

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 20, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/86450715060>.

Agenda

Call to Order

Approval of the [April 6, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Department Head Update – Innovation & Technology [Update](#) by Deb Fett
2. Facilities Department
 - a. Resolution to Authorize an Agreement with [Granger Waste Services Inc.](#), for Waste and Recycling Services for Multiple Ingham County Buildings and Locations
 - b. Resolution to Authorize an Agreement with [LJ Trumble Group](#) for the Gymnasium Ceiling Tile Replacement at the Ingham County Youth Center
 - c. Resolution to Authorize an Agreement with [Reith-Riley Construction Company, Inc.](#), for the East Side Asphalt Replacement at the Ingham County Fair Grounds
3. Road Department – Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on [Bellevue Road](#) from Onondaga Road to Hull Road
4. Controller's Office
 - a. Resolution to Authorize a Contract with LEAP for an American Rescue Plan Funded [Small Business Rescue Grant](#) Program
 - b. Resolution to Utilize American Rescue Plan Funds to Reimburse the Greater Lansing [Convention and Visitor's Bureau](#) for COVID-19 Related Lost Revenue
5. Board of Commissioners
 - a. Resolution to Authorize the Continuation of the Declaration of the [State of Emergency](#) for the County of Ingham
 - b. Resolution to Recognize Women's "[Equal Pay Days](#)" in Ingham County
6. Human Resources
 - a. Resolution to Authorize an Educational Partnership Agreement with [Davenport University](#)
 - b. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)
 - c. Written Attorney/Client Privileged Legal Opinion from Corporation Counsel Pursuant to MCL 15.268(h) (*Closed Session*)

Announcements
Public Comment
Adjournment

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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

April 6, 2021

Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County, Michigan), Celentino (Ingham County, Michigan), Grebner (Ingham County, Michigan), Sebolt (Ingham County, Michigan), Slaughter (Ingham County, Michigan), Peña (Ingham County, Michigan), and Naeyaert (Ingham County, Michigan).

Members Absent: None.

Others Present: Commissioner Crenshaw, Treasurer Eric Schertzing, Gregg Todd, Becky Bennett, Jared Cypher, Scott Hendrickson, Georgia Arnold, Alan Fox, Sue Graham, Richard Terrill, Bill Fowler, David Burns, Carla Clos, Kelly Jones, Roxanne Case, Mary Ferranti, Andy Kilpatrick, Miguel Rodriguez, Teri Morton, and Michael Tanis.

Approval of the March 16, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 16, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitute –

11. Board of Commissioners

- d. Resolution to Re-Establish and Change the Composition of the Environmental Affairs Commission

Change –

9. Road Department

- a. Resolution to Authorize a Second Party Agreement with MEDC and a Third Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

Late –

9. Road Department

- b. Resolution for Support of Two Road Department Applications to the US House Appropriations Committee Community Project Funding Program

Limited Public Comment

None.

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

2. Farmland and Open Space Preservation Board – Resolution to Suspend the Farmland and Open Space Preservation Board’s 2021 Application Cycle
3. Circuit Court – Special Leave Extension Request
4. Clerk’s Office – Resolution to Authorize the Purchase of Services for Self Service Upgrade
5. Treasurer’s Office – Resolution to Authorize a Contract with Mesirow Financial Investment Management, Inc.
6. Drain Commissioner – Resolution to Approve Agreement for Work in County Road Right of Way by Smith and Oesterle Drain Drainage District
7. Equalization Department – Resolution to Authorize the Posting and Funding of the Deputy Equalization Director Position within the Ingham County Equalization/Tax Mapping Department
8. Facilities Department
 - a. Resolution Creating a Project Manager Position in the Facilities Department
 - b. Resolution to Authorize an Amendment to Resolution #21-088 to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building
9. Road Department
 - a. Resolution to Authorize a Second Party Agreement with MEDC and a Third Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project
 - b. Resolution for Support of Two Road Department Applications to the US House Appropriations Committee Community Project Funding Program
11. Board of Commissioners
 - a. Resolution Recognizing the Renaming of the “Ingham County Cultural Diversity Committee” to the “Ingham County Cultural Diversity, Equity and Inclusion Committee”
 - b. Resolution Supporting the Federal for the People Act which Changes Campaign Finance Laws to Reduce the Influence of Money in Politics
 - c. Resolution to Recognize American Revolutionary War Patriot Private Ephraim Wheaton

- d. Resolution to Re-Establish and Change the Composition of the Environmental Affairs Commission

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Georgia Arnold interviewed for the Equal Opportunity Committee.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO RECOMMEND APPOINTMENT OF GEORGIA ARNOLD TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

10. Controller's Office – American Rescue Plan Act of 2021 Proposals (*Discussion*)

Gregg Todd, County Controller, provided an overview of the memo he had provided to the County Services Committee.

Commissioner Crenshaw stated that he had concerns regarding the naming of scholarship program. He further stated that he was not sure if that was the best title for what the County had planned.

Commissioner Celentino stated that he agreed with Commissioner Crenshaw.

Chairperson Stivers stated that she liked the name Career Development Grants.

Commissioner Sebolt asked if the County was looking at apprenticeship programs.

Mr. Todd stated yes. He further stated that he talked with Sue Graham, Human Resources Director, about including apprenticeship programs.

Chairperson Stivers stated that the County Services Committee would like to see as many of these resolutions as quickly as possible. She further stated that for the sake of expedience, it was best to have the Controller's Office to present ideas to the County Services Committee.

Chairperson Stivers asked if collective bargaining needed to be included in discussions regarding premium pay.

Mr. Todd stated that there was a closed session at the next meeting of the Board of Commissioners with legal counsel to talk about negotiations. He further stated that it would be a good opportunity to have discussions regarding premium pay.

Chairperson Stivers asked who was the point person for Innovation and Technology (IT) upgrades.

Mr. Todd stated that it was Deb Fett, IT Director. He further stated that the idea needed to be fine-tuned.

Chairperson Stivers stated that she hoped to set a hopeful deadline of two meetings of the County Services Committee to nail as many of the resolutions as possible.

Chairperson Stivers asked for details about Lansing Economic Area Partnership (LEAP) grants.

Mr. Todd stated that LEAP shared a proposal with the Controller's Office. He further stated that in terms of their Small Business Rescue Grant, LEAP hoped to use the Michigan Small Business Restart Program model.

Mr. Todd stated that through use of their proposal, the County could build a resolution. He further stated that LEAP would be a good partner for getting money out.

Chairperson Stivers asked for details about the Greater Lansing Convention and Visitors Bureau (GLCVB).

Mr. Todd stated that Julie Pingston, GLCVB President and CEO, knew what she needed, and that a resolution could be before Commissioners at the next meeting of the County Services Committee.

Chairperson Stivers asked if the additional staffing proposal would need time to be put together.

Mr. Todd stated yes.

Chairperson Stivers stated that in terms of the Housing Trust Fund, she wanted to be sure that the County explored all possible options in addition to the Land Bank. She further stated that it would require a more detailed proposal from the Land Bank.

Commissioner Sebolt asked where the conversation was in terms of premium pay for Community Mental Health (CMH) workers. He further asked that because Clinton or Eaton counties benefited from CMH and GLCVB, he wondered if Mr. Todd had reached out to those counties.

Mr. Todd stated that he had not reached out to those other counties. He further stated that he wanted to keep the premium pay within County employees.

Mr. Todd stated that the Controller's Office would be mailing a letter to cities and municipalities regarding sewer, water, and broadband.

Commissioner Celentino asked if the letter was only regarding infrastructure needs.

Mr. Todd stated yes.

Commissioner Celentino asked if he could receive a copy of the letter being mailed to cities and municipalities.

Mr. Todd stated yes.

Commissioner Slaughter stated that he was not sure if the municipalities would be the best people to talk to regarding broadband needs. He further stated that it might make more sense to reach out to Connect Michigan or other local broadband providers.

Mr. Todd stated that he met with Meridian Township regarding broadband. He further stated that their first step was sending out a survey to gauge broadband needs, and that could be looked at for a possible countywide survey.

Commissioner Grebner asked if septic and well concerns would be addressed through the County Services Committee or Human Services Committee.

Mr. Todd stated that in the letter mailed to cities and municipalities, it mentioned septic and well. He further stated that his idea was definitely worth pursuing.

Commissioner Grebner stated that his idea would be for the County to match funds with townships to pay for the cost of fixing septic and well systems for people who had evaded inspections. He further stated that otherwise, the County would not be doing much of anything in the general law townships.

Chairperson Stivers stated that the Parks Commission was also interested in requesting funds for similar septic and well concerns at Burchfield Park.

Chairperson Stivers stated that she had been in contact with Sara Lurie, CMH Executive Director, and encouraged her to submit a proposal to the Human Services Committee for various programs. She further stated that mental health was healthcare, even if the Ingham County Health Department (IHD) did not provide the service.

Commissioner Sebolt asked if the County still thought to share ideas with cities and municipalities to cross-reference their plans.

Mr. Todd stated that they still could. He further stated that he reached out to City of East Lansing and City of Lansing, but had not heard much back.

Discussion.

Commissioner Celentino stated that while he was not a member of the Human Services Committee, he would look for when CMH submitted their proposal for premium pay was if they had submitted that proposal to Clinton and Eaton counties.

Commissioner Celentino asked if there was a due date on the letter for cities and municipalities.

Mr. Todd stated no. He further stated that he would add a due date.

Chairperson Stivers stated that she would relay that to Ms. Lurie. She further stated that she would not want mental health in the County to suffer because two counties had different governments.

Announcements

Commissioner Peña stated that as a reminder the eligibility for the COVID-19 vaccine had lowered the age requirement to 16+ years of age for those who had high school-aged children.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:10 p.m.

**APRIL 20, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2a. Facilities Department – Resolution to Authorize an Agreement with Granger Waste Services Inc., for Waste and Recycling Services for Multiple Ingham County Buildings and Locations

This resolution authorizes a contract with Granger Waste Services, Inc. for waste removal and recycling services for Facilities, Fair Grounds, Road Department, Parks, and Potter Park Zoo. An RFP was issued and Granger Waste Services, Inc. was the only bidder and submitted a responsible proposal of \$92,733 annually for waste removal and recycling pick up at 19 different locations for the next three years with a two-year renewal option.

See memo for details.

2b. Facilities Department – Resolution to Authorize an Agreement with LJ Trumble Group for the Gymnasium Ceiling Tile Replacement at the Ingham County Youth Center

This resolution authorizes a contract with LJ Trumble Group for replacement of ceiling tiles at the Youth Center's gym (they are falling and are a safety hazard). LJ Trumble Group, a local vendor, submitted the lowest responsive and responsible quote of \$44,300 to replace the ceiling tiles. The fire suppression system will need to have the sprinkler heads replaced. Boynton Fire Safety Service, who we hold a contract with, quoted the replacements at a cost of \$1,500. A purchase order will need to be issued to Boynton.

\$50,500 is requested (\$45,800 plus \$4,700 contingency) and a transfer to the 2020 CIP line item of \$25,500 from the 2018 CIP line item Youth Center tuck-pointing project which has a balance of \$39,615.

See memo for details.

2c. Facilities Department – Resolution to Authorize an Agreement with Reith-Riley Construction Company, Inc., for the East Side Asphalt Replacement at the Ingham County Fair Grounds

This resolution authorizes a contract with Reith-Riley Construction Co., for the east side of the horse arena asphalt replacement. Reith-Riley Construction Co., a local vendor, submitted the lowest responsive and responsible proposal of \$200,441.75 for the asphalt replacement.

Facilities is requesting a contingency of \$8,000 for any unforeseen circumstances for a grand total not to exceed \$208,441.75. Funds are available in the Hotel/Motel (Holiday Inn) Fund line item.

See memo for details.

3. Road Department – Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on Bellevue Road from Onondaga Road to Hull Road

This resolution amends an second party agreement between MDOT and Ingham County to reflect additional funding amounts available from the Tri-County Regional Planning Commission. The benefit of this amendment is that the Road Department will save over \$100,000 in project expenditures in the 2021 fiscal year.

See memo for details.

4a. Controller's Office – Resolution to Authorize a Contract with LEAP for an American Rescue Plan Funded Small Business Rescue Grant Program

This resolution authorizes a contract with LEAP for a Small Business Rescue Grant Program utilizing up to \$11,000,000 of American Rescue Plan funds.

See memo for details.

4b. Controller's Office – Resolution to Utilize American Rescue Plan Funds to Reimburse the Greater Lansing Convention and Visitor's Bureau for COVID-19 Related Lost Revenue

This resolution authorizes a lost revenue reimbursement of \$1,400,000 to GLCVB for lost 2020 accommodation tax revenue (PA 263) through American Rescue Plan funds.

See memo for details

5a. Board of Commissioners – Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham

This resolution authorizes a continuation of the State of Emergency through April 30, 2021.

5b. Board of Commissioners – Resolution to Recognize Women's "Equal Pay Days" in Ingham County

This resolution supports the Ingham County Women's Commission in supporting efforts to inform the public and raise awareness about the need for policies that address sex- and race-based pay disparities.

6a. Human Resources – Resolution to Authorize an Educational Partnership Agreement with Davenport University

This resolution authorizes a partnership agreement with Davenport University for the benefit of our employees to provide special access to and financial support for participation in Davenport University's Associate's, Bachelor's, and Master's degree programs as well as non-credit education programs for themselves and their dependents.

No costs to the County. See memo for details.

ADDITIONAL ITEMS:

- Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)
- Written Attorney/Client Privileged Legal Opinion from Corporation Counsel Pursuant to MCL 15.268(h) (*Closed Session*)

TO: Board of Commissioners County Services Committee
FROM: Deb Fett, Chief Information Officer
DATE: April 9, 2021
SUBJECT: Innovation and Technology Department Update: 2020 Highlights
For the meeting agenda of April 20

OVERVIEW

The world changed in 2020 in ways that challenged all of us. Suddenly it was critical that technology not only was reliable, it had to be flexible and available in ways that were unheard of in decades past. Our team rose to the challenge by rolling out laptops and remote access faster than we ever had before. Virtual meetings allowed departments to continue doing the County's business even though we were located miles apart.

2020 CHANGES

For an example of how IT changed for Ingham County, there were almost 100 additional laptops sent out with employees within the first couple of weeks to allow remote work. By the end of the first year of remote work, there were over 200 additional laptops deployed to Ingham County employees. To give an idea of scope, there were only approximately 600 laptops already in use throughout the County and approximately 700 desktops prior to 2020.

Each of those additional laptops had to be setup, configured, have software installed, and have the employee sign in while on Ingham County premises to be sure that it would function properly while the employee was working remotely. All this was done with no real increase in our ticket numbers which is amazing given the size of the undertaking.

Going forward, Ingham County will only be issuing laptops or other portable devices to our employees that have the capability of working remotely. Only those functions that must remain physically on premise will have desktops. This will not only make our employees more flexible, it will allow IT to adapt to our departments' changing workforce requirements on a much faster timetable.

Our team has also dealt incredibly well with the restrictions of having to support our users mainly via remote tools in order to follow State guidelines. It has also been much harder to fix problems when you are dealing with speed and quality issues from the various home Internet providers. They have developed a much better understanding for the frustrated users who may not be able to easily describe the issue or understand technical directions when they used to be able to have someone come to them who could fix it while they do other things.

PROJECTS

Although the overarching theme of 2020 was the pandemic and Ingham County's efforts to deal with it, there were still IT projects that needed to be completed. One of the major projects was updating our aging datacenters with new equipment and storage. That project was halted for several months due to restrictions on in person access to our facilities. Once these restrictions were relaxed, the project continued and our datacenters are now up to date and fully operational. These upgrades will allow us to provide reliable, resilient, secure computing to our Ingham County departments for several years by which time the cloud environment will be re-evaluated for cost effectiveness and security.

Another project that should be completed as of the time of this meeting is our Microsoft Office 365 migration. This migration not only moves our email systems to the Microsoft government cloud for more availability offsite, it will provide greater access to software such as SharePoint and Microsoft Teams that will hopefully enhance our organizational communication. This also allows us to take advantage of the other features of O365 such as Advanced Threat Protection and Message Encryption for email which will provide stronger protection than our current methods. Overall, Ingham County has moved over 1500 users to Office 365.

A project that has just finished as well is the new fiber installation for our new Animal Control building and the upcoming Justice Complex. This project will allow us to have dedicated fiber connectivity between our main datacenters and the complex. This will reduce the reliance on traditional connections that have been more likely to be subject to congestion and other outages and instead allowing those to be used for redundancy.

Our developers have been busy as well. The Ingham County Jail has a new library application that is ready to go live. This will allow better documentation of who has library books checked out and an inventory of what is available. There is also an Ingham County Fairgrounds application for mobile devices that is in the works. This will not only have the events schedule on it but also a map of the fairgrounds. Other features can be added as the need arises.

Our archival backup project is now in place and operational as well. This is a method to allow us to have backups that cannot be easily reached by conventional ransomware attacks as it is segregated from our internal network with additional security. Although it is always possible that a threat could come into our network and somehow get through our multiple layers of defense to reach our servers, this gives us just that one more layer of security to help us to recover our systems more quickly should the worst happen.

A project that is still in process is the revamp of the Ingham County website. There are only a couple of large departments that are yet to be moved over to the new design and hosting location. Two of those are our Board of Commissioners pages and our Health Department. With the demands placed on them during this pandemic it is understandable why this has been a lower priority. We anticipate that if things will calm down for a while they can move forward again.

Another work in process is our Courtview database conversion. This project will move our current system from the Oracle platform to a Microsoft platform. The main reasons to make this move are the end of life of our server hardware for the Oracle platform and the greater availability of support resources on the Microsoft platform. Although the Oracle platform has its positive features it does not align with our resources. There are currently several aspects of this conversion going on including not only the main database conversion but also the conversion of the integrations. This project will be completed yet this year.

One of our larger projects should be close to completion soon as well. Over the past several years IT has been upgrading the infrastructure at our various locations. The premise behind the upgrade/restructuring is to create isolated islands of automation that accommodate the resources needed by the various users, groups, and departments while preventing access or contamination of other areas. This has also allowed us to upgrade our wireless infrastructure. Replacing the wireless access points has allowed Ingham County to better secure our data, allowed employees to be more efficient by having faster connectivity to applications, and has provided better wireless access to guests/constituents who may visit our sites.

FUTURE

As you may realize, the world of technology is always changing and evolving. It only makes sense that our County IT needs to evolve and change as well. Over the past year we have been doing a review of what we have, what appears to be working, and what could be changed to better support our departments and public. Naturally this will still require more direct feedback and input from our departments which will be forthcoming but there are a few very obvious needs. Some of those needs will be addressed in requests from the American Rescue Plan funds and the 2022 budget process, others will be done through internal processes or Board Resolutions to be submitted soon.

Some of the potential projects that we believe will be very beneficial to the County include electronic timecards, a new employee portal for sharing information internally, and revising some of our current processes. Those processes could potentially include vendor registration, requesting employee access to our systems, and our workflows for time consuming paper forms.

Agenda Item 2a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 6, 2021

RE: Resolution to Authorize an Agreement with Granger Waste Services, Inc. for Waste and Recycling Services for Multiple Ingham County Buildings and Locations

For the meeting agendas of: April 20 & 21

BACKGROUND

The agreement for waste removal and recycling services is set to expire on April 30, 2021. The departments covered by the agreement include Facilities, Fair, Road, Parks, and Potter Park Zoo. An RFP was issued and only one proposal was received. Granger Waste Services, Inc. submitted a responsible proposal of \$92,733 annually for waste removal and recycling pick up at 19 different locations for the next three years with a two-year renewal option.

ALTERNATIVES

The alternative would be to eliminate recycling services, which would allow other waste management companies to submit a proposal.

FINANCIAL IMPACT

Funds are available in the appropriate 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 agreement with Granger Waste Services, Inc. for waste removal and recycling services at several county buildings and locations.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: March 16, 2021

CC: Timothy Morgan, Parks Director
 Lindsey Mckeever, Fairgrounds Events Director, Fair Office
 Tom Gamez, Director of Operations, Road Department

RE: Memorandum of Performance for RFP No. 38-21 Waste and Recycling Services

Per your request, the Purchasing Department sought proposals for countywide waste and recycling services for a period of three years with an option to renew for an additional two-year period.

Locations include:

Facilities Hilliard (Mason), Jail (Mason), Human Services (Lansing), Youth Center (Lansing), Family Center (Lansing), VMC/GPB (Lansing), 911 Dispatch Center (Lansing) and McLaren (ICCHC) (Lansing)

Fair Fairgrounds (Mason)

Parks Burchfield Park (Holt), Lake Lansing Park (Haslett), Hawk Island (Lansing), Potter Park Zoo (Lansing)

Road Mason Location (Brush Street), Metro (Aurelius Rd), Williamston Location

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	13	3
Vendors responding	1	1

A summary of the vendors' costs:

Vendor Name	Local Preference	Annual Cost
Granger Waste Services Inc.	Yes, Lansing MI	\$92,733.00

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRANGER WASTE SERVICES INC., FOR WASTE AND RECYCLING SERVICES FOR MULTIPLE INGHAM COUNTY BUILDINGS AND LOCATIONS

WHEREAS, the current agreement for waste and recycling services is set to expire on April 30, 2021; and

WHEREAS, the departments included are Facilities, Fair, Road, Parks, and Potter Park Zoo for a total of 19 locations; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Granger Waste Services Inc., who submitted a responsive and responsible proposal of \$92,733 annually for waste removal and recycling services for the next three years with a two-year renewal option; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Granger Waste Services Inc., 16980 Wood Road, Lansing, Michigan 48906, for waste and recycling services for an annual cost of \$92,733 for the next three years with a two-year renewal option.

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: Rick Terrill, Facilities Director

DATE: April 6, 2021

RE: Resolution to Authorize an Agreement with LJ Trumble Group for the Gymnasium Ceiling Tile Replacement at the Ingham County Youth Center

For the meeting agendas of: April 20 & 21

BACKGROUND

The ceiling tiles in the Youth Center’s gymnasium are falling and have become a safety hazard to staff and juvenile detainees. LJ Trumble Group, a local vendor, submitted the lowest responsive and responsible quote of \$44,300 to replace the ceiling tiles.

The fire suppression system will need to have the sprinkler heads replaced. Boynton Fire Safety Service, who we hold a contract with, quoted the replacements at a cost of \$1,500. A purchase order will need to be issued to Boynton.

We are requesting a contingency of \$4,700 for any unforeseen circumstances for a grand total not to exceed \$50,500.

ALTERNATIVES

The alternative would be to postpone the project risking the chance of increase in costs and leaving it in an unsafe condition.

FINANCIAL IMPACT

The 2020 approved CIP line item #264-66400-976000-20F08 with a balance of \$25,000 does not have enough funding for the project. We are requesting a transfer of \$25,500 from the approved 2018 CIP line item #245-66299-931000-8F05, a previous Youth Center tuck-pointing project that has a balance of \$29,615.00.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
264-66400-976000-20F08	\$25,000.00	\$25,000.00	\$25,000.00	\$0
Juvenile Justice Millage				
245-66299-931000-8F05	\$85,000.00	\$29,615.00	\$25,500.00	\$4,115.00
Public Improvements 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 LJ Trumble Group for the Youth Center ceiling tile replacement and a purchase order to Boynton Fire Safety Service to replace the sprinkler heads.

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 18, 2021
RE: Memorandum of Performance for RFP No. 14-21 Ceiling Tile Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing and installing new tectum ceiling tiles in the Ingham County Youth Center’s Gymnasium.

The scope of work includes, but is not limited to, removing and disposing of existing tiles, repairing and/or replacing any existing damaged ceiling grid, providing and installing new crossbars to allow for the installation of new tectum tiles, and repairing any damaged or compromised grid supporting wires.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	49	15
Vendors responding	2	2

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Bid Bond	Providing and installing 2' x 4' tectum ceiling tile, replace existing grid, and install hold down clips
			Total Bid
L.J. Trumble Group	Yes, Lansing MI	Yes	\$44,300.00
Walker Commercial Interiors	Yes, Okemos MI	Yes	\$44,600.00
DSI Acoustical Company	Yes, Lansing MI	No Bid Bond Non-responsive submission	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LJ TRUMBLE GROUP FOR THE GYMNASIUM CEILING TILE REPLACEMENT AT THE INGHAM COUNTY YOUTH CENTER

WHEREAS, the ceiling tiles in the Youth Center's gymnasium are falling and have become a safety hazard to staff and juvenile detainees; and

WHEREAS, the fire suppression system will need to have the sprinkler heads replaced; and

WHEREAS, a purchase order will be issued to Boynton Fire Safety Service, who we hold a contract with, for \$1,500 to replace the sprinkler heads; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with LJ Trumble Group, a local vendor, who submitted the lowest responsive and responsible proposal of \$44,300 to replace the gymnasium ceiling tiles at the Youth Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,700 to cover any unforeseen circumstances; and

WHEREAS, funds in the approved 2020 CIP line item #264-66400-976000-20F08 with a balance of \$25,000 are not sufficient, therefore the Facilities Department is requesting a transfer of \$25,500 from the approved 2018 CIP line item #245-66299-931000-8F05, a previous Youth Center tuck-pointing project that has a balance of \$29,615.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with LJ Trumble Group, 6850 Aurelius Road, Lansing, Michigan 48911, for the replacement of the gymnasium ceiling tile at the Ingham County Youth Center for a total not to exceed \$49,000 which includes a \$4,700 contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Boynton Fire Safety Service, 1031 Northcrest Road, Lansing, MI, 48906, for the replacement of the sprinkler heads for a cost of \$1,500.

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

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

Agenda Item 2c

TO: Board of Commissioners, Human Services, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 6, 2021
RE: Resolution to Authorize an Agreement with Reith-Riley Construction Company Inc., for the East Side Asphalt Replacement at the Ingham County Fair Grounds

For the meeting agendas of: April 19, 20 & 21

BACKGROUND

The asphalt surface on the east side of the horse arena is structurally failing and beyond repairs. An additional pathway along the east side of the horse arena will be added that will be utilized for events and camping. Reith-Riley Construction Co., a local vendor, submitted the lowest responsive and responsible proposal of \$200,441.75 for the asphalt replacement. We are requesting a contingency of \$8,000.00 for any unforeseen circumstances for a grand total not to exceed \$208,441.75.

ALTERNATIVES

The alternative would be to postpone the project risking the chance for an increase in costs.

FINANCIAL IMPACT

Funds are available in the Hotel/Motel Fund line item #561-76900-974000.

The funds for this project have been saved for multiple years, so the funding will not fall short to complete the needed asphalt replacement.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
561-76900-974000	\$321,475.00	\$292,475.00	\$208,441.75 Includes contingency	\$84,033.25
Hotel/Motel 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 Reith-Riley Construction Co., for the east side asphalt replacement and additional pathway at the Ingham County Fair Grounds.

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 29, 2021
RE: Memorandum of Performance for RFP No. 51-21 Asphalt Pavement Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced asphalt contractors for replacing designated roadways and parking lots at the Ingham County Fairgrounds, in accordance with the specifications and drawings prepared by the County’s consultant, Wolverine Engineers & Surveyors, Inc.

The scope of work includes, but is not limited to, all pulverizing excavation, filling and compaction and other sub-base preparation for bringing the new pavement areas to designated levels, together with the placing of hot mix asphalt leveling and hot mix asphalt wearing course, and all other construction shown on the plans and described on the Proposal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	10
Vendors responding	4	3

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Amount of Bid
TomCo Asphalt Inc.	Yes, Mason MI	\$256,088.00
Rieth-Riley Construction Co.	Yes, Mason MI	\$200,441.75
Leavitt & Stark Excavating Inc.	No, Lansing MI	\$224,548.55
America Asphalt Inc.	Yes, Lansing MI	\$224,480.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REITH-RILEY CONSTRUCTION COMPANY, INC., FOR THE EAST SIDE ASPHALT REPLACEMENT AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the asphalt surface on the east side of the horse arena is structurally failing and beyond repair; and

WHEREAS, an additional pathway along the east side of the horse arena will be added; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Reith-Riley Construction Company, Inc., a local vendor, who submitted the lowest responsive and responsible proposal of \$200,441.75 for the asphalt replacement at the Ingham County Fairgrounds; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the Hotel/Motel Fund line item #561-76900-974000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Reith-Riley Construction Company, Inc., 4150 South Creyts Road, Lansing, Michigan 48917, for the asphalt replacement at the Ingham County Fairgrounds for a grand total not to exceed \$208,441.75 which includes an \$8,000.00 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 3

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: April 6, 2021

SUBJECT: Proposed Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on Bellevue Road from Onondaga Road to Hull Road

For the meeting agendas on April 20, 21 and 27

BACKGROUND

The Ingham County Road Department received state Transportation Economic Development Fund, Category “D” (TEDD) funding and federal Surface Transportation Program (STP) funding to rehabilitate Bellevue Road from Onondaga Road to Hull Road in Sections 21-28 of Onondaga Township and Sections 19-21 & 28-30 of Leslie Township. The scope of work includes full depth pavement recycling and rehabilitation work including hot mix asphalt resurfacing, aggregate shoulders, traffic signal installation, and other necessary related work. The project has been designed pursuant to applicable federal, state, and local design specifications. A second party agreement between MDOT and Ingham County was executed on March 16, 2021, which defined the Road Department’s administration and financial responsibilities for the project. The Board of Commissioners adopted Resolution #21-117 on March 9, 2021 authorizing the execution of the above referenced MDOT Contract (Contract #21-5023).

Recently, the Tri-County Regional Planning Commission (TCRPC) updated the funding amounts available for several of the STP funding sources allocated for this project, requiring a contract amendment to be executed (MDOT Contract #21-5163). The benefit of this amendment is that the Road Department will save over \$100,000 in project expenditures in the 2021 fiscal year.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The STP funding is not capped and pays for 80% of the construction costs, the TEDD funding pays for construction costs up to the capped amount of \$136,557 and can be used as a portion of the Local Agency’s match for the STP funds, with the remaining construction costs being the responsibility of the Local Agency. This project is also utilizing advance construction STP funds from the 2022 and 2023 fiscal years in the amount of \$777,263. The Road Department is required to make a deposit in the amount of \$388,631.50 for use of these advance construction funds, which can be reimbursed as early as the 2022 MDOT fiscal year.

Per Exhibit 1 of the associated MDOT Contracts, the estimated cost for the project is as follows:

	Contract #21-5023	Contract #21-5163	Difference
TEDD:	\$ 136,557	\$ 136,557	\$ 0
2021 STP:	\$ 1,403,000	\$ 1,674,702	\$ + 271,702
2022-2023 STP:	\$ 1,049,682	\$ 777,263	\$ - 272,419
Local Participation:	<u>\$ 1,033,561</u>	<u>\$ 1,034,278</u>	<u>\$ - 717</u>
	\$ 3,622,800	\$ 3,622,800	\$ 0
2022-23 STP Deposit:	\$ 500,000	\$ 388,631.50	\$ - 111,368.50

The Road Department would be responsible for the estimated local participation costs of \$1,034,278 shown above, plus the \$388,631.50 deposit to use advance construction STP Funds for a total anticipated 2021 expense of \$1,422,909.50. The local costs as described above have been included in the 2021 Road Budget.

As noted in the above comparison of contract costs, the 2021 STP funding is increasing by \$271,702 and the 2022-2023 STP funding is reduced by \$272,419. The benefit in reducing the 2022-2023 STP funds is that the STP Deposit required to be paid by the Road Department in 2021 is reduced by \$111,368.50, thus reducing the amount of money expended in the 2021 budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to amend the second party agreement with MDOT as described in Contract 21-5163.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND A SECOND PARTY AGREEMENT BETWEEN
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)
AND INGHAM COUNTY IN RELATION TO A STATE AND FEDERALLY FUNDED PROJECT ON
BELLEVUE ROAD FROM ONONDAGA ROAD TO HULL ROAD**

WHEREAS, the Ingham County Road Department received state Transportation Economic Development Fund, Category “D” (TEDD) funding and federal Surface Transportation Program (STP) funding to rehabilitate Bellevue Road from Onondaga Road to Hull Road in Sections 21-28 of Onondaga Township and Sections 19-21 & 28-30 of Leslie Township; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into a second party agreement (Contract #21-5023) with the Michigan Department of Transportation (MDOT) on March 16, 2021, consistent with state and federal funding requirements; and

WHEREAS, the Board of Commissioners adopted Resolution #21-117 on March 9, 2021 authorizing the execution of MDOT Contract #21-5023; and

WHEREAS, the Tri-County Regional Planning Commission revised the funding amounts allocated to the STP program in 2021, 2022, and 2023 which required an amended second party agreement (Contract #21-5163) to be executed between the County and MDOT; and

WHEREAS, the amended MDOT Contract #21-5163 states the STP funding pays for 80% of the actual construction costs and the TEDD funding pays up to the capped amount of \$136,557, with the remaining funding being the responsibility of the Road Department; and

WHEREAS, the project is utilizing advance construction STP funds from the 2022 and 2023 fiscal years in the amount of \$777,263, requiring a deposit from the Road Department in the amount of \$388,631.50, which shall be eligible for reimbursement from STP funds in the 2022-2023 fiscal years; and

WHEREAS, per Exhibit 1 of the associated MDOT Contracts, the estimated cost for the project is as follows:

	Contract #21-5023	Contract #21-5163	Difference
TEDD:	\$ 136,557	\$ 136,557	\$ 0
2021 STP:	\$ 1,403,000	\$ 1,674,702	\$ + 271,702
2022-2023 STP:	\$ 1,049,682	\$ 777,263	\$ - 272,419
Local Participation:	<u>\$ 1,033,561</u>	<u>\$ 1,034,278</u>	<u>\$ - 717</u>
	\$ 3,622,800	\$ 3,622,800	\$ 0
 2022-23 STP Deposit:	 \$ 500,000	 \$ 388,631.50	 \$ - 111,368.50; and

WHEREAS, the anticipated local participation for the construction costs and the STP advance construction deposit are included in the 2021 Road Budget; and

WHEREAS, the project will be undertaken pursuant to a contract between MDOT and the Contractor; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the second party agreement with the Michigan Department of Transportation as detailed in Contract #21-5163 for the rehabilitation of Bellevue Road from Onondaga Road to Hull Road in Sections 21-28 of Onondaga Township and Sections 19-21 & 28-30 of Leslie Township, for a total estimated cost of \$3,622,800, consisting of a capped amount of \$136,557 in Transportation Economic Development Fund Category "D" funding, \$1,674,702 in 2021 Surface Transportation Program funding, \$777,263 in 2022-2023 Surface Transportation Program funding, and \$1,034,278 in Ingham County Road Department funds, which has been included in the 2021 Road Budget.

BE IT FURTHER RESOLVED, that the Ingham County Road Department will provide the Michigan Department of Transportation (MDOT) with a \$388,631.50 deposit for use of advance construction funds from the 2022-2023 Surface Transportation Program, with the deposit being eligible for reimbursement during the 2022-2023 MDOT fiscal years.

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.

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: April 8, 2021

SUBJECT: RESOLUTION TO AUTHORIZE A CONTRACT WITH LEAP FOR AN AMERICAN RESCUE PLAN FUNDED SMALL BUSINESS RESCUE GRANT PROGRAM
For the meeting agendas of April 20 and 21, 2021

BACKGROUND

Per previous guidance from the County Services Committee, this resolution authorizes a contract with Lansing Area Economic Partnership (LEAP) for a Small Business Rescue Grant program funded through the American Rescue Plan (ARP) funds. This program would fit the eligibility requirements of the bill, specifically:

To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

ALTERNATIVES

LEAP is the best organization to partner with on this program as they have the necessary experience and contacts in the Ingham County business community. We are not staffed to do this type of program at the County.

The \$11 million amount is per the LEAP proposal request (see attached) but this program could be funded at a lesser amount.

FINANCIAL IMPACT

As this funding will be entirely through the First Tranche Amount of ARP funds, there will be no impact on the County General Fund.

OTHER CONSIDERATIONS

This program appears to be eligible for ARP funding although there are currently no established regulations.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Short-term

Small Business Rescue Grant Program

\$11M

GOAL Use LEAP's pandemic-response grant administration expertise to deliver:

Equitable + Objective + Efficacious

financial support to small businesses in Ingham County that experienced financial hardship due to COVID-19



Short-term relief for long-term economic stabilization

Short-term

Small Business Rescue Grant Program

Program Design

Use Michigan Small Business Restart Grant Model

- Multi-stage / multi-entity review process to minimize bias and ensure geographic equity
- Focused outreach effort to garner a diverse pool of applicants through contracting with multiple diversity, equity and inclusion service providers (minimum 30% of awards to underrepresented business owners)
- Three grant categories identified along with specific application scoring criteria:
- Microbusiness (1-9 paid employees/workers)
- Traditional Small Business (10-50 paid employees/workers)
- Nonprofit (1-50 paid employees)
- Grant awards distributed by June 30th

Short-term

Small Business Rescue Grant Program

2020 Restart Impact

293

Ingham County Awardees

\$3,735,000

Funds Awarded to Ingham County Applicants

Ingham County Award Demographics

Women-owned	65%
Minority-owned	64%
Veteran-owned	8%
Persons with disabilities-owned	4%

Proposed Ingham County Program Impact, Summer 2021

\$3,735,000

2020 Ingham County Restart Funds Awarded



\$11,000,000

Proposed 2021 Ingham County Funds Awarded



3x Impact

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH LEAP FOR AN AMERICAN RESCUE PLAN FUNDED SMALL BUSINESS RESCUE GRANT PROGRAM

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March, 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, the Ingham County Board of Commissioners recognizes the adverse economic impact COVID-19 has had on Ingham County businesses; and

WHEREAS, Ingham County has an economic services contract with the Lansing Economic Area Partnership (LEAP); and

WHEREAS, LEAP has proposed to manage the distribution of small business rescue grants utilizing the Michigan Small Business Restart Grant Model which incorporates multi-stage/multi-entity review process to minimize bias and ensure geographic equity and a focused outreach effort to garner a diverse pool of applicants through contracting with multiple diversity, equity, and inclusion service providers; and

WHEREAS, LEAP will devise and further propose a variety of appropriate grant categories that will ensure diversity, equity, and inclusion distribution similar to the Re-Start Grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners contracts with LEAP to utilize up to \$11 million of the First Tranche Amount for the Ingham County Small Business Rescue Grant program.

BE IT FURTHER RESOLVED, that the Controller's Office work with LEAP to develop the contract parameters, reporting requirements, and to ensure the program is eligible for American Rescue Plan 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 any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: April 8, 2021

SUBJECT: RESOLUTION TO UTILIZE AMERICAN RESCUE PLAN FUNDS TO REIMBURSE THE GREATER LANSING CONVENTION AND VISITOR'S BUREAU FOR COVID-19 RELATED LOST REVENUE

For the meeting agendas of April 20 and 21, 2021

BACKGROUND

Per previous guidance from the County Services Committee, this resolution authorizes reimbursing the Greater Lansing Convention and Visitor's Bureau (GLCVB) \$1.4 million in lost revenue (Ingham County accommodations tax portion of their revenue budget). This program would fit the eligibility requirements of the bill in two separate categories:

- *To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;*
- *For the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency.*

ALTERNATIVES

No revenue reimbursement, but it would negatively affect GLCVB's ability to promote Ingham County's tourism and hospitality businesses.

FINANCIAL IMPACT

As this funding will be entirely through the First Tranche Amount of ARP funds, there will be no impact on the County General Fund.

OTHER CONSIDERATIONS

This program appears to be eligible for ARP funding although there are currently no established regulations.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE AMERICAN RESCUE PLAN FUNDS TO REIMBURSE
THE GREATER LANSING CONVENTION AND VISITOR'S BUREAU FOR
COVID-19 RELATED LOST REVENUE**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March, 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is projected to receive \$56,710,344 in American Rescue Plan funds in two separate tranches of \$28,355,172, the First Tranche Amount to be received within 60 days of bill enactment and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, the Greater Lansing Convention and Visitor's Bureau (GLCVB) is the third largest convention and visitors bureau in the state with a focus on bringing visitors to Ingham, Clinton and Eaton County; and

WHEREAS, the Michigan Act 263 of 1974 (PA 263) permits counties to impose and collect an excise tax on persons engaged in the business of providing rooms for dwelling, lodging, or sleeping purposes to transient guests; to provide for the disposition of the revenues thereof; and to prescribe penalties; and

WHEREAS, GLCVB receives 80% of the PA 263 revenue collected by Ingham County; and

WHEREAS, due to travel restrictions, social distancing, indoor dining restrictions and other tourism related impacts of COVID-19, PA 263 revenues were down significantly resulting in a \$1,400,000 loss in revenue for GLCVB in 2020; and

WHEREAS, this revenue loss resulted in GLCVB staff layoffs and a dramatic reduction in tourism related promotion; and

WHEREAS, utilizing American Rescue Plan funds to reimburse lost revenue would enable GLCVB to maintain staffing, engage in tourism-related targeted marketing campaigns, promote businesses that make up Ingham County's visitor economy, and encourage residents and visitors to explore Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners provides GLCVB \$1,400,000 of the First Tranche Amount to reimburse for lost revenue.

BE IT FURTHER RESOLVED, that the Controller's Office work with GLCVB to ensure reporting requirements are met and to ensure the program is eligible for American Rescue Plan 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 any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE
DECLARATION OF THE STATE OF EMERGENCY FOR THE
COUNTY OF INGHAM**

WHEREAS, on March 12, 2020, the County of Ingham sustained one of the first confirmed cases of COVID-19 within the State of Michigan; and

WHEREAS, any widespread outbreak within the County of Ingham could hinder and/or cease most daily operations within the entire County and overwhelm Emergency Medical Services, Hospitals, and Urgent Cares; and

WHEREAS, as of March 13, 2020 a State of Emergency was declared for Ingham County which was subsequently extended through April 30, 2021; and

WHEREAS, it is necessary to extend the Declaration of the State of Emergency through May 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, hereby declares that a “state of emergency” exists within our jurisdiction as of March 13, 2020, and that local resources and funding are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

BE IT FURTHER RESOLVED, that this Declaration replaces the initial Declaration submitted on March 16, 2020 and all subsequent declarations submitted thereafter and will expire on May 31, 2021.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE WOMEN'S
"EQUAL PAY DAYS" IN INGHAM COUNTY**

WHEREAS, fifty-eight years after the passage of the Equal Pay Act (1963) and Title VII of the Civil Rights Act (1964), women continue to face the disparities of unequal pay; and

WHEREAS, women in the workforce have been disproportionately impacted in the short-term economic fallout of COVID-19; and

WHEREAS, Michigan women, on average, earn 78 cents for every dollar earned by Michigan men; and

WHEREAS, "Equal Pay Day" symbolizes how far into the year women must work to earn what men earned in the previous year; and

WHEREAS, White American women earn 79 cents for every dollar earned by men; and

WHEREAS, the pay gap is even worse for women of color and it is imperative that we also recognize the days into the year that Asian American/Pacific Islander (AAPI), Black, Native American, and Latina women are unequally paid; and

WHEREAS, this year, AAPI Women's Equal Pay Day is March 9 (\$0.85 cents), Black Women's Equal Pay Day is August 3 (\$0.63 cents), Native American Women's Equal Pay Day is September 8 (\$0.60 cents), and Latina Women's Equal Pay Day is October 21 (\$0.55 cents); and

WHEREAS, despite federal policies designed to address unequal pay, the gender pay gap persists; and

WHEREAS, fair pay policies can be implemented without undue costs or hardships in both the public and private sectors; and

WHEREAS, equal pay would empower working women and remove barriers that impede a woman's pursuit of various professions; and

WHEREAS, fixing the gender pay gap would raise family income, strengthen the security of working families, and amplify our economy; and

WHEREAS, on January 8, 2019, Governor Gretchen Whitmer issued an executive directive to secure equal pay for equal work for state employees; and

WHEREAS, although the State of Michigan has several laws aimed to provide equal pay for equal work, these policies need to be strengthened; and

WHEREAS, the date, March 24, 2021 signifies “Equal Pay Day” for all women in the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in supporting efforts to inform the public and raise awareness about the need for policies that address sex- and race-based pay disparities.

TO: Board of Commissioners County Services Committee
FROM: Sue Graham, Human Resources Director
DATE: April 6, 2021
SUBJECT: Resolution Authorizing an Educational Partnership Agreement with Davenport University
For the meeting agenda of April 20, 2021

BACKGROUND

Davenport University, with a local campus in Lansing as well as a virtual campus, offers an educational partnership agreement to employers for the benefit of their employees providing special access to and financial support for participation in Davenport University's Associate's, Bachelor's and Master's degree programs as well as non-credit education programs for themselves and their dependents. By entering into the educational partnership agreement, Ingham County will provide our employees with access to scholarships, reduced fees, and enhanced services as described on the enclosed Memorandum of Understanding.

ALTERNATIVES

If the educational partnership agreement is not authorized, Ingham County employees will not have access to the benefits of the educational partnership.

FINANCIAL IMPACT

There are no financial impacts to Ingham County.

STRATEGIC PLAN CONSIDERATIONS

The recommendation is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize entering into an educational partnership agreement with Davenport University.



MEMORANDUM OF UNDERSTANDING

EDUCATION PARTNERSHIP PROGRAM FOR INGHAM COUNTY

Program Overview

This Memorandum of Understanding (MOU) describes how Davenport University will support Ingham County employees and eligible dependents by providing special access to and financial support for participating in Davenport University's Associate's, Bachelor's and Master's degree programs and non-credit educational programs. These benefits are available only to Ingham County employees and their eligible dependents who are new Davenport University students according to the terms and costs identified in this MOU. Davenport University campuses and online classes will be available to Ingham County employees and their eligible dependents for degree completion. All other Davenport University's student policies, terms, and conditions apply to students enrolled in this Program.

All potential new Davenport University students must meet the University's academic admissions standards. An employee and his/her enrolled dependents will be subject to full tuition rates upon the employee's termination of Ingham County employment (for whatever reason) with the completion of current classes in which they are participating at the time the employee's Ingham County employment ends.

Davenport University and Ingham County agree on the following terms and program details:

Ingham County employees and eligible dependents receive:

1. Creation of the Ingham County Program
 - a. \$7,000 Scholarship per employee per academic year pro-rated (based on enrollment level of 22 credits per academic year) applied against published tuition rates for most undergraduate and graduate degree programs
 - b. 25 total scholarships will be awarded
 - c. 20% discount off publicly offered Non-Credit Programs at Davenport University campuses
 - d. 20% discount off published tuition rates for eligible dependents of Ingham County employees who are new Davenport University students for most Undergraduate and Graduate Programs
2. Application fee waiver (currently \$25.00)
3. Access to Career Services departments for qualified internship and employment referrals
4. Davenport University representative selected to manage the Program

Davenport University provides:

1. Multiple Town Hall Meeting(s) (presentation) with managers – to announce the Ingham County Program
2. Multiple Admissions appointments for all interested employees and eligible dependents to register
3. Multiple email and texting campaigns per year to kick off the partnership with Ingham County promoting the partnership and email campaigns prior to semester start dates
4. Internal Ingham County website promotion and/or newsletters and posters/flyers in common areas
5. Presentations at two+ employee meetings and two employee "Lunch & Learn" events per year
6. Program information included in all new employee orientation packages

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EDUCATIONAL PARTNERSHIP AGREEMENT
WITH DAVENPORT UNIVERSITY**

WHEREAS, the Ingham County Board of Commissioners actively supports opportunities for employee professional development as reflected in the Ingham County Strategic Plan as Goal F., Strategy 4: “Support employee and professional development”; and

WHEREAS, Davenport University offers an educational partnership agreement to employers providing access to scholarships, reduced fees and enhanced services as described on the enclosed Memorandum of Understanding document at no cost to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the educational partnership agreement with Davenport University.

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 upon approval as to form by the County Attorney.