

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

**LAW & COURTS COMMITTEE**  
DERRELL SLAUGHTER, CHAIR  
MARK POLSDOFER  
VICTOR CELENTINO  
CHRIS TRUBAC  
IRENE CAHILL  
RANDY SCHAFER  
RANDY MAIVILLE

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, DECEMBER 1, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [November 10, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Public Defenders Office – Update from Chief Public Defender Keith Watson
2. Facilities Department – [Justice Complex Update](#)
3. Sheriff's Office
  - a. Resolution to Authorize a Contract with Tigg's Canteen for [Food and Laundry Services](#)
  - b. Resolution to Authorize a Contract with Tigg's Canteen for Inmate [Commissary Delivery Services](#) at the Jail
  - c. Resolution to Authorize a Contract with [Continental Café, LCC](#) for Vending Services at the Ingham County Justice Complex
  - d. Resolution to Authorize an Agreement with [Delhi Township](#) for Police Services from January 1, 2023 through December 31, 2028
  - e. Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the [Michigan Department of Corrections](#)
  - f. Resolution to Amend the Police Services Agreement with the [Village of Webberville](#)
4. Circuit Court – Resolution Honoring [Judge Clinton Canady III](#)
5. Circuit Court – Juvenile Division
  - a. Resolution Authorize an Agreement with Highfields for the [Horizon Program](#)
  - b. Resolution Authorize a Contract with Peckham Inc. for the [Peckham Footprints](#) Group Home
6. Controller's Office
  - a. Resolution to Amend Resolution #22-544 to Increase the Not to Exceed Amount with [VitalCore Health Strategies](#) for Medical Services for the Ingham County Youth Center
  - b. Resolution to Authorize the Third Amendment to the Land Lease Agreement between [SBA Towers II LLC](#) and Ingham County
  - c. Resolution Approving [Various Contracts](#) for the 2023 Budget Year

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).

LAW & COURTS COMMITTEE  
November 10, 2022  
Draft Minutes

Members Present: Slaughter, Schafer, Celentino, Cahill, Polsdofer, Maiville, and Trubac.

Members Absent: None.

Others Present: Teri Morton, Madison Hughes, and others.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the October 27, 2022 Minutes

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE OCTOBER 27, 2022 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Community Mental Health – Resolution to Authorize a Contract with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Correctional Assessment and Treatment Services at the Ingham County Jail
2. Prosecutor's Office
  - a. Resolution to Authorize a Memorandum of Understanding with the Tri-County Metro Narcotics Squad Under the 2023 Byrne JAG Grant
  - b. Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, and AWARE Inc.
3. Probate Court – Resolution to Extend the 2022 Coronavirus Emergency Supplemental Funding Grant

4. Community Corrections – Resolution to Authorize Contracts with Northwest Initiative and Prevention and Training Services for 2023 Community-Based Programming
5. Circuit Court – Resolution to Authorize an Agreement with Michigan State Police to Extend the Period of the Circuit Court’s Coronavirus Emergency Supplemental Funding Grant

THE MOTION CARRIED UNANIMOUSLY.

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

6. Law & Courts Committee – Resolution Authorizing an Additional 2023 Agreement for Juvenile Justice Community Agencies

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Teri Morton, Ingham County Deputy Controller, stated that she believed Dr. Stan Parker would be in attendance to provide a presentation on behalf of the Eastside Community Action Center (ECAC). She further provided an overview of the request submitted by ECAC.

Commissioner Celentino stated that ECAC would target issues related to the youth, which the Board of Commissioners had previously made a priority. He further stated that he would ask an ECAC representative if they intended to receive additional funds from other entities.

Commissioner Celentino stated that he had no issues providing funding in the beginning phases to show support. He further stated that he had no issues providing funds ranging from about \$20,000 to \$22,500.

Commissioner Celentino stated that ECAC would service other entities, which they could reach out to in the future to seek funds. He further stated that he believed the Board of Commissioners should offer support as well.

Commissioner Schaffer stated that, in the past, funds would be allocated for a request on the condition that the agency would raise the same amount of funds provided to them by the Board of Commissioners. He further stated that this could provide the agency the opportunity to reach out for funding and receive additional support from other entities as well.

Commissioner Schaffer stated his agreement with Commissioner Celentino’s statement and stated that he would encourage ECAC to reach out to other entities to receive additional funding as well. He further stated that Child Family Services had been moving along and was looking positive for the future.

Commissioner Maiville stated his agreement with Commissioners Schafer and Celentino. He further stated that the amount ECAC had initially requested was substantially larger than the amount that other entities are funded.

Commissioner Maiville stated his agreement with Commissioner Celentino's statement to provide funding ranging from about \$20,000 to \$22,500. He further stated that this was a decision to be made by the Law & Courts Committee but he asked for the staff's opinion on ECAC and their application as well.

Ms. Morton stated that ECAC had been an applicant for the Local Operator with Advanced Peace and provided impressive experience, even though they did not receive that contract. She further stated that this funding could provide them the opportunity for this program.

Ms. Morton stated that the Law & Courts Committee could reschedule this discussion for a later time, when a representative from ECAC could be in attendance. She further stated that the Law & Courts committee could also choose to allocate funding without hearing from ECAC and request that a mid-year report be provided the future.

Ms. Morton stated that a contract would be written and provided to ECAC that would require reporting.

Commissioner Celentino stated that he would like to be fair and provide ECAC the opportunity to make their case on their request like it had been given to the other entities that had funding provided. He further stated that he had no issues allocating the funding before the end of the year.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CAHILL, TO ALLOCATE \$22,500 TO THE EASTSIDE COMMUNITY ACTION CENTER.

Discussion.

Commissioner Celentino stated that, with only \$5,490 remaining in the budget, additional funding would have to be provided from the Juvenile Justice Millage fund balance to complete the allocation of these funds.

Ms. Morton stated confirmation. She further stated that the resolution had been drafted to include the additional funding needed from the Juvenile Justice Millage fund balance once the amount to be allocated had been decided on.

Ms. Morton stated that she believed an additional \$17,010 would be needed.

Commissioner Celentino stated confirmation that \$17,010 additional would be needed. He further asked if this would be added to the resolution.

Ms. Morton confirmed that this would be added to the BE IT FURTHER RESOLVED clause in the resolution.

THE MOTION TO ALLOCATE \$22,500 TO THE EASTSIDE COMMUNITY ACTION CENTER CARRIED UNANIMOUSLY.

THE MOTION TO ACCEPT THE RESOLUTION CARRIED UNANIMOUSLY.

Ms. Morton asked if the Law & Courts Committee would request a mid-year report on this program from the ECAC. She further stated that this requirement would be in the contract provided to ECAC as requested.

Discussion.

Announcements

None.

Public Comment:

None.

Adjournment

The meeting was adjourned at 6:11 P.M.

**DECEMBER 1, 2022 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Deputy Controller recommends approval of the following resolutions:**

- 3a. *Sheriff's Office – Resolution to Authorize a Contract with Tigg's Canteen for Food and Laundry Services*
- 3b. *Sheriff's Office – Resolution to Authorize a Contract with Tigg's Canteen for Inmate Commissary Delivery Services at the Jail*

Tigg's Canteen and Ingham County entered into one-year agreements with two one-year extensions for Commissary and Kitchen and Laundry Services which expire on November 30, 2022. The Sheriff's Office worked with Ingham County Purchasing and received bids for this service in accordance with the county's purchasing policy. Canteen was selected as the preferred vendor.

The first resolution will authorize a contract with Tigg's Canteen Services for Food and Laundry Services for the time period January 1, 2023 through December 31, 2023. The contract will automatically renew for two one-year periods if desired by the county and agreed upon by the vendor.

The second resolution will authorize a contract with Tigg's Canteen Services for Commissary Deliver Services for the time period January 1, 2023 through December 31, 2023. This contract will also automatically renew for two one-year periods if desired by the county and agreed upon by the vendor.

See memo and Memorandums of Performance for details.

- 3c. *Sheriff's Office – Resolution to Authorize a Contract with Continental Café, LLC for Vending Services at the Ingham County Justice Complex*

This resolution will authorize a contract with Continental Café, LLC for vending services within the Ingham County Justice Complex for the time period of January 1, 2023 through December 31, 2025. The contract will automatically renew for two one-year periods if desired by the county and agreed upon by the vendor.

The new Justice Complex includes a new micro-kitchen/cafeteria. This open vending allows employees the opportunity for healthy meal and beverage choices during and outside normal business hours. The Sheriff's Office worked with the Purchasing Department and Kramer Management Group (Owner's Representative on the Justice Complex) and received bids for this service in accordance with the county's purchasing policy. Continental Café, LLC was selected as the preferred vendor. Commission rates were eliminated to keep staff expense low and encourage the use of healthy food choices and beverage options. Commission rates of regular vending options in the training center have a 5% commission on sales.

See memo for details.

3d. Sheriff's Office – Resolution to Authorize an Agreement with Delhi Township for Police Services from January 1, 2023 through December 31, 2028

This resolution will approve a six-year contract between Ingham County, the Ingham County Sheriff's Office, and Delhi Township for Police Services from January 1, 2023 through December 31, 2028. The contract amounts for the first three years are established as follows:

2023 – \$3,133,160  
2024 – \$3,241,239  
2025 - \$3,372,239

The contract amounts for 2026, 2027, and 2028 will be determined when the County, Sheriff, and Township have mutually agreed upon and authorized annual compensation totals for those years.

This contract for services with Delhi Township has been in place since 1990.

3e. Sheriff's Office – Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections

This resolution will authorize the renewal of an agreement with the Michigan Department of Corrections to rent up to 50 jail beds as needed, at a cost of \$35.00 per day, per bed, effective October 1, 2022 through September 30, 2023. Estimated revenue is \$320,000, and is anticipated in the 2023 budget. This revenue projection is based on an average daily rental rate of 25 beds.

See memo for details.

3f. Sheriff's Office – Resolution to Amend the Police Services Agreement with the Village of Webberville

This resolution will approve an amendment to the contract with the Village of Webberville for the period covering January 1, 2023 through December 31, 2023 to decrease the 2023 payment from the Village of Webberville from \$327,043 to \$163,521.50. This will reduce the number of Sheriff's Deputies assigned to the Village of Webberville from two to one, and reduce the hours of contracted services from 80 hours to 40 hours per week. The Sheriff's Office and Village of Webberville have mutually agreed to this solution. As a result of this change, a vacant Sheriff Law Enforcement Deputy position will be eliminated effective January 1, 2023.

See memo for details.

5a. Circuit Court/Family Division – Resolution to Authorize an Agreement with Highfields, Inc. for the Horizon Program

This resolution will authorize entering into an agreement with Highfields for the Horizon Program for the time period of October 1, 2022 through September 30, 2023 at a cost not to exceed \$335,046. The Horizon Program promotes behavioral stabilization for community-based youth and is based on risk level. Programming is offered Mondays through Fridays from 3 p.m. to 8 p.m. While at the program, youth are involved in structured activities and receive cognitive behavior treatment. Highfields has provided the transportation and professional staff that supports the Horizon program since its inception in 2008.



The requested contract amount for FY 2023 is a 10% increase from last fiscal year. The increase is due to higher costs of fuel and wages. Funds for this contract are included in the 2023 budget and come from the Juvenile Justice Millage, and are matched minimally at 50% by the State Child Care Fund.

See memo for details.

5b. Circuit Court/Family Division – Resolution Authorize a Contract with Peckham Inc. for the Peckham Footprints Group Home

This resolution will authorize a contract at an amount not to exceed \$625,289 with Peckham Inc. to operate the Peckham Footprints Group Home for the time period of October 1, 2022 through September 31, 2023. The Peckham Footprints Group Home is a six bed residential facility that operates programming for moderate to high risk female juvenile offenders. Peckham Inc. has provided this program since 2005.

For Fiscal Year 2023, Peckham reports an increase in costs related to food, staff wages, and fringe benefits and has requested an increase of 12% to the contract amount. Funds for this contact are included in the 2023 budget funded by the Juvenile Justice Millage and reimbursed minimally at 50% by the State Child Care Fund.

See memo for details.

6a. Controller's Office – Resolution to Amend Resolution #22-544 to Increase the not to Exceed Amount with VitalCore Health Strategies for Medical Services for the Ingham County Youth Center

This resolution will authorize an amendment to Resolution #22-544 increasing the medical services for the Youth Center provided by VitalCore Health Strategies to a not to exceed amount for \$172,124 for the first year with a not to exceed increase of 3% for each following year. During negotiations with VitalCore on Jail Medical/Youth Center services, additional staffing was requested from the Youth Center, increasing the previously approved not to exceed amount for the first year of the services from \$138,108 to \$172,124. The \$34,016 increase will be reimbursed at least 50% by the Child Care Fund, with the remainder to be funded by the Juvenile Justice Millage.

See memo for details.

6b. Controller's Office – Resolution to Authorize the Third Amendment to the Land Lease Agreement between SBA Towers II LLC and Ingham County

This resolution will authorize the Third Amendment to the Land Lease Agreement between SBA Towers II LLC and Ingham County for a portion of the property located at 700 Buhl Drive in Mason. The term of the lease will be amended to include five successive terms of five years, and each renewal term will be deemed automatically extended unless Ingham County notifies SBA of its intention not to renew prior to the commencement of the succeeding renewal term. The current lease term expires on February 18, 2032. The 2022 lease payment is \$1,806.11 per month and the lease payment will continue to increase at 3% per year, or an amount equal to 10% of the gross receipts derived by SBA from revenues of the tower, whichever is greater.

See memo for details.

6c. Controller's Office – Resolution Approving Various Contracts for the 2023 Budget Year

This resolution will approve the attached list of contracts for the 2023 budget year. The list consists only of contracts that are included in the 2023 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095, provides that any contract over \$5,000 must be approved by the Board of Commissioners.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate (7.9% for 2023) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2023 increase of 7.9% or less are the only ones included in this resolution. All others will have to be presented separately by resolution.

**UPDATES:**

1. Public Defender's Office – Update from Chief Public Defender Keith Watson
2. Facilities – Justice Complex Update

**HONORARY RESOLUTION:**

4. Circuit Court – Resolution Honoring Judge Clinton Canady III

# PROJECT STATUS REPORT INGHAM COUNTY JUSTICE COMPLEX MONTH ENDING: OCTOBER 2022



## PROJECT STATUS SUMMARY

The project continues to make progress with construction still tracking on schedule. In the Sheriff's office area, the mechanical, electrical, and plumbing is substantially complete. Wall and floor finishes are currently being worked on and furniture is being dropped off and installed. Commissioning of the mechanical, electrical, and building systems continue to ensure everything is working as designed. On the exterior, luminated signage has been installed and parking lots in the secured areas have been paved.

### A look at work that is ongoing:

#### **55<sup>th</sup> District Court**

- ~ Ceilings being installed in all offices
- ~ Hard tile flooring ongoing
- ~ Furniture being delivered and installed
- ~ Sitework/plaza landscaping and parking lot fence ongoing
- ~ 55<sup>th</sup> District Court move to take place toward the end of January

#### **Sheriff's Office**

- ~ Furniture dropped off and installed
- ~ High Density File Storage – Central Records being installed
- ~ Sealed concrete and logos are in progress
- ~ Exterior Signage Install being completed

**Jail Area**

- ~ Sealed concrete ongoing on post 1 & 2
- ~ Carpet going in on 2<sup>nd</sup> floor
- ~ Security control testing ongoing
- ~ Inmate move to take place toward the end of January

**Please note:**

The move management piece is underway. CBRE (CB Richard Ellis) who is the move management consultant, is scheduling meetings with appropriate individuals on how the process will work and what needs to be done prior to anything being moved. The Certificate of Occupancy for the complex is estimated to be received the first of January 2023. The decommissioning and preparation of the existing facilities will begin early February and the actual demolition is targeted to begin in March. The project schedule is progressing very well and we are trending to be under budget at the end of this project.

Thank you,

*Richard Terrill*

Richard Terrill  
Ingham County Facilities Director

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Robert Earle, Jail Administrator  
**DATE:** November 11, 2022  
**SUBJECT:** Tigg's Canteen, Food & Laundry and Commissary Services Agreement Extension

---

**BACKGROUND**

Tigg's Canteen, hereafter "Canteen," and Ingham County on behalf of the Sheriff's Office, hereafter Sheriff's Office, entered into a one (1) year agreement with two (2) one (1) year extensions for Commissary and Kitchen and Laundry Services which expires November 30, 2022. The Sheriff's Office worked with Ingham County Purchasing and received bids for this service in accordance with county's contract policy. Canteen was selected as the preferred vendor. We request to enter into a one (1) year contract with an expiration of December 31, 2023, with two (2) one (1) year auto-renewals. With moving into the new Justice Complex, consistency in the vendor will aid in the transition. We have had a long relationship with this vendor and their prices continue to be the lowest of their competitors while also providing meals beyond the requirements.

**ALTERNATIVES**

The alternative would be to select an alternate vendor with higher costs and no operational experience within our facility. The new vendor would be required to learn our processes while simultaneously transitioning into a new facility. Operationally, this would not be recommended.

**FINANCIAL IMPACT**

As anticipated, the costs to the county has a slight increase due to the global pandemic and rising costs of food within the industry. These increases are manageable and are partly offset by commissions received for commissary sales.

**OTHER CONSIDERATIONS**

Canteen continues to have a good working relationship with the Sheriff's Custody Staff. Any problems are quickly identified and addressed in a timely manner and fashion. Staffing shortages industry-wide continue to be a problem; however, Canteen has consistently had onsite staff, sometimes pulling from other Correctional Facilities to fill vacancies at our jail. Making a change in this vendor during these complex times would be difficult and not recommended.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into a contract with Canteen for both Commissary and Food/Laundry Services.

**Agenda Item 3a**

TO: Darin Southworth, Chief Deputy, Sheriff's Office  
FROM: James Hudgins, Director of Purchasing  
DATE: August 17, 2022  
RE: Memorandum of Performance for RFP No. 45A-22 Kitchen & Laundry Management Services for the Ingham County Correctional Facility

Per your request, the Purchasing Department sought proposals from experienced and qualified firms to submit proposals for kitchen and laundry management services for the Ingham County Correctional Facility (ICCF) for a period of three years with an option for a two-year renewal.

The scope of work includes, but is not limited to, providing all necessary services to operate a complete onsite kitchen and laundry program for the Ingham County Correctional Facility using the ICCF's current equipment and machinery. Providing three meals per day, seven days per week with a minimum of two hot meals being served during the daily inmate meal period. The Contractor is required to obtain and hold all pertinent permits and licenses for the duration of the agreement and in compliance with comply with food and health standards as outlined in the Michigan Department of Corrections manual for Jails and Lockups.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	0
Vendors responding	4	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 Pref	Commission Rate	Projected commission return	Price per Meal	Laundry	Other value added discounts or specials	Additional forms of compensation
Cellmate Food Solutions Inc.	No, Tekonsha MI	25% - First 6 Months; 43.1% after 6 Months for Commissary	N/A	\$1.466 (min) - \$1.958 (max) \$564,117-\$750,360 - Annual budget range	\$20,000 Annual	Flex Plan Available	up to \$3,000 Capitol Investment Available
Tigg's Canteen Services	No, Coldwater MI	N/A	N/A	Yr. 1 - \$1.406 - \$1.24; Yr. 2 - \$1.475 - \$1.302; Yr. 3 - \$1.549 - \$1.367	N/A	N/A	N/A
Aramark Correctional Services LLC	No, PA	43% for commissary	\$230,000.00	\$1.445	\$3,000/Month or \$36,000 Annual	43% Commission on iCare net sales	\$1.499 Price per meal, if awarded all three contracts.
Summit Food Service	No, Sioux Falls SD	Negotiable	N/A	Yr. 1 - \$1.612 - \$1.294; Yr. 2 - \$1.774 - \$1.424; Yr. 3 - \$1.951 - \$1.566	N/A	20% Commission on Fresh Express Sales	*10% CPI for Years 2 and 3 (assumption) *10% markup on coffee (Staff)

**Agenda Item 3b**

TO: Darin Southworth, Chief Deputy, Sheriff's Office  
FROM: James Hudgins, Director of Purchasing  
DATE: August 17, 2022  
RE: Memorandum of Performance for RFP No. 45B-22 Commissary Management Services for the Ingham County Correctional Facility.

---

Per your request, the Purchasing Department sought proposals experienced and qualified firms to submit proposals for commissary management services for the Ingham County Correctional Facility (ICCF) for a period of three years with an option for a two-year renewal.

The scope of work includes, but is not limited to, providing all necessary goods, services, supplies, labor and supervision, monthly sales reports as well as equipment and software licenses for up to 15 computers to operate a complete offsite inmate commissary program for the Ingham County Correctional Facility.

The Contractor shall follow all applicable rules, regulations, zoning, permitting, registration, and licensing requirements, whether Local, State, or Federal. The Contractor is required to obtain and hold all pertinent permits and licenses for the duration of the agreement.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	0
Vendors responding	5	0

A summary of the vendors' costs is on the following 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 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	Commissary Commission	Other Fees
Turnkey Corrections	No, River Falls WI	40% Communications not including TKC Telecom	Credit Card Deposits \$8.95 (for both online and Kiosk)
		45% on Gross Sales	Cash Deposits \$2.00 each
Stellar Services	No, Stoughton WI	43.1% per RFP Scope of Work 37.1% (if Cellmate Food Service is the chosen Food Service Provider)	Credit/Debit Cards \$3.00 or 10% of total, Kiosk \$3.00, and Lockdown software - free Booking - no fee, DebitTime transfer \$1.00
Tigg's Canteen Services	No, Coldwater MI	40% on Gross Sales	Credit Card Deposits \$4.00 + 4%, Kiosk \$4.00, Credit Card Bond \$10.00 + 8%
		Rebate - \$2.00 per transaction	Cash Deposits \$4.00, Cash Bond 6% of Bond Total
Aramark	No, PA	43% includes iCare net sales	N/A
Summit Food Service	No, Sioux Falls SD	41% on Net Sales	Kiosk Credit Card Deposits \$3.00 + 4%, Web Deposits \$3.00 + 4%, Kiosk Cash Deposit \$4.00
		20% on Online Sales	Secure Messaging \$0.50 both ways, Video Visit \$0.25/minute, Video Chat \$0.25/minute, Bonds \$10.00 + 4.1%, CorrectPay \$4.95 + 4%

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TIGG'S CANTEEN FOR  
FOOD AND LAUNDRY SERVICES**

WHEREAS, Ingham County, by way of the Sheriff's Office, agreed to a food preparation and laundry services contract with Tigg's Canteen, hereafter Canteen, from November 30, 2017 to November 30, 2022; and

WHEREAS, the Sheriff's Office, in conjunction with Ingham County Purchasing Department, completed a request for proposal process; and

WHEREAS, Canteen was selected by the Sheriff's Office as the preferred vendor for these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with Tigg's Canteen Services for Food and Laundry Services.

BE IT FURTHER RESOLVED, that the contract will be effective January 1, 2023 through December 31, 2023, with prices ranging from \$1.24 to \$1.405 per meal, based on number of servings per meal service, and medical snacks priced at \$1.30 each.

BE IT FURTHER RESOLVED, that the contract will automatically renew for a one (1) year period, effective January 1, 2024 through December 31, 2024 if desired by the county and agreed upon by the vendor, with prices ranging from \$1.302 to \$1.475 per meal, based on number of servings per meal services, and medical snacks priced at \$1.365 each.

BE IT FURTHER RESOLVED, that the contract will automatically renew for an additional one (1) year period, effective January 1, 2025 through December 31, 2025, if desired by the county and agreed upon by the vendor, with prices ranging from \$1.367 to \$1.549 per meal, based on number of servings per meal services, and medical snacks priced at \$1.43 each.

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

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.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TIGG'S CANTEEN FOR  
INMATE COMMISSARY DELIVERY SERVICES AT THE JAIL**

WHEREAS, Ingham County, by way of the Sheriff's Office, agreed to an inmate commissary contract with Tigg's Canteen, hereafter Canteen, from November 30, 2017 to November 30, 2022; and

WHEREAS, the Sheriff's Office, in conjunction with Ingham County Purchasing Department completed a request for proposal process (RFP); and

WHEREAS, Canteen was selected by the Sheriff's Office as the preferred vendor for this service and has agreed to the scope of services within the RFP; and

WHEREAS, this contract provides for a commissary sales commission of 40%; and

WHEREAS, Canteen Services, Inc. will continue to charge \$4.00 for each kiosk transaction with \$2.00 returned to the Inmate Commissary fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with Tigg's Canteen Services for inmate commissary delivery services at the Jail.

BE IT FURTHER RESOLVED, that the contract will be effective January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, that the contract will automatically renew for a one (1) year period, effective January 1, 2024 through December 31, 2024, if desired by the county and agreed upon by the vendor.

BE IT FURTHER RESOLVED, that the contract will automatically renew for an additional one (1) year period, effective January 1, 2025 through December 31, 2025, if desired by the county and agreed upon by the vendor.

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

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.

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Robert Earle, Jail Administrator  
**DATE:** November 11, 2022  
**SUBJECT:** Ingham County Justice Complex vending contract

---

**BACKGROUND**

As part of the new Justice Complex, staff wellness and health were a central idea in the design. Included in the new facility is a new micro-kitchen/cafeteria. This open vending concept allows Sheriff's Office employees and support staff the opportunity for healthy meal and beverage choices during and outside normal business hours. The Sheriff's Office worked with Ingham County Purchasing and Kramer Management Group (Owner's Representative on the Justice Complex) and received bids for this service in accordance with county's contract policy. Continental Café, LLC was selected as the preferred vendor. We request to enter into a one (1) year contract with an expiration of December 31, 2025, with two (2) one-year auto-renewals, if desired by the county and agreed upon by the vendor.

**ALTERNATIVES**

The alternative would be to not offer these services onsite. Staff would continue to have difficulty finding healthy food and beverage options outside normal business hours.

**FINANCIAL IMPACT**

This contract has no expense to the county for offering these services. Commission rates were eliminated to keep staff expense low and encourage the use of healthy food choices and beverage options. Commission rates of regular vending options in the training center have a 5% commission on sales. The anticipated income is unknown.

**OTHER CONSIDERATIONS**

The Sheriff's Office has a multitude of shifts and hours in which Sheriff's and support staff work. While these staff are on duty at all hours of the evening, overnights, weekends, and holidays, local businesses in Mason are not always open. Staff will still have options to purchase meals and food at local businesses during normal hours, but a micro-kitchen gives employees another option. For those assigned to the Corrections Division, it keeps staff on campus and available to respond in the case of an emergency.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into a contract with Continental Café, LLC.

**Agenda Item 3c**

TO: Robert Earle, Corrections Captain, Sheriff's Office  
Darin Southworth, Chief Deputy Sheriff, Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: November 4, 2022

RE: Memorandum of Performance for RFP No. 42-22 Micro Kitchen Services

Per your request, the Purchasing Department sought proposals from vendors experienced in providing micro kitchen services at the new Ingham County Justice Complex in Mason, Michigan.

The scope of work includes, but is not limited to, providing all required equipment, installation, service and maintenance at no expense to the County for vending machines on a grab-in-go basis that will include, but not limited to, popular snack food & other non-drink products as well as healthy options such as fruit and yogurt items.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	3
Vendors responding	0	3

A summary of the vendors' proposed commission 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' PROPOSED COMMISSION

Vendor Name	Local Preference	Food Proposed Commission	Beverage Proposed Commission	Other Revenue Proposed Commission
Summit	No, Sioux Falls SD	10%	10%	0%
Continental Services	No, Troy MI	5%	5%	0%
Aramark	No, Philadelphia, PA	0%	0%	0%

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH CONTINENTAL CAFÉ, LLC FOR VENDING SERVICES AT THE INGHAM COUNTY JUSTICE COMPLEX**

WHEREAS, Ingham County will occupy the new Justice Complex in 2023 which includes both open vending and vending machines for staff and visitors; and

WHEREAS, the Sheriff's Office, in conjunction with Ingham County Purchasing Department, completed a request for proposal process; and

WHEREAS, Continental Café, LLC was selected by the Sheriff's Office as the preferred vendor for these services; and

WHEREAS, Continental Café, LLC vending services will be provided to the county at no cost; and

WHEREAS, Continental Café, LLC will have a 5% commission revenue sharing with the county on normal vending machines within the complex, excluding the open vending in the micro-kitchen area.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with Continental Café, LLC for vending services within the Ingham County Justice Complex.

BE IT FURTHER RESOLVED, that the initial contract will expire December 31, 2025.

BE IT FURTHER RESOLVED, that the contract will automatically renew for two (2) one-year periods, if desired by the county and agreed upon by the vendor.

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

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 3d**

**TO:** Law & Courts Committee  
and Finance Committee

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** November 2, 2022

**RE:** Resolution to Authorize an Agreement with Delhi Township for Police Services  
from January 1, 2023 through December 31, 2028

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into a new agreement with Delhi Charter Township for police services for the period of January 1, 2023 through December 31, 2028.

Since 1990, the Sheriff's Office and Delhi Township have enjoyed this mutually beneficial partnership and both parties seek to continue this relationship/agreement.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR  
POLICE SERVICES FROM JANUARY 1, 2023 THROUGH DECEMBER 31, 2028**

WHEREAS, the Ingham County Sheriff's Office/Delhi Township Police Services Agreement expires on December 31, 2022; and

WHEREAS, the Ingham County Sheriff's Office has worked with the Budget Office and the Controller's Office to establish budget figures for a new contract with Delhi Township for the years 2023, 2024, and 2025 with consistent contract language, and pending the related financials for the years 2026, 2027, and 2028; and

WHEREAS, officials from the Ingham County Sheriff's Office and Controller's Office have met with officials from Delhi Township and have agreed upon the services and costs to be provided.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a six-year contract for Police Services from January 1, 2023 through December 31, 2028 between Ingham County, the Ingham County Sheriff's Office, and Delhi Township.

BE IT FURTHER RESOLVED, that the annual contractual amounts for years 2023, 2024, and 2025 shall be as indicated by the attached Exhibits A and B.

BE IT FURTHER RESOLVED, that the annual contract amounts for years 2026, 2027, and 2028 shall be determined when the County, Sheriff, and Township have mutually agreed upon and authorized annual compensation totals for those years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments consistent with this resolution.

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

## **EXHIBIT A**

# **ANNUAL COMPENSATION TOTALS FOR ALL BUDGET SERVICE CATEGORIES FOR YEARS 2023, 2024 AND 2025**

**AGREEMENT FOR POLICE SERVICES**  
**Between THE INGHAM COUNTY SHERIFF'S OFFICE and DELHI TOWNSHIP**  
**2023 - 2025**  
**Proposal #1 - 18.5 FTEs Command and Deputies**

SERVICE CATEGORIES	2023	2024	2025
PERSONNEL SERVICES	\$2,807,119.00	\$2,908,148.00	\$3,032,553.00
TOTAL SUPPLIES	\$78,100.00	\$79,700.00	\$81,300.00
PROFESSIONAL SERVICES	\$64,650.00	\$66,750.00	\$68,850.00
MISCELLANEOUS EXPENSES	\$58,691.00	\$59,441.00	\$60,191.00
CAPITAL OUTLAY	\$124,600.00	\$127,200.00	\$129,800.00
<b>TOTAL</b>	\$3,133,160.00	\$3,241,239.00	\$3,372,694.00

PERCENT INCREASE OVER PRIOR YEAR

5%

3%

4%

## **EXHIBIT B**

# **ANNUAL BUDGETS FOR YEARS 2023, 2024 AND 2025**

**AGREEMENT FOR POLICE SERVICES**  
**Between THE INGHAM COUNTY SHERIFF'S OFFICE and DELHI TOWNSHIP**  
**2023 - 2025**  
**Proposal #1 - 18.5 FTEs Command and Deputies**

<b>TOTAL SUPPLIES</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
SUPPLIES	\$23,700.00	\$24,200.00	\$24,700.00
UNIFORMS & ACCESSORIES	\$11,000.00	\$11,500.00	\$12,000.00
GAS & OIL	\$43,400.00	\$44,000.00	\$44,600.00
<b>TOTAL</b>	<b>\$78,100.00</b>	<b>\$79,700.00</b>	<b>\$81,300.00</b>

<b>PROFESSIONAL SERVICES</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
MEMBERSHIPS	\$0.00	\$0.00	\$0.00
COURIER SERVICE	\$1,150.00	\$1,200.00	\$1,250.00
DATA PROCESSING	\$60,000.00	\$62,000.00	\$64,000.00
TELEPHONE	\$3,500.00	\$3,550.00	\$3,600.00
<b>TOTAL</b>	<b>\$64,650.00</b>	<b>\$66,750.00</b>	<b>\$68,850.00</b>

<b>MISCELLANEOUS EXPENSES</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
EQUIPMENT REPAIR	\$4,000.00	\$4,250.00	\$4,500.00
VEHICLE REPAIR	\$15,000.00	\$15,500.00	\$16,000.00
AXON AGREEMENT	\$39,691.00	\$39,691.00	\$39,691.00
<b>TOTAL</b>	<b>\$58,691.00</b>	<b>\$59,441.00</b>	<b>\$60,191.00</b>

<b>CAPITAL OUTLAY</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
MACHINERY/CARS	\$120,000.00	\$122,500.00	\$125,000.00
TELEPHONE SYSTEM	\$4,600.00	\$4,700.00	\$4,800.00
<b>TOTAL</b>	<b>\$124,600.00</b>	<b>\$127,200.00</b>	<b>\$129,800.00</b>

**TO:** Ingham County Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Captain Robert Earle, Jail Administrator  
**DATE:** Wednesday, November 9, 2022  
**SUBJECT:** Renewal of Contract with the Michigan Department of Corrections  
For the meeting agendas of December 1, 2022 and December 6, 2022

---

**BACKGROUND**

This resolution is requesting that the Ingham County Sheriff’s Office be allowed to renew a contract with the Michigan Department of Corrections (MDOC) at the sum of \$35.00 per day, per Violator. The agreement allows the Jail to house up to fifty (50) MDOC Violators for the period of October 1, 2022 to September 30, 2023, with (3) additional one-year automatic extensions if desired by the county and agreed upon by MDOC. This long-standing agreement houses both local Ingham County Parole violators that live in Ingham County and violate their parole in addition to an MDOC re-entry program.

**ALTERNATIVES**

If this contract extension is not approved, individuals who are on parole and live within Ingham County will have no consequences for violating their parole and will remain in the community. Additionally, loss of revenue from this contract will increase the need to use general funds to operate the Correctional Facility.

**FINANCIAL IMPACT**

This agreement is budgeted to bring in \$320,000 of revenue in 2023. This revenue offsets the normal operating budget of the Correctional Facility.

**OTHER CONSIDERATIONS**

A majority of these parolees live and/or work within Ingham County. When they violate their parole by non-compliance or committing new crimes, Ingham County residents are often the victims of these crimes.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to renew the contract with the Michigan Department of Corrections.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH THE  
MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT UP TO 50 BEDS TO THE  
MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Sheriff's Office Jail has an established design, which includes 394 County beds and 50 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds would be used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office is requesting the agreement with the Michigan Department of Corrections be renewed to rent up to 50 beds as needed at a cost of \$35.00 per day, per bed; and

WHEREAS, the revenue to be received from the renting of up to 50 beds, which is anticipated to be \$320,000, has been figured into the 2023 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of an agreement with the Michigan Department of Corrections to rent up to 50 of the jail beds as needed, at a cost of \$35.00 per day, per bed, effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that this agreement will automatically renew for three (3) additional one-year periods, if desired by the county and agreed upon by the Michigan Department of Corrections.

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

**Agenda Item 3f**

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Undersheriff Andrew Bouck  
**DATE:** November 21, 2022  
**SUBJECT:** Resolution to amend the police services agreement with the Village of Webberville  
For the meeting agendas of December 1, 2022 and December 7, 2022

---

**BACKGROUND**

The Ingham County Sheriff's Office has had a contract with the Village of Webberville for police services for over twenty years. This resolution is to reduce the number of Sheriff's Deputies assigned to the Village of Webberville from two deputies to one deputy. This would reduce the hours of contacted services from 80 hours to 40 hours per week. The Sheriff's Office and Village of Webberville have mutually agreed to this solution. The current law enforcement services agreement is valid through December 31, 2023.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The County would receive \$163,521.50 instead of \$327,043 in 2023. The Sheriff's Office would offset this reduction by vacating Sheriff Deputy Law Enforcement position #301228.

**STRATEGIC PLANNING IMPACT**

With the reduction of service hours there will not be a deputy assigned to patrol the Village of Webberville on a daily basis. This position is being eliminated resulting in the loss of a law enforcement deputy in Ingham County.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the amendment of the contract with the Village of Webberville effective January 1, 2023 through December 31, 2023.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE POLICE SERVICES AGREEMENT WITH THE  
VILLAGE OF WEBBERVILLE**

WHEREAS, Resolution #19-322 authorized an agreement between the Ingham County Sheriff's Office and the Village of Webberville for law enforcement services; and

WHEREAS, the agreement was for 80 hours of guaranteed service per week for the time period January 1, 2020 through December 31, 2023; and

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville wish to amend the service level to 40 hours of guaranteed service per week for the final year of the contract; and

WHEREAS, the current payment for the time period of January 1, 2023 to December 31, 2023 is \$327,043.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the contract with the Village of Webberville for the period covering January 1, 2023 through December 31, 2023 to decrease the 2023 payment from the Village of Webberville from \$327,043 to \$163,521.50.

BE IT FURTHER RESOVLED, that a vacant Sheriff Law Enforcement Deputy position (#301228) be eliminated from the Approved Position List effective January 1, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary adjustments to the 2023 budget and position allocation list consistent with the resolution.

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

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JUDGE CLINTON CANADY III**

WHEREAS, Clinton Canady III has dedicated his career to serving the people of Ingham County; and

WHEREAS, Clinton Canady III graduated from the University of Michigan in 1970 with a Bachelor's Degree in Business Administration, and subsequently in 1973 from the University of Michigan Law School with a Juris Doctorate Degree; and

WHEREAS, he became a licensed attorney in the State of Michigan, and eventually also in the District of Columbia, and was admitted to practice in the U.S. Supreme Court as well as the U.S. Court of Appeals, Sixth Circuit; and

WHEREAS, Clinton Canady III joined the Dunnings Law Firm in 1973, eventually becoming a partner in the firm; and

WHEREAS, in 1987 he founded the Canady Law Offices; and

WHEREAS, in addition to working in private practice Clinton Canady III served as General Counsel and Director of General Railroad Corporation from 1979 to 1985, a Criminal Justice Act panel attorney at the U.S. District Court for the Western District, a special referee for the 30<sup>th</sup> Circuit Court Family Division, and a panelist on the tort mediation panels for the Circuit Courts in Ingham, Clinton, and Eaton Counties; and

WHEREAS, in November of 2010 he was elected to the 30<sup>th</sup> Circuit Court bench and has served as a judge with distinction for the last 12 years; and

WHEREAS, Judge Canady has been an active member of the State Bar of Michigan, serving on its Paralegal Prison Project as Director from 1974 to 1978, the Executive Council of its Young Lawyers Division from 1974 to 1982, its Scope and Correlation Committee from 1980 to 1984, its Public Interest Law Committee from 1978 to 1985, its Representative Assembly from 1979 to 1985, its Lawyers and Judges Assistance Committee from 1994 to 2000, its Board of Commissioners from 2015 to 2021, and its Character and Fitness Committee; and

WHEREAS, Judge Canady has been a member of the American Bar Association, serving as a delegate to its Young Lawyers Division from 1978 to 1982; and

WHEREAS, he was founder of the Lansing Black Lawyers Association in 1980 and served as a Director of the Association from 2001 to 2002; and

WHEREAS, Judge Canady has been a member of several other bar associations, including the Ingham County Bar Association (as Director from 1981 to 1982, and on the Judicial Evaluation Committee from 1993 to 1997 and later), the Eaton County Bar Association, the District of Columbia Bar Association, the American Association of Justice, the Michigan Association of Justice, the National Association of Criminal Defense

Lawyers, the Wolverine Bar Association, the National Bar Association (as Director from 1976 to 1977), and the Federal Bar Association for the Western District of Michigan; and

WHEREAS, Judge Canady has been active in the community, serving as Director of Central Michigan Legal Aid from 1974 to 1980, Commissioner of Lansing Board of Water and Light from 1980 to 1985, on the Lansing Regional Chamber of Commerce as part of its Political Action Committee from 1995 to 2001 and as Director from 2002 to 2006, the University of Michigan Club of Lansing from 2002 to 2006, and the Community Corrections Advisory Board from 2010 to 2022; and

WHEREAS, he is a life member of the NAACP as well as a member of the Kappa Alpha Psi and Sigma Pi Phi fraternities; and

WHEREAS, Judge Canady's extensive judicial and legal experience has led him to preside over criminal felony matters, civil suits, and administrative appeals, and earlier litigate in both federal and state courts, negotiating contracts and municipal bond offerings, working in personal injury, wrongful discharge, workers' compensation, contracts, corporations, criminal law, family law, bankruptcy, and probate litigation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Judge Canady on the event of his retirement and extends its sincere appreciation to Judge Canady for his dedication and commitment and for improving the quality of life for the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.

**TO:** Law & Courts and Finance Committees  
**FROM:** Sara Deprez, Juvenile Programs Director  
**DATE:** November 17, 2022  
**SUBJECT:** Resolution Authorizing Entering into An Agreement with Highfields, Inc for the Horizon Program for the Meeting Agendas of December 1 and December 7, 2022.

**BACKGROUND**

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a contract with Highfields to provide services to youth ordered to the evening reporting program, Horizon. If approved, the contract time frame will be October 1, 2022 to September 30, 2023.

The Horizon program, originally called Pride, promotes behavioral stabilization for community-based youth and is based on risk level. There is a moderate risk group that attends programming on Tuesday and Thursdays from 3 p.m. to 8 p.m. Additionally, there is a higher risk group that attends Monday, Wednesday, and Fridays. While at the program, youth are involved in structured activities and receive cognitive behavior treatment. Highfields has provided the transportation and professional staff that supports the Horizon program since its inception in 2008.

The requested contract amount for FY 2023 is \$335,046, which is a 10% increase from last fiscal year's contract amount of \$304,458. The increase is due to higher costs of fuel and wages.

**ALTERNATIVES**

The alternative would be to not offer an evening reporting program as a part of the continuum of community-based services for court involved youth, which would lead to higher costs in out-of-home placement costs.

**FINANCIAL IMPACT**

Funds for this contract have been approved in the Juvenile Division's 2023 budget. However, the amount approved was \$335,046, which exceeds 7.9% CPI rate.

The funds for this contract come from the Juvenile Justice Millage, and are matched minimally at 50% by the State Child Care Fund.

**STRATEGIC PLANNING IMPACT**

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

The County enter into a contract with Highfields for evening reporting services for court adjudicated youth.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HIGHFIELDS FOR THE HORIZON PROGRAM**

WHEREAS, the Horizon Program, an evening reporting program for court adjudicated youth, is located at the Ingham County Family Center; and

WHEREAS, the Horizon Program involves treatment intervention such as cognitive behavioral therapy, community service, and structured recreational activities; and

WHEREAS, Highfields provides the transportation and professional support for the court ordered youth assigned to the program; and

WHEREAS, Highfields submitted a proposed budget of \$335,046, which was approved in the 2023 Ingham County Budget; and

WHEREAS, the funding for the Horizon Program comes from the Juvenile Justice Millage and is reimbursed minimally at 50% by the State's Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement between the 30<sup>th</sup> Circuit Court Juvenile Division and Highfields for the time period of October 1, 2022 through September 30, 2023, at a cost not to exceed \$335,046.

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

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

**Agenda Item 5b**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Dave Mateer, Director of Juvenile Services  
**DATE:** November 17, 2022  
**SUBJECT:** Resolution Authorizing Entering Into a Contract with Peckham Inc. for the Meeting Agendas of December 1, 2022 and December 7, 2022

**BACKGROUND**

The Peckham Footprints Group Home is a six-bed residential facility that operates programming for moderate to high-risk female juvenile offenders. Peckham Inc. has provided this program for the Circuit Court Juvenile Division since 2005. For Fiscal Year 2023, Peckham reports an increase in costs related to food, staff wages, and fringe benefits. Due to these increased costs, Peckham Inc. has requested an increase of \$66,584 (12%) to the contract amount. This increase places the Peckham Footprints Group Home per-diem squarely within the range for both in-state and out-of-state residential placement.

**ALTERNATIVES**

The Circuit Court Juvenile Division could eliminate the Peckham Footprints Group Home. However, this would result in a substantial increase to long-term out of home placement and cost much more for less adequate programming. Peckham Inc. and the Court have collaboratively designed the program to meet best practice standards. Furthermore, Peckham Inc. has built a house and has committed their own resources to ensure the success of the program. Should the program be eliminated, it is unlikely another agency would be able to commit the same level of resources.

**FINANCIAL IMPACT**

Funds to support this contact have been allocated in the 2023 budget. The cost of this contract is funded by the Juvenile Justice Millage and reimbursed minimally at 50% by the State Child Care Fund.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Enter into a contract

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PECKHAM INC. FOR THE  
PECKHAM FOOTPRINTS GROUP HOME**

WHEREAS, the Peckham Footprints Group Home is a six-bed residential facility that operates programming for moderate to high risk female juvenile offenders; and

WHEREAS, the Peckham Footprints Group Home has been a collaboration between the Circuit Court Juvenile Division and Peckham Inc. since 2005; and

WHEREAS, the Peckham Footprints Group Home is able to treat juveniles in the community and follows best practice standards including cognitive behavioral groups; and

WHEREAS, despite girls who attend the Peckham Footprints Group Home being higher risk on the Youth Level of Service risk assessment, they recidivate at lower rates than juveniles in both the delinquency and truancy divisions; and

WHEREAS, due to rising costs of programming, the Circuit Court Juvenile Division is recommending increasing the contract amount to \$625,289 for the time period of October 1, 2022 through September 30, 2023; and

WHEREAS, the cost of this contract is funded by the Juvenile Justice Millage and reimbursed minimally at 50% by the State Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract at an amount not to exceed \$625,289 with Peckham Inc. to operate the Peckham Footprints Group Home for the time period of October 1, 2022 through September 31, 2023.

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

**Agenda Item 6a**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** November 17, 2022  
**SUBJECT:** Resolution to Amend Resolution #22-544 to Increase the not to Exceed Amount with VitalCore Health Strategies for Medical Services for the Ingham County Youth Center

For the December 1 Law & Courts and December 7 Finance Committees

---

**BACKGROUND**

During negotiations with VitalCore on Jail Medical/Youth Center services, additional staffing was requested from the Youth Center which increased the not to exceed amount approved via Board Resolution #22-544 for Year 1 of the services from \$138,108 to \$172,124. The contract will increase by 3% each year for the next two years.

**ALTERNATIVES**

Keep the lower cost option with less services to the Youth Center.

**FINANCIAL IMPACT**

The \$34,016 increase will be funded through the Juvenile Justice Millage. The services are able to be reimbursed minimally at 50% by the Child Care Fund.

**RECOMMENDATION**

Request approval of the amended Youth Center not to exceed amount with VitalCore for Youth Center Medical Services.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #22-544 TO INCREASE THE NOT TO EXCEED AMOUNT WITH VITALCORE HEALTH STRATEGIES FOR MEDICAL SERVICES FOR THE INGHAM COUNTY YOUTH CENTER**

WHEREAS, Board Resolution #22-544 approved entering into an agreement with VitalCore Health Strategies for Jail Medical and Youth Center Medical Services; and

WHEREAS, during contract negotiations it was determined that additional services were required for the Youth Center; and

WHEREAS, Resolution #22-544 approved a first year not to exceed amount of \$138,108 with a not to exceed increase of 3% for each following year for the Youth Center medical services; and

WHEREAS, the new requested not to exceed amount for the Youth Center is \$172,124 for the first year with a not to exceed increase of 3% for each following year; and

WHEREAS, funding is available through the Juvenile Justice Millage; and

WHEREAS, the cost of this contract is Child Care Fund reimbursable.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #22-544 increasing the medical services for the Youth Center provided by VitalCore Health Strategies to a not to exceed amount for \$172,124 for the first year with a not to exceed increase of 3% for each following year.

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

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

## Agenda Item 6b

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** November 17, 2022  
**SUBJECT:** Resolution to Authorize the Third Amendment to the Land Lease Agreement between SBA Towers II LLC and Ingham County

For the meeting agendas of December 1 and 7

---

### **BACKGROUND**

SBA Towers II LLC (SBA) and Ingham County currently have a Land Lease Agreement for a portion of the property located at 700 Buhl Drive in Mason, including an access and utilities easement. The current lease term expires on February 18, 2032. SBA and Ingham County wish to extend the term of the current lease for five additional five-year terms.

### **ALTERNATIVES**

The County could leave the current expiration date as is.

### **FINANCIAL IMPACT**

The 2022 lease payment is \$1,806.11 per month, or \$21,673.32 per year. The payment provisions of the current lease will continue, with increases of 3% per year, or an amount equal to 10% of the gross receipts derived by SBA from revenues of the tower, whichever is greater.

### **OTHER CONSIDERATIONS**

SBA is requesting to extend the lease so they can more easily market the communications tower to carriers.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE THIRD AMENDMENT TO THE LAND LEASE AGREEMENT BETWEEN SBA TOWERS II LLC AND INGHAM COUNTY**

WHEREAS, SBA Towers II LLC (SBA) and Ingham County currently have a Land Lease Agreement for a portion of the property located at 700 Buhl Drive in Mason, including an access and utilities easement; and

WHEREAS, the current lease term expires on February 18, 2032; and

WHEREAS, SBA and Ingham County wish to extend the term of the current lease for five additional five-year terms; and

WHEREAS, the 2022 lease payment is \$1,806.11 per month; and

WHEREAS, the lease payment will continue to increase at 3% per year, or an amount equal to 10% of the gross receipts derived by SBA from revenues of the tower, whichever is greater.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Third Amendment to the Land Lease Agreement between SBA Towers II LLC and Ingham County for a portion of the property located at 700 Buhl Drive in Mason.

BE IT FURTHER RESOLVED, that the term of the lease will be amended to include five successive terms of five years, and each renewal term will be deemed automatically extended unless Ingham County notifies SBA of its intention not to renew prior to the commencement of the succeeding renewal term.

BE IT FURTHER RESOLVED, that the payment provisions of the current lease agreement will remain unchanged.

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

DATE: November 17, 2022  
TO: Finance and Liaison Committees  
FROM: Jill Bauer, Budget Analyst  
RE: Resolution Approving Various Contracts for the 2023 Budget Year

---

This resolution will approve the attached list of contracts for the 2023 budget year. The list consists only of contracts that are included in the 2023 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2023 increase of 7.9% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2023 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2023 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

LAW AND COURTS COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2022 COST	2023 PROJECTED	Proj. Increase over 2022	% Increase over 2022	Funding Source
Circuit Court	Presort Services	Mail Service	01/01/23	12/31/23	\$27,896	\$28,817	\$921	3%	General Fund
Circuit Court	Graphic Sciences	Storage Retrieval for CC Files	01/01/23	12/31/23	\$11,589	\$11,589	\$0	0%	General Fund
Family Court	CASA for KIDS, Inc.	Conducts Independent reviews, examining all relevant documents and conducts interviews to formulate and objective understanding of what is in the best interest of children in the neglect and abuse system	10/01/22	09/30/23	\$153,726	\$161,391	\$7,665	5%	50% JJM/50% State of MI
Family Court	House Arrest	Home Detention including tethers, reduce out of home care	10/01/22	09/30/23	\$40,000	\$40,000	\$0	0%	50% General Fund/50% State of MI
Family Court	MSU Psychology Department	Diversion Program - Reduces days/cost for out of home care	10/01/22	09/30/23	\$172,496	\$175,946	\$3,450	2%	50% General Fund/50% State of MI
Family Court	Peckham Inc. - Youth Center Academy +	Educational and vocational program for delinquent youth in the age range of 17-20	10/01/22	09/30/23	\$150,000	\$150,000	\$0	0%	50% JJM/50% State of MI
Family Court	CMH-CEI	Contract for Psychiatric Prescreening at the Youth Center	10/01/22	09/30/23	\$7,754	\$8,010	\$256	3%	JJM
Family Court	Child and Family Charities	Specialized Foster Home for Phoenix Court Youth	10/01/22	09/30/23	\$91,555	\$91,555	\$0	0%	50% JJM/50% State of MI
Family Court	Robert Ochodnický	Attorney contract to represent delinquent youth in DL Judge Garcia	01/01/23	12/31/23	\$15,254	\$15,711	\$457	3%	JJM
Ingham County	Legal Services of South Central Michigan	Provide legal services to low-income residents of Ingham County	01/01/23	12/31/23	\$20,000	\$20,000	\$0	0%	General Fund
Probate Court	Michael Staake	Legal representation for mental illness respondents.	01/01/23	12/31/23	\$15,609	\$15,609	\$0	0%	General Fund
Probate Court	Elias Kafantaris	Guardianship renew services	01/01/23	12/31/23	\$24,000	\$24,000	\$0	0%	General Fund
Probate Court	Robert Refior & Elias Kafantaris	Court Appointed Attorney for General Probate Matters	01/01/23	12/31/23	\$18,035	\$18,035	\$0	0%	General Fund
Probate Court	Robert Refior & Elias Kafantaris	Guardian ad litem services for general probate matters	01/01/23	12/31/23	\$76,385	\$76,385	\$0	0%	General Fund

**REVENUE CONTRACTS**

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2022 REVENUE	2023 PROJECTED	Proj. Increase over 2022	% Increase over 2022
Prosecuting Attorney	State of Michigan	Victims Rights Grant	10/01/22	09/30/23	\$327,675	\$327,675	\$0	0%
Prosecuting Attorney	State of Michigan	STOP Violence Against Women Grant	10/01/22	09/30/23	\$138,953	\$138,953	\$0	0%
Sheriff	Byrne Jag Grant (BYRNE JAG)	Tri-County Metro Narcotics	10/01/22	09/30/23	\$33,972	\$27,930	-\$6,042	-18%
Sheriff	State of Michigan	State Homeland Security Program Projects / Terrorism Prevention	10/01/22	09/30/23	\$143,800	\$120,500	-\$23,300	-16%
Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	10/01/22	09/30/23	\$202,356	\$323,248	\$120,892	60%
Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	10/01/22	09/30/23	\$7,000	\$7,000	\$0	0%
Sheriff	State of Michigan	Annual Grant for Emergency Management	10/01/22	09/30/23	\$70,000	\$91,704	\$21,704	31%
Family Court	State of Michigan	Annual Child Care Agreement	10/01/22	09/30/23	\$6,909,327	\$8,683,504	\$1,774,177	26%
FOC	State of Michigan	Annual Access and Visitation Grant	10/01/22	09/30/23	\$5,100	\$10,000	\$4,900	96%
FOC	State of Michigan	Cooperative Reimbursement Grant	10/01/22	09/30/23	\$4,871,762	\$4,871,762	\$0	0%