

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
June 21, 2011
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER** – Chairman Steve Shotwell called the June 21, 2011, Jackson County Board of Commissioners Meeting to order at 7:00 p.m.

2. **INVOCATION** – *by Commissioner Gail W. Mahoney*

3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*

4. **ROLL CALL** – *County Clerk Amanda Riska*

(11) Present. Commissioners Lutchka, Rice, Duckham, Alexander, Videto, Mahoney, Williams, Smith, Way, Elwell, and Shotwell. (1) Absent. Commissioner Herl.

5. **APPROVAL OF AGENDA**

Chairman Shotwell noted that the Contract for Item 15. B. was received.

Moved by Mahoney, supported by Duckham for Approval of the Agenda as Amended.
Motion carried unanimously.

6. **AWARDS & RECOGNITIONS** – None.

7. **COMMUNICATIONS/PETITIONS** – None.

8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.

9. **PUBLIC COMMENTS**

Roger Gaede asked to be appointed to the Farmland Preservation Committee.

Mike Jones expressed appreciation for support of commissioners and administration for the Chamber Legislative Committee.

Peter Ford asked for appointment to the Farmland Preservation Committee.

James Gallant expressed concern about appointments to Boards, especially LifeWays, and not following parliamentary procedure.

10. **SPECIAL MEETINGS OF STANDING COMMITTEES**

11. **MINUTES** - Minutes of the 5/17/11 Regular Meeting and 6/1/11 and 6/7/11 Special Meetings of the Jackson County Board of Commissioners

Moved by Duckham, supported by Williams to Approve the Minutes of the 5/17/11 Regular Meeting and 06/01/11 and 6/07/11 Special Meetings of the Jackson County Board of Commissioners. Motion carried unanimously.

12. **CONSENT AGENDA**

Moved by Mahoney, supported by Williams for Approval of the Consent Agenda. Roll Call: (11) Yeas. Motion carried unanimously.

A. County Policy

1. Revised/Reviewed Policies

- a. **Board Rule 4030 – Meetings of the Board**
- b. **IT Policy 6050 – Enhanced Access to Public Records**

B. County Affairs & Agencies

- 2. Parma Township Assessing Services – Authorize the County’s Interim Administrator/Controller to enter into a contract with Parma Township to provide assessing services**
- 3. Sparks Park Urban Fishery Project Construction Bids – Recommend acceptance of construction bid for the Urban Fishery Project from the low bidder, Rivertown Contractors, in the amount of \$379,900**

C. Human Services

- 4. Health Department 2010 Annual Report**

D. Personnel & Finance

5. Courthouse Renovation Project

- a. **Transfer and appropriate an additional \$24,247 in collected Justice Center fines from Org. Key 101136 to the Courthouse Renovation Project (Org. Key 245120).**
- b. **Transfer and appropriate \$37,495 from the Justice Center Transfer Reserve (Obj. Line 369010) to the Courthouse Renovation Project (Org. Key 245120).**
- c. **Approve contract for \$156,742 to WTI for construction of the Courthouse Renovation Project.**

- 6. County Tower Building Domestic Water System Replacement Project – Transfer \$328,384 from Fund Balance (245982-965000) to Project Code (245268-931980) and approve the contract with Paul Bengal Mechanical Contracting, Inc. of Jackson, Michigan, in the amount of \$328,384**

E. Other Business

- 7. Claims dated 5/1/11 – 5/31/11**

13. **STANDING COMMITTEES**

A. **County Policy – Commissioner Dave Elwell**

1. **Revised Animal Control and Protection Ordinance – Approve revisions to the Animal Control and Protection Ordinance recommended by the Animal Control Ad Hoc Committee**

Moved by Elwell, supported by Way for Approval of the Revisions made to the Animal Control and Protection Ordinance recommended by the Animal Control Ad Hoc Committee. Roll Call: (11) Yeas. Motion carried unanimously.

2. **Adoption of New Animal Control Civil Violation Fines – Adoption of the new Animal Control Civil Violation Fines as recommended by the Animal Control Ad Hoc Committee**

1st Reading

Moved by Elwell, supported by Mahoney for Adoption of New Animal Control Civil Violation Fines as Recommended by the Animal Control Ad Hoc Committee. (11) Yeas. Motion carried unanimously.

B. **County Affairs & Agencies – Commissioner Dave Lutchka**

1. **Appointments**

- a. **Farmland Preservation Committee**

- one public member with agricultural interests, term to 6/2014

Cmr. Lutchka stated that the committee recommended Peter Ford. Cmr. Elwell nominated Christopher Sadler. Cmr. Videto nominated Nancy Hawley. Cmr. Rice nominated Robert Wright, III. (2) Ford. Cmr. Duckham and Shotwell. (1) Sadler. Cmr. Elwell. (7) Hawley. Cmr. Lutchka, Alexander, Videto, Mahoney, Williams, Smith, and Way. (1) Wright, III. Cmr. Rice. Nancy Hawley appointed.

- one public member with real estate or development interests, term to 6/2014

Cmr. Lutchka stated that the committee recommended Roger Gaede. No other nominations from the floor. Roger Gaede appointed.

- one Commissioner member, term to 6/2012

Cmr. Lutchka stated that the committee recommended Dave Lutchka. No other nominations from the floor. Dave Lutchka appointed.

- b. **Jury Board** - one public member, term to 4/2017

Cmr. Lutchka stated that the Judge recommended Barbara Shelton. No other recommendations from the Judge. Barbara Shelton appointed.

C. **Human Services – Commissioner Jon Williams** - None.

D. **Personnel and Finance – Commissioner Jim Videto** - None.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Resolution (06-11.16) Combination of the Register of Deeds and County Clerk**
Much discussion held.

Moved by Elwell, supported by Way to Approve Resolution (06-11.16) Combination of the Register of Deeds and County Clerk. Roll Call: (10) Yeas. Cmr. Lutchka, Rice, Duckham, Alexander, Videto, Williams, Smith, Way, Elwell, and Shotwell. (1) Nay. Cmr. Mahoney. Motion carried.

B. **Approve Contract for Michael Overton as Administrator/Controller**

Some discussion held.

Moved by Way, supported by Rice to Approve Contract for Michael Overton as Administrator/Controller. (11) Yeas. Motion carried unanimously.

C. **2012 Budget Presentation**

Acting Administrator/Controller Adam Brown presented the 2012 Budget.

Moved by Lutchka, supported by Mahoney to Approve Reduction of Appropriation to RSVP by \$2,500. Should there be an excess of money at the end of the year, the Board could consider adding it back in. Roll Call: (10) Yeas. Cmr. Lutchka, Duckham, Alexander, Videto, Mahoney, Williams, Smith, Way, Elwell, and Shotwell. (1) Nay. Cmr. Rice.

D. **Set Date for Special Meeting of the Board of Commissioners for Approval of the 2012 Budget**

The date of July 8, 2011 at 7:30 (regular study session) was selected. After the meeting there will be a ceremony for the completion of the 2nd floor.

16. **PUBLIC COMMENTS**

Roger Gaede thanked the Board for his appointment.

Mindy Reilly stated she is committed to making a smooth transition of the new elected official.

James Gallant asked for consideration on a future agenda of expectations of appointees.

17. **COMMISSIONER COMMENTS**

Cmr. Williams applauded the Animal Control Ad Hoc Committee for their work on the ordinance.

Cmr. Lutchka encouraged commissioners to sign up for the Fair shuttle.

Cmr. Mahoney encouraged Mr. Gallant to request policy and procedures from LifeWays.

Cmr. Elwell expressed gratitude to employees and Adam.

Cmr. Rice expressed gratitude for the budget process and presentation.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Chairman Shotwell adjourned the June 21, 2011 Meeting of the Jackson County Board of Commissioners at 9:18 p.m.

James E. Shotwell – Chairman, Jackson County Board of Commissioners

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

RESOLUTION (06-11.16)
Combination of the Register of Deeds and County Clerk

WHEREAS, Article 7, Section 4 of the Michigan Constitution of 1963 provides that the Board of Commissioners may combine the offices of county clerk and register of deeds into one office; and

WHEREAS, it is understood that this combination cannot become effective until the next election; and

WHEREAS, the Board of Commissioners is required to hold at least one public hearing and in the interest of open government, two public hearings were held on May 17, 2011 and June 10, 2011; and

WHEREAS, the County Board of Commissioners must act not less than ten (10) days nor more than (30) days after the public hearing; and

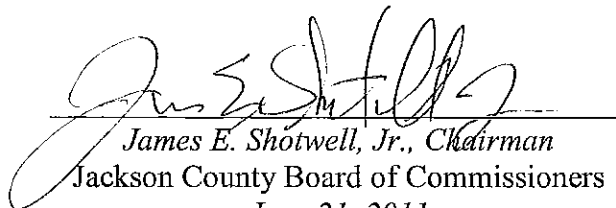
WHEREAS, the decision must be held not later than the sixth (6th) Tuesday before the deadline for filing the nominating petitions for the office of county clerk, register of deeds, or clerk/register; and

WHEREAS, the Board of Commissioners wishes to approve this measure far in advance of the deadline of April 3, 2012 for the purposes of collaborating with existing staff to ensure success; and

WHEREAS, the merging of the offices requires a vote of two-thirds (2/3's) of the Commissioners; and

WHEREAS, the Board of Commissioners recognizes the high performance level of both sitting elected officers and wishes to continue to provide a high level of service at an efficient cost.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners hereby approves the combination of the Register of Deeds and County Clerk position, which will become effective during the next regularly scheduled election for these officers.


James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
June 21, 2011