you anticipate that this contract will take to complete	What is the manufacturer and model # of the fire alarm and accessories being proposed?	What is the warranty term and conditions for the fire alarm and accessories being proposed?
Redguard Fire & Security	No, Plymouth MI	\$28,900.00	5 Working days	EDWARDS - See Proposal for details	1 Year labor and 5 Years Equipment
Boynton Fire Safety Services	Yes, Lansing MI	\$34,600.00	2-3 Weeks	SIEMENS -See Proposal for details	1 Year Materials
Network Fire & Security	No, Grand Rapids MI	\$39,071.00	4 Weeks	HONEYWELL - See Proposal for details	1 Year Labor and Materials
Centennial Electric	No, Pottersville MI	\$79,900.00	6-7 Weeks	SIEMENS -See Proposal for details	1 Year Labor and Materials

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RED GUARD FIRE AND SECURITY  
TO REPLACE THE FIRE PANEL AT THE HILLIARD BUILDING**

WHEREAS, the fire panel at the Hilliard Building has outlived its useful life, is obsolete and needs to be replaced; and

WHEREAS, the fire panel controls initiating and signaling devices which includes horns, strobes, and duct detectors and will alarm if the sprinklers are activated; and

WHEREAS, the Facilities Department recommends entering into an agreement with Red Guard Fire & Security who submitted the lowest responsive and responsible proposal of \$28,900 to replace the fire panel at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2023 Public Improvements Fund line item #245-90210-976000-23F05 which has a balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Red Guard Fire & Safety, 45150 Polaris Ct., Plymouth, Michigan 48170, to replace the fire panel at the Hilliard Building for an amount not to exceed \$33,900 which includes a \$5,000 contingency.

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

## Agenda Item 8a

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** March 7, 2023

**SUBJECT:** Proposed Resolution to Authorize Agreements with Meridian and Vevay Townships for the 2023 Local Road Program

For the meeting agendas of March 21, 22 and 28

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### **BACKGROUND**

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

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

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

Meridian and Vevay Townships have coordinated with the Road Department to schedule work for the 2023 construction season. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

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

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Road Department match contribution for the Local Road Program in the amount of \$394,546.88 for these two townships is included in the adopted 2023 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Vevay Township, but the road repairs proposed by Meridian Township will be performed by contractors with specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Meridian and Vevay Townships.

## 2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Meridian	\$0.00	\$335,000.00	\$335,000.00	The Township is managing their own local road program.	\$3,000,000.00	\$2,665,000.00	\$335,000.00
Vevay	\$4,546.88	\$55,000.00	\$59,546.88	Asphalt wedging and overlay of Rolfe Road (Tuttle Rd to Service Rd), Rolfe Road (Ives Rd to Hawley Rd), and Diamond Road (M-36 to Dexter Trail)	\$208,643.75	\$149,096.87	\$59,546.88



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH MERIDIAN AND VEVAY TOWNSHIPS  
FOR THE 2023 LOCAL ROAD PROGRAM**

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

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

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

WHEREAS, Meridian Township and Vevay Township have coordinated with the Road Department to schedule work for the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2023 construction season, except in Meridian Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

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

WHEREAS, the Road Department's capped match contribution in the total amount of \$394,546.88 combined for these two townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Meridian Township and Vevay Township for the 2023 Local Road Program.

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

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

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

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** March 7, 2023

**SUBJECT:** Proposed Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2026

For the Meeting Agendas of March 21, 22, and 28

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**BACKGROUND**

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2026. Funding categories include full bridge replacement, bridge rehabilitation, and preventative maintenance work. Each local agency is allowed to submit funding applications for bridges at least 20-ft long, as measured along the centerline of the roadway. Funding applications are due by April 3, 2023. The Local Bridge Program requires the road agency's governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package. The following bridge funding applications and scopes of work are based on recommendations provided by an engineering consultant performing bridge inspections on behalf of the Road Department.

The Road Department has proposed candidates for the 2023 bridge funding applications for Fiscal Year 2026 as follows:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

The Dennis Rd Bridge is located in Sections 25 & 36 of Leroy Township, between House Rd and Kane Rd. It is a side by side concrete box beam bridge originally constructed in the early 1900's and rehabilitated in 1984 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Hagadorn Rd Bridge is located in Sections 20 & 29 of Alaiedon Township, at the intersection with Lamb Rd. It is a steel beam bridge originally constructed in 1937 and rehabilitated in 1967 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Kirby Rd Bridge is located in Section 22 of Leslie Township, between the Leslie city limits and Race St. It is a side by side concrete box beam bridge originally constructed in 1974. The beams have deteriorated to a point where the only viable option is to replace them. The foundations are in good condition, so they can be salvaged.

The Onondaga Rd Bridge is located in Sections 28 & 29 of Onondaga Township, between Old Plank Rd and Bellevue Rd. It is a spread box beam bridge constructed in 2002. This bridge is in good condition, but requires joint repairs and an epoxy overlay to extend the anticipated lifespan.

**ALTERNATIVES**

The alternative is to not apply for funding and allow the bridges to continue to deteriorate, with the ultimate end result being a bridge closure. The Road Department does not have funds to replace or repair bridges without the support of the Local Bridge Program.

**FINANCIAL IMPACT**

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering and construction engineering. These costs will be included in the 2026 Road Department budget if awarded funding.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution of support for the Fiscal Year 2026 Local Bridge Program Funding Applications.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS  
FOR FISCAL YEAR 2026**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2026; and

WHEREAS, the available funding categories through the Local Bridge Program include full bridge replacement, bridge rehabilitation, and preventative maintenance work for bridges measuring at least 20-ft long when measured along the roadway centerline; and

WHEREAS, the Local Bridge Program allows each road agency to submit bridge funding applications annually; and

WHEREAS, upon reviewing the county bridge needs, the Road Department recommends submitting funding applications to address the replacement, rehabilitation and preventative maintenance needs for the following bridges:

5. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
6. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
7. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
8. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873); and

WHEREAS, the Local Bridge Program requires a current resolution from the road agency's governing Board in support of the proposed funding applications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the Road Department in the submittal of funding applications for the bridges listed above in an effort to receive Local Bridge Program funding for Fiscal Year 2026.

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** March 3, 2023

**RE:** Resolution to Amend an Engineering Design Services Contract with Bergmann for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

For the meeting agendas of March 21, 22 and 28

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**BACKGROUND**

The Ingham County Road Department (ICRD) has been awarded Highway Safety Improvement Program (HSIP) funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue and Birch Row Drive in Section 6 of Meridian Township. The scope of work includes converting Lake Lansing Road from a four-lane cross section to a three-lane cross section, geometric improvements at the Lake Lansing Road/Towar Avenue/Birch Row Drive intersection and signal replacement with pedestrian push buttons. The HSIP funding is capped at \$600,000 for eligible construction costs. This funding is ineligible for use on design costs.

The City of East Lansing obtained funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund to supplement the project funding at the intersection named above. The funding available through the City of East Lansing's grant sources is approximately \$400,000 of which \$50,000 has been allocated towards design costs.

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #22-021) with Bergmann to perform the design work necessary for the Lake Lansing Road Project. A budget amendment has since been requested by Bergmann due to the additional design effort required to analyze the existing and proposed rain gardens, design a sculpture foundation, and revise the intersection geometry based off stakeholder feedback received at a public meeting.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The original contract included a budget of \$146,000, of which the City of East Lansing committed to funding \$50,000. The current budget amendment is requesting \$14,500 to cover the additional costs created by the scope changes detailed above.

This budget amendment would adjust the total project budget to \$160,500, which equates to 12% of the estimated construction costs for the Lake Lansing Road Project, which aligns within the anticipated budget range for these types of services. The cost for the engineering design services are included in the 2023 Road Fund Budget.

**RECOMMENDATION**

I respectfully recommend the Board of Commissioners adopt the attached resolution to amend the agreement with Bergmann for the Lake Lansing Road Project in the amount of \$14,500, revising the total contract cost to \$160,500, of which \$50,000 is funded through the City of East Lansing.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AN ENGINEERING DESIGN SERVICES CONTRACT  
WITH BERGMANN FOR THE LAKE LANSING ROAD PROJECT  
FROM ABBOT ROAD TO HAGADORN ROAD**

WHEREAS, the Ingham County Road Department has been awarded Highway Safety Improvement Program funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue, and Birch Row Drive in Section 6 of Meridian Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 80% of construction costs up to a capped amount of \$600,000 for eligible construction items, with the Road Department being responsible for the remaining funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, the project costs associated with design engineering, right of way, construction engineering, and the local funding match for the Highway Safety Improvement Program are included in the 2023 Road Fund Budget; and

WHEREAS, the City of East Lansing has obtained \$400,000 in funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund, of which a portion can be used for engineering design costs; and

WHEREAS, the City of East Lansing has committed to funding \$50,000 of the engineering design costs for this project, with the remaining portion of the available grant funding to be applied to the construction phase of the project; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-021 to enter into an agreement with Bergmann for a not to exceed fee of \$146,000 for engineering design services related to the Lake Lansing Road Project, of which \$50,000 of the design services fee will be funded by the City of East Lansing; and

WHEREAS, during the design phase for the project, an expanded scope of work became necessary in order to analyze the existing and proposed rain gardens, design a sculpture foundation, and revise the intersection geometry based off stakeholder feedback received at a public meeting; and

WHEREAS, a budget amendment is requested in the amount of \$14,500 for Bergmann to complete the necessary work described herein, for a total revised engineering design services budget of \$160,500 for the overall project, of which \$50,000 of the design services fee will be funded by the City of East Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the engineering design services contract for the Lake Lansing Road Project from Abbot Road to Hagadorn Road with Bergmann located at 7050 West Saginaw Highway, Suite 200, Lansing, MI 48917, in the amount of \$14,500, for the not to exceed fee of \$160,500, of which \$50,000 will be funded by the City of East Lansing.

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



## Agenda Item 9

**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** March 7, 2023  
**SUBJECT:** Resolution To Approve An Agreement With The Pea Group For Montgomery Drain Engineering Review  
For the meeting agendas of March 21, 22, 2023

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### **BACKGROUND**

Resolution #22-376 provided \$1,000,000 in American Rescue Plan Act (ARPA) funding for the Montgomery Drain project. One of the requirements of the ARPA funding was for a third party review of the remaining Montgomery Drain plans to verify their efficacy and need to the successful operation of the project. A funding amount of \$7,500, to be funded through the ARPA funds, was established.

PEA Group is a national engineering firm with Michigan offices that provides ecological consulting for stormwater management and hydraulic analysis. PEA Group is an engineering firm used by the Drain Commissioner on projects but did not provide engineering or consulting services on the Montgomery Drain.

### **ALTERNATIVES**

Contract with an alternative consultant.

### **FINANCIAL IMPACT**

Funding to be provided through ARPA dollars.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE PEA GROUP FOR  
MONTGOMERY DRAIN ENGINEERING REVIEW**

WHEREAS, Resolution #22-376 provided \$1,000,000 in American Rescue Plan Act (ARPA) funding to the Ingham County Drain Office for the Montgomery Drain Project; and

WHEREAS, one of the requirements of the ARPA funding was for a third-party review of the remaining Montgomery Drain plans to verify their efficacy and need to the successful operation of the project not to exceed \$7,500; and

WHEREAS, the PEA Group is a national engineering firm with Michigan offices that provides ecological consulting for stormwater management and hydraulic analysis; and

WHEREAS, the PEA Group is an engineering firm used by the Drain Commissioner on projects but did not provide engineering or consulting services on the Montgomery Drain; and

WHEREAS, the PEA Group has agreed to perform the review of the remaining Montgomery Drain plans per Resolution #22-376 for an amount not to exceed \$7,500.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an agreement with the PEA Group to provide a third party review of the remaining Montgomery Drain plans to verify their efficacy and need to the successful operation of the project not to exceed \$7,500.

BE IT FURTHER RESOLVED, that the funding for the review will be provide through ARPA funds.

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