

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 16, 2021 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [November 2, 2021](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Housing Trust Fund Committee – Interviews
2. Treasurer’s Office – Property Assessed Clean Energy ([PACE](#)) Program Report
3. Financial Services Department – Resolution to Waive Bid Process and Approve Agreement for Audit Services with [Rehmann](#)
4. Innovation and Technology Department
 - a. Resolution to Approve the Purchase of Additional Memory from [CDW-G](#)
 - b. Resolution to Approve the Renewal of the [Imagesoft and Onbase](#) Annual Support
 - c. Resolution to Approve the Renewal of Remote Access Software from [CDW-G](#)
 - d. Resolution to Approve Pluralsight Staff Training from [CDW-G](#)
5. Facilities Department
 - a. Resolution to Authorize an Agreement with [Laux Construction](#) for the Delamination Repairs to the Lobby Floor at the Human Services Building
 - b. Resolution to Authorize a Purchase Order to Haworth via [DBI](#) for the Modular Furniture at the Health Department
6. Road Department – Resolution to Authorize the Purchase of 2022-2025 Seasonal Requirements of Processed Road [Gravels, Crushed Aggregates and 2NS Sand](#)
7. Human Resources Department – Resolution Regarding Personal Leave for CCLP [9-1-1 Dispatch Center Unit](#) Employees
8. Controller’s Office
 - a. Resolution to [Amend Resolution #21-355](#) to Adjust DEI Director Position Classification from MC 11 to MC 13
 - b. Resolution Approving Various [Contracts](#) for the 2022 Budget Year

- c. Resolution to Accept [Quitclaim Deeds](#) from the Ingham County Land Bank Fast Track Authority for 620 E. Jolly Road, Lansing and 826 W. Saginaw Street, Lansing
 - d. Testing Policy Effectiveness Update (*Discussion*)
9. Board of Commissioners – Resolution Continuing a Contract with [GovQA](#) for a FOIA Management Program
10. Board Referral – Resolution #21-129 from the [Ogemaw County](#) Board of Commissioners to Support Amendments to the Open Meetings Act

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.

COUNTY SERVICES COMMITTEE
November 2, 2021
Draft Minutes

Members Present: Stivers, Celentino, Grebner, Peña, Naeyaert (Ingham County, Michigan) (left at 6:59 p.m.), Sebolt, and Slaughter.

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Becky Bennett, Kris Drake, Robert Earle, Sue Graham, Gordon Love, Gregg Todd, Michelle Wright, Mary Konieczny, and others.

The meeting was called to order by Chairperson Stivers 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/87805478336>.

Approval of the October 19, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 19, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Launstein/Boyko #1, #2, and Hewitt Properties
2. Prosecuting Attorney’s Office – Authorization to Start an Assistant Prosecuting Attorney Above Step 3
3. Innovation and Technology Department
 - a. Resolution to Approve Renewal of Support from Core Technology
 - b. Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies

4. Road Department – Resolution to Authorize an Extension of RFP #21-150 with Yellow Rose Transport for the 2022 Seasonal Requirement of 29A and 3/8's #4 Blast Furnace Slag
5. Health Department
 - a. Resolution to Convert Position #601537 from a CHC Accountant to a Finance & Grant Analyst Position
 - b. Resolution to Reclassify the Clinical Services Manager Position
7. Human Resources – Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests

THE MOTION CARRIED UNANIMOUSLY.

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

6. Health Department/Sheriff's Office
 - a. Jail Medical Update (*Discussion*)

Gregg Todd, Ingham County Controller, stated a plan summary was included within the County Services Committee packet and highlighted the information listed within the summary.

Sheriff Scott Wriggelsworth, Ingham County Sheriff, stated the County Services Committee had requested the Sheriff's Office research how other County Jails within Michigan provided inmate medical care. He further stated Ingham County was the only County that partnered with the Health Department for medical care.

Sheriff Wriggelsworth stated five other counties within Michigan did not have privatized Jail Medical services, with Kalamazoo County as the only comparably-sized county. He further stated those counties that had not privatized care had utilized a hybrid system with local providers.

Sheriff Wriggelsworth stated conversations with the president of Sparrow Hospital had taken place to explore opportunities to assist with the Jail Medical staffing shortage issues. He further stated it was preferred for both Sparrow Hospital and the Ingham County Jail for Sparrow Hospital to provide inmate medical care within the Ingham County Jail.

Chairperson Stivers asked Sheriff Wriggelsworth what obstacles prevented a partnership from being formed with Sparrow Hospital.

Sheriff Wriggelsworth stated he believed there would be barriers within Human Resources and the Purchasing Department.

Commissioner Grebner stated the Board of Commissioners should decide if they wanted to work with Sparrow Hospital to have the ability to buy services without an elaborate process. He further stated he suspected a contract with Sparrow Hospital was different from privatization, and access to care and security were problems that needed to be addressed without the worry about which model was the best solution.

Sheriff Wriggelsworth stated Sparrow Hospital suggested there was also an opportunity to provide telehealth support.

Chairperson Stivers stated Sheriff Wriggelsworth previously stated money would not fix the problem, and asked Sheriff Wriggelsworth if he believed the resolutions on the County Services Committee's agenda were helpful.

Sheriff Wriggelsworth stated he was supportive of the resolutions that were presented, but knew that previous salary increases did not provide relief to the Jail Medical staffing crisis.

Commissioner Celentino asked Mr. Todd for additional information on the proposed consulting agency.

Mr. Todd stated a consulting agency would work with the Sheriff's Office to identify opportunities for care, which would be opportune to conduct before the opening of the new Justice Complex. He further stated Ingham County was a long way from having the ability to go all-in with Sparrow Hospital for Jail Medical care.

Commissioner Celentino asked for clarification on the balance of the Contingency Fund.

Mr. Todd stated the Contingency Fund balance was \$200,000. He further stated the cost of a consulting agency was estimated to cost between \$30,000 and \$50,000.

Sheriff Wriggelsworth stated Jail Medical staff had previously stated policy documentation and updates had been lagging and suggested the consulting firm may be able to assist with that issue as well.

Chairperson Stivers stated she was intrigued by virtual care options and asked if the Health Department was able to provide telehealth care.

Sheriff Wriggelsworth stated he believed the Health Department could provide telehealth care. He further stated he was unsure who would staff the telehealth appointments, as only six of the thirteen Jail Medical positions were currently filled.

Commissioner Grebner asked for information on inmate medical evaluations.

Sheriff Wriggelsworth stated a medical evaluation needed to be conducted within fourteen days of intake.

Captain Robert Earle, Jail Administrator, stated the Michigan Department of Corrections flagged approximately two people each year that did not receive their physical within the fourteen-day window.

Sheriff Wriggelsworth stated perhaps the Health Department could provide an update at the start of next year in regards to the progress of hiring and recruiting additional Jail Medical employees.

Commissioner Grebner stated the Health Department did not have after-hours staff to provide telehealth support.

Discussion in regards to virtual medical technologies available.

Captain Earle stated there was an on-call list of doctors that were contacted after Jail Medical nurses left at 5:00 p.m. He further stated there were recent issues where the on-call doctor was unable to be reached by the phone, which resulted in a variety of additional barriers to provide care.

Sheriff Wriggelsworth stated medical providers would always defer to bring an inmate to the hospital to provide care. He further stated if an inmate alleged an issue, and Jail Medical staff were available around-the-clock, the Jail Medical staff could conduct a medical evaluation that could prevent unnecessary hospital visits.

Chairperson Stivers stated her appreciation.

Kris Drake, Deputy Health Officer, stated Jail Medical was not his department but believed the concerns that were raised were legitimate and would work to address them within the Health Department.

6. Health Department/Sheriff's Office
 - b. Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions
 - c. Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTIONS.

THE MOTION TO APPROVE THE RESOLUTIONS CARRIED UNANIMOUSLY.

8. Controller's Office
 - a. Testing Policy Effectiveness Update (*Discussion*)

Mr. Todd provided an update to the County Services Committee regarding the Vaccination and Testing policy.

Chairperson Stivers asked what was done to verify the vaccination reporting.

Mr. Todd stated the vaccination information input by County Employees onto the Vaccination Portal was available to be checked but had not yet been cross-referenced.

8. Controller's Office

b. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, AT APPROXIMATELY 6:58 P.M., TO ENTER INTO CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING AS PERMITTED BY MCL 15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

Commissioner Naeyaert left at 6:59 p.m.

CHAIRPERSON STIVERS DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:08 P.M. Absent: Commissioner Naeyaert.

Announcements

Commissioner Peña stated the Capital Area Regional Transportation system planned to have a Public Hearing at the Library in Delta Charter Township on November 10, 2021, from 10:00 a.m. until approximately 1:00 p.m.

Commissioner Peña stated Cristo Rey Community Center was hosting a Bazaar on Saturday, November 6, 2021, from 10:00 a.m. until 4:00 p.m. He further stated Cristo Rey did a substantial amount of work to assist with refugee support and resettlement.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:11 p.m.

**NOVEMBER 16, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

3. Financial Services Department – *Resolution to Waive Bid Process and Approve Agreement for Audit Services with Rehmann*

This resolution would approve a five-year contract with Rehmann to perform auditing services for the County without going through the bid process. Plante Moran unexpectedly did not renew our auditing contract in October which provided very little time to get an auditor in place utilizing the RFP process. Tori and I discussed and agreed that requesting a waiver of the RFP process and contracting with Rehmann, who performed audits for us in the past, was the most expedient route to ensure a timely audit.

There are options with regard to the length of the contract. We are recommending the five-year option but we could do a one year and then go through the RFP process although this would be at a premium for 2022 (\$225,000 as opposed to \$185,000).

See memo for details.

4a. Innovation and Technology Department – *Resolution to Approve the Purchase of Additional Memory from CDW-G*

This resolution authorizes the purchase of additional memory for application upgrades for IT from CDW-G.

The funding for the total of \$35,110 total for the hardware is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

See memo for details.

4b. Innovation and Technology Department – *Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support*

This resolution authorizes the renewal of the ImageSoft and OnBase annual support agreements totaling \$203,650.17. This comprehensive document imaging and workflow platform is heavily utilized by the courts and a few other departments. Funding is provided through the 2021 IT Imaging Fund.

See memo for details.

4c. Innovation and Technology Department – *Resolution to Approve the Renewal of Remote Access Software from CDW-G*

This resolution authorizes the renewal of remote access software from CDW-G in the amount of \$17,650. Funding is provided through the IT Network Fund.

See memo for details.

4d. Innovation and Technology Department – Resolution to Approve Pluralsight Staff Training from CDW-G

This resolution authorizes IT online staff training through Pluralsight, which is a CDW-G product. This training will allow IT to more accurately find the right topics to ensure proper staff training. The \$19,424 cost is funded through the IT Staff Development and Training Fund.

See memo for details.

5a. Facilities Department – Resolution to Authorize an Agreement with Laux Construction for the Delamination Repairs to the Lobby Floor at the Human Services Building

This resolution authorizes an agreement with Laux Construction for repairs to the HSB lobby floor which has heaved due to improper drainage. This will be a temporary fix until full replacement is budgeted for.

The \$22,433 cost is funded through the Building Maintenance and Repair Fund.

See memo for details.

5b. Facilities Department – Resolution to Authorize a Purchase Order to Haworth via DBI for the Modular Furniture at the Health Department

This resolution authorizes a PO with Haworth via DBI for the purchase of modular furniture in the Health Department's administrative office area. Cost of \$81,221.66 plus \$4,000 contingency is available in the Facilities Department General/HSB Operating Fund.

See memo for details.

6. Road Department – Resolution to Authorize the Purchase of 2022-2025 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates and 2NS Sand

This resolution authorizes the purchase of seasonal road gravels, crushed aggregates, and 2NS sand from three suppliers; Verplank Trucking Co., Searles Construction Inc. and Stoneco of Michigan. The Road Department will determine which contractor to use based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, and quality of materials, with preference based on lowest qualifying bid unit price per ton.

See memo for details.

7. Human Resources – Resolution Regarding Personal Leave for CCLP 9-1-1 Dispatch Center Unit Employees

This resolution authorizes the pay-out of up to 48 hours of personal leave for the CCLP 9-1-1 dispatchers to help alleviate the burden that personal leave is having on overtime scheduling.

See memo for details.

8a. Controller's Office – Resolution to Amend Resolution #21-355 to Adjust DEI Director Position Classification from MC 11 to MC 13

This resolution would amend Resolution #21-355 which established the DEI Director position at an MC 11 by making it an MC 13. This change was based on a lack of qualified candidates during the first round of interviews. The interview panel felt that additional experience/requirements were needed to attract the appropriate candidates.

See memo for details.

8b. Controller's Office – Resolution Approving Various Contracts for the 2022 Budget Year

This resolution approves various contracts for the 2022 Budget Year.

8c. Controller's Office – Resolution to Accept Quitclaim Deeds from the Ingham County Land Bank Fast Track Authority for 620 E. Jolly Road, Lansing and 826 W. Saginaw Street, Lansing

This resolution accepts quitclaim deeds for two properties from the Ingham County Land Bank Fast Track Authority; a vacant lot adjacent to the HSB (620 E. Jolly Road) and the building that houses the Animal Outreach Center (826 W. Saginaw).

See memo for details.

9. Board of Commissioners – Resolution Continuing a Contract with GovQA for a FOIA Management Program

This resolution continues the contract with GovQA for a FOIA management program.

See memo for details.

Agenda Item 2

TO: County Services Committee of the Ingham County Board of Commissioners

FROM: Eric A. Schertzing

DATE: November 3, 2021

RE: Property Assessed Clean Energy (PACE) Program report

HISTORY

The Ingham County Board of Commissioners adopted Resolution #12-368, a Resolution approving the establishment of a property assessed clean energy program (“PACE Program”) and creating a PACE District pursuant to Act No. 270, Public Acts of Michigan, 2010 (“Act 270) (MCL 460.931 et seq.) for the purposes of promoting the use of renewable energy systems and energy efficiency improvements by owners of commercial properties.

The County Treasurer is authorized to sign necessary documents, agreements or certificates, and take all other actions necessary or convenient to implement a PACE Program consistent with the PACE Report and Projects reviewed and recommended by the Ingham County PACE administrator, Lean & Green Michigan, LLC.

In 2018 the PACE administrator brought updated best practices and other updates that were subject to a public hearing May 22, 2018. Resolution #18-249 was subsequently adopted to amend Resolution #12-368.

An excel list of the project five PACE projects in Ingham County since 2012 is attached. Activity has picked up nicely in the last year.

parcel #	address all Lansing City	Owner	PACE Loan	PACE Lender	Total project amount	Owner equity	Senior debt	Project Lender	PACE Special Assessment Agreement
33.01.01.16.157.081	515 Ionia	515 Ionia LLC	242,209.00	HASI OBS OP A LLC	1,256,867	145,000	555,441	MSUFCU	8.9.2018
33.01.01.22.133.102	1030 S Holmes	Blackboard District LLC	824,073.09	PLG Finance I LLC	6,881,000			Capitol National Bank	4.16.2021
33.01.01.16.381.005	501 S Capitol	501 S Capitol LLC	2,977,500.00	Petros PACE Finance	18,115,439	6,007,939	9,130,000	Huntington	6.24.2020
33.01.01.16.381.006	503 S Capitol	503 S Capitol LLC	3,850,000.00	Petros PACE Finance	30,700,882	3,850,882	23,000,000	Dwight Mtg	8.2.2021
33.01.01.14.302.002	2006 E Michigan	2000 Block LLC	1,500,000.00	PLG Finance I LLC	7,269,679	refinance	5,769,679	Dart Bank	10.27.2021
totals			9,393,782.09		64,223,867	10,003,821	38,455,120		

Agenda Item 3

TO: Board of Commissioners, Finance Committee, and County Services Committee
FROM: Tori Meyer, Director Financial Services
DATE: October 29, 2021
SUBJECT: Audit services agreement
MEETINGS: November 16 and November 17, 2021

BACKGROUND

On October 18, 2021, Plante Moran, LLC unexpectedly resigned from performing the County’s annual audit. The next annual audit required for completion is for fiscal year ending December 31, 2021. There are a limited number of audit firms that specialize in governmental audits. One such firm is Rehmann, who formerly performed the audit services for Ingham County through 2012. Rehmann has the resources available to add Ingham County as a client for the 2021 annual audit.

ALTERNATIVES

1. Agree to waive the formal bid process and enter into a service agreement with Rehmann for fiscal years 2021 through 2025, thereby insuring the County’s ability to comply with state statute.
2. Advertise and obtain formal bids for audit services, which due to time constraints could result in the inability to secure audit services for fiscal year 2021 in a timely manner.
3. Forego an annual audit, whereas State Treasury could hire an audit firm at the County’s expense and the County would have the inability to borrow funds, risk noncompliance with the SEC for continuing disclosure requirements, and potential loss of revenue sharing. Not having an annual audit performed timely could also negatively impact the County’s bond rating.

FINANCIAL IMPACT

Rehmann has proposed 3 options, as follows:

Option 1 – one year at \$225,000 plus out-of-pocket expenses.

Option 2 – three-year contract plus out-of-pocket expenses:

2021	\$185,000
2022	\$192,400
2023	\$200,100

Option 3 – five-year contract plus out-of-pocket expenses:

2021	\$185,000
2022	\$189,600
2023	\$194,400
2024	\$199,300
2025	\$202,300

The 2020 actual cost paid to Plante Moran, LLC totaled \$185,500.

STRATEGIC PLANNING IMPACT

To comply with state statute.

RECOMMENDATION

I respectfully request the approval to waive the bid process and approve the audit services agreement with Rehmann, selecting Option 3, which provides the best value to the County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO WAIVE BID PROCESS AND APPROVE AGREEMENT FOR
AUDIT SERVICES WITH REHMANN**

WHEREAS, Public Act 71 of 1919, Section 21.45, Sec. 5, (2) requires Counties to have an annual audit; and

WHEREAS, Plante Moran, LLC has resigned from performing audit services after fiscal year 2020; and

WHEREAS, fiscal year 2021 is coming to a close with little time to secure an audit services agreement; and

WHEREAS, Rehmann has availability to perform the annual audit for 2021 and subsequent years; and

WHEREAS, Rehmann is a CPA firm that formerly provided auditing services at Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby waives Policy No. 412 requiring the Purchasing Director to advertise and obtain formal sealed bids for services due to time constraints.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approve a 5-year contract with Rehmann, 5800 Gratiot Rd., Saginaw, MI 48638 to conduct annual audits for fiscal years 2021 through 2025 for the following fees plus out-of-pocket expenditures:

2021	\$185,000
2022	\$189,600
2023	\$194,400
2024	\$199,300
2025	\$202,300.

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

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

Agenda Item 4a

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

FROM: Deb Fett, CIO

DATE: 11/02/2021

SUBJECT: Resolution – Additional Memory Purchase
For the meeting agendas of November 16th, 17th, and 23rd, 2021

BACKGROUND

Ingham County has many applications and systems that it relies on to serve the public. Those applications are upgraded as recommended by the vendor to keep them secure and provide better support to our departments. As part of these upgrades these systems have required additional memory. This has limited our ability to easily transition those applications between our datacenters in case of emergency. This requires additional memory be installed in our secondary datacenter to better facilitate our disaster recovery.

ALTERNATIVES

Our current devices limit our choices as to specific brands and parts but we were able to utilize the State of Michigan MiDEAL contract to obtain the best price possible.

FINANCIAL IMPACT

The funding for the total of \$35,110 total for the hardware is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

OTHER CONSIDERATIONS

If we do not increase this space within the next year, IT will be limited as to the number of systems that could be run from our secondary datacenter which could increase our risk if our primary datacenter has issues.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quotes for the memory expansion from CDW-G.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL MEMORY FROM CDW-G

WHEREAS, Ingham County has many applications and systems that it relies on to serve the public; and

WHEREAS, our systems have been upgraded to ensure security and efficiency over the years which has increased our memory usage; and

WHEREAS, an increase to this memory was planned for and budgeted in 2021; and

WHEREAS, the purchase price of this additional memory will be \$35,110 from CDW-G under the State of Michigan MiDEAL contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the backup storage expansion in the amount not to exceed \$35,110.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

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

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

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

FROM: Deb Fett, CIO

DATE: 11/02/2021

SUBJECT: Renewal of the ImageSoft and OnBase Annual Support
For the meeting agendas of November 16th, 17th, and 23rd, 2021

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31st, 2021. In 2016 we did a split of our support model to using Hyland, of which OnBase is a product, under the GSA contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. Last year included an increase for full year Circuit Court support and the increased usage by PA for the Paperless Warrant system which increased support costs. This year’s invoice is slightly less due to the optimization of some scanning equipment which reduced support costs.

ALTERNATIVES

By working through ImageSoft and Hyland for our support, we have the following results:

2019 support costs paid	\$182,288.30
2020 Actual invoice total	\$207,663.43
2021 Actual invoice total	\$203,650.17

FINANCIAL IMPACT

The funding for the \$92,946.85 invoice for ImageSoft and the \$110,703.32 invoices from Hyland (total of \$203,650.17) is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and ImageSoft support renewals in the amount not to exceed \$204,000.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND ONBASE ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, ImageSoft provides direct support to the County for the OnBase application; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2021; and

WHEREAS, the annual contract amount of \$92,946.85 for ImageSoft and \$110,703.32 for OnBase (total of \$203,650.17) is in the approved 2021 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and ImageSoft annual support by paying invoices in the amount of \$203,650.17.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: November 2, 2021
SUBJECT: Remote Access Software License Renewals
For the meeting agendas of November 16th, 17th and 23rd, 2021

BACKGROUND

In 2017, Ingham County experienced a security breach that affected County services for several days. Reflecting industry best practices, changes were made to our remote connectivity which caused inefficiencies to our staff and cumbersome access processes for our contracted vendors. To remedy that situation, a new software was purchased under Resolution #18-511. This application has been working well but it is time to renew that software licensing.

ALTERNATIVES

We could search for another application or deny remote access but ITD feels those are impractical given the needs of our departments.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Our current software is CJIS certified which is beneficial in our LEIN access requirements and favorable in our LEIN audit. Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDEAL (071B6600110) contract.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from CDW-G in the amount not to exceed \$17,650.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF REMOTE ACCESS SOFTWARE FROM CDW-G

WHEREAS, Ingham County has increased security on remote connectivity; and

WHEREAS, the application chosen to allow remote access has been working well; and

WHEREAS, the current licensing and support on this software expires at the end of 2021; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need for elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of remote access software for one year from CDW-G in the amount not to exceed \$17,650.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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

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

Agenda Item 4d

TO: County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 11/02/2021

SUBJECT: Pluralsight Training for ITD staff
For the meeting agendas of November 16th, 17th, and 23rd, 2021

BACKGROUND

Innovation and Technology utilizes online training for our technical staff to ensure that they have access to the latest skills and best practices in the industry. This year we have done an analysis of the available training providers and found that Pluralsight offers not only the training but a skillset analysis that will allow us to more accurately find just the right topics needed to ensure staff are not wasting time with topics in which they are already proficient.

ALTERNATIVES

In the past we have used Lynda.com, ITProTV and other training sites. These are adequate in many ways but the topics tend to get stale. We could also not do training and allow our staff to stagnate in their skills.

FINANCIAL IMPACT

The funding for the \$19,424 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This was quoted by CDWG under the State of Michigan MiDeal Contract.

OTHER CONSIDERATIONS

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Pluralsight training from CDWG in the amount of \$19,424.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PLURALSIGHT STAFF TRAINING FROM CDW-G

WHEREAS, Pluralsight is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, ITD has been using a similar method with various platforms for the past four (4) years and has found it to be very effective; and

WHEREAS, the subscription for training will be for our entire ITD staff for one year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Pluralsight training from CDW-G in the amount not to exceed \$19,424.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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

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

Agenda Item 5a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 2, 2021

RE: Resolution to Authorize an Agreement with Laux Construction for the Delamination Repairs to the Lobby Floor at the Human Services Building

For the meeting agendas of: November 16 & 17

BACKGROUND

The tile floor of the lobby through door three of the Human Services Building has heaved. Some of the loose tile was removed and the flooring needs to be repaired. Laux Construction submitted a proposal of \$22,433 to make the repairs to the tile floor until full replacement can be budgeted for.

ALTERNATIVES

The alternative would be to remove all of the tile in the lobby costing more and not necessary at this time.

FINANCIAL IMPACT

Funds are available in the building maintenance and repair line item # 631-23304-931000.

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 Laux Construction for the delamination repairs to the lobby floor at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION FOR THE DELAMINATION REPAIRS TO THE LOBBY FLOOR AT THE HUMAN SERVICES BUILDING

WHEREAS, the lobby floor through door three at the Human Services Building has heaved; and

WHEREAS, the lobby floor needs to be repaired; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Laux Construction who submitted a proposal of \$22,433 for the lobby floor delamination repairs at the Human Services Building; and

WHEREAS, funds are available in the building maintenance and repair line item #631-23304-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction, 1018 Hogsback Road, Mason, Michigan 48854, for the delamination repairs to the lobby floor at the Human Services Building for an amount not to exceed \$22,433.

BE IT FURTHER RESOLVED, 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, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 5, 2021

RE: Resolution to Authorize a Purchase Order to Haworth via DBI for the Modular Furniture at the Health Department

For the meeting agendas of: November 16 & 17

BACKGROUND

The modular furniture in the Health Department’s administrative office area needs to be reconfigured to better fit the needs of the Health Department’s administration. Haworth via DBI who is on the MiDeals contract, submitted a quote of \$81,221.66 for the modular furniture. The Facilities Department is also requesting a contingency of \$4,000 for any unforeseen circumstances, for a total not to exceed \$85,221.66.

ALTERNATIVES

The alternative would be to put a hold on this project, risking higher prices.

FINANCIAL IMPACT

Funds are available in the 2020 CIP line item # 631-23304-976000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
631-23304-976000	\$100,000	\$100,000	\$85,221.66	\$14,778.34
General Fund/ HSB Operating				

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 a purchase order to Haworth via DBI for the modular furniture at the Health Department.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO HAWORTH VIA DBI FOR THE MODULAR FURNITURE AT THE HEALTH DEPARTMENT

WHEREAS, the Health Department's administrative office area needs to be reconfigured to better fit the needs of the Health Department's administration; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Haworth via DBI is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing a purchase order to Haworth via DBI who submitted a quote of \$81,221.66 for the modular furniture at the Health Department; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the General/HSB Operating Fund line item #631-23304-976000 which has a balance of \$100,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Haworth via DBI, 912 East Michigan Ave, Lansing, Michigan 48912, for the modular furniture at the Health Department for an amount not to exceed \$85,221.66, which includes a \$4,000 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.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Carl Langham, Director of Operations ICRD

DATE: October 27, 2021

SUBJECT: RFP #125-21, Processed Road Gravels, Various Crushed Aggregates and 2NS Sand

For the meeting agenda of November 16th and 17th

The purpose of this correspondence is to support the attached resolution to purchase processed road gravels, crushed aggregates, and 2NS sand for the scheduled 2022-2025 construction and maintenance programs of the Ingham County Road Department (ICRD). These agreements will be for 3 years with a 2-year renewal option, if approved by both parties.

The ICRD annually purchases 22A, 23A processed road gravels, 1", 1"x 3" crushed limestone, 4"- 8" rip rap stone, 6A, 3/8 x # 4 natural aggregates and 2NS sand. These different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of Ingham County roads. The aggregates shall be delivered to the required site by the supplier or picked up by ICRD staff, at the bid price per ITB 125-21 for various road maintenance operations.

These Aggregates shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Aggregates, Section 902.

The Road Department's adopted 2022-2025 budgets shall include controllable expenditures and funds for this and other maintenance material purchases.

Bids for processed road gravels, crushed aggregates, and sand were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #125-21, and it is their recommendation, with the concurrence of ICRD, to award all three bids and purchase of 22A, 23A processed road gravels, 1", 1"x 3" crushed Limestone, 4"-8" rip rap stone, 6A, 3/8 x #4 natural aggregates, and 2NS sand on an as-needed, unit price per ton basis from the following vendors:

1. Verplank Trucking Co. 705 W. 2nd. St. Ferrysburg, MI 49409
2. Searles Construction Inc. 1213 N. US-27 St. Johns, MI 48879
3. Stoneco of Michigan 3700 Patterson Road Middleville, MI 49333

The decision to where the gravel, aggregates and sand will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$350,000 per year.

Therefore approval of the attached resolution is recommended to authorize purchase 22A and 23A processed road gravels, 1", 1"x 3" crushed Limestone, 4"-8" rip rap stone, 6A, 3/8 x #4 natural aggregates, and 2NS sand for the Road Department's 2022 -2025 seasonal supplies.

Agenda Item 6

TO: Carl Langham, Jr., Director of Operations, Ingham County Road Department
FROM: James C. Hudgins, Jr., Director of Purchasing
DATE: October 26, 2021
RE: Memorandum of Performance for RFP No. 125-21-Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing processed road gravels, various crushed aggregates, and 2NS sand for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal.

The scope of work includes, but is not limited to, delivering processed road gravels, crushed natural aggregates, crushed limestone, and 2NS Sand to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	5
Vendors responding	3	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 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Name	Local Preference		22A Processed Gravel	23A Processed Gravel	1" Limestone (Ohio#4)	1" x 3" Crushed Limestone	6A Crushed Natural Aggregate	3/8 x #4 Crushed Natural Aggregate (washed)	29A Crushed Natural Aggregate	4"-8" Rip Rap Stone	2NS Sand	
Stoneco of Michigan	No, Middleville MI	Delivered to the Western Garage. (301 Bush Street Mason, MI 48854)										
		Yr. 1	\$15.05	\$15.35	\$28.00	\$24.40	\$20.75	No bid	No bid	\$31.15	\$18.90	
		Yr. 2	\$15.75	\$16.10	\$29.45	\$25.60	\$21.80	No bid	No bid	\$32.80	\$19.85	
		Yr. 3	\$16.55	\$16.90	\$31.05	\$26.85	\$22.95	No bid	No bid	\$34.50	\$20.85	
		Delivered to the Eastern Garage. (1335 East Howell Rd. Williamston, MI 48895)										
		Yr. 1	\$14.95	\$15.25	\$28.00	\$24.40	\$20.65	No bid	No bid	\$31.15	\$18.80	
		Yr. 2	\$15.65	\$16.00	\$29.45	\$25.60	\$21.70	No bid	No bid	\$32.80	\$19.75	
		Yr. 3	\$16.40	\$16.75	\$30.95	\$26.85	\$22.80	No bid	No bid	\$34.50	\$20.70	
		Delivered to the Metro Garage. (5613 Aurelius Rd. Lansing, MI 48911)										
		Yr. 1	\$14.95	\$15.25	\$28.00	\$24.40	\$20.65	No bid	No bid	\$31.15	\$18.80	
		Yr. 2	\$15.65	\$16.00	\$29.45	\$25.60	\$21.70	No bid	No bid	\$32.80	\$19.75	
		Yr. 3	\$16.40	\$16.75	\$30.95	\$26.85	\$22.80	No bid	No bid	\$34.50	\$20.70	
Verplank Trucking Co.	No, Ferrysburg MI	Delivered to the Western Garage. (301 Bush Street Mason, MI 48854)										
		Yr. 1	No bid	No bid	\$35.00	\$35.00	No bid	No bid	No bid	\$60.00	No bid	
		Yr. 2	No bid	No bid	\$36.00	\$36.00	No bid	No bid	No bid	\$62.00	No bid	
		Yr. 3	No bid	No bid	\$37.00	\$37.00	No bid	No bid	No bid	\$64.00	No bid	
		Delivered to the Eastern Garage. (1335 East Howell Rd. Williamston, MI 48895)										
		Yr. 1	No bid	No bid	\$35.00	\$35.00	No bid	No bid	No bid	\$60.00	No bid	
		Yr. 2	No bid	No bid	\$36.00	\$36.00	No bid	No bid	No bid	\$62.00	No bid	
		Yr. 3	No bid	No bid	\$37.00	\$37.00	No bid	No bid	No bid	\$64.00	No bid	
		Delivered to the Metro Garage. (5613 Aurelius Rd. Lansing, MI 48911)										
		Yr. 1	No bid	No bid	\$35.00	\$35.00	No bid	No bid	No bid	\$60.00	No bid	
		Yr. 2	No bid	No bid	\$36.00	\$36.00	No bid	No bid	No bid	\$62.00	No bid	
		Yr. 3	No bid	No bid	\$37.00	\$37.00	No bid	No bid	No bid	\$64.00	No bid	
Searles Construction Inc.	No, St. Johns MI	Delivered to the Western Garage. (301 Bush Street Mason, MI 48854)										
		Yr. 1	\$14.01	\$13.51	No bid	No bid	\$25.51	No bid	No bid	No bid	\$12.01	
		Yr. 2	\$14.15	\$13.65	No bid	No bid	\$25.77	No bid	No bid	No bid	\$12.13	
		Yr. 3	\$15.42	\$14.91	No bid	No bid	\$27.15	No bid	No bid	No bid	\$13.38	
		Delivered to the Eastern Garage. (1335 East Howell Rd. Williamston, MI 48895)										
		Yr. 1	\$15.10	\$14.60	No bid	No bid	\$26.60	No bid	No bid	No bid	\$13.10	
		Yr. 2	\$15.25	\$14.75	No bid	No bid	\$26.87	No bid	No bid	No bid	\$13.23	
		Yr. 3	\$16.72	\$16.21	No bid	No bid	\$28.45	No bid	No bid	No bid	\$14.68	
		Delivered to the Metro Garage. (5613 Aurelius Rd. Lansing, MI 48911)										
		Yr. 1	\$13.70	\$13.20	No bid	No bid	\$25.20	No bid	No bid	No bid	\$11.70	
		Yr. 2	\$13.84	\$13.33	No bid	No bid	\$25.45	No bid	No bid	No bid	\$11.82	
		Yr. 3	\$15.05	\$14.54	No bid	No bid	\$26.78	No bid	No bid	No bid	\$13.01	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
2022-2025 SEASONAL REQUIREMENTS OF PROCESSED ROAD GRAVELS,
CRUSHED AGGREGATES, AND 2NS SAND**

WHEREAS, the Road Department annually purchases 22A and 23A processed road gravels, 1", 1"x 3" crushed limestone, 4"-8" rip rap, 6A, 3/8 x #4 natural aggregates, and 2NS sand; and

WHEREAS, the different types of aggregates are designed to meet the various needs for winter maintenance and the building and repairing of county roads; and

WHEREAS, the Road Department's adopted 2022-2025 budgets shall include controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed for 22A, 23A processed road gravels, 1", 1" x 3" crushed limestone, 4"-8" rip rap, 6A, 3/8 x #4 natural aggregates, and 2NS sand from 3 vendors, based on bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$350,000 per year; and

WHEREAS, bids for 22A, 23A processed road gravels, 1", 1"x 3" crushed limestone, 4"-8" rip rap stone, 6A, 3/8 x #4 natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #125-21, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price per ton basis from three (3) responding bidders: Searles Construction, Stoneco of Michigan, and Verplank Trucking Co. (pricing included on the bid tab portion of the attached Memo of Performance) and purchase on an as-needed, unit price per ton basis; and

WHEREAS, the decision to where the aggregates will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County; and

WHEREAS, this decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids for a three (3) year agreement with a year renewal option and authorizes the purchase of 22A, 23A processed road gravels, 1", 1"x 3" crushed limestone, 4"-8" rip rap stone, 6A, 3/8 x #4 natural aggregates, and 2NS sand on an as-needed, unit price per ton from all three respondents to ITB 125-21 not to exceed \$350,000 per year.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase aggregate materials as needed and budgeted.

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 4, 2021
SUBJECT: Resolution Regarding Personal Leave for CCLP 9-1-1 Dispatch Center Unit Employees
For the meeting agendas of November 16 and November 17

BACKGROUND

A collective bargaining agreement was reached between representatives of Ingham County and the Capitol City labor Program, Inc. – 9-1-1 Non-Supervisory Unit (CCLP) for the period January 1, 2021 through December 31, 2021. The Human Resources Department, 9-1-1 Center and Capitol City Labor Program, Inc. met and discussed the extenuating circumstances regarding the staffing level in the 9-1-1 Center and the need to limit the scheduling and use of Personal Leave in 2021. In discussion, the Human Resources Department, 9-1-1 Center, and Capitol City Labor Program, Inc. identified the impact of the limiting of personal leave use and determined the need for a pay-out of up to 48 hours per employee personal leave balance for 2021. The parties desire to amend the personal leave language through a Letter of Understanding to address the need for the limitation on use and provide the opportunity for pay-out in 2021.

ALTERNATIVES

If the proposed pay-out is not approved, 1) employees will lose personal leave time at the end of 2021 and 2) employee personal leave use will result in additional, increased overtime to cover the absence of employees

FINANCIAL IMPACT

The financial impact will depend upon the number and rate of pay of hours paid out and be offset by the resultant reduction of overtime hours worked.

STRATEGIC PLAN CONSIDERATIONS

Authorizing employees to receive a pay-out, rather than a loss of the personal leave benefit, will show appreciation for employees’ efforts, which will enhance employee morale and retention.

OTHER CONSIDERATIONS

A pay-out of personal leave in 2017 under similar staffing circumstances was authorized by the Board of Commissioners in Resolution #17-494.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution Regarding Personal Leave for CCLP 9-1-1 Dispatch Center Unit Employees.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REGARDING PERSONAL LEAVE FOR CCLP 9-1-1 DISPATCH CENTER
UNIT EMPLOYEES**

WHEREAS, a collective bargaining agreement was reached between representatives of Ingham County and the Capitol City labor Program, Inc. – 9-1-1 Non-Supervisory unit (CCLP) for the period January 1, 2021 through December 31, 2021; and

WHEREAS, the Human Resources Department, 9-1-1 CCLP met and discussed the extenuating circumstances regarding the staffing level in the 9-1-1 Center and the need to limit the scheduling and use of Personal Leave in 2021; and

WHEREAS, the Human Resources Department, 9-1-1 Center, and CCLP identified the impact of the limiting of personal leave use and determined the need for a pay-out of up to 48 hours per employee personal leave balance for 2021; and

WHEREAS, the parties desire to amend the personal leave language through a Letter of Understanding to address the need for the limitation on use and provide the opportunity for pay-out in 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a Letter of Understanding limiting personal leave use and the pay-out of up to 48 hours per employee personal leave balance for 2021.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: November 3, 2021

SUBJECT: RESOLUTION TO AMEND RESOLUTION #21-355 TO ADJUST DEI DIRECTOR POSITION CLASSIFICATION FROM MC 11 TO MC 13

For the meeting agendas of November 16, 17

BACKGROUND

On July 27, 2021, the Board of Commissioners approved the DEI Director position at an MC Level 11 (salary range of \$69,923.85 to \$83,930.39). The position was advertised and interviews were held and the interview panel felt there were no candidates that were a good fit for this position. The panel recommended re-advertising and re-evaluating the job description (JD) to add knowledge and experience requirements to it.

After making the suggested changes to the JD, the Human Resources Department scored the position at an MC Level 13 (salary range of \$80,315.59 to \$96,400.88). We hope that by increasing the requirements and the salary, we will draw from a more qualified pool of candidates.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The difference between salaries at the top of grade is \$12,470.49.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the amended DEI Director classification resolution.

INGHAM COUNTY JOB DESCRIPTION

Diversity, Equity & Inclusion Director

General Summary:

Under the general direction of the Controller/Administrator, the Diversity, Equity and Inclusion Director is responsible for coordinating and guiding efforts to define, understand, assess, foster, and cultivate diversity, equity, and inclusion strategies for Ingham County. This position will develop and oversee programs, services, initiatives, trainings, and organizational cultural realignment strategies designed to enhance workplace culture and quality of life in Ingham County for residents, community partners, and employees. Will build relationships with persons and communities that identify with the LBGTQ+; immigrant and refugees; persons with disabilities; and those who are Black, Indigenous, and/or Persons of Color and help these communities address inequality. This position will serve as a liaison and develop diversity as an essential and core element of the mission of Ingham County. This position will implement the DEI Strategic Work Plan, develop and manage comprehensive county-wide DEI programming, and guide leadership and employees at every level of the County.

Essential Functions:

1. Researches, develops, recommends, and executes creative strategies to foster the organization's DEI goals.
2. In conjunction with the Department Heads/Court Administrators/Elected Officials, cultivate a welcoming, diverse, and inclusive culture throughout the County's internal and external community.
3. Researches and presents recommendation to the Controller/Administrator/Department Heads/Court Administrators/Elected Officials regarding DEI best practices to facilitate the integration of DEI into all aspects of Ingham County operations.
4. Reviews current practices and policies to assessing and analyze the extent to which they support or hinder the organization's DEI goals.
5. Collects and analyzes statistical data to evaluate the organization's population and workforce in accordance with DEI standards and goals.
6. Serve as a change agent, consultant, thought leader, influencer, and subject matter expert on equity, inclusion and diversity-related issues that impact the County.
7. Works with Human Resources to embed DEI into all aspects of talent and performance management processes.
8. Provides strategic vision to Department Heads/Court Administrators/Elected Officials and their staff on DEI related issues.
9. Develops, recommends, and implements long-term DEI infrastructure and resources to address needs internally and externally.
10. Analyzes organizational structures to enhance and foster DEI strategies at all levels of the organization.
11. Serves as organizational liaison with government agencies concerning equal employment opportunities.
12. Maintains knowledge of DEI related issues, legislation, and best practices.
13. Provides and/or implements training and policy updates to colleagues, ensuring legal compliance by management and human resources staff.
14. Performs outreach and relationship-building with community groups/organizations and stakeholders, specifically those including protected classes.
15. Serves as professional staff support to various committees, as assigned.
16. Assists in creating, developing, and implementing opportunities for community input events.
17. Represents Ingham County on community boards/committees and at special events, as assigned.

18. Researches and coordinates employee training events related to pertinent DEI topics.
19. In conjunction with Department Heads/Court Administrators/Elected Officials, cultivate a welcoming, diverse and inclusive culture throughout the county's internal and external community.
20. Maintains current knowledge of Federal, State, and local civil rights laws; principles of equal opportunity, fair housing laws, community resources, and the knowledge to make recommendations concerning the county's DEI work.
21. Possesses skill in analyzing, trending, and researching information and data, drafting reports and other documents and maintaining records and files.
22. Excellent analytical, organizational and problem resolution skills with the ability to present to both large and small audiences effectively.
23. Ability to establish workflows, manage multiple projects and meet necessary deadlines.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality 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.
- Knowledge of federal, state and local laws, statutes and regulations related to HR practices including but not limited to FMLA, ADA, recordkeeping, EEO and Title VII of the Civil Rights Act.

(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: Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Social Science, or a related field. Master's degree preferred. CDP, CDT or CDE preferred.

Experience: Five (5) years' experience with diversity, equity and inclusion initiatives, training and other related tasks. 2 to 3 years of supervisory and strategic planning experience

Other Requirements:

- Excellent verbal and written communication skills including proven dispute resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Skill in working in a public agency serving a large diverse population.
- Skill in researching and analyzing information and data, drafting reports and other documents; maintaining records and files; and skill in using a personal computer and software to perform functions such as word processing, excel, access, and PowerPoint, etc.
- Comprehensive knowledge and understanding of DEI and organizational development best practices.
- Effectively communicating DEI strategies, delivering training to adult learners in a workplace setting, and working effectively across differences.
- Mediation and conflict resolution skills to reframe issues, reduce tensions within workgroups, and intervene when conflicts arise.
- Facilitation experience in conducting focus groups, needs assessments, and training with professionals and a variety of community and staff workgroups.

- Intercultural awareness and skills sufficient to enable collaboration with diverse groups within the workforce or with external partners.
- Ability to make appropriate decisions when issues need to be escalated or referred, and to whom.
- Proven ability to coach and train others.

(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)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

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 little to no stamina in crawling and pinching.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, and kneeling.
- This position's physical requirements require regular stamina in traversing, climbing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the 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.)

October 22, 2021
MC 13

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #21-355 TO ADJUST DEI DIRECTOR POSITION
CLASSIFICATION FROM MC 11 TO MC 13**

WHEREAS, on July 27, 2021 the Ingham County Commissioners approved Resolution #21-355 creating a Diversity, Equity and Inclusion (DEI) Director at an MC Level 11 (salary range of \$69,923.85 to \$83,930.39); and

WHEREAS, the position was advertised, an interview panel was established and interviews were held; and

WHEREAS, after interviewing candidates, the interview panel felt like the ideal candidate had not been identified and re-advertising was required; and

WHEREAS, the interview panel also felt the job description for the position was lacking in the qualifications, experience and salary that would attract the ideal; and

WHEREAS, upon revising the job description to require more qualifications and experience, Human Resources re-pointed the position and determined it fit within the MC Level 13 Grade (salary range of \$80,315.59 to \$96,400.88).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the change in position classification for the DEI Director from an MC Level 11 to an MC Level 13 Grade (salary range of \$80,315.59 to \$96,400.88).

Agenda Item 8b

DATE: November 2, 2021

TO: Finance and Liaison Committees

FROM: Jill Bauer, Budget Analyst

RE: Resolution Approving Various Contracts for the 2022 Budget Year

This resolution will approve the attached list of contracts for the 2022 budget year. The list consists only of contracts that are included in the 2022 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 2022 increase of 3.3% or less are the only ones included in this resolution.

Please contact me if you have any question.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2022 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 2022 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.

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2021 COST	2022 PROJECTED	2020 PROJECTED	Proj. Increase over 2021	% Increase over 2021	Funding Source
Board of Commissioners	CAPCOG	Agreement w/Lansing Chamber	01/01/22	12/31/22	\$5,000	\$5,000	\$5,000	\$0	0.00%	General Fund
Equalization	Bellefeuil, Szur & Assoc, Inc. DBA BS&A Software	Assessing.net	01/01/22	12/31/22	\$10,431	\$10,431	\$10,431	\$0	0.00%	General Fund
Financial Services	MGT of America, LLC	Annual Cost Plan (Indirect Costs)	01/01/22	12/31/22	\$ 12,000	\$ 12,000		\$0	0.00%	General Fund
Human Resources	NEOGOV	NEOGOV Renewal	01/01/22	12/31/22	\$ 80,658	\$ 80,658		\$0	0.00%	General Fund
Road Department	Precision Systems	Accounting Software Licenses	01/01/22	12/31/22	\$ 14,655	\$ 14,655	\$ 14,655	\$0	0.00%	Road Fund
Road Department	Midwestern Consulting	Traffic Signal Database Support	01/01/22	12/31/22	\$ 1,200	\$ 1,200	\$ 1,200	\$0	0.00%	Road Fund
IT	BOSS	Annual Maintenance for Help Desk Software	01/01/22	12/31/22	\$ 14,627	\$ 15,000	\$ 15,052	\$373	2.55%	Network Fund
IT	Calero Software	Verismart Software Maintenance for Phone System	08/30/22	07/31/23	\$ 2,298	\$ 2,373	\$ 2,266	\$75	3.26%	Network Fund
IT	NetBrain	Network Documentation Software Maintenance and Support	03/30/22	03/30/23	\$ 5,794	\$ 5,983	\$ 5,794	\$189	3.26%	Network Fund
IT	DLT	Solarwinds Network Monitoring	03/31/22	03/31/23	\$ 1,806	\$ 1,865	\$ 1,781	\$59	3.27%	Network Fund
IT	Wavecrest	Web Reporting Software	02/20/22	02/20/23	\$ 9,300	\$ 9,600	\$ 9,733	\$300	3.23%	Network Fund
IT	CDWG	Backup Software	04/30/22	04/30/23	\$ 20,000	\$ 20,000	\$ 4,035	\$0	0.00%	Network Fund
IT	CDWG	VMWare Renewal	03/31/22	03/31/23	\$ 35,615	\$ 36,775	\$ 31,470	\$1,160	3.26%	Network Fund
IT	Sentinel	Redsky e911 software support renewal	05/28/22	05/27/23	\$ 3,333	\$ 3,443	\$ 3,287	\$110	3.30%	Network Fund
IT	CDWG	Network Monitoring Software	10/01/22	09/30/23	\$ 2,850	\$ 2,935		\$85	2.98%	Network Fund
IT	ESRI	Annual Maintenance for ArcView & ArcGIS Server	10/01/22	09/30/23	\$ 3,901	\$ 4,025		\$124	3.18%	Network Fund
IT	Zayo	Dark Fiber & equipment	01/01/22	12/31/22	\$ 6,145	\$ 6,345	\$ 5,358	\$200	3.25%	Network Fund
IT	Revize	Website Licensing/Support	06/01/22	11/30/23	\$ 10,000	\$ 10,330	\$ 4,387	\$330	3.30%	Network Fund
IT	Vidcom Solutions	Ocularis Renewal for cameras	01/04/22	01/04/23	\$ 20,665	\$ 21,340	\$ 20,380	\$675	3.27%	Network Fund
IT	CDWG	Remote Access Software	01/01/22	12/31/23	\$ 16,500	\$ 17,040		\$540	3.27%	Network Fund
IT	CDWG	Multifactor Authentication Software	10/01/22	09/30/23	\$ 51,215	\$ 52,900		\$1,685	3.29%	Network Fund
IT	CDWG	Asset Monitoring Software	05/01/22	04/30/23	\$ 3,156	\$ 3,260		\$104	3.30%	Network Fund
IT	CDWG	Network Security Tool	10/01/22	09/30/23	\$ 2,850	\$ 2,940		\$90	3.16%	Network Fund
IT	CDWG	Videoconference Service	03/31/22	03/31/23	\$ 12,100	\$ 12,495		\$395	3.26%	Network Fund
IT	CDWG	Annual Cost for Faronics Deepfreeze for the Ingham	03/01/22	03/01/23	\$ 802	\$ 825	\$ 791	\$23	2.87%	Network Fund

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2021 COST	2022 PROJECTED	2020 PROJECTED	Proj. Increase over 2021	% Increase over 2021	Funding Source
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REVENUE CONTRACTS

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2021 REVENUE	2022 PROJECTED	2020 PROJECTED	Proj. Increase over 2021	% Increase over 2021
Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/22	12/31/22	\$80,493	\$92,169	\$89,306	\$11,676	14.51%

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: March 2, 2021

SUBJECT: RESOLUTION TO ACCEPT QUITCLAIM DEEDS FROM THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY FOR 620 E. JOLLY ROAD, LANSING AND 826 W. SAGINAW STREET, LANSING

For the meeting agendas of November 16, 17, 2021

BACKGROUND

The Ingham County Land Bank Fast Track Authority (Land Bank) approved, via resolution #21-16 to transfer 620 E. Jolly Rd. to the County for the consideration of \$1.00. This property is a vacant green space property adjacent to the Human Services Building which is maintained by the Facilities Department.

The Land Bank also approved, via a unanimous vote of its Board on May 29, 2019, the transfer of 826 W Saginaw St. to the County for the consideration of \$1.00. This property is currently used by Animal Control as an Animal Outreach Center.

The Land Bank as executed quitclaim deeds for both properties.

ALTERNATIVES

Leave the properties deeded to the Land Bank.

FINANCIAL IMPACT

No financial impact to the County, save the \$2.00 in consideration.

OTHER CONSIDERATIONS

N/A

STRATEGIC PLANNING IMPACT

N/A

RECOMMENDATION

Respectfully recommend that the County accept the quitclaim deeds from the Land Bank.

QUIT CLAIM DEED

Roxanne L Case, acting in her official capacity as the Executive Director of the Ingham County Land Bank Fast Track Authority, whose mailing address is 3024 Turner Street, Lansing, Michigan 48906,

QUIT CLAIMS to Ingham County, whose mailing address is 341 S Jefferson, Mason, Michigan 48854,

The following real property situated in the City of Lansing, County of Ingham, State of Michigan, commonly known as:

826 W Saginaw St, Lansing, MI 48915,

and described as

S 100 FT LOT 10 ENGLEWOOD PARK ADD

Also known as parcel number 33-01-01-08-486-011

For the sum of One dollars and no cents (\$1.00)

This Deed does not pertain to parcels of unplatted land and, therefore, the right to divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967 and the Michigan Right to Farm Act provisions of Section 109 of said Land Division Act are not applicable.

This instrument is exempt from Michigan Real Estate transfer taxes pursuant to MCL 207.505(h)(i) and MCL 207.526(h)(i) for County and State tax respectively.

Dated this Nov 4th, 2021

DAVID M BURNS
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF CLINTON
My Commission Expires July 28, 2026
Acting in the County of Ingham


By Roxanne L Case
Executive Director
Ingham County Land Bank Fast Track Authority

STATE OF MICHIGAN)

COUNTY OF INGHAM)

Acknowledged before me this 4th day of November, 2021 by Roxanne L Case, Executive Director, Ingham County Land Bank Fast Track Authority.



Notary Public, State of Michigan, County of Ingham
Acting in the County of Ingham
My commission expires:

When recorded return to: Ingham County, 341 S Jefferson, Mason, Michigan 48854,

Drafted by: Roxanne L Case, Ingham County Land Bank Fast Track Authority, 3024 Turner St, Lansing, MI 48906

QUIT CLAIM DEED

Roxanne L Case, acting in her official capacity as the Executive Director of the Ingham County Land Bank Fast Track Authority, whose mailing address is 3024 Turner Street, Lansing, Michigan 48906,

QUIT CLAIMS to Ingham County, whose mailing address is 341 S Jefferson, Mason, Michigan 48854,

The following real property situated in the City of Lansing, County of Ingham, State of Michigan, commonly known as:

620 E Jolly Rd, Lansing, MI 48911,

and described as

LOT 13 BATTENFIELD SUB

Also known as parcel number 33-01-05-04-226-281

For the sum of One dollars and no cents (\$1.00)

This Deed does not pertain to parcels of unplatted land and, therefore, the right to divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967 and the Michigan Right to Farm Act provisions of Section 109 of said Land Division Act are not applicable.

This instrument is exempt from Michigan Real Estate transfer taxes pursuant to MCL 207.505(h)(i) and MCL 207.526(h)(i) for County and State tax respectively.

Dated this Nov 4th, 2021

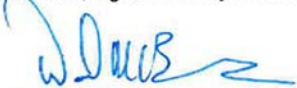


By Roxanne L Case
Executive Director
Ingham County Land Bank Fast Track Authority

STATE OF MICHIGAN)

COUNTY OF INGHAM)

Acknowledged before me this 4th day of November, 2021 by Roxanne L Case, Executive Director, Ingham County Land Bank Fast Track Authority.



Notary Public, State of Michigan, County of Ingham
Acting in the County of Ingham
My commission expires:

DAVID M BURNS
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF CLINTON
My Commission Expires July 28, 2028
Acting in the County of Ingham

When recorded return to: Ingham County, 341 S Jefferson, Mason, Michigan 48854,

Drafted by: Roxanne L Case, Ingham County Land Bank Fast Track Authority, 3024 Turner St, Lansing, MI 48906

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT QUITCLAIM DEEDS FROM THE INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY FOR 620 E. JOLLY ROAD, LANSING AND
826 W. SAGINAW STREET, LANSING**

WHEREAS, the Ingham County Land Bank Fast Track Authority (“Land Bank”) desires to transfer two Lansing properties, 620 E. Jolly Rd. and 826 W. Saginaw St., to Ingham County; and

WHEREAS, the Land Bank Board approved the transfer of 620 E. Jolly Rd. through Resolution #21-016 on September 20, 2021, and the transfer of 826 W. Saginaw St. through a unanimous vote at the May 29, 2019 Regular Board Meeting; and

WHEREAS, 620 E. Jolly Rd. is a vacant lot contiguous to the Human Services Building property and is currently maintained by the Facilities Department as green space; and

WHEREAS, 826 W. Saginaw St. is utilized by Ingham County Animal Control as an Animal Outreach Center; and

WHEREAS, the Land Bank executed quitclaim deeds conveying each property to Ingham County for the consideration of \$1.00 each.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the conveyances of 620 E. Jolly Road, Lansing, and 826 W. Saginaw St., Lansing, by quitclaim deed for consideration of \$1.00 each.

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 9

TO: County Services and Finance Committees
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: November 3, 2021
SUBJECT: RESOLUTION CONTINUING A CONTRACT WITH GOVQA
FOR A FOIA MANAGEMENT PROGRAM

November 16, 2021 County Services and November 17, 2021 Finance Committee Meetings

BACKGROUND

Due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program. Resolution #15-461 entered into contract, renewed on an annual basis, with WebQA (now known as (GovQA) for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage, and track FOIA requests.

ALTERNATIVES

None

FINANCIAL IMPACT

2021 Contract Amount	\$20,364
2022 Contract Amount	\$21,382

The period of the agreement will be January 1, 2022 through December 31, 2022.

OTHER CONSIDERATIONS

None

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONTINUING A CONTRACT WITH GOVQA
FOR A FOIA MANAGEMENT PROGRAM**

WHEREAS, due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program; and

WHEREAS, Resolution #15-461 authorized entering into an agreement with WebQA for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage and track FOIA requests; and

WHEREAS, this application serves as a resource for citizens to submit FOIA requests and inquire about the status of their requests on a web-based program; and

WHEREAS, the agreement expires December 31, 2021 and it is necessary to renew the agreement for 2022 at a cost of \$21,382.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with GovQA (formerly WebQA), 9014 Heritage Parkway, Suite 308, Woodridge, Illinois, 60517 for the continuation of a web-based FOIA Management program for a total amount of \$21,382 for the period of January 1, 2022 through December 31, 2022.

BE IT FURTHER RESOLVED, that the funds will be appropriated from the 2022 Board of Commissioners' Budget.

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.

OGEMAW COUNTY BOARD OF COMMISSIONERS
**RESOLUTION TO SUPPORT AMENDMENTS
TO THE OPEN MEETINGS ACT**

**RESOLUTION NUMBER 21-129
ADOPTED OCTOBER 14, 2021**

WHEREAS, the Ogemaw County Board of Commissioners has a vested interest in decisions made regarding the Open Meetings Act (Act 267 of 1976, being MCL 15.261 et seq.); and

WHEREAS, prior to the most recent amendments to the Act, it was generally accepted that members of a public body could participate in a meeting electronically so long as a quorum of the public body was physically present at the meeting location; and

WHEREAS, a series of Executive Orders and statutory amendments issued in 2020 authorized remote participation in public meetings and specifically allowed public bodies to hold meetings electronically, either by telephonic or video conferencing; and

WHEREAS, after December 31, 2021, members of a public body will be allowed to participate in a meeting electronically only to accommodate the absence of any member of the public body due to military duty as described in Section 3(2) of the Act; and

WHEREAS, this substantive change eliminates a public body's previous flexibility to allow one or two members to attend remotely.

THEREFORE, BE IT RESOLVED that the Ogemaw County Board of Commissioners requests that all counties with a population of 75,000 or fewer be exempt from the portion of the Open Meetings Act that allows only members absent due to military duty to participate in meetings electronically.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Representative Daire Rendon, Senator Curt VanderWall, Michigan Association of Counties and to the Clerk of each County in the State of Michigan.