

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
ANDY SCHOR

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
DALE COPEDGE
DEBBIE DE LEON
ANDY SCHOR
MIKE SEVERINO
DON VICKERS

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, SEPTEMBER 20, 2005 AT 7:00 P.M. IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [August 16, 2005](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Board/Commission Presentation
 - a. Environmental Affairs Interviews
 - b. Greater Lansing Convention & Visitor Bureau – [Quarterly Report](#)
2. Road Commission – [Update](#)
3. Board of Commissioners
 - a. Letter from Peter Cohl Regarding a Proposed Amendment to the [Board Rules](#)
 - b. Resolution Amending the [Board Rules](#)
4. Economic Development Corporation
 - a. Resolution to Exempt County [Property Tax Revenues](#) from Capture in the Meridian Township Downtown Development Authority District
 - b. Resolution Approving the [By-Laws](#) of the Ingham County Brownfield Redevelopment Authority
5. Facilities – Resolution Authorizing a Contract with [J & L Roofing Company](#) for a Replacement Roof at the Ingham County Correctional Facility
6. Health Department
 - a. Resolution to Authorize an Agreement with the [Capital Area Community Services](#) to Expand the Jump Start Program to Serve Early Head Start Program
 - b. Resolution to Authorize a [Dental Sealant](#) Program
 - c. Resolution to Appoint Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. as Deputy Medical Directors and Deputy Medical Examiners and to Authorize [Employment Contracts](#)
7. Parks Department
 - a. Resolution to Convey an Easement to [Meridian Township](#) in Order to Construct a Pedestrian Pathway at Lake Lansing Park
 - b. Resolution Authorizing a Contract for [Architectural/Engineering](#) Services for the Splash Playground at Hawk Island County Park
 - c. Resolution Modifying Various [Ingham County](#) Park Rental Fees
8. Equalization and Tax Mapping - Resolution Amending the County's Enhanced Access Policy to Establish Fees for Obtaining Paper [Maps and Digital Parcel Files](#) from the Equalization Department

9. Treasurer
 - a. Correspondence Regarding County Election to [Audit Homestead Exemptions](#)
 - b. Resolution Authorizing the County Treasurer to Enter Into a Contract with Michigan State University Extension to Offer Financial Management Education for [Ingham County Homeowners Subject to Foreclosure](#)

10. Drain Commissioner - Resolution Creating Two (2) Entry Level Assistant Project Coordinators/Commercial Inspectors in the [Drain Commissioner's Office](#)

11. Board Referral – Letter from the State of Michigan, Department of [Environmental Quality](#) Regarding Permit Application for Lansing Grand River Assembly Plant

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **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

August 16, 2005

Minutes

Members Present: Victor Celentino, Dale Copedge, Debbie DeLeon, Andy Schor, Mike Severino, Don Vickers and Board Chairperson Mark Grebner

Members Absent: None

Others Present: Harold Hailey, Jerry Ambrose, Jamie McAloon-Lampman, Bob Moore, Paula Johnson, Bruce Johnston, Mike Dyer and Kimberly Broskey

The meeting was called to order by Chairperson Celentino at 7:02 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the March 15, April 12 and July 19, 2005 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DELEON, TO APPROVE THE MARCH 15 MINUTES AS SUBMITTED; THE APRIL 12 MINUTES AS SUBMITTED; AND, THE JULY 19 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

3. Substitute Resolution
8. Additional Information

Limited Public Comment

Ms. Johnson addressed the Committee regarding her recent trip to Hawaii for a conference. She stated the items covered in the conference regarded credit card fraud and the use of people's Social Security numbers to obtain specific information. She sat on the Privacy Council and the Identification Theft Committee. Ms. Johnson stated great strides are being made in the privacy efforts.

Mr. Dyer stated he was before this Committee at a past meeting to speak regarding his bid on a Hawk Island County Park project. He stated this Committee listened to his concerns. Mr. Dyer thanked the Committee for doing the right thing. Mr. Bennett is a great guy to have within the County. The Health Department was very helpful to him. Mr. Dyer stated he was very grateful to have had the opportunity work with the County.

Chairperson Celentino thanked Mr. Dyer for his statements and then wished him good luck in his future projects.

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. DELEON, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 1c. Boards/Commissions Presentations – Joint Building Authority – Resolution Making Reappointments to the Ingham County/City of Lansing Joint Building Authority
3. Animal Control – Substitute Resolution to Authorize Adjustments to the Animal Control Department's 2005 Budget and Position Allocation List
4. Prosecuting Attorney's Office – Resolution to Accept a Grant from the U.S. Justice Department for a Domestic Assault Response Team Program and to Authorize Subcontracts with Agency Partners

8. Housing Commission – Resolution Authorizing an Amendment to the Consolidated Contract with the U.S. Department of Housing and Urban Development for Modernization Funding for Carriage Lane Apartments
9. Board of Commissioners
 - a. Resolution Honoring Bernard Simons
 - b. Resolution Designating September 26, 2005 “Family Day – A Day to Eat Dinner with Your Children” in Ingham County

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. DELEON, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

1. Boards/Commission Presentations
 - a. Environmental Affairs Commission Interviews

Mr. Feinberg was not present this evening for his scheduled interview.

- b. Women’s Commission Interview

The Committee interviewed Kimberly Broskey for a position on the Women’s Commission.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DELEON, TO RECOMMEND THE APPOINTMENT OF KIMBERLY BROSKEY TO THE WOMEN’S COMMISSION. MOTION CARRIED UNANIMOUSLY.

2. Parks Department – Presentation on Heart of Michigan Pathway

Mr. Moore presented a power-point presentation on the Heart of Michigan Pathway. He stated funding for recreational opportunities has increased by 70%. The Presentation addressed the benefits of connecting trails within the County. Trails are very popular around the Country.

Partners of the Pathway initiative include: Lansing, East Lansing, Meridian Township, Michigan State University, Delhi Township and area property owners. A resolution supporting the concept of the Heart of Michigan Pathway will be presented to this Committee for its consideration at a future meeting.

The presentation went on to illustrate where the trails are currently located and where the proposed trails would be located. It also included funding scenarios for this Pathway effort. The first part of the initiative is to be completed in 2006. Mr. Moore stated the Parks Department has requested funding in the 2006 budget process for this project.

Chairperson Grebner asked if the appropriate right of ways had been purchased. Mr. Moore stated discussions are ongoing regarding this matter.

Mr. Moore suggested that local municipalities take over the maintenance of the trails once they are completed. Comm. Copedge asked about the visibility of the trails and their emergency access routes. Mr. Moore stated the trails would be accessible by emergency automobiles. Three County parks and their trails are currently patrolled.

The Committee thanked Mr. Moore for his informative presentation.

5. Probate Court – Resolution Requesting Contingency Funds and Authorization for a Temporary Seasonal Position to Assist in Meeting Case Management Demands During an Extended Medical Leave

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION REQUESTING CONTINGENCY FUNDS AND AUTHORIZATION FOR A TEMPORARY SEASONAL POSITION TO ASSIST IN MEETING CASE MANAGEMENT DEMANDS DURING AN EXTENDED MEDICAL LEAVE.

Comm. Schor stated he has reviewed the information regarding this item during tonight's meeting. His questions were addressed in the information.

MOTION CARRIED UNANIMOUSLY.

6. Health Department – Resolution to Amend Resolution No. 05-117 and Authorize Staffing Changes in the Bureau of Health Plan Management

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION NO. 05-117 AND AUTHORIZE STAFFING CHANGES IN THE BUREAU OF HEALTH PLAN MANAGEMENT.

Comm. DeLeon asked if the appropriate Union was sent a copy of this information prior to tonight's meeting. Mr. Hailey explained that he spoke with Mr. Bragg regarding this matter earlier today. Information was sent to the appropriate union. As of this date, Mr. Bragg has not heard any negative comments from the union. Mr. Hailey stated he would check with Tom Larkin tomorrow.

MOTION CARRIED UNANIMOUSLY.

7. Treasurer – Informational Item – Tax Foreclosure Financial Hardship Policy Ingham County

Mr. Ambrose stated Ms. Conroy was present earlier during tonight's meeting. She has since left the meeting. Comm. DeLeon stated she believes this process will work well.

The information was received and placed on file.

- 9c. Board of Commissioners – Discussion Item – Release of Client Confidentiality of Cohl, Stoker, Toskey & McGlinchey, P.C. Legal Opinion, on the Road Commission

Mr. Ambrose informed the Committee that Mr. Stoker had no objections to releasing the Client Confidentiality of the Legal Opinion regarding the Road Commission. Action is required by this Committee to release the information.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DELEON, TO SEND THIS COMMITTEE'S AUTHORIZATION TO THE BOARD OF COMMISSIONERS TO RELEASE THE CLIENT CONFIDENTIALITY OF COHL, STOKER & MCGLINCHEY, P.C.'S APRIL 29, 2005 LEGAL OPINION ON THE ROAD COMMISSION.

Chairperson Grebner stated he does not think there would be a big risk in releasing privileged information from the Board in most cases. There was a brief discussion regarding the procedure for future waivers of Client/Attorney Privileged information. Mr. Ambrose stated staff would recommend a process for future requests. He then stated the Board could determine if information should be privileged prior to its release by the County Attorney's Office.

Comm. Severino stated this Committee should also consider cases where there are multiple parties involved in a privileged matter. An issue to consider in this case would be if one or more of the parties would have to waive client confidentiality to release information. Mr. Ambrose stated he would have the County Attorney address this matter.

MOTION CARRIED UNANIMOUSLY.

11. Board Referrals – Resolution from Washtenaw County Urging the 109th Congress of the United States to Reject House Resolution 2726 as Introduced by Congressman Pete Sessions on May 26, 2005

The Board Referral was received and placed on file.

Announcements

Comm. DeLeon stated she wanted to present a late resolution to this Committee tonight which would have recognized the 20th anniversary of the Lansing Area Aids Network

MOVED BY COMM. DELEON, SUPPORTED BY COMM. VICKERS, TO APPROVE A RESOLUTION WHICH WOULD RECOGNIZE THE 20TH ANNIVERSARY OF THE LANSING AREA AIDS NETWORK.
MOTION CARRIED UNANIMOUSLY.

Public Comment: None

The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Debra Neff



August 29, 2005

Gerald Ambrose, Controller
Ingham County
P. O. Box 319
Mason, MI 48854

RE: Quarterly Report

Dear Jerry:

Attached is a different report documenting Tourism performance as captured by the CVB utilizing hotel occupancy data. We use hotel occupancy because it drives the most value in terms of economic impact. It is also a key performance indicator utilized by most CVBs. As you are aware we have recently subscribed to the performance index, Smith Travel Research (STaR) that the majority of hotels subscribe to for comparison of their performance to the rest of the market. By contract we are prevented by STaR from disseminating the direct data. However, the comparison of STaR data to CVB collected data demonstrates the same trends. The actual samples vary slightly but the point difference is not statistically significant to warrant further reconciliation. Thus, you can feel confident that the information provided in our report is reliable for performance trends based on industry standards.

The attached report demonstrates three key indicators—occupancy, ADR, and RevPAR. The most critical performance indicator for the region is occupancy. We also track average daily rate (ADR) as it affects the bed-tax revenue projections. A downward trend in occupancy could potentially be offset by an upward trend in ADR. Ideally if both are up, then we would expect enhanced revenues. Also these trends, coupled with other internal data, alert us to potential gaps and opportunities for new business. RevPAR is more relevant to hotels specifically, as it tracks Revenue Per Available Room and again an indicator of how the area hotels compare in performance to local and regional norms.

Also, included with this report is a summary of unique visits to our CVB web-site, www.lansing.org. This demonstrates the growing impact of web based information and e-marketing potential. Future reports will also include a new feature tracking specific links to area attractions. This feature just started in May so we do not have sufficient data to show trends, but this information should prove valuable to us and the area attractions to measure marketing impact.

WHERE CULTURE & CREATIVITY COME TOGETHER

August 29, 2005

Page Two

The old report that tracks room night sales confirmed by the CVB and the resulting economic impact will be included annually for comparison to goals. This data by itself is not a true reflection of the CVB's overall contribution. The CVB provides service defined in three distinct components. The first is the Visitor Services division, which includes support services to conventions, visitors, both leisure travelers and local community residents. This area is also responsible for managing activity associated with established (repeat) convention business, and this component takes on even greater significance as competition is increasing from surrounding communities. Our Marketing division supports the CVB sales and service initiatives and collaborates with our hospitality partners to create marketing opportunities under the umbrella of Team Lansing. In addition, projects such as the Visitor Guide benefit a wide range of constituents and are utilized by many other community agencies and businesses to represent the essence of the Greater Lansing Community. Our total distribution of Visitor Guides is 140,000 which includes MDOT Welcome Centers throughout the state. I have also included a brief description of key marketing strategies being pursued in the first half of the year by the CVB to achieve its mission. The third division, Group Sales targets conventions and other groups to utilize the region as a meeting place. The attached chart, titled GLCVB Sales Contribution, demonstrates that in 2004 the Bureau booked 8.5% of all hotel rooms sold in the region.

Finally, I have included a recent study completed by Professor Dan Stynes, an expert in tourism economics from MSU, regarding the economic impact of tourism on the local economy. This information is an update from the original information gathered in the year 2000. The CVB uses this information to promote the value of tourism within the community and to monitor relevant industry progress. Some of the information is based on industry standards as not all data is specific to our unique experience. The CVB can also produce ad hoc reports about various aspects of the business depending on special interests of the Commissioners. I have attached certain baseline statistics to respond to some of the previous asked questions from the Commissioners.

My intent is for this information to be of value to the Commissioners in monitoring not only the CVB performance, but the impact the hospitality industry is having on quality of life in Ingham County.

I look forward to your comments.

Thank you.

Sincerely,



W. Lee Hladki
President

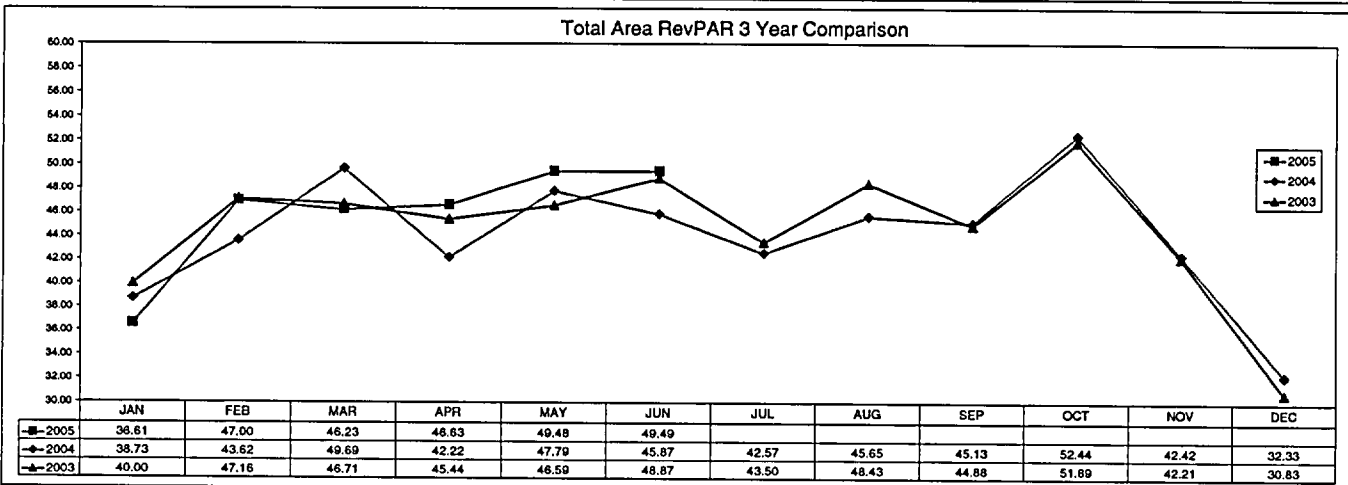
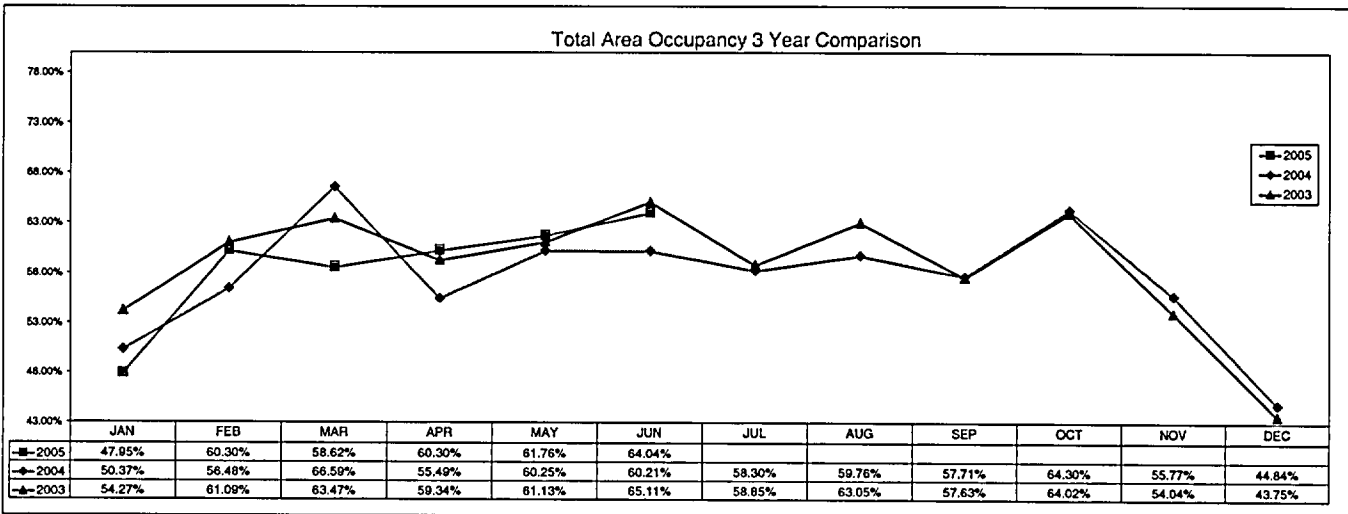
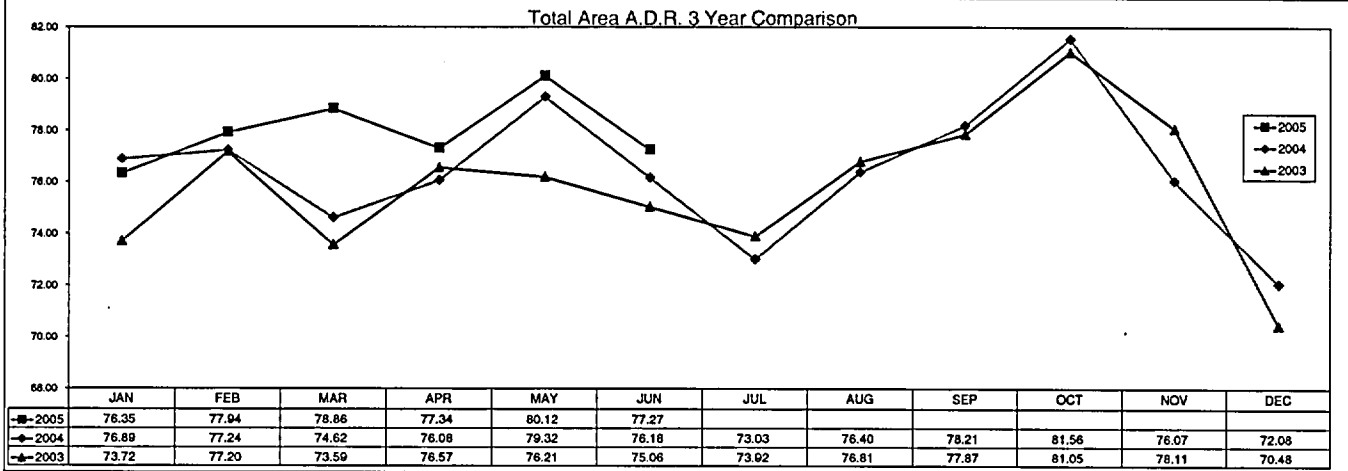
cc: Board Executive Committee

GREATER LANSING CONVENTION & VISITORS BUREAU

JULY 2005

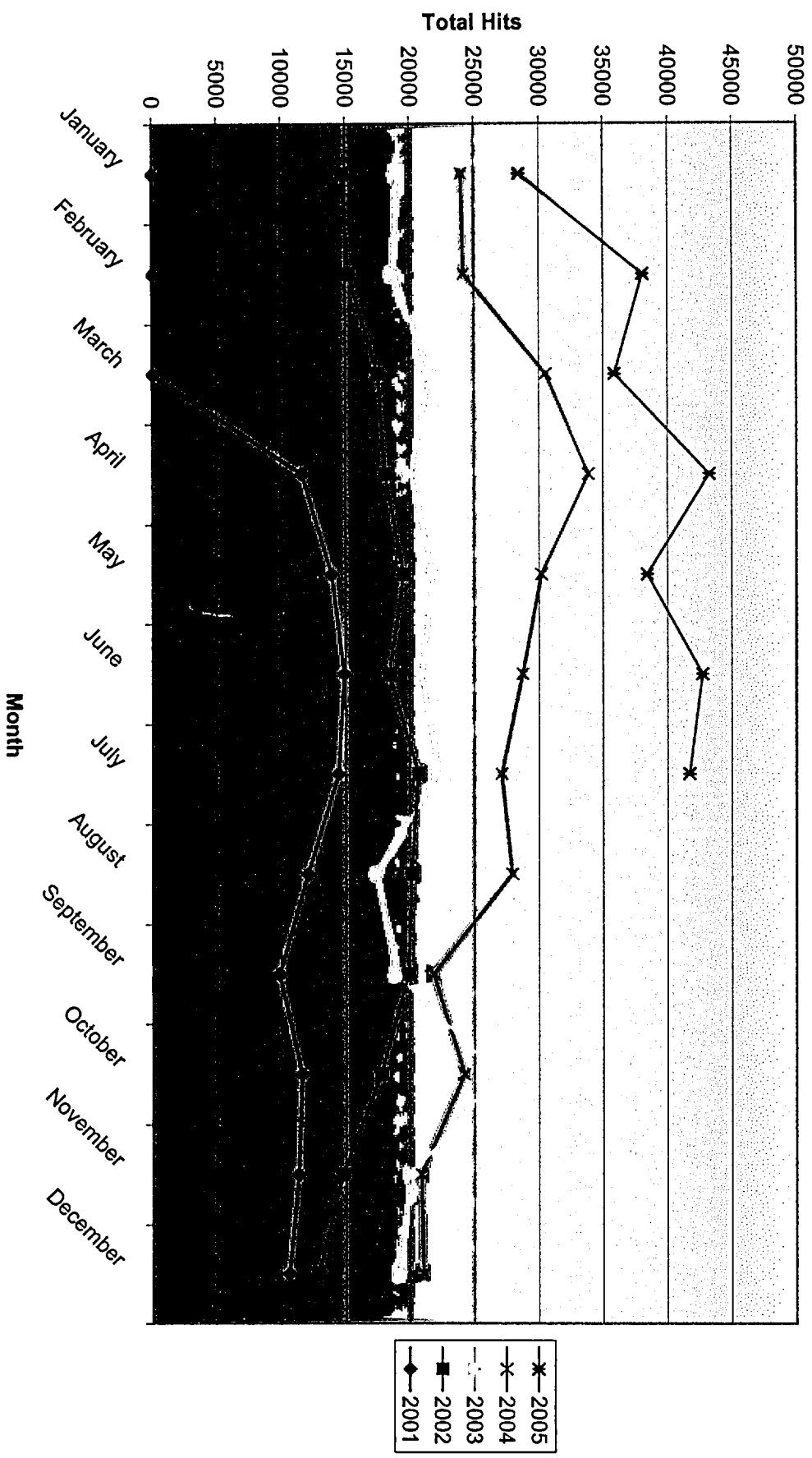
	INGHAM COUNTY						AREA TOTALS					
	A.D.R.		OCCUPANCY		RevPAR		A.D.R.		OCCUPANCY		RevPAR	
	CURR	Y-T-D	CURR	Y-T-D	CURR	Y-T-D	CURR	Y-T-D	CURR	Y-T-D	CURR	Y-T-D
JANUARY	81.65	81.65	46.78%	46.78%	38.19	38.19	76.35	76.35	47.95%	47.95%	36.61	36.61
FEBRUARY	83.02	82.38	58.37%	52.35%	48.46	43.13	77.94	77.20	60.30%	53.87%	47.00	41.59
MAR	84.09	83.01	56.26%	53.72%	47.31	44.59	78.86	77.80	58.62%	55.49%	46.23	43.18
APRIL	81.98	82.74	58.16%	54.82%	47.67	45.36	77.34	77.58	60.30%	56.79%	46.63	44.05
MAY	85.52	83.35	61.22%	56.12%	52.35	46.77	80.12	78.13	61.76%	57.80%	49.48	45.16
JUNE	81.60	83.03	61.89%	57.09%	50.50	47.41	77.27	77.98	64.04%	58.85%	49.49	45.89
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												

NOTE: THESE FIGURES DO NOT INCLUDE INFORMATION FROM 4 INGHAM COUNTY PROPERTIES AND 1 DELTA TOWNSHIP PROPERTY



www.lansing.org

Unique Web Visits



MISSION STATEMENT

The mission of the Greater Lansing Convention and Visitors Bureau is to positively impact the area's economy by marketing the region as a travel destination.

January-July 2005

Key strategies initiated:

1. Advertising campaign emphasizing "keep business in your own town".
2. Brand awareness campaign, radio and print in primary catchment area, Lansing and 4 hour direct radius.
3. New business sales incentive for group business (conventions).
4. Partnership with Capital City Airport for the inbound destination market.
5. Partnership with MSU, School of Hospitality to research potential for the multi-cultural market.
6. Update of Lansing Tourism Economic Impact Study.
7. Subscription to Smith Travel Research (STaR) for enhanced performance and market information about the Lansing region and competitive markets.
8. CVB market research committee feasibility study of uniform demographic data collection with area attractions.
9. Participation in a regional work group to determine feasibility of "entertainment express" linkage between Lansing/East Lansing along Michigan Avenue corridor.
10. Participation in a regional work group to advance a regional vision for cultural development.

GLCVB Sales Contribution

	1st Qtr 04	2nd Qtr 04	3rd Qtr 04	4th Qtr 04	2004 Total	1st Qtr 05	2nd Qtr 05	2005 YTD
CVB RN Bookings	23,363	18,389	11,445	9,603	62,800	32,171	18,718	50,889
GLCVB Partner Reported RN	184,669	187,279	188,290	176,947	737,185	175,612	198,313	373,925
% of GLCVB Partner Reported Contributed by CVB	12.65%	9.82%	6.08%	5.43%	8.52%	18.32%	9.44%	13.61%

Printed: 8/26/05

Filename: Bought/Docs/Desktop/CVB Contribution RNS

Greater Lansing Convention & Visitors Bureau

Baseline Statistics

1. Total room nights available in the Greater Lansing region: 1,679,000
Approximately 4,600 rooms available nightly
2. Rooms nights available in Ingham County: 1,095,000
Approximately 3,000 rooms available nightly
Percentage of Total: 65.22%
3. Bed Tax collected by Ingham County
2003: \$1,846,148 (70.4% of total collections)
2004: \$1,930,965 (70.8% of total collections)
4. Top attraction receiving distinct visits (referrals) from the CVB website
May 2005: Potter Park Zoo
June 2005: Murder Mystery Train (Old Road Dinner Train)
July 2005: Murder Mystery Train (Old Road Dinner Train)

Economic Significance of Tourism to the Lansing Area Economy, 2004

Daniel J. Stynes
June 2005

This report updates estimates of tourist spending and economic impacts on the Greater Lansing economy. Tourist spending in the tri-county region (Ingham, Eaton and Clinton counties) was estimated at \$422 million in 2000 (Stynes 2001). Hotel room sales and hotel receipts in the area dropped from 2000 to 2003, but recovered somewhat in 2004. Tourist spending in 2004 is estimated at \$415 million, only slightly lower than in 2000. Reductions in room sales since 2000 have been largely offset by spending/price increases.

Including secondary effects, the impacts of this spending on the Lansing region economy are roughly 9,000 jobs, \$178 million in personal income (wages and salaries) and \$260 million in value added¹. Tourism accounts for 3.2% of all jobs in the area and about 2% of all personal income. Tourist spending in the tri-county region generated \$2.7 million in local room taxes and \$25 million in state sales and use taxes in 2004. These figures do not include airport-related activity or capital investments and government spending on tourism. Only some of the economic activity associated with the Lansing Convention Center are included.

Methods

Methods developed in the previous report are applied to more recent data to develop estimates for 2004. As before, similar results are obtained using both a tourism satellite accounting approach and the MITEIM model (Stynes 2000). The MITEIM model develops estimates of tourist spending based on per day spending averages for distinct visitor segments and estimates of the volume of tourism activity by each segment. Tourist spending is applied to an input-output model of the Lansing area economy to estimate direct and secondary impacts in terms of sales, jobs, personal income and value added.

The tourism satellite accounting approach estimates direct economic impacts of tourism by extracting tourism activity from reported sales, income and employment for tourism-related sectors. This grounds the estimates in the official government economic statistics.

The estimates cover all spending except for airfares by travelers to the region in 2004. This includes both pleasure and business trips of 50 miles or more. Visitors are divided into three primary segments (1) visitors staying overnight in hotels, motels, or bed and

¹ Value added is the best measure of the contribution of an industry to the local economy. It includes the income of households (wages and salaries), businesses (profits and rents), and government (sales and use taxes) earned directly or indirectly from tourism. The \$178 million in personal income is part of tourism's value added.

breakfasts, (2) visitors on day trips, and (3) overnight visitors staying with friends and relatives.

Hotel Sales

The best information on tourism activity in the area are the bed tax and room sales figures compiled by the Greater Lansing Convention and Visitor's Bureau. These figures provide reliable estimates of room sales and room nights for hotels in Ingham county and Delta township. Room sales are not reported for all properties. Bed taxes have more complete coverage, but exclude smaller B&B's with less than 10 rooms and some other hotel activity, such as extended stays of more than 30 nights, and some MSU-related room nights at Kellogg Center. Our tourism hotel estimates are based on the bed tax figures with some adjustments for uncovered room nights.

Total room sales declined from \$62.4 million in 2001 to \$58.7 million in 2003, recovering to \$61.3 million in 2004. Ingham county accounts for 63% of room sales, Eaton county 36% and Clinton county 1%. At an average room rate of \$76 in 2004, area hotels hosted 800,000 room nights. This provides a sound basis for estimating spending by visitors staying in hotels.

Table 1. Tri-county Hotel Room Sales

	2001	2002	2003	2004
CVB Members Reported room sales				
Ingham County	37,572,643	38,589,064	34,397,244	36,720,087
Delta twp	17,962,149	17,366,918	17,465,875	18,186,313
Dewitt	1,044,990	1,054,922	1,416,923	1,532,602
Room Sales based on Bed Tax				
Ingham County	40,371,147	37,761,781	36,922,957	38,630,319
Delta twp	18,492,664	18,090,991	18,006,849	18,584,389
Dewitt	1,051,823	1,043,625	1,373,957	1,542,961
County Room Sales Estimates				
Ingham ^a	41,057,457	38,403,731	37,550,648	39,287,035
Eaton ^b	20,341,930	19,900,090	19,807,534	20,442,828
Clinton ^c	<u>1,051,823</u>	<u>1,043,625</u>	<u>1,373,957</u>	<u>1,542,961</u>
Total	62,451,211	59,347,446	58,732,138	61,272,823
Average room rate	\$75	\$75	\$79	\$76

a. based on bed tax, increased by 1.7% for uncovered room nights

b. based on bed tax, increased by 10% for uncovered room nights and hotels outside Delta twp.

c. based on bed tax

There do not exist reliable estimates of day trips to the area or the number of visitors staying with friends or relatives (VFR). Our 2001 report estimated day trips and VFR stays from statewide estimates, allocating a percentage of these trips to each county. VFR trips were allocated in proportion to population, while day trips were allocated based on a combination of population and hotel sales (Stynes 1998). Lacking more recent data, we assume the number of day and VFR trips have remained constant since 2000.

The Lansing area hosted 4.9 million person trips in 2004. Half of these were day trips, 19% involved stays in hotels or B&B's and 31% involved stays with friends and relatives. Since spending averages are best estimated on a party day basis, travel volumes are converted to party days for day trips and party nights for overnight stays by dividing by average party sizes and lengths of stay². The area hosted 3.47 million tourist party days/nights in 2004 divided 28% to day trips, 23% to overnight stays in hotels, and 49% stays with friends or relatives (Table 2).

Table 2. Tourist Activity in Lansing Area by Segment, 2004

	Segment			Total
	Day	Hotel	VFR	
Person trips	2,427,500	920,000	1,530,000	4,877,500
Party trips	971,000	400,000	566,667	1,937,667
Party nights (000's)	971,000	800,000	1,700,000	3,471,000
Pct of person trips	50%	19%	31%	100%
Pct of party nights	28%	23%	49%	100%

Visitor Spending

Spending averages for the three visitor segments were originally developed from a statewide survey of travelers sampled at state highway welcome centers in 1998 (Vogt, et. al, 1998). The averages therefore represent auto travelers. These averages have been periodically adjusted over time using BLS price indices and more recent visitor spending surveys.

To capture spatial variations in spending patterns, low, medium and high spending averages were developed for the MITEIM model. Based on the average room rate for Lansing in 2004, spending averages that are 10% higher than the medium spending profiles were selected for this study. Visitors on day trips and visitors staying with friends and relatives are assumed to spend about \$89 per party per day, while visitors in hotels average \$221 per night (Table 3).

Table 3. Average Spending in the Tri-county region by Segment (\$ per party per day)

Spending category	Segment		
	Day	Hotel	VFR
Lodging	0.00	86.00	0.00
Restaurants & bars	23.08	49.95	24.00
Groceries, take-out food/drinks	6.46	13.03	23.12
Gas & oil	16.95	20.97	16.15
Other vehicle expenses	0.50	1.78	0.26
Local transportation	1.59	7.58	0.76
Recreation/entertainment	12.70	13.14	5.09
<u>Souvenirs and other expenses</u>	<u>28.61</u>	<u>28.18</u>	<u>19.65</u>
Total	89.89	220.64	89.02

² Average party size are assumed to be 2.5 for day trips, 2.3 for hotel stays and 2.7 for VFR. Hotel stays average 2.0 nights while VFR stays average 3.0 nights.

These averages can be converted to a per person or per trip basis using average party size and length of stay data.

Total visitor spending is estimated by multiplying the spending averages for each segment by the volume of travel activity in party days/nights. Visitors spent an estimated \$415 million in the tri-county area in 2004. Visitors in hotels account for 43% of all spending, the VFR segment accounts for 36% and day trips 21% (Table 4). Visitor spending is divided 27% restaurants and bars, 17% lodging, 16% shopping, 15% gas and oil, 14% groceries and take out food, and 8% recreation and entertainment (Figure 1).

Table 4. Total Spending by Lodging Segment in Tri-county area (\$000's)

Spending category	Segment			Total
	Day	Hotel	VFR	
Lodging	0	68,800 ^a	0	68,800
Restaurants & bars	22,407	39,958	40,800	103,165
Groceries, take-out food/drinks	6,277	10,427	39,304	56,008
Gas & oil	16,458	16,777	27,458	60,693
Other vehicle expenses	485	1,426	437	2,349
Local transportation	1,545	6,068	1,286	8,899
Recreation/entertainment	12,333	10,512	8,645	31,490
<u>Souvenirs and other expenses</u>	<u>27,778</u>	<u>22,545</u>	<u>33,400</u>	<u>62,285</u>
Total	87,283	176,514	151,329	415,126
Percent	21%	43%	36%	100%

a. Includes state and local room taxes.

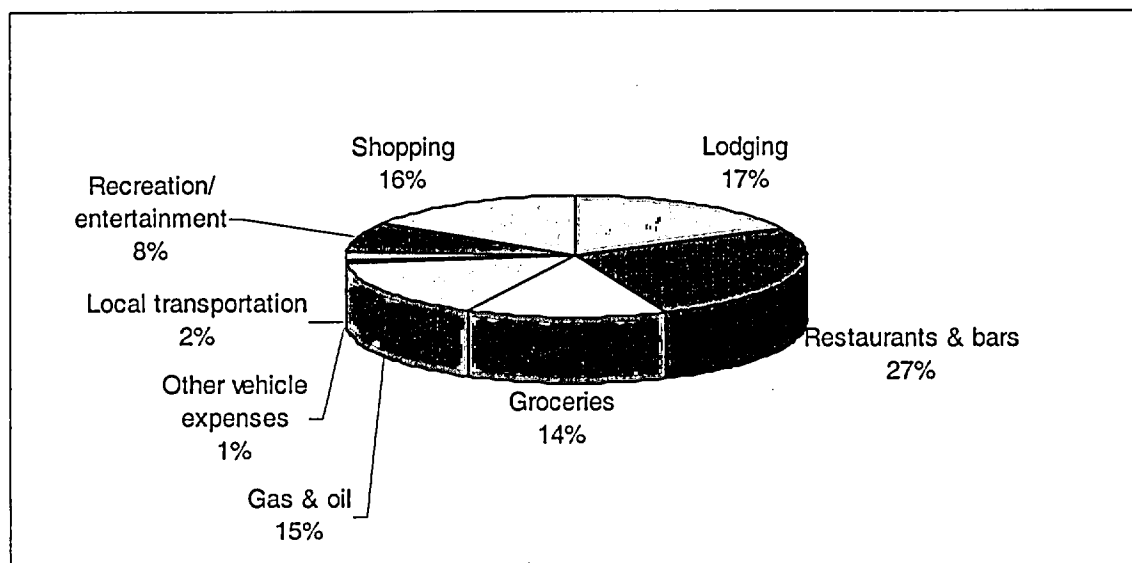


Figure 1. Visitor Spending by Spending Category

Economic Impacts of Visitor Spending

The economic impacts of this spending are estimated by applying the spending to an input output (I-O) model of the Lansing area economy. An I-O model of the tri-county area economy was estimated using the IMPLAN system and 2001 economic data for the three counties. The model uses production functions for 510 economic sectors to translate spending into the associated jobs and income in each sector and estimates secondary effects by tracing inter-industry transactions and household spending. The MITEIM model uses sector specific multipliers for key tourism-related sectors to estimate direct and secondary impacts.

Direct impacts are the sales, jobs and income in firms that sell goods and services to travelers (i.e. hotels, restaurants, amusement and retail shops). Secondary effects are of two types: indirect effects capture sales and jobs in backward-linked industries that sell goods and services to tourism businesses, while induced effects capture the impacts of household spending of income earned directly or indirectly from tourists.

The average tourism sales multiplier (Type II) for the Lansing economy is 1.52. This means an additional \$.52 in sales is generated for every \$1.00 of direct sales through secondary effects. While direct effects accrue mainly to hotels, restaurants, amusements, and retail stores, secondary effects benefit a wide range of businesses in the region.

The direct effects of the \$415 million spent by visitors in 2004 are 7,195 jobs, \$124 million in personal income (wages and salaries) and \$171 million in value added. Value added includes the \$124 million in personal income plus profits and rents accruing to tourism businesses and sales taxes and other indirect business taxes. Visitor spending generated \$25 million in state sales and use taxes and 2.7 million in local room taxes. (Table 7). This does not include local or state income or business taxes or sales and use taxes on induced household spending.

Table 5. Economic Impacts of Visitor Spending

Sector/Spending category	Sales \$000's	Jobs	Personal Income \$000's	Value Added \$000's
Direct Effects				
Motel, hotel cabin or B&B	68,800	1,732	30,102	48,723
Restaurants & bars	103,165	2,835	39,592	44,629
Admissions & fees	31,490	881	10,660	17,833
Other vehicle expenses	2,349	16	494	1,128
Local transportation	8,899	247	4,625	5,221
Retail Trade	67,472	1,317	31,669	41,465
Wholesale Trade	13,426	117	5,078	8,876
<u>Local Production of Goods</u>	<u>6,468</u>	<u>50</u>	<u>1,933</u>	<u>2,880</u>
Total Direct Effects	302,068	7,195	124,153	170,756
<u>Secondary Effects</u>	<u>156,966</u>	<u>1,853</u>	<u>56,418</u>	<u>93,525</u>
Total Effects	459,034	9,048	180,571	264,280
Multiplier	1.52	1.26	1.45	1.55

Secondary effects support an additional 1,853 jobs generating another \$56 million in personal income and \$94 million in value added. Including both direct and secondary effects, the impacts of visitor spending on the Lansing economy is just over 9,000 jobs, \$181 million in personal income and \$264 million in value added. Visitor spending generates \$2.7 million in local taxes and \$25 million in state taxes.

Table 6. Tax Impacts of Direct Tourism Sales (\$000's)

Spending category	Federal	State	Local	Total
Lodging	0	3,739	2,742	6,481
Restaurants & bars	0	5,840	0	5,840
Gas & oil	5,661	8,884	0	14,544
Admissions & fees	0	1,782	0	1,782
<u>Souvenirs and other expenses</u>	<u>0</u>	<u>4,739</u>	<u>0</u>	<u>4,739</u>
Total Taxes on Spending	5,661	24,984	2,742	33,387

Tourism Satellite Accounts

Tourism satellite accounting (TSA) methods provide a way to validate the spending and impact estimates generated with the MITEIM model. The TSA approach begins with official economic statistics for the tri-county area covering sales, income and jobs in different industries. The most recent complete set of economic accounts for the region is for 2001.

The IMPLAN system compiles economic data from government sources for 510 distinct economic sectors (MIG, Inc. 1999). In the TSA approach, we identify those sectors most directly related to tourism and estimate the proportion of sales in each sector attributed to tourist spending. Table 7 displays the data for eleven tourism-related sectors in the tri-county region for 2001. Retail and wholesale trade sectors are included as they capture the margins on goods purchased by visitors. Note that the satellite accounts do not include manufacturing sectors as most goods bought by visitors are not made locally. In the TSA accounts, only the markups that accrue to retailers are counted as tourism sales, not the retailer's cost of goods sold.

Focusing on the employment figures in Table 7, Lansing area hotels employed 1,641 people in 2001, most of which can be attributed to tourism. There were 29,358 retail jobs and 17,157 restaurant jobs. Not all of the restaurant and retail jobs are attributable to tourist spending. To estimate tourism-related activity, the TSA approach claims a share of activity in each sector. Instead of estimating the volume of tourists or their spending as in the MITEIM approach, we must estimate the proportion of sales in restaurants, retail stores, etc. that is to tourists rather than local residents.

Table 7. Economic Activity in Tourism-Related Industries, Lansing Tri-county region 2001

Industry Sector	Output (\$millions)	Jobs	Personal Income (\$millions)	Value Added (\$millions)
Accommodations ^a	73	1,641	23	45
Food services and drinking places	583	17,157	190	252
Amusements and recreation	61	1,831	17	35
Entertainment	52	3,047	21	29
Retail Trade	1,433	29,358	615	874
Wholesale trade	708	6,619	260	468
Auto rental and leasing	82	827	18	59
Scenic and sightseeing transp.	41	453	15	21
Transit and ground passenger transp.	80	2,384	29	47
Air transportation	18	97	5	7
<u>Travel arrangement and reservations</u>	<u>23</u>	<u>380</u>	<u>8</u>	<u>11</u>
Tourism Total	3,155	63,794	1,201	1,847
Total economy	31,564	277,717	9,220	14,389
Tourism Percent of Total Economy	10%	23%	13%	13%

a. IMPLAN estimates for the accommodation sector were increased by 20% to be consistent with reported room sales and also employment and income estimates for the accommodations sector produced by BEA and BLS.

To produce national tourism satellite accounts, the Bureau of Economic Analysis (BEA) has estimated the proportion of sales in tourism-related sectors attributable to tourist spending at the national level (Kuhlback et. al 2004). For example, BEA estimates that 19% of restaurant sales at the national level are to tourists. As the ratio of tourists to residents of the Lansing area is similar to the national average, the national tourism industry ratios provide a reasonable starting point for satellite accounts for the tri-county economy. A few adjustments were made to adapt the ratios to the local level and take into account unique aspects of the Lansing area economy. These are discussed in the Appendix.

Estimates of tourist-generated activity in each sector are computed by multiplying the sales, employment, income and value added figures for each industry in Table 7 by the tourism industry ratios in the second column of Table 8. For example, 90% of economic activity in the accommodations sector is attributed to tourism, so \$65.7 million of the \$73 million in hotel sales (output) is counted as tourism sales. Tourism shares are estimated at 17% for restaurants, 25% for recreation and entertainment, and 4.3% for retail trade.

Total tourism sales in 2001 using the TSA approach is \$290 million. Since the TSA accounts do not include local manufacturing activity, the cost of goods sold to the retailer must be added to this figure to obtain tourist spending. In comparing TSA and MITEIM model estimates, we must also take into account some growth in tourist spending between 2001 and 2004. Based on room sales in 2001, the MITEIM model estimate of tourist spending in 2001 is \$383 million.

Table 8. Tourism Satellite Accounts (TSA) for Lansing Region, 2001

Industry Sector	Tourism Generated Activity				
	Tourism Industry Ratio	Output (\$millions)	Jobs	Personal Income (\$millions)	Value Added (\$millions)
Accommodations	90%	65.7	1,477	21.0	40.5
Food services and drinking places	17%	99.1	2,917	32.3	42.9
Amusements and recreation	25%	15.3	458	4.2	8.7
Entertainment	25%	13.1	762	5.1	7.1
Retail Trade	4.3%	61.6	1,262	26.5	37.6
Wholesale trade	2%	14.2	132	5.2	9.4
Auto rental and leasing	11%	9.1	91	2.0	6.5
Scenic and sightseeing transp.	10%	4.1	45	1.5	2.1
Transit and ground passenger transp.	10%	8.0	238	2.9	4.7
Tourism Total		290.2	7,382	100.6	159.5
Tourism Percent of Total Economy		0.9%	2.7%	1.1%	1.1%

Note: Tourism estimates are obtained by multiplying the tourism industry ratios by total economic activity in each sector from Table 6. Air transportation and travel arrangements are excluded.

Table 9 compares the MITEIM model spending estimates for 2001 with the 2001 tourism satellite account estimates. The two estimates are quite comparable in total and for individual categories. The fact that we obtain very similar estimates with two distinct approaches relying on different input data and assumptions is very encouraging. The TSA approach grounds the estimates in official government economic statistics, while the MITEIM approach directly estimates spending from visitor volumes and spending averages.

Table 9. Comparison of TSA and MITEIM tourism spending estimates for the Lansing area (\$ millions)

Spending Category/Sector	2004	2001	2001
	MITEIM	MITEIM	TSA
Lodging	68.8	67.8	65.7
Restaurant	103.2	96.5	99.1
Amusements	31.5	28.3	28.4
Local transp & vehicle exp.	11.2	10.7	8.0
Retail & Wholesale Margins	80.9	74.8	78.6
<u>Goods (producer prices)</u>	<u>113.3</u>	<u>104.7</u>	<u>110.0</u>
Total	408.9	382.9	389.8

Note: 2001 MITEIM figures are estimated by price adjusting spending profiles in Table 3 back to 2001 and modifying hotel nights based on 2001 room sales. Day trips and VFR activity are assumed constant.

DISCUSSION

This report estimates overall tourist spending in the Lansing area at \$415 million in 2004 and estimates the local economic impacts of this spending on the tri-county region. The estimates include spending of visitors on day trips and overnight visitors staying in area hotels or with friends or relatives. Visitors staying in hotels represent 21% of person trips to the area and 43% of visitor spending. The impact estimates do not include economic activity associated with the airport (airfares and car rentals) or the impacts of capital investments by government or private industry in support of tourism. Activities of the Lansing Convention Center are also not fully captured.

Only general travel expenses of visitors to convention events who are staying overnight in area hotels are directly captured by the MITEIM model. The Lansing Convention Center brought in \$5 million in revenue in 2003 and employed about 110 people. The Center had 824 event days in 2003 of which 132 (16%) were major conventions. Some events serve mostly local residents, while others attract visitors to the area. There are also additional expenses by exhibitors that are not covered by the MITEIM model.

Room sales and bed tax figures provide a sound basis for estimating travel volume and spending for visitors in hotels. These visitors account for 43% of overall tourist spending and similar shares of the impact measures. The number of day trips and VFR trips should be interpreted as ballpark estimates, as little reliable information to estimates these trips exists. There are significant numbers of day trips and VFR stays associated with events at Michigan State University, state government, the Lansing Convention Center and other special events. While some of these activities have visitor counts, most organizations are not able to estimate the percentage of visitors from outside the tri-county region.

The Greater Lansing Convention and Visitors Bureau influences some kinds of travel more than others. Evaluating CVB activities will require focusing on individual programs and more narrowly targeted visitor segments. While the TSA methods are not readily applied to individual travel markets, the MITEIM model can be easily adapted to estimate spending and impacts associated with narrowly defined programs and markets such as convention visitors, community special events, direct marketing efforts, bus tours, golfers, heritage and cultural visitors, or sporting events. The information required are (1) estimates of the number of visitors/trips broken down by segment (hotel, day trip, vfr, local resident, exhibitor), and (2) per day or per trip spending averages for the segment.

Specialized spending profiles for use with the MITEIM model have been estimated for many segments including golfers, museum visitors, and business travelers. In some cases these profiles must be adapted to unique aspects of the Lansing market, but most are fairly generalizable. Hence, the key information for estimating spending and impacts is the number of visitors broken down by local versus non-local, day versus overnight trips and hotel stays versus stays with friends and relatives. A combination of systematic visitor counting procedures and short surveys to identify the percentage of non-local visitors and visitors staying in hotels is generally adequate to produce reasonably accurate spending and impact estimates.

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- Vogt, C.A., Pennington-Gray, L., Xu, X.M., Stynes, D.J., Fridgen, J.D. 1999. A survey of Travel Michigan Welcome Center Visitors. East Lansing, MI: Department of Park, Recreation and Tourism Resources, Michigan State University.121 pp.

Appendix A- Multipliers for the Lansing region

Table A-1. Multipliers for selected tourism-related sectors, Lansing tri-county region, 2004

Sector	Direct effects			Total effects multipliers				
	Jobs/ \$ Million sales	Personal income/sales	Value Added /sales	Sales I	Sales II	JobsII/ Million sales	Income II/ sales	Value Added II/sales
Hotels And Lodging Places	25.18	0.44	0.71	1.18	1.46	30.85	0.61	0.99
Eating & Drinking Estab.	27.50	0.38	0.43	1.26	1.52	33.33	0.56	0.73
Amusement and Recreation	27.98	0.34	0.57	1.28	1.52	34.35	0.53	0.88
Auto repair and services	6.62	0.21	0.48	1.23	1.40	11.43	0.36	0.71
Local transportation	27.77	0.52	0.59	1.21	1.55	34.80	0.73	0.91
Manufacturing	7.84	0.30	0.45	1.18	1.39	12.12	0.44	0.68
Retail Trade	19.53	0.47	0.61	1.27	1.59	26.66	0.69	0.98
Wholesale trade	8.73	0.38	0.66	1.21	1.47	14.56	0.56	0.95

a. Based on an input output model for the Ingham-Clinton-Eaton county region for 2001, estimated with the IMPLAN system. Job multipliers are price adjusted to 2004 using general CPI.

Brief explanation of table:

Direct effects are economic ratios to convert sales to jobs, income and value added.

Jobs/Sales measures the number of jobs per million dollars in sales.

Income/sales is the percentage of sales going to wages and salaries (includes sole proprietor's income)

Value added/sales is percentage of sales that is value added (Value added covers all income, rents, profits and indirect business taxes).

Total effects are multipliers that capture the total effect relative to direct sales.

Sales II multiplier = (direct + indirect + induced sales)/ direct sales

Sales I captures only direct and indirect sales = (direct + indirect sales)/ direct sales

Jobs II/ MM sales = total jobs (direct + indirect + induced jobs) per million dollars in direct sales.

Income II /Sales = total income (direct + indirect + induced income) per dollar of direct sales

VA II/ Sales = total value added (direct + indirect + induced value added) per dollar of direct sales.

Using the hotel sector row to illustrate:

Direct Effects: Every million dollars in hotel sales creates 25.18 jobs in hotels. Forty-four percent of hotel sales goes to wages and salaries of hotel employees and 71% of hotel sales is value added. The remaining 29% of hotel sales goes to purchase inputs by hotels. The wage and salary income creates the induced effects and the 29% spent on purchases by the hotel starts the rounds of indirect effects.

Multiplier effects: There is an additional 1.18 cents of indirect sales in the region for every dollar of direct hotel sales (type I sales multiplier = 1.18). Since the Type II sales multiplier for hotels is 1.46, 46 cents in secondary sales results for every dollar of direct sales, i.e., 18 cents in indirect sales and 28 cents in induced sales. An additional six jobs are created from secondary effects for each million dollars in hotel sales (31 total jobs – 25 direct jobs per million sales). These jobs are scattered across other sectors of the local economy. Including secondary effects, every million dollar of hotel sales in the three county region yields \$1.46 million in sales, \$610,000 in income, and \$990,000 in value added.

Multipliers and ratios vary from industry to industry.

Table A2. Comparison of National and Lansing region Tourism Industry Ratios

Sector	Lansing TI Ratio	National TI Ratio	National Commodity Ratio	Notes
Accommodations	90%	73%	100%	Adjusted to exclude gambling and hotel dining facilities
Food services and drinking places	17%	19%	19%	Above avg. local eating out
Amusements and recreation	25%	27%	31%	
Entertainment	25%	25%	31%	
Retail Trade	4.3%	3%	4%	7% for gas stations
Wholesale trade	2%	2%		
Auto rental and leasing	11%	57%	92%	based on comparison with car rental receipts in 2000
Scenic and sightseeing transp.	10%	97%	100%	mostly tours leaving area
Transit and ground passenger transp.	10%	25%	18%	limited local public transit for tourists not included
Air transportation	0%	79%		
<u>Travel arrangement and reservations</u>	<u>0%</u>	<u>93%</u>	<u>93%</u>	<u>not included, tourists leaving area</u>

There are a number of technical reasons for adjusting the national TI ratios for application to Lansing. National ratios are first developed for commodities and then estimated for industries based on the mix of commodities produced by each industry. For example, the national commodity ratio for accommodations is 100%, but since hotels also produce meals (hotel restaurants and bars), gambling (casino hotels), and retail sales the industry ratio is lower. IMPLAN accounts that we use here, however, put sales of hotel dining facilities with eating and drinking establishments. Lansing hotels have no gambling, so the 73% industry figure does not apply. The ninety percent figure accounts for hotel revenue from local banquets and meetings that are not considered as tourism. Operationally, we have set the ratio to be consistent with room sales figures for the area.

The restaurant share for Lansing is set slightly lower than the national average due to a higher propensity of local residents to eat out. Amusement and entertainment facilities are a broad mix including bowling alleys and pool halls that may serve mostly locals and other attractions aimed mainly at tourists. The tourist share for Lansing is set slightly lower than the national average at 25%.

The national industry ratio for retail trade is 7% for gas service stations and 3% for other retail stores. The 4.3 figure is a weighted average of these two percentages using the proportions of tourist spending for gas versus other retail purchases.

The 11% share for car rentals was estimated in 2000 based on actual sales of car rental firms at the Lansing airport. Reported sales in this sector appears to include some leasing of cars as well as truck and commercial rentals. Local transportation and sightseeing were set at 10%. Use of public transportation by tourists to Lansing is very limited and firms that likely fall into the sightseeing/tour category are more likely taking residents out of the area than serving tourists coming in. Air transportation and travel arrangements sectors are excluded from our satellite accounts for consistency with the MITEIM model, which does not include airfares. While the airport is an important part of Lansing's travel industry, we cannot at this time isolate the contribution to incoming tourism.

The satellite accounts point up important differences between what is generally considered the "tourism industry" and economic activity related to tourist spending. Travel arrangements and air transportation are

part of the tourism industry but include both incoming and outgoing travelers. Most sectors selling to final consumers generate some sales from tourists and some from local residents. The estimates made here using both TSA and MITEIM approaches attempt to isolate spending and impacts associated with incoming travelers. These are the appropriate measures for evaluating the impact of programs to attract and serve tourists to the area and capture the relative economic importance of these activities.

Ingham County Board of Commissioners

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P.O. BOX 319
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FAX: (517) 676-7264
web site: www.ingham.org

BECKY BENNETT
BOARD COORDINATOR



July 26, 2005

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Ingham County Road Commission
301 Bush
Mason, MI 48854

Dear Commissioners,

At its meeting on June 28, 2005, the Board of Commissioners referred two proposed resolutions to the County Services Committee for its consideration. One resolution called for an investigation into whether or not reasons exist for removing certain members of the Road Commission; the other called for the resignation of certain members.

After discussing the proposed resolutions at its meeting on July 19, 2005, the County Services Committee voted to table action until its September 20, 2005 meeting. The Committee decided to table action in order to give the Road Commission time to demonstrate that the concerns which have given rise to the introduction of these resolutions are being addressed. It is my understanding from discussions held at the July 11, 2005 Board Leadership meeting that the Road Commission is taking steps to address these concerns. I am hopeful that at the September 20, 2005 meeting, the Road Commission will be able to demonstrate that substantive and lasting progress is being made.

The Committee has identified several concerns which it believes are critical for the Road Commission to address. It is the consensus of the Committee that the Road Commission and staff must work to improve the means by which public input is solicited and considered prior to decisions being made; must improve the attitudes with which board members and staff interact with constituents; must improve the Road Commission's decision-making process in order to balance the recommendations of staff with the concerns and suggestions of constituents; and must incorporate into Commission and staff perspectives the need to design roads and implement projects which

reflect the unique nature of the communities and neighborhoods where the project is occurring.

The Committee has identified these specific suggestions for improvements in the areas noted:

- Electronically recording public hearings and making them easily available to anyone interested. The use of television, video recording, and the internet are all suggested.
- Scheduling public hearings with the convenience of the public in mind. Hearings should be advertised widely and everyone within the impact area of the project should be contacted, using formal and informal channels such as the media, neighborhood organizations, local governments and community leaders. Hearings should not be scheduled when attendance is likely to be low, such as at holiday or vacation times.
- Using public hearings as opportunities to exchange ideas and concepts with constituents. Staff and Commission members should be prepared to provide explanations as to what is being contemplated, while being open to new suggestions. Where concerns and suggestions have been raised at public hearings, final decisions should not be made until thoughtful consideration has been given by the Commission and staff to the concerns and suggestions.
- Being proactive in cultivating positive relationships with constituents, local units of government; neighborhood groups, community leaders; and the Board of Commissioners. It is imperative that the Commission and staff be courteous and respectful at all times, especially when faced with strong objections to proposed plans.
- Fully explaining Commission decisions in public meetings. The rationale for the decision should be clearly stated, and should take into account any significant concerns and suggestions which have been made by constituents. Commission decisions should clearly reflect that a primary role of the Commission is to balance the recommendations of professional staff with the concerns and suggestions of constituents and the unique characteristics of the communities and neighborhoods. The use of professional public relations firms in an attempt to generate the appearance of public support for Commission decisions should be avoided.
- Directing and encouraging professional staff to become educated in new approaches and philosophies of road design. In particular,

attention should be paid to current approaches to designing roads within the context of unique communities and neighborhoods as well as in accordance with the intent of local land use and growth policies.

Please contact me if you have any questions or comments on this matter. I look forward to seeing you at our September 20, 2005 meeting. The meeting begins at 7:00 pm and will be held at the Human Services Building in Lansing.

Sincerely,

A handwritten signature in cursive script, appearing to read "Victor G. Celentino".

Victor G. Celentino, Chairperson
County Services Committee

RECEIVED

SEP 08 2005

INGHAM COUNTY
CONTROLLER'S OFFICE

(517) 372-9000
FAX (517) 372-1026

COHL, STOKER, TOSKEY & McGLINCHEY, P.C.
ATTORNEYS AND COUNSELORS
601 NORTH CAPITOL
LANSING, MICHIGAN 48933

PETER A. COHL
DAVID G. STOKER
ROBERT D. TOWNSEND
BONNIE G. TOSKEY
JOHN R. McGLINCHEY
RICHARD D McNULTY
TIMOTHY M. PERRONE
EDWARD J. STARMER

September 7, 2005

Becky Bennett, Board Coordinator
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Re: *Proposed Amendment to the Board Rules*

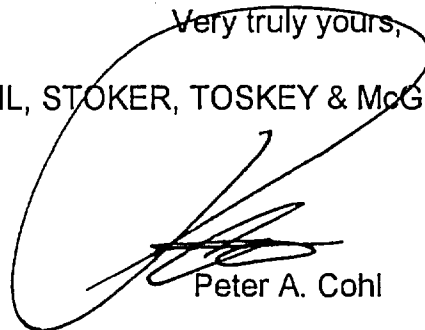
Dear Ms. Bennett:

Per the direction of the Board of Commissioners pursuant to Resolution No. 14 of August 23, 2005, please find enclosed a proposed change to the Ingham County Board Rules regarding the release of Attorney-Client privileged information.

If you have any questions, do not hesitate to contact me.

Very truly yours,

COHL, STOKER, TOSKEY & McGLINCHEY, P.C.



Peter A. Cohl

PAC/nas
Enclosure

✓cc: Gerry Ambrose, Ingham County Controller

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE BOARD RULES

WHEREAS, the Board of Commissioners regularly receives written communications from its attorneys; and

WHEREAS, such communications are privileged communications and exempt from disclosure to the general public without a specific release to the contrary; and

WHEREAS, the Board may wish in certain instances to have attorney client privileged communications released to the persons and/or the general public.

THEREFORE BE IT RESOLVED, that the Board Rules of the Ingham County Board of Commissioners are amended by adding the following section:

VII.

(See Attached)

VII.

I. RELEASE OF ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS. Attorney-client privileged communications may be released to persons and/or the general public under the following conditions:

1. A county commissioner requests the release of a Attorney-client privileged communication.
2. The county attorney provides his or her opinion regarding the release of such privileged communication to the County Services Committee. The county attorney will determine if disclosure could have any negative effect on pending litigation or other legal matters.
3. The County Services Committee shall make a recommendation to the full Board of Commissioners.

RESOLUTION STAFF REVIEW

DATE: September 14, 2005

Agenda Item Title: Resolution to Exempt County Property Tax Revenues from Capture in the Meridian Township Downtown Development Authority District

Submitted by: Economic Development Corporation

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution exempts Ingham County's property tax revenues, in the proposed new DDA area of the Okemos area of Meridian Township, from capture by the Meridian Township DDA pursuant to MCL 125.1653(3). This resolution shall take effect when a copy is filed with the Meridian Township Clerk, and shall remain effective until a copy of a resolution rescinding this resolution is filed with the Meridian Township Clerk.

Financial Implications: Ingham County may hereafter enter into agreements with the Charter Township of Meridian and the Meridian Township Board to share a portion of the captured assessed value of the proposed new Meridian Township DDA District, in conformance with the policies set forth in Resolution #05-094.

Other Implications: None.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

MEMO

TO: County Services and Finance Committees

FROM: Ingham County Economic Development Corporation
Susan M. C. Pigg, Economic Development Agent

RE: EDC Recommendation on Meridian Township DDA Creation

DATE: August 19, 2005

Proposed Meridian Township creation of a Downtown Development District

Meridian Charter Township has given the County notice of a public hearing for a proposed new Downtown Development Authority district which would capture property taxes. The new DDA would be located in an area around the intersection of Okemos and Hamilton Roads, referred to as the 'old Okemos' area and designated by a map in the announcement.

Per County policy, any DDA creation or expansion that wishes to capture County property tax must have an approved tax sharing agreement with the County that includes a specific list of projects, times and costs that designate County tax revenue to support public infrastructure. At present, there is no tax sharing agreement for a DDA in Meridian Township. County policy suggests that it opt out of the tax capture unless there is an approved tax sharing agreement.

The Ingham County Economic Development Corporation reviewed and discussed the notice from the Township. In their public meeting of August 19, 2005, the Ingham County Economic Development Corporation Board voted to recommend the attached resolution for adoption by the Ingham County Board of Commissioners in response to the Township public meeting held on September 6, 2005. The resolution recommends opting out of tax capture in the new DDA district until such time as a tax sharing agreement is reached between Meridian Township and Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REVISING THE POLICY ON TAX SHARING AGREEMENTS

RESOLUTION #05-094

WHEREAS, the Ingham County Board of Commissioners had established a policy for tax sharing agreements on August 22, 1995 (Resolution #95-174) and has now reconsidered the advantages and disadvantages of such captures in the future; and

WHEREAS, the Ingham County Board of Commissioners now wishes to maintain and update a policy regarding whether or not to allow the capture of county property tax revenues within new or expanded development districts under the Local Development Finance Authority Act (LDFA), the Downtown Development Act (DDA), or in other tax authorities or municipalities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following revised policy with respect to the capture of county property tax revenues within new or expanded development districts including those under the Local Development Finance Authority Act (LDFA), the Downtown Development Authority Act (DDA), and other tax authorities or municipalities:

1. The County will not permit the capture of county property tax revenues in any new or amended development district unless the Ingham County Board of Commissioners has approved a tax sharing agreement with the affected development district and the affected municipality.
2. Except as otherwise provided in this resolution for high technology activities, the County will only consider the approval of a tax sharing agreement that meets the following conditions:
 - a. The agreement must be for specifically defined public infrastructure projects which are directly related to the economic growth within that district. Economic growth is understood to be the creation, retention, and expansion of jobs and income.
 - b. Specifically defined public infrastructure projects must be for specific items of work, each of which is limited to a specific maximum dollar amount to be completed within a specified time period. The agreement shall specify the maximum amount of captured property tax revenues and the time over which those revenues may be captured. It shall also specify that any excess collections must be returned to the County Treasurer annually.
 - c. The affected jurisdiction must allow the capture and expenditure of its property tax revenues for the same period of time during which the County tax revenues are being captured and expended in the district.
 - d. If tax revenue is generated faster than anticipated due to growth within the district exceeding initial projections, the additional revenues may be used to decrease or call any bonds or other debt obligations related to the projects approved by the tax sharing agreement in proportion with funds from other taxing jurisdictions.

RESOLUTION #05-094

3. The County recognizes that some economic development projects may not be strictly public infrastructure and will consider other project proposals related to high technology activities as defined in section 3 of the MEGA legislation, PA 124 of 1995 (MCL 207.803) as necessary.

4. The County Economic Development Corporation is designated as the county agency responsible for evaluating requests for the capture of county property tax revenues as to conformance with this policy, and shall recommend approval or disapproval of any such proposed agreement to the Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon receipt of a request for the capture of county property tax revenues, a copy of that request shall be forwarded to the County Economic Development Corporation for review and comment and a resolution responding to the request as provided by this policy will be placed on the appropriate committee agendas for consideration and final action by the Board of Commissioners within the sixty (60) day statutory requirement.

BE IT FURTHER RESOLVED, that the County Commissioners may also consider other relevant issues regarding the agreement proposal including the possible environmental impact of the projects proposed in the agreement.

BE IT FURTHER RESOLVED, that a copy of any approved agreement shall be provided to the County Treasurer who shall take the necessary steps to assure that captured property tax revenues collected in excess of the amounts permitted by the agreement are returned to the County on an annual basis.

BE IT FURTHER RESOLVED, that an initial rejection by the Board of Commissioners of such a request may be rescinded if and when a tax sharing agreement that meets the conditions of this policy is reached.

BE IT FURTHER RESOLVED, that Resolution # 95-174 is rescinded and replaced by this resolution.

COUNTY SERVICES: Yeas: Celentino, Copedge, De Leon, Severino

Nays: Schor **Absent:** Vickers **Approved 4/5/05**

FINANCE: Yeas: Dedden, Swope, Hertel, Dougan

Nays: Schor, Thomas **Absent:** None **Approved 4/6/05**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXEMPT COUNTY PROPERTY TAX REVENUES FROM CAPTURE IN THE MERIDIAN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT

WHEREAS, the Charter Township of Meridian held a public hearing on September 6, 2005, for the purpose of adopting an ordinance creating the Meridian Township DDA District, which ordinance shall take effect sixty (60) days after the public hearing; and

WHEREAS, Ingham County property tax revenues in the Meridian Township DDA district may be subject to capture by a tax increment financing plan approved by the Meridian Township Board; and

WHEREAS, pursuant to MCL 125.1653(3), Ingham County may exempt its property taxes from capture in the Meridian Township DDA District by adopting a resolution to that effect within sixty (60) days of the September 6, 2005 public hearing, which the resolution takes effect when filed with the Meridian Township Clerk; and

WHEREAS, the resolution exempting Ingham County property taxes in the Meridian Township DDA District from capture by the Meridian Township DDA remains effective until a copy of a resolution rescinding that resolution is filed with the Meridian Township Clerk; and

WHEREAS, pursuant to MCL 125.1664(4), Ingham County may enter into agreements with the Charter Township of Meridian and the Meridian Township Board to share a portion of the captured assessed value of the proposed new DDA District; and

WHEREAS, pursuant to Ingham County Board of Commissioners Resolution #05-094, it is the policy of Ingham County not to permit the capture of County property tax revenues in any new or amended DDA districts unless the Board of Commissioners has approved a tax sharing agreement with the DDA and the affected municipality, which tax sharing agreement must meet the conditions set forth in Resolution #05-094.

THEREFORE BE IT RESOLVED, that pursuant to MCL 125.1653(3), Ingham County hereby exempts its property taxes in the proposed new DDA area of the Okemos area of Meridian Township from capture by the Meridian Township DDA.

BE IT FURTHER RESOLVED, that this resolution shall take effect when a copy is filed with the Meridian Township Clerk, and shall remain effective until a copy of a resolution rescinding this resolution is filed with the Meridian Township Clerk.

BE IT FURTHER RESOLVED, that Ingham County may hereafter enter into agreements with the Charter Township of Meridian and the Meridian Township Board to share a portion of the captured assessed value of the proposed new Meridian Township DDA District, in conformance with the policies set forth in Resolution #05-094.

BE IT FURTHER RESOLVED, that upon entry into an agreement with the Charter Township of Meridian and the Meridian Township Board to share a portion of the captured assessed value of the proposed new Meridian Township DDA District, this resolution may be rescinded, and a copy of the rescinding resolution shall be filed with the Meridian Township Clerk.

RESOLUTION STAFF REVIEW

DATE: September 14, 2005

Agenda Item Title: Resolution Approving the By-Laws of the Ingham County Brownfield Redevelopment Authority

Submitted by: Economic Development Corporation

Committees: LE ____, JD ____, HS ____, CS __*, Finance ____

Summary of Proposed Action: This resolution approves the By-Laws of the Ingham County Brownfield Redevelopment Authority. At its public meeting of August 19, 2005, the Brownfield Authority Board adopted these By-Laws, and recommends the adoption and approval by the Ingham County Commissioners in accordance with the procedures established with the creation of the Ingham County Brownfield Redevelopment Authority.

Financial Implications: None

Other Implications: None

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

MEMO

TO: County Services Committee

FROM: Ingham County Brownfield Redevelopment Authority
Susan M. C. Pigg, Economic Development Coordinator

RE: Brownfield Redevelopment Authority Recommendation on By-Laws

DATE: August 19, 2005

The Ingham County Brownfield Redevelopment Authority (ICBRA) recommends approval of the attached By-Laws. The Brownfield Authority Board of Directors and its legal counsel have reviewed and corrected previously drafted By-Laws for the Brownfield Authority. Corrections and changes to language have assured that the By-Laws reflect its goals and activities clearly. At its public meeting of August 19, 2005, the Brownfield Authority Board voted unanimously to adopt these By-Laws and to recommend the adoption and approval by the Ingham County Commissioners in accordance with the procedures established with the creation of the Ingham County Brownfield Redevelopment Authority.

Introduced by the County Services of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE BY-LAWS OF THE INGHAM COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

WHEREAS, Ingham County has pursuant to a resolution, established the Ingham County Brownfield Redevelopment Authority and has appointed a Board of Directors to said Authority; and

WHEREAS, said Board of Directors has approved the attached proposed By-Laws of the Ingham County Brownfield Redevelopment Authority, which are subject to the approval of the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Brownfield Redevelopment Authority is recommending approval of the By-Laws by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the By-Laws of the Ingham County Brownfield Redevelopment Authority, attached hereto, are hereby approved by the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that upon approval of these By-Laws by the Ingham County Board of Commissioners, the County Clerk shall forward a copy of these By-Laws and this Resolution to the Secretary of State's Office for filing.

BY-LAWS

OF

Ingham County Brownfield Redevelopment Authority (A Michigan Public Corporation formed pursuant to Act No. 381 of the Public Acts of 1996, as amended)

Article I

Name and Registered Office

Section 1. Name. The name of this corporation is the Ingham County Brownfield Redevelopment Authority.

Section 2. Registered Office. The registered office of the corporation is 121 East Maple St., Mason, Michigan 48854. The resident agent shall be the person who from time to time is designated by the Board of Directors.

Article II

Purpose and Mission

The corporation is organized with reference to Act No. 381 of the Public Acts of 1996, as amended, and its purpose or purposes will be in accordance with the Act and the County Board Resolution creating the Authority.

The Authority's mission is the maintenance and implementation of a Brownfields redevelopment program through Ingham County, and to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote the economic goals of Ingham County.

Article III

Directors

Section 1. General Powers. The business and affairs of the Authority shall be managed by its Board of Directors, except as otherwise provided by statute or by the by-laws.

Section 2. Number, Tenure and Qualifications. The Board of Directors shall consist of the members of the Board of the Ingham County Economic Development Corporation (EDC), established pursuant to Act No. 338 of the Public Acts of 1974, as amended. Members of the Board of Directors shall serve for terms that concur with their membership on the EDC Board. Members of the Board of Directors shall take an oath of office prior to assuming their duties.

Section 3. Replacement and Vacancies. Subsequent Directors shall be appointed in the same manner as original appointments at the expiration of each director's term of office. A director whose term of office has expired shall continue to hold office until his/her successor has been appointed by the Chairperson of the Board of Commissioners with the advice and consent of the Ingham County Board of Commissioners. A director may be reappointed to serve additional terms in accordance with the policies and procedures of the Ingham County Board of Commissioners. If a vacancy is created by death, removal or resignation, a successor shall be appointed to the unexpired term by the Chairperson of the Board of Commissioners with the advice and consent of the Ingham County Board of Commissioners.

Section 4. Removal. After notice and an opportunity to be heard, a director may be removed from office for cause by a majority vote of the Ingham County Board of Commissioners.

Section 5. Conflict of Interest. A director who has a direct interest in any matter before the Authority shall disclose his/her interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Such member may be excused from voting on such action by a majority vote of the body considering such action.

Section 6. Meetings. Regular meetings of the Board of Directors shall be held not less than twice a year. The schedule of meetings shall be established at the first meeting of each calendar year. Special meetings of the Board of Directors may be called by or at the request of the chairperson or any two Directors. The meetings of the Board of Directors shall be public and the appropriate notice of such meetings shall be provided to the public.

Section 7. Notice. Notice of any meeting shall be given at least three (3) days previously thereto by written notice, delivered personally, by facsimile (FAX), by electronic mail, or mailed to each director at his/her address as provided in the Authority's records. If mailed, such notice shall be deemed to be delivered when deposited in the United States mails in a sealed envelope so addressed, with postage thereon prepaid. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting. Such public notice as is required by the Open Meetings Act shall be given.

Section 8. Quorum. A majority of the members of the Board of Directors then in office constitutes a quorum for the transaction of business at any meeting of the Board of Directors, provided, that if less than a majority of the Directors are present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the Board of Directors unless the vote of a larger number is required by statutes, or these by-laws. Amendment of the by-laws by the Board of Directors requires the vote of not less than a majority of the members of the Board then in office.

Section 9. Committees. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the Directors of the Authority. The Board may designate one or more Directors as alternate members of the committee, who may replace an absent or disqualified member at a meeting of the committee.

Section 10. Records and Voting. The Board of Directors shall keep minutes of its proceedings which shall be signed by the secretary. All votes shall be by yeas and nays. The minutes shall reflect how each member voted. Each member present shall be required to vote upon all motions, resolutions and ordinances unless he shall be disqualified from voting thereon, for reason of conflict of interest. No members of the Board of Directors shall vote upon any motion, resolution or ordinance in which he may have any personal interest.

Article IV Officers

Section 1. Officers. The officers of the Authority shall consist of a chairperson, a vice-chairperson, and secretary and, if desired, one or more additional vice chairpersons, and such other officers as may from time to time be determined by the Board of Directors, each of whom shall be elected by the Directors. The chairperson and a vice chairperson must be elected from the membership of the Authority Board. The secretary and treasurer do not need to be members of the board. Per County Commissioners Resolution #02-45 of February 12, 2002, the Ingham County Treasurer is authorized to be the custodian of the funds of the Ingham County Brownfield Redevelopment Authority. Two or more offices may be held by the same person but an officer shall

not execute, acknowledge or verify an instrument in more than one capacity if the instrument is required by law or by-laws to be executed, acknowledged or verified by two or more officers.

Section 2. Election and Term of Office. The officers of the Authority shall be elected annually at the first meeting each calendar year by the Board of Directors.

Section 3. Removal. Any officer elected by the Board of Directors may be removed by the Board of Directors with or without cause whenever in its judgment the best interests of the Authority could be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board of Directors for the unexpired portion of the term of such office.

Section 5. Chairperson. The chairperson shall be the chief executive officer of the Authority, but he/she may from time to time delegate all or any part of his/her duties to an executive vice chairperson, if one is elected, or to any vice chairperson. He/she shall preside at all meetings of the Directors; he/she shall have general and active management of the business of the Authority, and shall see that all orders and resolutions of the Board are carried into effect. He/she shall execute all bonds, mortgages, conveyances and other instruments entered into pursuant to the powers of the Authority as set forth in the statute with the approval and Authority of the Board of Directors. He/she shall be an ex officio member of all standing committees.

Section 6. Vice Chairpersons. The vice chairperson shall perform such duties as are delegated to him/her by the chairperson and he/she and the other vice chairpersons in order of their seniority shall, in the absence or in the event of the disability of the chairperson, perform the duties and exercise the powers of the chairperson, and shall perform such other duties as the Board of Directors shall prescribe.

Section 7. Secretary. The secretary shall attend ~~all~~ meetings of the Board and record votes and the minutes of all proceedings at the Authority's registered office; and shall perform like duties for the standing committees when required. He/she shall give, or cause to be given, notice of all meetings of the Board of Directors and shall give such notice as is required by the Open Meetings Act, and shall perform such other duties as may be prescribed by the Board of Directors under whose supervision he/she shall be. He/she shall keep in safe custody the seal of the Authority and when authorized by the Board, affix the same to any instrument requiring it, and when so affixed it shall be attested by his/her signature or by the signature of the treasurer. He/she shall be sworn to the faithful discharge of their duties. The assistant secretary, if one is elected, shall perform the duties and exercise the power of the secretary in his/her absence or in the event of his/her disability.

Section 8. Treasurer. The treasurer shall have the custody of the Authority funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Authority and shall deposit all monies and other valuable effects in the name and to the credit of the Authority in such depositories as may be designated by the Board of Directors. He/she shall disburse the funds of the Authority, and shall render to the chairperson and Directors, at the regular meetings of the Board, or whenever they may require an account of all his/her transactions as treasurer and of the financial condition of the Authority. He/she shall give the Authority a bond if required by the Board of Directors in a sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of his/her office, and for the restoration to the Authority, in case of his/her death, resignation, retirement or removal from office, of all books, papers, vouchers, money, and other property of whatever kind in his/her possession or under his/her control belonging to the Authority. The assistant treasurer, if one is elected, shall perform the duties and exercise the power of the treasurer in his/her absence or in the event of his/her disability.

Section 9. Delegation of Duties of Officers. In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any director, provided a majority of the Board then in office concurs therein.

Section 10. Salaries. The officers of the Authority shall serve without compensation except as otherwise provided for hereunder; provided, that nothing contained herein shall be construed to preclude any officer from serving the Authority in any other capacity and receiving compensation therefore.

Article V

Executive Director

Section 1. Appointment. The Board of Directors may, subject to the approval of the Ingham County Board of Commissioners, appoint and employ an Executive Director, who shall not be a member of the Board of Directors, and who shall serve at the pleasure of the Board. Before entering upon the duties of the office, the Executive Director shall take and subscribe to the oath of office, and shall furnish bond in an amount approved by the Board and payable to the Authority for the use and benefit of the Authority.

Section 2. Duties. The Executive Director shall manage the business and affairs of the Authority, under the supervision and control of the Board of Directors. Subject to the approval of the Board, the Executive Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by law. The Executive Director shall attend the meetings of the Board, and shall render to the Board and to the Ingham County Board of Commissioners a regular report covering the activities and financial condition of the Authority.

Section 3. Compensation. The Executive Director is an employee of the Authority, and shall be compensated in an amount fixed by the Board of Directors, subject to the approval of the Ingham County Board of Commissioners.

Section 4. Absence or Disability. If the Executive Director is absent or disabled, the Board may designate a qualified person as Acting Executive Director to perform the duties of the office.

Article VI

Contracts, Loans, Checks and Deposits

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such Authority shall be confined to specific instances.

Section 2. Loans. No loan shall be contracted on behalf of the Authority and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such Authority shall be confined to specific instances.

Section 3. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. Deposits. All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies, or other depositories as the Board of Directors may select.

Article VII
Reporting, Public Access to Records

Section 1. The Authority shall report to the County Board of Commissioners and obtain its approval thereof before adopting the annual budget of the Authority, as required by the Act.

Section 2. The financial records, accountings, audit reports, and other reports of public moneys under the control of the Authority shall be public records and open to inspection.

Article VIII
Fiscal Year

The fiscal year of the Authority shall begin on the 1st day of January in each year and end on the 31st day of December in each year.

Article IX
Indemnification

Section 1. Indemnification. Whenever any claim is made or any civil action is commenced against any officer or employee of the Authority for injuries to persons or property caused by the negligence of the officer or employee while in the course of his/her employment and while acting within the scope of his/her Authority, the Authority may, but is not required, to pay for legal services and also any judgment or compromise settlement of the claim, pursuant to Act 170 of the Public Acts of 1964, as amended.

Section 2. Reimbursement. Any indemnification under Section 1 shall be made by the Authority only as authorized in the specific case upon a determination that indemnification of the employee or officer is proper in the circumstances because he/she has met the applicable standard of conduct set forth in Section 1. Such determination shall be made in either of the following ways:

- (1) By the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding.
- (2) If such quorum is not obtainable, or, even if obtainable, a quorum of disinterested Directors so directs, supported by the recommendation of independent legal counsel in a written opinion.

Section 3. Insurance. The Board of Directors may, in the exercise of its discretion, from time to time authorized by resolutions duly adopted, purchase and maintain insurance on behalf of any person who is or was a director or officer of the Authority, against any liability asserted against him/her and incurred by him/her status as such, whether or not the Authority would have power to indemnify him/her against such liability under Section 1 and 2 of this article.

Article X
Miscellaneous

Section 1. Seal. The Board of Directors may provide a corporate seal which shall be the same as the seal of Ingham County.

Section 2. Waiver of Notice. When the Board of Directors or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice

and without a lapse of the period of time, if at any time before or after the action is completed the person entitled to notice or to participate in the action to be taken submits a signed waiver of such requirements.

Section 3. Severability. If any clause is held to be void or unenforceable, or in conflict with the statues, the remaining clauses shall remain in full force and effect.

Article XI
Amendments

By majority vote, the Board of Directors may recommend to the Ingham County Board of Commissioners such amendments to these By-laws as it deems advisable, which amendments shall be effective when approved by the Board of Commissioners.

RESOLUTION STAFF REVIEW

DATE: September 13, 2005

Agenda Item Title: Resolution Authorizing a Contract with J & L Roofing Company for a Replacement Roof at the Ingham County Correctional Facility

Submitted by: Rick Terrill, Facilities Director

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution authorizes a contract with J & L Roofing Company for a replacement roof at the Ingham County Correctional Facility in an amount not to exceed \$31,380.00.

Financial Implications: The Purchasing Department solicited proposals for the replacement of approximately 11,600 square feet of roof at the Ingham County Correctional Facility. After review of the proposals, it is the recommendation of both the Purchasing and Facilities Departments to award this contract to J & L Roofing Company who submitted the lowest responsive proposal in the amount of \$31,380.00, which also reflects payment of prevailing wage.

Other Implications: The funds for this project are available in the CIP 2005 Budget/Jail Roof Replacement.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

MEMORANDUM

TO: The County Services and Finance Committees

FROM: Rick Terrill/Facilities Director

DATE: August 17, 2005

RE: Resolution Requesting Authorization for a Roof Replacement at the Ingham County Correctional Facilities

The current condition of the roof at the Ingham County Correctional Facility has deteriorated to the point where it is in need of replacement. The Purchasing Department solicited sealed proposals for this project. After review of proposals by the Purchasing and Facilities Departments, it is their recommendation to award a contract for replacement of the roof of approximately 11,600 square feet for a cost of \$31,380.00 to J & L Roofing Company, which also reflects payment of prevailing wage. Also, the funds for this project are available in the CIP 2005 Budget/Jail Roof Replacement.

Thank you for your consideration in this matter.

RT/cc

Recommendation to Enter Into Contract
With J & L Roofing Company, Inc.

Project:

To solicit formal proposals from qualified and experienced vendors interested in contracting with the County for the purpose of installing a new roof at the Ingham County Correctional Facility.

Proposal Summary:

Proposers Contacted: 26 Local: 3 Female: 0 Minority: 1 Disabled: 0
Proposers Responding: 6 Local: 1 Female: 0 Minority: 0 Disabled: 0

The following firms submitted proposals:

<u>Firm</u>	<u>Amount</u>	<u>Location</u>
J & L Roofing	\$31,380	Grand Rapids, MI
Bornor Restoration	\$34,429	Lansing, MI
CEI Roofing	\$34,430	Howell, MI
Bloom Roofing	\$37,900	Ann Arbor, MI
Stephenson & Sons Roofing	\$41,000	Flint, MI
Great Lakes System	\$44,300	Jenison, MI

Recommendation:

It is the recommendation of the Ingham County Facilities Department in concurrence with the Purchasing Department to award a contract to J & L Roofing Company, Inc., who submitted the lowest responsive and responsible proposal, in an amount not to exceed \$31,380.

Comments:

This contract requires the payment of prevailing wages in accordance with Ingham County Purchasing Policy. The Local Purchasing Preference Policy was not a factor in determining the lowest proposal.

Funding:

CIP Maintenance Improvement Fund

Contact Person(s):

Rick Terrill	Jim Hudgins
Facilities Director	Purchasing Director
676-7310	676-7222

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH J & L ROOFING COMPANY FOR A REPLACEMENT ROOF AT THE INGHAM COUNTY CORRECTIONAL FACILITY

WHEREAS, the existing condition of the roof at the Ingham County Correctional Facility has deteriorated to the point where replacement is necessary; and

WHEREAS, funds for this project are approved within the appropriate CIP Budget 05/Replace Jail Post 9 Roof; and

WHEREAS, the Purchasing Department solicited proposals for the replacement of approximately 11,600 square feet of roof at the Ingham County Correctional Facility, after review of these proposals it is the recommendation of both the Purchasing and Facilities Departments to award this contract to J & L Roofing Company who submitted the lowest responsive proposal in the amount of \$31,380.00, which also reflects payment of prevailing wage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to J & L Roofing Company, 567 11th Street NW, Grand Rapids, Michigan 49504 to replace approximately 11,600 square feet of roof at the Ingham County Correctional Facility for a total cost of \$31,380.00.

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

RESOLUTION STAFF REVIEW

DATE: September 12, 2005

Agenda Item Title: Resolution to Authorize an Agreement with the Capital Area Community Services to Expand the Jump Start Program to Serve Early Head Start Program

Submitted by: Health Department

Committees: LE ____, JD____, HS__*, CS __*, Finance __*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will authorize an agreement with the Capital Area Community Services to provide para-professional outreach services to the Early Head Start population through the Ingham County Jump Start Program and continues support for two grant positions: one Family/Child/Infant Advocate and one Family/Child/Infant Advocate II for the time period of August 1, 2005 through July 31, 2006.

Financial Implications: The Capital Area Community Services will provide Ingham County with up to \$87,708, to support para-professional outreach services to the Early Health Start Program. The Health Department is required by the grant agreement to provide as the non-federal share, an in-kind match in an amount of at least \$21,927, which shall constitute supervisor wage/salary and benefits, indirect, facilities, advisory committee participation and parent participation.

Other Implications: None.

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
County Services
Finance Committee

From: Bruce Bragg

Date: September 13, 2005

Subject: Agreement with Capital Area Community Services to Provide Outreach Services to the Early Head Start Program

This is a recommendation to authorize an agreement with Capital Area Community Services to provide para-professional outreach services to the Early Head Start population through the Ingham County Jump Start Program.

Through Federal grants, CACS is developing programming for a younger population of low-income, at-risk children. One of the components of the programming is home-visiting in which CACS utilized the model created in the Jump Start Program to deliver those services. The CACS is proposing to continue this agreement with Ingham County, to provide the CACS Early Head Start Program enrollees the outreach services of the Jump Start Program. The term of the proposed agreement is August 1, 2005 through July 31, 2006.

This is an excellent example of using service models in one organization to support the service needs in another organization. I am pleased to recommend to the Board of Commissioners that it adopt the attached resolution and authorize the agreement with CACS.

The resolution authorizes the agreement and continues support for two positions: one Family/Child/Infant Advocate and one Family/Child/Infant Advocate II.

Attachment

c: Lisa Chambers w/attachment
Elaine Tannenbaum w/attachment
John Jacobs w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CAPITAL AREA
COMMUNITY SERVICES TO EXPAND THE JUMP START PROGRAM TO SERVE EARLY HEAD
START PROGRAM**

WHEREAS, Capital Area Community Services (CACS) is expanding the Head Start Program to provide early education and growth programming to a younger at-risk population; and

WHEREAS, CACS has approached the Health Department about incorporating a para-professional outreach component to the programming; and

WHEREAS, an agreement was authorized in Resolution #04-354 between Capital Area Community Services and the Health Department to expand the Jumpstart program for the period of August 1, 2004 through July 31, 2005; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Jump Start Initiative; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide para-professional outreach worker services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2005 through July 31, 2006.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$87,708, to support para-professional outreach services to the Early Health Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide as non-federal share, an in-kind match in an amount of at least \$21,927, which shall constitute supervisor wage/salary and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that a grant-funded Family/Child/Infant Advocate and the Family/Child/Infant Advocate positions are continued through the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Health Department's 2006 budget to implement this resolution and that the Board Chairperson is authorized to sign the agreement after review of by the County Attorney.

RESOLUTION STAFF REVIEW

DATE: September 12, 2005

Agenda Item Title: Resolution to Authorize a Dental Sealant Program

Submitted by: Health Department

Committees: LE ____, JD____, HS __*, CS ____, Finance __*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will authorize actions necessary to implement a new dental sealant program for 2005-2006. The authorization will include an amendment to the 2006 Health Department’s budget, authorization to contract with a dentist, and authorization to purchase equipment.

Financial Implications: The 2005/06 Health Department Budget would recognize \$50,000 in additional Medicaid revenue and the related expenses necessary to operate the program.

- Dental equipment, not to exceed \$15,000
- Temporary Dental Hygienist salary \$ 9,500
- Contract Dentist at 210 hours * \$48.08 per hour = \$10,097
- Supplies, travel, etc. \$15,403

Other Implications: None

Staff Recommendation: JA __ JN *__ HH __

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Bruce Bragg

Date: September 8, 2005

Subject: Recommendation to Authorize a Dental Sealant Program

This is a recommendation to authorize a dental sealant program. The sealant program would focus initially on second grade students in the Lansing School District. The service to all participating students will be supported by Medicaid revenue.

Dental sealants protect the grooved and pitted surfaces of back teeth. The sealants are applied to 6-year and 12-year molars to protect them from decay.

The sealant will be applied by a dentist. The Lansing School District is informed and supportive of this initiative. It will be necessary to purchase dental equipment that can be moved from site to site. The dentist will be a contractual employee. A Dental Hygienist will be a temporary employee.

Children who are identified with dental decay or other oral health problems will be referred to the Healthy Smiles Dental Clinic, or their own dentist.

I am recommending that the Board of Commissioners adopt the attached resolution and authorize actions necessary to implement a dental sealant program for 2005-2006. The authorization will include an amendment to the 2006 Health Department budget, authorization to contract with a dentist, authorization to purchase equipment.

Attachment:

c: John Jacobs w/attachment
Jaeson Fournier w/attachment
Barb Mastin w/attachment
Janeil Valentine w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A DENTAL SEALANT PROGRAM

WHEREAS, dental sealants have been an important tool to prevent dental decay in children for decades; and

WHEREAS, many children do not have regular dental care and have not had dental sealants offered and applied; and

WHEREAS, Ingham County operates a pediatric dental clinic which has proposed a program to offer dental sealants to second grade students in the Lansing School District and the School District is supportive; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners take the actions necessary to authorize the dental sealant program, and has advised that the program will be self-supporting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Health Department to initiate a dental sealant program for second grade students.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Health Department's 2006 budget to recognize \$50,000 in additional Medicaid revenue and the related expenses necessary to operate the program.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to purchase dental equipment, not to exceed \$15,000, to support the dental sealant program.

BE IT FURTHER RESOLVED, that a contract with a dentist is authorized for approximately 210 hours at the rate of \$48.08 per hour.

BE IT FURTHER RESOLVED, that the budget amendment includes \$9,500 for a temporary Dental Hygienist salary.

RESOLUTION STAFF REVIEW

DATE: September 12, 2005

Agenda Item Title: Resolution to Appoint Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. as Deputy Medical Directors and Deputy Medical Examiners and to Authorize Employment Contracts

Submitted by: Health Department

Committees: LE ____, JD ____, HS __*, CS __*, Finance __*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will authorize employment contracts with Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. Dr. Jurczak to serve as Deputy Medical Director of the Health Department and Chief Deputy Medical Examiner; he is separately appointed as a Deputy Medical Examiner. In the role of Chief Deputy Medical Examiner, Dr. Jurczak provides direction to the Medical Examiner's Office during the absence of Dr. Dean Sienko, Ingham County Medical Examiner. Dr. Hiscoe will serve as a Deputy Medical Director of the Health Department; he is separately appointed as a Deputy Medical Examiner.

Dr. Jurczak and Dr. Hiscoe will assist Dr. Sienko to provide medical direction to the Health Department and to the Ionia County Health Department under contract. They will also support the Ingham and Ionia public health preparedness efforts.

Financial Implications:

The Department's 2006 budget assumes that Dr. Jurczak and Dr. Hiscoe will work a combined total of about 20 hours per week. However, their schedules are flexible and they are prepared to work additional hours when needed and when funds are available.

The recommendation includes a three percent increase in compensation, from \$63.86 per hour to \$65.75 per hour. The County will treat them as temporary employees and will contribute its share of FICA and provide for workers' compensation, and additionally makes deductions for federal and state income taxes and for the employee's share of FICA. The County will also provide for professional liability insurance coverage.

Other Implications:

Dr. Jurczak and Dr. Hiscoe take on-call duties as Deputy Medical Examiners; they will additionally be compensated in accordance with the resolution setting out the term of appointment and compensation for Deputy Medical Examiners.

Staff Recommendation: JA __ JN *__ HH __

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Bruce Bragg

Date: September 13, 2005

Subject: Recommendation to Authorize an Employment Contract with Dennis Jurczak, M.D. and
D. Bonta Hiscoe, M.D.

This is a recommendation to authorize employment contracts with Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. The recommendation is that Dr. Jurczak serve as Deputy Medical Director of the Health Department and Chief Deputy Medical Examiner; he is separately appointed as a Deputy Medical Examiner. In the role of Chief Deputy Medical Examiner, Dr. Jurczak provides direction to the Medical Examiner's Office during the absence of Dr. Dean Sienko, Ingham County Medical Examiner. The recommendation is that Dr. Hiscoe will serve as a Deputy Medical Director of the Health Department; he is separately appointed as a Deputy Medical Examiner.

Dr. Jurczak and Dr. Hiscoe will assist Dr. Sienko to provide medical direction to the Health Department and to Ionia County Health Department under contract. They will also support the Ingham and Ionia public health preparedness efforts. The Department's 2006 budget assumes that Dr. Jurczak and Dr. Hiscoe will work a combined total of about 20 hours per week. However, their schedules are flexible and they are prepared to work additional hours when needed, and when funds are available.

The recommendation includes a three percent increase in compensation, from \$63.86 per hour to \$65.75 per hour. They will be compensated by wages only, although the County will treat them as temporary employees and will contribute its share of FICA and provide for workers' compensation, and additionally makes deductions for federal and state income taxes and for the employee's share of FICA. The County will provide for professional liability insurance coverage.

When Dr. Jurczak and Dr. Hiscoe take on-call duties as a Deputy Medical Examiners, they will be additionally compensated in accordance with the resolution setting out term of appointment and compensation for Deputy Medical Examiners.

Dr. Sienko and I recommend that the Board of Commissioners adopt the attached resolution and authorize the employment contracts with Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D.

Attachment

c: John Jacobs w/attachment
Dean Sienko w/attachment
Dennis Jurczak, M.D. w/attachment
D. Bonta Hiscoe, M.D. w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DENNIS JURCZAK, M.D. AND D. BONTA HISCOE, M.D. AS DEPUTY MEDICAL DIRECTORS AND DEPUTY MEDICAL EXAMINERS AND TO AUTHORIZE EMPLOYMENT CONTRACTS

WHEREAS, Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. have served as Deputy Medical Directors for the Ingham County Health Department, and they have been appointed by the Board of Commissioners as Deputy Medical Examiners; and

WHEREAS, the employment contract with Dr. Jurczak will expire on September 30, 2005, and Dr. Hiscoe is currently a temporary employee; and

WHEREAS, the Health Officer and Medical Director/Medical Examiner recommend that the Board of Commissioners authorize employment contracts with Dr. Jurczak and with Dr. Hiscoe for the period October 1, 2005 through September 30, 2006.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an employment contract with Dennis Jurczak, M.D., 5564 Bayonne, Haslett, Michigan and appoints Dr. Jurczak as a Deputy Medical Director in the Ingham County Health Department and as the Chief Deputy Medical Examiner.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an employment contract with D. Bonta Hiscoe, 1817 Walnut Heights Dr., East Lansing, Michigan and appoints Dr. Hiscoe as a Deputy Medical Director in the Health Department.

BE IT FURTHER RESOLVED, that Dr. Jurczak and Dr. Hiscoe shall be compensated at the rate of \$65.75 per hour, not to exceed a combined total of 1500 hours during the contract period.

BE IT FURTHER RESOLVED, that for purposes of benefits, Dr. Jurczak and Dr. Hiscoe shall be treated as temporary employees.

BE IT FURTHER RESOLVED, that Dr. Jurczak and Dr. Hiscoe shall receive direction from the Medical Director/Medical Examiner, and in the absence of the Medical Director/Medical Examiner from the Health Department Director.

BE IT FURTHER RESOLVED, that while serving as Deputy Medical Examiners, compensation shall be in accordance with the resolution establishing term of appointment and compensation for Deputy Medical Examiners.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the employment contracts after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE September 13, 2005

Agenda Item Title: Resolution to Convey an Easement to Meridian Township in Order to Construct a Pedestrian Pathway at Lake Lansing Park

Submitted by: Parks & Recreation Commission

Committees: LE. ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution would provide an easement to Meridian Township to construct a pathway along the southern boundary of Lake Lansing Park South.

Financial Implications: None.

Other Implications: None.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVEY AN EASEMENT TO MERIDIAN TOWNSHIP IN ORDER TO
CONSTRUCT A PEDESTRIAN PATHWAY AT LAKE LANSING PARK**

WHEREAS, Meridian Township has requested an easement to construct a pathway along the southern boundary of Lake Lansing Park South extending east from Marsh Road along Park Street; and

WHEREAS, the pathway will provide a safe, convenient access to the pedestrian gate adjacent to the beach; and

WHEREAS, the easement does not convey any rights beyond that of constructing and maintaining the pathway; and

WHEREAS, the pathway will be constructed at no cost to the County; and

WHEREAS, the Ingham County Parks & Recreation Commission supports conveying an easement to Meridian Township in order to construct a pedestrian pathway.

THEREFORE BE IT RESOLVED, that Ingham County convey an easement to Meridian Township to construct a pedestrian pathway adjacent to the southern boundary of Lake Lansing Park-South.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and the County Clerk are authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE August 31, 2005

Agenda Item Title: Resolution Authorizing a Contract for Architectural/Engineering Services for the Splash Playground at Hawk Island County Park

Submitted by: Parks & Recreation Commission

Committees: LE. ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution authorizes a contract with O'Boyle, Cowell, Blalock & Associates, Inc. for design and construction administration services required for the development of the Hawk Island County Park Splash Playground in an amount not to exceed \$25,750.

Financial Implications: The Purchasing Department solicited and received proposals for the project. The Purchasing Department and the Parks & Recreation Commission have jointly recommended that the contract be awarded to the low bidder. The funds necessary for the project currently exist within the Parks Department budget (\$100,000). The City of Lansing has contributed \$50,000, and a \$150,000 grant from the Land and Water Conservation Fund has been approved. Total project cost is \$300,000.

Other Implications: None.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES FOR A SPLASH PLAYGROUND AT HAWK ISLAND COUNTY PARK

WHEREAS, the Ingham County Park Facility Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, funds have been budgeted for the development of a splash playground at Hawk Island County Park; and

WHEREAS, the Purchasing Department solicited and received proposals for professional design and construction management services for the project; and

WHEREAS, it is the joint recommendation of the Purchasing Coordinator and the Parks & Recreation Commission that the contract be awarded to O'Boyle, Cowell, Blalock & Associates, Inc. in an amount not to exceed \$25,750.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with O'Boyle, Cowell, Blalock & Associates, Inc. for design and construction administration services required for the development of the splash playground at Hawk Island County Park in an amount not to exceed \$25,750.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and the County Clerk are authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE: September 13, 2005

Agenda Item Title: Resolution Modifying Various Ingham County Park Rental Fees

Submitted by: Parks and Recreation Commission

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution authorizes the Ingham County Park and Recreation Commission to modify rental fee. Attached is a memo from Bob Moore dated August 31, 2005, and a fee schedule passed by Parks & Recreation Commission on August 22, 2005. Board Resolution #05-093 requires “advance written notification to County Services” of rental and activity fee changes.

Financial Implications: The resolution would modify those rental fees effective October 3, 2005 (shelter rental fees) and December 1, 2005 (activity fees).

Other Implications: None.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

INGHAM COUNTY PARKS DEPARTMENT
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMORANDUM

DATE: August 31, 2005

TO: County Services Committee
Finance Committee

FROM: Bob Moore, Director of Parks

RE: Fee Changes

Board of Commissioner Resolution #05-093 requires “advanced written notification” of rental and activity fee changes. Please find attached a resolution adopted by the Ingham County Park and Recreation Commission modifying those rental fees effective October 3, 2005 (shelter rental fees) and December 1, 2005 (activity fees).

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MODIFYING VARIOUS INGHAM COUNTY PARK RENTAL FEES

WHEREAS, from time to time it becomes necessary to adjust rental and service fees to account for inflation and changing market conditions; and

WHEREAS, fees were last increased in 1999; and

WHEREAS, the staff conducted an analysis including comparisons with other county departments regarding the current fee structure; and

WHEREAS, it is recommended that the following changes be made based upon that study.

THEREFORE BE IT RESOLVED, that the following modifications to the activity fee schedule be adopted effective December 1st, 2005:

	<u>Current Fee</u>	<u>Proposed Fee Increase</u>
Canoe/Kayak Rental:		
In Park Rental	\$4 for the 1 st hr; \$4 for the 2 nd hr; \$2/hr thereafter to a max of \$12/day per canoe	\$5 for 1 st hr; \$5 for 2 nd hr, \$3/hr thereafter to a max of \$15/day per canoe
McNamara Landing Trip	\$10 per canoe	\$12 per canoe
Bunker Road Trip	\$12 per canoe	\$15 per canoe
Eaton Rapids Trip	\$15 per canoe	\$17 per canoe
Rowboat Rental:		
	\$4 for 1 st hr; \$4 for 2 nd hr; \$2 ea hr after to a maximum of \$20	\$5 for 1 st hr; \$5 for 2 nd hr; \$2 ea hr after to a maximum of \$20
Boat Launch Fees:		
	Weekdays & Weekends \$5 daily – 60+ \$3; Annual \$50; Annual 60+ \$25	Weekdays & Weekends \$6 daily; Annual \$60; Senior 60+ \$4 daily; Annual \$40
Ski Rental:		
Weekday Adult & Children	\$4 for 1 st hr; \$1 for 2 nd hr; \$1 for 3 rd hr To a \$6 maximum	\$5 for 1 st hr; \$1 for 2 nd hr; \$1 for 3 rd hr to a \$7 maximum
Weekends & Holidays Adults	\$7 for 1 st hr; \$3 for 2 nd hr; \$1 for 3 rd hr To an \$11 maximum	\$8 for 1 st hr; \$4 for 2 nd hr; \$2 for 3 rd hr To a \$14 maximum
Weekends & Holidays Children	\$4 for 1 st hr; \$1 for 2 nd hr; \$1 for 3 rd hr To a \$6 maximum	\$8 for 1 st hr; \$4 for 2 nd hr; \$2 for 3 rd hr To a \$14 maximum
Equipment Rental – Adults	Skis \$3/hr; Boots \$3/hr; Poles \$2/hr	Skis \$4/hr; Boots \$4/hr; Poles \$1/hr
Equipment Rental – Children	Skis \$2/hr; Boots \$2/hr; Poles \$2/hr	Skis \$4/hr; Boots \$4/hr; Poles \$1/hr
Moonlight Ski Rates	\$6 Adult; \$3 Child	\$7 Adult; \$3 Child

BE IT FURTHER RESOLVED, that the following shelter fee increases for 2006 shelter reservations be adopted effective October 3, 2005:

	<u>Seating Capacity</u>	<u>Current Fee</u>	<u>Proposed Fee Increase</u>
All Small Shelters	60	\$50	\$65
Lake Lansing Large Shelters	240	\$150	\$180
Lake Lansing Large ½ Shelters	120	\$80	\$100
Burchfield Large Shelters	240	\$150	\$170
Burchfield Large ½ Shelters	120	\$80	\$90
Rayner Large Shelter	200	\$110	\$140
Rayner Large ½ Shelter	100	\$60	\$80
Baldwin Shelter		\$45	\$60
Hawk Island Red Tail Large Shelter	375	\$200	\$250
Hawk Island Red Tail Large ¾ Shelter	275	N/A	\$200
Hawk Island Red Tail Large ¼ Shelter	100	N/A	\$125
Hawk Island Peregrine Medium Shelter	120	\$100	\$150
Hawk Island Peregrine Medium ½ Shelter	60	\$50	\$75

BE IT FURTHER RESOLVED, that these fees are contingent upon approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE: September 13, 2005

Agenda Item Title: Resolution Amending the County's Enhanced Access Policy to Establish Fees for Obtaining Paper Maps and Digital Parcel Files from the Equalization Department

Submitted by: Equalization and Tax Mapping

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution amends Resolution #00-198 (as amended by Resolution #02-150) and establishes fees for enhanced access to digital parcel files and photos as described in the attachment to this resolution in accordance with the Ingham County Enhanced Access to Public Records Policy.

Financial Implications: It is anticipated that sufficient additional funds should be generated to enable us to have the County re-flown every five years.

Other Implications: None

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

**Development Costs of Digital Parcel Layers and 2005 Digital Photo Layer
(2001-2005) - Ingham County**

<u>Cost of Digital Map Production</u>	<u>Initial Investment</u>	<u>Annual Cost Recovery</u>	<u>Target Recovery</u>
2005 Flight & Map Production Administration	\$78,000 \$7,800 \$85,800	Reflight every <u>five years</u> \$17,160	
<u>Cost of Developing Parcel Layer Contract with MSU (2001-2005) Administration</u>	\$100,000 <u>\$10,000</u> \$110,000	Recovery over <u>20 years</u> \$5,500	
<u>Cost of Maintaining Parcel Layer Tax Mapping Division - Equalization Administration</u>	\$10,000 \$1,000 \$11,000	\$129,436 \$12,944 \$142,380	
TOTAL	\$206,800	\$165,040	35%*

* The 35% Target Recovery is based on the assumption that the public at large benefits from the tax mapping function to the extent that it supports the equalization process by maintaining an accurate inventory of property descriptions and in maintaining accurate land values. Digital access to this information, as well as provision of a relatively current aerial map in a digital format is a benefit to public and private interests, so some cost recovery is appropriate. It is estimated that the proposed schedules will generate approximately \$50,000 annually, or some \$15,000 more than the current documents. Over 5 years, the \$15,000 should be sufficient to pay the cost of reflying the county after five years.

ADOPTED - AUGUST 22, 2000

Agenda Item No. 13

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ADOPTING THE INGHAM COUNTY ENHANCED ACCESS TO
PUBLIC RECORDS POLICY SETTING A FEE FOR ENHANCED ACCESS TO THE
TREASURER'S OFFICE
AND TO EXPLORE ACCESS TO RECORDS IN THE CLERK'S OFFICE**

RESOLUTION #00-198

WHEREAS, the Enhanced Access to Public Records Act, 1996 P.A. 462 authorizes the establishment of procedures for providing certain records to the public and establishing a fee for access to such records; and

WHEREAS, pursuant to this Act, Ingham County wishes to outline its policies and procedures and establish appropriate fees for providing enhanced public access to certain records as prescribed by state law; and

WHEREAS, the intent of this policy is not to charge fees for actual data maintained as public records, but to outline a reasonable methodology for recovering necessary costs for providing access to the data in the various forms available through technological enhancements; and

WHEREAS, this policy shall in no way limit the inspection and copying of a public record pursuant to the Freedom of Information Act, 1976, PA 442, MCL 15.231 to 15.246 and

WHEREAS, campaign finance reform is needed to insure that public confidence in the electoral process is preserved; and

WHEREAS, it is unquestionable that money and campaign contributions make a significant difference in who gets elected; and

WHEREAS, free Internet access to campaign finance statements which are filed with the county will contribute to a more informed electorate

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Enhanced Access to Public Records Policy, incorporated by reference herein.

BE IT FURTHER RESOLVED, that based upon the cost analysis contained with the policy a \$.15 per parcel surcharge for access provided to records maintained by the Treasurer's Office on Internet transactions is hereby authorized for the purpose of recovering costs of providing Internet access.

BE IT FURTHER RESOLVED, that initially, this surcharge will be implemented on a pilot basis to be assessed only on business transactions and not on individual citizen inquiries, pending an annual evaluation for cost effectiveness.

ADOPTED - AUGUST 22, 2000
Agenda Item No. 13

RESOLUTION #00-198

BE IT FURTHER RESOLVED, that this policy shall have immediate effect and appropriate public notification of its authority shall be made.

BE IT FURTHER RESOLVED, that the Board of Commissioners asks the County Clerk to explore the development, by January 2002, of a computer imaging system which will allow for free access via the Internet of all campaign finance statements filed with the county after that date.

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas: McDonald, Lynch, Pratt
Nays: Severino **Absent:** Minter **Approved 8/15/00**

FINANCE: Yeas: Grebner, Czarnecki, McDonald, Juall
Nays: Schafer, Bernero **Absent:** Minter **Approved 8/16/00**

INGHAM COUNTY ENHANCED ACCESS TO PUBLIC RECORDS POLICY

1. PURPOSE: This policy is established pursuant to the authority of the Enhanced Access to Public Records Act, 1996 P.A. 462. The policy is intended to outline procedures for providing certain records to the public and establishing a fee for such records as allowable by law.
2. AUTHORITY: Ingham County Board of Commissioners.
3. APPLICATION: This policy applies to all departments, elected official offices, and agencies of Ingham County government.
4. RESPONSIBILITY: County elected officials, department heads, agencies, boards, commissions and councils legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record shall select which records may be made public through enhanced access.
5. DEFINITION (S):
 - 5.1 "Enhanced Access" means a public record's availability for public inspection, purchase or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.
 - 5.2 "Geographical Information System" means an informational unit or network capable of producing customized maps based upon a digital representation of geographical data.
 - 5.3 "Person" means that term as defined in Section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.
 - 5.4 "Public Body" means that term as defined in Section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.
 - 5.5 "Public Record" means that term as defined in Section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976 being section 15.232 of the Michigan Compiled Laws.
 - 5.6 "Software" means that term as defined in Section 2 of the Enhanced Access to Public Records Act, Act No. 462 of the Public Acts of 1996, being section 15.442 of the Michigan Compiled Laws.
 - 5.7 "Reasonable Fee" means a charge calculated to enable Ingham County to recover only those operating expenses directly related to the public body's provision of enhanced access.
 - 5.8 "Operating Expenses" includes, but is not limited to, Ingham County's direct cost of creating, compiling, storing, maintaining, processing, upgrading or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, system's development, employee time and the actual cost of supplying the information or record in the form requested by the purchaser.

6. POLICY:

6.1

Authorization

6.1.1 Pursuant to Act No. 462 of the Public Acts of 1996, all Ingham County government public bodies may provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from full disclosure. [Sec. 3(1)(a); Sec. (3) of the Enhanced Access to Public Records Act, 1996 P.A. 462].

6.1.2 This policy does not require a public body to provide enhanced access to any specific public record. [Sec. 3(4) of the Enhanced Access to Public Records Act, 1996 P.A. 462].

6.1.3 Principles and policies to be considered in determining which public records shall be made available through enhanced access include, but are not limited to the following:

6.1.3(a) Management principles applied to information resources should be the same as those applied to other governmental resources.

6.1.3(b) Elected officials, department heads, agencies, boards, commissions, councils and other county public bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.

6.1.3(c) Information resources investments must be driven by legal, programmatic and governmental requirements.

6.1.3(d) Ingham County government, in trust for the people of Ingham County, has a duty to ensure ownership of information products and county created intellectual property is protected and maintained.

6.1.4 Access to or output from a geographical information system shall be made available only in accordance with subsections (1), (2), and (3). Except as otherwise provided in subsections (1), (2), and (3), this act does not limit the inspection and copying of a public record pursuant to the Freedom of Information Act, 1976, PA 442, MCL 15.231 to 15.246. This section does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or where the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute. MCL 15.443 (4).

6.1.5 An individual elected or appointed to a board or governing body of a city, village, township, or county shall not have an ownership interest in, or accept compensation from a person who sells information that is obtained from a public record of that city, village, township, or county. MCL 15.444.

6.2 Fees

6.2.1 It is the policy of Ingham County to charge a reasonable fee for providing enhanced access to selected public records [Sec. 3(1)(b) of the Enhanced Access to Public Records Act, 1996 P.A. 462]. It is not the intent of this policy to sell actual data maintained as public records, rather it is intended as a reasonable method to recovering costs for providing enhanced records access to the data in the various forms available through technological enhancements., i.e. online access via

) the internet, direct dial-in service to a county computer, server, etc., magnetic disc, magnetic tape, paper products and labels generated by computerized means.

6.2.2 Ingham County may furnish access or enhanced access without a charge, if in the county's determination a waiver or reduction of the fee is in the public interest because access or enhanced access can be considered as primarily benefitting the general public. Examples of such instances might include, but are not limited to:

6.2.2(a) The information is critical to public health or safety.

6.2.2(b) The information is required for non-profit research purposes such as academic or public interest research.

6.2.2(c) The information is required to meet legal, programmatic or governmental objectives.

6.2.2(d) The information explains the rights, entitlements and or obligations of individuals.

6.2.2(e) The cost of administering the fees would exceed the revenue to be collected.

6.2.2(f) The reasonable fee established would have a serious detrimental impact on the financial position of particular groups or classes of users.

6.2.2(g) The reasonable fee established would limit the number of users enough to compromise achieving program or other governmental objectives.

6.2.3 The Ingham County Controller's Office shall recommend a reasonable fee(s) for approval by the Board of Commissioners for enhanced access to a public record or for access to any proposed Geographical Information System or the output from a Geographical Information System.

6.2.4 Waiver or fee reductions for enhanced access to public records shall be decided by the elected official, department head, agency, board, commission, council, or other county public body legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of the public record(s) in question. The waiver or fee reductions shall be approved by the Board of Commissioners prior to such waiver or reduction.

6.3 Disclaimer

6.3.1 Recipients of access or enhanced access receive all information "as is". Ingham County, its officers, officials, employees, agents, volunteers, contractors, or its public bodies make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose or of a recipient's right of use. Recipients are solely responsible for investigating, resisting litigating and settling such complaints that may arise regarding the data accessed, including the payment of any damages or costs, unless the Ingham County Board of Commissioners, by resolution agree to participate in the process at the county's expense.

6.3.2 Unless authorized by resolution of the Ingham County Board of Commissioners, no other officer, employee, agent, volunteer, contractor or other person or public body may make any representation or warranty on behalf of Ingham County, or one of its public bodies.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #00-198 (RESOLUTION ADOPTING AN ENHANCED ACCESS POLICY) TO ESTABLISH FEES FOR ACCESSING DOCUMENTS IN THE REGISTER OF DEEDS OFFICE

RESOLUTION #02-150

WHEREAS, the Ingham County Board of Commissioners has adopted an Enhanced Access to Public Records Policy whose intent is to provide a reasonable methodology for recovering necessary costs for providing access to selected public records in the various forms available through technological enhancements; and

WHEREAS, access to many of the records in the Ingham County Register of Deeds Office is now available via the internet, by CD's, and by floppy disks; and

WHEREAS, the Board of Commissioners has determined that reasonable fees shall be established in order to recover the costs for providing access to selected public records in these forms; and

WHEREAS, the Register of Deeds and County Controller, with the assistance of MAXIMUS, Inc., have recommended a set of fees for this purpose.

THEREFORE BE IT RESOLVED, that, in accordance with the Ingham County Enhanced Access to Public Records Policy, the Ingham County Board of Commissioners hereby amends Resolution #00-198 and establishes the following fees for enhanced access to records in the Ingham County Register of Deeds Office:

- 1) For companies entering into a contract with Ingham County for provision of images by the County to the company via CD on a regular ongoing basis (approximately one per week) plus unlimited access to images via the internet:

Effective July 1, 2002	\$100 per CD
Effective September 1, 2002	\$220 per CD
Effective January 1, 2003	\$250 per CD

- 2) For companies desiring internet access only (no agreement to purchase CD's on an ongoing basis):

Effective July 1, 2002	\$60 per month plus \$.0825 per image
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- 3) For companies desiring an index on floppy disk:

Effective July 1, 2002	\$55 per diskette
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RESOLUTION #02-150

- 4) For companies desiring images to be produced on a CD on a Special Order basis:

Effective July 1, 2002 \$60 per hour plus \$.0825 per image

BE IT FURTHER RESOLVED, that the fees will be reviewed for possible adjustment on an annual basis, with a target of recovering 75% of the cost of providing the enhanced access.

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas: Swope, Lynch, De Leon, Celentino
Nays: Severino **Absent:** None **Approved 6/3/02**

FINANCE: Yeas: Grebner, Stid, Swope, Krause, Hertel, Schafer, Minter
Nays: None **Absent:** None **Approved 6/4/02**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE COUNTY'S ENHANCED ACCESS POLICY) TO ESTABLISH FEES FOR OBTAINING PAPER MAPS AND DIGITAL PARCEL FILES FROM THE EQUALIZATION DEPARTMENT

WHEREAS, the Ingham County Board of Commissioners has adopted an Enhanced Access to Public Records Policy whose intent is to provide a reasonable methodology for recovering necessary costs for providing access to selected public records in the various forms available through technological enhancements (Resolution #00-198, as amended by Resolution #120-150); and

WHEREAS, the Equalization Department now has digital parcel files and will soon also have 2005 digital photos available for access by the public; and

WHEREAS, the Board of Commissioners has determined that reasonable fees shall be established in order to recover the costs for providing access to selected public records in these forms; and

WHEREAS, the Equalization Director, MIS Director, and County Controller have recommended a set of fees for this purpose.

THEREFORE BE IT RESOLVED, that in accordance with the Ingham County Enhanced Access to Public Records Policy, the Ingham County Board of Commissioners hereby amends Resolution #00-198 (as amended by Resolution #02-150) and establishes fees for enhanced access to digital parcel files and photos as described in the attachment to this resolution.

BE IT FURTHER RESOLVED, that the fees will be reviewed for possible adjustment on an annual basis, with a target of recovering 35% of the cost of providing the enhanced access.

BE IT FURTHER RESOLVED, that the Controller is authorized to reserve the additional funds generated from these fees for the purpose of re-flying the County is 2010.

Attachment
Paper Maps and Digital Parcel Files

CURRENT MATERIALS (Pre-2005 Paper Maps)

Pre-2005 Aerial Photos (Blueprints)

\$10.00 per map per copy

Standard Composite Map (Photo & Parcel Data)
 1" = 400' in Rural Areas
 1" = 400' in Urban Areas
 Photo Taken Spring 1995/1996

NEW MATERIALS

Digitally Produced Paper Maps

Size	Parcel Layer		Parcel Layer w/ 2005 Digital Photo Layer	
	Cost	Cost	Cost	Cost
8.5" x 11"	\$ 5.00	\$ 10.00	\$ 10.00	\$ 10.00
11" x 17"	\$ 10.00	\$ 20.00	\$ 20.00	\$ 20.00
17" x 22"	\$ 15.00	\$ 30.00	\$ 30.00	\$ 30.00
22" x 34"	\$ 20.00	\$ 40.00	\$ 40.00	\$ 40.00
28" x 40"	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00
34" x 44"	\$ 30.00	\$ 60.00	\$ 60.00	\$ 60.00

Custom Order

\$60 / hour plus applicable "size" rate from above; minimum charge \$25

NEW MATERIALS

Digital Provided Information

Digital Parcel Layer (\$0.10/parcel) Digital Photo (\$85,800/21/5yrs. (based on geographic size)) Parcel Layer & Photo

Unit	Parcel Count	Price	Price	Price
Alatedon	1,606	\$	160	\$817
Aurelius	1,675	\$	167	\$817
Bunker Hill	1,019	\$	101	\$817
Delhi Charter	8,547	\$	854	\$817
Ingham	1,165	\$	116	\$817
Lansing Charter	3,176	\$	317	\$817
Leroy	1,482	\$	148	\$817
Leslie	1,328	\$	132	\$817
Locke	954	\$	95	\$817
Meridian Charter	13,023	\$	1,302	\$817
Onondaga	1,510	\$	151	\$817
Stockbridge	1,819	\$	181	\$817
Vevay	1,506	\$	150	\$817
Wheatfield	855	\$	85	\$817
White Oak	716	\$	71	\$817
Williamstown	2,172	\$	217	\$817
East Lansing	6,949	\$	694	\$817
Lansing	41,902	\$	4,190	\$817
Leslie	791	\$	79	\$817
Mason	3,002	\$	300	\$817
Williamston	1,418	\$	141	\$817
TOTAL COUNTY	96,615	\$	9,651	\$17,160
				\$ 26,811

Custom Order \$60 / hour plus applicable rates from above; minimum charge \$25
 Digital Photo Costs to Local Governments & Public Agencies discounted to the extent of participation in Initial Investment

Memorandum

September 8, 2005

TO: Local Assessor
Township Supervisor
City Mayor
County Commissioner
Equalization Director

FROM: Eric Schertzing

RE: County Election to Audit Homestead Exemptions

You may be aware of Public Act 105 of 2003 which establishes a homestead exemption audit process.

To assist the State in improving property tax administration and raising needed revenue for Michigan's school districts I am continuing for another two years my election to audit. A copy of this election form is attached for your information.

The audit activity by local assessors and the county treasurer have been increasing each year since 2003. Your cooperation has been appreciated, yet even more remains to be done.

PA 105 of 2003 imposes interest on denied homestead exemptions that has been distributed by a statutory formula to the townships, cities, county and state based on the level of involvement. This revenue is a welcome change from previous state request for help.

Please contact me if there are questions.

Michigan Department of Treasury
4063 (Rev. 8-05)

County Election to Audit Principal Residence Exemptions

Issued under Public Act 105 of 2003.

INGHAM COUNTY

To elect to audit Principal Residence exemptions under the provisions of Public Act 105 of 2003, MCL 211.7cc, this form must be signed either by the County Treasurer alone, or by the County Equalization Director with the concurrence by resolution of the County Board of Commissioners. A signed form must be submitted not later than October 1, 2005 to the Department of Treasury and to the assessor of each township and city in that county.

Election by County Treasurer

Under provisions of MCL 211.7cc(10), I hereby make an election for Ingham County to audit Principal Residence exemptions for the period of October 1, 2005 through September 30, 2007. I agree to comply with the requirements of MCL 211.7cc.

Print County Treasurer's Name <i>Eric A. Schertzmg</i>	County Treasurer's Signature <i>Eric A. Schertzmg</i>	Date <i>9/8/2005</i>
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Election by County Equalization Director

Under provisions of MCL 211.7cc(10), I hereby make an election for Ingham County to audit Principal Residence exemptions for the period of October 1, 2005 through September 30, 2007. I agree to comply with the requirements of MCL 211.7cc. Attached is concurrence by resolution of the Ingham County Board of Commissioners.

Print County Equalization Director's Name	County Equalization Director's Signature	Date
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Submit the Department of Treasury's copy of this form, postmarked or faxed not later than October 1, 2005, to:

Michigan Department of Treasury
Principal Residence Exemption Unit
P. O. Box 30440
Lansing, MI 48909
FAX 517-636-4445

Note: Pursuant to section 28 of the state revenue act, MCL 205.28, persons receiving homestead exemption information from the Department of Treasury will be asked to sign an agreement limiting disclosure of that information only to authorized persons.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JAY B. RISING
STATE TREASURER

September 1, 2005

ERIC SCHERTZING
INGHAM COUNTY TREASURER
PO BOX 215
MASON MI 48854

Dear Mr. Schertzing:

Under the provisions of Public Act 105 of 2003, county equalization directors and county treasurers were given the authority to audit and deny improper principal residence exemptions. Counties could accept this authority by "opting in" to the program no later than October 1, 2003. By opting in, counties elected to audit exemptions claimed in all local tax collecting units within that county.

As you know, PA 105 provides funding for the work involved in reviewing principal residence exemptions. It also imposes interest of 1 ¼ percent per month on denied principal residence exemptions and earmarks that interest to townships/cities, counties, and Treasury. Seventy percent of the interest will go to the entity that denies the exemption and the other entities share the remaining interest. Counties using available county and local records have identified substantial numbers of properties that should not be receiving the principal residence exemption and have brought in sufficient revenue to fund additional positions.

The initial election to audit principal residence exemptions required an audit period of two years. Subsequent elections to audit exemptions must be made every two years. Enclosed is a form for your county to use in accepting authority to audit and deny principal residence exemptions. Whether you choose to renew your opt in status, or to opt in for the first time, please complete the form and return it to us no later than October 1, 2005.

If you have any questions, please contact our Principal Residence Exemption Unit at 517-636-4320.

Sincerely,

A handwritten signature in cursive script that reads "Floyd A. Schmitzer".

Floyd A. Schmitzer, Administrator
Return Processing Division

Enclosure

RESOLUTION STAFF REVIEW

DATE: September 13, 2003

Agenda Item Title: Resolution Authorizing the County Treasurer to Enter Into a Contract with Michigan State University Extension to Offer Financial Management Education for Ingham County Homeowners Subject to Foreclosure

Submitted by: Eric Schertzing, Treasurer

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution authorizes the County Treasurer to enter into a contact with Michigan State University Extension to offer management education for Ingham County homeowners subject to foreclosure in the amount of \$23,300 that covers a program year from October 1, 2005 thru September 30, 2006.

Financial Implications: The new revenue generated by the tax foreclosure fees is sufficient to support this additional effort.

Other Implications: None.

Staff Recommendation: JA X JN ____ HH ____
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE COUNTY TREASURER TO ENTER INTO A CONTRACT WITH MICHIGAN STATE UNIVERSITY EXTENSION TO OFFER FINANCIAL MANAGEMENT EDUCATION FOR INGHAM COUNTY HOMEOWNERS SUBJECT TO FORECLOSURE

WHEREAS, in 2004 Ingham County chose to have the Treasurer become the Foreclosing Governmental Unit (FGU) for delinquent taxes; and

WHEREAS, extensive resources are devoted to maintaining the property rights of land owners; and

WHEREAS, efforts to teach financial management are a critical component of these loss prevention efforts; and

WHEREAS, Michigan State University Extension (MSUE) has the expertise, staff and a community network to assist with prevention as outlined in a concept paper (attachment 1); and

WHEREAS, new revenue generated by the tax foreclosure fees are sufficient to support this additional effort.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to enter into a contract with Michigan State University Extension (MSUE) for \$23,300 that covers a program year from October 1, 2005 thru September 30, 2006.

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to sign a contract with MSUE after review by the County Attorney.

Concept Paper – Financial Management for Lansing Homeowners

Situation: Ingham County has opted to participate in the management of the foreclosure process for tax delinquent properties in the County. Every year, approximately 9000 properties enter the foreclosure system, the first step of a multi-year process that may result in the owner losing the home to foreclosure. Currently, approximately 100 individuals have entered into an agreement with the Treasurer's office to forestall the process by making payments toward the back taxes owed.

The reasons that people find themselves in foreclosure are varied; divorce, job loss, hospitalization or chronic illness, economic conditions, or loss of a spouse. For some, foreclosure is inevitable and will occur regardless of intervention. For others, there is hope in the form of educational intervention.

Educational Intervention: This intervention will be offered as part of their agreement to participate in a payment plan with the Treasurer's office. "All My Money," a curriculum developed by members of the Consumer and Family Economics Team at the University of Illinois Extension will be utilized.

Two different delivery methods will be used. The first will use a qualified para-professional educator who will deliver small group sessions. The second method will utilize one-on-one, in-home educational sessions built upon the home visitation model successfully used for MSUE nutrition and parenting instruction programs.

MSUE will build upon many years of successful programming to limited resource audience by employing effective promotion, recruitment, instructional strategies. In addition, MSUE staff will cultivate appropriate public and private referral agencies and services and will work to develop appropriate community partners such as lending organizations, credit counselors, legal aid and others.

The Curriculum: *All My Money*, is a financial management curriculum for persons working with limited-resource audiences and was adapted from the Washington State Cooperative Extension Service Program, Money Management Advisors. As with all University of Illinois Extension program materials, it is research-based. In particular, a needs assessment of social service organizations and community agencies guided selection of topics and method of delivery.

All My Money is a train-the-trainer curriculum for persons working with limited-resource audiences. The program is designed to assist staff and volunteers in community agencies and social service organizations who work directly with limited-resource clientele. There are eight lessons: (1) Making Spending Choices, (2) Envelope Budgeting, (3) Planning Your Spending, (4) Understanding Credit, (5) Handling Credit Problems, (6) Building Consumer Skills, (7) Taking Consumer Action, and (8) Checks and Checking Accounts.

Staffing: MSUE will employ one para-professional (Program Associate 1 or PA 1) for .5 FTE to perform the duties required for successful implementation of this program. The PA 1 will be responsible for developing and maintaining a caseload of program participants and developing a wait list protocol where appropriate. These tasks also include program promotion, participant recruitment, small group instruction and one-on-one, home-based instruction to individuals who prefer that model, due to concerns of privacy or inability to meet the time requirement of the small group classes, due to work hours or need for child care. For the period October 1, 2005 through September 30, 2006, the amount paid to MSUE from the Treasurer's Office is estimated to be \$23,300 (salary, fringe, supplies and travel, see Attachment A.) A memorandum of agreement will be executed between Ingham County and MSUE to formalize the transfer of funds to support this position.

In-Kind Staffing: MSUE will provide the following in-kind services: Supervision of the PA 1 will be provided by the Family and Consumer Sciences Educator, a professional staff person who is already providing oversight to MSUE's food and nutrition programs. She will also assist the PA 1 in the development of a referral and partner network. Also, MSUE will provide another Program Assistant 1, up to a .5 FTE, to provide the program

using the home-based, in-home program model to *food stamp eligible individuals*. Other MSUE staff, particularly those providing one-on-one, home-based instruction, will provide information and encouragement to eligible homeowners to contact the Treasurer’s Office to set up payment plan arrangements. Also, MSUE staff will work with Neighborhood Network Center staff and boards of directors to promote and assist increased participation in payment plan arrangements.

Audience: Homeowners in Ingham County who have voluntarily entered into an agreement with the Treasurer’s Office to make payments on back taxes owed.

Continuum of Process:

1. Homeowner enters foreclosure process
2. Homeowner voluntarily agrees to participate in a payment plan to pay back taxes owed
3. Homeowner voluntarily participates in educational intervention delivered by MSUE
4. Homeowners who successfully complete all eight curriculum modules may be eligible to receive a three-hour credit counseling session by a provider approved by the Treasurer’s Office (cost of session will be paid by the Treasurer’s Office).

Program Outcomes:

1. Homeowners will develop skills needed to change their behaviors related to money management.
2. Homeowners will successfully complete the terms of their payment plan agreement with the Treasurer’s Office.
3. A reduction in foreclosures will occur for homeowners who agree to a payment plan to repay back taxes.
4. The number of homeowners who default on their payment plans will be reduced.
5. The number of owner-occupied homes will stabilize or increase.
6. The number of homeowners who participate in a payment plan to repay back taxes will increase.

Attachment A.

Program Budget

Salary	.45 FTE Program Associate 1	\$9,900
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Fringe	.45 of fringe load	\$7,400
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Supplies & Materials

(paper, copies, postage, office supplies)	\$2,500
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Travel (50 miles/week x 50 weeks)	\$2,500
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TOTAL	\$23,300
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RESOLUTION STAFF REVIEW:

DATE: September 9, 2005

Agenda Item Title: Resolution Creating Two (2) Entry Level Assistant Project Coordinators/Commercial Inspectors in the Drain Commissioner's Office

Submitted By: Pat Lindemann, Drain Commissioner

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution will create two (2) entry level Assistant Project Coordinator/Commercial Inspector positions in the Drain Commissioner's Office.

Financial Implications: The positions will not be paid for out of the General Fund, but rather from Fund 639, as is the Project Coordinator.

Other Implications: None.

Staff Recommendation: JA ____ JN ____ HH X
Staff recommends the approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING TWO (2) ENTRY LEVEL ASSISTANT PROJECT
COORDINATORS/COMMERCIAL INSPECTORS IN THE DRAIN COMMISSIONER'S OFFICE**

WHEREAS, the Drain Commissioner of the County desires to create two (2) entry level positions to oversee property owners, developers, contractors regarding adherence to storm drainage standards and applicable rules; and

WHEREAS, the current Project Coordinator is unable to perform all of the work he is required to do, and greatly needs assistance; and

WHEREAS, the position will be titled and classified as agreed to by the Human Resources Director, Union, and Drain Commissioner; and

WHEREAS, the positions will not be paid for out of the General Fund, but rather from Fund 639, as is the Project Coordinator.

THEREFORE BE IT RESOLVED, that two (2) entry level Assistant Project Coordinators/Commercial Inspectors are created in the Drain Commissioner's Office.

BE IT FURTHER RESOLVED, that the positions shall be filled in accordance with established County hiring procedures.

BE IT FURTHER RESOLVED, that the positions will not be paid from the General Fund.



STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

STEVEN E. CHESTER
DIRECTOR

August 16, 2005

*Attachments on file in
the Clerk's office.*

RECEIVED

AUG 19 2005

INGHAM COUNTY CLERK

Ms. Amy Farmer, Plant Manager
General Motors Corporation
920 Townsend Street
Lansing, Michigan 48921

Dear Ms. Farmer:

This letter is in reference to your Permit to Install application, identified as No. 134-99F, State Registration Number A1641. The application was received on July 30, 2004, for the Lansing Grand River Assembly Plant, located at 920 Townsend Street, Lansing, Michigan.

Review of your application is complete. We have announced a 30-day public comment period as required by state and federal law, Title 40 of the Code of Federal Regulations Part 51.161 of the Federal Register, on the Michigan Department of Environmental Quality's (MDEQ) intent to approve the permit. A public hearing has been scheduled on September 21, 2005; however, it will be held only if one is requested. You may submit comments during the comment period and are encouraged to appear at the public hearing, if held, on behalf of your Permit to Install application.

After resolving any issues raised during the public comment period and/or the hearing, a final decision will be made on your permit application.

By law, construction of the proposed process should not begin until you receive an approved Permit to Install. THIS LETTER IS NOT AN APPROVED PERMIT TO INSTALL and only references a proposed action on your application.

Enclosed are copies of the "Notice of Air Pollution Comment Period and Public Hearing," the "Fact Sheet," and the draft conditions regarding our analysis of your proposed project.

Please contact me on September 20, 2005, to determine if a hearing was requested. If you have any questions you may contact me at 373-7083.

Sincerely,

Stephen M. Zervas,
Senior Engineering Specialist
Air Quality Division
Permit Section

cc/enc: Mayor Antonio Benavides, City of Lansing
Mr. Mike Brayanton, Clerk Ingham County
Ms. Pamela Blakley, United States Environmental Protection Agency, Region V
Ms. Laura David, United States Environmental Protection Agency, Region V
Mr. Dave Salman, United States Environmental Protection Agency, RTP
Ms. Kim Esssenmacher, General Motors Worldwide Facilities Group
Mr. Michael Masterson, Lansing District Supervisor, MDEQ