

CHAIRPERSON
JOHN B. CZARNECKI

CHAIRPERSON PRO TEM
VICTOR G. CELENTINO

VICE-CHAIRPERSON PRO-TEM
THOMAS L. MINTER

FINANCE COMMITTEE
MARK GREBNER, CHAIR
MARY R. STID
CHRIS SWOPE
AMY KRAUSE
CURTIS HERTEL, JR.
RANDY SCHAFFER
THOMAS MINTER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 20, 2002, AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 6, 2002 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Circuit Court/Family Division - Resolution to Create a New Position of Assistant Administrator/Court Services in the [Family Division](#) of the Ingham County Circuit Court
2. Sheriff's Office
 - a. Resolution to Accept the 2002 Regional Pursuit [Driving Grant](#)
 - b. Resolution to Reimburse the Sheriff's Office [Petty Cash Fund](#)
 - c. Resolution to Accept the 2002 [Corrections Academy Grant](#)
 - d. Resolution Authorizing the Renewal of a Three-year [Police Services Contract](#) with Alaiedon Township
3. Equalization
 - a. Resolution Approving Entering Into a Grant with the Michigan Department of Consumer & Industry Services and the State Survey and [Remonumentation Commission](#) for the 2002 Remonumentation Project
 - b. Resolution to Contract with [Ronnie M. Lester](#) as County Representation for the Ingham County Monumentation and Remonumentation Project
 - c. Resolution to Appoint [Douglas A. Stover](#) as County Grant Administrator for the Ingham County Monumentation and Remonumentation Project
 - d. Resolution Authorizing Contract with [Wolverine Engineers](#) and Surveyors, Inc. for Services as Monumentation Surveyors of 2002 Ingham County Remonumentation Project

4. Health Department
 - a. Resolution to Authorize a 0-3 [Secondary Prevention Grant](#) with the Lansing School District for 2001-2002
 - b. Resolution to Authorize an American Legacy Foundation Tobacco Reduction Grant Subcontract with the [Anishinaabegamig Cultural Learning Center](#)

5. Controller
 - a. Resolution Authorizing a Five-year Lease with [Capital Area Community Services](#) (CACCS) at the County Annex
 - b. Communication - Credit Rating from [Standard & Poor](#)
 - c. Communication - Credit Rating from [Moody's Investors Service](#)
 - d. 2002/2003 Budget Update

6. Board Referrals
 - a. Letter from the City of Lansing, Department of Neighborhood Planning and Development Announcing a Public Hearing for Consideration to Approve the [Lansing Brownfield Redevelopment Authority Plan #9](#) - Former Schafer Baker Site
 - b. [Rehmann Robson](#) Engagement Letter for the County of Ingham for the Year Ended December 31, 2001

Announcements
Public Comment
Adjournment

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.

FINANCE COMMITTEE

February 6, 2002

Minutes

Members Present: Mark Grebner, Mary Stid, Chris Swope, Curtis Hertel, Jr., Randy Schafer and Thomas Minter

Members Absent: Amy Krause

Others Present: Jerry Ambrose, John Czarnecki, John Neilsen, Becky Bennett, Karen Chadwick, Rodney Taylor, Bob Glandon, Gene Pidd, Larry Steckelberg, Randy Mayville and others

The meeting was called to order by Chairperson Grebner at 7:13 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the January 16, 2002 Minutes

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE JANUARY 16 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

Additions to the Agenda

0. Onondaga Bridge - Discussion
4. Amendment to the Resolution
- 6a. Resolution to be pulled from Agenda
- 8a. Resolution to be pulled from Agenda
- 8c. Amendment to the Resolution
- 10b. Resolution Amending Resolution #02-028 Authorizing Amendments to the 2002 Budget
- 10c. Resolution Authorizing Entering into a Contract for the Purchase of a Replacement Server for Courtview and the Associated Oracle Software

Limited Public Comment

Mr. Pidd spoke to the Committee regarding the Onondaga Bridge issue. One of the two bridges in Onondaga is scheduled for repair. The remaining bridge to the community is an old plank bridge. The Road Commission does not wish to offer any assistance regarding this issue.

Mr. Ambrose stated the Board has just received letters from Senator Byrum and the Onondaga supervisor.

Mr. Steckelberg, Sen. Byrum's office, stated Onondaga is surrounded by a river. The fire crew has to cross the river to reach most of the township. A detour would involve an additional 10 minutes in travel

time. The Township is considering repositioning the fire vehicles to allow for a quicker response to the larger part of the Township. This consideration is necessary due to the fact that Camp Highfields is located within the Township and there is an unknown arsonist who has been setting fires throughout the Township for the past seven years.

In response to Mr. Neilsen, Mr. Pidd stated the new bridge is scheduled for completion on August 2, 2002. However, the project is currently one month behind schedule.

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

1. 911 Advisory Board
 - a. Resolution Authorizing Contract with Lansing for Emergency Dispatch Network Infrastructure Upgrades Project
 - b. Resolution Authorizing Contract with East Lansing for Emergency Dispatch 911 Center Recording Equipment Project

3. Sheriff's Office - Resolution Authorizing Acceptance of the In-Car Video Cameras Grant from the Michigan Municipal Risk Management Authority

5. Treasurer - 2002 Borrowing Resolution

6. Health Department
 - a. Resolution to Authorize an American Legacy Foundation Tobacco Reduction Grant Subcontract with the Anishinaabegamig Cultural Learning Center
 - b. Resolution to Authorize Clinic Nursing Staffing Changes
 - c. Resolution to Establish a Position in the Health Plan Management Unit and to Authorize an Amendment in the Health Department's 2002 Budget

7. Economic Development Corporation
 - a. Resolution Authorizing Ingham County to Apply for Funding Under the Michigan Regional Telecommunications Planning Program on Behalf of the RED Team - Attachment
 - b. Resolution Authorizing a New Contract with the City of Lansing for Business Retention Services, and to Provide Funding Through the Economic Development Budget - Attachment
 - c. Resolution to Appoint the County Treasurer as Custodian of the Funds of the Economic Development Corporation
 - d. Resolution to Appoint the County Treasurer as Financial Agent for Brownfield Redevelopment Authority

9. Human Resources Department
 - a. Resolution Authorizing the Deferred Compensation Committee to Sign for All Matters of Plan Administration

- b. Resolution Encouraging Employee Voluntary Time Off Without Pay for the 2002 Budget Year

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

0. Onondaga Bridge - Discussion

Mr. Pidd addressed questions from the Committee regarding the bridge issue. Approximately 125 fire runs are made across the bridge per year. Funding is needed to equip a facility for the Township fire trucks. Approximately \$5,000 would be needed to equip the facility. Trucks could be placed at the facility tomorrow. The Township Board believes the funding should come from the fire budget. The Road Commission crosses the bridge with their heavy vehicles on a regular basis.

Comm. Stid explained that if the Board approved the funding request, it could be setting a precedent. The Board has not approved this type of request in the past. The Committee should request a letter from the Township Board explaining why they don't have this funding in their contingency fund.

Mr. Mayville stated overweight vehicles cross the bridge many times even though it is weight restricted. Comm. Stid explained that if an accident occurs on the bridge due to a weight issue, the Road Commission will not be held responsible.

Mr. Pidd stated the fire department has two options. It can use the old plank road or it can use substitute housing. The housing would require funding.

Comm. Stid stated the Onondaga Fire Department should detail the funding needed to place the fire vehicles in a different facility. The figures should be compared with the Leslie Mutual Aid Agreement. Chairperson Grebner stated the Commissioners should have a clear and blunt discussion with the Road Commissioners.

MOVED BY COMM. MINTER, THAT THE FINANCE COMMITTEE MEMBERS HAVE A DIRECT CONVERSATION WITH THE ROAD COMMISSION ON THURSDAY, FEBRUARY 7, 2002 REGARDING THEIR UNCOOPERATIVENESS.

Chairperson Grebner suggested the following language for a Resolution to be submitted to the full Board:
WHEREAS, there is a problem regarding the Onondaga Bridge;
WHEREAS, County officials established a long history with Camp Highfields over 30 years ago;

WHEREAS, officials from Onondaga Township have approached the Board of Commissioners to ask for assistance in dealing with this critical public safety problem which was created by the deterioration of two bridges and the unfortunate timing of their replacement and repair;

THEREFORE BE IT RESOLVED, the Board of Commissioners strongly encourages the Road Commission to take such action as it can to ameliorate the immediate situation and to take reasonable steps protect the public safety.

Chairperson Grebner also suggested the Director of the Road Commission be asked to address the Board of Commissioners next Tuesday to address the Resolution.

Comm. Minter stated he would contact the Road Commission on Thursday regarding this issue. He also encouraged the members of this Committee to take the same action.

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION LANGUAGE AS STATED ABOVE BY CHAIRPERSON GREBNER.

In response to Comm. Minter, Chairperson Grebner stated he would sign a letter to the Road Commission from this Committee. The letter would request the necessary information.

MOTION CARRIED UNANIMOUSLY.

4. Environmental Tobacco Smoke Task Force / Health Department - Resolution to Adopt a Regulation Eliminating Smoking in Public and Private Work Sites

Chairperson Grebner explained that he requested this matter come before this Committee so that it would have been before two Committees.

Comm. Schafer stated he would not support this Resolution because it is too much "big brother."

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. STID, TO APPROVE THE RESOLUTION TO ADOPT A REGULATION ELIMINATING SMOKING IN PUBLIC AND PRIVATE WORK SITES.

In response to Comm. Swope, Comm. Hertel explained that restaurants and bars are not addressed in the proposed Regulation. The Task Force would not have approved a smoking ban in restaurants and bars. The County Attorney also advised against the inclusion of the bars and restaurants.

The Committee discussed Sections 1004 and 1007 of the Policy. The Commissioners expressed their concerns regarding bingo halls and bowling alleys. They also spoke at length about private residences, health care facilities and work sites.

Chairperson Grebner suggested that the Committee approve the Regulation as approved by the ETS Task Force and the Human Services Committee. Amendments can be drafted during the 90-day period after the Regulation has been adopted by the Board of Commissioners. Comm. Hertel also

stated the Human Services Committee made a strong commitment during its last meeting that changes would not be made to the proposed Regulation before it is submitted to the full Board.

The Committee continued their discussion. Comm. Swope stated Community Mental Health should address issues relating to health care facilities as contained in subsection 2 of Section 1008 of the Policy.

Chairperson Grebner stated private residences with one office and one employee should not be subject to the smoking restrictions. Individual sleeping quarters and private living areas also should not be subject to the restrictions.

In response to Comm. Minter, Comm. Hertel explained the Health Department will play a passive role regarding the proposed Policy. The Department will respond to complaints.

Comm. Minter explained that he will vote against the Resolution tonight because he would like an opportunity to review the Marquette decision prior to the Board meeting.

Mr. Glandon agreed with the Committee by stating it will be essential to clarify language within the proposed Policy during the 90-day period after its adoption.

MOTION CARRIED with Comms. Schafer and Minter voting NO. Absent: Comm. Krause

10c. MIS - Resolution Authorizing Entering into a Contract for the Purchase of a Replacement Server for Courtview and the Associated Oracle Software

Mr. Ambrose explained that passage of this Resolution is contingent upon approval by the Law & Courts Committee next week. The Resolution will be mailed to the Law & Courts Committee on Thursday to give that Committee advance notice of the matter.

Mr. Ambrose further explained the funds for the replacement Server are included in the budget. The matter did go through the normal County purchasing processes. By submitting the Resolution late to this Committee, the replacement process could begin 45 days earlier.

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR THE PURCHASE OF A REPLACEMENT SERVER FOR COURTVIEW AND THE ASSOCIATED ORACLE SOFTWARE.

Comm. Minter expressed his concern that many MIS issues are submitted as late items to this Committee. He also stated other concerns regarding this issue.

In response to Comm. Minter, Mr. Taylor explained the Oracle software is not the problem. The hardware is the actual problem for the courts. The hardware is approximately four years old. It is not able to perform its functions. Mr. Taylor further explained that since MIS is upgrading the

hardware, it would make sense to upgrade to the latest version of the Oracle software. The Pit Crew has been pushing hard for the past few months to resolve this issue. The MIS Department needs to respond to customer concerns quickly. Approving this Resolution will improve customer service within the MIS Department.

Chairperson Grebner explained that the life span of MIS equipment is approximately two years.

Mr. Taylor stated he had not submitted any late items to this Committee prior to this meeting. He hopes this will be the only exception in the near future.

In response to Comm. Hertel, Mr. Taylor stated the MIS Department works closely with the Clerk's Office in regard to the election process.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

2. Community Corrections Advisory Board - Resolution Authorizing the Community Corrections Advisory Board to Continue Contract for Staff Consultant Services

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. MINTER, TO APPROVE THE RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS ADVISORY BOARD TO CONTINUE CONTRACT FOR STAFF CONSULTANT SERVICES.

In response to Comm. Schafer, Mr. Ambrose stated this arrangement works well for the County at this point in time.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

8. Board of Commissioners
 - a. Resolution Establishing a Policy to Require the Payment of a Living Wage

This item was pulled from the agenda.

- b. Appointment of Equalization Subcommittee

MOVED BY COMM. MINTER, SUPPORTED BY COMM. SWOPE, TO APPOINT COMM. MINTER AND COMM. KRAUSE TO THE EQUALIZATION SUBCOMMITTEE. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

- c. Resolution Amending Resolution #02-028 Authorizing Amendments to the 2002 Budget

MOVED BY COMM. MINTER, SUPPORTED BY COMM. SWOPE, TO APPROVE THE RESOLUTION AMENDING RESOLUTION #02-028 AUTHORIZING AMENDMENTS TO THE

2002 BUDGET WITH THE REPLACEMENT OF THE FIRST BE IT FURTHER RESOLVED PARAGRAPH.

Comm. Swope explained that after a review of the travel history of the Board, it appears reasonable to remove out-of-state travel. It is appropriate to take this action for this budget year.

Chairperson Czarnecki expressed his reservations regarding this matter. If a Commissioner wants to attend an out-of-state conference that would be of benefit to himself/herself and the County, the matter should be brought before this Committee for discussion.

Ms. Bennett stated \$2,000 of the \$4,500 in out-of-state travel funds is to be committed to the MERS Conference.

In response to Comm. Schafer, Mr. Ambrose suggested the Committee amend the first BE IT FURTHER RESOLVED paragraph to read as:

BE IT FURTHER RESOLVED, that County Commissioners will not be reimbursed **from this budget** for out of state travel expenses for the remainder of 2002.

The Committee accepted the above as a friendly amendment to the Resolution.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

Comm. Minter suggested additional language for the Resolution: All costs associated with MERS for staff be removed from the Commissioners travel line item of the budget.

Mr. Ambrose stated he will take care of Comm. Minter's concern in the next quarterly budget adjustment.

10 Sheriff's Office/Controllers Office

- a. Resolution to Authorize Contract(s) for Jail Beds at the Ingham County Correctional Facility
- b. Resolution to Authorize a Reduction of Beds at the Ingham County Correctional Facility and a Reduction in Related Expenses

Mr. Ambrose stated the County may be able to contract with Oakland County for up to 103 beds. This may happen over the next few weeks. Representatives from Oakland County toured the Facility today and were very impressed.

Resolution 10a authorizes a series of contracts up to 103 beds. Resolution 10b addresses the County's concerns if the Oakland County contracts fall through. If the contracts are not signed, the County will probably close the post.

Mr. Ambrose further stated the Chair of the Board should hold a meeting with the Judges and law enforcement officials to discuss the Resolution and to inform them that capacity comes at a price. Chairperson Grebner stated the tracking software needs to be put in place. The Committee discussed this issue further. Chairperson Grebner also stated the County should look into the federal inmate issue.

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO AUTHORIZE CONTRACT(S) FOR JAIL BEDS AT THE INGHAM COUNTY CORRECTIONAL FACILITY AND THE RESOLUTION TO AUTHORIZE A REDUCTION OF BEDS AT THE INGHAM COUNTY CORRECTIONAL FACILITY AND A REDUCTION IN RELATED EXPENSES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Krause

11. Controller Issues

Mr. Ambrose stated the County spends approximately \$10 million per year in State and County funds for juvenile justice. He also stated the preliminary forecast for the 2003 budget indicates budgetary discussions will be addressing shortfalls in revenues. Available revenues will cover between 95% and 97% of the current services base. In late March to early April, the Controller's Office will be asking the Committees to identify priorities to guide this process. Budget hearings for 2003 will be held in late August and early September. The Committee held a general discussion regarding the above issues.

Mr. Ambrose also informed the Committee that he has been meeting with Mr. Bragg and Granger in an attempt to resolve the lawsuit. He further stated the matter could be resolved if the County accepts the premise that once Waste Management completes its obligation in four years, the County will be done with the rural recycling issue. If this is not acceptable, the lawsuit will continue. The Committee consented to resolve the lawsuit as stated by Mr. Ambrose.

The Committee discussed the scheduled Law & Courts meetings for next week. Chairperson Grebner stated he plans to discuss the jury selection process at one of the Law & Courts meetings next week. This is an important issue. Comm. Minter informed the Committee he would not be present for the February 14 Law & Courts meeting. Comm. Stid stated she would not be present for the meeting scheduled for February 11.

Announcements: None

Public Comment: None

The meeting adjourned at 9:29 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 1

RESOLUTION STAFF REVIEW

DATE February 7, 2002

Agenda Item Title Resolution to Create a New Position of Assistant Administrator/Court Services in the Family Division of the Ingham County Circuit Court

Submitted by Circuit Court/ Family Division

Committees: Ad.Ser/Per. __*, H.S. __, Law & Cts. __*, Finance __*

Summary of Proposed Action

This resolution is to create a new position of Assistant Administrator/Court Services in the Family Division of the Ingham County Circuit Court. Nery Oliver shall transfer from his position as Youth Center Director (M-13) to this new Assistant Administrator/Court Services position.

Financial Implications

The range for the total personnel costs for 2002 would be \$80,634 to \$96,929 for an M-13. The funds will come from within the existing personnel budget from the vacant Administrator of the Ingham County Juvenile Division of the Family Division of the Circuit Court M-16 that will not be filled.

Other Implications

The Court is reviewing other changes through its Court Improvement Plan and will be back later to propose implementation of other parts of the plan.

Staff Recommendation: JA ___ JN *__ HH ___

This resolution should be approved.

Introduced by the Law & Courts, Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A NEW POSITION OF ASSISTANT ADMINISTRATOR/COURT SERVICES IN THE FAMILY DIVISION OF THE INGHAM COUNTY CIRCUIT COURT

WHEREAS, Michele Bauer, former Administrator of the Ingham County Juvenile Division of the Family Division of the Circuit Court, and Norbert VanOchten, former Assistant Family Division Administrator both having retired after distinguished careers of service with the County of Ingham; and

WHEREAS, it is essential for the purposes of program continuity, policy formation and administrative leadership that positions performing managerial responsibilities within the Family Division be filled; and

WHEREAS, the Court Improvement Plan adopted by the Ingham County Circuit Court ultimately makes provision for a “Court Services Division Director” and a “Family Services Director”, through implementation of other aspects of the Court Improvement Plan not yet ready for implementation; and

WHEREAS, it being in the best interest of the Family Division of the Ingham County Circuit Court if there is a realignment of duties and responsibilities so that there would be both the position of Assistant Family Division Administrator, and Assistant Administrator/Court Services (new position), both at compensation levels previously established, to wit: MCF 13.

THEREFORE BE IT RESOLVED, that to assist in the effective management of the Family Division of the Ingham County Circuit Court, and to help accommodate court reorganization and the implementation of the Court Improvement Plan, a new position of Assistant Administrator/ Court Services in the Family Division is created from funds within the existing budget.

BE IT FURTHER RESOLVED, that Nery Oliver shall transfer from his position as Youth Center Director to this new Assistant Administrator/Court Services position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary budget adjustments and Position Allocation List amendments in the Circuit Court Family Division budget.

RESOLUTION STAFF REVIEW

DATE February 9, 2002

Agenda Item Title Resolution to Accept the 2002 Regional Pursuit Driving Grant

Submitted by Sheriff's Office

Committees: Ad.Ser/Per. __, H.S. __, Law & Cts. __*, Finance __

Summary of Proposed Action

The resolution will authorize the Sheriff's Office to accept this training grant and to enter into contract with the Michigan Justice Training Commission.

Financial Implications

There are no new positions created and no local hard cash match requirements for this training grant.

Michigan Justice Training Commission, \$58,125 for the Regional Pursuit Driving Training Program	
\$27,020	personnel wages
1,500	contractual services
<u>28,300</u>	supplies and operating expense
\$ 58,125	TOTAL

Other Implications

This is a training grant that the County has received for several years now.

Staff Recommendation: JA ___ JN * HH ___

This resolution should be approved.

c: Alan Spyke

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2002 REGIONAL PURSUIT DRIVING GRANT

WHEREAS, Ingham County Sheriff's Office applied for and has been approved to receive a police driver's training grant from the Michigan Justice Training Commission; and

WHEREAS, the purpose of the training is to improve driving skills and reduce risk; and

WHEREAS, the amount of the grant is \$58,125.00 with no match required for a total project cost of \$58,125.00; and

WHEREAS, \$27,020.00 of the 2002 Regional Pursuit Driving Grant is for personnel wages; and

WHEREAS, \$1,500.00 of the 2002 Regional Pursuit Driving Grant is for contractual services; and

WHEREAS, \$28,300.00 of the 2002 Regional Pursuit Driving Grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the Regional Pursuit Driving grant from the Michigan Justice Training Commission for \$58,125 for the time period of January 1, 2002 through December 31, 2002.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make any necessary budget adjustments in the Ingham County Sheriff's Office 2002 budget.

RESOLUTION STAFF REVIEW DATE February 3, 2002

Agenda Item Title Resolution to Reimburse the Sheriff's Office Petty Cash Fund

Submitted by Ingham County Sheriff's Office

Committees: Ad.Ser/Per. __, H.S. __, Law & Cts. __*, Finance __*

Summary of Proposed Action

This resolution will approve the transfer of \$590.94 from the Sheriff's Office supplies line item to reimburse the Sheriff's Office Petty Cash Fund due to cashier errors.

Financial Implications

The Director of Financial Services has been consulted and agrees that the amount of the errors made have been minimal considering the amount of revenue received and further agrees that fraud is not a consideration in this matter.

Other Implications

Staff Recommendation: JA ____ JN *__ HH ____

This resolution should be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REIMBURSE THE SHERIFF'S OFFICE
PETTY CASH FUND**

WHEREAS, the Ingham County Sheriff's Office has received over \$2,500,000.00 through the inmate account, for the period between January 1, 2001 and December 31, 2001; and

WHEREAS, the Ingham County Sheriff's Office Petty Cash Fund has been used to balance the inmate accounts during periods of clerical efforts; and

WHEREAS, through December 31, 2001, a total of \$590.94 has been used from the Petty Cash Fund to balance these errors; and

WHEREAS, the Director of Financial Services has been consulted and agrees that the errors made have been minimal when compared to the amount of revenue received, and further agrees that fraud is not a consideration in this matter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the transfer of \$590.94 from the Sheriff's Office supplies line item to reimburse the Sheriff's Office Petty Cash Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County Financial Services to transfer the \$590.94 from Line Item #101-30101-726010.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners recognizes that the process of balancing the Petty Cash Fund will be conducted on a yearly basis to assure proper accounting.

RESOLUTION STAFF REVIEW

DATE February 9, 2002

Agenda Item Title Resolution to Accept the 2002 Corrections Academy Grant

Submitted by Sheriff's Office

Committees: Ad.Ser/Per. __, H.S. __, Law & Cts. __, Finance __

Summary of Proposed Action

This resolution will authorize the Sheriff's Office to accept a training grant and to enter into contract with the Michigan Commission on Law Enforcement Standards (MCOLES).

Financial Implications

There are no new positions created and no local hard cash match requirements for this training grant. The Michigan Commission on Law Enforcement Standards (MCOLES) is \$ 27,607 for the Correctional Officers Training Academy.

\$ 6,485	personnel wages (OT)
16,397	contractual services and travel
<u>4,725</u>	supplies and operating expense
\$27,607	TOTAL

Other Implications

This training grant has been received by the County for several years now.

Staff Recommendation: JA ___ JN * ___ HH ___

This resolution should be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2002 CORRECTIONAL ACADEMY GRANT

WHEREAS, the Ingham County Sheriff's Office applied for and has been approved to receive a Correctional Training Academy grant from the Michigan Commission on Law Enforcement Standards (MCOLES); and

WHEREAS, the purpose of this training is to increase local jail staff awareness, professionalism, safety, and effectiveness; and

WHEREAS, the amount of the 2002 Correctional Academy grant is \$27,607.00 with no match requirement for a total project cost of \$27,607.00; and

WHEREAS, \$6,485.00 of the 2002 Correctional Academy grant is for personnel wages; and

WHEREAS, \$16,397.00 of the 2002 Correctional Academy grant is for contractual services and travel; and

WHEREAS, \$4,725.00 of the 2002 Correctional Academy grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2002 Correctional Academy grant from the Michigan Commission on Law Enforcement Standards for \$27,607.00, for the time period of January 1, 2002 through December 31, 2002.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make any necessary budget adjustments in the Ingham County Sheriff's Office 2002 budget.

RESOLUTION STAFF REVIEW DATE January 23, 2002

Agenda Item Title Resolution Authorizing the Renewal of a Three-year Police Services Contract with Alaiedon Township

Submitted by Ingham County Sheriff's Office

Committees: Ad.Ser/Per. __, H.S. __, Law & Cts. __*, Finance __*

Summary of Proposed Action

This resolution will authorize renewal of a three year Police Services Agreement with Alaiedon Township for an additional three years from November 1, 2001 through October 31, 2004.

Financial Implications (see attached Scope of Services)

Other Implications

This is a three year renewal of a police services contract initiated in 1995 with a COPS grant.

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE RENEWAL OF A THREE-YEAR POLICE SERVICES CONTRACT WITH ALAIEDON TOWNSHIP

WHEREAS, the Ingham County Sheriff's Office and Alaiedon Township have agreed to renew the police services contract with the Township; and

WHEREAS, Alaiedon Township has agreed to reimburse the County for the costs of providing this police service; and

WHEREAS, the Sheriff's Office will use existing staff to fulfill this commitment.

THEREFORE BE IT RESOLVED, that Alaiedon Township will reimburse the County for the costs incurred by the County for providing these services during the duration of this contract, from November 1, 2001 through October 31, 2004, as outlined in the attached Scope of Services.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners reserves the right to renegotiate the agreement's financial terms subject to the final collective bargaining agreement with the affected employee unions.

SCOPE OF SERVICES FOR POLICE SERVICES TO BE PROVIDED FOR
ALAIEDON TOWNSHIP BY THE INGHAM COUNTY SHERIFF'S OFFICE

1. Guaranteed 40 hours per week coverage to be determined by the Ingham County Sheriff's Office and Alaiedon Township, which may include set and floating time.
2. If the schedule in Item 1 does not work out to the Township's satisfaction, the Township has the option to make changes upon proper written 30-day notification to the Sheriff.
3. Final shift hours are to be determined after the FOP contract is settled between the sheriff and deputies.
4. The Township will provide office space for the deputies at no additional charge to Ingham County.
5. The Township will supply telephone service for the deputies. This service will be for police business only and all calls are to be logged.
6. The township will agree to a three-year contract that would have a cancellation clause by either party upon 180 days.
7. The Township will agree to an annual increase on the three-year contract as follows:

November 1, 2001 - October 31, 2002 Year One		\$ 77,546
November 1, 2002 - October 31, 2003 Year Two	4.50% increase	\$ 81,036
November 1, 2003 - October 31, 2004 Year Three	4.50% increase	<u>\$ 84,683</u>
		\$243,265
8. The contract is to be in effect starting November 1, 2001.

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE February 11, 2002

Agenda Item Title: Required Resolutions to Continue the County's Remonumentation Project

Submitted by: Equalization/Remonumentation Committee

Committees: Ad.Ser/Pers. __, H.S. __, Law & Cts. __, Fin. __

Summary of Proposed Action: As part of the County's ongoing Remonumentation project, the annual adoption of the four attached resolutions is required. Presented on the agenda as items 3a thru 3d, these resolutions approve entering into a grant contract with the Michigan Department of Consumer & Industry Services and the State Survey Commission for continuation of the project. In addition, the resolutions reappoint Equalization Director Douglas Stover as the County's grants administrator, Ronnie B. Lester, as the County's representative for the project, and authorize entering into a contract with Wolverine Engineers and Surveyors, Inc. for services as the County's surveyor for the project. All appointments and authorizations would continue in 2002 as they were in 2001. State laws require the resolutions to appoint a grants administrator, and a county project representative.

The Purchasing Department is again recommending the services of one surveyor or firm to perform the services. Requests for proposals were distributed to licensed surveyors on the approved bidders' list. It is the department's recommendation that we retain the services of Wolverine Engineers and Surveyors, Inc. for the project.

Financial Implications: The total amount of grant funding to be received for the project in 2002 is \$80,338. This amount is slightly higher than the amount accepted in 2001 by a little less than 5%. The amount of the contract for services with Wolverine is not to exceed \$61,668. The fees for Mr. Lester's services as the County's project representative shall not exceed \$13,920. Mr. Stover shall not receive additional compensation in his role as grant administrator.

Other Implications: None

Staff Recommendation: JA X JN ___ HH ___

Staff recommends the approval of this resolution.

MEMORANDUM

To: Administrative Services/Personnel and Finance Committees

From: Douglas A. Stover, Director
Ingham County Equalization Department

Date: February 5, 2002

Subject: 2002 Remonumentation Grant

The attached resolution authorizes entering into the 2002 Survey and Remonumentation Grant with the Michigan Department of Consumer and Industry Services' State Grant Administrator. The appropriation amount for the grant this year is \$80,338.

Additional resolutions are attached appointing the Grant Administrator, County Representative and County Surveyor to do the research and monumentation work.

Thank you.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF CONSUMER & INDUSTRY SERVICES AND THE STATE SURVEY AND REMONUMENTATION COMMISSION FOR THE 2002 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the State Survey and Remonumentation Commission in December 2001, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Commission, local surveyors, and area real estate developers in choosing areas in which to work, and the preferences were included in Addendum A in the grant application; and

WHEREAS, the State Survey and Remonumentation Commission on January 14, 2002 formally approved granting Ingham County \$80,338 for 2002 to continue with their Monumentation and Remonumentation Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Consumer & Industry Services and State Survey and Remonumentation Commission for the purpose of receiving \$80,338 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2002.

BE IT FURTHER RESOLVED, that the Ingham County Remonumentation Committee shall go through a Request for Proposal process to select a qualified surveying company(ies) to conduct the actual research and monumentation field work necessary to accomplish the objectives of the grant agreement.

BE IT FURTHER RESOLVED, that the County Chairperson, County Clerk, and County Grant Administrator have the authority to sign said grant contract documents once Corporation Counsel has approved said contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT

WHEREAS, Act 345 and 346, P.A. 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, D.B.A. Polaris Surveying Company, was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2002 grant application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2002 through December 31, 2002, at the rate of \$60.00 per hour, at a cost not to exceed \$13,920.

BE IT FURTHER RESOLVED, that the County Chairperson and County Clerk have authority to sign said contract and Corporation Counsel be directed to prepare the necessary contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, upon approval of 2002 grant application by the State Monumentation and Remonumentation Commission, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACT WITH WOLVERINE ENGINEERS AND SURVEYORS, INC. FOR SERVICES AS MONUMENTATION SURVEYOR OF 2002 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, pursuant to Acts 345 and 346, 1990, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, Wolverine Engineers and Surveyors, Inc. submitted a proposal to perform all of the monumentation services for 2002; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize a contract with Wolverine Engineers and Surveyors, Inc. for services as monumentation surveyor for 2002.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc., said contract to be funded by survey and remonumentation grant funds authorized for 2002 in an amount not to exceed \$61,668.

BE IT FURTHER RESOLVED, that the County Chairperson and County Clerk have the authority to sign said contracts upon review and approval by Corporation Counsel.

Agenda Item 4a

RESOLUTION STAFF REVIEW

DATE February 11, 2002

Agenda Item Title Resolution to Authorize a 0-3 Secondary Prevention Grant with the Lansing School District for 2001-2002

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize a subcontract with the Lansing School District to extend its support of the JumpStart Program operated by Health Department. This will provide for intensive in-home support and education services to families who are pregnant or with children 0 to 3 years of age.

Financial Implications

The Lansing School District is offering a subcontract for the period October 1, 2001 through September 30, 2002. The level of funding remains at \$91,000.

Other Implications

In 1999, the Lansing School District, working with a coalition of community agencies, was awarded a Federal Safe Schools/Healthy Students Initiative grant. This subcontract is from this main contract.

Staff Recommendation: JA ___ JN __* HH ___

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Bruce Bragg

DATE: February 11, 2002

SUBJECT: Authorization to Subcontract with the Lansing School District for the JumpStart Program

This is a recommendation to authorize a subcontract with the Lansing School District to extend its support of the JumpStart Program operated by Health Department. In 1999, the Lansing School District, working with a coalition of community agencies, was awarded a Federal Safe Schools/Healthy Students Initiative grant. One aspect of the grant was to provide for intensive in-home support and education services to families who are pregnant or with children 0 to 3 years of age. The funds were used to expand the JumpStart Program operated by the Health Department.

The Lansing School District is offering a subcontract for the period October 1, 2001 through September 30, 2002. The level of funding remains constant at \$91,000.

I recommend that the Board of Commissioners authorize the subcontract for the new period by adopting the attached resolution.

Attachment:

cc: John Jacobs w/attachment
Bruce Miller w/attachment
Elaine Tannenbaum w/attachment
Stacy Meyer w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 0-3 SECONDARY PREVENTION GRANT WITH
THE LANSING SCHOOL DISTRICT FOR 2001-2002**

WHEREAS, the Lansing School District has entered into a grant agreement with the Federal Department's of Education, Juvenile Justice and Mental Health for a Safe Schools/Healthy Students Initiative; and

WHEREAS, the Lansing School District entered into a subcontract with Ingham County during 1999-2000 to provide intensive in-home support and education services to families who are pregnant or with children 0 to 3 years of age who reside in the Lansing School District; and

WHEREAS, the subcontracted funds were used by Ingham County to expand the JumpStart Program operated by the Health Department; and

WHEREAS, the Lansing School District has proposed to execute another subcontract with the County to extend the JumpStart services through FY 2001-2002; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the subcontract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract for Jumpstart Project Services with the Lansing School District.

BE IT FURTHER RESOLVED, that the period of the subcontract shall be October 1, 2001 through September 30, 2002, and that the Lansing School District shall compensate Ingham County \$91,000 to implement the following scope of services:

The Ingham County Health Department JumpStart Family Outreach Program will provide intensive in-home support and education services to families who are pregnant or with children 0 to 3 years of age who reside in the Lansing School District. This voluntary service involves an initial meeting to identify strengths and concerns with at-risk families and on-going intensive, in-home support and education by a home visitor with qualifying families as space in the program permits.

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

RESOLUTION STAFF REVIEW

DATE January 28, 2002

Agenda Item Title Resolution to Authorize an American Legacy Foundation Tobacco Reduction Grant Subcontract with the Anishinaabegamig Cultural Learning Center

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize a third grant subcontract be awarded to the Anishinaabegamig Cultural Learning Center, a non-profit 501(c)(3) corporation over three years.

Financial Implications

The funding for the subcontract will come from the main American Legacy Foundation grant. It will be necessary to adjust the grants FY 2002 budget to accommodate the additional subcontract. No County funds are necessary to implement the program funded by the American Legacy Foundation. It will be for \$20,000 per year for three years.

Other Implications

Staff Recommendation: JA ___ JN *__ HH ___

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: February 15, 2002

Subject: Resolution to Authorize a Tobacco Use Cessation and Prevention Initiative Grant Subcontract

The use of tobacco, particularly by smoking, substantially increases the likelihood that a person will die early or will suffer disease and disability. All of this could be prevented if the person could avoid tobacco use. However, tobacco is addictive. Persons who have begun to smoke have difficulty quitting.

Studies have demonstrated that tobacco use disproportionately affects certain vulnerable population groups, such as persons of color (smoking rates are higher in these populations), and the developing fetus of pregnant women who smoke (smoking causes low-birth weights which lead to a number of problems at and after birth). The County implements a number of tobacco use prevention and cessation programs through the Health Department. During 2000, the County was awarded a grant from the American Legacy Foundation to enhance our efforts to address tobacco use problems in vulnerable population groups. This opportunity came because Ingham County has a Kellogg Foundation Community Voices Grant.

The grant awarded was \$500,000 grant over a four year period. The proposal that was submitted and funded has four major parts:

1. Thirty percent of pregnant women who participate in the Ingham County WIC program smoke. There are very few smoking cessation resources for these women. The Legacy grant will provide for smoking cessation counseling, and nicotine replacement therapy, as appropriate.
2. Environmental Tobacco Smoke (ETS) causes a variety of health problems, some are life threatening like lung cancer and heart disease. The Department will work to reduce ETS in the workplace and in homes. The grant will help the Board of Health publicly recognize workplaces that

Agenda Item 4b

have gone smoke free. The Department will try to reduce ETS in homes by a.) working with primary care providers, to help patients stop smoking at home; and b.) through a community education campaign about ETS aimed at the general audience.

3. Subcontract with groups representing underserved population to develop and implement plans to reduce tobacco use in their respective populations. The initial subcontracts were with The Circle of Indigenous Races for Community Leadership & Empowerment (CIRCLE) and the African American Health Institute.

4. The Department will work with area youths to develop and implement tobacco prevention activities. Youth activities will be based on successful work of others across the country, including youth prevention activities sponsored by the Legacy Foundation.

The Department is now recommending that a third grant subcontract be awarded to the Anishinaabegamig Cultural Learning Center, a non-profit 501(c)(3) corporation located at 14248 Dunn Road, Haslett, Michigan 48840.

The funding for the subcontract will come from the grant. It will be necessary to adjust the grants FY 2002 budget to accommodate the additional subcontract. No County funds are necessary to implement the program funded by the American Legacy Foundation. I recommend that the Board of Commissioners adopt the attached resolution and authorize the grant subcontract.

Attachment

cc: Terri Younger w/attachment
John Jacobs w/attachment
Bob Glandon w/attachment
Don Diskey w/attachment
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMERICAN LEGACY FOUNDATION TOBACCO
REDUCTION GRANT SUBCONTRACT WITH THE ANISHINAABEGAMIG
CULTURAL LEARNING CENTER**

WHEREAS, tobacco use causes substantial disease, disability and early death in Ingham County which disproportionately affects vulnerable population groups; and

WHEREAS, the County participates in a number of efforts to prevent tobacco use and to assist in the cessation of tobacco use; and

WHEREAS, the American Legacy Foundation has awarded a Tobacco Use Cessation and Prevention Initiative grant of \$500,000 over four years; and

WHEREAS, the County has subcontracted grant work with the African American Health Institute and the Mestizo Anishnabe Health Alliance and now proposes to execute a similar subcontract with Anishinaabegamig Cultural Learning Center; and

WHEREAS, the Health Officer has recommended that the Board authorize the subcontract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract of the Ingham Community Voices: Tobacco Use Cessation and Prevention Initiative grant contract with the American Legacy Foundation.

BE IT FURTHER RESOLVED, that subcontract will be with the Anishinaabegamig Cultural Learning Center, 1428 Dunn Road, Haslett, Michigan 48840.

BE IT FURTHER RESOLVED, that the period of the subcontract shall be February 1, 2002 through January 31, 2005 and that Ingham County will provide the Center with \$20,000 during each of the three twelve month periods, to implement the program requirements and conditions of the subcontract.

BE IT FURTHER RESOLVED, that the Controller is authorized to adjust the Health Department's 2002 budget to make the necessary adjustment in the supply line item and the contractual line item to implement this subcontract during FY 2002.

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

Agenda Item 5a

RESOLUTION STAFF REVIEW

DATE February 13, 2002

Agenda Item Title Resolution Authorizing a Five-year Lease with Capital Area Community Services (CACS) at the County Annex

Submitted by Controller's Office

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action

This resolution will authorize a five-year lease with Capital Area Community Services (CACS) at the County Annex from April 1, 2002 through March 30, 2007.

This use of the facility is on an interim basis for the five years or until CACS finds other space. The majority of the building space will still be used for storage. No interim renovations will be made, and the courtroom layout will not be altered.

Financial Implications (see attached Scope of Services)

Other Implications

This has been reviewed and approved by the Facilities' Department to lease a portion of the facility (1,574 square feet).

The County Annex is located in Mason on Cedar Street and is used now primarily as storage.

Staff Recommendation: JA ___ JN __* HH ___

This resolution should be approved.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A FIVE-YEAR LEASE WITH CAPITAL AREA
COMMUNITY SERVICES (CACS) AT THE COUNTY ANNEX**

WHEREAS, Capital Area Community Services (CACS) of Mason is in need of leased space in Mason to replace its current substandard facility; and

WHEREAS, the County has identified a portion of its space at the Courthouse Annex on Cedar St. that would meet these needs; and

WHEREAS, CACS has agreed to reimburse the County for the out of pocket costs of providing this leased space.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease with Capital Area Community Services (CACS) who will reimburse the County for the costs incurred by the County for providing this space at the County Annex from April 1, 2002 through March 30, 2007 as outlined in the attached Scope of Services.

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

SCOPE OF SERVICES

Proposed Lease - Ingham County and CACS - County Annex

Five Year Lease (space and utilities)

April 1, 2002 - March 30, 2007

1,574 square feet	Lease Rate	Annual Monthly Payment	
April 1, 2002 - March 30, 2003	\$3.00	\$4,722	\$394
April 1, 2003 - March 30, 2004	\$3.15	\$4,958	\$413
April 1, 2004 - March 30, 2005	\$3.31	\$5,206	\$434
April 1, 2005 - March 30, 2006	\$3.47	\$5,466	\$456
April 1, 2006 - March 30, 2007	\$3.65	\$5,740	\$478

Tenant accepts space "as is"

Tenant responsible for security of leased space

Tenant responsible for all cleaning, upkeep and maintenance of interior space

Tenant to obtain permission of Landlord prior to any interior alterations, including painting or removal of floor coverings

Tenant responsible for all snow removal in immediate vicinity of entrance

Landlord will maintain parking lot and remove snow as part of established county rotation for county lots

Landlord will provide heat and, to the extent possible, air conditioning

Landlord has no responsibility for property of Tenant

Landlord to be added as additional insured on Tenants liability policy

Tenants rights are to the leased space only

Tenant is responsible for actions of visitors and customers with respect to property damage, vandalism, littering, etc.

Tenant not to store or keep vehicles overnight without prior approval of Landlord

Other conditions which may be recommended by the County Attorney

Mutual right to cancel upon 6 months written notice

Ratings Services
55 Water Street, 38th Floor
New York, NY 10041-0003
Tel 212 438-2066
Reference No.: 995122

Steven J Murphy
Managing Director
Public Finance Ratings

Standard & Poor's

A Division of The McGraw-Hill Companies



November 30, 2001

Mr. Gerald Ambrose, County Comptroller
Ingham County
Courthouse Box 319
121 East Maple Street
Mason, MI 48854

Re: ***\$1,980,000 County of Ingham, State of Michigan, Sewage Disposal System Bonds (Township of Alaiedon), Limited Tax General Obligation Bonds, dated: November 1, 2001, due: April 1, 2021***

Dear Mr. Ambrose:

Pursuant to your request for a Standard & Poor's rating on the above debt obligations, we have reviewed the information furnished to us and, subject to the terms and conditions of the *MEMORANDUM OF AGREEMENT* on the reverse side hereof, have assigned a rating of 'AA' to the obligations. S&P views the outlook for this rating over the intermediate to longer term as stable.

Please note that the ongoing information required includes annual audits and budgets and, for revenue bond ratings in connection with construction financing, progress reports, not less often than quarterly, covering the project being financed and should be forwarded to:

*Standard & Poor's Ratings Services
Public Finance
55 Water Street, Muni Drop Box No. 1, 38-3-10 - New York, NY 10041-0003*

S&P relies on the issuer and its counsel, accountants and other experts for the accuracy and completeness of the information submitted in connection with the rating. In addition, it should be understood that the rating is not a "market" rating nor a recommendation to buy, hold or sell these securities. Please note that the rating, as is the case with all of S&P's municipal ratings, does not address the likelihood that interest payable on the Bonds may be deemed or declared includable in the gross income of Bondholders by the relevant authorities at any time.

In the event that you decide to include this rating in an Official Statement, prospectus or other offering literature, we request that you include S&P's definition of the rating together with a statement that the rating may be changed, suspended or withdrawn as a result of changes in, or unavailability of, information.

We are pleased to have been of service to you. Thank you for choosing Standard & Poor's Ratings Services. If you have any questions, please contact us.

Very truly yours,

amh

cc: Ms. Nancy J. Nichols, Corporate Vice President
Stauder Barch & Associates, Inc.

DEC 11 2001

Ratings Services
55 Water Street, 38th Floor
New York, NY 10041-0003
Tel 212 438-2066
Reference No.: 524002

Steven J Murphy
Managing Director
Public Finance Ratings

Standard & Poor's

A Division of The McGraw-Hill Companies



November 30, 2001

Mr. Gerald Ambrose
County Comptroller
Ingham County
Courthouse Box 319
121 East Maple Street
Mason, MI 48854

Re: **County of Ingham Cnty, Michigan, General Obligation Bonds**

Dear Mr. Ambrose:

As part of Standard & Poor's ongoing secondary market surveillance, we have reviewed the latest financial report and other relevant data on the above debt. After such review, we have changed the rating to 'AA' from 'AA-'. The rating was changed primarily due to the stable economic base, with strong assessed valuation growth and maintenance of strong financial position. The outlook on this new rating for the intermediate to long term is stable.

Please continue to send updated information including annual audit reports and budgets, and if applicable, updated operating and construction progress data, addressed to:

*Standard & Poor's Ratings Services
Public Finance
55 Water Street, Muni Drop Box No. 38-3-10
New York, NY 10041-0003*

If you have any questions please feel free to contact Eden Perry at (1) 212-438-7967. Thank you for continuing your relationship with Standard & Poor's Ratings Services.

Very truly yours,

A handwritten signature in cursive script that reads "Steven J. Murphy".

amh

cc: Ms. Nancy J. Nichols
Stauder Barch & Associated, Inc.

**STANDARD
& POOR'S**
PUBLIC FINANCE

Publication date: 05-Dec-2001
Reprinted from RatingsDirect

Summary

Summary: Ingham Cnty, MI; Tax Secured, General Obligation

Analyst: Eden Perry, New York (1) 212-438-7967; James Wiemken, Chicago (1) 312-669-9170

Credit Profile
\$2 mil swg disp sys ltd tax GO
bnds due 2021
AA

Sale date: 06-DEC-2001
Outstanding GO bnds
UPGRADED TO FROM
AA AA-

OUTLOOK: STABLE

Rationale

The upgrade on Ingham County, Mich.'s outstanding bonds reflects the ongoing economic development in the county and the maintenance of its strong and diverse financial position.

The rating also reflects the county's:

- Diversified and stable local economy experiencing steady tax base growth;
- Low unemployment and diverse employment opportunities;
- Strong financial position; and
- Moderate overall debt burden.

The bonds are payable by certain contractual payments to the county by the Township of Alaiedon. The township has pledged its limited tax full faith and credit to the bonds. The bonds are additionally secured by the county's limited-tax pledge.

Ingham County is home to the state capital, Lansing, and is considered the focal point of the state's highway system, which offers easy access to Detroit, Grand Rapids, Flint, Kalamazoo, and Ann Arbor. Area employment is diverse, with state government (20,000); General Motors Corp. (16,000); and Michigan State University (12,300) providing substantial employment opportunities. Unemployment has been consistently below the state average, and was 2.5% in 2000, compared to the state average of 3.4% and the national average of 3.9%. Population is stable at around 280,000. The diverse and stable local economy has experienced good growth in the past seven years with assessed value increasing at an annual average of over 5% to \$5.8 billion in 2001. Tax base is diverse with the 10 leading taxpayers accounting for only 7.6% of total taxable value. Market value has grown by an average 7.4% annually since 1995 to \$13.5 billion in 2001, bringing the per capita market value to a moderate \$48,219. Wealth and income levels approximate the state and national averages.

The county continues to demonstrate strong financial performance. Despite a general fund reduction of over \$2 million, the county ended fiscal Dec. 31, 2000, with a general fund balance of \$16.5 million, or a strong 26.7% of expenditures. The draw down on the general fund was due to a \$16 million transfer out to fund a onetime capital expenditure and transfers to the budget stabilization fund. The county's budget stabilization fund balance of \$8.6 million represents 14% of general fund revenues. In addition, the unreserved balance of the delinquent tax revolving (DTR) fund is \$2.9 million and provides liquidity for operations and capital projects.

Overall debt burden is moderate at \$2,021 per capita and 4.2% of market value. The debt service carrying charge is low at 5% of expenditures. Future debt plans for early 2002 include a drain project for the Township of Williamston and restoration of one of the county facilities.

Outlook

The stable outlook reflects the county's stable economic base, strong financial position, and limited capital needs.

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Moody's Investors Service

99 Church Street
New York, New York 10007

January 31, 2002

Mr. Gerald Ambrose
Controller
County of Ingham
365 South Jefferson Street
Mason, MI 48854

Dear Mr. Ambrose:

We wish to inform you that on February 1, 2002, Moody's Rating Committee reviewed and assigned an Aa3 rating on the Ingham County Building Authority 2002 Building Authority General Obligation Limited Tax bonds.

In order for us to maintain the currency of our ratings, we request that you provide ongoing disclosure, including annual financial and statistical information.

Moody's will monitor this rating and reserves the right, at its sole discretion, to revise or withdraw this rating at any time in the future.

The rating as well as any revisions or withdrawals thereof will be publicly disseminated by Moody's through normal print and electronic media and in response to verbal requests to Moody's ratings desk.

Should you have any questions regarding the above, please do not hesitate to contact me, Nicole Johnson at (212) 553-4573.

Sincerely,

Nicole Johnson
Senior Vice President

NJ:ko

cc: Ms. Nancy Nichols
Stauder, Barch & Associates, Inc.
3989 Research Park Drive
Ann Arbor, MI 48108

FEB 14 2002



Moody's Investors Service
Global Credit Research

Municipal Credit Research
New Issue
Published 1 Feb 2002

Ingham County Building Authority, MI

Contacts

Nicole Johnson	212-553-4573
Julia Clark	212-553-7939

Moody's Rating

Issue	Rating
2002 Building Authority Bonds, (Limited Tax - General Obligation)	Aa3
Sale Amount	\$10,500,000
Expected Sale Date	02/05/02
Rating Description	General Obligation Limited Tax

MOODY'S ASSIGNS Aa3 RATING TO GO LT BONDS OF INGHAM COUNTY BUILDING AUTHORITY

Aa3 rating affirmed on outstanding party debt

Opinion

Moody's Investors Service assigns an Aa3 rating to the Ingham County Building Authority, Michigan, 2002 Building Authority Bonds. Proceeds of the issuance will be used to complete the renovation of a courthouse. The bonds are secured by a general obligation limited tax pledge to make cash rental payments sufficient to pay debt service on the bonds. The Aa3 rating reflects the county's diverse and stable local economy; sound financial operations with strong reserve levels that provide additional operating flexibility; and moderate debt levels. Specific credit characteristics are as follows:

STABLE AND DIVERSE LOCAL ECONOMY

Moody's expects Ingham County, located in south-central Michigan, to continue to benefit from the economic diversity and stability provided by state offices located in the state capital, Lansing (Aa3), the presence of higher education institutions, and other major employers. Lansing has long been a major production center for General Motors Corporation (GM - rated A3) which recently completed construction of a new plant expected to employ approximately 1,300 workers. While still the major private employer, GM no longer dominates the tax base, reflecting the growth of other large taxpayers over the past decade. In 2001 GM accounted for 3% of the county's taxable valuation, down from 7.8% in 1992, although the new plant will increase GM's representation in the county's total taxable valuation. In addition to automotive related employment in the county, the presence of state government operations, Michigan State University, and Lansing Community College provides other job opportunities. As a result, county unemployment rates have been consistently below those of the state and nation over the last several years. The county's tax base is sizeable at \$13.5 billion and growth has been

steady at an average of 7.5% annually over the last five years. Wealth levels are average with full value capita at \$48,219, skewed somewhat by the demographics of the significant student presence. Population levels appear to have stabilized after a slight decline over the past decade reflecting growth in surrounding counties.

SOUND FINANCIAL OPERATIONS

Moody's expects the county's financial position to remain favorable given a demonstrated record of prudent management resulting in sizable reserves. The General Fund balance represented a strong 27.6% of General Fund revenues in 2000 with the undesignated portion at 10.7%, well above the county's goal of 5%. Additional financial flexibility is provided by a Budget Stabilization Fund balance of \$8.6 million, or almost 15% of General Fund revenues. For 2001 officials report a draw on the General Fund balance of approximately \$800,000 to offset a drop in interest earnings and state revenue sharing receipts due in part to the population decline.

Property taxes represent the largest revenue source for the county (43%). Intergovernmental revenues provide just under one-third of revenues, with a significant portion going to the Special Revenue Fund for health and welfare expenses. As the state prepares to trim expenditures to align with reduced revenues, local units such as the county could see reduced revenue sharing. For the intermediate term Ingham County is well positioned to absorb some reductions in state aid, given its solid reserve levels and some margin on the operating levy.

MANAGEABLE DEBT LEVELS; MINIMAL FUTURE BORROWING PLANNED

Moody's expects the county's debt burden to remain manageable given reasonable expectations of continued tax base growth and minimal future borrowing needs. Direct debt burden is modest at 0.3% and overall debt burden, manageable at 4.3%, reflects borrowings by overlapping units, especially school districts. The majority of the county's direct debt is issued on behalf of and paid by underlying jurisdictions for drainage and sewer purposes. Ingham County's future borrowing needs are limited to \$2.0 million for a jail expansion in the next few years.

KEY FACTS

2001 population: 279,950

Change in population 1990-2000: - 0.9%

2001 Full Valuation: \$13.5 billion

2001 Full Value per Capita: \$48,219

Direct debt burden: 0.3%

Overall debt burden: 4.3%

FY00 General Fund Balance: \$16.5 million

FY00 General Fund Balance as % of General Fund Revenues: 27.6%

FY00 Budget Stabilization Fund: \$8.6 million

Ingham County Unemployment, 11/01: 3.4%

State of Michigan Unemployment, 11/01: 5.2%

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MADE IN U.S.A



DEPARTMENT OF PLANNING AND NEIGHBORHOOD DEVELOPMENT

309 N. WASHINGTON SQ., SUITE 016 • LANSING, MI 48933 • (517) 483-4140 • FAX: (517) 483-6057

ECONOMIC DEVELOPMENT CORPORATION

Tax Increment Finance Authority
Brownfield Redevelopment Authority

David C. Hollister, Mayor

January 25, 2002

Ms. Becky Bennett
Administrative Aide
Ingham County Board of Commissioners
Courthouse
Mason, MI 48854

RE: Scheduled Public Hearing on February 18, 2002

Dear Ms. Bennett:

The Lansing City Council has scheduled and will hold a public hearing on Monday, February 18, 2002 at 7:00 p.m. for consideration to approve the "**Lansing Brownfield Redevelopment Authority Plan #9 - Former Schafer Bakery Site**".

The hearing will take place in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, Michigan.

Enclosed for your review is a copy of the LBRA Plan #9 as approved by the Lansing Brownfield Redevelopment Authority on December 5, 2001. Please feel free to contact me should you have any questions regarding this issue.

Sincerely,

Tracy L. Carney-Miller
Development Specialist - 483-4594

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, February 18, 2002 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #9 - Former Schafer Bakery Site, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property located at 2701 South Martin Luther King Jr. Blvd., but more particularly described as:

PARCEL A: 3301-01-29-278-101-9

Lots 5 to 9 incl Block 3 Resub of Blocks 17, 21, 22 and Lots 35 to 72 incl, Block 30 Elmhurst Sub

PARCEL B: 3301-01-29-280-263-1

Com most S'ly COR Lot 71 Blk 4 Resub of Blocks 17, 21, 22 & Lots 35 to 72 incl Blk 30 Elmhurst sub, then NE'ly along SE'ly line of said Resub 722.2 ft to SE cor Lot 56 of said Resub, S 36 deg 23 min E 7.54 ft, S 46 deg 6 min W 741.2 ft, N88 deg 8 min W 46.59 ft, N 0 deg 38 min 53 sed E 30 ft to beg; also entire Lots 56 to 71 incl; Block 4 Resub of Block 17, 21, 22 and Lots 35 to 72 incl; Block 30 Elmhurst Sub.

PARCEL C

That part of the Northeast 1/4 of Section 29, Town 4 North, Range 2 West, City of Lansing, Ingham County, Michigan being described as: Commencing at the Southerly corner of Lot 71, Block 4, Resubdivision of Blocks 17, 21 & 22, & Lots 35 to 72 inclusive in Block 30, Elmhurst Subdivision; thence S00°38'53"W, 30.00 feet along the East line of Logan Street; thence S05°51'14"E, 60.43 feet; thence S88°08'00"E, 46.59 feet to the point of beginning of the following described parcel; thence N43°17'37"E, 737.10 feet; thence N39°30'00"W, 7.65 feet to the Southwest corner of Lot 55 of Elmhurst Subdivision; thence N50°30'13"E, 40.25 feet along the South line of Lot 55 to the Southwest corner of Lot 54; thence S39°31'58"E, 100.11 feet to the Northerly line of New York Central Railroad; thence S50°30'00"W, 771.58 feet along said Northerly line to the point of beginning. Containing 0.87 acres, more or less. Subject to any easements or restriction of use, or record.

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue may be obtained by from Ms. Patricia A. Cook or Ms. Tracy Carney-Miller, Economic Development Corporation of the City of Lansing, 309 N. Washington Square, Suite 016, Lansing, MI 48933, (517) 483-4140.

Debbie Miner
Lansing City Clerk



REHMANN ROBSON
Certified Public Accountants

A member of THE REHMANN GROUP



January 28, 2002

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
P. O. Box 319
Mason, Michigan 48854

Enclosed is the engagement letter for the County of Ingham for the year ended December 31, 2001. *Government Auditing Standards* (as amended) require that we communicate, during the planning stage of an audit, certain information to the Board of Commissioners. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control over financial reporting. The engagement letter includes the items which must be communicated to the Board.

Therefore, please make copies of the attached engagement letter and forward the copies to the Board members.

You may sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

REHMANN ROBSON

David M. Fisher, CPA
Principal

JAN 29 2002

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
January 28, 2002
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- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities.

Our audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the general purpose financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal control and for compliance with the provisions of contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the general purpose financial statements taken as a whole. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the beginning of audit fieldwork.



REHMANN ROBSON
Certified Public Accountants

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ENGAGEMENT LETTER

January 28, 2002

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
P. O. Box 319
Mason, Michigan 48854

We are pleased to confirm our understanding of the services we are to provide the **County of Ingham, Michigan** as of and for the year ended December 31, 2001. We will audit the general purpose financial statements of the **County of Ingham, Michigan** as of and for the year ended December 31, 2001.

The document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the general purpose financial statements.

1. Combining and individual fund financial statements
2. Schedule of expenditures of federal awards

The document will also include the following additional information that will not be subject to the auditing procedures applied in our audit of the general purpose financial statements, and for which our accountant's report will disclaim an opinion:

1. Statistical section

In addition, as stipulated in our contract with the County, we will also prepare and issue certain separate component unit and individual fund financial statements as audited by us in conjunction with our audit of the County's general purpose financial statements.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your general purpose financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the general purpose financial statements taken as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
January 28, 2002
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Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include test of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, fraud, other illegal acts, or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial errors, fraud, or other illegal acts or illegal acts that do not have a direct effect on the general purpose financial statements or to major programs. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing and extent of our auditing procedures for the purpose of expressing our opinions on the County's general purpose financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the general purpose financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the general purpose financial statements. Tests of controls relative to the general purpose financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope that would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements, applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
January 28, 2002
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An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by OMB Circular A-133.

Audit Procedures – Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we will perform tests of the County's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. The purpose of those procedures will be to express an opinion on the County's compliance with requirements applicable to major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any invoices selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the designated clearinghouse and, if appropriate, to pass-through entities; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
January 28, 2002
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The workpapers for this engagement are the property of Rehmann Robson and constitute confidential information. However, we may be requested to make certain workpapers available to grantor agencies pursuant to authority given to them by law or regulation. If requested, access to such workpapers will be provided under the supervision of Rehmann Robson personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to grantor agencies. The grantor agency may intend, or decide, to distribute the photocopies or information therein to others, including other governmental agencies.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The workpapers for this engagement will be retained for a minimum of three years after the date of the auditors' report is issued or for any additional period requested by a grantor agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the workpapers.

As part of our audit engagement we may provide advice on items that come to our attention. Informal advice is not considered to be professional advice unless we have entered into a separate engagement.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that you will provide us with the basic information required for our engagement, which will include a reasonably adjusted trial balance. Assistance provided in the preparation of a reasonably adjusted trial balance is considered an additional service.

Our services will be charged at fees that are commensurate with the value of our professional services rendered. Based on our contract, the not-to-exceed fee will be \$53,900. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full.

Our Firm, as well as all other major accounting firms, participates in a "peer review" program, covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us in writing.

Mr. Gerald W. Ambrose, Controller
County of Ingham, Michigan
January 28, 2002
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Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our 1999 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the **County of Ingham, Michigan** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



RESPONSE:

This letter correctly sets for the understanding of *COUNTY OF INGHAM, MICHIGAN*.

By: _____

Title: _____

October 27, 1999

To the Principals
Rehmann Robson, P.C.

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson, P.C. (the "Firm") in effect for the year ended July 31, 1999. A system of quality control encompasses the Firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of complying with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (the "AICPA"). The design of the system, and compliance with it, are the responsibilities of the Firm. In addition, the Firm has agreed to comply with the membership requirements of the SEC Practice Section of the AICPA Division for CPA Firms (the "Section"). Our responsibility is to express an opinion on the design of the system, and the Firm's compliance with that system and the Section's membership requirements based on our review.

Our review was conducted in accordance with standards established by the Peer Review Committee of the Section. In performing our review, we obtained an understanding of the system of quality control for the Firm's accounting and auditing practice. In addition, we tested compliance with the Firm's quality control policies and procedures and with the membership requirements of the Section to the extent we considered appropriate. These tests covered the application of the Firm's policies and procedures on selected engagements. Because our review was based on selective tests, it would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it or with the membership requirements of the Section. As is customary in a peer review, we are issuing a letter under this date that sets forth comments relating to certain policies and procedures or compliance with them. These matters were not considered to be of sufficient significance to affect the opinion expressed in this report.

Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may be inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Rehmann Robson, P.C. in effect for the year ended July 31, 1999, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA, and was complied with during the year then ended to provide the Firm with reasonable assurance of complying with professional standards. Also, in our opinion, the Firm has complied with the membership requirements of the Section in all material respects.

Clifton Gunderson L.L.C.