

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
RYAN SEBOLT, CHAIR  
EMILY STIVERS  
MARK GREBNER  
VICTOR CELENTINO  
ROBERT PEÑA  
RANDY MAIVILLE  
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, MAY 17, 2022 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

### Agenda

Call to Order

Approval of the [May 3, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Authorization to Start an Employee Above [Step 2](#)
2. Innovation and Technology Department – Resolution to Approve the Purchase of a Document Composition Module from [Hyland](#)
3. Facilities Department
  - a. Resolution to Authorize a Purchase Order to [Boynnton Fire Safety Service](#) to Replace the Fire Pump Controller at the Hilliard Building
  - b. Resolution to Authorize an Agreement with [Securitas Security Services USA, Inc.](#), for Unarmed Security Services at Multiple County Facilities
4. Road Department
  - a. Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay, and Williamstown Townships for the [2022 Local Road Program](#)
  - b. Resolution to Approve Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the [2022 Pavement Marking Program](#)
  - c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the [Hagadorn Road and Sandhill Road Project](#)
5. Board of Commissioners
  - a. Resolution to Approve Supplemental Funding for the 2022 Ingham County Cultural Diversity, Equity, & Inclusion Committee's [Unity in the Community](#) and to Authorize the Transfer of Funds to the Diversity, Equity, and Inclusion Budget
  - b. Resolution Designating the Month of June, 2022 as [LGBTQ Pride Month](#) in Ingham County

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
May 3, 2022  
Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, Naeyaert, Maiville, and Celentino

Members Absent: None.

Others Present: Treasurer Alan Fox, Rachel Piner, Betsy Planck, Becky Bennett, Gregg Todd, Sue Graham, Kylie Rhoades and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the April 19, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 19, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

9. Controller's Office
  - d. Resolution to Approve the Reorganization of the Ingham County Controller's Office
10. Medical Care Facility – Resolution to Authorize the Execution of an Easement to Meridian Township for a Water Main

Limited Public Comment

Betsy Planck, Medical Assistant, stated that she had submitted an application to her supervisor following the approval of the alternate worksite policy. She further stated that she had been told by email from her supervisor that they were not participating in the policy at this time; however, Director Becky Bennett had informed her that the Health Centers were not excluded from the policy.

Ms. Planck asked the County Services Committee if they could provide insight on the delay.

Chairperson Sebolt stated that the time for limited public comment did not allow for back and forth discussion, but that her question could be addressed after the meeting adjourned.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO REMOVE AGENDA ITEM 4 FROM THE TABLE AND BE CONSIDERED FOR THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

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

2. Treasurer's Office – Authorization to Start a Managerial Employee Above Step 2
3. Homeland Security and Emergency Management – Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position
4. Health Department – Resolution to Reorganize/Rename the Senior Public Health Nurse Positions in Maternal and Child Health
5. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus Property
6. Potter Park Zoo – Notice of Emergency Purchase of Penguin Shade Cloth
7. Facilities Department
  - a. Resolution to Authorize a Purchase Order to Tri-Terra for Consultation and Testing for Hazardous Materials
  - b. Resolution to Authorize an Agreement with Rose Pest Solutions for Pest Control and Management at Several Ingham County Facilities
8. Road Department
  - b. Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels
9. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2022 Ingham County Budget
  - b. Resolution to Remove COVID-19 Vaccination Requirements for Vendors' Employees from the Ingham County Purchasing Policy
  - c. Resolution to Amend the Agreement with Jensen Partners LLC for Correctional Medical Consulting Services
10. Medical Care Facility – Resolution to Authorize the Execution of an Easement to Meridian Township for a Water Main

THE MOTION CARRIED UNANIMOUSLY.

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

1. Farmland and Open Space Preservation Board – Resolution to Approve the Farmland and Open Space Preservation (FOSP) Board’s Recommended Selection Criteria (Scoring System) for the 2022 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2022 Application Cycle

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Peña stated that the resolution went into great depth regarding properties that were in the vicinity of 100 to 1,000 acers. He further stated that he and some of his fellow constituents had the desire to maintain farms within the city, as well as preserve open spaces such as the Waverly and Red Cedar golf course.

Commissioner Peña stated that the criteria used to define the open spaces did not address the areas of concern. He further asked that there be consideration for future assessment of such properties.

THE MOTION CARRIED UNANIMOUSLY.

8. Road Department
  - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and Ingham County in Relation to a State Funded Project on Waverly Road over the Grand River (SN 3871)

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

Commissioner Peña stated that the bicycle community requested that the sidewalk had enough width to allow bicycles to be walked across the river.

Chairperson Sebolt stated that the request could be communicated to the Road Department.

THE MOTION CARRIED UNANIMOUSLY.

9. Controller’s Office
  - d. Resolution to Approve the Reorganization of the Ingham County Controller’s Office

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated that he was in agreement with the reorganization, with the exception that he believed they needed to review the Controller’s position given the recent increases in other departments. He further stated that he would vote in favor of the resolution but would like to see the additional review.

Sue Graham, Human Resources Director, provided an overview of the reorganization of the Ingham County Controller's Office. She further stated that while both the Controller and Budget Director did increase in points it had not been sufficient enough to increase overall grade.

Commissioner Celentino asked for clarification on what old and new meant.

Ms. Graham stated that the old referred to the existing job description, which had been classified and scored. She further stated that the new represents the new factoring and totals used to get the new classification.

Commissioner Celentino asked if the COVID-19 impact had been factored in.

Ms. Graham stated that the manner of a position's responsibilities might have changed as a result of the pandemic, however the responsibilities had already existed in the job description.

Commissioner Celentino stated that each position had increased, and was concerned that not everyone would receive compensation for the increase. He further stated that there had been discussion of a step increase, which had ultimately been decided against as step increases were not given to employees.

Commissioner Naeyaert asked if the two Deputy Controllers shared one job description with the same responsibility.

Ms. Graham stated that the two Deputy Controller positions did share one job description,

Commissioner Naeyaert stated that she did not like that the two Deputy Controllers shared one single job description. She further stated that there was a night and day difference between how the former Controller and the current Controller handled responsibilities.

Commissioner Naeyaert stated that the Budget Director had an exuberant amount of difficult challenges in a difficult amount of time, and saw little change in the study.

Chairperson Sebolt stated that the job description between the former Controller and the current remained fairly similar, however, the difference came from how the duties are handled. He further asked Director Graham to review the evaluation of each position.

Ms. Graham stated that the job description is first reviewed and updated by both the Controller and the employee, and then reviewed by Human Resources to ensure that it meets the template for job descriptions. She further stated that the classification of the position occurs after reviewing the new job description.

Chairperson Sebolt stated confirmation that part of the evaluation had been based on the employee's self-described job duties.

Commissioner Grebner stated that Ingham County did not set wages based on the individual in the position, but rather on the evaluation of the job description. He further stated that the Board of Commissioners adopted the job description as well as the rating system that determined the scale.

Commissioner Grebner stated that Ingham County did not award any bonus, except the occasional collective bargaining that utilized funds from American Rescue Plan Act. He further stated that there had been a complete revision of the Rye Study, which had been rejected.

Commissioner Grebner stated that Ingham County never determined if one individual deserved a raise over another. He further stated that doing so could break the current system, but the way to do it would be to work within the system and work with the points or a step increase.

Commissioner Maiville stated that he agreed with the points that Commissioner Grebner had discussed. He further stated that Ingham County seemed to have moved slowly for critical areas in the past.

Commissioner Maiville stated that the Controller had gone above and beyond by taking on additional duties. He further stated that he believed an additional evaluation would be needed, as Ingham County ultimately wanted to retain talent.

Commissioner Naeyaert stated that while the Board of Commissioners might not set compensation, they voted on the level of compensation for the change in positions. She further stated that she believed the system was archaic and believed that change would need to be considered.

Commissioner Stivers stated her agreement with Commissioner Maiville and Naeyaert. She further asked if Human Resources could come back with further recommendations if the reorganization were to be passed.

Chairperson Sebolt stated that additional review could be requested to ensure that the salary and job description are right.

Commissioner Celentino stated that the Controller's points had increased but it had not been enough to trigger an increase. He further asked what number would permit the need for an increase.

Ms. Graham stated that there were bands for each of the groups.

Commissioner Celentino stated that the resolution would continue to the Finance Committee next if passed. He further asked if it would be easier to table and wait until the separate numbers came back.

Chairperson Sebolt stated that a separate resolution could be created to address the Controller and the Budget Director to not hold up the other positions. He further stated that it could be a division of question.

Commissioner Maiville asked for clarification on the recent history of the Budget Director.

Gregg Todd, Controller, stated that the job description had not been reevaluated. He further stated that the starting step had been evaluated.

Ms. Graham stated that a market study could take place to determine relativity with comparable counties.

Mr. Todd stated that from a supervisor standpoint he would support the division, as they would like to the new DEI assistant position posted, and continue forward for the other positions as well.

COMMISSIONER GREBNER REQUESTED A DIVISION OF THE QUESTION.

THE MOTION TO APPROVE THE REORGANIZATION OF THE EXECUTIVE ASSISTANT TO DEI OFFICE, ASSISTANT TO THE CONTROLLER AND THE DEPUTY CONTROLLER POSITIONS CARRIED UNANIMOUSLY.

Commissioner Grebner stated that he supported the market study for the Controller and Budget Director.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO TABLE THE CONTROLLER/ADMINISTRATOR AND BUDGET DIRECTOR REORGANIZATION PENDING EVALUATION OF THE MARKET.

Commissioner Celentino asked for clarification on how long the evaluation of market was expected to take.

Ms. Graham stated that a survey of comparable counties could be completed and be brought back.

Mr. Todd stated that it could likely be brought back to the round after next.

Commissioner Maiville asked for clarification if the study would be Michigan-based or national.

Ms. Graham stated that the evaluation would be Michigan-based.

Commissioner Naeyaert asked for clarification if extenuating circumstances were considered.

Ms. Graham stated that the degree to which they were in charge of emergency management would be evaluated.

THE MOTION TO TABLE THE APPROVAL OF THE CONTROLLER/ADMINISTRATOR AND BUDGET DIRECTOR REORGANIZATION CARRIED UNANIMOUSLY.

### Announcements

Commissioner Peña stated that Cristo Rey Church would host a Fiesta the last weekend of the month. He further stated that there would be music and dancing as well as ethnic food.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:05 p.m.

**May 17, 2022 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**1. Sheriff's Office– *Authorization to Start an Employee Above Step 2***

The Sheriff is requesting starting a new deputy at Step 4 within the CCLP-LE group. Candidate is retired from Eaton County Sheriff's Office and Step 4 is commensurate with the applicant's work experience and performance.

See memo for details.

**2. Innovation and Technology Department– *Resolution to Approve the Purchase of a Document Composition Module from Hyland***

This resolution approves the purchase of the Document Composition module from Hyland to replace OnBase, the comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. OnBase will no longer be available starting July 2022.

The funding for the \$7,000 annual cost for the software and installation for a total of \$21,000 for three years will come from the County's Innovation and Technology Department Imaging Fund #636-25870-932050.

See memo for details.

**3a. Facilities Department– *Resolution to Authorize a Purchase Order to Boynton Fire Safety Service to Replace the Fire Pump Controller at the Hilliard Building***

This resolution authorizes a PO with Boynton Fire Safety Service to replace the fire pump controller at the Hilliard Building. The controller (lower case "c" not capital "C"....) must be replaced to ensure proper operation of our life safety system.

Funding is available for the \$8,750 project, with \$500 contingency, in the Maintenance Repair fund.

See memo for details.

**3b. Facilities Department– *Resolution to Authorize an Agreement with Securitas Security Services USA, Inc., for Unarmed Security Services at Multiple County Facilities***

This resolution authorizes a three-year agreement with Securitas Security Services USA, Inc. for unarmed security services at County facilities. Securitas submitted the lowest responsive and responsible proposal of \$638,182 for year one and each subsequent year will rise by 3% plus the yearly living wage increase.

Teachout, our current contractor did not bid and indicated that they did not see the bid announcement. There was one other firm that had the presumed low bid but they called Rick to increase their bid after the opening so they were removed from the bid list.

See memo for details.

**4a. Road Department– Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay, and Williamstown Townships for the 2022 Local Road Program**

This resolution authorizes the Local Road Program agreements with the above mentioned townships for 2022. The Road Department’s 50% match of \$491,085.81 is included in the 1011 Road Fund Budget.

See memo for details.

**4b. Road Department– Resolution to Approve Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2022 Pavement Marking Program**

This resolution approves agreements with the above mentioned municipalities for the 2022 Waterborne Pavement Marking Program. Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. The estimated 2022 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of Leslie:	\$3,351.20
City of Mason:	\$5,353.04
City of Williamston:	\$2,812.79
Village of Webberville:	\$2,231.92

There is no financial impact to the Road Department, as each of the agencies are invoiced actual costs for work performed within their jurisdiction.

See memo for details.

**4c. Road Department – Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Hagadorn Road and Sandhill Road Project**

This resolution approves an agreement with MDOT for the preliminary engineering for safety improvements at Hagadorn and Sandhill Road. The estimated funding for the project is:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 160,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 80,000</u>
Local Costs, Road Department Responsibility:	\$ 80,000

The local costs of \$80,000 have been included in the 2022 Road Fund budget.

See memo for details.

**5a. Board of Commissioners– *Resolution to Approve Supplemental Funding for the 2022 Ingham County Cultural Diversity, Equity, & Inclusion Committee’s Unity in the Community and to Authorize the Transfer of Funds to the Diversity, Equity, and Inclusion Budget***

The ICCDEI Committee would like to make the third annual Unity in the Community a true community event by extending the invitation to the community as opposed to just County staff/families. This resolution approves up to \$15,000 for additional costs associated with this (additional food, drinks, etc.).

This resolution also transfers the ICCDEI funding from HR to the DEI budget which currently resides in the Controller’s budget.

See memo for details.

## Agenda Item 1

**TO:** County Services Committee of the Ingham County Board of Commissioners  
**FROM:** Darin J. Southworth, Chief Deputy, Sheriff's Office  
**DATE:** April 25, 2022  
**SUBJECT:** Authorization to Start an Employee Above Step 2  
For the meeting agenda of *May 17, 2022*

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### **BACKGROUND**

The Sheriff's Office, like other law enforcement agencies, struggles to find qualified, interested applicants. We have an interested applicant retiring from the Eaton County Sheriff's Office with a desired start date of August 22, 2022. The Sheriff seeks to solidify this prospect's commitment to accepting a full-time job by offering a starting pay of Step 4 within the CCLP-LE Collective Bargaining Agreement. This move would also be commensurate with the applicant's work experience and performance.

### **ALTERNATIVES**

If this heightened starting pay is not extended, the applicant may still accept the position but he may also be inclined to seek or accept employment elsewhere. We may be more likely to miss out on this staffing opportunity.

### **FINANCIAL IMPACT**

The position being filled has been open and is fully funded at top pay and benefits. The Sheriff is not requesting any additional funding to fulfill this request.

### **STRATEGIC PLANNING IMPACT**

We believe this is both favorable for this and future applicants of comparable employment/experience history and necessary for the Sheriff to remain competitive in these challenging times. It is probable that additional like-requests will come before this committee.

### **OTHER CONSIDERATIONS**

The Sheriff has several vacancies to fill. We will maintain our high employment standards but must capitalize on opportunities like those presented by this prospect. The applicant we are recruiting will have completed a 25-year career as a detective and comes with an abundance of training/professional development, including accident investigation/reconstruction capability which is an extremely valuable expertise.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend this Committee approve the Sheriff's request to move forward with a Step 4 starting pay of \$64,878.37, for this specific applicant.

## Agenda Item 2

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

**FROM:** Deb Fett, CIO

**DATE:** May 3, 2022

**SUBJECT:** Purchase of Document Composition Module for OnBase from Hyland  
For the meeting agendas of May 17th, 18th, and 24th, 2022

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### **BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management. As a part of this solution, we have been using the iDocCreator from ImageSoft. This module is being decommissioned by the vendor at the end of June. We will need to switch to another product to ensure we can continue to have this functionality moving forward. ImageSoft has recommended the Document Composition module from Hyland (the makers of OnBase) as an alternative.

### **ALTERNATIVES**

This software was the solution recommended both by Hyland who created and supports OnBase as well as ImageSoft who is our OnBase solution provider. Other solutions are available but are much more complex and costly.

### **FINANCIAL IMPACT**

The funding for the \$7,000 annual cost for the software and installation for a total of \$21,000 for three years will come from the County's Innovation and Technology Department Imaging Fund #636-25870-932050.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

This product has been quoted under GSA Contract Number: GS-35F-249DA, Hyland Quote: Q- 223437

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for the Document Composition Module from Hyland in the amount not to exceed \$21,000 for three years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF A DOCUMENT COMPOSITION MODULE  
FROM HYLAND**

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

WHEREAS, utilization of the OnBase application by the County is key to our document management and the iDocCreator module is being decommissioned by ImageSoft; and

WHEREAS, Ingham County has a continuing need for this functionality; and

WHEREAS, both ImageSoft and Hyland have recommended this module as a simple and cost-effective solution; and

WHEREAS, the requested solution amount is in the approved 2022 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of an encryption solution from ImageSoft in the amount not to exceed \$7,000 per year for three years for a total of \$21,000.

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

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

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

**Agenda Item 3a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** May 3, 2022

**RE:** Resolution to Authorize a Purchase Order to Replace the Fire Pump Controller at the Hilliard Building

For the meeting agendas of: May 17 & 18

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**BACKGROUND**

The fire pump controller located at the Hilliard Building that controls the life safety systems for both the Hilliard Building and Mason Courthouse has outlived its useful life and is obsolete. The controller must be replaced to ensure proper operation of our life safety system. Boynton Fire Safety Service submitted the lowest responsive and responsible proposal of \$8,750 for the replacement of the obsolete fire pump controller. We are requesting a \$500 contingency for any uncovered conditions.

**ALTERNATIVES**

The alternative would be to put this out for a request for proposal delaying the replacement of the controller for a fully functional life safety system.

**FINANCIAL IMPACT**

Funds are available in the Maintenance Repair line item # 101-23303-931000.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Boynton Fire Safety Service to replace the fire pump controller at the Hilliard Building.

**Agenda Item 3a**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 4, 2022  
RE: Memorandum of Performance for RFP No. 110-22: Replacement of Fire Pump Controller

The Purchasing Department can confirm that proposals were sought from experienced and qualified vendors to replace and install a new fire pump control panel at the Hilliard Building. Installation along with testing will be performed in accordance with the National Fire Protection Association Standard for the Installation of Stationary Pumps for Fire Protection.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Amount
Boynton Fire Safety Service	Yes, Lansing MI	\$8,750.00
Summit Companies	No, Owosso MI	15,950.00

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO BOYNTON FIRE SAFETY SERVICE  
TO REPLACE THE FIRE PUMP CONTROLLER AT THE HILLIARD BUILDING**

WHEREAS, the fire pump controller at the Hilliard Building has outlived its useful life and is obsolete; and

WHEREAS, the fire pump controller must be replaced to ensure proper operation of our life safety system; and

WHEREAS, the Facilities Department recommends a purchase order to Boynton Fire Safety Service, who submitted the lowest responsive and responsible proposal of \$8,750 for the replacement of the fire pump controller at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$500 for any uncovered conditions; and

WHEREAS, funds are available in the Maintenance Repair line item #101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Boynton Fire Safety Service., 1031 Northcrest Road, Lansing, Michigan 48906, to replace the fire pump controller at the Hilliard Building for an amount not to exceed \$9,250.

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

## Agenda Item 3b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** May 3, 2022

**RE:** Resolution to Authorize an Agreement with Securitas Security Services USA, Inc., for Unarmed Security Services at Multiple County Facilities

For the meeting agendas of: May 17 & 18

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### **BACKGROUND**

The agreement for unarmed security services and multiple County facilities will be expiring on July 31, 2022. A request for proposal was completed and competitive bids were received. Securitas submitted the lowest responsive and responsible proposal of \$638,182 for year one and each subsequent year will rise by 3% plus the yearly living wage increase.

### **ALTERNATIVES**

The alternative would be to forego security in the buildings, leaving Ingham County staff vulnerable to threats.

### **FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line items.

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Securitas Security Services USA, Inc., for uniformed unarmed security guard services at multiple county facilities.

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 4, 2022  
RE: Memorandum of Performance for RFP No. 77-22 Unarmed Security Services

Per your request, the Purchasing Department sought proposals from qualified and experienced security firms for the purpose of entering into a contract to provide unarmed security guard services at various County facilities for a period of three years with an option to renew for two additional years.

The scope of work includes, but is not limited to, providing all supervision, labor, materials, supplies and equipment and shall plan, schedule and coordinate to ensure the effective performance of security services. Subcontracting will not be allowed under the contract terms.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	29	10
Vendors responding	2	0

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name:	Local Preference	YEAR 1: SECURITY SUPERVISOR	YEAR 1: SECURITY GUARD	YEAR 1	YEAR 2: SECURITY SUPERVISOR	YEAR 2: SECURITY GUARD	YEAR 3: SECURITY SUPERVISOR	YEAR 3: SECURITY GUARD
		Rate per hour	Rate per hour	Total Cost	RATE PER HOUR + percent increase in the 2023 LWR	RATE PER HOUR + percent increase in the 2023 LWR	RATE PER HOUR + percent increase in the 2024 LWR	RATE PER HOUR + percent increase in the 2024 LWR
SECURITAS INC.	Yes, Lansing MI	\$25.69	\$23.91	<b>\$638,182.00</b>	\$26.46	\$24.63	\$27.25	\$25.37
LAGARDA SECURITY	No, Detroit MI	\$28.87	\$25.88	<b>\$657,103.20</b>	\$28.87	\$25.88	\$28.87	\$25.88

LWR = Living Wage Rate

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SECURITAS SECURITY SERVICES USA, INC., FOR UNARMED SECURITY SERVICES AT MULTIPLE COUNTY FACILITIES**

WHEREAS, the current agreement for security services expires on July, 31, 2022; and

WHEREAS, a request for proposal was completed and competitive bids were received; and

WHEREAS, the Facilities Department recommends a three-year agreement with Securitas Security Services USA, Inc., who submitted the lowest responsive and responsible proposal of \$683,182 for year one and each subsequent year will rise by 3% plus the yearly living wage increase; and

WHEREAS, funds are available in the appropriate 931100 Maintenance Contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year agreement with Securitas Security Services USA, Inc., 3815 W. St. Joseph, Suite A100, Lansing, Michigan 48917, for unarmed security services at multiple County facilities for \$683,182 for year one and each subsequent year will rise by 3% plus the yearly living wage increase.

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 4a

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** May 3, 2022

**SUBJECT:** Proposed Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay and Williamstown Townships for the 2022 Local Road Program

For the meeting agendas of May 17, 18, and 24

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### **BACKGROUND**

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the Township, millage, or special assessment district. Only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each Township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 Townships is called the "Local Road Program" and is based on the local road miles and population within each Township. The Road Department coordinates with each Township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay, and Williamstown Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the Township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining Townships, so another resolution will be requested in the future as priorities and budgets are determined.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Road Department match contribution for the Local Road Program in the amount of \$491,085.81 for these Townships is included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done primarily by the Road Department, but certain types of road repairs may need to be performed by contractors with specialty equipment (such as with Stockbridge Township and Williamstown Township). Any project costs exceeding the capped match amounts from the Road Department will be the Township's financial responsibility.

### **OTHER CONSIDERATIONS**

This is the second group of Township Local Road Program agreements. Others will be forthcoming as Townships continue discussions with the Road Department.

### **RECOMMENDATION**

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay, and Williamstown Townships.

## 2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging and overlay of Harper Rd (Okemos Rd to Wolverine Rd); maintenance pads on Wolverine Rd (Harper Rd to Howell Rd), Baldwin Rd (Wolverine Rd to Howell Rd) and Willoughby Rd (Dobie Rd to Meridian Rd); and wedging, overlay and paved shoulders on Sandhill Rd (Okemos Rd to Dobie Rd). Optional services include fog sealing on chip sealed roads at a cost of \$3700 per mile.	\$296,848.00	\$251,848.00	\$45,000.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Hayes Rd (Catholic Church Rd to Base Line Rd)	\$220,265.00	\$186,965.00	\$33,300.00
Delhi	\$547,104.24	\$99,000.00	\$646,104.24	Asphalt wedging and overlay of McCue Rd (Eifert Rd to Waverly Rd)	\$272,808.00	\$136,404.00	\$136,404.00
Onondaga	\$176,023.78	\$33,300.00	\$209,323.78	Asphalt wedging and overlay of Edgar Rd (Plains Rd to the south for approximately 1.33 mile)	\$120,000.00	\$60,000.00	\$60,000.00
Stockbridge	\$46,428.08	\$33,300.00	\$79,728.08	Asphalt paving of Oakley Rd (Budd Rd to Township Line)	\$344,294.00	\$264,565.92	\$79,728.08
Vevay	\$32,515.09	\$45,000.00	\$77,515.09	Asphalt wedging and overlay of Rolfe Rd (Kelly Rd to Hawley Rd) and Laxton Rd (Barnes Rd to Rolfe Rd)	\$146,126.36	\$73,063.18	\$73,063.18
Williamstown	\$18,590.55	\$45,000.00	\$63,590.55	Asphalt wedging and overlay of Epley Rd (Zimmer Rd to Shaftsbury Rd), Germany Rd (0.5mi east of Meridian Rd to Hart Rd), Germany Rd (Zimmer Rd to Williamston Rd), and Lounsbury Rd (Haslett Rd to Milton Rd). Additionally, a contractor will mill and overlay Beeman Rd (Brookshire Ct to Golfview Dr).	\$827,116.00	\$763,525.45	\$63,590.55

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH ALAIEDON, BUNKERHILL, DELHI, ONONDAGA, STOCKBRIDGE, VEVAY, AND WILLIAMSTOWN TOWNSHIPS FOR THE 2022 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as Township, millage or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each Township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each Township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Alaiedon Township, Bunkerhill Township, Delhi Township, Onondaga Township, Stockbridge Township, Vevay Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season, except on certain roads in Stockbridge Township and Williamstown Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each Township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$491,085.81 combined for these seven Townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaiedon Township, Bunkerhill Township, Delhi Township, Onondaga Township, Stockbridge Township, Vevay Township, and Williamstown Township for the 2022 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective Township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective Township for their portion of the project costs at the conclusion of the construction season.

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

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** May 3, 2022

**SUBJECT:** Proposed Resolution to Approve Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2022 Pavement Marking Program

For the meeting agendas on May 17, 18 and 24

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**BACKGROUND**

This memo contains a recommendation for the Board of Commissioners to approve individual agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2022 Waterborne Pavement Marking Program.

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks and stop bars.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications, and requirements. The Board of Commissioners adopted the resolution to enter into an agreement with Michigan Pavement Markings, LLC on April 12, 2022 (Resolution #22-167).

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. The estimated 2022 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of Leslie:	\$3,351.20
City of Mason:	\$5,353.04
City of Williamston:	\$2,812.79
Village of Webberville:	\$2,231.92

### **ALTERNATIVES**

The cities and villages can enter individual agreements with their own pavement marking contractors, but their unit prices would be much higher than those received through the Road Department contract. Historically, the Road Department has offered this option to all of the cities and villages within Ingham County, but only Leslie, Mason, Williamston, and Webberville have participated in the program.

### **FINANCIAL IMPACT**

There is no financial impact to the Road Department, as each of the agencies are invoiced actual costs for work performed within their jurisdiction through the countywide Pavement Marking Program.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2022 Pavement Marking Program.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AGREEMENTS  
WITH THE CITY OF LESLIE, CITY OF MASON,  
CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE  
FOR THE 2022 PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for the 2022 Pavement Marking Program per Bid Packet #36-22; and

WHEREAS, both the Purchasing and Road Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, the Board of Commissioners adopted a resolution to enter into an agreement with M&M Pavement Markings, Inc. on April 12, 2022 (Resolution #22-167) for the 2022 Pavement Marking Program; and

WHEREAS, the Road Department annually invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the Pavement Marking Program as an economical solution to place pavement markings on roads within their jurisdiction; and

WHEREAS, the estimated 2022 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of Leslie:	\$3,351.20
City of Mason:	\$5,353.04
City of Williamston:	\$2,812.79
Village of Webberville:	\$2,231.92; and

WHEREAS, the Road Department will invoice the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for all costs for work performed on the roads within their jurisdictions, at no additional cost to the Road Department budget; and

WHEREAS, the County on behalf of the Road Department, will enter into individual agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville if they choose to participate in the 2022 Pavement Marking Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of Leslie for an estimated cost of \$3,351.20, the City of Mason for an estimated cost of \$5,353.04, the City of Williamston for an estimated cost of \$2,812.79, and the Village of Webberville for an estimated cost of \$2,231.92 if they choose to participate in the Road Department’s 2022 Pavement Marking Program and at no additional cost to the Road Department.

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

**Agenda Item 4c**

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** May 3, 2022

**SUBJECT:** Proposed Resolution to Enter into an Agreement with the Michigan Department of Transportation (MDOT) for Preliminary Engineering Activities on the Hagadorn Road and Sandhill Road Project

For the Meeting Agendas of May 17, 18 and 24

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**BACKGROUND**

The Ingham County Road Department has received federal funding for the design and construction of the safety improvement project located at Hagadorn Road and Sandhill Road. The scope of work includes installing a roundabout and improving the road approaches at the intersection.

The design phase of the project requires an agreement (Contract 22-5199) between the Michigan Department of Transportation (MDOT) and Ingham County, on behalf of the Road Department. The estimated costs eligible for the preliminary engineering phase of the project is \$160,000, of which the federal participation ratio is 50%, resulting in \$80,000 in federal aid and \$80,000 in Road Department costs. This agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

The construction phase of the project will require an MDOT agreement at a later date.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 160,000
HSIP Funding Participation (50%):	\$ 80,000
Road Department Responsibility:	\$ 80,000

These costs are included in the 2022 Road Fund Budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with MDOT as described in Contract 22-5199.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
FOR PRELIMINARY ENGINEERING ACTIVITIES ON THE  
HAGADORN ROAD AND SANDHILL ROAD PROJECT**

WHEREAS, The Ingham County Road Department received federal funding for the design and construction of a safety improvement project at the Hagadorn Road and Sandhill Road intersection; and

WHEREAS, both the design phase and the construction phase of the project will require individual contracts with the Michigan Department of Transportation (MDOT); and

WHEREAS, the MDOT contract for the construction phase of the project is anticipated in early 2023; and

WHEREAS, the design phase of the project requires the execution of MDOT Contract 22-5199 to define the Road Department's responsibilities and obligations to utilize federal funding for preliminary engineering activities on the project; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT consistent with the state and federal funding requirements; and

WHEREAS, the estimated funding costs for the preliminary engineering activities are as follows, with the Local Costs being the responsibility of the Road Department:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 160,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 80,000</u>
Local Costs, Road Department Responsibility:	\$ 80,000; and

WHEREAS, the local costs for preliminary engineering activities are included in the 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 22-5199 with the Michigan Department of Transportation (MDOT) for the preliminary engineering activities related to the safety improvement project located at Hagadorn Road and Sandhill Road, for a total funding award of \$160,000 consisting of \$80,000 in federal Highway Safety Improvement Program (HSIP) funds and \$80,000 in Road Department funds, which have been included in the 2022 Road Fund Budget.

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

## Agenda Item 5a

**TO:** Board of Commissioners County Services Committee and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** April 18, 2022  
**SUBJECT:** Resolution to Approve Supplemental Funding for the 2022 Ingham County Cultural Diversity, Equity, & Inclusion Committee's Unity in the Community and to Authorize the Transfer of Funds to the Diversity, Equity, and Inclusion Budget  
For the meeting agendas of May 17 and May 18, 2022

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### **BACKGROUND**

The Ingham County Cultural Diversity, Equity, & Inclusion Committee (ICCDEI) will be hosting its third annual Unity in the Community event on Friday, September 16, 2022 at Hawk Island Park.

To make this year's event a true "community event", the ICCDEI would like to open it up to all County residents. To do so, additional funding for food and beverages is required. The ICCDEI would like to request up to \$15,000 from contingency to go toward the event. The current budget is \$3,000.

This resolution also authorizes the transfer of funds for the ICCDEI from the Human Resources Department budget to the Diversity, Equity, and Inclusion budget, currently within the Controller's Office. With the addition of a new DEI Director, it is more appropriate to include the funding within the DEI budget.

### **ALTERNATIVES**

Leave the event open to County employees and their families.

### **FINANCIAL IMPACT**

An amount not to exceed \$15,000. Bills for the extra food and drink would be billed to the Contingency Fund and excess funds would not be available for carryover for future events.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE SUPPLEMENTAL FUNDING FOR THE 2022 INGHAM COUNTY CULTURAL DIVERSITY, EQUITY, & INCLUSION COMMITTEE'S UNITY IN THE COMMUNITY AND TO AUTHORIZE THE TRANSFER OF FUNDS TO THE DIVERSITY, EQUITY, AND INCLUSION BUDGET**

WHEREAS, the Ingham County Cultural Diversity, Equity, & Inclusion Committee (ICCDEI) will be hosting its third annual Unity in the Community event on Friday, September 16, 2022 at Hawk Island Park; and

WHEREAS, the ICCDEI would like to make this a true community event by inviting County residents to participate in the festivities and fellowship; and

WHEREAS, funding will be required for additional food and beverages in excess of the \$3,000 currently allotted for the event; and

WHEREAS, the ICCDEI is requesting up to an additional \$15,000 for the 2022 Unity in the Community event; and

WHEREAS, funds for the ICCDEI are currently within the Human Resources Department budget and with the establishment of a Diversity, Equity, and Inclusion Director it is more appropriate to transfer these funds to DEI budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an allocation not to exceed \$15,000 for the 2022 Unity in the Community event with the expenses being billed to the Contingency Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of the Ingham County Cultural Diversity, Equity, & Inclusion Committee funds from the Human Resources Department budget to the DEI budget, currently within the Controller's budget, to be used to fund the Ingham County Cultural Diversity, Equity, and Inclusion Committee events.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING THE MONTH OF JUNE, 2022 AS  
LGBTQ PRIDE MONTH IN INGHAM COUNTY**

WHEREAS, Ingham County recognizes the economic and cultural benefits of diversity and seeks to create a welcoming environment for all residents, including the LGBTQ Community; and

WHEREAS, Ingham County Resolution #13-368 commits to equal opportunity and nondiscrimination for all persons inclusive on the basis of sexual orientation and gender identity; and

WHEREAS, Ingham County's Equal Employment Opportunity Policy states that employment opportunity should be given without regard to gender identity or gender expression; and

WHEREAS, Ingham County Resolution #19-057 ensures accessibility to gender-segregated facilities on property operated by Ingham County based on gender identity or expression; and

WHEREAS, Ingham Community Health Center was the only community health center in Michigan to receive top designation from LGBTQ-inclusive healthcare by the Human Rights Campaign in 2018; and

WHEREAS, June is celebrated nationally and worldwide as LGBTQ Pride Month in commemoration of the 1969 Stonewall Rebellion in New York City; and

WHEREAS, the realities of COVID-19 have caused the LGBTQ Community and its allies to reimagine the way Pride is celebrated.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners designates the month of June, 2022 as LGBTQ Pride Month in the County of Ingham.