

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFER

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
DEB NOLAN  
REBECCA BAHAR-COOK  
TODD TENNIS  
LAURA DAVIS  
STEVE DOUGAN

## **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, NOVEMBER 4, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [October 21, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Register of Deeds - Resolution Entering into an Agreement with [Michigan Office Solutions](#) for the Purchase of Two Scan Pro 2000s for the Register of Deeds Office
2. Ingham County Treasurer - Resolution to Authorize a Service Contract for the Purpose of Auditing [Principal Residence Exemptions](#)
3. Ingham County Drain Commissioner - Information: Full Faith and Credit of the County for Bonds to be issued by the Cook and Thorburn Drain Drainage District for the "Cook and Thorburn and Tributary Drains Watershed Improvement Project" (*No Materials*)
4. Health Department - Resolution to Authorize a Lead Abatement Subcontract with Environmental Testing & Consulting, Inc. ([ETC](#))
5. Agricultural Preservation Board - Resolution Authorizing a Three Year Contract Extension with [Sheridan Land Consulting](#) to Provide Technical Assistance to the Ingham County Agricultural Preservation Board
6. Facilities Department
  - a. Resolution Authorizing a Contract with [B & J Painting, Inc.](#) to Prep and Paint Post #8 at the Ingham County Jail
  - b. Resolution Authorizing the Sale of Equipment to [RNT Electric Supply](#) for the Ingham County Fairgrounds
7. Management Information Services Department - Resolution to Approve the Renewal of the [Emerson Network](#) Power Annual Maintenance Agreement

8. Finance Committee - Resolution Congratulating Robin Naeyaert and Teri Morton on Receiving the Michigan Government Finance Officers' Association Certificate of Achievement in Financial Reporting and [Distinguished Budget Award](#)
9. Controller/Administrator's Office - Resolution Authorizing [2010 Agreements](#) for Community Agencies

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

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

FINANCE COMMITTEE  
October 21, 2009  
Minutes

Members Present: Mark Grebner, Deb Nolan, Rebecca Bahar-Cook,  
Laura Davis, Steve Dougan and Board Chairperson Debbie De Leon

Members Absent: None.

Others Present: Teri Morton, Matthew Myers, Eric Schertzing, Janiel Valentine, Sarah Deprez, Joel Maatma, Tom Shewchuk, Mary Sabaj, Jim Cash, Bob Trezise, John Jacobs, Chris Jordan-Foreman, Paul Kindel, Stacy Byers, Dan Hudson, Fred Pallottini, and others

The meeting was called to order by Chairperson Grebner at 6:03 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the October 7, 2009 Minutes

The minutes were approved as amended.

Comm. Bahar-Cook amended the October 7 minutes as follows: Page 3, paragraph 10, first sentence: add the phrase: *if the state chooses* at the end of the sentence.

Additions to the Agenda

Late Items

- 1a. 1<sup>st</sup> Quarter Investment Report
- 2<sup>nd</sup> Quarter Investment Report

- 11d. Informational Item  
2009 Interim Close Report

- 10. Substitute – Resolution amended by County Services

Limited Public Comment

James Cash from the Christman Company answered questions regarding the request for bond allocation and the project involved, as well as a timetable for construction. He stated that Christman would be the owner of the parking facility and it would be leased to the Accident Fund. He displayed an aerial photograph of the current site and a picture depicting the project as it is expected to look when completed.

Bob Trzeize, President and CEO of the Lansing Economic Development Corporation spoke in support of the Christman Company's request to Lansing City Council and Ingham County for allocations of bonds for the Accident Fund parking facility project.

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

2. Sheriff's Office - Resolution of Continuous Effect Authorizing an Agreement with the Internal Revenue Service Criminal Investigation's Unit and other Federal Law Enforcement Agencies for the Purpose of Reimbursable Costs for Providing Resources for a Joint Operations Task Force
3. Sheriff's Office/Management Information Services Department - Resolution to Authorize an Amendment to the Agreement with ID Solutions to Purchase and Install an All Weather Digital Perimeter Security Camera System at the Ingham County Sheriff's Office
4. Equalization/Tax Mapping Department - Resolution Authorizing Participation in the Tri-County Regional Planning Commission Contract for the Purchase of Digital Aerial Imagery
5. Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Authorizing Entering into Subcontracts for Community Corrections Programs for FY 2009-2010
7. 55<sup>th</sup> District Court - Resolution Authorizing the Ingham County 55<sup>th</sup> District Court to Accept Two Grant Awards from the Michigan Supreme Court - State Court Administrative Office/Michigan Drug Court Grant Program (SCAO/MDCGP) and the Office of Highway Safety Planning (SCAO/OHSP)
8. Family Division of Circuit Court - Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Family Division of Circuit Court
9. Health Department
  - a. Resolution to Authorize an Amendment to the Lease of Property with Cedar Management Company
  - b. Resolution to Enter into a Contract with Dr. James D. Banner, D.O. for Autopsy Services
10. Ingham County Parks & Recreation Commission - Resolution Amending Resolution #08-021 for Services Between Ingham County and the Charter Township of Meridian to Maintain the Watershed Management Plan for Lake Lansing Including the Lake Frontage Owned by Ingham County
11. Controller/Administrator's Office
  - a. Ingham County 2010 General Appropriations Resolution
  - c. Resolution to Contract between Ingham County (Hereinafter Referred to as the County) and Cohl, Stoker, Toskey & McGlinchey (Hereinafter Referred to as the Contractor)

MOTION CARRIED UNANIMOUSLY.

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

1. Ingham County Treasurer - Resolution Designating a “Recovery Zone” for Recovery Zone Facility Bonds and Recovery Zone Economic Development Bonds

MOVED BY COMM DAVIS, SUPPORTED BY COMM BAHAR-COOK, TO APPROVE THE RESOLUTION DESIGNATING A “RECOVERY ZONE” FOR RECOVERY ZONE FACILITY BONDS AND RECOVERY ZONE ECONOMIC DEVELOPMENT BONDS.

Treasurer Schertzing answered the committee’s questions regarding allocation requests from different communities in the County. Treasurer Schertzing stated that the resolution designating the entire County a recovery zone is similar to that which is being passed by other counties.

MOTION CARRIED UNANIMOUSLY.

- 1 a. Ingham County Treasurer  
1<sup>st</sup> Quarter Investment Report  
2<sup>nd</sup> Quarter Investment Report

Treasurer Schertzing reviewed items on the reports and answered questions.

6. Agricultural Preservation Board - Resolution Approving Model Permanent Conservation Easement Deed Option Agreement and Specific Permanent Conservation Easement Deed Option Agreements Between Ingham County; Wesley and Janet Clark; Gary and Sandra Haynes; and Lee and Michael Webb (*Tabled at the October 7, 2009 Meeting*)

MOVED BY COMM. DOUGAN SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING MODEL PERMANENT CONSERVATION EASEMENT DEED OPTION AGREEMENT AND SPECIFIC PERMANENT CONSERVATION EASEMENT DEED OPTION AGREEMENTS BETWEEN INGHAM COUNTY; WESLEY AND JANET CLARK; GARY AND SANDRA HAYNES; AND LEE AND MICHAEL WEBB.

Comm. Nolan commented that most of the townships are supportive and have passed resolutions.

Stacey Byers concurred and stated that in addition to passing resolutions, many of the townships have amended their Master Plans. The townships that have not passed resolutions are waiting for the State’s program to get back on line.

Comm. Nolan asked if we can bargain for less than the \$1,200 per acre that was agreed upon.

Paul Kindel explained that these option agreements are from the 2009 application cycle, the cycle which began in 2008, where the Board had approved the selection criteria and process. The top five from that ranking have been brought forward here through the process. They have gone all the way through the process up to the Board of Commissioners approving them. The next step is

to take these five, three of which are before the committee now, and obtain an option agreement so that we can begin the process of going through to the conservation easement.

Chairperson. Grebner acknowledged that these are governed by the 2009 criteria, but cost is an issue. He reminded Mr. Kindel and the members of the Ag Board that they are agents of the Board and the County, and it is their duty to follow the directions and desires of the Board, and work in the best interests of the County to get the best possible deal for the taxpayers.

Comm. Bahar-Cook asked what happens if the State does not fund the program?

Mr. Kindel answered that there is no money coming from the State. The State has program but it is inactive. There is possible money coming from the federal government. The federal program will be open for applications early in 2010. The federal program matches the money put forth by the County up to a 50/50 match.

Stacy Byers explained that the federal program requires us to make an application for open option agreements. We have to be fairly far along in the process before we can make application to the federal program. They want to see an offer, an option, and a purchase agreement. They also want to see survey work, the preliminary title commitment, all the way to the point where we are ready to close. She stated that we are getting our due diligence done before we package our application to the federal program.

Ms. Byers explained further that the appraisals that were done by Yankee Appraisals were done on behalf of the Ag Board and the Board of Commissioners, with no involvement by the landowners. She stated that the Ag Board has worked hard to create a program that is objective and impartial. The purpose of the appraisals is to give a baseline to determine value in the present unstable market, and the federal program requires a state-certified appraisal. The Ag Board, with the assistance of the Treasurer, is looking at doing installment purchase agreements as an option to landowners which will allow a to further extension and leverage of funds.

Comm. Nolan suggested that in the next application cycle, the rate per acre be variable and expect some negotiation to take place.

MOTION CARRIED UNANIMOUSLY.

11. Controller/Administrator's Office

- b. Resolution to Enter into a Contract with Dr. Eric Scorsone to Provide a Financial Review of Services Provided by Ingham County and to Provide a Review of Potential Savings through Various Budget Reductions and Revenue Enhancements

MOVED BY COMM. DOUGAN SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH DR. ERIC SCORSONE TO PROVIDE A FINANCIAL REVIEW OF SERVICES PROVIDED BY INGHAM COUNTY AND TO PROVIDE A REVIEW OF POTENTIAL SAVINGS THROUGH VARIOUS BUDGET REDUCTIONS AND REVENUE ENHANCEMENTS.

Matthew Myers explained that under this agreement, Dr. Scorsone will conduct an overview study of the services the County provides and will submit his completed report of recommendations to the Board by the end of winter, 2010, to assist with the 2011 budgeting process.

MOTION CARRIED UNANIMOUSLY.

- d. Informational Item  
2009 Interim Close Report

Matthew Myers and Teri Morton pointed out projected shortfalls and revenue problems as reflected in the report..

12. Board Referrals

- a. Letter from the City of Mason Asking for County Support for Funding Under the American Recovery Re-Investment Act
- b. Letter from the City of Lansing Asking for County Support for Funding Under the American Recovery Re-Investment Act
- c. Letter from the Michigan Department of Treasury Regarding a Request from Lansing Charter Township to Revoke the Real and Personal Property Components of the Industrial Facilities Exemption Certificate #1999-235 for General Motors Corporation Located at 2801 W. Saginaw Street
- d. Letter from the Michigan Department of Treasury Regarding a Request from Lansing Charter Township to Revoke the Real and Personal Property Components of the Industrial Facilities Exemption Certificate #2001-242 for General Motors Corporation Located at 2801 W. Saginaw Street
- e. Memo from Lansing Township's Downtown Development Authority Regarding the Eastwood Phase II and III Project Description and Recovery Zone Bonds Allocation Request

The Board Referrals were received and placed on file.

Announcements

Comm. Davis announced that the Tri-County Office on Aging is having a dinner and auction at Eagle Eye on November 5 at 6 p.m. Tickets are \$50 each and funds raised help support Meals on Wheels and other services.

Public Comment

None

The meeting adjourned at approximately 7:29 p.m.

Respectfully submitted,

Mary Waller

**Agenda Item 1**

**RESOLUTION STAFF REVIEW**

**DATE** October 22, 2009

**Agenda Item Title:** Resolution Entering into an Agreement with Michigan Office Solutions for the Purchase of Two Scan Pro 2000s for the Register of Deeds Office

**Submitted by:** Ingham County Register of Deeds

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_ X\_, Finance\_ X\_

**Summary of Proposed Action:**

This Resolution will authorize an agreement with Michigan Office Solutions for the purchase of two Scan Pro 2000s for scanning equipment for the Register of Deeds Office. The new equipment will enable the Office to scan micro fiche, film and large documents. The current reader printer was purchased over two decades ago and is obsolete, damages film, and is very hard to repair as replacement parts are unavailable.

**Financial Implications:**

Total cost for two Scan Pro 2000s equipment = \$15,530.

**Other Implications:**

The Purchasing Department solicited bids for this project, and after review of the proposals it is their recommendation to award the contract to Michigan Office Solutions of Grand Rapids, Michigan. There were no local vendors who submitted proposals.

**Staff Recommendation:** MJM\_ X\_ JN\_ \_\_\_ TL\_ \_\_\_ TM\_ \_\_\_ JC\_ \_\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

# COUNTY OF INGHAM

## Purchasing Department

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121 East Maple Street  
Mason, Michigan 48854  
Telephone: 517-676-7307  
Fax: 517-676-7230  
[jvalentine@ingham.org](mailto:jvalentine@ingham.org)

**TO:** County Services and Finance Committee  
**FROM:** Janeil Valentine  
**DATE:** October 22, 2009  
**SUBJECT:** Quote Summary – microfilm viewer/scanner/printer

Project: The Register of Deeds Office is in need of equipment for handling fiche, ultra fiche, micro books, aperture cards, jackets, 16 and 35mm roll film, cartridge film, and micro opaque. The equipment will film the images and the user can choose to view, scan, or print a part of the image or the entire document. The equipment can print sizes of 3" x 5" to 17" x 11". This equipment will be used by public and staff.

Quote Summary:

Vendors Contacted:	4	Local:	0
Vendors Responding:	3	Local:	0

Price quotes were obtained by the Purchasing Department from the following companies:

<b>Company</b>	<b>Location</b>	<b>Quoted Price</b>
Michigan Office Solutions	Grand Rapids, Michigan	\$15,530.00
Graphic Sciences	Royal Oak, Michigan	\$15,790.00
e-ImageData Corporation	Hartford, Wisconsin	\$20,570.00
Data Financial Business Services, Inc.	Mequon, Wisconsin	incomplete

Recommendation: Demonstrations on equipment available for these functions were made to staff. The Register of Deeds is recommended the purchase of 2 Scan Pro 2000 in concurrence with the MIS and Purchasing Department from Michigan Office Solutions for \$15,530.00.

**Agenda Item 1**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ENTERING INTO AN AGREEMENT WITH MICHIGAN OFFICE SOLUTIONS FOR THE PURCHASE OF TWO SCAN PRO 2000s FOR THE REGISTER OF DEEDS OFFICE**

WHEREAS, part of the role of the Register of Deeds Office is to make records accessible to citizens; and

WHEREAS, micro fiche and film is the most accessible and efficient way to study records before 1960; and

WHEREAS, often micro fiche and micro film are used by staff to correct the index where mistakes have been made; and

WHEREAS, the current reader printer was purchased over two decades ago and is obsolete, damages film, and is very hard to repair as replacement parts are unavailable; and

WHEREAS, proposals were solicited from several vendors to purchase new reader printers; and

WHEREAS, Michigan Office Solutions was the lowest bidder at \$15,530, including all equipment needed for the Register of Deeds Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby enters into an agreement with Michigan Office Solutions for the purchase of two Scan Pro 2000s, for a total cost of \$15,530.

BE IT FURTHER RESOLVED, that funds for this project will be taken from the Register of Deeds' Automation Fund and the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary agreements after approval as to form by the County Attorney.

**Agenda Item 2**

**RESOLUTION STAFF REVIEW**

**DATE** October 26, 2009

**Agenda Item Title:** Resolution to Authorize a Service Contract for the Purpose of Auditing Principal Residence Exemptions

**Submitted by:** Ingham County Treasurer

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This Resolution will authorize a contract with Morley Companies to perform auditing of principal residence exemptions (PRE). Morley Company has developed a PRE function for the State of Michigan and has developed a database protocol to sort through property tax records to uncover inappropriate principal residence designations.

**Financial Implications:**

The revenue and expenses for this function will be processed through account 518-25606, and retained earnings will be transferred to the County General Fund per State Statute. Total amount of the contract is for an amount not to exceed \$25,000.

**Other Implications:**

None.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE  
A SERVICE CONTRACT FOR THE PURPOSE OF AUDITING PRINCIPAL  
RESIDENCE EXEMPTIONS**

WHEREAS, the Ingham County Treasurer, under the provisions of the General Property Tax Act, Public Act 206 of 1893, as amended, is given the opportunity to audit and deny principal residence exemptions (PRE); and

WHEREAS, the Treasurer has elected to audit PRE through September 30, 2013; and

WHEREAS, the staffing to carry out this function is currently vacant and may remain so for the foreseeable future; and

WHEREAS, the vendor that performs this function for the State of Michigan has developed a database protocol to sort through property tax records to uncover inappropriate principal residence designations; and

WHEREAS, the Morley Company is offering these services to counties as a fixed rate per denial that is more than offset by additional revenue; and

WHEREAS, the performance of this specialized service will be a revenue gain for the County of Ingham and the State School Aid Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract to Morley Companies, for an amount not to exceed \$25,000.

BE IT FURTHER RESOLVED, that revenue and expenses for this function are run through account 518-25606, and that retained earnings are transferred to the County General Fund per Statute.

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

**RESOLUTION STAFF REVIEW**

**DATE** October 22, 2009

**Agenda Item Title:** Resolution to Authorize a Lead Abatement Subcontract with Environmental Testing & Consulting, Inc. (ETC)

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_X\_\_, CS\_\_\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:**

This Resolution authorizes a subcontract with ETC Environmental Services, Inc. for services related to the Lead Abatement Grant activity included in the 2009-2010 Comprehensive Plan Budget and Contract Agreement (CPBC), with the Michigan Department of Community Health (MDCH) and Housing and Urban Development (HUD). The CPBC Agreement was authorized in Resolution #09-339.

**Financial Implications:**

This subcontract for up to \$16,600 will provide inspection services for approximately 35 to 40 pre-qualified houses, for the purpose of identifying lead hazards as part of the MDCH/ HUD grant requirements, over the time period of October 1, 2009 through September 30, 2010.

**Other Implications:**

The Health Department Evaluation Committee using the factors of: cost; quality of work; volume of and experience generating quality inspection reports, as required, is recommending awarding an agreement with ETC Environmental Services/Wilco Environmental for the Lead Hazard Remediation Program.

Environmental Testing & Consulting, Inc. (ETC) is not a local vendor.

**Staff Recommendation:** MJM\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_X\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

# COUNTY OF INGHAM

## Purchasing Department

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121 East Maple Street  
Mason, Michigan 48854  
Telephone: 517-676-7307  
Fax: 517-676-7230  
[jvalentine@ingham.org](mailto:jvalentine@ingham.org)

**TO:** Human Services and Finance Committee  
**FROM:** Janeil Valentine  
**DATE:** October 26, 2009  
**SUBJECT:** Proposal Summary – Lead Hazard Remediation Program

Project: The project involved soliciting sealed proposals to a company to inspect 30-35 houses for remediation development using Risk Assessment Protocols.

Proposal Summary:

Vendors Contacted Electronically:	40	Local:	9
Vendors Responding:	7	Local:	3

The following firms submitted responses:

<u>Firm</u>	<u>Location</u>	
ETC Environmental Services/ Wilco Environmental	Romulus, MI	\$415.00
NOVA Consultants, Inc.	Novi, MI	\$525.00
Professional Service Industries, Inc. (PSI)	Lansing, MI	\$375.00
AKT Peerless	Lansing, MI	\$880.00
Greentree Environmental Services, Inc	Portage, IN	\$425.00
Conestoga-Rovers & Associates	Lansing, MI	per site cost not stated
ASTI Environmental	Brighton, MI	\$550.00
Envirologic Technologies, Inc	Kalamazoo, MI	declined to submit
Golder Associates, Inc.	Lansing, MI	declined to submit
Fishbeck, Thomposon, Carr & Huber, Inc.	Lansing, MI	declined to submit

Recommendation: The Health Department Evaluation Committee using the factors of; cost, quality of work, volume of and experience generating quality inspection reports as required is recommending awarding an agreement with ETC Environmental Services/Wilco Environmental for the Lead Hazard Remediation Program.

Advertisement:

Vendors notified by electronic mail and posted on the Ingham County Purchasing website.

MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Dean Sienko, M.D., Health Officer

DATE: October 22, 2009

RE: Recommendation to Subcontract for Lead Inspection Services

This is a recommendation to subcontract with ETC Environmental Services, Inc. for services related to the Lead Abatement grant activity included in the 2009-2010 Comprehensive Plan Budget and Contract Agreement (CPBC) with the Michigan Department of Community Health (MDCH) and Housing and Urban Development (HUD). The CPBC Agreement was authorized in Resolution #09-339.

Under this grant activity, the Health Department works with a subcontractor to identify houses at risk of lead hazards. Such houses are identified by performing a lead inspection/risk assessment. Afterward, abatement project specifications are written by ICHD staff to address the identified lead hazards. MDCH then contracts with a certified lead abatement contractor to abate the lead hazard. ICHD staff oversees the work of the certified abatement contractor.

The Lead Abatement Grant activity has been continued by MDCH and is funded in the 2009-2010 CPBC Agreement. In June 2009, the County issued an RFP for lead inspection/risk assessment services. ETC Environmental Services, Inc. was the low bidder.

I am recommending that the Board of Commissioners adopt the attached resolution and authorize a subcontract with ETC Environmental Services, Inc. for up to \$16,600 to perform lead inspection/risk assessment services for up to 35 potentially at-risk homes for the period October 1, 2009 through September 30, 2010. These services are required by the grant agreement and grant funds are available to pay for the services.

Attachment

c: John Jacobs (with attachment)  
Renee B. Canady (with attachment)  
Ruby Rogers, (with attachment)

**Agenda Item 4**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A LEAD ABATEMENT SUBCONTRACT  
WITH ENVIRONMENTAL TESTING & CONSULTING, INC. (ETC)**

WHEREAS, the County has operated a Lead Abatement Grant Program, funded by the Michigan Department of Community Health (MDCH) and the Department of Housing and Urban Development (HUD), for several years; and

WHEREAS, in June, 2009, the County Purchasing Department issued an RFP for subcontracting Inspection/Risk Assessments for lead abatement; and

WHEREAS, the Health Department Evaluation Committee using the factors of: cost; quality of work; volume of and experience generating quality inspection reports, as required, is recommending awarding an agreement with ETC Environmental Services/Wilco Environmental for the Lead Hazard Remediation Program.

WHEREAS, the services for the Lead Abatement Program were authorized as part of the Health Department's 2009-2010 CPBC Agreement per Resolution #09-339; and

WHEREAS, that Health Officer recommends that the Board of Commissioners authorize a subcontract with Environmental Testing & Consulting, Inc.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Environmental Testing & Consulting, Inc. for \$16,600, to provide inspection services for between 35 and 40 pre-qualified houses for the purpose of identifying lead hazards as part of the MDCH/HUD grant requirements.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract for the period October 1, 2009 through September 30, 2010.

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

RESOLUTION STAFF REVIEW

DATE October 23, 2009

Agenda Item Title: Resolution Authorizing a Three Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

Submitted by: Ingham County Agricultural Preservation Board

Committees: LE\_\_\_ JD\_\_\_, HS\_\_\_, CS X, Finance X

**Summary of Proposed Action:** This Resolution authorizes a contract extension for three years between Ingham County and Sheridan Land Consulting, to provide technical assistance to the Ingham County Agricultural Preservation Board to implement the Purchase of Development Rights Ordinance.

The current contract with Sheridan Land Consulting will expire December 31, 2009. The Agricultural Preservation Board desires to continue the current arrangement with Sheridan Land Consulting through December 2012. The Agricultural Preservation Board will not be able to adequately implement the Purchase of Development Rights Ordinance without extension of this contract for technical assistance.

Now that the Agricultural Preservation Board has a funding source, the consultant's scope of work will change from a focus on developing the purchase of development rights program to one of actual implementation and administration of the program. The proposed scope of services is attached.

**Financial Implications:** The amount of this contract for service will not exceed \$52,962, with a 1% increase each year for three years. Funding for this contract is included in the 2010 Budget.

**Other Implications:** This Resolution is consistent with the Board of Commissioners' priority – Promoting Environmental Protection and Smart Growth.

**Staff Recommendation:** MJM X JN \_\_\_ HH \_\_\_ TM \_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.

**1. Services to be performed by the Consultant.** The Consultant shall assist the Agricultural Preservation Board (APB) in identifying and performing the actions to be taken to implement the Ingham County Farmland Purchase of Development Rights (PDR) Ordinance, including:

- i. serving as a general resource to the APB,
- ii. attending all APB meetings,
- iii. serving as a liaison for the APB to the Ingham County Board of Commissioners (BOC),
- iv. assisting the APB in drafting and preparing resolutions, reports, and other documents for the Board of Commissioners
- v. attending relevant Board of Commissioners meetings,
- vi. developing an application form(s) for applying to the Farmland PDR Program,
- vii. developing a system each year for ranking all eligible parcels that are submitted to the APB,
- viii. administering the application and selection processes for the program;
- ix. assisting landowners with the application process through closing,
- x. developing a model (standard) conservation easement(s) and any revisions to the model conservation easement(s),
- xi. recommending an appraisal method(s) for establishing the value of development rights of land (conservation easements)
- xii. obtaining appraisals (this will include working with a State Certified General Appraiser to provide necessary information and assistance. Consultant should accompany appraiser on all farm visits.),
- xiii. negotiating the purchase, including price, of conservation easements on behalf of the County,
- xiv. coordinating all contactors through bidding, selecting and completing work,
- xv. overseeing the closing and recording of conservation easements,
- xvi. developing a monitoring system for conservation easements,
- xvii. acquiring the data needed to improve the selection criteria for ranking parcels and the appraisal method(s);
- xviii. identifying and informing the APB of funding sources for farmland and open space preservation by PDR available from local, state, and federal governments and private sources,
- xix. applying for funds for farmland and open space preservation by PDR available from local, state, and federal governments and private sources,
- xx. preparing information on the PDR program for distribution or presentation to landowners, the general public and stake holders
- xxi. working with the media to inform the public of the County PDR program,
- xxii. attending meetings, presentations, and other events relevant to the County PDR program,
- xxiii. providing an annual report on the program to the BOC, and
- xxiv. any other tasks assigned by the Ingham County APB within the scope of the County PDR Ordinance.

The Consultant would provide the same services to the Farmland and Open Space Preservation Board regarding the Open Space PDR Ordinance when the appropriate documents are adopted by the Board of Commissioners.

**Agenda Item 5**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A THREE YEAR CONTRACT EXTENSION WITH  
SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE  
INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Agricultural Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland Purchase of Development Rights Ordinance through December 2009; and

WHEREAS, the Agricultural Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 2012; and

WHEREAS, funding for this contract is included in the 2010 Ingham County Budget and will be derived from the Agricultural Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall continue a contract with Sheridan Land Consulting in an amount not exceeding \$52,962 per year, with a 1% increase each year for three years, for technical assistance to the Ingham County Agricultural Preservation Board through December 31, 2012.

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

RESOLUTION STAFF REVIEW

DATE October 20 2009

Agenda Item Title: Resolution Authorizing a Contract with B & J Painting, Inc. to Prep and Paint Post #8 at the Ingham County Jail

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action:

This Resolution will authorize a contract with B & J Painting, Inc. for the preparation and painting of Post #8 at the Ingham County Jail.

Financial Implications:

The cost of the project is \$32,000.00, and the Facilities Department has requested a contingency amount of \$3,000.00, for a total cost of \$35,000.

The funds for this project are available within the Jail Operational Budget, 101-31100-931010 Jail Painting

Other Implications:

The Purchasing Department solicited bids for this project, and after review of the proposals it is their recommendation and that of the Facilities Department to award the contract to B & J Painting. B & J Painting is a local vendor and submitted the lowest bid.

Staff Recommendation: MJM\_\_X\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Mike Hughes, Facilities Manager

DATE: October 20, 2009

SUBJECT: Resolution Authorizing a Contract with B & J Painting Inc. to Prep and Paint Post #8 at the Ingham County Jail

The resolution before you authorizes awarding a contract to B & J Painting Inc. for the purpose of preparation and repainting of Post #8 at the Ingham County Jail.

B & J Painting Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing and Facilities Departments. We are confident that B & J Painting Inc. will provide us with the quality service we need to complete this project successfully.

Funding for the project is available within the Jail Operational Budget, 101-31100-931010, Jail Painting.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: October 21, 2009  
SUBJECT: Bid Summary – Painting Post

Project Description:

This project consists of repainting Post No. 8 at the Ingham County Jail. A typical post consists of forty cells, control area, sally port, and four common areas.

Bid Summary:

Bidders contacted: 12            Local: 4  
Bidders responding: 4        Local: 1

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
B & J Painting, Inc.	\$32,000	Y – Lansing
Halligan Painting	\$37,770	N – Walker
C3 Painting	\$42,995	N – Comstock
Best Commercial	\$48,900	N – Redford

Some reasons cited by local firms for not responding to this solicitation included:

Vendor #1 – No interior work, exterior work only (deleted the vendor off the Master Paint Post list.)

Vendor #2 – Had a ton of meetings the day of the pre-bid meeting and couldn't make it this time.

Recommendation:

Award a contract to B & J Painting, Inc. in an amount not to exceed \$35,000 (includes \$3,000 for contingency.)

Advertisement:

The RFP was advertised in the Lansing State Journal, the El Central, various construction news services, and posted on the Purchasing Department Web Page.

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH  
B & J PAINTING, INC. TO PREP AND PAINT POST #8  
AT THE INGHAM COUNTY JAIL**

WHEREAS, Post #8 at the Ingham County Jail needs to be correctly prepped and repainted; and

WHEREAS, the funds for this project are available within the Jail Operational Budget, 101-31100-931010 Jail Painting; and

WHEREAS, the Purchasing Department solicited bids for this project, and after review it is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to B & J Painting, Inc. to prep and paint Post #8, for a cost not to exceed \$32,000.00; and

WHEREAS, a contingency of \$3,000.00 is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of repair.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to B & J Painting, Inc., 1400 E. Grand River Avenue, Lansing, Michigan 48906, to perform preparation and repainting of Post #8 at the Ingham County Jail, for a total cost not to exceed \$35,000.00, which includes a contingency of \$3,000.00.

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

RESOLUTION STAFF REVIEW

DATE October 20 2009

Agenda Item Title: Resolution Authorizing the Sale of Equipment to RNT Electric Supply for the Ingham County Fairgrounds

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action:

This Resolution will authorize the Facilities Department to sell equipment to RNT Electric Supply that the Ingham County Fairgrounds no longer has use for.

Financial Implications:

The three items that will be sold for \$1,500 are as follows:

- COOPER CAT # ACKF115048Y83CO
- COOPER CAT # ABRM415024Y83C1
- PARK SWITCH #255032

The funds from the sale of the above items will be deposited into the Fair Budget appropriately.

Other Implications:

None.

Staff Recommendation: MJM\_\_X\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution.

## Memorandum

To: Ingham County Board of Commissioners  
From: Rick Terrill, Director of Facilities  
Date: 10/29/2009  
Re: Permission to Sell Electrical Items

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The following items listed below are items that the County does not have any use for at this time. I am asking that the Board of Commissioners grant permission to sell these three items to RNT Electric Supply, 4801 James McDivitt Road, Jackson, Michigan 49201, for \$1,500.00. The funds would be deposited into the Fair Budget appropriately.

- 1) COOPER CAT # ACKF115048Y83CO  
HV 8320GY/4800  
LV 240/120  
KVA 167
  
- 2) COOPER CAT # ABRM415024Y83C1  
HV 4160GY/2400  
LV 240/120  
KVA 167  
(THIS ONE HAS NEVER BEEN INSTALLED. IT WAS ORDERED WRONG.)
  
- 3) PARK SWITCH #255032 (This is not a transformer, just a large switch)  
MAX VOLT 14.4 KV  
MAX AMP 600  
BIL 95 KV  
AMPS RMS 40,000

Thank you for your attention in this matter.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE SALE OF EQUIPMENT  
TO RNT ELECTRIC SUPPLY  
FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Fair has some equipment that they no longer have any use for; and

WHEREAS, RNT Electric Supply, 4801 James McDivitt Road, Jackson, Michigan 49201, has agreed to buy the equipment listed below for a total of \$1,500.00; and

WHEREAS, the following is a list of the equipment to sell; and

- 1) COOPER CAT # ACKF115048Y83CO  
HV 8320GY/4800  
LV 240/120  
KVA 167
- 2) COOPER CAT # ABRM415024Y83C1  
HV 4160GY/2400  
LV 240/120  
KVA 167  
(THIS ONE HAS NEVER BEEN INSTALLED. IT WAS ORDERED WRONG.)
- 3) PARK SWITCH #255032 (This is not a transformer, just a large switch)  
MAX VOLT 14.4 KV  
MAX AMP 600  
BIL 95 KV  
AMPS RMS 40,000

WHEREAS, the funds for this transaction will appropriately be deposited into the Fair Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes selling the above-mentioned equipment to RNT Electric Supply, 4801 James McDivitt Road, Jackson, Michigan 49201, for a total of \$1,500.00 for these items.

BE IT FURTHER RESOLVED, 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.

**Agenda Item 7**

**RESOLUTION STAFF REVIEW**

**DATE** October 20, 2009

**Agenda Item Title:** Resolution to Approve the Renewal of the Emerson Network Power Annual Maintenance Agreement

**Submitted by:** Management Information Services Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:**

This Resolution authorizes the renewal of the Emerson Network Power Annual Maintenance Agreement for the uninterruptable power supply (UPS) and batteries in the Ingham County Data Center.

**Financial Implications:**

The time period is October 1, 2009 through September 30, 2009, for a total annual payment of \$7,835.00.

**Other Implications:**

This agreement has been planned for and budgeted, and will provide the needed support to maintain the current UPS and batteries in the MIS Data Center.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution.

**Agenda Item 7**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE EMERSON NETWORK  
POWER ANNUAL MAINTENANCE AGREEMENT**

WHEREAS, the Uninterruptable Power Supply (UPS) and batteries in the Ingham County Data Center are currently under annual maintenance with Emerson Network Power; and

WHEREAS, these components provide power to all of Ingham County's computer systems in the case of a power failure; and

WHEREAS, this agreement is for a period of one year from September 1, 2009 to September 30, 2010, for a total annual payment of \$7,835.00; and

WHEREAS, this payment has been planned for and budgeted, and will provide the needed support to maintain the current UPS and batteries in the County's Data Center.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the renewal of the Emerson Network Power Annual Maintenance Agreement, for a total cost of \$7,835.00, to be paid from the County's Network Fund (245-25810-932030).

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

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

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CONGRATULATING ROBIN NAEYAERT AND TERI MORTON ON RECEIVING THE MICHIGAN GOVERNMENT FINANCE OFFICERS' ASSOCIATION CERTIFICATE OF ACHIEVEMENT IN FINANCIAL REPORTING AND DISTINGUISHED BUDGET AWARD**

WHEREAS, the Michigan Government Finance Officers' Association (MGFOA) is a professional association of public officials, finance and professional persons which was established in 1938, serving its members for more than fifty years; and

WHEREAS, active members are practitioners of all kinds of financial functions at state and local government levels, associate members are CPA's, bankers, brokers, consultants, lawyers, educators and others concerned with local government finance and promoting the objectives of the Association; and

WHEREAS, a fundamental objective of the Michigan Government Finance Officers' Association is to foster improvement in method of local government finance, including promotion of "best practices" relating to budgeting, accounting and financial reporting; and

WHEREAS, their Certificate for Achievement for Excellence in Financial Reporting has been promoting the preparation of high-quality Comprehensive Annual Financial Reports since 1945, and the Distinguished Budget Presentation Award Program has been promoting the preparation of high-quality budget documents since 1984; and

WHEREAS, Ingham County is one of seven counties within the State of Michigan to receive the Michigan Government Finance Officers' Association Certificate of Achievement in Financial Reporting and Distinguished Budget Award, the highest recognition of governmental finance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Robin Naeyaert, who served as Interim Financial Services Director, and Budget Director Teri Morton on receiving the Michigan Government Finance Officers' Association Certificate of Achievement in Financial Reporting and Distinguished Budget Award.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Robin Naeyaert and Teri Morton for their exemplary accomplishments and for their dedication and commitment to the County of Ingham.

## Agenda Item 9

October 23, 2009

TO: Human Services and Finance Committees  
FROM: Jared Cypher, Assistant Deputy Controller  
RE: 2010 Community Agency Requests

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The Controller/Administrator's Office has determined specific recommended funding levels for each applicant community agency. The book distributed at the October 27, 2009 Board of Commissioners meeting contains a spreadsheet detailing the Controller/Administrator's recommended funding levels for each applicant for the 2010 community agency appropriation, as well as applications from each agency, each applicant's scope of services, and a budget for each applicant. Additional information for each agency: such as audits, current year budget, 990 Forms, Board of Directors, tax exempt status, federal tax ID and insurance information is available in the Controller/Administrator's Office upon request. The community agency applications will also be available on the County's web page after October 27 ([www.ingham.org](http://www.ingham.org) under 'Ingham Today').

**Please bring the books to the following November 2009 liaison committee meetings:**

- **Human Services Committee meeting – Monday, November 2, 2009**
- **Finance Committee meeting – Wednesday, November 4, 2009**

The recommended funding levels for each agency were determined using the criteria set forth in Resolution #09-125 (see attached). Thirty-six (36) agencies requested a total of \$306,142.72 and \$197,117 is included in the 2010 budget for community agency funding. With the exception of four (4) applicant agencies, all agencies are either recommended to have their request fully funded, or at a minimum, status quo funding from FY 2009. One of those applicants, Legal Services of South Central Michigan has been removed from the Community Agency budget and will be funded from a separate line item. The remaining three applicants not recommended for funding in FY 2010 either did not meet the "Basic Needs" criteria, or did not provide the necessary supporting documentation until after the application deadline had passed.

If you have any questions, please feel free to contact me.

JC/lrs

Attachments

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING CRITERIA FOR RANKING 2010 APPLICATIONS FOR  
COMMUNITY AGENCY FUNDING**

**RESOLUTION #09-125**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 30 applicants requesting funding, with a total request of over \$250,000; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding more efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process as identified in the following area of priority emphasis from Resolution #08-116:

*"The Ingham County Controller/Administrator will score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee."*

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes 2010 applications for community agency funding to be evaluated based on the attached ranking criteria.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate, rank, and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2010.

HUMAN SERVICES: Yeas: Tennis, Davis, McGrain, Schor, Dougan, Vickers  
Nays: None Absent: None Approved 4/20/09

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan  
Nays: None Absent: None Approved 4/22/09

## **2010 Community Agency Ranking Criteria**

*These criteria are ranked in the order in which they will be used to judge each proposal-  
#1 is most important, #6 is least.*

- 1. The extent to which the proposal directly contributes to addressing the County's long-term priority of "Meeting Basic Needs".**
  - a. Does the proposal directly address specific challenges faced by Ingham County residents that may be brought on by or exacerbated by the current economic climate; including, but not limited to problems such as homelessness, unemployment, poverty, domestic violence, alcoholism, drug abuse, etc?
  - b. Does the proposal provide basic necessities for those in need, such as food, clothing, and shelter or help to provide assistance in obtaining such things as household utilities, job skills and transportation that are needed by families and individuals?
  
- 2. The extent to which the proposal leverages other sources of funding.**
  - a. What other funding sources are being leveraged, including state, federal, other nonprofit, and private sources?
  - b. Will this funding be used as a match for a larger grant or to leverage other funding?
  
- 3. The degree to which the proposal demonstrates collaborative approaches to program and service delivery.**
  - a. What other agencies and organizations are participating in the proposed project?
  
- 4. The extent to which the proposal demonstrates creativity and innovation.**
  - a. Does this proposal represent proven "best practices" in its particular subject?
  - b. Does the program produce measurable results?
  - c. Has this proposal ever been tried before?
  - d. If the proposal is not new, then what is the track record of success, has there been a positive impact on the community?
  
- 5. The number of years the agency has received County funding (fewer years = higher rating).**
  - a. This will be a factor from FY 2010 forward. 2009 was a transition year for this criterion, as agencies were put on notice for 2010.
  
- 6. Timeliness in submitting the proposal.**
  - a. Were deadlines (May 27, 2009) to submit the proposal met to a reasonable standard?
  - b. Was the proposal complete when submitted?

**Agenda Item 9**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2010 AGREEMENTS FOR COMMUNITY AGENCIES**

WHEREAS, the 2010 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #09-125.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2010 through December 31, 2010, in the amount specified for each community agency listed on the attached, in accordance with the dollar amounts allocated in the 2010 Budget, as stated below, and for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

Liaison Committee  
Human Services Committee

2010 Budget Allocation  
\$197,117

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary documents after review by the County Attorney.

Meets Basic Needs?	Organization	Program	2010 GRANT REQUEST	2009 AMT. RECEIVED	2010 Controller Recommendation	2010 Human Services Committee Recommendation	2010 Finance Committee Recommendation
Yes	Addiction Relief & Supported Recovery, Inc.	Joe & Shirley's Place - safe and sober housing for those dealing with addiction & homelessness	\$5,000.00	\$5,000.00	\$5,000.00		
Yes	Boys & Girls Club of Lansing	At-Risk Youth Transportation Program - transportation to and from Boys & Girls Club for daily activities	\$7,897.00	\$7,897.00	\$7,897.00		
Yes	Capital Area Community Services, Inc.	Low Income Heating Assistance - direct home heating assistance for low income households	\$8,500.00	\$8,500.00	\$8,500.00		
Yes	Capital Area Literacy Coalition	Literacy Services for Adults and Children - mentoring and reading materials for approximately 500 individuals	\$4,800.00	\$4,500.00	\$4,500.00		
No	City of East Lansing/ALFA Adult Day Services	Active Living for Adults - Adult Day Services/support for the cost of a registered nurse	\$8,000.00	\$8,000.00	\$8,000.00		
No	Cristo Rey Community Center	Roots & Wings Program - building family relationships and reducing conflict	\$2,500.00	\$1,790.00	\$1,790.00		
Yes	Cristo Rey Community Center (Prescription Drug Prog.)	Prescription Drug Program - assist to provide medications for low income residents	\$4,000.00	\$4,000.00	\$4,000.00		
No	Ele's Place	Underwrite Participation of 12 Children in Grief Support Groups (Middle School)	\$6,000.00	\$6,000.00	\$6,000.00		
Yes	EVE, Inc.	Services for Victims of Domestic Violence	\$14,000.00	\$14,028.50	\$14,000.00		
Yes	Garden Project of the Greater Lansing Food Bank	Gardening and Gleaning Programs - improve food self reliance of low income people	\$6,500.00	\$5,500.00	\$6,500.00		
Yes	Gateway Community Services	Crossroads Homeless Youth Shelter - self reliance for homeless teens	\$15,300.00	\$15,299.00	\$15,300.00		
No	Girl Scouts Heart of Michigan (Lansing	After School Outreach - programming for girls age 6-14	\$10,000.00	\$1,846.00	\$1,846.00		

	Regional Area)	to include an overnight/camping experience			
No	Greater Lansing Area Club (GLAC) of the National Association of Negro Business and Professional Women's Club, Inc. - <b>NEW</b>	Communication in a New Age, Using New Tools - assist former prison inmates in developing effective communication using today's technology (cell phones/internet)	\$10,354.00		\$0.00
Yes	Haven House	Emergency Shelter for Homeless Families with Children - temporary housing to homeless families with children and assists with permanent housing	\$8,000.00	\$5,000.00	\$7,922.00
No	Habitat for Humanity of Greater Ingham County	Office Infrastructure - office infrastructure improvements to improve capacity and efficiency of its operation	\$6,500.00	\$7,164.50	\$6,500.00
No	Kids Repair Program - <b>NEW</b>	Kids Repair Program - teaching life skills while promoting bicycle safety for at risk kids ages 9-17	\$7,140.72		\$0.00
No	Lansing Area Aids Network	HIV/AIDS Care & Prevention Services - provide care, prevention, education services to those citizens affected with HIV/AIDS	\$8,000.00	\$4,513.00	\$4,513.00
Yes	Lansing Area Parents' Respite Center, Inc.	Lifespan Respite Programs - respite services for families who have children, adults with disabilities, chronic illness, or age related conditions	\$6,000.00	\$6,000.00	\$6,000.00
Yes	Lansing Area Safety Council	Pediatric First Aid/CRP Training for Low-income Expectant Mothers - education and program services for child and school safety, industrial safety, traffic safety and public safety	\$3,000.00	\$3,000.00	\$3,000.00

Yes	Lansing Teen Challenge - <b>NEW</b>	Creating Employment Opportunities & Strengthening Communities - lawn care and snow removal for low income families and Land Bank properties, provided by enrolled students.	\$25,000.00		\$0.00
No	Legal Services of South Central Michigan	Legal Services funding for 2010 has been removed from the Community Agency budget and will come from a separate line item.	\$40,000.00	\$20,226.00	\$0.00
Yes	Leslie Outreach, Inc.	Food Pantry and other emergency relief - food bank, housing, medical referrals, transportation, nutritional education	\$1,000.00	\$1,000.00	\$1,000.00
Yes	Listening Ear of East Lansing, Inc.	Crisis Counseling, Referral Services & Sexual Assault Counseling - free, immediate crisis counseling 24/7 via telephone and walk-in services	\$6,700.00	\$6,602.00	\$6,700.00
Yes	MSU Detroit College of Law Clinical Programs - Rental Housing Clinic	Legal Assistance for Economically Disadvantaged People in Ingham County in Difficult Economic Times - provides legal services for housing issues, tax-assistance, entrepreneurship & community development goals to those residents who have no financial resources	\$12,000.00	\$6,875.00	\$11,000.00
Yes	National Council on Alcoholism/Lansing Regional Area, Inc.	Substance Abuse Treatment for Indigent Persons in Ingham County - assessment, education, outpatient group/individual therapy programs for individuals and families experiencing problems with alcohol & other drug regardless of their ability to pay	\$10,000.00	\$6,000.00	\$10,000.00

No	New Way In, Inc.	New Way In Offender Program - provides offender targeted employment services to residents who have been convicted of a felony; partners with Michigan Works	\$7,000.00	\$6,025.00	\$6,025.00
No	Northwest Initiative (dba Northwest Lansing Healthy Communities)	Northwest Initiative's ARROW Program - "Ex-Offender Outreach in the Neighborhoods" - Advocacy, Re-Entry, Resources and Outreach program (ARRO) helps ex-offenders with transition back into the community	\$8,830.00	\$6,500.00	\$6,500.00
Yes	Refugee Development Center	Vocational English as Second Language Classes - provides English classes, computer technology, job interviewing, US customs in the workplace & related issues; support and referral services for refugees	\$8,000.00	\$8,000.00	\$8,000.00
Yes	Retired Senior and Volunteer Program	Capital Area Interfaith Respite (CAIR) - recruits, trains and supervises volunteers who provide respite for family caregivers; partners with Tri-County Office on Aging, DHS	\$2,700.00	\$2,700.00	\$2,700.00
Yes	Rural Family Services of Ingham County	Provides basic needs - emergency food, personal needs, shelter, utility payment to low-income residents	\$7,000.00	\$5,752.00	\$7,000.00
Yes	Southside Community Coalition	Enhancing Community Outreach & Basic Needs Services -provides food, clothing, health care, employment services for low income families; partners with MSUE	\$6,000.00	\$6,000.00	\$6,000.00
Yes	Southside Community Kitchen	Feeding the Hungry - provides well-balanced, nourishing meals to hungry people in	\$3,000.00	\$2,000.00	\$3,000.00

Lansing, free of charge

Yes	St. Vincent Catholic Charities	St. Vincent Catholic Charities Housing Services - assists clients with permanent and safe housing, case management services for individuals and families who are homeless	\$5,000.00	\$3,623.50	\$5,000.00
Yes	Stockbridge Community Outreach	Food Pantry and other emergency relief - provides food, utility payment, assistance, prescriptions and transportation; serves unemployed, underemployed, single parents and seniors	\$2,000.00	\$2,000.00	\$2,000.00
No	Westside Community YMCA	"Y" Achievers Program - assists students in making a successful transition from high school to college	\$4,500.00	\$2,000.00	\$2,000.00
No	Women's Center of Greater Lansing, Inc.	Helping Women in Ingham County Attain Economic Well Being - provides services to women who are homeless, unemployed, and under-employed, career counseling & individualized employment services to achieve about economic self-sufficiency	\$15,921.00	\$8,923.50	\$8,924.00
	<b>TOTAL 2010 REQUESTS</b>		<b>\$306,142.72</b>		<b>\$197,117.00</b>