

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
ANDY SCHOR

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFER

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 1, 2005 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Call to Order

Approval of the [January 18, 2005](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Board Presentations/Appointments – Agricultural Farmland Preservation Board Interviews
2. Parks Board - Resolution Authorizing an Appropriation to Establish an Irrigation Well at [Hawk Island County Park](#)
3. Treasurer - Resolution Supporting a Request for Technical Assistance from the Genessee Institute in Implementing a [Land Bank Authority](#)
4. Purchasing Department - Resolution to Amend the [Purchasing Policies](#) to Include a Provision for Local Purchasing Preference (*materials were distributed at the last meeting*)
5. Human Resources Department
 - a. Resolution to Reorganize Staffing of the [Human Resources](#) Department
 - b. Closed Session - Discussion on Labor Relations
6. Board of Commissioners
 - a. Discussion Item - Formation of a Subcommittee on Board Rules
 - b. Resolution Setting a Public Hearing for the [Webberville Annexation Proposal](#)
7. Clinton County – Letter Regarding the [Capital City Airport](#)
8. Greater Lansing Convention & Visitors Bureau - [Quarterly Report](#)
9. Arts Council of Greater Lansing – [Grant Administrator's Report](#)
10. Board Referral – Letter from the Michigan State Housing Development Authority Regarding On-Site Monitoring Report for the Ingham County's [Community Development Block Grant](#) (CDBG) #MSC-2002-0552-HO

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

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

COUNTY SERVICES

January 18, 2005

Minutes

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

Members Absent: None

Others Present: Harold Hailey, Jerry Ambrose, Donna Rummel, Judi Gardi, Janeil Valentine, Dave Weiner, Mr. Norkin and Bob Moore

The meeting was called to order by Chairperson Celentino at 7:03 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the December 7, 2004 Minutes

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DEDLEON, TO APPROVE THE DECEMBER 7 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

Chairperson Celentino welcomed the new and returning Commissioners to the County Services Committee.

Additions to the Agenda

8e. Additional Information

10.

Limited Public Comment

Ms. Timmon welcomed the new Commissioners to this Committee. She spoke regarding the Michigan Civil Rights Initiative.

Mr. Norkin, Okemos Travel, spoke to the Committee regarding a revenue guarantee initiative. He then questioned the Airport's authority to make such a guarantee without a public hearing.

Ms. Moore thanked the Committee for her opportunity to interview for the EDC Board.

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

3. Parks Department

- a. Resolution Approving Amendment #2 to the Agreement with the Michigan Department of Natural Resources to Develop Hawk Island Park
- b. Resolution Authorizing the Parks Department to Transfer Used Ski Equipment to the Meridian Township Parks and Recreation Department and the Beekman Center
- d. Resolution Authorizing a Contract with ABC Beverage Management, Inc. to Provide Vending Services for the Ingham County Parks System

4. Road Commission – Resolution in Support of the Local Safety Project

6a. Human Resources Department – Resolution Approving the FOP/Corrections Collective Bargaining Agreement

7. Board of Commissioners

- a. Resolution Recognizing “Black History/Cultural Diversity Month” in Ingham County

- b. Resolution Honoring Joe Guenther
- c. Resolution Honoring John Haneski, PhD.
- d. Resolution Proclaiming February 7, 2006 Marion “Babe” Ruth Day in Ingham County

10. Probate Court Request – Start .5 Time Deputy Probate Register III at Level 5

MOTION CARRIED UNANIMOUSLY.

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

- 1. Board/Commission
 - a. Economic Development Corporation Board of Directors Interviews

The Committee interviewed the following applicants for the EDC Board:

| | |
|-----------------|-------------------|
| Cassandra Green | Michael Haddock |
| David Woltz | Gwendolyn Shorter |
| Heather Moore | Daniel Feinberg |
| Kirk Martin | |

Chairperson Celentino informed the applicants that recommendations would not be made this evening. An additional applicant is scheduled to be interviewed on February 1.

- b. Youth Commission Interview

The Committee interviewed Brittany Green for a position on the Ingham County Youth Commission.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DELEON, TO RECOMMEND THE APPOINTMENT OF BRITTANY GREEN TO THE INGHAM COUNTY YOUTH COMMISSION. MOTION CARRIED UNANIMOUSLY.

- 2. Youth Commission – Quarterly Report

The following members of the Youth Commission reviewed the information contained in the Quarterly Report:

| | |
|-------------|-----------------|
| Matt Denny | Kareem Janoudi |
| Matt Witter | Rami Janoudi |
| Paul Wilson | Renee Snodgrass |

This Report was included in the agenda packet. Mr. Denny then stated the Youth Commission plans to continue with the Teen Forum this year and to continue working with the Historical Commission and Mayor’s Initiative. The Committee is also preparing for Michigan’s Capitol Experience which will be held in Lansing. The possibility of attending the 4-H Washington Focus trip this summer is being explored.

Comm. Schor congratulated the Youth Commission on their successful quarter. He then stated including the Lansing Convention and Visitors Bureau in the Youth Commission’s public relations plan is an excellent idea. Comm. Schor encouraged the Youth Commission to continue to provide this Committee and other entities with the youth perspective on various issues.

Comm. Severino congratulated the Youth Commissioners for their successful quarter. He informed all present that Kareem Janoudi had the winning essay for the Dennis Archer Scholarship.

Chairperson Celentino thanked the Youth Commission for submitting their Quarterly Report to this Committee.

- 3c. Parks Department – Resolution Authorizing an Adjustment to the Parks Department Seasonal Employee Wage Schedule

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE.

In response to Comm. DeLeon, Mr. Moore stated it is the Board of Commissioners' decision to determine whether or not this issue is placed before the Board for consideration. He then reviewed the Wage Schedule. He stated to Chairperson Celentino that the first and second year wages for the Lifeguard Supervision Management Intern is a range. This market fluctuates frequently.

MOTION CARRIED UNANIMOUSLY.

5. MSU Cooperative Extension – Resolution to Authorize a Sixteen Month Continuation of the Ingham County MSU Extension Network Facilitator and Community Development Agent Position

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION TO AUTHORIZE A SIXTEEN MONTH CONTINUATION OF THE INGHAM COUNTY MSU EXTENSION NETWORK FACILITATOR AND COMMUNITY DEVELOPMENT AGENT POSITION.

Comm. DeLeon disclosed that she is employed by the City of Lansing. However, she does not have direct oversight of this position.

Ms. Gardi explained the financial implications of this Resolution. The position will be funded through a contract with the City of Lansing. MSU will pay the fringe benefits and actually employ the position. Ingham County will pay the balance of the operating and salary costs. The remaining funds will have to be budgeted in the FY 2006 budget. Mr. Ambrose explained this would be a sixteen month contract, not a twelve month contract.

MOTION CARRIED UNANIMOUSLY.

Ms. Gardi distributed copies of the Extension's Annual Report to the Commissioners for their review.

- 8c. Controller's Office – Resolution Authorizing the Placement of a Memorial at the Veterans Memorial Courthouse

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION AUTHORIZING THE PLACEMENT OF A MEMORIAL AT THE VETERANS MEMORIAL COURTHOUSE.

Comm. Severino requested an update of the Veteran's Affairs position on this issue. Mr. Ambrose stated a letter is included in the agenda packet from the Veteran's Affairs outlining their position. They do not object to the placement of the memorial at the VMC or at the Mason Courthouse. Their only concern is that the memorial should not distract, overshadow or compete in prominence with the existing veteran memorial. Also,

the Resolution includes a statement indicating the Veteran's Affairs role in this issue. If they have an objection, the project will be delayed until their concerns have been addressed.

MOTION CARRIED UNANIMOUSLY.

6b. Human Resources Department – 2004 Labor Relations Activities

Mr. Hailey stated this information includes a labor relations summary by bargaining unit for the calendar year 2004. He reviewed some of this information. Mr. Ambrose stated he would present a labor relations update at this Committee's next meeting.

8. Controller's Office

a. Review of County Long Term Objectives and Areas of Priority for County Services

The Committee held a brief conversation regarding this issue.

b. Amendment to Purchasing Policies Discussion

Mr. Ambrose explained that Resolution #04-360 directed that prior to the solicitation of new proposals for inmate and public phone services, the County Controller is to present to this Committee for its consideration and recommendation to the Board, an amendment to the County's Purchasing Policies. This amendment would provide for selection criteria to include economic impact associated with the selection of a potential vendor.

This item is presented for discussion purposes only. If the potential approach is suitable, a resolution will be prepared for consideration at the next Committee meeting.

Mr. Hudgins stated the Purchasing Department was directed to research and evaluate the purchasing policies of other municipalities and organizations in and around the state of Michigan. The Department examined how these municipalities and organizations addressed local economic impact. It discovered that most employ a local purchasing preference based on a fixed percentage extended to local vendors.

Based on this research, the Department's recommendation is to offer some fixed percentage preference to local vendors. The Department also proposes to utilize several different criteria in defining local vendor. If a vendor meets a majority of the criteria, it would be classified as a "local vendor." A local vendor would have its bid evaluated with the local preference.

Mr. Hudgins stated he believes the process of identifying and determining local vendors could easily be incorporated into our process of registering vendors. At all times, the Department would reserve the right to audit vendors' applications.

The Committee held a lengthy discussion regarding this matter. Chairperson Grebner suggested that if a local vendor does not submit a successful proposal, it should be given the opportunity to rewrite its bid to meet the Purchasing Department's specifications. Mr. Ambrose stated if the Committee wants to use the fixed percentage preference, the details would be addressed in the resolution.

In response to Comm. DeLeon, Mr. Hudgins stated the agenda packet includes responses from the municipalities and organizations that were researched by the Department. Comm. DeLeon stated her position that the County should use local vendors so that the County's monies are spent locally. She further stated she is inclined to agree with the fixed percentage preference. Comm. DeLeon further stated the Department should also consider how to improve supplier diversity in the contract process.

In response to Comm. DeLeon, Ms. Valentine stated she meets regularly with local vendors. The County has increased the number of minority vendors that receive contracts with County departments.

Comm. Schor stated he liked the idea of the fixed percentage preference. He then suggested staff draft a resolution based on this Committee's wishes and perhaps present an alternative resolution for consideration by this Committee. Comm. Copedge stated he also likes the idea of the fixed percentage preference. He would also like staff to consider supplier diversity in the contract process. Comm. Severino stated he approves of the local vendor plan. Chairperson Grebner stated the County should be clear that the geographical area addresses the County of Ingham, not the City of Lansing.

d. Pending Issues for the County Services Committee

Mr. Ambrose explained the Issues will appear on various agendas in the next several months. The Committee will consider these Issues when developing priorities for the 2006 Budget.

e. Land Bank Authority – Technical Assistance Grant

Chairperson Celentino stated the Treasurer will be at this Committee's next meeting to address this issue. Mr. Ambrose asked the Commissioners to keep this information for subsequent meetings.

9. Board Referrals

- a. Letter from DeWitt Charter Township Forwarding the Township's Response to Meridian Township's Draft Master Plan
- b. Notification of a Public Hearing from the City of East Lansing to Review and Discuss the Brownfield Plan Amendment #4 for the West Village/Greyhound Bust Station Development Project

The Board Referrals were received and placed on file.

Announcements: None

Public Comment

Ms. Timmon spoke regarding the interviews from agenda item 1a. She then spoke regarding the MCR Initiative issue from the Limited Public Comment portion of the meeting.

Chairperson Grebner stated he has recommended to the Law Enforcement and Judiciary Committees that Commissioners tour County facilities separate from regular committee meetings. Special meetings could be held at facilities throughout the year for the purpose of touring.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 2

RESOLUTION STAFF REVIEW

DATE January 25, 2005

Agenda Item Title: Resolution Authorizing an Appropriation to Establish an Irrigation Well at Hawk Island County Park

Submitted by: Parks Board

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

Summary of Proposed Action:

The resolution authorizes a transfer of \$22,000 from within the Parks Budget and a transfer of up to \$28,000 from the Contingency Account to construct a well at Hawk Island County Park for irrigation purposes.

Financial Implications:

The cost to purchase water from the Board of Water and Light for irrigation was approximately \$25,000 in 2003. The cost of constructing a well is estimated to be between \$36,000 and \$50,000, and annual operating costs are estimated to be \$3,000. Thus, in approximately two years, the cost of constructing the well will be paid for by reduced utility costs. Each year thereafter the base costs of the utilities at Hawk Island Park will be reduced by \$22,000.

The cost of constructing the well will come from a reduction in the Parks Budget (\$22,000) and a transfer from the Contingency Account (between \$14,000 and \$28,000). The current Contingency Account balance is \$576,708. The actual cost of the well and the transfer from the Contingency Account will be determined by the bidding process.

Other Implications: None.

Staff Recommendation: JA X JN ____ HH ____

Because of the projected long term cost reductions in operating costs, staff recommends approval of the resolution. However, it should be formally noted that this action will result in a permanent reduction in the utility costs in the Parks Budget.

Introduced by the County Services and Finance Committees of the:

Agenda Item 2

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CONSTRUCTION OF AN IRRIGATION WELL
AT HAWK ISLAND COUNTY PARK**

WHEREAS, the water currently used for irrigation at Hawk Island County Park is supplied by the Board of Water and Light at a cost of approximately \$25,000 per year; and

WHEREAS, it has been determined that a well could be drilled for between \$36,000 and \$50,000, with annual operating costs of approximately \$3,000 per year; and

WHEREAS, the cost of the construction of a well would be paid for by the reduction in water costs in approximately two years; and

WHEREAS, construction of the well would result in an ongoing savings of approximately \$22,000 per year for the life of the system; and

WHEREAS, the Ingham County Parks Board has recommended that the construction of the well be authorized and that \$22,000 be transferred from its Utility Line Item to the Parks Department Capital Improvement Fund for well construction; and

WHEREAS, the Ingham County Parks Board has requested that the Ingham County Board of Commissioners approve the construction of the well and authorize an appropriation of up to \$28,000 from the Contingency Account to fund the remainder of the cost.

BE IT THEREFORE RESOLVED, that the Ingham County Board of Commissioners authorizes the construction of a well at Hawk Island County Park for irrigation purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of up to \$28,000 from the Contingency Fund, and \$22,000 from the Parks Department's Utilities line item budget to the Parks Department's Capital Improvement Fund for this purpose.

BE IT FURTHER RESOLVED, that the base operating costs of the Parks Department for utilities will be permanently reduced by \$22,000 annually as a result of this action.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments and to transfer up to \$28,000 from the Contingency Account, with the exact amount to be determined at the time of bid award.

MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Gerald W. Ambrose, Controller

DATE: January 26, 2004

RE: Resolution Supporting a Request for Technical Assistance from the Genessee Institute in
Implementing a Land Bank Authority

As indicated at the previous meeting, the County Treasurer is recommending that Ingham County establish its own Land Bank Authority, and that to that end, that a request for technical assistance from the Genessee Institute be made. Treasurer Schertzing will be in attendance to discuss this issue.

Attached for your consideration is a resolution supporting the request for technical assistance. No funds are required, although in-kind staff and other resources will be necessary. The Economic Development Corporation has endorsed the recommendation.

GWA/sm

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING A REQUEST FOR TECHNICAL ASSISTANCE FROM THE
GENESSEE INSTITUTE IN IMPLEMENTING A LAND BANK AUTHORITY**

WHEREAS, the 92nd Michigan Legislature found that there exists in the State of Michigan a continuing need to strengthen and revitalize the economy of the State of Michigan and local units of government in this state and that it is in the best interests of the State of Michigan and local units of government in this state to assemble or dispose of public property, including tax reverted property, in a coordinated manner to foster the development of that property and to promote economic growth in the State of Michigan and local units of government in this state; and

WHEREAS, in order to facilitate this, the Legislature enacted the Land Bank Fast Track Act, 2003 PA 258, MCL 124.751 to 124.774, which authorizes the creation of a governmental entity at the County level that owns, holds, and accepts property for the purpose of maintaining it and returning it to a productive and economically viable use; and

WHEREAS, the Genessee Institute, the teaching and research affiliate of the Genessee Land Bank, is offering a new service to communities in Michigan to assist them in implementing the new Michigan Land Bank Fast Track Authority Act; and

WHEREAS, the Institute has released a Request for Proposals for counties interested in receiving up to \$25,000 in technical assistance as they consider the implementation of a Land Bank Authority; and

WHEREAS, the primary objectives of the Land Bank Authority Technical Assistance Program are to: 1) help localities to understand the strengths and weaknesses of their policies and practices regarding vacant/blighted, tax delinquent properties, and how they are currently implemented; 2) facilitate local collaboration around determining how to utilize the Land Bank Fast Track Authority Act; 3) assist with the creation of Land Bank Authorities; 4) gain insights that can shape the Institute's research and policy agenda and build its repertoire of effective strategies that can serve additional communities; and

WHEREAS, the Ingham County Treasurer has recommended that Ingham County establish its own Land Bank Authority, and that to that end, that a request for technical assistance from the Genessee Institute be made, as offered in their RFP; and

WHEREAS, the Ingham County Economic Development Corporation has endorsed the Treasurer's recommendation; and

WHEREAS, the Ingham County Board of Commissioners is also endorsing the Treasurer's recommendation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners strongly endorses the recommendation of the Ingham County Treasurer to consider the creation of a Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board of Commissioners acknowledges the existence of a vacant/blighted/tax delinquent property problem which is affecting quality of life in specific neighborhoods and/or is depressing markets countywide, or has the potential to create such a problem if not addressed.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the necessary commitment of staff time or other in-kind resources to defray costs and ensure local ownership in the analysis and reforms offered by

the Genesee Institute.

BE IT FURTHER RESOLVED, that the Board of Commissioners strongly supports making a request for technical assistance from the Genesee Institute, as offered in their RFP.

MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: James C. Hudgins, Jr., Purchasing Director

RE: Local Purchasing Preference Resolution

DATE: January 24, 2005

Pursuant to the direction from the County Services Committee, the following is a resolution which will amend the purchasing policies to include a provision for local preference to qualified local vendors. This resolution was drafted to address awarding contracts without first giving consideration to the issue of local economic impact. This resolution reflects that it is in the best interests of Ingham County and its citizenry to give preference to qualified local vendors, businesses, and contractors, resulting in benefiting the local economy through more jobs, tax revenues and expenditures. We feel this resolution addresses the concerns regarding local vendors raised by Commissioners. We recommend approval of the resolution.

Respectfully,

Jim Hudgins

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE PURCHASING POLICIES TO INCLUDE A PROVISION FOR
LOCAL PURCHASING PREFERENCE**

WHEREAS, the Board of Commissioners believes that its purchasing policies should encourage local vendors to provide goods and services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners encourages all county offices, departments and courts supported by the County to utilize local vendors, wherever possible, practical, and cost effective.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby amends the Ingham County Purchasing Policies by providing a preference for registered local vendors who respond to formal bids or proposals for the purchase of goods or supplies, issued by the Ingham County Purchasing Department.

BE IT FURTHER RESOLVED, that for purposes of this policy, a “registered local vendor” (RLV) shall mean any vendor who operates a business within the legally defined boundaries of Ingham County. In order to be identified as a “RLV”, the vendor shall provide the Ingham County Purchasing Department with a verifiable physical business address (not a P.O. Box).

BE IT FURTHER RESOLVED, that the RLV’s status ceases at the time that the business address is no longer valid.

BE IT FURTHER RESOLVED, that a vendor who wishes to be identified as a RLV shall also meet all other requirements of the County’s Purchasing Policies.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, and the lowest responsive bid is not from another RLV, those RLVs shall be given the opportunity to resubmit their bids, and the RLV with the lowest bid shall be awarded the bid. In the event of a tie between the RLVs, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by a coin toss.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, those RLVs shall be given the opportunity to resubmit their cost proposals. Those proposals will be evaluated

with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

BE IT FURTHER RESOLVED, that if RLVs who are given the opportunity to resubmit cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.

BE IT FURTHER RESOLVED, that RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.

BE IT FURTHER RESOLVED, that when a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.

BE IT FURTHER RESOLVED, that the following purchases are exempt from the provisions of this policy:

1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
2. Purchases with any sole source supplier for supplies, materials, or other equipment.
3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.

BE IT FURTHER RESOLVED, that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three (3) years.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in formal Request for Bids and Proposals language pertaining to the provisions of this policy.

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this resolution to all offices, agencies, and departments of Ingham County.

RESOLUTION STAFF REVIEW:

DATE: January 18, 2005

Agenda Item Title: Resolution to Reorganize Staffing of the Human Resources Department

Submitted By: Harold Hailey, Human Resources Director

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

Summary of Proposed Action: This resolution would change the employment status of the Employment Services Coordinator from full time to $\frac{3}{4}$ time. It also changes the Assistant Director-Labor Relations classification to Managerial.

Financial Implications: This will result in a short term savings of \$13,844 and a long term savings of \$12,616.

Other Implications: None

Staff Recommendation: JA____ JN____ HH__X__
Staff recommends the approval of this Resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE STAFFING OF THE HUMAN RESOURCES DEPARTMENT

WHEREAS, with the retirement of certain employees of the Human Resources Department, this presents an opportunity to review and evaluate functions of the office for better efficiency and cost savings; and

WHEREAS, some functions of the Employee Services Coordinators classification have changed due to automation of payroll processing and no longer requires forty (40) hours per week staffing; and

WHEREAS, it is the recommendation that the number of hours worked for this classification based on employment status, be reduced from full time (40 hours), to $\frac{3}{4}$ time (30 - 39); and

WHEREAS, it would make for better administration of the department to change the classification of the Assistant Director/Labor Relations Confidential, to Managerial with no change in rate of pay.

THEREFORE BE IT RESOLVED, that the employment status of the Employee Services Coordinator be changed from full time to $\frac{3}{4}$ time.

BE IT FURTHER RESOLVED, that the classification of the Assistant Director/Labor Relations Confidential be changed to Managerial.

Introduced by County Services Committee of the:

BOARD OF COMMISSIONERS

**RESOLUTION SETTING A PUBLIC HEARING FOR THE WEBBERVILLE ANNEXATION
PROPOSAL**

WHEREAS, On January 25, 2005, a communication to the Board of Commissioners was received from the Village of Webberville requesting approval of a proposed annexation; and

WHEREAS, state law requires that a public hearing be held prior to a decision by the Board of Commissioners.

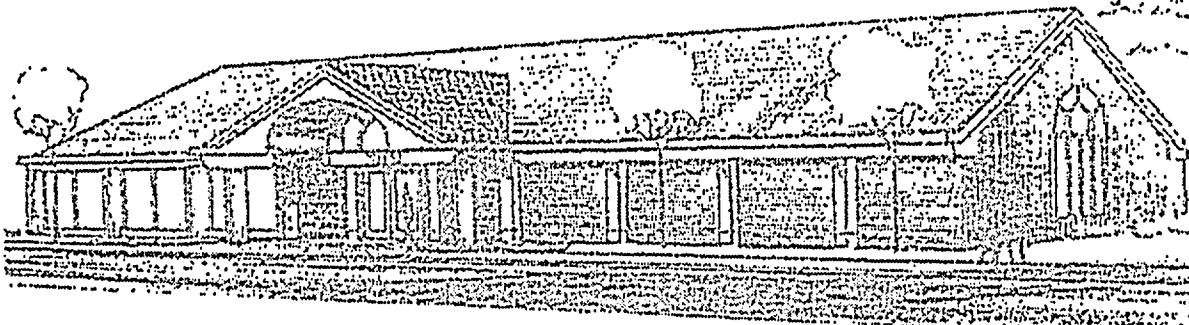
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners sets a public hearing for Tuesday, March 8, 2005 at 7:30 the Board of Commissioners Room, 3rd Floor, in Mason, Michigan for the purpose of receiving comments on the proposed annexation.

BE IT FURTHER RESOLVED, that notices of the public hearing will be published pursuant to state law by the County Clerk at least three weeks prior to the hearing.

BE IT FURTHER RESOLVED, that a copy of this resolution will be forwarded to the Village of Webberville.

W

Office Of The Village Of
EBBERVILLE



January 7, 2005

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

Dear Ms. Bennett,

Please find enclosed a petition and supporting documents to the Ingham County Board of Commissioners. We would appreciate if you could keep us informed as to when the Board will hold a hearing or schedule a time to take action on this matter. Please contact our office if any further information is required.

Sincerely,

Rosa Jones, Clerk
Village of Webberville

STATE OF MICHIGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

In the Matter of:

The addition of certain territory to
the Village of Webberville
_____ /

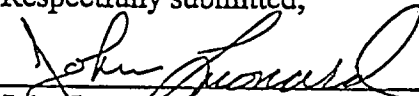
PETITION TO ADD PROPERTY TO THE VILLAGE OF WEBBERVILLE


Pursuant to Resolution No. 2004-12, enacted December 6, 2004, the Village of Webberville Petitions the Board of Commissioners of Ingham County to change the boundaries of the Village by adding certain territory, as more fully described below, and in support of this Petition states as follows:

1. The territory to be added described in Resolution No. 2004-12, attached, is owned by S & D Development who has requested the addition of the property to the Village in order to aid in the development of a residential community.
2. The Council has determined that the boundary changes will serve the best interests of the citizens of the Village of Webberville, Leroy Township and Ingham County for the following reasons:
 - 2.1 The area is in need of additional affordable housing.
 - 2.2 The property described in the attached description is adjacent to the present boundaries of the Village.
 - 2.3 Development of the property could add up to \$15,000,000 of taxable property to the jurisdictions thus promoting economic growth of the area.
 - 2.4 Per the Ingham County Health Department, the extension of municipal water and sewer is necessary for the maximum development of the property.

Date: Jan 3 2004

Respectfully submitted,


John Leonard, Village President


Rosa Lee Jones, Village Clerk

VILLAGE OF WEBBERVILLE
115 S. Main St.

RESOLUTION NO. 2004-12
Enacted December 6, 2004

**A RESOLUTION TO PETITION THE INGHAM COUNTY COMMISSION FOR
ANNEXATION OF CERTAIN REAL PROPERTY**

WHEREAS it is to the mutual advantage and benefit of the people of Ingham County, Leroy Township and the Village of Webberville to promote residential growth, provide for excellent housing stock and improve the general economic condition of the area;

WHEREAS S & D Development, Inc., has presented plans for residential development and said intention being stated in the letter dated May 7, 2004, attached hereto as Exhibit A;

WHEREAS S& D Development, Inc. has requested that the Village of Webberville annex the property described below in a letter dated October 29, 2004, attached hereto as Exhibit B;

WHEREAS residential development of the real property described below is consistent with the Leroy Township Master Plan adopted March 26, 1996; and

WHEREAS it is of great importance for any such residential development to have municipal water and sewer lines available to the site;

NOW, THEREFORE BE IT RESOLVED by the Village Council of the Village of Webberville in a regular meeting as follows:

1. That the Village of Webberville, Ingham County, Michigan petitions the Board of Commissioners of the County of Ingham to annex to the Village of Webberville land described on Exhibit C.

2. That the President and the Clerk of the Village of Webberville are authorized to sign a petition directed to the Board of Commissioners of Ingham County and to attach a copy of this resolution to the petition, said petition requesting that the Board of Commissioners hold a hearing and take action on the petition as prayed for in the petition.

Motion by Oliver

Second by DuLac

Yeas: Baillargeon, DuLac, Leonard, Oliver, Schad

Nays: -0-

I hereby certify that the above is a true and complete copy of the resolution passed at a meeting of the Village Council of the Village of Webberville held at 115 S. Main St., Webberville, Ingham County, Michigan on December 6, 2004

Rosa Jones
Rosa Jones, Clerk
Village of Webberville



PROFESSIONAL ENGINEERING ASSOCIATES, INC.
CONSULTING CIVIL ENGINEERS / LAND SURVEYORS / LAND PLANNERS
Howell Office 2900 E. Grand River Avenue, Howell, MI 48843
(517) 546-8583 www.peainc.com Fax (517) 546-8973

Joseph M. Muller, PE
President/CEO
James P. Butler, PE
Vice President
David E. Cole, PS
Vice President
Wendy E. Graham, PE
Vice President
John C. Seelbach, PE, PS
Vice President

Exhibit A

May 7, 2004

PEA Project No. EQ03-273-A00

Neil West, Supervisor
Leroy Township
315 Walnut St., E
Webberville, MI 48892-3729

John Leonard, President
Village of Webberville
115 N. Main Street
Webberville, MI 48892

RE: S & D DEVELOPMENT PROPERTY (SWEGLES PROPERTY)
125 ACRES, LEROY TOWNSHIP, INGHAM COUNTY

Dear Mr. West and Mr. Leonard,

On behalf of S & D Development, the following is a proposal for transferring the subject property into the Village of Webberville and providing public sanitary sewer and public water supplies. S & D requests that this information not be released to the public or discussed at a public meeting until there is input from each of you, and after further discussion and clarification, that the proposed conditions are reasonable.

The property is located south of the CSX Railroad tracks and is accessed at the intersection of Gramer and Greib Roads. The property, in Leroy Township, is contiguous to the Village of Webberville; not prime agricultural land and master planned for residential development. The site does not have adequate soils for on-site wastewater systems and the Village desires single-family residential housing opportunities.

A possible project was presented and discussed at a Leroy Township Board meeting, Village Council meeting and a Downtown Development Authority meeting. In addition, a discussion was held with Dr. William Skillings, Superintendent, Webberville Community Schools. Due to the creation of housing opportunities in Webberville, all parties indicated that the proposed project was consistent with stated goals of the Township, Village and School.

The Village of Webberville has preliminarily determined that there is sufficient capacity at the wastewater treatment plant and within the existing collecting sanitary sewer to initiate a project on the S & D property. The wastewater treatment plant effluent requires further analysis to determine if aeration will be required to improve treated water quality.

Further, the Village of Webberville's 1999 "Water System Reliability Study and Master Plan," documents that there is presently adequate capacity and pressures in the water system, but that system upgrades are needed. A new well site would improve the fire flow capability and potentially provide for replacement of Wells No 1 & 2 should they become contaminated by the former landfill located at the northwest corner of Gramer Road and the CSX Railroad tracks.

The 125-acre property, based on preliminary information, has the potential to provide 160 or more single-family residences. Stick-built homes are proposed. The homes would be on 12,000 sf or larger lots with public streets, stormwater system, public water and public sanitary sewer. All utilities will be installed underground. The existing wetland areas will be preserved and utilized in conjunction with a stormwater management system. The homes would sell starting at \$150,000.

With above information in mind, the following is the proposed method for the project to proceed:

1. S & D requests that the Leroy Township and the Village of Webberville initiate proceedings to transfer the subject property from the Township to the Village.
2. With proceedings initiated, then S & D will initiate the design of a residential subdivision. The design will include the following:
 - a. A Type I Municipal Water Supply. This will include the investigation and documentation that there is a location on the S & D property for a test well. The test well will be installed to document that there is adequate quantity and quality of water for a Type I system.
 - b. A water supply system, including pump house, and distribution system. This system will be MDEQ approved and will be offered to the Village of Webberville for their ownership, operation and connection to the existing water system.
 - c. A public sanitary sewer system, including a pumping station and forcemain that will connect to the existing public sanitary sewer located at Epley Court.
 - d. A road system conforming to the Village of Webberville and Ingham County Road Commission standards.
 - e. A stormwater management system conforming to Ingham County Drain Commissioner and MDEQ standards.
3. The costs for the improvements will be as follows:
 - a. Leroy Township and the Village of Webberville will bear all costs and legal fees associated with the land transfer from the Township to the Village.
 - b. S & D will be responsible for costs associated with the testing and investigation for a suitable Type I water supply well site.
 - c. S & D will be responsible for design and permit costs for the Type I water supply, public sanitary sewer & pumping station, roads, and storm system.
 - d. The Village of Webberville will be responsible for their engineer costs to review the S & D design of the water system, sanitary system, road, and storm system.

Neil West and John Leonard
Re: S & D Development Property
12 Acres, Leroy Twp., Ingham County

May 7, 2004
PEA Project No. EQ03273.A
Page 3

Exhibit A

- e. S & D will be responsible for construction of the Type I water supply and the water distribution within the development.
 - f. S & D will be responsible for the construction and costs associated with the public sanitary sewer, pumping station and forcemain connection to Epley Court.
4. S & D will give the Type I Well & Pump House System to the Village of Webberville in lieu of charges for the water connection fees; \$500 per residence connected. The estimated cost for a Type I Well system is \$200,000.
 5. S & D will pay Village sanitary sewer connection fees; \$1,500 per residence. This fee will be collected immediately prior to issuance of an individual house-building permit.
 6. The Village of Webberville will pursue upgrading the treatment facilities. The Village of Webberville will proceed with upgrades required to conform to MDEQ regulations and to provide wastewater capacity for all of the flow generated by the proposed S & D development.
 7. It is acknowledged that the future single-family residences will have a value of \$150,000 to \$200,000. Based on the current Village tax rate of 13.2 mills, each new home will generate tax revenue of \$990 to \$1,320 annually.
 8. Upon issuance of a Certificate of Occupancy, homeowners will pay public service user charges according to the Village of Webberville rate structure.

Again, confidentiality is requested. Upon your review, we would like to meet with you to receive your reaction and input. With the conditions further clarified and hopefully acknowledged as acceptable, then how to move forward can be decided collectively. Your cooperation to date is appreciated.

Yours truly,

PROFESSIONAL ENGINEERING ASSOCIATES, INC.



Daniel C. Schrauben, PE
Senior Project Manager

DCS/dvc

cc: Dave Culver, S & D Development
Darrell Hughes, Hughes Land Surveyors

S & D Development Inc

Exhibit B

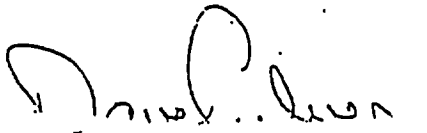
3113 Wallace Rd
Webberville, MI 48892
517 521-3478 • FAX 517 521-4897

October 29, 2004

Webberville Village Office
115 S Main Street
Webberville, MI 48892
517 521-3984

RE: Swegle Property on Gramer Road

Earlier this year we met with the Leroy Township and Webberville Village boards. We were investigating the steps to use sanitary sewers and water from the Village. Our desire to proceed has been delayed because of negotiations between the Village and the Township over jurisdiction and mills. At this time we are requesting that the Village begin the necessary steps to annex the property. I believe that the closeness of the property to the Village will lead inevitably to annexation. Our attempt to appease both the Village and the Township has only delayed our development. I feel that the inability of the different boards to reach an agreement will only delay this process. I am requesting that the two parcels of 33-08-08-12-376-001 and 33-08-08-13-100-012 of approximately 125 acres be annexed into the Webberville Village. I would be happy to provide any additional information needed to begin the procedure.



Dave Culver, President
S & D Development Inc

10-29-04
Date

LEGAL DESCRIPTION

Exhibit C

The Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ and the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 13, Town 3 North, Range 2 East, Township of Leroy. 80 acres

ALSO, that part of the West $\frac{1}{2}$ of Southeast $\frac{1}{4}$ and East $\frac{1}{2}$ of Southwest $\frac{1}{4}$ of Section 12, in Town 3 North, Range 2 East, Township of Leroy, lying South of Rail Road, also except 9 acres conveyed to the Detroit Iron Furnace Company.

46 acres

33-08-08-12-376-001

33-08-08-13-100-012

RECEIVED

JAN 19 2005

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

ATTORNEYS AND COUNSELORS

601 NORTH CAPITOL

LANSING, MICHIGAN 48933

INGHAM COUNTY
CONTROLLER'S OFFICE

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

January 14, 2005

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

Gerald Ambrose, Controller
Ingham County
P.O. Box 179
Mason, MI 48854

Attorney/Client Privilege

Re: Change of Boundaries – Village of Webberville

Dear Mr. Ambrose:

This is in response to your request for an opinion of the role of the Ingham County Board of Commissioners in approving a petition for annexation of territory from Leroy Township into the Village of Webberville.

Pursuant to MCL 74.6, a Village Council may, by appropriate resolution, initiate annexation proceedings by way of a petition to the County Board of Commissioners. The petition must contain a legal description of the land to be annexed, the reasons for the proposed annexation, a copy of the Village Council Resolution, and must be signed by the Village President and Village Clerk.

Public notice must be given by the County Clerk of the date and time of a public hearing where the Petition for annexation is to be considered by the County Board of Commissioners, by publishing the notice in a newspaper published in the Village for at least three weeks immediately preceding the public hearing, and if no newspaper is published in the Village, then by posting the notice in at least three of the most public places within the Village, and in at least three of the most public places of the territory to be annexed. The notice shall also contain a description of the premises proposed to be annexed into the Village. MCL 74.6.

At the time of the public hearing, all interested parties may appear before the Board of Commissioners and be heard on the issue. After the hearing, and due consideration by the Board, the Board must grant or deny the petition for annexation in a written order. A certified copy of the order shall be transmitted to the Village Clerk and to the Secretary of State. The order shall be prima facie evidence of a change of boundaries of the Village and of the regularity of the annexation proceedings. MCL 74.6.

There is no statutory criteria upon which the Board's decision must be based. Rather, the grant of the petition is a matter within the Board's discretion. However, when the State Boundary Commission reviews a proposed annexation, it considers the following criteria:

- Population and population density;

- Land area and land uses;
- Assessed valuation;
- Topography, natural boundaries and drainage basins;
- Past and probable future urban growth, including population increase and business, commercial and industrial development in the area;
- The need for organized community services;
- The present cost and adequacy of governmental services in the area to be annexed;
- The probable future needs for services;
- The practicability of supplying such services in the area to be annexed;
- The probable increase in taxes in the area to be annexed in relation to the benefits expected to accrue from annexation;
- The financial ability of the Village to maintain urban-type services in the area;
- The general effect upon the entire community of the annexation;
- The relationship of the annexation to any established village, township, county or regional land use plan.

See MCL 123.1009. In reviewing the documentation underlying the petition, it appears that many of these criteria have been addressed.

In summary, the Board of Commissioners has discretion to grant or deny the petition for the change of boundaries of the Village of Webberville, after a public hearing held upon three weeks notice published or posted in the Village by the County Clerk. The Board may consider the statutory criteria employed by the State Boundary Commission in its deliberations on this issue, but is not required to do so. The Board's final decision must be reflected in a written order, a certified copy of which must be filed with the Village Clerk and the Secretary of State.

Please do not hesitate to contact us if you have any questions.

Very truly yours,

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



Peter A. Cohl



Timothy M. Perrone

CLINTON COUNTY BOARD OF COMMISSIONERS

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571

989-224-5120

Chairperson

John W. Arehart

Vice Chairperson

Larry Martin

Members

David Pohl

Mary L. Rademacher

Robert Showers

Virginia Zeeb

Claude A. Vail

January 25, 2005



Administrator

Ryan L. Wood

Clerk of the Board

Diane Zuker

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

Dear Mr. Ambrose:

This letter is intended to facilitate the ongoing dialog on the feasibility of expanding the governance and funding base of the Capital Region Airport Authority. We do agree that expanding the governance and funding base to include Clinton County is appropriate and desirable. We are willing to continue the dialog and understand that a new authority structure would require enabling legislation. Although we have a number a questions related to the draft enabling legislation, we are reasonably confident that most of the concerns can be satisfactorily addressed.

The most significant concern we have is that Section 11 of the draft is not acceptable as proposed. We must insist that any millage question presented to voters in the Tri-County region would have to be approved separately by each county in order for the millage to proceed.

Please understand, however, that we consider the establishment of a Tri-County Airport Authority to be a long-term goal. Moreover, a myriad of issues prevent us from moving forward with becoming a **full** partner in the Airport Authority in the near future.

In the short term, we suggest that an advisory board with representatives from Clinton County be established. We strongly believe that an advisory board would allow us to further understand the advantages and potential disadvantages of becoming an equal authority member. Further, we believe that advisory board participation would make it easier to gain public support in the future.

RECEIVED

JAN 26 2004

**INGHAM COUNTY
CONTROLLER'S OFFICE**

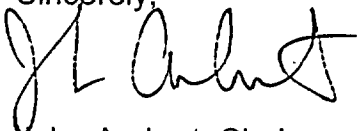
Mr. Ambrose
Page 2
January 25, 2005

In the event you are interested in continuing the dialog, we offer the following thoughts regarding the establishment of an advisory board:

- Purpose: Advisory members would focus input on planning and economic development with a secondary purpose to gain an understanding of finance, budgeting, marketing, etc.
- Membership: We propose, consistent with the draft enabling legislation, that Clinton appoint two advisory members. It is highly likely that one member would be from DeWitt Charter Township and the other a member of the County Board of Commissioners.
- Role: Advisory members would have ex-officio capacity with no vote, but with a full right to participate in the deliberations of the authority board;
- Financial Contribution: We would suggest that the contribution for each advisory seat be consistent with that established by the Tri-County Regional Planning Board, approximately \$18,000 each.
- Length: We would suggest an initial term of office consistent with that of the current authority board members, six years.

Again, we are willing to continue the dialog on becoming a partner in the Capital Region Airport Authority. We hope this response is favorably received by Ingham County and the City of Lansing. Please feel free to contact me if you wish to pursue this matter further.

Sincerely,

A handwritten signature in black ink, appearing to read "John Arehart", written over the word "Sincerely,".

John Arehart, Chairperson
Clinton County Board of Commissioners

RLW:tmz



January 19, 2005

TO: Gerald Ambrose, Controller
Ingham County

FROM: W. Lee Hladki, President *W. Lee Hladki*

RE: GLCVB Quarterly Activity Report

CC: County Services Committee

Enclosed is the Bureau's report that summarizes the sales and marketing activities for the period of October 1-December 31, 2004.

If you have any questions, please contact me at 377-1404.

Thank you.

Enclosure

GREATER LANSING CONVENTION & VISITORS BUREAU

MONTHLY ACTIVITY REPORT

Bureau Wide Sales Summary

| 2004 | Confirmations | | Attendance | | Room Nights | | PEI | |
|-------------|---------------|-----|------------|---------|-------------|--------|-----------|------------|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| January | 13 | 13 | 4,720 | 4,720 | 1,615 | 1,615 | 271,431 | 271,431 |
| February | 21 | 34 | 16,013 | 20,733 | 4,984 | 6,599 | 1,124,450 | 1,395,881 |
| March | 21 | 55 | 9,207 | 29,940 | 7,485 | 14,084 | 3,478,378 | 4,874,259 |
| April | 16 | 71 | 2,251 | 32,191 | 810 | 14,894 | 478,087 | 5,352,346 |
| May | 27 | 98 | 89,048 | 121,239 | 7,847 | 22,741 | 4,938,578 | 10,290,924 |
| June | 18 | 116 | 21,487 | 142,726 | 6,332 | 29,073 | 2,121,573 | 12,412,497 |
| July | 22 | 138 | 2,565 | 145,291 | 681 | 29,754 | 152,946 | 12,565,443 |
| August | 19 | 157 | 5,465 | 150,756 | 2,072 | 31,826 | 1,112,305 | 13,677,748 |
| September | 23 | 180 | 379,510 | 530,266 | 20,953 | 52,779 | 8,340,677 | 22,018,425 |
| October | 52 | 232 | 96,010 | 626,276 | 7,391 | 60,170 | 3,897,227 | 25,915,652 |
| November | 13 | 245 | 9,229 | 635,505 | 3,200 | 63,370 | 1,052,859 | 26,968,511 |
| December | 8 | 253 | 27,385 | 662,890 | 14,580 | 77,950 | 5,054,436 | 32,022,947 |
| Adjustments | -4 | 249 | -2,300 | 660,590 | -610 | 77,340 | -394,587 | 31,628,360 |

| 2003 | Confirmations | | Attendance | | Room Nights | | PEI | |
|-------------|---------------|-----|------------|---------|-------------|--------|-----------|------------|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| January | 36 | 36 | 47,029 | 47,029 | 4,276 | 4,276 | 2,790,107 | 2,790,107 |
| February | 37 | 73 | 11,140 | 58,169 | 3,604 | 7,880 | 992,784 | 3,782,891 |
| March | 57 | 130 | 83,402 | 141,571 | 11,664 | 19,544 | 5,152,182 | 8,935,073 |
| April | 25 | 155 | 12,534 | 154,105 | 4,153 | 23,697 | 2,246,277 | 11,181,350 |
| May | 30 | 185 | 6,022 | 160,127 | 1,407 | 25,104 | 459,453 | 11,640,803 |
| June | 36 | 221 | 18,057 | 178,184 | 24,719 | 49,823 | 4,918,872 | 16,559,675 |
| July | 26 | 247 | 7,442 | 185,626 | 2,894 | 52,717 | 1,483,565 | 18,043,240 |
| August | 26 | 273 | 30,696 | 216,322 | 6,520 | 59,237 | 2,515,264 | 20,558,504 |
| September | 50 | 323 | 123,450 | 339,772 | 11,004 | 70,241 | 8,574,955 | 29,133,459 |
| October | 16 | 339 | 16,517 | 356,289 | 7,581 | 77,822 | 5,256,951 | 34,390,410 |
| November | 10 | 349 | 2,690 | 358,979 | 988 | 78,810 | 209,556 | 34,599,966 |
| December | 44 | 393 | 91,555 | 450,534 | 12,326 | 91,136 | 7,681,543 | 42,281,509 |
| Adjustments | 5 | 398 | 891 | 451,425 | -59 | 91,077 | 1,227,518 | 43,509,027 |

The above chart is a combination of the sales figures from all departments and market segments that reflect the Greater Lansing Convention & Visitors Bureau's totally integrated sales efforts.

Destination Sales

| 2004 | Confirmations | | Attendance | | Room Nights | | PEI | |
|-------------|---------------|-----|------------|---------|-------------|--------|-----------|------------|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| January | 12 | 12 | 4,680 | 4,680 | 1,615 | 1,615 | 270,341 | 270,341 |
| February | 19 | 31 | 15,973 | 20,653 | 4,984 | 6,599 | 1,123,360 | 1,393,701 |
| March | 13 | 44 | 6,770 | 27,423 | 7,485 | 14,084 | 3,377,787 | 4,771,488 |
| April | 8 | 52 | 1,431 | 28,854 | 810 | 14,894 | 455,750 | 5,227,238 |
| May | 23 | 75 | 88,433 | 117,287 | 7,847 | 22,741 | 4,921,825 | 10,149,063 |
| June | 14 | 89 | 21,302 | 138,589 | 6,332 | 29,073 | 2,116,534 | 12,265,597 |
| July | 15 | 104 | 2,100 | 140,689 | 681 | 29,754 | 140,279 | 12,405,876 |
| August | 14 | 118 | 5,305 | 145,994 | 2,072 | 31,826 | 1,107,947 | 13,513,823 |
| September | 22 | 140 | 379,460 | 525,454 | 20,953 | 52,779 | 8,339,315 | 21,853,138 |
| October | 49 | 189 | 95,640 | 621,094 | 7,391 | 60,170 | 3,883,607 | 25,736,745 |
| November | 11 | 200 | 8,929 | 630,023 | 3,200 | 63,370 | 1,044,687 | 26,781,432 |
| December | 3 | 203 | 18,700 | 648,723 | 14,580 | 77,950 | 4,998,416 | 31,779,848 |
| Adjustments | -4 | 199 | -2,300 | 646,423 | -610 | 77,340 | -394,587 | 31,385,261 |

| 2003 | Confirmations | | Attendance | | Room Nights | | PEI | |
|-------------|---------------|-----|------------|---------|-------------|--------|-----------|------------|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| January | 22 | 22 | 45,590 | 45,590 | 4,236 | 4,236 | 2,742,942 | 2,742,942 |
| February | 17 | 39 | 8,625 | 54,215 | 3,043 | 7,279 | 786,855 | 3,529,797 |
| March | 42 | 81 | 80,452 | 134,667 | 10,323 | 17,602 | 4,903,294 | 8,433,091 |
| April | 15 | 96 | 11,378 | 146,045 | 4,153 | 21,755 | 2,215,827 | 10,648,918 |
| May | 24 | 120 | 5,805 | 151,850 | 1,407 | 23,162 | 447,284 | 11,096,202 |
| June | 31 | 151 | 17,852 | 169,702 | 24,719 | 47,881 | 4,910,548 | 16,006,750 |
| July | 12 | 163 | 6,717 | 176,419 | 2,894 | 50,775 | 1,463,816 | 17,470,566 |
| August | 9 | 172 | 28,845 | 205,264 | 6,520 | 57,295 | 2,463,372 | 19,933,938 |
| September | 43 | 215 | 122,675 | 327,939 | 11,004 | 68,299 | 8,547,083 | 28,481,021 |
| October | 15 | 230 | 16,467 | 344,406 | 7,581 | 75,880 | 5,255,589 | 33,736,610 |
| November | 8 | 238 | 2,550 | 346,956 | 988 | 76,868 | 205,742 | 33,942,352 |
| December | 43 | 281 | 91,480 | 438,436 | 12,326 | 89,194 | 7,679,500 | 41,621,852 |
| Adjustments | -4 | 277 | 515 | 438,951 | -59 | 89,135 | 1,205,423 | 42,827,275 |

Destination Sales - continued

MEETINGS ONLY/DAYTRIP CONFIRMATIONS

| 2004 | Confirmations | | Attendance | | PEI | |
|-------------|---------------|-----|------------|--------|---------|---------|
| | Current | YTD | Current | YTD | Current | YTD |
| January | 1 | 1 | 40 | 40 | 1,090 | 1,090 |
| February | 2 | 3 | 40 | 80 | 1,090 | 2,180 |
| March | 8 | 11 | 2,437 | 2,517 | 100,591 | 102,771 |
| April | 8 | 19 | 820 | 3,337 | 22,337 | 125,108 |
| May | 4 | 23 | 615 | 3,952 | 16,753 | 141,861 |
| June | 4 | 27 | 185 | 4,137 | 5,039 | 146,900 |
| July | 7 | 34 | 465 | 4,602 | 12,667 | 159,567 |
| August | 5 | 39 | 160 | 4,762 | 4,358 | 163,925 |
| September | 1 | 40 | 50 | 4,812 | 1,362 | 165,287 |
| October | 3 | 43 | 370 | 5,182 | 13,620 | 178,907 |
| November | 2 | 45 | 300 | 5,482 | 8,172 | 187,079 |
| December | 5 | 50 | 8,685 | 14,167 | 56,020 | 243,099 |
| Adjustments | | | | | | |

MEETINGS ONLY/DAYTRIP CONFIRMATIONS COMPARISON

| 2003 | Confirmations | | Attendance | | PEI | |
|-------------|---------------|-----|------------|-------|---------|---------|
| | Current | YTD | Current | YTD | Current | YTD |
| January | 13 | 13 | 1,039 | 1,039 | 31,695 | 31,695 |
| February | 15 | 28 | 1,095 | 2,134 | 33,000 | 64,695 |
| March | 11 | 39 | 1,150 | 3,284 | 31,326 | 96,021 |
| April | 9 | 48 | 856 | 4,140 | 22,278 | 118,299 |
| May | 6 | 54 | 217 | 4,357 | 12,169 | 130,468 |
| June | 5 | 59 | 205 | 4,562 | 8,324 | 138,792 |
| July | 14 | 73 | 725 | 5,287 | 19,749 | 158,541 |
| August | 17 | 90 | 1,851 | 7,138 | 51,892 | 210,433 |
| September | 7 | 97 | 775 | 7,913 | 27,872 | 238,305 |
| October | 1 | 98 | 50 | 7,963 | 1,362 | 239,667 |
| November | 2 | 100 | 140 | 8,103 | 3,814 | 243,481 |
| December | 1 | 101 | 75 | 8,178 | 2,043 | 245,524 |
| Adjustments | 9 | 110 | 376 | 8,554 | 22,095 | 267,619 |

SALES LEADS

| 2004 | Leads | |
|-----------|---------|-----|
| | Current | YTD |
| January | 24 | 24 |
| February | 31 | 55 |
| March | 34 | 89 |
| April | 31 | 120 |
| May | 32 | 152 |
| June | 49 | 201 |
| July | 32 | 233 |
| August | 34 | 267 |
| September | 25 | 292 |
| October | 18 | 310 |
| November | 46 | 356 |
| December | 20 | 376 |

SALES LEAD COMPARISON

| 2003 | Leads | |
|-----------|---------|-----|
| | Current | YTD |
| January | 46 | 46 |
| February | 16 | 62 |
| March | 39 | 101 |
| April | 41 | 142 |
| May | 41 | 183 |
| June | 21 | 204 |
| July | 41 | 245 |
| August | 25 | 270 |
| September | 48 | 318 |
| October | 37 | 355 |
| November | 35 | 390 |
| December | 41 | 431 |

MEMBERSHIP

MONTHLY RECAP

| 2004 | New Members | | Cancelled Members | | Total Membership | | |
|-----------|-------------|-----|-------------------|-----|------------------|--------|-------|
| | Current | YTD | Current | YTD | Dues Paying | Comped | Total |
| January | 3 | 3 | 3 | 3 | 377 | 52 | 429 |
| February | 1 | 4 | 0 | 3 | 378 | 52 | 430 |
| March | 1 | 5 | 2 | 5 | 377 | 52 | 429 |
| April | 1 | 6 | 0 | 5 | 378 | 52 | 430 |
| May | 0 | 6 | 0 | 5 | 378 | 52 | 430 |
| June | 9 | 15 | 6 | 11 | 381 | 52 | 433 |
| July | 1 | 16 | 6 | 17 | 376 | 52 | 428 |
| August | 3 | 19 | 4 | 21 | 375 | 52 | 427 |
| September | 5 | 24 | 28 | 49 | 352 | 52 | 404 |
| October | 3 | 27 | 2 | 51 | 353 | 52 | 405 |
| November | 3 | 30 | 1 | 52 | 355 | 52 | 407 |
| December | 2 | 32 | 12 | 64 | 345 | 52 | 397 |

MONTHLY RECAP COMPARISON

| 2003 | New Members | | Cancelled Members | | Total Membership | | |
|-----------|-------------|-----|-------------------|-----|------------------|--------|-------|
| | Current | YTD | Current | YTD | Dues Paying | Comped | Total |
| January | 2 | 2 | 7 | 7 | 400 | 50 | 450 |
| February | 2 | 4 | 0 | 7 | 402 | 50 | 452 |
| March | 5 | 9 | 0 | 7 | 406 | 51 | 457 |
| April | 3 | 12 | 6 | 13 | 404 | 50 | 454 |
| May | 6 | 18 | 1 | 14 | 408 | 51 | 459 |
| June | 6 | 24 | 8 | 22 | 406 | 51 | 457 |
| July | 4 | 28 | 5 | 27 | 405 | 51 | 456 |
| August | 6 | 34 | 5 | 32 | 406 | 51 | 457 |
| September | 9 | 43 | 42 | 74 | 370 | 51 | 421 |
| October | 3 | 46 | 0 | 74 | 376 | 51 | 427 |
| November | 3 | 49 | 1 | 75 | 378 | 51 | 429 |
| December | 0 | 49 | 0 | 75 | 378 | 51 | 429 |

VISITOR SERVICES

MONTHLY RECAP

| 2004 | Housing Reservations | Groups Serviced | Registration Serv. Hrs. | Info. Booth Serv. Hrs. | Name Badges | Welcome Web Page | Pickup Reports | Visitor Guides |
|--------------|-------------------------|--------------------|----------------------------|---------------------------|----------------|---------------------|-------------------|-------------------|
| January | 80 | 47 | 534 | 43 | 0 | 2 | 7 | 875 |
| February | 184 | 53 | 18 | 14 | 837 | 0 | 5 | 1,125 |
| March | 518 | 51 | 348 | 67 | 646 | 2 | 25 | 1,585 |
| April | 13 | 59 | 100 | 4 | 131 | 3 | 22 | 3,309 |
| May | 28 | 37 | 12 | 39 | 0 | 0 | 18 | 2,300 |
| June | 158 | 29 | 20.5 | 79.5 | 0 | 0 | 11 | 1,495 |
| July | 79 | 40 | 0 | 25 | 0 | 0 | 5 | 1,735 |
| August | 92 | 52 | 64 | 26 | 0 | 0 | 15 | 1,460 |
| September | 66 | 27 | 113 | 26 | 0 | 0 | 8 | 2,150 |
| October | 18 | 36 | 111 | 36 | 0 | 1 | 2 | 520 |
| November | 39 | 21 | 49 | 18 | 0 | 1 | 22 | 425 |
| December | 185 | 25 | 67 | 27 | 0 | 1 | 9 | 581 |
| Year to Date | 1,460 | 477 | 1,437 | 405 | 1,614 | 10 | 149 | 17,560 |

MONTHLY RECAP COMPARISON

| 2003 | Housing Reservations | Groups Serviced | Registration Serv. Hrs. | Info. Booth Serv. Hrs. | Name Badges | Welcome Web Page | Pickup Reports | Visitor Guides |
|--------------|-------------------------|--------------------|----------------------------|---------------------------|----------------|---------------------|-------------------|-------------------|
| January | 135 | 34 | 364 | 12 | 0 | 0 | 6 | 1,415 |
| February | 576 | 67 | 37 | 17 | 0 | 0 | 14 | 950 |
| March | 267 | 58 | 414 | 61 | 1,499 | 0 | 8 | 2,030 |
| April | 141 | 57 | 86 | 43 | 871 | 0 | 16 | 1,910 |
| May | 569 | 50 | 40 | 13 | 0 | 0 | 48 | 2,210 |
| June | 104 | 56 | 20 | 34 | 1022 | 0 | 17 | 3,881 |
| July | 144 | 39 | 4 | 26 | 0 | 0 | 4 | 1,595 |
| August | 60 | 45 | 145 | 57 | 0 | 0 | 21 | 1,440 |
| September | 85 | 61 | 57.5 | 8.5 | 0 | 3 | 9 | 2,410 |
| October | 851 | 46 | 47.5 | 55.5 | 0 | 1 | 16 | 1,700 |
| November | 91 | 35 | 33 | 16 | 0 | 0 | 18 | 2,142 |
| December | 226 | 30 | 36 | 0 | 0 | 1 | 11 | 145 |
| Year to Date | 3,249 | 578 | 1,284 | 343 | 3,392 | 5 | 188 | 21,828 |

VISITOR INFORMATION CENTER

| 2004 | Walk-In Visitors | | Internet Site Visits | | Call-Ins | | Ad Responses | |
|-----------|------------------|-------|----------------------|---------|----------|-------|--------------|-------|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| January | 253 | 253 | 23,988 | 23,988 | 311 | 311 | 302 | 302 |
| February | 220 | 473 | 24,177 | 48,165 | 330 | 641 | 233 | 535 |
| March | 291 | 764 | 30,526 | 78,691 | 452 | 1,093 | 673 | 1,208 |
| April | 427 | 1,191 | 33,865 | 112,556 | 388 | 1,481 | 379 | 1,587 |
| May | 348 | 1,539 | 30,205 | 142,761 | 338 | 1,819 | 429 | 2,016 |
| June | 1,665 | 3,204 | 28,749 | 171,510 | 567 | 2,386 | 240 | 2,256 |
| July | 345 | 3,549 | 27,091 | 198,601 | 310 | 2,696 | 229 | 2,485 |
| August | 489 | 4,038 | 27,924 | 226,525 | 350 | 3,046 | 315 | 2,800 |
| September | 251 | 4,289 | 21,821 | 248,346 | 277 | 3,323 | 302 | 3,102 |
| October | 190 | 4,479 | 24,205 | 272,551 | 273 | 3,596 | 510 | 3,612 |
| November | 179 | 4,658 | 20,876 | 293,427 | 161 | 3,757 | 3 | 3,615 |
| December | 216 | 4,874 | 23,447 | 316,874 | 153 | 3,910 | 187 | 3,802 |

| 2003 | Walk-In Visitors | | Internet Site Visits | | Call-Ins | | Ad Responses | |
|-----------|------------------|-------|----------------------|---------|----------|-------|--------------|-------|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| January | 204 | 204 | 19,031 | 19,031 | 220 | 220 | 42 | 42 |
| February | 214 | 418 | 18,661 | 37,692 | 273 | 493 | 90 | 132 |
| March | 313 | 731 | 21,567 | 59,259 | 309 | 802 | 408 | 540 |
| April | 308 | 1,039 | 20,047 | 79,306 | 272 | 1,074 | 1153 | 1,693 |
| May | 1215 | 2,254 | 21,814 | 101,120 | 554 | 1,628 | 610 | 2,303 |
| June | 814 | 3,068 | 20,908 | 122,028 | 461 | 2,089 | 758 | 3,061 |
| July | 537 | 3,605 | 22,178 | 144,206 | 395 | 2,484 | 239 | 3,300 |
| August | 468 | 4,073 | 17,388 | 161,594 | 441 | 2,925 | 215 | 3,515 |
| September | 446 | 4,519 | 18,954 | 180,548 | 391 | 3,316 | 281 | 3,796 |
| October | 334 | 4,853 | 26,733 | 207,281 | 372 | 3,688 | 453 | 4,249 |
| November | 362 | 5,215 | 20,162 | 227,443 | 240 | 3,928 | 57 | 4,306 |
| December | 317 | 5,532 | 19,223 | 246,666 | 248 | 4,176 | 281 | 4,587 |

517.372.4636, Ext. 10
Fax: 517.484.2564

ARTS COUNCIL

OF GREATER LANSING

Agenda Item 9
info@lansingarts.org
www.lansingarts.org

Center for the Arts • 425 S. Grand Avenue • Lansing MI 48933

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January 20, 2005

Members of the Ingham County Board of Commissioners:

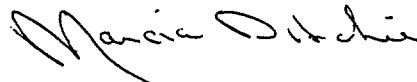
Since 1995, the Arts Council of Greater Lansing has been contracted by Ingham County to administer the 5% of the Ingham County Hotel/Motel Tax Funds set aside by County Resolution for Publicity and Promotion of Arts and Tourism in Ingham County.

Attached are a copy of the complete application packet and a copy of the list of agencies to whom it was sent.

Please review the Policies and Procedures and feel free to pass on the application to any of your constituents that are eligible to apply. The application may also be down loaded from the Arts Council's website at www.lansingarts.org.

If you have any questions about the program, please do not hesitate to give me a call at 517.372.4636, extension 10.

Sincerely,



Marcia Ditchie
Grants Administrator

enc.

517.372.4636
Fax: 517.484.2564

ARTS COUNCIL

OF GREATER LANSING

info@lansingarts.org
www.lansingarts.org

Center for the Arts • 425 S. Grand Avenue • Lansing MI 48933

DATE: January 18, 2005

TO: Ingham County Arts and Cultural Institutions

FROM: Marcia Ditchie, Grants Administrator
Arts Council of Greater Lansing

RE: INGHAM COUNTY HOTEL/MOTEL ARTS AND TOURISM TAX FUNDS
Publicity and Promotional Support

This memo serves as official notice that the Arts Council of Greater Lansing, Inc. is accepting grant applications for the Ingham County Hotel/Motel Arts and Tourism Tax Fund, Publicity and Promotional Support.

ALL APPLICANTS

- Must be established primarily for cultural, educational, artistic, historical, or entertainment purposes
- Must provide as a major purpose of the group, one of the following activities or services: a permanent cultural facility; a regular schedule of performances; or an annual or nonregular schedule of performances, events or entertainment
- Must have non-profit status
- Must be located in Ingham County
- Must carry a minimum of \$500,000 Comprehensive General Liability Insurance
- Cannot currently be receiving Ingham County funding

ALL PROJECTS

- Must take place between January 1, 2005 and December 31, 2005
- Must take place in Ingham County
- Must utilize grant funds for publicity and promotional purposes
- Must demonstrate that they will be promoted in a manner to attract out-of-county visitors to Ingham County

Attached you will find Policies and Procedures and an Application Form for the Ingham County Hotel/Motel Arts and Tourism Tax Fund to support Publicity and Promotional Projects.

FOUR copies of the grant application and one copy of attachments must be hand-delivered or postmarked no later than February 25, 2005. Metered mail will not be proof of meeting the application deadline. Late or incomplete applications will not be considered. Organizations with delinquent reports to the Arts Council are not eligible to receive an allocation. Applications should be addressed to:

Ingham County Hotel/Motel Tax application
Arts Council of Greater Lansing, Inc.
Attention: Marcia Ditchie
425 S. Grand Avenue
Lansing, MI 48933

Note: Based on the past four years, we will have around \$70,000 to regrant. According to the policies and procedures, no agency may receive more than 10% of the funds. Last year we funded 26 agencies. Please be reasonable in your request.

POLICY AND PROCEDURE FOR THE DISTRIBUTION OF INGHAM COUNTY ARTS AND TOURISM FUNDS

- PURPOSE:** To promote, encourage and maintain a local "infrastructure" of cultural activities, in particular those which are operated by organizations supported by private donations, as distinguished from governmental agencies or for-profit concerns, to promote and encourage tourism and convention business in the county.
- STRATEGY:** Provide funding for grants to nonprofit organizations. Funds shall be earmarked for publicity and promotion projects eligible for funding from hotel/motel tax revenues to attract out of county visitors into Ingham County. Grants will be made annually based on estimated revenue for the following year.
- FUNDING:** Five percent (5%) of hotel/motel room tax receipts, per Board of Commissioners resolution.
- ADMIN-
STRATION:** The Arts Council of Greater Lansing is contracted by the COUNTY OF INGHAM to administer this grant program.

ELIGIBLE ORGANIZATIONS:

To be considered for a grant from the Ingham County Arts and Tourism Fund, an applicant must:

1. Be a Michigan public or private not-for-profit corporation as evidenced by an Internal Revenue Service 501(c)(3) letter of determination or a copy of the Articles of Incorporation as filed with the State of Michigan, Department of Commerce. Public universities and units of government are exempt from having to furnish proof of non-profit status.
2. Be established primarily for cultural, educational, artistic, historical, or entertainment purposes.
3. Be oriented toward the general public as an audience.
4. Propose a project or activity which is a legally-permitted use of hotel/motel tax receipts to promote and encourage tourist and convention business in the county.
5. Propose a project or activity that is within the intent and purpose of the Ingham County Board of Commissioners as outlined in paragraph 7, a., b., and c.
6. Complete an application (no more than one grant request per organization each year) and any additional information required to evaluate the application.
7. Provide, as the major purpose of the group, one of the following types of activities or services in **Ingham County**:
 - a. A permanent cultural facility, located in Ingham County, open to the public for free or by a moderate admission charge, on a daily basis at least nine months of the year, such as a museum, art gallery, zoo, or historical site, that would reasonably be expected to attract out-of-town visitors.
 - b. A regular schedule of performances in Ingham County, open to the public for free or by an admission charge, of plays, opera, dance or music, of such quality or format as is not generally provided in mid-Michigan by private firms for profit and that would reasonably be expected to attract out-of-town visitors.
 - c. An annual or non-regular schedule of performances, events or entertainment.
8. Structure the request for funding in such a fashion as to provide the committee with the information necessary to establish priorities within the amount requested.

FACTORS FOR DETERMINING ELIGIBILITY:

1. Organizations receiving funds in the Ingham County annual budget process or a supplemental appropriation will not be eligible for Ingham County Arts and Tourism Funds during the same budget year.
2. The maximum grant for any one agency shall be no more than ten percent (10%) of the grant funds available for regranting.
3. No organization may receive funds in excess of the amount requested.
4. Organizations in bankruptcy or default to Ingham County are not eligible to receive an allocation.
5. Organizations with delinquent reports to the Arts Council are not eligible to receive an allocation.
6. The level of funding available from the Ingham County Art and Tourism Fund was established by Resolution 83-252 and may be reappropriated as determined by the Ingham County Board of Commissioners.
7. A portion of the funding provided to any agency must be utilized to promote tourist and convention business through advertising, distribution of programs and/or brochures directed toward out-of-county residents.

NOTE: Ingham County requires that the applicant agency receiving funds in this grant program must present proof of Comprehensive General Liability Insurance with Contractual Liability Coverage in an amount of not less than Five Hundred Thousand and no/100 Dollars (\$500,000) per occurrence, and/or aggregate, combined single limit for Personal Injury, Bodily Injury and Property Damage, covering the activities conducted pursuant to your event.

PROCEDURE FOR REQUESTING AND PROCESSING REQUESTS FOR FUNDING

1. Solicitation and acceptance of applications from groups seeking funding will be accomplished in the following manner:
 - a. The Arts Council shall send a complete application packet to each agency funded in the previous grant year.
 - b. The Arts Council shall send a complete application packet to each agency not funded in the previous year who requests a current application.
 - c. The Arts Council shall place a notice in the Lansing State Journal stating the availability of funds and the deadline for submitting applications one month prior to the application deadline.
2. The Arts Council will review all applications and required supplemental information to recommend eligibility under the statute, ordinance and resolution regulating funding for hotel/motel revenues.
3. The Arts Council will notify groups submitting an application for funding that does not meet requirements based upon the established legal criteria.
4. The Arts Council will notify groups submitting an application for funding that is incomplete and give them one week to submit the missing materials.
5. All complete applications from eligible agencies shall be forwarded to a Grant Review Panel for review and recommendation for funding.
6. All Scope of Services for each agency recommended for funding shall be forwarded to the County Attorney for approval.
7. Agencies shall be notified and a contract shall be developed.

**2005 INGHAM COUNTY
HOTEL/MOTEL ARTS AND TOURISM TAX FUND APPLICATION**

Application for Publicity and Promotion Support

(Please limit your responses to the space allowed. Please type. Application may be computer generated as long as the format remains exactly the same).

I. AGENCY INFORMATION

1. Name of Organization: _____

2. Contact Person: _____

3. Mailing Address: _____

City _____ Zip: _____

4. Daytime Phone: _____

5. Email Address: _____

6. Purpose or Mission Statement of Organization:

7. Brief Description of Organization Activities (i.e., major accomplishments in the past year (2004) with approximate attendance figures for each entry).

8. Describe Your Audience. What Percent of Your Audience is from out of Ingham County? How many is that? How is this measured?

II. PROJECT INFORMATION (This is what you are asking the money for).

- 1. What do you propose to accomplish with the requested funds? Be specific. Indicate the type of publicity and promotional materials you will purchase with the requested funds.**
- 2. Describe how your publicity and promotional materials will be distributed out-county to attract visitors to Ingham County to attend your event. Be specific.**
- 3. How many out-county visitors do you anticipate attracting based on these promotional efforts in 2005? How will this be measured?**
- 4. Where in Ingham County will the event(s) for which you are seeking this grant take place?**

III. Financial Information

1. Amount of your agency's current total publicity and promotional budget:

2. Amount of your agency's current total publicity and promotional budget for the project/event for which you are seeking funding (it could be the same as above).

3. Amount of grant requested: _____

4. Proposed Budget for the Amount of Requested Funds Only

In the event you do not receive full funding, please prioritize your budget items starting with the most important to you at the top. If you receive funding, eligible items from the proposed budget would be funded in priority order.

Item

Cost

INCENTIVE GRANT

IV. OPTIONAL -- If you were to receive additional funding for a one-time "incentive" grant for a new promotional angle . . .

1. Describe the project you would do with the funds.

2. Proposed budget?

3. Grant request? _____
(\$2,000 cap from Ingham County Funds)

4. How would you track your audience to see if this were an effective promotional tool?

V. REQUIRED ATTACHMENTS (Check as attached)

- ☐ List of Current Board of Directors
- ☐ Current Agency FY 2005 Operational Budget
- ☐ Proof of Non-profit Status (either Internal Revenue Service 501(c)(3) letter of determination or Copy of Articles of Incorporation as filed with the State of Michigan, Department of Commerce). (NEW APPLICANTS SUBMIT WITH APPLICATION) Public universities and units of government are exempt from having to furnish proof of non-profit status.

If your agency is funded, you will be required to submit a current:

- ☐ Ingham County Barrier Free Review for performance space (form will be provided)
- ☐ Agency's proof of Comprehensive General Liability Insurance with Contractual Liability Coverage in an amount of not less than Five Hundred Thousand and no/100 Dollars (\$500,000) per occurrence, and/or aggregate, combined single limit for Personal Injury, Bodily Injury and Property Damage, covering the activities conducted pursuant to your event. (*PROOF OF INSURANCE TO BE PROVIDED BY YOUR INSURANCE AGENT NAMING INGHAM COUNTY AND THE ARTS COUNCIL AS RIDERS ON THE POLICY TO BE PROVIDED IF FUNDED*).

GRANT APPLICATION MUST BE POSTMARKED OR HAND-DELIVERED BY FEBRUARY 25, 2005.

SUBMIT FOUR COPIES OF THE GRANT APPLICATION AND ONE SET OF REQUIRED ATTACHMENTS TO:

**INGHAM COUNTY HOTEL/MOTEL TAX APPLICATION
ARTS COUNCIL OF GREATER LANSING, INC.
ATTENTION: MARCIA DITCHIE
425 S. GRAND AVENUE
LANSING, MI 48933**

METERED MAIL WILL NOT BE PROOF OF MEETING THE APPLICATION DEADLINE. LATE APPLICATIONS OR SIGNIFICANTLY INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

2005 Mailing List – Ingham County Hotel/Motel Applications

All-of-Us Express Children's Theatre

Tracey Meade, Executive Director
PO Box 1871
East Lansing, MI 48826

BoarsHead Theater

CJ Ludwick
425 S. Grand Avenue
Lansing, MI 48933

Capital City African American Cultural Association

Michael Murphy, Chair
PO Box 13233
Lansing, MI 48901

Capital City Brass Band

Joel Lowery, President
PO Box 159
East Lansing, MI 48826-0159

Children's Ballet Theatre

Lise Whiting-Dobson
P.O. Box 22232
Lansing, MI 48909

Community Circle Players

Michael C. Siracuse
P. O. Box 12249
Lansing, MI 48901

Downtown Neighborhood Association

Monica Zuchowski
320 Walnut
Lansing, MI 48933

East Lansing Art Festival

Leslie Donaldson, Festival Coordinator
410 Abbott Road
East Lansing, MI 48823

East Lansing Film Festival

Susan Woods
P.O Box 4880
East Lansing, MI 48826-4880

Friends of Historic Meridian

Jane Rose, Education Coordinator
P. O. Box 155
Okemos, MI 48805-0155

Greater Lansing Ballet Company

Barbara Banasikowski Smith
2224 East Michigan Avenue
Lansing, MI 48912

Greater Lansing Symphony Orchestra

B. J. Hull, Development Director
230 N. Washington Sq., Suite 100
Lansing, MI 48933

Habibi Dancers

Garnet Kepler, Artistic Director
134 Grand Manor Dr.
Grand Ledge, MI 48837

Happendance, Inc.

Diane Newman, Executive Director
3448 Hagadorn Rd.
Okemos, MI 48864-4200

Impression 5 Science Center

Marion Contompasis
200 Museum Drive
Lansing, MI 48933

Kresge Art Museum

Susan Bades
Michigan State University
East Lansing, MI 48824

Lansing Art Gallery

Catherine Babcock, Executive Director
113 S. Washington Sq.
Lansing, MI 48933

LEPFA (Center Park Productions)

Linda Frederickson
Lansing Center
333 E. Michigan Ave.
Lansing, MI 48933

Lansing Civic Players

Audrey Putman, Office Manager
P. O. Box 16117
Lansing, MI 48901

Lansing Concert Band

Elaine Endahl, President
P. O. Box 11152
Lansing, MI 48901

Mason Area Historical Society

P. O. Box 44
Mason, MI 48854

Men of Orpheus

Nicholas W. Colovos
1607 Chester Road
Lansing, MI 48912

Michigan Pride

Dawn L. Broderick, Senior Co-Chair
PO Box 161691
Lansing, MI 48901

Michigan State University Museum

Kurt Dewhurst, Director
MSU, West Circle Drive
East Lansing, MI 48824-1045

MI Women's Studies Association, Inc.

Gladys Beckwith
213 W. Main Street
Lansing, MI 48933

Native American Arts & Crafts Council

Robin L. Menefee
725 Ridgewood Ave.
Lansing, MI 48910

Nokomis Learning Center

Adriana Greci Green
5153 Marsh Road
Okemos, MI 48864

Old Town Bus & Arts

Terry Terry
1208 Turner St.
Lansing, MI 48906

Old Town Commercial Association

Betsy Bigsby, Interim Program Director
1232 Turner
Lansing, MI 48906

Potter Park Zoological Society

Carol Keller Webster
1301 S. Pennsylvania Avenue
Lansing, MI 48912

R. E. Olds Transportation Museum

Deborah Horstik
240 Museum Drive
Lansing, MI 48933

The Michigan Parade

Jim Clark/Duane Vernon
P. O. Box 20006
Lansing, MI 48901-0006

Turner-Dodge House and Heritage Center

Elizabeth Homer, Curator/Supervisor
100 E. North Street
Lansing, MI 48906

Vietnamese Assoc. of Michigan

Van Le
500 W. Lenawee, Room 317
Lansing, MI 48911



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

RICK L. LABER
ACTING EXECUTIVE DIRECTOR

January 3, 2005

Victor Celentino, Ingham County Chairperson
Ingham County
P.O. Box 319
Mason, Michigan 48854

**RE: On-Site Monitoring Report for Ingham County's
Community Development Block Grant (CDBG) Grant #MSC-2002-0552-HO**

Dear Mr. Celentino:

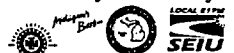
On October 6th and 7th, 2004, I performed an On-Site Monitoring of Ingham County's 2002 CDBG Rental Rehabilitation and Homeowner Rehabilitation Program targeted to the City of Mason on behalf of the Michigan State Housing Development Authority (MSHDA), Office of Community Development. The monitoring was held with Bruce Johnston, Executive Director for Ingham County's Housing Commission and Vicki Carris, CDBG Coordinator.

The program areas reviewed included: Financial Management, Environmental Review, Labor Standards, Civil Rights, Acquisition/Relocation, National Objective, Grant Administration, Grant Progress, and Housing Rehabilitation.

The amount of the CDBG grant award was \$487,800.00 with a grant term of January 1, 2003 through December 31, 2004. One amendment was made to the grant on December 1, 2003 to change the cost category/activity of the grant and 25% leverage requirement for the grant. The homeowner rehabilitation budget was originally \$200,000 and amended to \$100,000, and the rental rehabilitation budget was originally \$200,000 and amended to \$300,000, also changing the amounts of leverage for the two separate activities.

The September 30, 2004 Quarterly Progress Report indicates the following:

- Grant funds have been 74% expended with 90% committed;
- For Homeowner Rehabilitation, 3 units have been committed, 3 units are complete and 8 units were estimated in the Grant application.
- For Rental Rehabilitation, 6 units have been committed, 4 units are complete and 8 units were estimated in the Grant application.



During the desk monitoring several project files were reviewed for completeness. As stated in the monitoring report for the 2002 CDBG County allocation grant, I found each of the files reviewed contained all documents required, and each was in impeccable order. The organizational skills and administration of this program by the staff of the Ingham County Housing Commission are outstanding. The housing staff attends all workshops offered by the Michigan State Housing Development Authority and when there are questions, they never hesitate to call for assistance or assurance. After learning the downtown rental rehabilitation program and completing six project successfully, Bruce Johnston has been referred to other grantees to give them advise on their downtown rental rehabilitation programs.

Finding: Since, the Environmental Review was done with the CDBG County allocation grant, the same finding applies for this grant. The Environmental Review under Categorically Excluded requires the local unit of government to send a copy of the "Notice of Intent to Request Release of Funds" to all interested groups and agencies on or before the date of publication. The mailing is to include a copy of the publication (Refer to the Summary section for a definition of "Interested Parties". This step 7 in the Environmental Review procedures under Categorically Excluded was omitted.

Resolve finding: Grantee must provide in writing that they will comply with the Environmental Review procedures provided to the grantee in the manual to follow each step of the process. They need to pass on this information to the County person responsible for doing the Environmental Review for each grant.

In addition to the desk monitoring, three properties were inspected for Housing Quality Standards. When performing these inspections no HQS findings.

118 ½ E. Ash Street, Mason, Michigan 48854

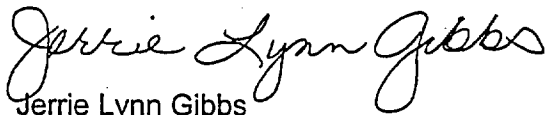
Project Cost: \$124,604.00

FINDINGS: None. Three one bedroom units inspected for HQS.

Bruce Johnston has administered the grant activities in a timely manner and in compliance with Title I and other applicable laws. This grant has been operating successfully and it is expected that the majority of the grant will be expended. The impact on the City of Mason, especially the downtown has been very positive. MSHDA is pleased with the outcomes of providing decent, safe, sanitary and affordable housing in the City of Mason as well as the revitalization of the downtown to make it a place where people choose to live, and work.

The hospitality extended during this visit was greatly appreciated. Should you have any questions, regarding the monitoring, please contact me at 517-241-1156.

Sincerely,

A handwritten signature in cursive script that reads "Jerrie Lynn Gibbs".

Jerrie Lynn Gibbs
Community Development Specialist
Office of Community Development

cc: Bruce Johnston, Executive Director, Ingham County Housing Commission
Vicki Carris, CDBG Coordinator
Jacquelyn Williams-Armstrong, Director, Housing Resource Fund



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

RICK L. LABER
ACTING EXECUTIVE DIRECTOR

December 27, 2004

Victor Celentino, Ingham County Chairperson
Ingham County
P.O. Box 319
Mason, Michigan 48854

**RE: On-Site Monitoring Report for Ingham County's
Community Development Block Grant (CDBG) Grant #MSC-2002-0552-HOA**

Dear Mr. Celentino:

On October 6th and 7th, 2004, I performed an On-Site Monitoring of Ingham County's 2002 CDBG Homeowner Rehabilitation Program on behalf of the Michigan State Housing Development Authority (MSHDA), Office of Community Development. The monitoring was held with Bruce Johnston, Executive Director for Ingham County's Housing Commission and Vicki Carris, CDBG Coordinator.

The program areas reviewed included: Financial Management, Environmental Review, Labor Standards, Civil Rights, Acquisition/Relocation, National Objective, Grant Administration, Grant Progress, and Housing Rehabilitation.

The amount of the CDBG grant award was \$450,000 with a grant term of November 1, 2002 through December 31, 2004. One amendment was made to the grant on September 3, 2003 to change the 25% leverage requirement for the grant from \$122,500.00 to \$92,250.00. The amount of leverage was calculated incorrectly at the time the grant was awarded.

The September 30, 2004 Quarterly Progress Report indicates the following:

- Grant funds have been 53% expended with 83% committed;
- For Homeowner Rehabilitation, 12 units have been committed, 12 units are complete and 17 units were estimated in the Grant application.
- For Emergency Repair, 5 units have been committed, 5 units are complete and 5 units were estimated in the Grant application.
- For Homeowner Replacement, 1 unit has been committed.



MSHDA-28A 01/04

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During the desk monitoring several project files were reviewed for completeness. Each of the files reviewed contained all documents required, and each was in impeccable order. The organizational skills and administration of this program by the staff of the Ingham County Housing Commission are outstanding. The housing staff attends all workshops offered by the Michigan State Housing Development Authority and when there are questions, they never hesitate to call for assistance or assurance.

Finding: The Environmental Review under Categorically Excluded requires the local unit of government to send a copy of the "Notice of Intent to Request Release of Funds" to all interested groups and agencies on or before the date of publication. The mailing is to include a copy of the publication (Refer to the Summary section for a definition of "Interested Parties". This step 7 in the Environmental Review procedures under Categorically Excluded was omitted. **Resolve finding:** Grantee must provide in writing that they will comply with the Environmental Review procedures provided to the grantee in the manual to follow each step of the process. They need to pass on this information to the County person responsible for doing the Environmental Review for each grant.

In addition to the desk monitoring, three properties were inspected for Housing Quality Standards. When performing these inspections no HQS findings.

227 Katheryn Street, Mason, Michigan 48854

Project Cost: \$15,924

FINDINGS: None.

891 Gulick Road, Haslett, Michigan 48840

Project Cost: \$72,385 - \$25,000 of CDBG

FINDINGS: None.

220 Pine Street, Webberville, Michigan 48892

Project Coast: \$27,590

FINDINGS: None.

Bruce Johnston has administered the grant activities in a timely manner and in compliance with Title I and other applicable laws. This grant has been operating successfully and it is expected that the majority of the grant will be expended.

Two new policies have had an affect on the Ingham County Housing Program:

The new MSHDA Policy #4 regarding Program Income has affected the end of the grant in committing grant monies. The County can only keep up to \$5,000 of program income in their account. County CDBG grantees must expend any Program Income in excess of \$5,000 before requesting funds from their OCD CDBG grant.

Ingham County Monitoring Report
MSC-2002-0552-HOA
Page Three
December 27, 2004

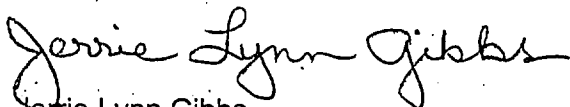
Another change in policy that has affected Ingham County is the county is only eligible to apply for the 100% of the county allocation for the next grant. We will not be awarding a 50% increase out of CDBG funds.

However, for the next two years, based on the availability of HOME, funds, the Office of Community Development plans to offer HOME funds to supplement the CDBG base allocation for eligible counties. Counties which receive the 100% base grant in 2005 will be eligible for HOME funding equal to up to 50% of the CDBG base allocation if the county meets the following condition:

- The 2005 CDBG grant must be at least 50% expended by September 30, 2005 or nine months after the 2005 CDBG funds are release by HUD.
- The Grantee has leveraged the 2005 CDBG funds and CDBG Program Income funds expended during the first nine months of the grant, with at least 40% in non-OCD funds.
- The HOME supplement will expire December 31, 2006 – simultaneously with the CDBG-funded base grant.

The hospitality extended during this visit was greatly appreciated. Should you have any questions, regarding the monitoring or MSHDA's new policies, please contact me at 517-241-1156.

Sincerely,



Jerrie Lynn Gibbs
Community Development Specialist
Office of Community Development

cc: Bruce Johnston, Executive Director, Ingham County Housing Commission
Vicki Carris, CDBG Coordinator
Jacquelyn Williams-Armstrong, Director, Housing Resource Fund