

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE

ROBERT PEÑA, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
SIMAR PAWAR
KARLA RUEST
MONICA SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 19, 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/87805478336>.

Agenda

Call to Order

Approval of the [November 07, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner's Office – Resolution to Authorize an Agreement for the Construction of Part of the [Okemos Consolidated Drain](#) within the Road Rights-of-Way and Execute an Assignment and Assumption of Drainage Easement
2. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of [BeyondTrust EPM Security Software](#) from CDW-G
 - b. Resolution to Approve a [Hardware Maintenance Agreement](#) from CDW-G
3. Facilities Department – Resolution to Authorize [Carpet Replacement](#) at the Ingham County Family Center
4. Human Resources Department – Resolution to Approve [Reclassification Requests for ICEA County Professional Unit, UAW TOPS, and Michigan Nurses Association Employees](#)
5. Controller's Office
 - a. Request to Approve [General Fund Positions](#)
 - b. Resolution to Authorize Acceptance of \$1,500,000 of State of Michigan Appropriations for [Kirby Road/Kinneville Road Project](#)
 - c. Resolution Approving Various Contracts for the [2025 Budget Year](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE
November 7, 2024
Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner (Arrived at 6:08 p.m.), Pawar, Ruest, and Schafer.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Glenn Canning, Anika Ried and others.

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

Approval of the October 15, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 15, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Grebner.

Additions to the Agenda

5. Facilities Department
 - d. Resolution to Authorize a Purchase Order for Dumbwaiter Modernization at the Veterans Memorial Courthouse

7. Controller's Office
 - b. Resolution to Make Additional Contributions to the Municipal Employees' Retirement System
 - c. Resolution to Authorize Grant Application for EPA Brownfield Assessment Coalition Grant

Substitutes

3. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus

Limited Public Comment

None.

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

1. Treasurer's Office
 - a. Resolution to Provide Funding for Low-Income Tax Preparation
 - b. Resolution to Amend Resolution #23-125 to Approve the Addition of the Ingham County Land Bank to the Partnership between Capital Area Community Services and Capital Area Housing Partnership in the One Application Process for Delivering Homeowner Rehabilitation Services

3. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus

4. Innovation & Technology Department

- a. Notice of Emergency Purchase Order to Obtain Connectivity for the Office of the Public Defender
 - b. Resolution to Approve the Renewal of the OnBase Annual Support through Hyland
 - c. Resolution to Approve the Invoice for Renewing CourtView Support Services
 - d. Resolution to Approve Renewal of PACC/PAAM Licensing and Support
5. Facilities Department
- a. Resolution to Approve Amendment No. 2 to the Agreement for Design, Construction, and Lease with the Community Mental Health Authority of Clinton-Eaton-Ingham Counties
 - b. Resolution to Authorize a Purchase Order to Myers Plumbing & Heating to Install a New Sink in the Pretrial Services Area
 - c. Resolution to Authorize a Service Agreement with Trane U.S. Inc., for HVAC Maintenance Services at the Ingham County Justice Complex
 - d. Resolution to Authorize a Purchase Order for Dumbwaiter Modernization at the Veterans Memorial Courthouse
6. Human Resources Department
- a. Resolution to Amend Resolution #24-466 Accepting the Recommendation of the Ingham County Health Care Coalition for the Employer Contribution to Employee Health Savings Accounts for 2025
 - b. Resolution to Approve Reclassification Requests for ICEA County Professional Unit and Managerial and Confidential Employees
7. Controller's Office
- b. Resolution to Make Additional Contributions to the Municipal Employees' Retirement System
 - c. Resolution to Authorize Grant Application for EPA Brownfield Assessment Coalition Grant
8. Board of Commissioners – Step Increase for Managing Director of Road Department

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Grebner.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Grebner.

2. Diversity, Equity, and Inclusion Office – Resolution Requiring Free Sanitary Products in County-Owned Public Restrooms

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

Commissioner Schafer stated that \$32,000 was a high cost right when the County had frozen a number of positions for 2025, and that when they were looking at different costs there were wants and there were needs. Commissioner Schafer further stated that they had asked various department heads to go through and figure out what they wanted versus what they needed, and that this \$32,000 item was more of a want, especially when the County was faced with all these financial responsibilities and she did not think it was best use of taxpayer money.

Commissioner Pawar stated she respectfully disagreed, as this was like deciding if toilet paper was a need. Commissioner Pawar further stated that the idea of having sanitary products in County restrooms was brought up by the Diversity, Equity, and Inclusion Office as well as the Women's Commission.

Commissioner Pawar stated that they had all been working on this project for a year and a half, everyone was aware that this was coming, and there had been plenty of time to work this in. Commissioner Pawar further stated that a large portion was the one-time set up cost and it would not be the same ongoing cost.

Commissioner Pawar stated that this item was not a want, but rather a need for so many. Commissioner Pawar further stated that in this day and age the County should have sanitary products available and that the Board of Health supported this along with several other organizations they had worked with throughout the process.

Commissioner Sebolt stated their agreement with Commissioner Pawar and that the ongoing cost would be considerably less than the initial cost, the funding would come out of contingency funds and so it was not a large concern as they were approaching the end of the calendar year. Commissioner Sebolt further stated that this item was needed as there were low-income residents that would need sanitary products to be available to them and \$32,000 did not cover any positions.

Commissioner Celentino asked for clarification on which buildings and restrooms the sanitary products would be available in.

Commissioner Grebner arrived at 6:08 p.m.

Discussion ensued regarding the restrooms available in County buildings.

Gregg Todd, Controller, clarified that all restrooms would have sanitary products regardless of the type of restroom or the gender allocation of the restroom.

Commissioner Sebolt provided an example.

Commissioner Ruest asked if it would be like a vending machine.

Todd stated it would be similar, but there would be no cost associated with it.

Commissioner Ruest asked how much the dispensers would cost.

Glenn Canning, Facilities Director, stated it was \$60 per dispenser. Canning further stated that some County facilities already had dispensers that were free and some that were not.

Discussion ensued regarding the availability of sanitary products in all County restrooms.

Commissioner Schafer stated that a menstruating female would be old enough to get their own sanitary products from the women's restroom or gender neutral restroom. Commissioner Schafer further stated that \$32,000 was a cost she did not agree with right now and moving this forward was not fiscally responsible with the hiring freeze.

Commissioner Schafer stated she did not agree putting funding in that area at this time, specifically across all restrooms when she knew there was very little need across all restrooms.

Discussion ensued regarding the cost of the implementation.

Commissioner Sebolt stated, with all due respect, there were individuals who used the men's restroom who also required sanitary products, and it was a fact of life, so making sure there was access in every restroom was

important. Commissioner Sebolt further stated it was frustrating arguing this topic as a cisgender man and having to explain it to a cisgender woman.

Commissioner Sebolt stated their brain wanted to explode over the fact they were even fighting over this topic, Commissioner Schafer's statement was so transparently discriminatory, and it was painful and heartbreaking to hear an elected official take that attitude towards this topic. Commissioner Sebolt further stated they were offended and would be leaving the meeting that evening hurt.

Commissioner Pawar expressed her pain with Commissioner Schafer's stance as well, and stated that this was brought up in March 2023 when she had first joined the Women's Commission, where she decided that something would be done. Commissioner Pawar further stated that after a year and a half they had done lots of research so the County would not waste any money on this project.

Commissioner Pawar stated, from health perspective, it was offensive to know to that there was janitorial staff cleaning restrooms that had no proper receptacles for hygiene product disposal. Commissioner Pawar further stated that she and Commissioner Cahill had seen in the Mason Historical Courthouse that they did not have hygiene product dispensers or receptacles fully available.

Commissioner Pawar stated that she knew the cost of these products was very high and some minorities could not always afford them. Commissioner Pawar further stated that Ingham County needed a resolution to be on record stating that the County was thinking about this issue and the resolution was very important.

Commissioner Pawar stated that it might look like cost increase, but it was chunk change when they were meeting the needs of greater good. Commissioner Pawar further provided a firsthand account of how this issue affected County residents.

Commissioner Schafer stated they needed to take the emotions out of this issue as it should not be about feelings or thoughts, and as elected officials they were responsible for the finances of the County. Commissioner Schafer further stated she knew it seemed minute, but they had department heads come to the Board of Commissioner's with all their needs and wants and basically beg for tools, yet they were looking at \$32,000 at a point where the Board of Commissioners had taken away positions and frozen positions.

Commissioner Schafer stated they needed to take emotions out of it and take a look at their responsibility as Commissioners. Commissioner Schafer further stated, as Commissioner Pawar had mentioned, if the County did not have receptacles for the waste, that was an issue, but it was not what the resolution was about.

Commissioner Schafer stated that she was looking at the resolution and thinking about how departments had begged for different things and she specially thought, as the Commissioner for District 15, that this issue was a want rather than a need.

Commissioner Grebner stated that if they were talking about half this money being spent on this issue, it was like one-tenth of one position for one year and it did not amount to much money, so it smaller than what the County normally argued about, was really only important as an emotional matter. Commissioner Grebner further stated they should all try to back away from the personal and emotional content, and everyone should just vote the way they felt was right.

Commissioner Pawar stated the resolution did include a statement regarding reducing the transmission of blood borne pathogens and improving general public welfare.

THE MOTION TO APPROVE THE RESOLUTION PASSED.

Yeas: Sebolt, Peña, Celentino, Grebner, Pawar, Ruest. **Nays:** Schafer.

7. Controller's Office
 - a. Request to Approve General Fund Positions

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

Commissioner Schafer stated that she was looking at the description of the Native American Outreach Community Health Worker position, and she would like more background information specifically about the population of Native Americans in Ingham County.

Sue Graham, Human Resources Director, stated the position had been vacant for some time and there was an absence of support, specifically for the Native American community.

Discussion ensued regarding the need for the position and the population of Native Americans in Ingham County.

Commissioner Celentino stated he believed this position was a huge need and it had been neglected, but the Health Department would know how to handle this and seek out resources that might not otherwise be offered.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Pawar stated that Meridian Township resident on East Reynolds Road may come before the County Services Committee regarding the construction on the road as they may not be able to find a resolution with the Township.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:27 p.m.

**NOVEMBER 19, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Drain Commissioner – Resolution to Authorize an Agreement for the Construction of Part of the Okemos Consolidated Drain within the Road Rights-of-Way and Execute an Assignment and Assumption of Drainage Easement

This resolution authorizes an Agreement to grant a license and permission to the Okemos Consolidated Drain Drainage District for the purposes of operating, maintaining, and improving the Okemos Consolidated Drain within the Ingham County Road Right-of-Way; and, to execute an Assignment and Assumption of a Drainage Easement held by the Ingham County Road Department.

See memo for details.

2a. Innovation & Technology Department – Resolution to Approve the Purchase of BeyondTrust EPM Security Software from CDW-G

This resolution approves the purchase of BeyondTrust EPM security software from CDW-G. This software will increase end-user computer security and eliminate the need for IT to customize each application that needs increased security rights.

Funding for the \$14,570.53 purchase is available in IT's Network Fund.

See memo for details.

2b. Innovation & Technology Department – Resolution to Approve a Hardware Maintenance Agreement from CDW-G

This resolution approves a 24-month hardware maintenance agreement with CDW-G for our chassis and servers for \$21,000. Funding is available in IT's Network Fund.

See memo for details.

3. Facilities Department – Resolution to Authorize Carpet Replacement at the Ingham County Family Center

This resolution approves carpet replacement at the Ingham County Family Center, which has become worn and requires replacement to ensure a safe and welcoming environment. The Seelye Group, through a cooperative purchasing agreement, has been selected for the project.

Funding for the \$124,000 (\$119,363.31 plus \$4,636.69 contingency) is available in the Public Improvement Fund budget.

See memo for details.

4. Human Resources Department – Resolution to Approve Reclassification Requests for ICEA County Professional Unit, UAW TOPS, and Michigan Nurses Association Employees

This resolution approves reclassification requests for ICEA County Pro, UAW TOPS, and MNA employees.

See memo for details.

5a. Controller's Office – Request to Approve General Fund Positions

This memo requests filling the following vacant GF positions:

- 55th District Court
 - Position 137007 – Retiring Administrative Services Coordinator – Exempt
 - This position will become available on December 1, 2024 from a retirement. The Court would like to promote from within the Department, which would create a vacancy in Position 137006
 - Position 137006 – Pending Chief Clerk Vacancy due to promotion stated above – Exempt

See memo for details.

5b. Controller's Office – Resolution to Authorize Acceptance of \$1,500,000 of State of Michigan Appropriations for Kirby Road/Kinneville Road Project

This resolution authorizes the acceptance of \$1,500,000 from the State of Michigan 2025 budget to support improvements to the Kirby Road/Kinneville Road Project.

See memo for details.

5b. Controller's Office – Resolution Approving Various Contracts for the 2025 Budget Year

This resolution authorizes various 2025 contracts.

See memo for details.

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: November 5, 2024

SUBJECT: Resolution to Authorize Agreement for Construction of Part of the Okemos Consolidated Drain within the Ingham County Road Right-of-Way and Execute an Assignment and Assumption of Drainage Easement

BACKGROUND

For the reasons set forth below, I am requesting that the Ingham County Board of Commissioners (“Board”), on behalf of the Ingham County Road Department (“ICRD”), approve entering into an agreement to grant a license and permission to the Okemos Consolidated Drain Drainage District (“Drainage District”) for the purposes of maintaining and improving the Okemos Consolidated Drain (“Drain”) in public road rights-of-way held by the ICRD (“321 Agreement”). In addition, I am requesting that the Board approve the assignment and assumption of an existing drainage easement (“Drainage Easement”) that was granted to the Board of County Road Commissioners of Ingham County in 1969. ICRD Managing Director Kelly Jones is in agreement with the attached resolution regarding the 321 Agreement and the Assignment and Assumption of the Drainage Easement subject to approval by the County Attorney.

For the Board’s information, I received a petition, dated June 1, 2021, requesting consolidation, maintenance, and improvement of the Okemos Consolidated Drain (see attached map of the Drain and Drainage District). On July 29, 2021, the petition was found necessary by a statutory Board of Determination. The project involves work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321. The project also involves conveyance of road stormwater to the outlet within the Drain. The existing 1969 Drainage Easement provides for stormwater drainage over and across the Meridian Mall property to the downstream Drain. A drawing depicting the general location of the Drainage Easement is attached hereto. The Assignment and Assumption of Drainage Easement allows for a more uniform stormwater management in the area. Executing these documents allows the Drainage District to assume responsibility for the pipes in the road right-of-way and the rights granted under the 1969 Drainage Easement.

A map is attached depicting the location of the drainage infrastructure subject to the 321 Agreement and the general alignment of the Drainage Easement subject to the Assignment and Assumption. These documents require final review and approval as to form by the County Attorney. The request for County of Ingham approval will be presented to the County Services Committee on November 19, 2024 and the Finance Committee on November 20, 2024.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Okemos Consolidated Drain Drainage District will be responsible for all work and costs associated with the construction of the Okemos Consolidated Drain. Once the project is complete, the Okemos Consolidated Drain

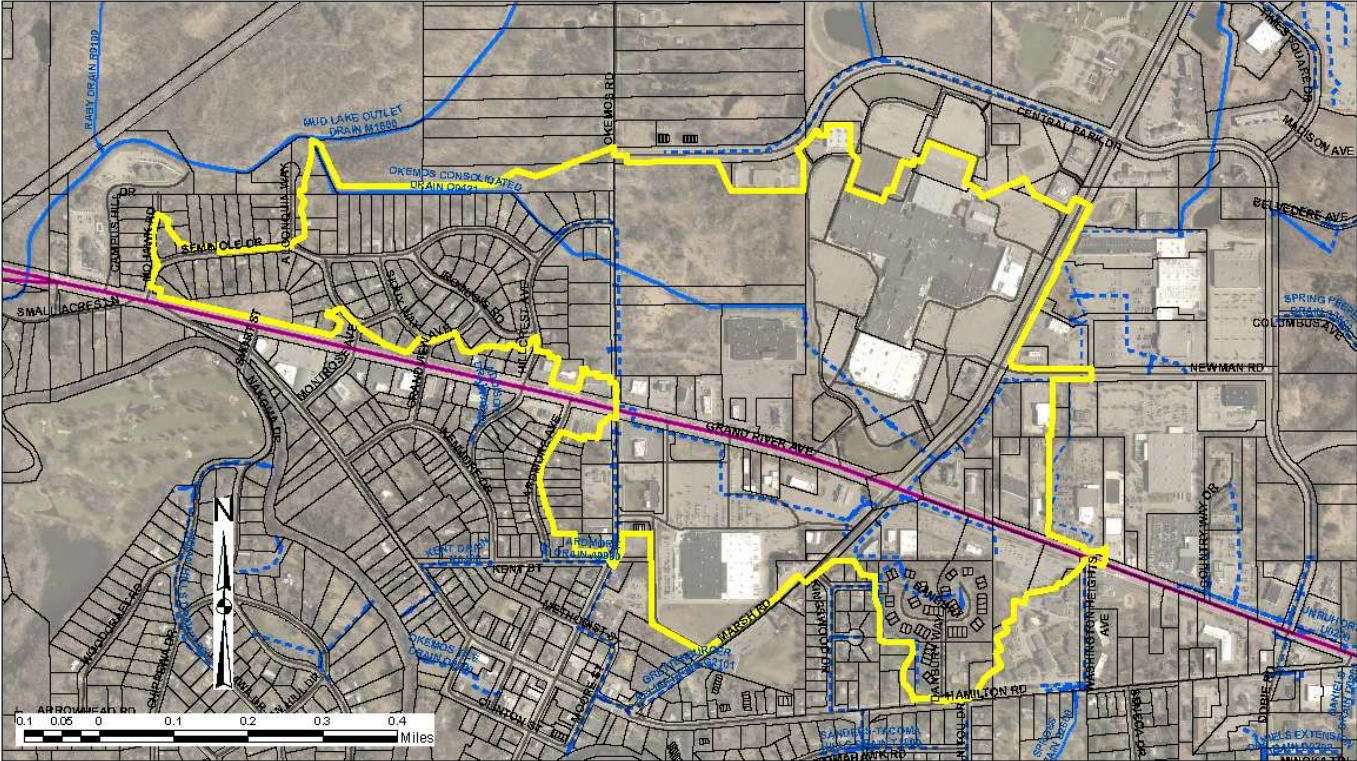
Drainage District will be responsible for the operation and maintenance of this constructed portion of the Okemos Consolidated Drain.

RECOMMENDATION

Based on the information provided, I respectfully recommend and request approval of the attached resolution to authorize an agreement to grant a license and permission to the Okemos Consolidated Drain Drainage District for the purposes of operating, maintaining and improving the Okemos Consolidated Drain in public road rights-of-way held by the ICRD and execute an Assignment and Assumption of Easement, assigning the 1969 Drainage Easement to the Okemos Consolidated Drain Drainage District.

Thank you for consideration of my request. Deputy Drain Commissioner Carla Clos will be in attendance at your November 19, 2024 and November 20, 2024 Committee meetings to answer any questions you might have regarding my request.

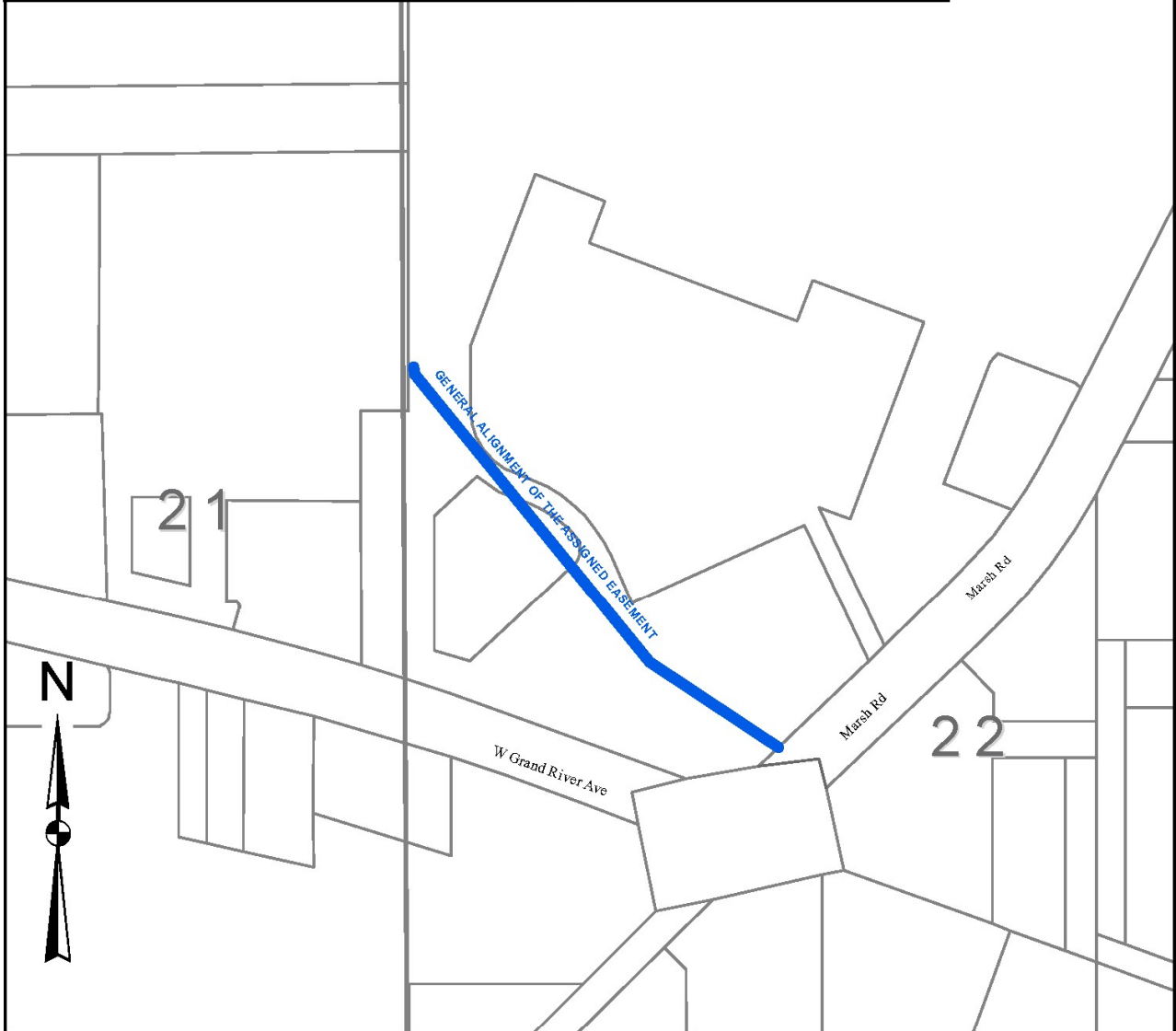
OKEMOS CONSOLIDATED DRAIN AND DRAINAGE DISTRICT








PEA GROUP

2379 Woodlake Drive, Suite 480
Okemos, MI 48864

OWNER:
Ingham County Drain Commissioner
707 Buhl Ave., P.O. Box 220
Mason, MI 48854



Legend

-  GENERAL ALIGNMENT OF THE ASSIGNED EASEMENT
-  Parcels
-  Sections
-  Railroad
-  Roads

SCALE: 1" = 200'

P.M.: RAH
DN: RAH
REV BY: ADB

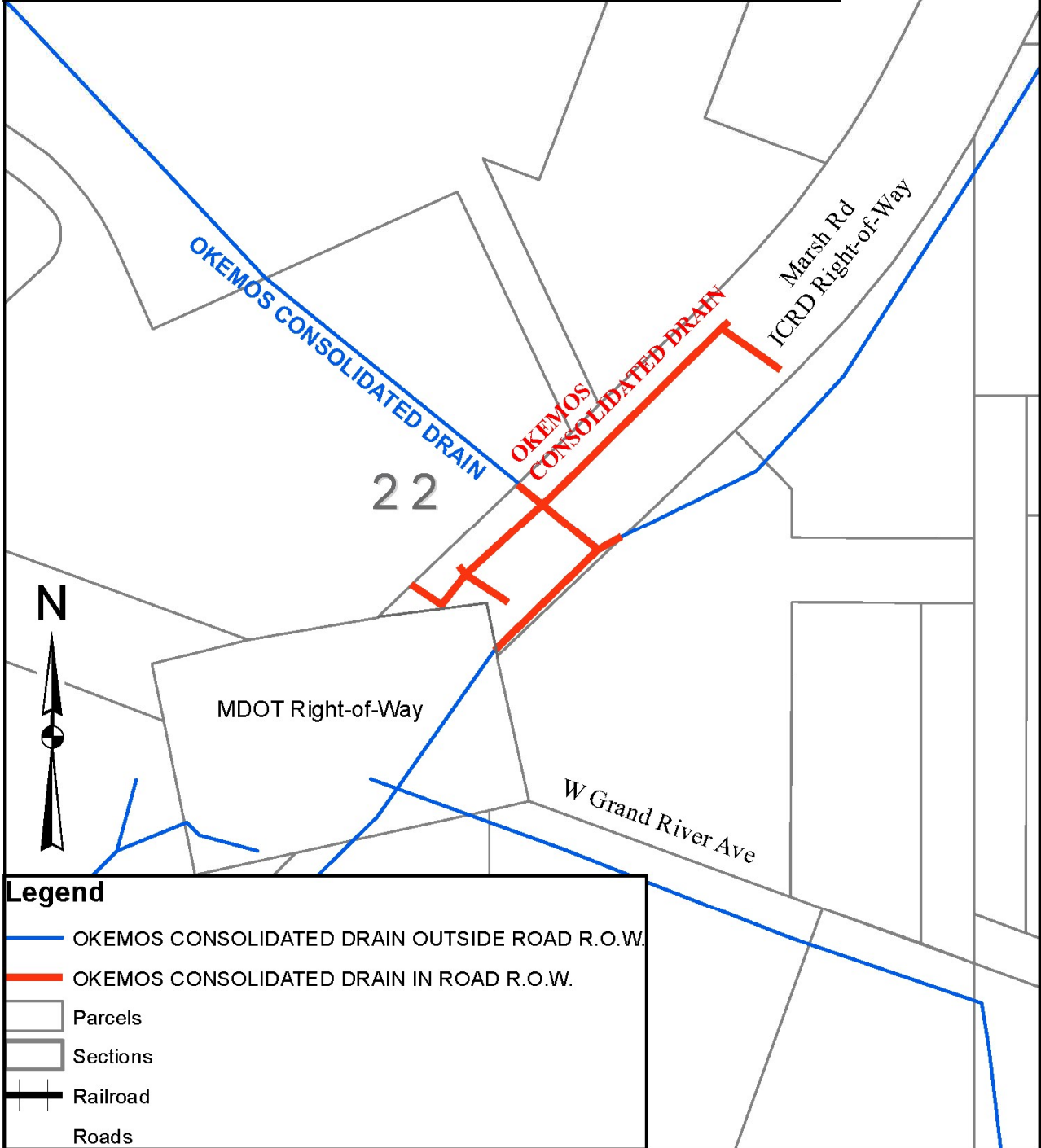
DATE: 9/17/2024
SHEET 1 OF 1

PEA JOB #: 21-2705.00

PEA GROUP

2379 Woodlake Drive, Suite 480
Okemos, MI 48864

OWNER:
Ingham County Drain Commissioner
707 Buhl Ave., P.O. Box 220
Mason, MI 48854



Legend

- OKEMOS CONSOLIDATED DRAIN OUTSIDE ROAD R.O.W.
- OKEMOS CONSOLIDATED DRAIN IN ROAD R.O.W.
- ▭ Parcels
- ▭ Sections
- +— Railroad
- Roads

SCALE: 1" = 200'

P.M.: RAH
DN: RAH
REV BY: ADB

DATE: 9/17/2024
SHEET 1 OF 1

PEA JOB #: 21-2705.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE
CONSTRUCTION OF PART OF THE OKEMOS CONSOLIDATED DRAIN
WITHIN THE ROAD RIGHTS-OF-WAY
AND EXECUTE AN ASSIGNMENT AND ASSUMPTION OF DRAINAGE EASEMENT**

WHEREAS, the Drainage District is an established body corporate in the County of Ingham, State of Michigan, pursuant to Public Act 40 of 1956, as amended (“Drain Code”), and the Drain Commissioner has jurisdiction of the Okemos Consolidated Drain (“Drain”), an established county drain, which services the properties within the Drainage District; and

WHEREAS, the Drain Commissioner received a petition dated June 1, 2021, requesting the consolidation of the Grettenberger Drain Drainage District and the Meijers Drain Drainage District, with the consolidated drainage district to be known as the Okemos Consolidated Drain Drainage District, and further requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (the “Improvements”) to the Drain; and

WHEREAS, an Order of Necessity was entered on July 29, 2021, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drainage Districts should be consolidated and the Drain should be improved; and

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321; and

WHEREAS, said Improvements also necessitate the conveyance of a drainage easement that was granted to the Board of County Road Commissioners of Ingham County in 1969 to the Okemos Consolidated Drain Drainage District to allow for a more uniform stormwater management in the area; and

WHEREAS, the Drain Commissioner has requested that the ICRD enter into an agreement to grant a license and permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD, and further execute the Assignment and Assumption of Easement, assigning the rights granted under the 1969 drainage easement to the Okemos Consolidated Drain Drainage District; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of the Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Okemos Consolidated Drain Drainage District by and through the Ingham County Drain Commissioner to construct the portion of the Okemos Consolidated Drain within road rights-of-way under the jurisdiction of the ICRD, and further authorizes the execution of the Assignment and Assumption of Easement,

assigning the rights granted under the 1969 drainage easement to the Okemos Consolidated Drain Drainage District.

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: Deb Fett, Chief Information Officer
DATE: November 5, 2024
SUBJECT: BeyondTrust EPM Security Software Purchase
For the meetings of November 19th, 20th, and 26th

BACKGROUND

In 2017, Ingham County experienced a security breach that affected County services for several days. An endpoint security management system was put in to increase our security levels on our workstations. This solution has been effective but cumbersome. In an effort to speed up the process, Innovation and Technology has found a solution that IT believes will streamline access to applications that require rights elevation without the downtime of coming up with a custom solution or granting exceeding rights that could put the user and the County at risk.

ALTERNATIVES

Several products were considered and rejected as too costly. There is always the option of staying with what we have which requires IT staff to customize every application that needs elevated rights on the end-user workstation.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

OTHER CONSIDERATIONS

Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDeals (071B6600110) contract.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to purchase BeyondTrust Endpoint and Privilege Manager software from CDW-G in the amount of \$14,570.53.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF BEYONDTRUST EPM SECURITY SOFTWARE
FROM CDW-G**

WHEREAS, Ingham County has increased security on end-point computers; and

WHEREAS, the increased security had caused problems with the function of several software packages utilized by the County; and

WHEREAS, the solution purchased in 2018 requires staff to customize each application that needs increased security rights; and

WHEREAS, several prospective solutions were considered to alleviate this issue with BeyondTrust Endpoint and Privilege Manager being determined to be the most appropriate solution; and

WHEREAS, this expenditure has been planned for and budgeted and will alleviate the inefficiencies caused by elevated security practices.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of BeyondTrust EPM software from CDW-G in the amount not to exceed \$14,570.53.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932032).

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

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

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

FROM: Deb Fett, CIO

DATE: November 5, 2024

SUBJECT: Resolution – Hardware Support Servers
For the meetings of November 19th, 20th, and 26th

BACKGROUND

Our warranty hardware support on the chassis and servers that run our virtualized environment is set to start expiring in January of 2025. This support started at installation of these devices almost five years ago, purchased under Resolution #20-157. These hosts run 95+% of the servers in our environment so it is critical that we keep them covered under a support agreement.

ALTERNATIVES

We have the option of not purchasing support, or trying to continue support with the manufacturer. The indications we have from our hardware suppliers are that the manufacturer has very little interest in continuing that support so we have been unable to get a quote from them despite starting this process in February of this year.

FINANCIAL IMPACT

The funding for the \$20,004.84 for two years of support will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the purchase of hardware services from CDW-G.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A HARDWARE MAINTENANCE AGREEMENT FROM CDW-G

WHEREAS, the Innovation and Technology Department (ITD) maintains a virtualized server environment which runs on computer hardware which is critical to the operation of Ingham County; and

WHEREAS, our current existing warranty will expire in January of 2025; and

WHEREAS, ITD is recommending a 24-month agreement for a total cost not to exceed \$21,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from CDW-G for 24 months, beginning in January 2025, in the amount not to exceed \$21,000.

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 Controller/Administrator is authorized to make any necessary budget adjustments.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 5, 2024
RE: Resolution to Authorize Carpet Replacement at Ingham County Family Center

For the meeting agendas of: November 19 & 20

BACKGROUND

The carpet at the Ingham County Family Center, located at 1601 W. Holmes Rd., Lansing, has become worn and in need of replacement to maintain a safe and comfortable environment for staff and visitors. The Facilities Department obtained a quote from Seelye Group under cooperative contract purchasing packet 256-24, with a total project cost estimated at \$119,363.31 for the carpet itself. Additional funds up to a total of \$124,000 have been allocated to allow for a contingency.

ALTERNATIVES

An alternative would be to delay the replacement, which could lead to higher costs in the future and further deterioration of the facility's appearance and safety.

FINANCIAL IMPACT

Funding for this project is available through Public Improvement Funds line item 24513099-976000-24F15.

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 authorize a purchase order with Seely Group for the carpet replacement at the Ingham County Family Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CARPET REPLACEMENT AT THE INGHAM COUNTY
FAMILY CENTER**

WHEREAS, the carpet at the Ingham County Family Center, located at 1601 W. Holmes Rd., Lansing, has become worn and requires replacement to ensure a safe and welcoming environment; and

WHEREAS, the Facilities Department has received a quote from Seelye Group for the carpet replacement, with a cost of \$119,363.31, and additional contingency funds are allocated, bringing the total project cost not to exceed \$124,000; and

WHEREAS, funds are available in the Public Improvement Funds line item 24513099-976000-24F15 to cover the cost of this project; and

WHEREAS, Seelye Group is a vendor under cooperative contract purchasing packet 256-24, allowing for competitive pricing and efficient procurement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with Seelye Group for the carpet replacement project at the Ingham County Family Center, with a total cost not to exceed \$124,000.

BE IT FURTHER RESOLVED, that the Controller's Office is authorized to make the necessary budget adjustments and process payments as outlined in the proposal and project plan upon completion.

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 and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 8, 2024
SUBJECT: Resolution to Approve Reclassification Requests for ICEA County Professionals Unit, UAW TOPS Unit and MNA Unit Employees

For the meeting agendas of November 19 and November 20

BACKGROUND

The ICEA County Professionals Unit, UAW TOPS Unit, and MNA Unit collective bargaining agreements are effective January 1, 2022 through December 31, 2024. These documents include a process for employee submission of reclassification requests. The Human Resources Department has executed the approval process for reclassification requests for employees in these groups. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the County's goal to become a destination employer that attracts and retains high-quality staff to serve our residents.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS FOR ICEA COUNTY PROFESSIONALS UNIT, UAW TOPS UNIT, AND MNA UNIT EMPLOYEES

WHEREAS, the ICEA County Professional Unit, UAW TOPS Unit, and MNA Unit collective bargaining agreements are effective January 1, 2022 through December 31, 2024; and

WHEREAS, these documents include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approval process for reclassification requests for employees in these groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601428	Assistant Social Worker to Maternal Infant Health Program Social Worker	Move from ICEA Co Pro 5 to ICEA Co Pro 7
229031	Diversion Caseworker	Move from ICEA Co Pro 6 to ICEA Co Pro 8
229032	Diversion Coordinator	Move from ICEA Co Pro 8 to ICEA Co Pro 11
601014	Bookkeeping Coordinator – Accounts Payable	Move from UAW F to UAW H
601504	Community Health Worker to Recovery Support Specialist	Move from UAW F to UAW H
601309	Health Center Nurse	Move from MNA 1 to MNA 3
601277	Health Center Nurse	Move from MNA 1 to MNA 3
601247	Health Center Nurse	Move from MNA 1 to MNA 3
601301	Health Center Nurse	Move from MNA 1 to MNA 3
601248	Health Center Nurse	Move from MNA 1 to MNA 3
601275	Health Center Nurse	Move from MNA 1 to MNA 3
601195	Health Center Nurse	Move from MNA 1 to MNA 3
601214	Health Center Nurse	Move from MNA 1 to MNA 3
601549	Health Center Nurse	Move from MNA 1 to MNA 3
601207	Health Center Nurse	Move from MNA 1 to MNA 3
601413	Health Center Nurse	Move from MNA 1 to MNA 3
601412	Health Center Nurse	Move from MNA 1 to MNA 3
601257	Health Center Nurse	Move from MNA 1 to MNA 3
601312	Health Center Nurse	Move from MNA 1 to MNA 3
601388	Health Center Nurse	Move from MNA 1 to MNA 3
601448	Health Center Nurse	Move from MNA 1 to MNA 3
601510	Health Center Nurse	Move from MNA 1 to MNA 3
601543	Nurse Assessor	Move from MNA 2 to MNA 3
601350	Charge Nurse	Move from MNA 3 to MNA 5
601274	Charge Nurse	Move from MNA 3 to MNA 5
601229	Charge Nurse	Move from MNA 3 to MNA 5

601300	Charge Nurse	Move from MNA 3 to MNA 5
601069	Quality Improvement Coordinator	Move from MNA 3 to MNA 5
601094	Immunization Nurse	Move from MNA 1 to MNA 3
601087	Immunization Nurse	Move from MNA 1 to MNA 3
601089	Immunization Nurse	Move from MNA 1 to MNA 3
601090	Immunization Nurse	Move from MNA 1 to MNA 3
601088	Immunization Nurse	Move from MNA 1 to MNA 3
601098	Immunization Nurse	Move from MNA 1 to MNA 3
3601093	Immunization Clinic Supervisor	Move from MNA 5 to MNA 6
601051	Disease Control Nurse	Move from MNA 3 to MNA 4
601050	Disease Control Nurse	Move from MNA 3 to MNA 4
601046	Disease Control Nurse	Move from MNA 3 to MNA 4
601047	Disease Control Nurse	Move from MNA 3 to MNA 4
601398	Disease Control Lead	Move from MNA 4 to MNA 5

<u>Position Title</u>	2024		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
MIHP Social Worker	ICEA Co Pro 5: 61,602.65	ICEA Co Pro 7: 73,038.20	11,435.55
Diversion Caseworker	ICEA Co Pro 6: 66,728.37	ICEA Co Pro 8: 72,687.10	5,958.73
Diversion Coordinator	ICEA Co Pro 8: 79,657.39	ICEA Co Pro 11:101,022.09	21,364.70
Bookkeeping Coord. – AP	UAW F: 50,645.23	UAW H: 56,715.98	6,070.75
Recovery Support Specialist	UAW F: 50,645.23	UAW H: 56,715.98	6,070.75
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Health Center Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Nurse Assessor	MNA 2: 73,783.38	MNA 3: 80,482.10	9,814.23
Charge Nurse	MNA 3: 80,482.10	MNA 5: 88,016.64	7,534.54
Charge Nurse	MNA 3: 80,482.10	MNA 5: 88,016.64	7,534.54
Charge Nurse	MNA 3: 80,482.10	MNA 5: 88,016.64	7,534.54
Charge Nurse	MNA 3: 80,482.10	MNA 5: 88,016.64	7,534.54
Quality Improvement Coordinator	MNA 3: 80,482.10	MNA 5: 88,016.64	7,534.54
Immunization Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Immunization Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Immunization Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Immunization Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23

<u>Position Title</u>	2024		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Immunization Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Immunization Nurse	MNA 1: 70,667.87	MNA 3: 80,482.10	9,814.23
Immunization Clinic Supv.	MNA 5: 88,016.64	MNA 6:108,159.64	20,143.00
Disease Control Nurse	MNA 3: 80,482.10	MNA 4: 84,249.38	3,767.28
Disease Control Nurse	MNA 3: 80,482.10	MNA 4: 84,249.38	3,767.28
Disease Control Nurse	MNA 3: 80,482.10	MNA 4: 84,249.38	3,767.28
Disease Control Nurse	MNA 3: 80,482.10	MNA 4: 84,249.38	3,767.28
Disease Control Lead	MNA 4: 84,249.38	MNA 5: 88,016.64	3,767.28
TOTAL:			\$ 363,094.10

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 7, 2024
SUBJECT: Request to Approve General Fund Positions

County Services and Finance Committees, November 19, 20

BACKGROUND

Resolution #24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller’s Office for submission to County Services/Finance. The following hiring requests were made and the Controller’s Office is recommending the following actions (Exempt means recommend to hire):

- 55th District Court
 - Position 137007 – Retiring Administrative Services Coordinator – Exempt
 - This position will become available on December 1, 2024 from a retirement. The Court would like to promote from within the Department, which would create a vacancy in Position 137006
 - Position 137006 – Pending Chief Clerk Vacancy due to promotion stated above – Exempt

FINANCIAL IMPACT

All of these positions were budgeted in the 2024 and 2025 budgets so there is no additional impact on the General Fund. The recommendation to hold the Cashier and one of the Sanitarian 1 positions will provide additional savings in 2024.

OTHER CONSIDERATIONS

See attached Hiring Request Forms for additional information on these positions.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve these exemptions.

HIRING REQUEST FORM

DEPARTMENT: 55th District Court

Sender: Michael Dillon

POSITION #: 137007 & 137006

DESCRIPTION: Administrative Services Coordinator & Chief Clerk (Civil Division)

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

137007 – Administrative Services Coordinator

The 55th District Court requests approval to fill a soon-to-be vacant administrative coordinator position. Mr. Kathleen Fajardo will resign from the Court on December 1, 2024, after just shy of 49 years.

The administrative services coordinator's serves as the Court's financial officer. In addition, the position's other primary responsibilities include serving as jury clerk, office manager, court liaison for technology and facilities issues, and administrative assistant to the court administrator.

The administrative services coordinator position is multi-faceted and critical to the Court's daily operations. Hence, the Court cannot operate without the position. Besides the court administrator position, the administrative services coordinator is the only administrative position within the Court.

137006 – Chief Clerk

When the Court became aware that Ms. Fajardo was contemplating retirement, the Court developed a succession plan for Ms. Fajardo's position. We strongly believe in the promotion of our employees. Hence, Ms. Sandra Christoson has been training to assume the administrative services coordinator position for the past six months. If the County approves our request for the administrative coordinator position (137007), Ms. Christoson will assume the position on December 1, 2024. By promoting Ms. Christoson, the Court will have a vacant chief clerk position in our civil division. The chief clerk is responsible for managing the daily operations of our civil department and collections department while performing the duties of a court clerk. Years ago, the Court had three chief clerk positions. Because of financial constraints and at the request of the County, the Court eliminated a chief clerk position. Eliminating one of the chief clerk positions created additional responsibilities and increased the workload of the two remaining chief clerks.

Over the past year, our civil division's new filings have increased significantly (23.2%). With the increase in filings, we are already experiencing problems processing the increase. Leadership duties aside, losing this position will result in significant problems for the Court and the people we serve.

Problems associated with a reduction in personnel in the Civil Division are:

- Reduction in Customer Service Delivery: Phone calls will go unanswered. We do not allow a clerk to answer a phone call if people are waiting in line at the counter (the phone call is like taking cuts in a line). With a reduction in staff, waiting lines will be longer. When no one is waiting at the counter, Judge Allen's and Judge Hillman's clerks will be busy preparing their judges' dockets and processing time-sensitive paperwork. Our clerks will not be able to be interrupted by phone calls.

Most civil litigants have little or no knowledge of civil law and procedure. Our civil clerks spend significant time explaining forms, court rules, statutes, and procedures to litigants. With the reduction of the chief clerk position, we will no longer have the time to provide this type of assistance. The reduction of the chief clerk will create a significant. Most litigants, including both plaintiff(s) and defendant(s), do not have the resources to retain an attorney to assist them with their lawsuit. Consequently, litigants will end up frustrated and confused by a system they don't understand and believe the system does not want to help them.

- Delay in Entering New Cases and Case Processing: Litigants, primarily plaintiffs, expect a timely resolution of their case. With a reduction in staff, we anticipate a minimum of a 6 to 8-week delay in entering a new case into our case management system. Inevitably, plaintiffs will become upset and frustrated.
- Delay in Opening and Processing Mail. The civil division is assigned to open and distribute mail throughout the Court. We have a high volume of mail, receiving hundreds of pieces of mail each day. With the press of other clerical duties, mail will not be distributed in a timely manner to other court departments. The untimely distribution of mail creates several problems regarding time-sensitive matters.
- Inability to Meet the Court Rule and Statutory Time Requirements. To minimize problems associated with cases not being adjudicated on time, the Michigan Supreme Court established time requirements for adjudication. Several statutes dictate how and when a case gets processed through the system. Meeting court rules and statutory requirements will be difficult with one less person.
- Delay in the Issuance of Bench Warrants for Failure to Appear in Court: After the issuance of civil judgment, a plaintiff can petition the Court to have a defendant appear before the Court to disclose their assets. Often, the defendant does not appear. If the defendant fails to appear, the Court will issue a bench warrant for the defendant's arrest. It takes considerable time for clerical staff to prepare a bench warrant. Processing new cases will

take precedence over post-judgment collection activity. A lengthy period between a missed hearing date and the warrant issue date affords defendants more time to sell off or hide their assets. Consequently, there is a lower likelihood that a plaintiff will collect on their judgment.

The Court respectfully requests to fill the administrative services position (137007) and the chief clerk position (137006) in the civil division.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 137007 and 137006

GROUP: 0101 UAW TOPS

PAY GRADE: TOPS Grade J

FTE: 1.0 FTE

Funding: 10113700-704000

	Step 1		Step 5
Salary	54,809.20		65,412.94
Unemployment	274.05		327.06
FICA	4,192.90		5,004.09
Liability	472.51		563.92
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,466.41		2,943.58
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,233.21		1,471.79
Life	122.28		122.28
Disability	71.25		85.04
Retirement	13,269.31		15,836.47
Retirement	548.09		654.13
Workers Comp	49.33		58.87
CARES	33.12		33.12
	103,476.67		118,448.31

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: November 7, 2024

SUBJECT: Request to Authorize Acceptance of \$1,500,000 of State of Michigan Appropriations for the Kirby Road/Kinneville Road Project

For County Services and Finance, November 19 and 20, 2024

BACKGROUND

Approved in July, the State of Michigan 2025 Budget included \$1,500,000 to support improvements to the Kirby Road/Kinneville Road project. This project will include repaving portions of both roads and work at the Kirby/Kinneville intersection.

ALTERNATIVES

Do not approve the use of \$1,500,000 in State budget appropriation funds.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval of the \$1,500,000 in State budget appropriation funds committed to Ingham County for the Kirby Road/Kinneville Road project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF \$1,500,000 OF STATE OF MICHIGAN
APPROPRIATIONS FOR KIRBY ROAD/KINNEVILLE ROAD PROJECT**

WHEREAS, the State of Michigan FY 2025 Budget was signed by Governor Gretchen Whitmer on July 24, 2024; and

WHEREAS, Budget Section 1111 (2) of the FY 2025 State Budget states, “*The part 1 appropriation for critical infrastructure projects must be expended for the following: (a) \$1,500,000.00 for a road project to a county with a population between 280,000 and 290,000 according to the latest federal decennial census*”; and

WHEREAS, Ingham County is the county referred to; and

WHEREAS, these funds will go toward the repaving sections of Kirby Road and Kinneville Road, and the Kirby/Kinneville intersection; and

WHEREAS, no project costs will be incurred for a project prior to an official notice of an award, completion of required agreement and formal written authorization to incur costs is received from the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes that Ingham County accept \$1,500,000 of state budget appropriations general funds for the Kirby Road/Kinneville Road project.

BE IT FURTHER RESOLVED, that the Controller’s Office will ensure the request is eligible for State Budget Appropriations funding.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney, if deemed necessary.

TO: Finance and Liaison Committees
FROM: Ryan Chesney, Budget Analyst
DATE: November 1, 2024
RE: Resolution Approving Various Contracts for the 2025 Budget Year

This resolution will approve the attached list of contracts for the 2025 budget year. The list consists only of contracts that are included in the 2025 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

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

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2025 increase of 3.1% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2025 BUDGET YEAR

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

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

WHEREAS, funding for these contracts has been included within the 2025 Adopted Budget; and

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

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

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

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

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2024 COST	2025 PROJECTED	Proj. Increase over 2024	% Increase over 2024	Funding Source
Financial Services	MGT Consulting	CAP-Cost Allocation Plan	01/01/25	12/31/25	\$ 12,000	\$ 12,372	\$372	3.10%	General Fund
IT	BOSS	Annual Maintenance for Help Desk Software	01/01/25	12/31/25	\$ 15,161	\$ 15,631	\$470	3.10%	Network Fund
IT	Calero Software	Verismart software maintenance for phone s	8/30/2024	8/29/2025	\$ 2,578	\$ 2,658	\$80	3.10%	Network Fund
IT	NetBrain	Network Documentation Software mainten	3/30/2024	3/29/2025	\$ 6,462	\$ 6,662	\$200	3.10%	Network Fund
IT	DLT	Solarwinds network monitoring	3/31/2024	3/30/2025	\$ 2,001	\$ 2,063	\$62	3.10%	Network Fund
IT	Wavecrest	Web reporting software	2/20/2024	2/20/2025	\$ 10,796	\$ 11,131	\$335	3.10%	Network Fund
IT	CDWG	Backup Software	4/30/2024	4/29/2025	\$ 21,020	\$ 21,672	\$652	3.10%	Network Fund
IT	CDWG	VMWare Renewal	3/31/2024	3/30/2025	\$ 39,958	\$ 41,197	\$1,239	3.10%	Network Fund
IT	Sentinel	e911 support renewal	5/28/2024	5/27/2025	\$ 3,655	\$ 3,769	\$113	3.10%	Network Fund
IT	CDWG	Network Monitoring Software	10/1/2024	9/30/2025	\$ 3,050	\$ 3,145	\$95	3.10%	Network Fund
IT	ESRI	Annual Maintenance for ArcView & ArcGIS s	10/1/2024	9/30/2025	\$ 4,910	\$ 5,062	\$152	3.10%	Network Fund
IT	Zayo	Dark Fibre and maintenance	01/01/25	12/31/25	\$ 6,894	\$ 7,108	\$214	3.10%	Network Fund
IT	Revize	Website licensing/support	6/1/2024	5/31/2025	\$ 10,935	\$ 11,274	\$339	3.10%	Network Fund
IT	KnightWatch	Ocularis renewal for cameras	01/01/25	12/31/25	\$ 21,311	\$ 21,972	\$661	3.10%	Network Fund
IT	CDWG	Secure Remote Desktop Access	01/01/25	12/31/25	\$ 19,329	\$ 19,928	\$599	3.10%	Network Fund
IT	CDWG	MultiFactor Authentication Software	10/1/2024	9/30/2025	\$ 57,953	\$ 59,750	\$1,797	3.10%	Network Fund
IT	CDWG	Asset Monitoring Software	5/1/2024	4/30/2025	\$ 3,884	\$ 4,005	\$120	3.10%	Network Fund
IT	CDWG	Zoom	3/31/2024	3/30/2025	\$ 20,592	\$ 21,230	\$638	3.10%	Network Fund
IT	CDWG	Password Reset Software	01/01/25	12/31/25	\$ 2,734	\$ 2,818	\$85	3.10%	Network Fund

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2024 COST	2025 PROJECTED	Proj. Increase over 2024	% Increase over 2024	Funding Source
IT	I.D. Networks	Finger Roll Livescan System	01/01/25	12/31/25	\$ 8,888	\$ 9,164	\$276	3.10%	Network Fund
IT	CDWG	Network Scanning Software	6/16/2024	6/16/2025	\$ 3,770	\$ 3,887	\$117	3.10%	Network Fund
IT	Wizer	User Security Training	3/25/2024	3/24/2025	\$ 8,828	\$ 9,102	\$274	3.10%	Network Fund
IT	Webtecs	Annual Maintenance for law software	01/01/25	12/31/25	\$ 7,883	\$ 8,127	\$244	3.10%	Network Fund
IT	Core Technologies	Support Talon Desktop Client	12/1/2024	12/1/2025	\$ 11,174	\$ 11,521	\$346	3.10%	Network Fund
IT	PAAC/PAAM	Code CD software	01/01/25	12/31/25	\$ 9,470	\$ 9,763	\$294	3.10%	Network Fund
IT	Westlaw	Annual maintenance for Courts	01/01/25	12/31/25	\$ 26,883	\$ 27,716	\$833	3.10%	Network Fund
IT	Revize	Website licensing/support-Animal Control	6/1/2024	5/31/2025	\$ 1,261	\$ 1,300	\$39	3.10%	Network Fund
Ingham Conservation District	Ingham Conservation District	Environmental Conservation	01/01/25	12/31/25	\$ 10,000	\$ 10,000	\$0	0.00%	General Fund