

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
THOMAS MORGAN
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
GABRIELLE LAWRENCE
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 20, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [March 6, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Animal Control and Shelter and Treasurer's Office – Resolution to Authorize a Contract with [WebTecs, Inc.](#) for Dog Licensing Software
2. Treasurer's Office – Resolution to Authorize an Investment Advisory Agreement between the Ingham County Treasurer and [Robinson Capital Management, LLC](#)
3. Sheriff's Office – Resolution to Authorize a Service Agreement with [TargetSolutions](#) Learning, LLC for Vector Check-It
4. Prosecuting Attorney's Office
 - a. Resolution to Authorize an Agreement between the Michigan Department of Treasury and the Ingham County Prosecutor's Office for the FY 2024 [High Crime Community Support Grant](#)
 - b. Resolution to Authorize an Agreement between the Michigan State Police and Ingham County for the 2024-2026 [MSP SAKI Grant](#) and Authorize Subcontracts with the Jackson County Prosecutor's Office and/or Blackman-Leoni Department of Public Safety for a Jackson County Investigator
5. Circuit Court – Resolution to Approve Friend of the Court [Hearing Room Technology](#)
6. Office of the Public Defender – Resolution to Authorize the Addition of One [Paralegal](#) Position within the Office of the Public Defender
7. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with [Central Square Technologies](#) for the Computer Aided Dispatch System
8. Financial Services Office – Resolution to Approve an Agreement with [Maner Costerisan](#) for Accounting Services
9. Innovation & Technology Department
 - a. Resolution to Approve Reporting Software for Phone System by [ISI Telemanagement Solutions](#)
 - b. Resolution to Approve the Renewal of the VMWare Support Agreement from [CDWG](#)

10. Facilities Department
 - a. Resolution to Authorize an Amendment to the Agreement with [Boling Janitorial Services, Inc.](#)
 - b. Resolution to Authorize an Agreement with [Smart Homes Smart Offices](#) for Technology Upgrades to Conference Room A at the Human Services Building
 - c. Resolution to Authorize a [Custodial - Special Part-Time](#) Position for the Facilities Department
 - d. Resolution to Authorize an Amendment to the Elevator Maintenance Agreement with [Elevator Service Inc.](#), to Include the 30th Circuit Court Annex Building
 - e. Resolution to Authorize an Agreement with [Smart Homes Smart Offices](#) for Technology in the Facilities Office Conference Area
 - f. Resolution to Authorize an Agreement with [Hedrick Associates](#) to Replace the Liebert Units in the Server Room
 - g. Resolution to Authorize a Purchase Order to [MacAllister Machinery Company Inc.](#), for the Purchase of a Scissor Lift
 - h. Resolution to Authorize an Agreement with [Redguard Fire & Security, Inc.](#), for Monitoring, Warranty, and Inspection Services for the Fire Panel at the Veterans Memorial Courthouse and Grady Porter Building

11. Road Department
 - a. Resolution of Support for the Local [Bridge Program Funding](#) Applications for Fiscal Year 2027
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federal Funded Project on [Dietz Road](#) Over the Red Cedar River
 - c. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for Federal and State Funded Projects on Hoxie Road Over Wolf Creek and Waldo Road Over [Deer Creek Drain](#)
 - d. Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and [Signposts](#)

12. Health Department
 - a. Resolution to Authorize Continued [Physician Services](#) for a 0.1 FTE Infectious Disease Physician from Michigan State University College of Osteopathic Medicine for Ryan White Program Services
 - b. Resolution to Authorize Sub-Agreements for the Region 7 [Perinatal Quality Collaborative](#)
 - c. Resolution to Authorize Converting Position #601127 from a 0.5 FTE Health Program Assistant Position to a 1.0 FTE [Community Health Representative III](#) Position

13. Controller/Administrator Office – Resolution to Approve an Agreement with [eX2](#) for Broadband Middle Mile Design Services

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.

FINANCE COMMITTEE
March 6, 2024
Draft Minutes

Members Present: Grebner, Morgan, Tennis, Sebolt, Polsdofer, Lawrence, Johnson, and Maiville.

Members Absent: None.

Others Present: Michael Townsend, Jared Cypher, Natalie Trotter, Madison Hughes, Anika Ried and others.

The meeting was called to order by Chairperson Grebner 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/89160266022>.

Approval of the February 21, 2024 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 21, 2024 FINANCE COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

8. Office of the Public Defender – Resolution to Authorize the Provision of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender

Substitute

7. Controller/Administrator Office
 - b. Resolution to Authorize a Contract with RIP Medical Debt to Provide Medical Debt Relief for Qualified Ingham County Residents

Limited Public Comment

None.

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

1. Parks Department
 - a. Resolution to Authorize a Contract with Laux Construction for Improvements to Hawk Island County Park
 - c. Resolution to Authorize a 2-Year Renewal Agreement with Vermont Systems, Inc.

2. Health Department
 - a. Resolution to Accept the Michigan Public Health Institute Accreditation Readiness Mini-Grant
 - b. Resolution to Amend Resolution #23-301 for an Agreement with Medical Home Network Health Alliance II, LLC for Participation in a Medicare Shared Savings Program Accountable Care Organization
 - c. Resolution to Authorize an Agreement with Project Management Institute
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support
 - b. Resolution to Approve Better Redundancy in the Phone System by Sentinel Technologies
4. Facilities Department – Resolution to Authorize an Amendment to the Agreement with Studio Intrigue Architects, LLC for Additional Demolition Services
5. Road Department – Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships for the 2024 Local Road Program
6. Human Resources Department – Resolution to Approve an OPEIU Technical/Clerical Reclassification Request
7. Controller/Administrator Office
 - a. Resolution Establishing the Budget Calendar for 2025
8. Office of the Public Defender – Resolution to Authorize the Provision of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender

THE MOTION CARRIED UNANIMOUSLY.

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

1. Parks Department
 - b. Resolution to Approve a Policy for Supplemental Funding Requests for the Trails and Parks Millage

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

Chairperson Grebner asked if they were creating an additional set of steps that would delay projects and how it would work in the real world, as far as a time table.

Natalie Trotter, Trail and Parks Millage Coordinator, stated that the hope for this was for, as an example, the City of Lansing and Meridian Township had asked for additional money when their

project was basically done. Trotter further stated they had emailed the Ingham County Parks Department following their ribbon cutting ceremony to ask for the additional funds.

Trotter stated the purpose for the resolution was to prevent that kind of situation.

Chairperson Grebner asked if a project was over but not finished, would that sort of policy delay the project.

Trotter stated the applicants would still go through the same process of getting funding and provided an overview of the process. Trotter further stated this policy would stop them from getting to the end of their project and asking for more funds.

Chairperson Grebner stated that if one imagined the Lansing Parks Department being told they could not be late doing their accounting, and they were late doing their accounting, they would probably still come and ask for the money anyways.

Trotter stated they were hoping, with this policy, that they would not.

Chairperson Grebner stated they could tell them that, but if they were not giving them more staff it may not change and it very well might have been that they were not intentionally delaying and just did not get their work done on time.

Trotter stated that could have been possible.

Chairperson Grebner asked how this would affect Ingham County projects. Commissioner Grebner further stated that, if the Parks Department noticed it ran over budget and it was not completed, would they just go through the steps.

Trotter stated confirmation.

Chairperson Grebner further asked if they were creating more steps.

Trotter stated it would not create more steps because it was the same process.

Commissioner Morgan clarified they could not finish a project and retroactively ask for money to finish the project. Commissioner Morgan further stated it would, in a sense, hopefully remove a step and that someone could not ask for a loan for money they already had.

Chairperson Grebner stated if it happened, they assumed the Board of Commissioners would still entertain the request.

Commissioner Polsdofer stated it gave the Board of Commissioners a reason to say no because it was brought to them after the fact. Commissioner Polsdofer further stated the difference between a few of the overage projects was that Meridian Township had communicated for months that there were complications and they were over budget.

Commissioner Polsdofer stated that communication was part of the process they were trying to establish.

Jared Cypher, Deputy Controller, clarified that the process would stay the same and they would just be changing the timing of the process, and the quicker the communities could get them the letter, assuming the Board of Commissioners authorized the supplemental funding, they could get that supplemental funding quicker. Cypher further stated that the City of Lansing projects were completed months ago and the resolution to authorize the supplemental funding was not approved until four or five months later.

Cypher stated that even if they did submit a letter for additional funds after the completion of a project, there was a clause that stated it would be subject to waiver by the Board of Commissioners.

Commissioner Tennis clarified that the match requirement was subject to waiver, not the rest of the policy. Commissioner Tennis further clarified, as Chairperson Grebner had stated, the Board of Commissioners could waive whatever they wanted, but the history they heard about the City of Lansing did not jive with their recollection.

Commissioner Tennis stated they knew part of the delay with the City of Lansing project was on the Board of Commissioners and the Parks Board, who debated, denied, and did not want to do it.

Commissioner Tennis further stated that it gave them an excuse to say no, even when they may have been politically inclined to say yes.

Commissioner Tennis stated they had mixed feelings, but as long as everyone understood that any community in the County could come to them late, the Board of Commissioners would still have it within their discretion to grant them supplemental funding.

Commissioner Morgan stated if City of Lansing came to them, the Commissioners from the City of Lansing would want to make sure they could help them out, and if other asked they might want to consider. Commissioner Morgan further stated that clearly Meridian Township was on top of things and they would have to make sure all their partnered municipalities were communicating and be more transparent with the process.

Commissioner Maiville stated that it was better to know sooner rather than later so they did not allocate money someone might ask for later.

Commissioner Tennis stated they saw it as a warning shot fired at Lansing City Hall and was not thrilled about that, but as long as everyone understood it was simply a policy which was within the discretion of the Board of Commissioners to grant additional funding as they saw fit, they did not mind firing a warning shot.

Chairperson Grebner stated there would always be an explanation and that was the problem.

Commissioner Lawrence stated, for the record, the Lansing Parks and Recreation Department was located in the Foster and Gier Community Centers. Commissioner Lawrence further stated they were not familiar with the process, but asked if Ingham County allocated, for example, \$100,000 to Lansing but only gave them \$50,000 and could that situation be explained.

Trotter explained the funding approval process and stated that they had a broad spectrum of projects with varying funding amounts. Trotter further explained that, during COVID-19 especially, construction prices skyrocketed and became two or three times more expensive than what they had been when the funding was originally received.

Trotter explained that they get an upfront portion of their grant of 25% and if they wanted additional money, they needed to provide all their invoices and checks so they could be given reimbursements, otherwise if they had spent all the money, they would send the Parks Department a letter asking for more funding. Trotter further stated it would then go on to the Parks Commission, Human Services Committee, and then the Finance Committee.

Trotter there had been a new process since they started to have a municipality that asked for additional funding or to reallocate money, to come to the Committee meetings so the Board of Commissioners could ask questions.

Commissioner Lawrence clarified there was a dollar amount that was allocated to them in the grant and they were asking for money above that dollar amount.

Trotter confirmed and stated that sometimes they were moving money around as well.

Chairperson Grebner clarified because they had another grant that came in a little light.

Commissioner Lawrence asked if the money above the grant amount was money that was not spoken for yet.

Discussion.

Commissioner Polsdofer stated they believed in the case of the City of Lansing it was \$1.4 million over.

Commissioner Lawrence stated they heard Meridian Township had asked for \$700,000 additional.

Trotter clarified that City of Lansing and Meridian Township both happened at the same time.

Discussion.

Commissioner Polsdofer stated the rationale for the policy was when talking about figures of these sizes, they had been aggressive in pushing out projects with the Parks and Trails Millage funds and they were getting communities queued up to do these projects when they had something that was 98% completed and they needed more money. Commissioner Polsdofer

further stated that may force them to go back to a community they had already said yes to and tell them they had to wait another year so they could finish the almost completed project.

Chairperson Grebner stated that had not happened, but it was a fear.

Commissioner Morgan stated it was a good thing that back in 2018, they had pushed to get all those projects approved and the Parks Commission said no because something really unique happened a few years later that made those projects that were able to get done cost much more than they did. Commissioner Morgan further stated that every project had doubled or tripled in costs and it was not a matter of the City of Lansing or Meridian Township being unable to estimate properly.

Commissioner Morgan referenced the Onondaga Township Boat Launch project at three, almost four times, what was estimated, and stated they covered it because that was just how the market was and they could not just sit on the money hoping for a better day. Commissioner Morgan further stated they had been very liberal about the Boat Launch and hope that the revenue continued to come in.

Chairperson Grebner stated the Board of Commissioners decided early on, though Chairperson Grebner was not on board with the decision that they would rely on the local governments to drive the process, though they did not have expertise in building trails. Chairperson Grebner further stated that it was not true that all the projects had come in twice as expensive, and that some had come in as low as 50% cheaper than expected.

Chairperson Grebner stated that the local governments had been all over the place and that they had mainly run over budget, but sometimes they did run under by unpredictable amounts. Chairperson Grebner further stated it was not a COVID-19 thing, as that was a piece of it that was used almost as an excuse, but really, it had been the lack of expertise in bidding the projects.

Chairperson Grebner stated they were consistently surprised by an amount of about 50% on the high or low end. Chairperson Grebner asked how many projects they currently had open with the City of Lansing that they expected to receive bills and invoices for and that caused them to be afraid they would run out of money when Lansing turned in those invoices.

Cypher stated they didn't have a dollar amount at that time, but they did have 54 open contracts and City of Lansing was a significant portion of them.

Trotter stated that Meridian Township and City of Lansing had the most projects and confirmed they were waiting on quite a few invoices from them, as well as Delhi Township.

Chairperson Grebner stated there had been a projection issued in October of 2023 by Spicer Group that warned the Commissioners that they had overspent, but by December 31, 2023 they were five million dollars in the black because the City of Lansing invoices were still not in. Chairperson Grebner further stated, unless they were going to take over the accounting, bidding, and engineering work, they did not think they would solve it and would continue to have local units of government without expertise.

Commissioner Sebolt stated they would vote in support of this, but was not seeing it as a warning shot to any particular local government, but rather they had been in the position of having a high Fund Balance and they had been able to cover overruns in the past; however the Fund Balance was lower than in the past and at some point they would run out and have to leave them or cut someone else's project. Commissioner Sebolt further stated they were simply asking local communities to communicate earlier so they did not end up in that position.

Chairperson Grebner stated they assumed they would push a project out a year and doubted they would cut it.

Commissioner Sebolt stated their agreement and that they may have to just say "sorry for now."

Commissioner Grebner asked for the current balance in the Trails and Parks Millage Fund.

Cypher stated that as of the week prior, the cash on hand was \$5.4 million.

Chairperson Grebner confirmed that it was the one predicted to be two million dollars in the red three months ago, but clearly was not. Chairperson Grebner further stated the money had been allocated and there were invoices they should receive out there.

Chairperson Grebner stated it was also true the fund had in the past flirted with a balance of \$10 million which was important because it put it in the category of major funds, for audit purposes. Chairperson Grebner further stated it was not real money.

Commissioner Maiville stated that the Onondaga Township Boat Launch Project had an initial scope of just getting help purchasing the boat launch and they would install it themselves. Commissioner Maiville further stated it morphed into a larger project in a different area, but ultimately did come up more expensive, and COVID-19 had also escalated the prices.

Chairperson Grebner stated if the Board of Commissioners had set it up in the first place so they were in control, they could have not imagined that Onondaga Township would do the project themselves and would have told them it was not going to be possible. Chairperson Grebner further stated they had allowed Aurelius and Onondaga Townships, and the City of Leslie to ad lib as well as the City of Lansing.

Chairperson Grebner stated they were supporting the policy, but winking or rolling their eyes doubting they would actually draw a line.

THE MOTION CARRIED UNANIMOUSLY.

7. Controller/Administrator Office
 - b. Resolution to Authorize a Contract with RIP Medical Debt to Provide Medical Debt Relief for Qualified Ingham County Residents

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

Commissioner Maiville stated if it was coming out of American Rescue Plan Act (ARPA) Funds, they would have no problem, but it was coming out of General Fund balance and would have to say no.

Commissioner Tennis stated that for \$250,000 in County money, they could pull down another \$250,000 or so of State money and could eliminate up to \$50 million in medical debt for Ingham County residents. Commissioner Tennis further stated this would help tens of thousands of residents who, through no fault of their own, had an illness or injury that they could not afford healthcare for and were burdened by medical debt.

Commissioner Tennis stated that being able to lift that burden for such a tiny amount of County dollars was the same rationale as Chairperson Grebner had on Community Agency Funding. Commissioner Tennis further stated the tiny amount of money went so far to help the community and they were absolutely thrilled about it.

Commissioner Johnson stated that had been working on this since June or July of 2023 to get RIP Medical Debt to support them in Ingham County. Commissioner Johnson further stated they had spoken with an individual from the eastern part of the State who was passionate about RIP Medical Debt and had explained how it could benefit people.

Commissioner Johnson stated they thought it was interesting and had spoken with Michigan State Senator Sarah Anthony who also was interested. Commissioner Johnson further reiterated Commissioner Tennis' statement.

Commissioner Maiville asked for clarification on how they would provide \$5 million in relief.

Commissioner Lawrence provided clarification on RIP Medical Debt's processes. Commissioner Lawrence further stated that two-thirds of bankruptcies in the United States cited medical debt as the leading cause of filing for bankruptcy and that they did not think there was any way to know how many households in Ingham County could be affected.

Commissioner Lawrence stated that it could probably help thousands of households who were in danger of filing for bankruptcy and it would eliminate the danger and boost the County economy. Commissioner Lawrence further stated they believed it was only hundreds of dollars that was leading these people to file for bankruptcy and asked if the County had done anything like this before.

Commissioner Tennis confirmed Ingham County had not.

Commissioner Lawrence wondered if it was possible, after it was done, to know how much debt was eliminated and how many households were affected. Commissioner Lawrence further stated they followed a woman on Instagram named Sharon McMahon, Instagram user SharonSaysSo, who did a fundraiser each year with their followers.

Commissioner Lawrence stated that over the holidays, McMahon chose RIP Medical Debt as their organization where their followers eliminated over \$100,000 of medical debt in the United States. Commissioner Lawrence further stated that RIP Medical Debt was an amazing organization and stated that RIP Medical Debt sent letters to recipients saying their medical debt had been paid off as a gift.

Commissioner Maiville thanked Commissioners Tennis and Lawrence for clearing it up and that they had sold him on it.

Commissioner Morgan stated it was the most efficient possible use of tax dollars, as they spent millions on Human Services to help those that were in need, but as a society, they also spent billions to help those that needed the least help at the top. Commissioner Morgan further stated this helped people who were generally not Medicaid eligible and that those affected were low to mid-income families that were trying to climb the ladder but just couldn't get there.

Commissioner Morgan stated this was a cheap way, considering the total benefit, to boost them up and help them grab a piece of the American pie.

Commissioner Johnson asked if Cypher could remember the specific numbers from the presentation that RIP Medical Debt staff gave.

Cypher stated that Keith Hearle, RIP Medical Debt Special Advisor, provided a presentation in January of 2024 and had also said at the March 4, 2024 Human Services Committee meeting that this resolution would help 22,000 people in Ingham County.

Discussion.

Commissioner Lawrence asked if that meant 22,000 people in Ingham County would receive medical debt relief or if everyone that was eligible would get some amount of relief.

Cypher stated they believed that 22,000 people would receive medical debt relief as a result of the resolution.

Discussion.

Commissioner Morgan explained that was why they had set the income level at 400% of the Federal Poverty limit, which seemed high, but was actually not when considering a family of four with medical debt. Commissioner Morgan stated they set that limit in order to have the maximum impact.

Discussion.

Chairperson Grebner stated they were in favor, but these were people who had gone into the medical system in a desperate situation who were not covered by insurance, Medicare, or Medicaid. Chairperson Grebner further stated the reason they knew they were not covered was

because they were being ripped off by the medical care providers and the charges were not being issued in good faith.

Chairperson Grebner stated that these individuals were being charged five to ten times what insurance, Medicare or Medicaid would pay for. Chairperson Grebner further provided examples.

Chairperson Grebner stated that huge debts were being racked up because they had no defenses or anyone protecting them. Chairperson Grebner further stated that the hospitals and other providers sold the debt for less than a penny on the dollar because they never believed they would collect on it.

Chairperson Grebner stated the real issue was the medical system and those doing their billing, as it was fake and dishonest charges mainly by emergency rooms, but other facilities as well. Chairperson Grebner further stated that RIP Medical Debt was in the business of do-gooders pretending to be slime while competing with the boiler room operations that tried to purchase the debt and wheedle old and poor people.

Chairperson Grebner stated they were in favor of the resolution, but thought there were big issues and that nobody should think their charges were issued in good faith. Chairperson Grebner provided similar examples of individuals acquiring debt.

Chairperson Grebner stated that they were bottom dwelling people, and clarified they did not mean the healthcare workers themselves, rather that people creating this debt and chasing the debt were contemptable.

Commissioner Tennis stated they agreed with Chairperson Grebner and stated they were only addressing a symptom of the issue rather than the cause because it probably was above their ability.

Chairperson Grebner stated their support of Medicare for all.

Commissioner Maiville clarified those on Medicare did not have an insurer to look out for them and apologized to his fellow Commissioners for not being familiar with the issue and thanked them for enlightening him.

Commissioner Lawrence asked if they could be provided with the PowerPoint Presentation given by RIP Medical Debt.

Cypher stated confirmation.

Discussion.

Commissioner Lawrence stated that RIP Medical Debt was a four-star rated charity with a 98% rating.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:38 p.m.

**MARCH 20, 2024 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1. **Animal Control and Treasurer's Office** – *Resolution to Authorize a Contract with WebTecs, Inc for Dog Licensing Software*

This resolution authorizes a contract with WebTecs, Inc., for dog licensing software, which will improve public access to dog license applications, including on-line applications and providing additional payment methods to reduce costs and barriers to Ingham County residents. The cost will be \$1 per year of each dog license issued.

See memo for details.

2. **Treasurer's Office** – *Resolution to Authorize an Investment Advisory Agreement between the Ingham County Treasurer and Robinson Capital Management, LLC*

This resolution authorizes an agreement with Robinson Capital Management to provide advice, consultation, and research that will help the Treasurer invest county funds in a manner that protects the safety of public money and ensures funds are available to meet the county's obligations in a timely manner while achieving a return on investments to benefit county programs and taxpayers.

Costs of the \$50,000 yearly agreement will be borne proportionately by all county funds that have money invested under the Treasurer's management.

See memo for details.

3. **Sheriff's Office** – *Resolution to Authorize a Service Agreement with TargetSolutions Learning, LLC for Vector Check-It*

This resolution authorizes a service agreement with TargetSolutions, LLC for its Vector Check-It program, which provides fleet repair and maintenance tracking. The SO currently utilizes paper forms, Excel, and County email to track vehicle repair/maintenance, and this product will increase efficiency.

Funding of \$6,508 for the first year and \$5,708 annually for the second and third years is available in the ICSO Field Services/Equipment Maintenance – Contractual budget.

See memo for details.

- 4a. **Prosecuting Attorney's Office** – *Resolution to Authorize an Agreement between the Michigan Department of Treasury and the Ingham County Prosecutor's Office for the FY 2024 High Crime Community Support Grant*

This resolution authorizes an agreement with the Michigan Department of Treasury with the Ingham County Prosecutor's Office for a \$1,000,000 High Crime Community Support Grant (good news, we are receiving \$1mil; bad news, it is because of the community crime rate). These funds can be used for salaries for additional prosecutors/staff, recruitment expenditures, retention expenditures, technology enhancements, etc.

See memo for details.

4b. Prosecuting Attorney's Office – *Resolution to Authorize an Agreement between the Michigan State Police and Ingham County for the 2024-2026 MSP SAKI Grant and Authorize Subcontracts with the Jackson County Prosecutor's Office and/or Blackman-Leoni Department of Public Safety for a Jackson County Investigator*

This resolution authorizes an agreement with MSP for the 2024-26 Sexual Assault Kit Initiative (SAKI) grant in the amount of \$612,055. The funding is used for salary and fringe of investigators and other support services. This agreement is regional and ICPO will contract with Jackson County and/or the Blackman-Leoni Department of Public Safety.

Funding breakdown is:

- Ingham County Prosecutors Office investigator salary and fringe - \$283,615
- Ingham County PO expenses (supplies, phone, travel, etc.) - \$55,661
- Jackson County/Blackman-Leoni investigator (to retire in 2024) - \$22,250.
- Jackson County/Blackman-Leoni investigator - \$250,529

See memo for details.

5. Circuit Court – *Resolution to Approve Friend of the Court Hearing Room Technology*

This resolution authorizes purchase and installation of FOC hearing room technology in an existing conference room. This will enable all four FOC referees to have access to a hearing room (currently three available). The vendors for the project will be Smart Home Smart Office (SHSO) for \$7,459.18, J Ewing LLC for \$5,547.33, FD Hayes for \$3,075, and For the Record (FTR) for \$4,490.

Funding provided through a Circuit Court CIP with 66% reimbursement from the Office of Child Support.

See memo for details.

6. Office of Public Defender – *Resolution to Authorize the Addition of One Paralegal Position within the Office of the Public Defender*

This resolution authorizes the addition of a Paralegal in the Office of the Public Defender to help with increased case volume. The position would be an ICEA Pro Grade 5 (salary range \$51,300.72-\$61,602.65). Funding is available in the current MIDC Grant and will require no County funding.

See memo for details.

7. 9-1-1 Dispatch Center – *Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch System*

This resolution authorizes the renewal of software support with Central Square Technologies for the 9-1-1 Center's Computer Aided Dispatch (CAD) System. Funding for the \$171,253.32 yearly cost is included in the 9-1-1 Center's 2024 budget.

See memo for details.

8. Department of Finance and Budget – Resolution to Approve an Agreement with Maner Costerisan for Accounting Services

This resolution approves an agreement with Maner Costerisan for executive-level assistance with audit preparation to ensure the County audit is filed in a timely manner. This request is due to a significant level of turnover in the Department of Finance and Budget.

Funding for the \$30,000 six-month contract is available in the Contingency Fund.

See memo for details.

9a. Innovation and Technology Department – Resolution to Approve Reporting Software for Phone System by ISI Telemanagement Solutions

This resolution approves the purchase of reporting software for the County phone system from ISI Telemanagement Solutions. This purchase will improve our ability to resolve phone issues and handle call volumes.

Funding for the \$8,500 expense is available in the County's Network Fund.

See memo for details.

9b. Innovation and Technology Department – Resolution to Approve the Renewal of the VMWare Support Agreement from CDWG

This resolution approves a three-year renewal of the County's VMWare support agreement with CDWG. While typically renewed yearly, there is concern of dramatic yearly price increases that a three-year contract will help lessen.

Funding for the \$127,00 over three-year cost is available in the County's Network Fund.

See memo for details.

10a. Facilities Department – Resolution to Authorize an Amendment to the Agreement with Boling Janitorial Services, Inc.

This resolution amends the agreement with Boling Janitorial Services, Inc. to include \$4,200/month in consumables. This \$50,400/year increase is still lower than the next lowest competitive bid.

Funding for this increase is available in the Facilities Department maintenance contractual budget.

See memo for details.

10b. Facilities Department – Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology Upgrades to Conference Room A at the Human Services Building

This resolution approves an agreement with Smart Homes Smart Offices for technology upgrades to Conference Room A per the discussions at Board Leadership.

Funding for the \$20,131.78 is available in 2023 CIP for conference room technology upgrades.

See memo for details.

10c. Facilities Department – *Resolution to Authorize a Custodial - Special Part-Time Position for the Facilities Department*

This resolution authorizes a special part-time Custodial position for the Facilities Department to help with the cleaning of the Justice Complex. The position will be a UAW B, with an hourly wage of \$15.96/hour with no benefits.

Funding for this position is available in the Facilities Wages budget.

See memo for details.

10d. Facilities Department – *Resolution to Authorize an Amendment to the Elevator Maintenance Agreement with Elevator Service Inc., to Include the 30th Circuit Court Annex Building*

This resolution authorizes an amendment to our elevator maintenance agreement with Elevator Service, Inc., to add the elevator at the recently purchased Court Annex Building. The additional cost will be \$168/month, which is available in the Facilities Department maintenance contractual budget.

See memo for details.

10e. Facilities Department – *Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology in the Facilities Office Conference Area*

This resolution authorizes an agreement with Smart Homes Smart Offices for technology in the Facilities Department conference area. There currently is no technology there for meetings and trainings.

The cost for the \$6,193.90 expense is available in the 2024 CIP.

See memo for details.

10f. Facilities Department – *Resolution to Authorize an Agreement with Hedrick Associates to Replace the Liebert Units in the Server Room*

This resolution authorizes an agreement with Hedrick Associates to replace the Liebert units in the server room. The Liebert units cool the room to the level necessary for safe and efficient operation of the servers. The current units have outlived their useful life.

Funding for the \$315K cost (\$308,826 bid plus \$6,174 contingency), is available in the 2024 CIP Public Improvement Fund.

See memo for details.

10g. Facilities Department – Resolution to Authorize a Purchase Order to MacAllister Machinery Company Inc., for the Purchase of a Scissor Lift

This resolution authorizes the purchase of a scissor lift for the Facilities Department from MacAllister Machinery Company Inc. This will enable the Department to make repairs in a timelier manner.

Funding for the \$15,875 purchase is available in the 2024 CIP.

See memo for details.

10h. Facilities Department – Resolution to Authorize an Agreement with Redguard Fire & Security, Inc., for Monitoring, Warranty, and Inspection Services for the Fire Panel at the Veterans Memorial Courthouse and Grady Porter Building

This resolution authorizes an agreement with Redguard Fire & Security, Inc., for monitoring, warranty, and inspection service of the fire panel in VMC and Grady Porter Building. The term is for five years at a total cost of \$23,105.

Funding is available in the Facilities Department maintenance contractual budget.

See memo for details.

11a. Road Department – Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2027

This resolution supports the application of funding from the Road Department to MDOT’s 2027 Local Bridge Program for the following bridges:

- Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
- Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
- Preventative Maintenance of the Kinneville Road Bridge over Grand River, Onondaga Township (SN 3860)
- Replacement of the Small Acres Lane Bridge over Pine Lake Outlet Drain, Meridian Township (SN 3910)

See memo for details.

11b. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federal Funded Project on Dietz Road Over the Red Cedar River

This resolution authorizes a second-party agreement with MDOT for a federally funded Local Bridge Program project to replace the Dietz Road Bridge over the Red Cedar River. MDOT will enter into an agreement with the contractor and the second party agreement defines the Road Department’s responsibilities and obligations for the federal funding.

The funding breakdown, with 20% contingency, is as follows:

Federal Local Bridge Funds with 20% Contingency:	\$2,627,520
Road Department Funds with 20% Contingency:	<u>\$ 677,520</u>
Total Estimated Project Cost (+20%):	\$3,305,040

Road Department funding is available in the 2024 Road Fund Budget.

See memo for details.

11c. Road Department – *Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for Federal and State Funded Projects on Hoxie Road Over Wolf Creek and Waldo Road Over Deer Creek Drain*

This resolution authorizes a second-party agreement with MDOT for a federally funded Local Bridge Program project to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township. MDOT will enter into an agreement with the contractor and the second-party agreement defines the Road Department’s responsibilities and obligations for the federal funding.

The funding breakdown, with 20% contingency, is as follows:

Federal Local Bridge Funds with 20% Contingency:	\$ 408,000
State Local Bridge Funds with 20% Contingency:	\$ 76,500
Road Department Funds with 20% Contingency:	<u>\$ 34,500</u>
Total Estimated Project Cost (+20%):	\$ 519,000

Road Department funding is available in the 2024 Road Fund Budget.

See memo for details.

11d. Road Department – *Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and Signposts*

This resolution authorizes a purchase order with Dornbos Sign & Safety Inc. for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts on as-needed basis.

See memo for details.

12a. Health Department - *Resolution to Authorize Continued Physician Services for a 0.1 FTE Infectious Disease Physician from Michigan State University College of Osteopathic Medicine for Ryan White Program Services*

This resolution authorizes continued physician services for a 0.1 FTE Infectious Disease Physician provided by MSU COM awarded by Ryan White Part C funds from HRSA, effective May 1, 2024 through April 30, 2025 in an annual amount not to exceed \$28,053.35.

12b. Health Department - *Resolution to Authorize Sub-Agreements for the Region 7 Perinatal Quality Collaborative*

This resolution authorizes sub-agreements with six organizations to carry out the Region 7 Collaborative, effective October 1, 2023 through September 30, 2024 for a total amount not to exceed \$149,994. Costs for these agreements are included in the 2024 budget.

12c. Health Department - Resolution to Authorize Converting Position #601127 from a 0.5 FTE Health Program Assistant Position to a 1.0 FTE Community Health Representative III Position

This resolution authorizes the conversion of Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE Community Health Representative (CHR) III position, effective upon approval. This conversion will increase Position #601127 from a 0.5 FTE UAW C (Part-Time Salary Range: 37,990.24 to 42,674.78), to a 1.0 FTE CHR III UAW E (Full-Time Salary Range: 81,593.66 to 92,260.89). This conversion will help to support the continued growth of the Ryan White program and the CHCs. Costs for this conversion will be covered by Ryan White 340B revenues.

13. Controller's Office – Resolution to Approve an Agreement with eX2 for Broadband Middle Mile Design Services

The resolution authorizes an agreement with eX2 for Broadband middle mile design services for a not to exceed cost of \$58,416.98. This project scope provides for the preliminary design consultation services and GIS mapping services required to develop a conceptual fiber route having the minimum capacity to connect County facilities in addition to providing the scalability and flexibility for an open access middle mile network. The middle mile network will provide the backbone infrastructure necessary for serving rural and underserved communities within the County.

Funding is available in previously allocated but unspent ARPA funds for broadband expansion.

See memo for details.

Agenda Item 1

TO: Law & Courts and Finance Committees

FROM: Alan Fox, Ingham County Treasurer
Holly Guild, Animal Control Director

DATE: February 28, 2024

SUBJECT: Resolution to enter into a contract with WebTecs, Inc. for dog licensing software

BACKGROUND

Dog licensing in Michigan is authorized by the Michigan Dog Law of 1919 and administered in Ingham County by the County Treasurer as provided in the Ingham County Animal Control Ordinance. Most Michigan counties use BS&A software to handle payments and management of dog licenses.

The software has not kept up with modern payment methods. Animal Control and the Treasurer's Office looked at nationally available software and found it insufficient to meet some particular requirements of Michigan law. Thirteen other Michigan counties have converted to software offered by WebTecs, Inc. The company is a Michigan firm, its dog licensing software is written for Michigan law, and the firm converts BS&A data at no charge. The software allows for online applications and credit/debit card payments for dog licenses and will allow Animal Control and Treasury to easily implement senior citizen discounts and other fee changes under consideration. It is better suited to use by veterinarian offices and may help add to the number of offices willing to sell licenses.

FINANCIAL IMPACT

Payment to WebTecs is based on licenses sold. If the software had been in use in 2023 it would have cost \$16,000. The BS&A software is much less expensive, but is more difficult for both applicants and staff to work with and is no longer being fully maintained. Ingham County dog licenses are more expensive than those in neighboring counties and additional costs can be adequately paid for with dog license revenue.

RECOMMENDATION

Due to the advantages for dog owners, veterinarians, Animal Control staff, and Treasury staff of the WebTecs software and because the future of the current software is uncertain, we recommend contracting with WebTecs for dog licensing software to replace the BS&A system now in use.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH WEBTECS, INC.
FOR DOG LICENSING SOFTWARE**

WHEREAS, the dog licensing and vaccination requirements of the State of Michigan are set forth in Act 339 of Public Act of 1919, being sections MCL 287.261-287.290 of the Michigan Compiled Laws of 1948, as amended; and

WHEREAS, the Ingham County Board of Commissioners enacted the *Animal Control Ordinance*, effective September 18, 1972 as amended, providing for the County Treasurer, or his authorized agent, to accept applications for dog licenses; and

WHEREAS, the Ingham County Treasurer has authorized Ingham County Animal Control, and local licensed veterinarians to accept applications and issue licenses; and

WHEREAS, license fees for dog applications are credited to the Animal Control Fund; and

WHEREAS, the Ingham County Treasurer and Ingham County Animal Control have researched methods of improving public access to dog license applications, including on-line applications also providing additional payment methods to reduce costs and barriers to Ingham County residents; and

WHEREAS, WebTecs, Inc., a Michigan-based company, offers a proprietary hosted online dog licensing service, currently utilized in thirteen (13) Michigan counties, designed to fit the requirements of Michigan law, and specifically designed for use by county governments in Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to enter into an agreement with WebTecs, Inc. for dog licensing services at a cost not to exceed \$1 per year of each dog license issued, after review and approval as to form of the agreement by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to replace the existing dog licensing software agreement with this agreement.

Agenda Item 2

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer

DATE: February 7, 2024

SUBJECT: Resolution to Authorize an Investment Advisory Agreement

BACKGROUND

Since 2019, the county's financial assets have grown from \$80-\$100 million, depending on the time of year, to \$160-\$200 million. At the same time high-profile bank failures have highlighted the risks of some seemingly safe investments and new instruments have been created to reduce these risks. Some of these new instruments involve different degrees of liquidity that make comparing their features increasingly difficult.

There are a wide variety of methods Michigan County Treasurers use to navigate rapidly changing financial circumstances. Some larger counties have full-time investment managers on staff and others contract out all investment decision-making to outside firms. I believe neither of these approaches is necessary or desirable for Ingham County. The services that would be most helpful and most economical would include advice and research. Robinson Capital Management, LLC provides those services through an Investment Advisory Agreement while leaving decisions to the Treasurer.

FINANCIAL IMPACT

The proposed agreement would cost \$50,000 per year, which would be spread proportionately among all county funds in the pooled cash fund. There is no guarantee, but I believe this cost will be recovered through increased investment income from help analyzing cash flow in order to maximize funds that earn income as well as from identification of additional safe methods to achieve better returns.

RECOMMENDATION

I recommend that the Treasurer be authorized to enter into an Investment Advisory Agreement with Robinson Capital Management, LLC. The Treasurer will be required, in addition to the routine reporting already provided, to report the effects of the agreement on county investment earnings.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INVESTMENT ADVISORY AGREEMENT BETWEEN THE
INGHAM COUNTY TREASURER AND ROBINSON CAPITAL MANAGEMENT, LLC**

WHEREAS, the Ingham County Treasurer is responsible for investing County funds in a manner that protects the safety of public money and ensures funds are available to meet the County's obligations in a timely manner while achieving a return on investments to benefit County programs and taxpayers; and

WHEREAS, funds available for investment by the Treasurer have nearly doubled since 2019; and

WHEREAS, even within the limited investment options available for public funds the methods and means for ensuring safety and for maximizing yield have grown more complex in the past five years; and

WHEREAS, the Treasurer has investigated a number of service providers who provide a wide variety of services ranging from advice and consultation to full management of public finances; and

WHEREAS, the Treasurer believes the objectives of the County may best be met by retaining control of investment decisions while contracting for advice, consultation, and market research services; and

WHEREAS, Robinson Capital Management, LLC, a Michigan firm, offers the services that best meet the County's needs.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to enter into an Investment Advisory Agreement with Robinson Capital to provide advice, consultation, and research that will help the Treasurer invest County funds in a manner that protects the safety of public money and ensures funds are available to meet the County's obligations in a timely manner while achieving a return on investments to benefit County programs and taxpayers.

BE IT FURTHER RESOLVED, that the Ingham County Treasurer will maintain all final decision making with respect to investments of county funds.

BE IT FURTHER RESOLVED, that the annual cost of the agreement will not exceed \$50,000 per year.

BE IT FURTHER RESOLVED, that the Controller/Administrator will ensure that the costs of the agreement are borne proportionately by all county funds that have money invested under the Treasurer's management.

BE IT FURTHER RESOLVED, that the Treasurer will report annually to the Board of Commissioners the effects of this agreement on County funds.

Agenda Item 3

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: March 5, 2024

SUBJECT: Resolution to enter into a Service Agreement with TargetSolutions Learning, LLC for Vector Check-It

For the meeting agendas of *March 14, 2024* and *March 20, 2024*

BACKGROUND

This resolution is for the approval to authorize a 36-month agreement with TargetSolutions Learning, LLC (DBA Vector Solutions) for Vector Check-It. Vector Check-It is a fleet record tracking program designed to more effectively and efficiently track fleet records, fleet maintenance, and vehicle repair requests. Currently, the Sheriff's Office utilizes physical file folders, hard copies of paper, Microsoft Excel, and the county email to track and submit repair requests, which is time consuming and redundant. Vector Check-It will create a central repository of the information and enable the fleet mechanic to maintain better, consistent knowledge of the fleet status, promptly address repair requests, and enhance his ability to proactively maintain the fleet by addressing regular service interval needs.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The cost for the first year is \$6,508; the second and subsequent contracted years shall not exceed \$5,708 annually.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as maintaining a reliable, robust fleet enables deputies to safely patrol and respond to emergent, potentially life-threatening calls for service for a safer community; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as a well-maintained fleet promotes the longevity of the vehicles and reduces liability in the event of mechanical failure during normal operations or while responding to emergent calls.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a Service Agreement with TargetSolutions Training, LLC for Vector Check-It.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH
TARGETSOLUTIONS LEARNING, LLC FOR VECTOR CHECK-IT**

WHEREAS, Ingham County Sheriff's Office uses physical file folders, hard copies of paper, and Microsoft Excel to track vehicle fleet records and documents; and

WHEREAS, Ingham County Sheriff's Office uses the county email system to communicate fleet vehicle requests for service and maintenance records; and

WHEREAS, Ingham County Sheriff's Office currently has an existing contract with TargetSolutions Learning, LLC (DBA Vector Solutions) for their product, Guardian Tracking, to track a variety of personnel files, equipment, and training records; and

WHEREAS, TargetSolutions Learning, LLC offers an additional product, Vector Check-It, which can be used to track fleet and associated maintenance records; and

WHEREAS, the Sheriff's Office seeks to contract with TargetSolutions Learning, LLC for a 36-month agreement for Vector Check-It to optimize fleet record management and maintenance; and

WHEREAS, the costs associated with TargetSolutions Learning, LLC will total \$6,508 for the first year and \$5,708 annually for the second and third years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a service agreement with TargetSolutions Learning, LLC in the amount of \$6,508 for the first year and \$5,708 annually for the second and third years to be funded from Field Services/Equipment Maintenance – Contractual #10130102-932010.

BE IT FURTHER RESOLVED, that the terms of the agreement will be reviewed after a three-year period.

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: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: March 5, 2024

SUBJECT: Resolution Authorizing an Agreement between the Michigan Department of Treasury and the Ingham County Prosecutor's Office for FY 2024 High Crime Community Support Grant.
For the Meetings of: March 14, 2024, March 20, 2024, March 26, 2024

BACKGROUND

The Michigan Legislature has provided funding to county prosecutors to address caseload backlogs. Legislative appropriation of funds for grant assistance is set forth in Section 991 of Article 5 of 2023 Public Act 119. All grant projects must comply with the rules and regulations specified in Section 229 of Article 5 of 2023 Public Act 119.

To be eligible to receive the grant funding, an office of a county prosecutor must receive a minimum of the same funding as was allotted in the county fiscal year 2023-2024; and meet the county population requirements indicated in 2023 Public Act 119. The core mission of this funding is to address caseload backlog. A non-exhaustive list of possible expenditures includes salaries for additional prosecutors/staff, recruitment expenditures, retention expenditures, technology enhancements, etc. The expenditures must be related to reducing caseloads.

Ingham County has been selected as one of the counties to receiving this funding. The total amount of the Grant Funds is \$1,000,000. The Grant begins August 1, 2023 and ends September 30, 2025. The Prosecuting Attorney Association of Michigan (PAAM) has been working with the Department of Treasury and it is believed that the contract will be available this month with possible disbursements beginning in April.

ALTERNATIVES

The county would not have the funds available to assist in addressing the caseload backlog.

FINANCIAL IMPACT

Upon signing the contact, the funds would be dispersed to the county directly. The Ingham County Prosecutor's Office would be responsible for filing reports with the Department of Treasury accounting for any expenditures.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE
MICHIGAN DEPARTMENT OF TREASURY AND THE
INGHAM COUNTY PROSECUTOR'S OFFICE FOR THE FY 2024 HIGH CRIME
COMMUNITY SUPPORT GRANT**

WHEREAS, 2023 Public Act 119 appropriates \$12,000,000 for high-crime community support grants for county prosecutors in high-crime areas to address caseload backlogs; and

WHEREAS, the primary mission of this funding is to assist identified High Crime Communities in addressing caseload backlogs; and

WHEREAS, in order to be approved for this funding, a county prosecutor's office must have received a minimum of the same amount of funding in fiscal year 2023-2024 as it received in fiscal year 2024-2023 and meet the county population requirements indicated in 2023 Public Act 119; and

WHEREAS, an office of the county prosecutors that receives these grants funds shall use the proceeds to address caseload backlogs, and report to the Department of Treasury the number of staff, average caseload per attorney, and local funding; and

WHEREAS, the Ingham County Prosecutor's Office was selected as one of six communities to receiving this funding; and

WHEREAS, the Ingham County Prosecutor's Office has been approved to receive grant funds in the amount of \$1,000,000 from the Michigan Department of Treasury for a period of August 1, 2023 through September 2025; and

WHEREAS, the Ingham County Prosecutor's Office intends to use these funds to address high caseloads and the caseload backlog in our county.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the \$1,000,000 awarded by the Michigan Department of Treasury through the High Crime Community Grant for the purpose of addressing caseload backlogs.

BE IT FURTHER RESOLVED that the period of this agreement shall begin on August 1, 2023 and ends on September 30, 2025.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2024 budget consistent with this resolution.

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: March 5, 2024

SUBJECT: Resolution to Authorize an Agreement between the Michigan State Police and Ingham County for the 2024-2026 MSP SAKI Grant and Authorize Subcontracts with the Jackson County Prosecutors Office and/or Blackman-Leoni Department of Public Safety for a Jackson County Investigator.
For the Meeting of: March 14, 2024, March 20, 2024, March 26, 2024

BACKGROUND

Our office has received a grant from the Michigan Department of State Police (MSP) for the Sexual Assault Kit Initiative (SAKI). This grant is an extension of the 2015 and 2018 SAKI project. This grant provides funds to assist local prosecutors with investigation, prosecution, and notification of victims for cases arising out of previously untested rape kits. ICPO has received funding since 2015 and utilizes one assistant prosecutor and one dedicated Ingham County Sheriff’s Department (ICSD) Detective to investigate these unresolved cases. In 2020, additional funds were approved to add subcontracts for an investigator from Jackson County to work cooperatively with our current SAKI investigator.

The 2024 SAKI grant continues the subcontracts and Jackson investigator. It is believed that the Jackson investigator will be retiring, and the cases currently prosecuted in Jackson county have concluded. At the time of his retirement, the funding approves a contract with local law enforcement to fill the second investigator position to continue the work on the Ingham County Project.

ALTERNATIVES

None at this time. The funding was awarded to address the need for an additional investigator for Ingham County and to address a number of unresolved cases in Jackson County and finalize the cases involving the unresolved kits from Ingham County.

FINANCIAL IMPACT

There is no financial impact on Ingham County. MSP will continue to provide re-imbusement funding for the Ingham County SAKI investigator and has agreed to provide re-imbusement funding for the Jackson County SAKI investigator. The grant also allows a secondary local law enforcement investigator/deputy to be added in the fall of 2024.

The total award is \$612,055. This amount includes equipment, supplies, rent, travel costs, and cell phone expenses. The period of this award is to begin on April 1, 2024 and conclude September 30, 2026. The total salary and benefits for the current Ingham investigator would be \$164,888 and \$118,727 respectively. The secondary local law enforcement investigator is currently budgeted for \$140,398 for salary and \$110,131 for benefits. The total salary and benefits for the Jackson investigator would be \$22,250 for the remainder of the time he would remain in the program.

OTHER CONSIDERATIONS

Regionalized investigation with a multi-county approach has enhanced the quality of these complex criminal sexual conduct investigations.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE MICHIGAN STATE POLICE AND INGHAM COUNTY FOR THE 2024-2026 MSP SAKI GRANT AND AUTHORIZE SUBCONTRACTS WITH THE JACKSON COUNTY PROSECUTOR'S OFFICE AND/OR BLACKMAN-LEONI DEPARTMENT OF PUBLIC SAFETY FOR A JACKSON COUNTY INVESTIGATOR

WHEREAS, the Department of the Michigan State Police (MSP) provides funds for investigators to review and investigate cases arising from previously untested sexual assault kits through the 2018 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Michigan State Police has provided this grant funding to the Ingham County Prosecutor's Office (ICPO) since the SAKI program began in Ingham County; and

WHEREAS, the SAKI program has been developed to include a regionalized approach to the investigation of untested kits in Ingham and Jackson Counties; and

WHEREAS, the Michigan State Police has awarded ICPO a SAKI Grant in the amount of \$612,055, beginning April 1, 2024 through September 30, 2026; and

WHEREAS, the Ingham County investigator will be paid by funds from the grant including, but not limited to, salary and fringe benefits totaling \$283,615; and

WHEREAS, the Jackson County investigator, provided by the Blackman-Leoni Department of Public Safety, will be paid by funds from the grant including, but not limited to, salary and fringe benefits totaling \$22,250; and

WHEREAS, ICPO has previously entered into a subcontract with Jackson County Prosecutor's Office and/or Blackman-Leoni Township to utilize a Blackman-Leoni DPS investigator to review and investigate SAKI cases with the MSP funding; and

WHEREAS, the Jackson County investigator is funded through his retirement, upon his retirement a second member of local law enforcement is funded to join the project with funds from the grant including but not limited to salary and fringe benefits totaling \$250,529; and

WHEREAS, the award includes \$55,661 to the Ingham County Prosecutor's Office for other expenses including, but not limited to, supplies, cell phones, and travel costs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a contract with Michigan State Police to accept the MSP SAKI grant funding consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Prosecutor's Office is authorized to enter into a subcontract with Jackson County Prosecutor's office and/or Blackman Leoni Township Department of Public Safety consistent with this resolution.

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

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

Agenda Item 5

TO: Law & Courts and Finance Committees
FROM: Krissy Brokenshire, Circuit Court/Project Manager
DATE: February 20, 2024
SUBJECT: Memo and Resolution to Approve Friend of the Court Hearing Room Technology

For the meeting agendas: Law & Courts Committee, February 29, 2024; and, Finance Committee, March 6, 2024

BACKGROUND

The Circuit Court's Friend of the Court (FOC) has four referees but only three hearing rooms. This has resulted in scheduling conflicts and has strained the ability of the referees to hold timely hearings in compliance with proper procedures and meet the needs of the public.

The FOC has already converted an empty storage room into a working conference room. The size and structure are comparable to the three existing hearing rooms and could be converted to a fully functional hearing room with comparable security and technology. This would allow each referee to have their own independent hearing rooms and would eliminate all scheduling conflicts.

Innovation and Technology Department (IT) has worked with FOC to obtain quotes for the equipment, software, and installation needed to complete this upgrade. As this is a complex project, there are multiple vendors handling various parts of the project. These vendors are: Smart Home Smart Office (SHSO) for \$7,459.18, J Ewing LLC for \$5,547.33, FD Hayes for \$3,075, and For the Record (FTR) for \$4,490.

ALTERNATIVES

The Circuit Court could continue on as we are, trusting in the coordination of the referees' schedulers to set the various required hearings.

FINANCIAL IMPACT

The Office of Child Support has approved this project for 66% reimbursement of the total cost, leaving an estimated cost to the County of \$6,994.31. The funding for courtroom technology upgrades was funded through a previous CIP (#66413099-735100).

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for FOC Hearing room conversion technologies provided by Smart Home Smart Office, J Ewing LLC, FD Hayes and For the Record for an amount not to exceed \$20,571.51.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FRIEND OF THE COURT HEARING ROOM TECHNOLOGY

WHEREAS, the Circuit Court's Friend of the Court (FOC) has a conference room available to be converted into a hearing room, needs to reduce scheduling conflicts between referees in order to meet the needs of the public and comply with proper procedures; and

WHEREAS, Innovation and Technology Department (IT) has worked with FOC to obtain quotes to obtain and install the hardware and software to upgrade the hearing rooms from multiple vendors; and

WHEREAS, the vendors Smart Home Smart Office, J Ewing LLC, FD Hayes and For the Record have facilitated all the previous hearing room upgrades; and

WHEREAS, Smart Home Smart Office is on the MiDEAL Extended Purchasing Program for Conference Room/Training Room Audio Visual Equipment and Installation, Contract #190000001422 expiring on August 31, 2024; and

WHEREAS, FD Hayes has an existing contract for wiring/electric with Ingham County; and

WHEREAS, the Office of Child Support will reimburse 66% of the total project costs of \$20,571.51; and

WHEREAS, the funds are currently available under a pre-existing CIP.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase and installation of the technology for the FOC hearing room from Smart Home Smart Office, FD Hayes, J Ewing LLC, and For the Record in the amount not to exceed a total project cost of \$20,571.51.

BE IT FURTHER RESOLVED, that the total cost will be paid for from the Capital Improvement Org Code (66413099-735100) which will be reimbursed at 66%.

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

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

Agenda Item 6

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees

FROM: Keith Watson, Chief Public Defender

DATE: February 27, 2024

SUBJECT: Resolution to Add One Additional Paralegal Position to the Office of the Public Defender

BACKGROUND

In order to continue in compliance with standards set forth by the Michigan Indigent Defense Commission, specifically Standard 6-Indigent Defense Workloads (pending final approval by LARA) as it relates to attorney caseloads and quality of representation, the Office of the Public Defender is seeking approval from the Board of Commissioners for the addition of one Paralegal position, effective April 1, 2024.

Workloads for each paralegal have increased with the addition of attorneys this year and will continue to increase once we have hired our two additional attorneys. The standard is a ratio of seven attorneys to every one paralegal. Currently, each of our three paralegals is supporting 9-10 attorneys.

Because there has been a delay in filling the two new Assistant Public Defender and Social Worker positions, there are funds available through the 2023-2024 Michigan Indigent Defense Commission grant for this expenditure, specifically in the personnel line item.

FINANCIAL IMPACT

The proposed resolution will add one newly created position of Paralegal, classified as ICEA-County Professional, Grade 5 (salary range \$51,300.72-61,602.65) and will be effective April 1, 2024.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

ALTERNATIVES

The alternative to approval of this resolution would be to put our office in the position of non-compliance with the standards.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that the Law & Courts and Finance Committees approve the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ADDITION OF ONE PARALEGAL POSITION
WITHIN THE OFFICE OF THE PUBLIC DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender's 2023-2024 Compliance Plan and Cost Analysis was approved by the Michigan Indigent Defense Commission (MIDC) and approved by the Ingham County Commissioners in Resolution #23-345; and

WHEREAS, the Ingham County Office of the Public Defender was required to submit a plan to comply with the Standards and provide quality defense to indigent people who are accused of crimes; and

WHEREAS, Standard 6 of that plan, regarding Indigent Defense Workloads, specifically states, "defense counsel's workload is controlled to permit effective representation"; and

WHEREAS, in order to keep workloads manageable, allowing Paralegals sufficient time to assist Attorneys in preparation of cases, an additional Paralegal position is required; and

WHEREAS, the 2023-2024 Compliance plan allows for the transfer of funds due to position vacancies to cover the expense of this addition.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of one newly-created position of Paralegal, classified as Ingham County Employee's Association, Professional Grade 5 (salary range \$51,300.72-\$61,602.65) to be effective April 1, 2024. '

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

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

Agenda Item 7

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: March 4, 2024
SUBJECT: Renewal of Software Support Agreement with Central Square Technologies.
For the meeting agenda of the Law & Courts Committee -March 14, 2024, and Finance Committee – March 20, 2024

BACKGROUND

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations and connects our units in the field with call information and mapping in their vehicles. The annual support covers all servers in our live, training, and test environments, and all GIS support services for mapping. This agreement includes support for all CAD clients in use at our primary and backup centers and other locations. All software upgrades are included in the software support as well. The terms of this agreement April 14, 2024 – April 13, 2025.

ALTERNATIVES

The level of 24-hour system support we receive from Central Square cannot be found with another vendor and could not be reasonably duplicated in staffing and training here.

FINANCIAL IMPACT

This year's annual support cost is \$171,253.32 and is included in our budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our CAD software support with Central Square Technologies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWAL OF SOFTWARE SUPPORT AGREEMENT WITH
CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH SYSTEM**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system, and renewal of the support agreement, which has been budgeted for in the 9-1-1 Center's 2024 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2024/25 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2024, through April 13, 2025, at a cost of \$171,253.32.

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

Agenda Item 8

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Eric Smith, Finance & Budget Director
DATE: March 01, 2024
SUBJECT: RESOLUTION TO APPROVE AN AGREEMENT WITH MANER COSTERISAN FOR ACCOUNTING SERVICES
For the meeting agendas of March 19 and 20, 2024

BACKGROUND

Due to a significant level of turnover in the Department of Finance and Budget, we are requesting executive-level assistance with audit preparation to ensure the County audit is filed in a timely manner. Maner Costerisan has been selected to provide us with the services required due to their familiarity with the County's accounting processes and procedures, as well as departmental staff.

This resolution solidifies our agreement with Maner Costerisan for up to six months, with an amount not to exceed \$30,000.

ALTERNATIVES

Using current staff might result in a delayed audit.

FINANCIAL IMPACT

Funding to be provided through Contingency Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH MANER COSTERISAN
FOR ACCOUNTING SERVICES**

WHEREAS, the turnover in the Financial Services Department has left the department with a need for executive-level assistance with audit preparation; and

WHEREAS, the 2023 audit process begins in early April; and

WHEREAS, due to the complexity and length of the audit process an agreement for a period not to exceed six months with a fee not to exceed \$30,000 is recommended with Maner Costerisan; and

WHEREAS, funding is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an agreement with Maner Costerisan for accounting services for a period not more than six months with a fee not to exceed \$30,000.

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

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

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

FROM: Deb Fett, CIO

DATE: March 5, 2024

SUBJECT: New Reporting Software for Phone System
For the meeting agendas of March 19th, 20th and 26th, 2024

BACKGROUND

Ingham County currently has phone system reporting software in place that is limited to primarily metrics of call volume and numbers. This system is fine for basic needs and knowing when someone called in or how many calls, we received but does not provide us the ability to troubleshoot phone issues or look at larger patterns of load balancing. To improve our ability to resolve issues and handle call volumes, Innovation and Technology Department (ITD) would like to switch our reporting software to a more robust package. Our team has researched our options and determined based on previous experience and recent performance reports that the Infortel Select Software will provide the best service for the options required.

ALTERNATIVES

We could continue on with our current reporting software that only gives metrics and very little else.

FINANCIAL IMPACT

The funding for the not to exceed \$8,500 cost is budgeted and will come from the County's Network Fund.

OTHER CONSIDERATIONS

This is an increase from our previous software, which was \$3,000 per year, but it is no longer limited to very basic reporting. In our trial of this software, it provided critical information to fix an issue that had been plaguing us for over a year.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for New Reporting Software provided by ISI Telemanagement Solutions in the amount not to exceed \$8,500.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE REPORTING SOFTWARE FOR PHONE SYSTEM BY
ISI TELEMAGEMENT SOLUTIONS**

WHEREAS, Ingham County relies heavily on our phone systems - be it voice services or location information provide for emergency calls; and

WHEREAS, to assist in troubleshooting issues, outages, and load balancing, Innovation and Technology would like to purchase a more robust phone reporting software; and

WHEREAS, the requested amount is in the 2024 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems ISI Telemagement Solutions as the most robust cost-effective option.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing software and activation from ISI Telemagement Solutions in the amount not to exceed \$8,500.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Network Fund.

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 Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: March 5, 2024

SUBJECT: Resolution – VMWare Software Support Renewal
For the meeting agendas of March 19th, 20th and 26th, 2024

BACKGROUND

Innovation and Technology has been using VMWare many years now. This software is used not only to virtualize our Cisco phone system but also to virtualize our network servers at our datacenter and at the 9-1-1 center. These licenses have an annual support that must be renewed each year, with our current licenses expiring on March 31, 2024. Normally this is done through the Resolution approving various contracts for the budget year, however this year we are asking to purchase the support for three years as prices have been dramatically rising each year with rumors that this will be much worse as VMWare switches to a new support model. We would like to have time to evaluate whether to stay with VMWare and absorb the price increases or to switch to a new software with the need for evaluation, testing, and implementation.

ALTERNATIVES

We could go with a single year renewal and take whatever price increases are forced upon us next year. Previous pricing was:

2020	\$	35,123.26	
2021	\$	35,613.76	
2022	\$	32,358.00	-removed licenses to lessen cost.
2023	\$	36,775.44	increased \$ 4,417.44 on lesser quantity

FINANCIAL IMPACT

The funding for the \$126,636.16 total for the three years (\$42,212.05 per year) will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

This renewal is under the State of Michigan MiDeal contract with CDWG. (071B66000110)

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of VMWare support renewal from CDWG.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT
FROM CDWG**

WHEREAS, Ingham County currently utilizes VMWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, the Innovation and Technology Department (ITD) obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on March 31, 2024 and ITD recommends renewing this agreement for three years to save on upcoming price increases.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VMWare support agreement from CDWG for three years in the amount not to exceed \$127,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932030.

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 10a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: March 7, 2024

RE: Resolution to Authorize an Amendment to the Agreement with Boling Janitorial Services, Inc.

For the meeting agendas of: March 19 & 20

BACKGROUND

The agreement with Boling Janitorial Services, Inc., needs to be amended to cover the costs of consumables. The additional cost will be \$4,200 per month or \$50,400 per year. While absorbing this increased cost, it is lower than the next competitive bid.

ALTERNATIVES

The alternative would be to not approve causing the contract to be cancelled as they will not be able to sustain operations at the current cost.

FINANCIAL IMPACT

Funds are available in building maintenance contractual line items.

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 amendment to the agreement with Boling Janitorial Services, Inc., for the increase in the contractual yearly amount of \$50,400.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH
BOLING JANITORIAL SERVICES, INC.**

WHEREAS, the agreement with Boling Janitorial needs to be amended to cover the costs of consumables; and

WHEREAS, the additional cost will be \$4,200 per month or \$50,400 per year; and

WHEREAS, while absorbing this increased cost, it is lower than the next competitive bid; and

WHEREAS, the Facilities Department recommends an amendment to the agreement with Boling Janitorial for the yearly increase of \$50,400 to cover the cost of consumables; and

WHEREAS, funds for the maintenance contractual 931100 and 818000 line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Boling Janitorial Service, Inc., 450 Lentz Court, Lansing, MI 48917, for the yearly increase of \$50,400 to cover the cost of consumables.

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 10b

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: March 7, 2024
RE: Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology Upgrades to Conference Rooms A at the Human Services Building

For the meeting agendas of: March 19 & 20

BACKGROUND

The technology in conference room A at the Human Services Building is in need of upgrades as the current equipment is outdated and failing. At the request of the Board of Commissioners and Controller’s Office, the Facilities Department sought a proposal from a qualified vendor to upgrade the conference room technology.

Smart Homes Smart Offices submitted a proposal of \$19,131.78 for the technology upgrades. Smart Homes Smart Offices is on the MiDeals Cooperative agreement; therefore three quotes are not required per the Ingham County Purchasing Policy. We are requesting a contingency of \$1,000 for any unforeseen circumstances for a total not to exceed amount of \$20,131.78.

ALTERNATIVES

The alternative would be to not approve leaving the technology in the conference rooms to fail, causing challenges to meetings that need to use the equipment.

FINANCIAL IMPACT

Funds are available in approved 2023 CIP Line item #245-90212-979000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90212-979000	\$25,000	\$25,000	\$20,131.78	\$4,868.22

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 Smart Homes Smart Offices to upgrade the technology in conference room A 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 SMART HOMES SMART OFFICES
FOR TECHNOLOGY UPGRADES TO CONFERENCE ROOM A AT THE
HUMAN SERVICES BUILDING**

WHEREAS, the technology in conference room A at the Human Services Building is in need of upgrades as equipment is outdated and failing; and

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

WHEREAS, Smart Homes Smart Offices is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Smart Homes Smart Offices who submitted a proposal of \$19,131.78 for the technology upgrades to conference room A at the Human Services Building; and

WHEREAS, the Facilities Department is requesting a \$1,000 contingency for any unforeseen circumstances; and

WHEREAS, funds are available in the 2023 approved CIP line item #245-90212-979000 which has a balance of \$25,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smart Home Smart Office, 210 State St., Mason, Michigan 48854, for technology upgrades to conference room A at the Human Services Building for an amount not to exceed \$20,131.78, which includes a \$1,000 contingency.

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

Agenda Item 10c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: March 8, 2024

RE: Resolution to Authorize a Custodial Special Part-time Position for the Facilities Department

For the meeting agendas of: March 19 & 20

BACKGROUND

Due to the expanding needs of the Facilities Department Custodial staff, we would like to create a special part-time custodial position. The size of the Justice Complex has posed challenges to the custodial staff in ensuring the cleanliness of the entire building are to County standards. The expanding requests to clean more areas will require taking on cleaning duties throughout the complex.

The position will be compensated at \$15.96 per hour and will not receive benefits.
The Human Resources Department and UAW are in support of the creation of this position.

ALTERNATIVES

The alternative would be to not approve and staff will continue to be overburdened by the extra duties as well as the cleanliness of the buildings will suffer.

FINANCIAL IMPACT

Funds for the position will come from Facilities' wages line item.

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 the creation of the custodial - special part-time position.

TO: Glenn Canning, Director of Facilities
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: March 4, 2024
RE: Memo of Analysis for Creating a Special Part-Time Position

Human Resources can confirm the following information regarding creating a special part-time position for the Facilities Department:

1. Per the Facilities Department request, they would like to create a Special Part-Time position. This will be a Special Part-time position and will not receive benefits. After analysis, the best decision is to use an already created job description Custodian – Facilities. It is appropriately compensated at following - UAW B step 1. I have attached a copy of the job description. The Facilities Department will create 1 Special Part-time position with the already created job description at UAW B step 1.

The UAW has been notified and they support this request. I have attached the UAW response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: [Teresa Carter](#)
To: [Elisabeth Bliesener](#)
Subject: RE: custodian - Special Part-Time
Date: Monday, March 4, 2024 4:23:06 PM

Yes the Union is in agreement.

Teresa Carter
Unit Chair
Local 2256

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, March 4, 2024 3:56 PM
To: Teresa Carter <TCarter@ingham.org>
Subject: custodian - Special Part-Time

Teresa,
Please see the email below are you in agreement with Facilities creating a Special Part-time Custodian position?

Thanks
Beth

From: Glenn Canning <GCanning@ingham.org>
Sent: Monday, March 4, 2024 12:39 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Sue Graham <SGraham@ingham.org>
Cc: Joan Clous <JClous@ingham.org>; Troy Willard <TWillard@ingham.org>
Subject: RE: custodian - Special Part-Time

Hello Beth,

Facilities have been approved to put in a request for a special part-time custodian. I have been in contact with Teresa from the UAW and we have agreed to create a special part-time position. Please follow up with Teresa about a letter documenting our conversation about approving the special part-time custodian position.

Please let me know if I need to do anything to facilitate the process.

Happy Monday!

Glenn Canning
Facilities Director

**INGHAM COUNTY
JOB DESCRIPTION**

CUSTODIAN

General Summary

Under the supervision of a Maintenance Supervisor, cleans assigned areas which may include offices, meeting rooms, hallways, courtrooms, common areas in jail facility, kitchen, medical clinic, restrooms, and other areas of County facilities. Mops, strips, and waxes floors. Vacuums carpeted surfaces. Washes windows, doors, and walls. Cleans and disinfects exam rooms and restrooms and stocks with paper supplies.

Essential Functions

1. Empties wastebaskets and removes other debris. Cleans baskets and changes liners. Removes trash from building and empties recycling boxes.
2. Vacuums all carpeted areas and performs spot cleaning of carpeted surfaces. May occasionally operate steam cleaner to clean carpeted surfaces.
3. Mops, strips, and waxes floors. Operates buffers to clean and polish floors.
4. Moves furniture to prepare for vacuuming or carpet cleaning and sets up rooms for meetings.
5. Dusts and polishes furniture, baseboards, file cabinets, window ledges, and other fixtures.
6. Cleans and disinfects sinks, stools and other fixtures in exam rooms and restrooms. Cleans and polishes drinking fountains and mirrors. Stocks exam rooms and restrooms with towels, tissue, and soap.
8. Cleans walls and doors in offices, hallways, and restrooms.
9. Washes windows on lower levels and on doors, both inside and outside.
10. May perform minor maintenance tasks such as replacing light bulbs.
11. Assists in shoveling snow and salting walkways as needed.
12. Supervises inmate trustees assigned to cleaning tasks.
13. Secures all doors and windows prior to departure, includes setting security system alarms.

Other Functions

Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Math skills necessary to measure chemicals and cleaning solutions and reading skills necessary to read instructions, safety materials and government regulations.

Experience: Prefer some prior housekeeping/custodial experience.

Other Requirements: Possession of a valid Michigan Driver's License.

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

Physical Requirements

- Ability to lift, push and pull office furniture and equipment weighing up to 100 lbs.
- Ability to lift and carry bags of trash weighing up to 50 lbs.
- Ability to operate vacuum, buffer, and other cleaning equipment.
- Ability to reach and clean all areas of buildings and fixtures.
- Walking throughout all areas of the facility.
- Climbing step ladders for cleaning walls and fixtures.
- Bending, stooping, and crouching in order to clean various fixtures.

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

Working Conditions:

- Works in cramped positions to perform some cleaning tasks.
- Exposure to various chemical cleaning products.
- Works in restrooms, clinic, and all other areas of the facility.
- Requires use of universal precautions against exposure to blood.

UAW-B
8/27/99

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CUSTODIAL - SPECIAL PART-TIME POSITION
FOR THE FACILITIES DEPARTMENT**

WHEREAS, the Facilities Department is requesting the creation of a custodial - special part-time position due to expanding needs; and

WHEREAS, the size of the Justice Complex has posed challenges to custodial staff in ensuring the cleanliness of the entire building is to County standards; and

WHEREAS, the expanding requests to clean more areas will require taking on cleaning duties throughout the complex; and

WHEREAS, the new position has been classified by Ingham County Human Resources as a UAW Tops Custodian – Special Part-Time that will not receive benefits; and

WHEREAS, the position will be compensated at a UAW B (\$15.96 per hour); and

WHEREAS, the Human Resources Department and UAW are in agreeance with the creation of this position; and

WHEREAS, funds for the position will come from Facilities' wages line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Custodian – Special Part-Time, UAW Tops B (\$15.96 per hour), for the Facilities Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary 2024 budget and position allocation lists adjustments consistent with this resolution.

Agenda Item 10d

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: March 7, 2024

RE: Resolution to Authorize an Amendment to the Elevator Maintenance Agreement with Elevator Service Inc., to include the 30th Circuit Court Annex Building

For the meeting agendas of: March 19 & 20

BACKGROUND

The 30th Circuit Court Annex Building was purchased by the County and the elevator needs to be added to our current agreement with Elevator Service Inc., for the routine maintenance, testing and repairs to the elevator. This will be an increase of \$168 per month.

ALTERNATIVES

The alternative would be to not approve leaving the potential for the elevator to fail when it is a requirement for ADA compliance.

FINANCIAL IMPACT

Funds are available in building maintenance contractual line item.

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 amending the agreement with Elevator Service Inc., to include the 30th Circuit Court Annex Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE ELEVATOR MAINTENANCE AGREEMENT WITH ELEVATOR SERVICE INC., TO INCLUDE THE 30TH CIRCUIT COURT ANNEX BUILDING

WHEREAS, the 30th Circuit Court Annex Building was purchased by Ingham County; and

WHEREAS, the elevator needs to be added to the current agreement with Elevator Service Inc., for the routine maintenance, testing, and repairs; and

WHEREAS, the additional cost will be \$168 per month; and

WHEREAS, the Facilities Department recommends an amendment to the agreement with Elevator Service Inc., to include services for the elevator at the 30th Circuit Court Annex Building for the monthly increase of \$168; and

WHEREAS, funds are available in the maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Elevator Service LLC., 4150 Hunsaker Drive, East Lansing, MI 48823, corporate address of 823 Ottawa NW, Grand Rapids, Michigan 49503, for full-service elevator repair and maintenance at the 30th Circuit Court Annex Building for the monthly increase of \$168.

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 10e

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: March 8, 2024
RE: Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology in the Facilities Office Conference Area

For the meeting agendas of: March 19 & 20

BACKGROUND

The Facilities Office conference area currently does not have any technology in place to use while holding meetings. It would be beneficial to have the ability to participate in meetings and training with staff and vendors.

Smart Homes Smart Offices submitted a proposal of \$6,193.90 for the technology. Smart Homes Smart Offices is on the MiDeals Cooperative agreement, therefore three quotes are not required per the Ingham County Purchasing Policy.

ALTERNATIVES

The alternative would be to not approve causing the continued hardship to conduct productive meetings and trainings.

FINANCIAL IMPACT

Funds are available in the approve 2024 CIP line item #245-27599-976000-24F10.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-27599-976000-24F10	\$40,000	\$24,125	\$6,139.90	\$17,310.10
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Smart Homes Smart Offices for the technology to the Facilities Office conference area.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOMES SMART OFFICES
FOR TECHNOLOGY IN THE FACILITIES OFFICE CONFERENCE AREA**

WHEREAS, the Facilities Department office conference area does not have any technology in place to use while holding meetings or trainings; and

WHEREAS, it would be beneficial to have the ability to participate in meetings and training with staff and vendors; and

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

WHEREAS, Smart Homes Smart Offices is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Smart Homes Smart Offices for the addition of technology to the Facilities Office conference area for \$6,193.90; and

WHEREAS, funds are available in the approved 2024 CIP General Fund Line item #245-27599-976000-24F10, which has a balance of \$24,125.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smart Homes Smart Offices, 210 State St., Mason, Michigan 48854, for technology in the Facilities Office conference area for an amount not to exceed \$6,193.90.

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 & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: March 8, 2024
RE: Resolution to Authorize an Agreement with Hedrick Associates to Replace the Liebert Units in the Server Room

For the meeting agendas of: March 19 & 20

BACKGROUND

The three Liebert units in the server room has outlived their useful life and need to be replaced. The Liebert units are responsible to cool the room the County’s server resides in, keeping the room temperature at the correct operational level for the server and equipment which is critical to the operations of Ingham County. Hedrick Associates submitted a proposal of \$308,826 for the replacement of the three Liebert units. Hedrick Associates is on the MiDeals Cooperative agreement, therefore three quotes are not required per the Ingham County Purchasing Policy. We are requesting a contingency of \$6,174 for any unforeseen circumstances bringing the not to exceed amount to \$315,000.

ALTERNATIVES

The alternative would be to not approve leaving the potential for the units to completely fail when it is needed to keep the server operational and not overheat which will cause the server to shut down.

FINANCIAL IMPACT

Funds are available in approved 2024 CIP line item #245-90210-979000-24F07.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-979000-24F07	\$315,000	\$315,000	\$315,000	\$0
Public Improv. Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Hedrick Associates to replace the Liebert units in the server room.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES
TO REPLACE THE LIEBERT UNITS IN THE SERVER ROOM**

WHEREAS, the three Liebert units in the server room have outlived their useful life and need to be replaced;
and

WHEREAS, the Liebert units are responsible for cooling the room the County's servers resides in, keeping the room temperature at the correct operational level for the servers and equipment, which is critical to the operations of Ingham County; and

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

WHEREAS, Hedrick Associates is on the MiDeals Co-operative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Hedrick Associates to replace the Liebert units in the server room for \$308,826; and

WHEREAS, the Facilities Department is requesting a contingency of \$6,174 for any unforeseen circumstances;
and

WHEREAS, funds are available in the approved 2024 CIP Public Improvement Fund line item #245-90210-979000-24F07 which has a balance of \$315,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hedrick Associates, 2360 Industrial Drive NE, Grand Rapids, Michigan 49505, to replace the Liebert units in the server room for an amount not to exceed \$315,000, which includes a contingency of \$6,174.

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 10g

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: March 8, 2024
RE: Resolution to Authorize a Purchase Order to MacAllister Machinery Company Inc., for the Purchase of a Scissor Lift

For the meeting agendas of: March 19 & 20

BACKGROUND

The Facilities Department is requesting the purchase of a scissor lift in an effort to reduce our costs to rent equipment when it is needed to make repairs, upgrades, and projects. Often time’s repairs are put on hold until there is enough to justify renting a lift, with this purchase we will be able to make timely repairs.

MacAllister submitted a quote of \$15,875 for the scissor lift. MacAllsiter Machinery Company Inc., is on the MiDeals Cooperative agreement, therefore three quotes are not required per the Ingham County Purchasing Policy.

ALTERNATIVES

The alternative would be to not approve costing more to money to continue to rent equipment and continued delays on repairs.

FINANCIAL IMPACT

Funds are available in the approve 2024 CIP line item #245-27599-976000-24F10.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-27599-976000-24F10	\$40,000	\$40,000	\$15,875	\$24,125
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to MacAllister Machinery Company Inc., for the purchase of a scissor lift.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO
MACALLISTER MACHINERY COMPANY INC., FOR THE PURCHASE OF A SCISSOR LIFT**

WHEREAS, the Facilities Department is requesting the purchase of a scissor lift in an effort to reduce our costs to rent equipment when it is needed for repairs, upgrades, and projects; and

WHEREAS, often times repairs are put on hold and with this purchase repairs will be made timely; and

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

WHEREAS, MacAllister Machinery Company Inc., is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends a purchase order to MacAllister Machinery Company Inc., for the purchase of a scissor lift for \$15,875; and

WHEREAS, funds are available in the approved 2024 CIP General Fund Line item #245-27599-976000-24F10, which has a balance of \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to MacAllister Machinery Company Inc., 2100 S. Canal Road, Lansing, MI 48917, for the purchase of a scissor lift for an amount not to exceed \$15,875.

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 10h

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: March 7, 2024

RE: Resolution to Authorize an Agreement with Redguard Fire & Security Inc., for Monitoring, Warranty and Inspection Services of the Fire Panel at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: March 19 & 20

BACKGROUND

The fire panel installed at the Veterans Memorial Courthouse and Grady Porter Building has a proprietary communication system to Redguard Fire & Security, Inc. The services include daily monitoring, alerts for any malfunctions, yearly inspection of equipment, and a five-year extended warranty service.

The monthly monitoring services will be \$103 per month, the yearly inspection will be \$3,385 per year for a five-year grand total not to exceed amount of \$23,105.

ALTERNATIVES

The alternative would be to not approve leaving the building vulnerable to fires as there would be no way to alert the authorities in case of a fire emergency or notice of a malfunction of equipment.

FINANCIAL IMPACT

Funds are available in the maintenance contractual 931100 line item.

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 Redguard Fire & Security Inc., for the monitoring, warranty, and inspection services of the fire panels at the Veterans Memorial Courthouse and Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDGUARD FIRE & SECURITY, INC.,
FOR MONITORING, WARRANTY, AND INSPECTION SERVICES FOR THE FIRE PANEL AT
THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the fire panels installed at the Veterans Memorial Courthouse and Grady Porter Building have a proprietary communication system to Redguard Fire & Security, Inc.; and

WHEREAS, the services include daily monitoring, alerts for any malfunctions, yearly inspection of equipment and extended warranty for a five-year term; and

WHEREAS, these services are crucial in the daily operations of the Veterans Memorial Courthouse and Grady Porter Building; and

WHEREAS, the Facilities Department recommends an agreement with Redguard Fire & Security, Inc., who submitted a proposal of \$23,105 for the monitoring, inspection, and extended warranty for a five-year term at the Hilliard Building; and

WHEREAS, funds for the maintenance contractual 931100 line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Redguard Fire & Security, Inc., 45150 Polaris Court, Plymouth, Michigan 48170, for monitoring, warranty, and inspection services of the fire panel at the Hilliard Building for a five-year term in the amount of \$23,105.

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 Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 5, 2024

SUBJECT: Proposed Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2027

For the Meeting Agendas of March 19, 20 and 29

BACKGROUND

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2027. Funding categories include full bridge replacement, bridge rehabilitation, and preventative maintenance work. Each local agency is allowed to submit funding applications for bridges at least 20-ft long, as measured along the centerline of the roadway. Funding applications are due by April 1, 2024. The Local Bridge Program requires the road agency’s governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package. The following bridge funding applications and scopes of work are based on recommendations provided by an engineering consultant performing bridge inspections on behalf of the Road Department.

The Road Department has proposed candidates for the 2024 bridge funding applications for Fiscal Year 2027 as follows:

1. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
2. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
3. Preventative Maintenance of the Kinneville Road Bridge over Grand River, Onondaga Township (SN 3860)
4. Replacement of the Small Acres Lane Bridge over Pine Lake Outlet Drain, Meridian Township (SN 3910)

The Noble Road Bridge is located in Sections 11 & 14 of Wheatfield Township, between Bravender Road and Williamston Road. It is a steel beam bridge originally constructed in 1925. The bridge has deteriorated to a point where the only viable option is complete replacement.

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

The Kinneville Road Bridge is located in Sections 17 & 20 of Onondaga Township, between Gale Road and Onondaga Road. It is a concrete cast-in-place variable depth beam bridge originally constructed in 1952. The beams and substructure are in fair condition, but the deck needs repairs to extend the useful life of the bridge.

The Small Acres Lane Bridge is located in Section 20 of Meridian Township, on a dead-end road, just south of Grand River Avenue. It is a steel beam bridge originally constructed in 1925. The bridge has deteriorated to a point where the only viable option for this funding source is for a complete replacement.

ALTERNATIVES

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

FINANCIAL IMPACT

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering and construction engineering. These costs will be included in the 2027 Road Department budget if awarded funding.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution of support for the Fiscal Year 2027 Local Bridge Program Funding Applications.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS
FOR FISCAL YEAR 2027**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2027; and

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

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

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

1. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
2. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
3. Preventative Maintenance of the Kinneville Road Bridge over Grand River, Onondaga Township (SN 3860)
4. Replacement of the Small Acres Lane Bridge over Pine Lake Outlet Drain, Meridian Township (SN 3910); and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the Road Department in the submittal of funding applications for the bridges listed above in an effort to receive Local Bridge Program funding for Fiscal Year 2027.

Agenda Item 11b

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 4, 2024

SUBJECT: Proposed Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federal Funded Project on Dietz Road over the Red Cedar River

For the Meeting Agendas of March 19, 20 and 26

BACKGROUND

The Road Department has received federal Local Bridge Program (LBP) funds to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 and 33 of Locke Township. The scope of work includes the removal and replacement of the bridge, road approaches, steel piling, cofferdams, riprap, and guardrail.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The LBP funding pays for 80% of the construction costs and is not capped. The 20% local match for the LBP funding and any non-participating work is the responsibility of the Road Department. The Road Department’s anticipated funding participations has been included in the 2024 Road Fund Budget.

Per the MDOT Contract 24-5091, the estimated funding for the project is as follows:

Federal Local Bridge Funds:	\$2,189,600
Road Department Funds:	\$ 564,600
Total Estimated Project Cost:	\$2,754,200

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project. Therefore, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Federal Local Bridge Funds with 20% Contingency:	\$2,627,520
Road Department Funds with 20% Contingency:	\$ 677,520
Total Estimated Project Cost (+20%):	\$3,305,040

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 24-5091 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR A FEDERAL FUNDED PROJECT ON
DIETZ ROAD OVER THE RED CEDAR RIVER**

WHEREAS, the Road Department received federal Local Bridge Program funds to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 and 33 of Locke Township; and

WHEREAS, the federal funding pays for 80% of the actual construction costs with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, the Michigan Department of Transportation (MDOT) Contract #24-5091 states the estimated construction funding responsibilities for the project is as follows:

Federal Local Bridge Funds:	\$2,189,600
Road Department Funds:	<u>\$ 564,600</u>
Total Estimated Project Cost:	\$2,754,200; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction costs; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, is as follows:

Federal Local Bridge Funds with 20% Contingency:	\$2,627,520
Road Department Funds with 20% Contingency:	<u>\$ 677,520</u>
Total Estimated Project Cost (+20%):	\$3,305,040; and

WHEREAS, the Road Department's anticipated local participation costs have been included in the 2024 Road Fund Budget; and

WHEREAS, the construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County, on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal and state funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #24-5091 with the Michigan Department of Transportation to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 and 33 of Locke Township for a total estimated project cost of \$2,754,200 consisting of \$2,189,600 in federal Local Bridge Program funds and \$564,600 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$3,305,040 consisting of \$2,627,520 in federal Local Bridge Program funds and \$677,520 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department's anticipated local participation match for the federal and state funding has been included in the 2024 Road Fund Budget.

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

Agenda Item 11c

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 4, 2024

SUBJECT: Proposed Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for Federal and State Funded Projects on Hoxie Road over Wolf Creek and Waldo Road over Deer Creek Drain

For the Meeting Agendas of March 19, 20 and 26

BACKGROUND

The Road Department has received federal and state Local Bridge Program (LBP) funds to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township. The scope of work for these two bridges includes concrete deck removal and replacement, bridge railing construction, substructure repairs, beam painting, approach reconstruction, and guardrail.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal and state funding.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The LBP funding pays for 95% of the construction costs and is not capped. The 5% local match for the LBP funding and any non-participating work is the responsibility of the Road Department. The Road Department’s anticipated funding participations has been included in the 2024 Road Fund Budget.

Per the MDOT Contract 24-5036, the estimated funding for the projects are as follows:

Federal Local Bridge Funds:	\$ 340,000
State Local Bridge Funds:	\$ 63,750
Road Department Funds:	\$ 28,750
Total Estimated Project Cost:	\$ 432,500

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the projects. Therefore, the estimated construction funding responsibilities for the projects, with a 20% contingency included, are as follows:

Federal Local Bridge Funds with 20% Contingency:	\$ 408,000
State Local Bridge Funds with 20% Contingency:	\$ 76,500
Road Department Funds with 20% Contingency:	\$ 34,500
Total Estimated Project Cost (+20%):	\$ 519,000

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 24-5036 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR FEDERAL AND STATE FUNDED PROJECTS ON
HOXIE ROAD OVER WOLF CREEK AND WALDO ROAD OVER DEER CREEK DRAIN**

WHEREAS, the Road Department received federal and state Local Bridge Program funds to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township; and

WHEREAS, the federal funding pays for 80% of the actual construction costs and the state funding pays for 15% of the actual construction costs with a 5% funding match being the responsibility of the Road Department; and

WHEREAS, the Michigan Department of Transportation (MDOT) Contract #24-5036 states the estimated construction funding responsibilities for the projects are as follows:

Federal Local Bridge Funds:	\$ 340,000
State Local Bridge Funds:	\$ 63,750
Road Department Funds:	<u>\$ 28,750</u>
Total Estimated Project Cost:	\$ 432,500; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the projects to account for unexpected construction costs; and

WHEREAS, the estimated construction funding responsibilities for the projects, with a 20% contingency included, are as follows:

Federal Local Bridge Funds with 20% Contingency:	\$ 408,000
State Local Bridge Funds with 20% Contingency:	\$ 76,500
Road Department Funds with 20% Contingency:	<u>\$ 34,500</u>
Total Estimated Project Cost (+20%):	\$ 519,000; and

WHEREAS, the Road Department’s anticipated local participation costs have been included in the 2024 Road Fund Budget; and

WHEREAS, the construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal and state funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #24-5036 with the Michigan Department of Transportation to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township for a total estimated project cost of \$432,500 consisting of \$340,000 in federal Local Bridge Program funds, \$63,750 in state Local Bridge Program funds and \$28,750 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$519,000 consisting of \$408,000 in federal Local Bridge Program funds, \$76,500 in state Local Bridge Program funds, and \$34,500 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department's anticipated local participation match for the federal and state funding has been included in the 2024 Road Fund Budget.

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

Agenda Item 11d

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

FROM: Andrew Dunn, Director of Operations ICRD

DATE: March 5, 2024

SUBJECT: Proposed Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and Signposts

For the Meeting Agendas on March 19, 20 and 26

BACKGROUND

The Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County.

The purpose of this memorandum is to request approval to execute a purchase order for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts from Dornbos Sign & Safety Inc.

Bids for signs and posts were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid (IFB) #59-24 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to execute a purchase order with Dornbos Sign & Safety Inc., as they provided the lowest most complete bid. These materials will be purchased on an as-needed, unit price basis for a period of one-year with an option for a one-year renewal.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department 2024 budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order with Dornbos Sign & Safety Inc. for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts.

Agenda Item 11d

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: Gregg Todd, Controller

DATE: February 26, 2024

RE: Memorandum of Performance for IFB No. 59-24 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Signposts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels & signposts for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

The scope of work includes, but is not limited to, meeting the Michigan Department of Transportation’s 2020 Standard Specifications ensuring that all materials used for the construction of reflective sign faces are 3M brand or approved equal and certifying that sign panel hole punching conforms to the Ingham County Road Department specifications. Additionally, all signposts are to conform to the Ingham County Road Department’s specifications and any post not conforming will be rejected.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	2
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 IFB; 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 further assistance is required, please contact jbuckmaster@ingham.org or by phone at 517-676-7222.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Initial Order Total Cost
Vulcan Inc dba Vulcan Signs	No, Foley AL	\$38,823.00
Sign Solutions USA	No, West Fargo ND	\$25,069.00 *initial order total cost does not include galvanized signposts
Dornbos Sign	No, Charlotte MI	\$36,092.70
Lightle Enterprises	No, Frankfurt OH	\$40,634.40

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR REFLECTIVE SIGN FACES,
COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS AND SIGNPOSTS**

WHEREAS, the Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County; and

WHEREAS, the Purchasing Department recently released Invitation For Bid #59-24 and received competitive bid proposals for furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and signposts for a period of one-year with an option for a one-year renewal; and

WHEREAS, bids for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute a purchase order with Dornbos Sign & Safety Inc.; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to purchase these materials.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a purchase order with Dornbos Sign & Safety Inc. of 619 W Harris Street, Charlotte, MI 48813 to furnish reflective sign faces, complete signs, aluminum sheet sign panels, and signposts to the Road Department on an as-needed, unit price basis for a one-year period, with a one-year renewal option per Invitation For Bid #59-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Dornbos Sign & Safety Inc. to purchase reflective sign faces, complete signs, aluminum sheet sign panels, and signposts as needed and budgeted, on behalf of the Road Department.

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

Agenda Item 12a

TO: Board of Commissioner's Human Services, County Services and Finance Committees

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

DATE: February 29, 2024

SUBJECT: Authorization to Continue Services for a 0.1 FTE Infectious Disease Physician from Michigan State College of Osteopathic Medicine for Ryan White Program Services For the Meeting Agendas of March 18, March 19 and March 20, 2024

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to continue physician services for a 0.1 FTE Infectious Disease Physician provided by Michigan State University College of Osteopathic Medicine (MSU COM), effective May 1, 2024 through April 30, 2025 in an amount totaling \$28,053.35. Funding for this position will be covered by the Ryan White Part C Early Intervention Services award provided by the Health Resources and Services Administration (HRSA) Agency for an annual amount not to exceed \$28,053.35. The purpose of Ryan White Part C Early Intervention Service funding is to support the provision of Primary Care Services to low-income, vulnerable, and medically underserved persons living with HIV in Ingham County.

ALTERNATIVES

Choosing not to continue these physician services would result in a loss of patient care for low-income, vulnerable and medically underserved persons in Ingham County living with HIV.

FINANCIAL IMPACT

All costs for continued physician services will be covered by Ryan White Part C Early Intervention Services awarded by HRSA in an annual amount not to exceed \$28,053.35.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize continued physician services for a 0.1 FTE Infectious Disease Physician provided by MSU COM awarded by Ryan White Part C funds from HRSA, effective May 1, 2024 through April 30, 2025 in an annual amount not to exceed \$28,053.35.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTINUED PHYSICIAN SERVICES FOR A 0.1 FTE
INFECTIOUS DISEASE PHYSICIAN FROM MICHIGAN STATE UNIVERSITY COLLEGE OF
OSTEOPATHIC MEDICINE FOR RYAN WHITE PROGRAM SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to continue physician services for a 0.1 FTE Infectious Disease Physician provided by Michigan State University College of Osteopathic Medicine (MSU COM), effective May 1, 2024 through April 30, 2025 in an amount totaling \$28,053.35;

WHEREAS, funding for this position will be covered by the Ryan White Part C Early Intervention Services award provided by the Health Resources and Services Administration (HRSA) Agency for an annual amount not to exceed \$28,053.35; and

WHEREAS, the purpose of Ryan White Part C Early Intervention Service funding is to support the provision of Primary Care Services to low-income, vulnerable, and medically underserved persons living with HIV in Ingham County; and

WHEREAS, the Ingham Community Health Centers (CHC) Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize continued physician services for a 0.1 FTE Infectious Disease Physician from MSU COM, effective May 1, 2024 through April 30, 2025 in an annual amount not to exceed \$28,053.35.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes continued physician services for a 0.1 FTE Infectious Disease Physician from MSU COM, effective May 1, 2024 through April 30, 2025 in an annual amount not to exceed \$28,053.35.

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

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

TO: Board of Commissioner’s Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 27, 2024
SUBJECT: Authorization for Six Sub-Agreements for the Region 7 Perinatal Quality Collaborative
For the Meeting Agendas of March 18, and March 20, 2024

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into sub-agreements with six organizations as a part of the Region 7 Collaborative approved through the FY23-24 Comprehensive Agreement authorized by Resolution #23-339. Through Resolution #23-339, ICHD was granted \$480,681 in funds allocated to allow ICHD to operate as the fiduciary for the Region 7 Perinatal Quality Collaborative effective October 1, 2023 through September 30, 2024. As a part of this collaborative, ICHD wishes to enter into six sub-agreements with the following agencies in an amount not to exceed \$24,999 for each agency, for a total amount not to exceed \$149,994:

- Willow Tree Family Center,
- Expectant Parents Organization,
- Next Generation Family Services,
- Advancing Health Births Caring and Sharing Family Life Services,
- LMTS Community Outreach Center, and
- Child and Family Charities

These sub agreements will enable each organization to carry out projects which support community-led efforts to improve disparate birthing outcomes, reduce infant and maternal mortality rates, and ensure healthy births in Ingham, Eaton, and Clinton Counties.

ALTERNATIVES

Choosing not to enter into these agreements would result in a gap in critical services designated toward reducing infant and maternal mortality rates provided through this funding.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the FY23-24 General Operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize sub-agreements with six organizations to carry out the Region 7 Collaborative, effective October 1, 2023 through September 30, 2024 for a total amount not to exceed \$149,994.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SUB-AGREEMENTS FOR THE
REGION 7 PERINATAL QUALITY COLLABORATIVE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into sub-agreements with six organizations as a part of the Region 7 Collaborative approved through the FY23-24 Comprehensive Agreement authorized by Resolution #23-339; and

WHEREAS, through the Comprehensive Agreement, ICHD was granted \$480,681 allocated to allow ICHD to operate as the fiduciary for the Region 7 Perinatal Quality Collaborative effective October 1, 2023 through September 30, 2024; and

WHEREAS, as a part of this collaborative, ICHD wishes to enter into sub-agreements with the following six agencies:

- Willow Tree Family Center,
- Expectant Parents Organization,
- Next Generation Family Services,
- Advancing Health Births Caring and Sharing Family Life Services,
- LMTS Community Outreach Center, and
- Child and Family Charities; and

WHEREAS, these sub-agreements will be in an amount not to exceed \$24,999 for each agency, for a total amount not to exceed \$149,994; and

WHEREAS, these sub-agreements will enable each organization to carry out projects which support community-led efforts to improve disparate birthing outcomes, reduce infant and maternal mortality rates, and ensure healthy births in Ingham, Eaton, and Clinton Counties; and

WHEREAS, all costs associated with these agreements have been included in the FY23-24 General Operating budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into sub-agreements with six organizations to carry out the Region 7 Collaborative, effective October 1, 2023 through September 30, 2024 for a total amount not to exceed \$149,994.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into sub-agreements with six the following six agencies to carry out the Region 7 Collaborative, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$24,999 for each agency, for a total amount not to exceed \$149,994:

- Willow Tree Family Center,
- Expectant Parents Organization,
- Next Generation Family Services,
- Advancing Health Births Caring and Sharing Family Life Services,
- LMTS Community Outreach Center, and
- Child and Family Charities

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

Agenda Item 12c

TO: Board of Commissioner’s Human Services, County Services, and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 9, 2024
SUBJECT: Authorization to Convert Health Program Assistant Position #601127 from a 0.5 FTE to a 1.0 FTE Community Health Representative III Position
For the Meeting Agendas of March 18, March 19, and March 20, 2024

BACKGROUND

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to convert Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE Community Health Representative (CHR) III position, effective upon approval. This conversion will increase Position #601127 from a 0.5 FTE UAW C (Part-Time Salary Range: 37,990.24 to 42,674.78), to a 1.0 FTE CHR III UAW E (Full-Time Salary Range: 81,593.66 to 92,260.89) for a total amount of \$49,586.11. This conversion will help to support the continued growth of the Ryan White program and the CHCs. Continued growth within the CHCs has increased the complexity of the workload for the Medical Records and Referral Management team. The proposed position conversion will allow the Medical Records and Referral Management team to manage its workload in a manner that aligns with the CHC and Ryan White program’s pace of growth. The new CHR III employee will begin at a UAW Tops Grade E, Step 2.

ALTERNATIVES

Without converting the part-time Health Program Assistant to a full time CHR III, the Medical Records and Referrals Management team will lag behind the growth of the Ryan White program and the CHCs, which will continue to create barriers to care.

FINANCIAL IMPACT

The financial impact of converting the .50 FTE Health Program Assistant position to a CHR III position will be an increase totaling \$49,586.11. The cost increase for this conversion will be covered by Ryan White 340B revenues.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize converting Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE CHR III position, effective upon approval in an amount totaling \$49,586.11.

Agenda Item 12c

TO: Joe Denslow, Central Services Manager
FROM: Joan Clous, Human Resources Specialist
DATE: February 9, 2024
RE: Support for conversion of position #601127 from a part-time to full-time

Per your request, Human Resources has reviewed the position conversion request and is in support of the change.

Position #601127 will be converted from a part time Health Program Assistant (UAW C) (Part-Time Salary Range Salary Range: 37,990.24 to 42,674.78) to a full time Community Health Representative III (UAW E) (Salary Range: 81,593.66 to 92,260.89). The employee will begin at a UAW E Step 2.

The UAW has been notified and has confirmed support of the conversion.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: Contact Budgeting, write a memo of explanation, and prepare a resolution for the Board of Commissioner's approval.

If I can be of further assistance, please email or call me 887-4374.

2024 Rates			FULL TIME		UAW TOPS Grade E			FULL TIME			
UAW TOPS Grade C			Step 1	Step 5	UAW TOPS Grade E			Step 1	Step 5		
Health Program Asst	0	704000	Salary	35,365.00	42,142.00	Community Hlth III	0	704000	Salary	40,195.00	47,911.00
Position 601127	8951	714000	Unemployment	176.83	210.71	Position 601127	8951	714000	Unemployment	200.98	239.56
	1000	715000	FICA	2,705.42	3,223.86		1000	715000	FICA	3,074.92	3,665.19
	8841	715050	Liability	487.37	580.76		8841	715050	Liability	553.93	660.26
	2720	716020	Health	21,279.00	21,279.00		2720	716020	Health	21,279.00	21,279.00
	8952	716035	Health Surcharge	3,585.00	3,585.00		8952	716035	Health Surcharge	3,585.00	3,585.00
	8955	716040	Health Insurance Trust	1,591.43	1,896.39		8955	716040	Health Insurance Trust	1,808.78	2,156.00
	2700	716100	Dental	936.00	936.00		2700	716100	Dental	936.00	936.00
	2710	716200	Vision	135.00	135.00		2710	716200	Vision	135.00	135.00
	8953	716450	Separation	707.30	842.84		8953	716450	Separation	803.90	958.22
	8986	717000	Life	89.84	89.84		8986	717000	Life	89.84	89.84
	8941	717100	Disability	45.97	54.78		8941	717100	Disability	52.25	62.28
	7291	718000	Retirement	7,444.33	8,870.89		7291	718000	Retirement	8,461.05	10,085.27
	7391	718500	Retirement	353.65	421.42		7391	718500	Retirement	401.95	479.11
	8810	722000	Workers Comp	14.15	16.86		8810	722000	Workers Comp	16.08	19.16
				74,916.28	84,285.35					81,593.66	92,260.89

2024 Rates			0.50 FTE		UAW TOPS Grade E			0.50 FTE			
UAW TOPS Grade C			Step 1	Step 5	UAW TOPS Grade E			Step 1	Step 5		
Health Program Asst	0	704000	Salary	17,682.50	21,071.00	Community Hlth III	0	704000	Salary	20,097.50	23,955.50
Position 601127	8951	714000	Unemployment	88.41	105.36	Position 601127	8951	714000	Unemployment	100.49	119.78
	1000	715000	FICA	1,352.71	1,611.93		1000	715000	FICA	1,537.46	1,832.60
	8841	715050	Liability	243.68	290.38		8841	715050	Liability	276.96	330.13
	2720	716020	Health	8,866.00	8,866.00		2720	716020	Health	8,866.00	8,866.00
	8952	716035	Health Surcharge	3,585.00	3,585.00		8952	716035	Health Surcharge	3,585.00	3,585.00
	8955	716040	Health Insurance Trust	795.71	948.20		8955	716040	Health Insurance Trust	904.39	1,078.00
	2700	716100	Dental	936.00	936.00		2700	716100	Dental	936.00	936.00
	2710	716200	Vision	135.00	135.00		2710	716200	Vision	135.00	135.00
	8953	716450	Separation	353.65	421.42		8953	716450	Separation	401.95	479.11
	8986	717000	Life	22.52	22.52		8986	717000	Life	22.52	22.52
	8941	717100	Disability	22.99	27.39		8941	717100	Disability	26.13	31.14
	7291	718000	Retirement	3,722.17	4,435.45		7291	718000	Retirement	4,230.52	5,042.63
	7391	718500	Retirement	176.83	210.71		7391	718500	Retirement	200.98	239.56
	8810	722000	Workers Comp	7.07	8.43		8810	722000	Workers Comp	8.04	9.58
				37,990.24	42,674.78					41,328.93	46,662.54

Difference between UAW C PT and UAW E FT Step 5
49,586.11

**INGHAM COUNTY
JOB DESCRIPTION
COMMUNITY HEALTH REPRESENTATIVE III**

General Summary:

(Employees in this position will perform the following general tasks and duties in working in various clinics. Not all clinics will perform the same duties or tasks, and employees will have specific tasks assigned as directly associated with their clinic assignment.)

Under the direction of the Supervisors/Operations Manager the medical clerical and customer service professionals provide a variety of comprehensive services to coordinate daily administration of providers, staff, visitors and client/patients within the ICHD/ICHC. Assists in enrolling clients/patients in programs and answers questions on departmental procedures, eligibility requirements, scheduling, and related matters. Prepares a variety of client/patient registration and insurance related forms and documents. Utilizes information from the Patient Management/EHR system, and assists in maintaining record keeping systems, while performing data entry.

Essential Functions:

1. Receives the public in person and via telephone. Answers questions regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Manages messages and schedules appointments for staff and schedules clients for testing, programs, or clinics. Assists clients/patients in completion of forms and reviews documents, including processing records according to departmental policy.
2. Receives clients and their families at a clinic or screening site. Coordinates initial interview, screens for insurance coverage, collect background information, and assists in the completion of various forms and applications. Processes various applications to verify client information, checking data for accuracy and completeness. Contacts clients/patients to verify and update information and appointments.
3. Monitors client/patient records assuring that proper documents are completed to ensure appropriate client billing of account. Adjusts and records all related documents, orders, costs for services rendered, and related fees as needed.
4. Assists in the maintenance of departmental filing/scanning/faxing systems by ensuring proper filing of documents and client/patient records. Retrieves materials from system and conducts searches for necessary documentation.
5. Utilizes technology for data entry such as service activity data, billing information, supplies used, immunization records, payments, vouchers, client information, changes and deletions of demographic information, and other data.
6. Process accounts receivable/payable, immunization charges billed, collect copays and patient payments to ensure reconciliation of daily charge entries. Tracking expenditures and payment receipts for services and donations.
7. Types correspondence, reports, forms and other documents, using word processing software, following established procedures or specific instructions. Proof reads documents for accuracy, and may type documents requiring a knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents.
8. Provides outreach and education to clients/patients and medical staff regarding program guidelines, telehealth platforms, and health department services through mailings, displays, telephone contact and in person.
9. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, taking messages, and related tasks.

10. May assist with site specific special assignments or any special reporting as needed, such as immunizations, CAHC, E3, BC3NP, MDSS, school and daycare reporting, dental clinic, medical records, Title X, Ryan White, and refugee services. This may include any mandatory trainings as needed.
11. Provides and process records in accordance with HIPPA and PHI (Protected Health Information) disclosures. May comply with HEDIS audit information process requests as needed.

Other Functions:

- Performs other duties as assigned
- 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.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year of general clerical experience is required. May require experience and training in various computer software and equipment.

Other Requirements:

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

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access charts and other records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Stooping, kneeling, and crouching to retrieve and put away supplies and materials.
- May require the ability to travel throughout the county to various clinic locations.
- May require the ability to lift and carry equipment weighing up to 35 lbs.
- May require the ability to climb stairs to access work sites.

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

Working Conditions:

- Works in office and clinic conditions.
- May work in various off-site locations throughout the county.
- May be exposed to communicable diseases, blood, and other bodily fluids.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERTING POSITION #601127 FROM A 0.5 FTE HEALTH PROGRAM ASSISTANT POSITION TO A 1.0 FTE COMMUNITY HEALTH REPRESENTATIVE III POSITION

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to convert Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE Community Health Representative (CHR) III position, effective upon approval; and

WHEREAS, this conversion will increase Position #601127 from a 0.5 FTE UAW C (Part-Time Salary Range: \$37,990.24 to \$42,674.78), to a 1.0 FTE CHR III UAW E (Full-Time Salary Range: \$81,593.66 to \$92,260.89); and

WHEREAS, this conversion will help to support the continued growth of the Ryan White program and the CHCs; and

WHEREAS, continued growth within the CHCs has increased the complexity of the workload for the Medical Records and Referral Management team; and

WHEREAS, the proposed position conversion will allow the Medical Records and Referral Management team to manage its workload in a manner that aligns with the CHC and Ryan White program's pace of growth; and

WHEREAS, the new CHR III employee will begin at a UAW Tops Grade E, Step 2; and

WHEREAS, the financial impact of converting the .50 FTE Health Program Assistant position to a CHR III position will be an increase totaling \$49,586.11; and

WHEREAS, the cost increase for this conversion will be covered by Ryan White 340B revenues; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize converting position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE CHR III position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize converting position #601127 from a 0.5 FTE Health Program Assistant position UAW C (Part-Time Salary Range: \$37,990.24 to \$42,674.78) to a 1.0 FTE CHR III position, UAW E (Full-Time Salary Range: \$81,593.66 to \$92,260.89) effective upon approval.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: March 10, 2024
SUBJECT: Resolution to Approve an Agreement with eX2 For Broadband Middle Mile Design Services
For the meeting agendas of March 19, 20

BACKGROUND

With the upcoming release of the Michigan BEAD grant program for broadband expansion, we would like to have a better developed middle mile broadband plan for the County. eX2 is currently working with Livingston County on broadband fiber engineering and installation and the proximity of a number of their routes to Ingham County make them a good choice for helping us develop a middle mile broadband plan.

This project scope provides for the preliminary design consultation services and GIS mapping services required to develop a conceptual fiber route having the minimum capacity to connect County facilities in addition to providing the scalability and flexibility for an open access middle mile network. The middle mile network will provide the backbone infrastructure necessary for serving rural and underserved communities within the County. Upon completion of the project, we will be provided with PDF map prints and GIS files for the designed network to be used for submission with various grant and funding requests.

Livingston procured eX2's services through a competitive bid that our procurement policies allow the County to utilize.

ALTERNATIVES

Do not procure eX2's services.

FINANCIAL IMPACT

The \$58,416.98 is available in the ARPA funds allocated to County broadband.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH EX2 FOR
BROADBAND MIDDLE MILE DESIGN SERVICES**

WHEREAS, funding for broadband expansion through the Michigan Broadband Equity, Access, and Deployment (BEAD) program and other federal broadband programs will require that Ingham County have a middle mile fiber backbone plan that identifies potential routes and infrastructure requirements to serve unserved and underserved communities; and

WHEREAS, a robust middle mile fiber backbone plan should also include routes to Community Anchor Institutions (CAIs) in the County including all County facilities; township, village, and city halls; and schools; and

WHEREAS, Livingston County has developed a county-wide middle mile fiber backbone plan with eX2 that has “dead end” routes to the Ingham County line; and

WHEREAS, contracting with eX2 to develop a middle mile fiber backbone plan for Ingham County by utilizing Livingston County’s public procurement process will save us time and provide us with a proven contractor that is highly recommended by Livingston County; and

WHEREAS, funding for the not to exceed cost of \$58,416.96 for this project is available in American Rescue Plan Act (ARPA) funds previously allocated to County-wide broadband development.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize an agreement with eX2 to provide preliminary design consultation services and GIS mapping services to develop a conceptual fiber route that connects County CAIs that provides scalability and flexibility for an open access middle mile network for a not to exceed cost of \$58,416.96.

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.