

AGENDA
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
December 15, 2009
5:00 p.m. (Earlier Time)**
County Commission Chambers

***Mission Statement:** Jackson County Government, in cooperation with the community
and local governmental units, strives through a planned process
to deliver quality services that address public needs.*

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner David Lutchka*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
 - A. Holiday Music Presentation by the Lumen Christi High School Choir
(Under the direction of Roxanne Bruner)
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the 11/17/09 Regular Meeting of the Jackson County Board of Commissioners

Attachments:
*11/17/09 Regular Meeting Minutes
12. **CONSENT AGENDA (Roll Call)**
 - A. **County Affairs**
 1. **Resolution (12-09.23) MDNR Project Agreement Addendum for the Lime Lake County Park Parking Project**

Attachments:
*Memo from Parks Director dated 9-24-09
*Resolution (12-09.23)
*Memo from MDNR dated 9-9-09
*Boating Access Site Construction Agreement
*Agreement Addendum

B. County Agencies – None.

C. Human Services

2. County Contribution for the Jackson County Substance Abuse Prevention Coalition in the Amount of \$15,000

Attachments: None.

D. Personnel & Finance

3. Bid Summary for Short Term and Long Term Disability Insurance Coverage

Attachments:

*Memo from Human Resources Deputy Director dated 12/1/09

4. Service Agreement for New Employee Assistance Program

Attachments:

* Service Agreement

5. Adjustment for the 2010 Budget to include Appropriations at Half the 2009 Amount to the Conservation District, RSVP, and Food System Economic Partnership

Attachments:

*Appropriation Budget Adjustment

6. Budget Adjustments

a. Child Care Fund Budget Adjustment

b. General Fund Wage Float Budget Adjustment

Attachments:

*Child Care Fund Budget Adjustment

*General Fund Wage Float Budget Adjustment

7. Claims – 11/1/09 – 11/30/09

13. STANDING COMMITTEES

A. County Affairs – *Commissioner Dave Lutchka*

1. **Appointments**

- a. **Airport** - one public Member, term to 12/2011
- b. **Department on Aging Advisory Council**, seven public members, terms to 12/2011
- c. **District Library** – one public member and one city/county alternating member, terms to 12/2013
- d. **Hospital Finance Authority**, four public members, terms to 12/2010
- e. **Mid South Substance Abuse Comm.** – one commissioner member, term to 12/2011
- f. **Parks** – two public members, terms to 12/2012
- g. **Region 2 Planning Commission** – three public members, terms to 12/2012
- h. **Road Commission** – one public member, term to 12/2015
- i. **Traffic Safety** – one public member, term to 12/2011

Attachments:

*Commissioner Board Appointments-December 2009

*Application Forms

B. **County Agencies – Commissioner Gail W. Mahoney** - None.

C. **Human Services – Commissioner Mike Way** - None.

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

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Resolution (12-09.27) Property and Easement Acquisitions Runway 7-25 Safety Area Project**

Attachments:

*Memo from Airport Manager dated 12/1/09 regarding Property and Easement Acquisitions for runway 7-25 Safety Area Project

*Resolution (12-09.27)

B. **Contract Ratification for POLC and COAM**

Attachments:

*Summary of Economic Tentative Agreement Between POLC and Jackson County and COAM and Jackson County

C. Revised Policies

1. **Personnel Policy:**
 - **3220 – Nepotism**
- Administrative Policies:**
 - **5010 – Legal Services**
 - **5015 – Legal Review**
 - **5020 – Personal & NSF Checks**
 - **5030 – Deposit of Departmental Revenues**
 - **5040 – Freedom of Information**

Attachments:

*Policies 3220, 5010, 5015, 5020, 5030, 5040

16. **PUBLIC COMMENTS**
17. **COMMISSIONER COMMENTS**
18. **CLOSED SESSION** – None.
19. **ADJOURNMENT**

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
November 17, 2009
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER** – Chairman Shotwell called the November 17, 2009 meeting of the Jackson County Board of Commissioners to order at 7:00 p.m.
2. **INVOCATION** – *by Commissioner Cliff Herl*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*

(12) Present. Commissioner Herl, Lutchka, Kruse, Duckham, Poleski, Videto, Mahoney, Williams, Smith, Way, Elwell and Shotwell.
5. **APPROVAL OF AGENDA**

Moved by Videto, supported by Elwell for Approval of the Agenda. Motion carried unanimously.
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**

Mark Ketter, from Rehmann Robson, expressed disappointment in not being selected to conduct the county audit.
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the 10/20/09 Regular Meeting of the Jackson County Board of Commissioners

Moved by Mahoney, supported by Duckham to Approve the Minutes of the 10/20/09 Regular Meeting of the Jackson County Board of Commissioners. Motion carried unanimously.
12. **CONSENT AGENDA**

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

A. County Affairs
 1. **Drain Commission - 2008 Annual Report**
 2. **Equalization - 2009 Apportionment Report**

B. **County Agencies** – None.

C. **Human Services**

3. **Department on Aging - Contract between Region 2 Area Agency on Aging (R2AAA) and the Department on Aging for FY 2010-2012**

4. **Health Department - DEQ-JCHD 2009-2010 Grant Contract**

D. **Personnel & Finance**

5. **Bid Summary – 2nd Floor Tower Building Ceiling Plaster Restoration Project**

6. **Recommendation to Negotiate for Employee Assistance Program (EAP) Services**

7. **Award Auditing Contract to Abraham & Gaffney and Authorize County Administrator/Controller to Execute Contract Documents**

8. **Budget Adjustments**

- a. Department on Aging
- b. Health Department
- c. General Fund and Other Funds

9. **Claims** – 10/1/09 – 10/31/09

13. **STANDING COMMITTEES**

A. **County Affairs** – *Commissioner Dave Lutchka* - None.

B. **County Agencies** – *Commissioner Gail W. Mahoney* - None.

C. **Human Services** – *Commissioner Mike Way* - None.

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

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Road Commission – Discussion of Procedure for Appointments to Road Commission Board**

Administrator/Controller Treacher explained the issue and welcomed discussion.

Much discussion held.

Moved by Elwell, supported by Lutchka to Adopt the Same Procedure Used for All Other Appointments and Suspend the Previous Procedure. Roll Call: (9) Yeas. Cmr. Herl, Lutchka, Duckham, Shotwell, Mahoney, Williams, Smith, Way, and Elwell. (3) Nays. Kruse, Poleski, and Videto. Motion carried.

Chairman Shotwell asked that the Board consider forwarding the procedure to the Policy Committee; so they can review, make recommendations, and return to the Board for approval.

Moved by Mahoney, supported by Williams to Forward Procedure to the Policy Committee. Motion carried unanimously.

16. **PUBLIC COMMENTS**

Mayor Karen Dunigan introduced herself to the commissioners and said she is looking forward to working with them in the future.

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION – Discussion of Property and Easement Acquisitions for the Runway 7-25 Safety Area Project**

Moved by Duckham, supported by Kruse to go into Closed Session at 7:24 p.m.
Motion carried unanimously.

Moved by Mahoney, supported by Poleski to return from Closed Session at 7:53 p.m.
Motion carried unanimously.

19. **Resolution (11-09.26) Authorizing Purchase of Easements and Property for the Runway 7-25 Safety Area Project**

Moved by Duckham, supported by Mahoney to approve Resolution (11-09.26) Authorizing Purchase of Easements and Property for the Runway 7-25 Safety Area Project. Roll Call: (12) Yeas. Motion carried unanimously.

20. **ADJOURNMENT** 7:56 m by Mahoney supported by Kruse to adjourn.

Chairman Shotwell adjourned the November 17, 2009 meeting of the Jackson County Board of Commissioners at 7:56 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

JACKSON COUNTY PARKS

Memorandum

To: Randy Treacher, County Administrator
From: Brandon Ransom, Parks Director
Date: September 24, 2009
Re: Item #1 for October, 2009 County Affairs

MDNR Boating Access Grant

The Parks Department was awarded a grant from the Michigan DNR in 2004 to improve the boat launch and parking facilities at Lime Lake County Park. The total project cost was estimated at \$58,500.00. The grant was a 75% State/25% Local match breakdown. There were unforeseen issues that came about during the project, which have dramatically changed the time frame and scope of the project. I will be present at the meeting to give a verbal report on all of the details of the project.

Over the past several years, I have talked with many different DNR representatives to finally come up with a revised scope and budget for the project that includes the prevailing wage stipulations. Attached is a copy of the original project agreement and a proposed addendum from the DNR. The Parks Commission passed the following motion at their September 16, 2009 meeting:

Moved by Youndahl, supported by Dubois to forward the DNR Project Agreement Addendum for the Lime Lake County Park Parking Project to the County Board for approval. Motion Carried.

Attachments: Letter from Jordan Byelich, MDNR dated September 9, 2009
Original Project Agreement dated May 18, 2004
Proposed Project Agreement Addendum
Proposed Resolution Accepting the new Addendum

Resolution (12-09.23)
MDNR Project Agreement Addendum for
the Lime Lake County Park Parking Project

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

RESOLVED, that the County of Jackson, Michigan, does hereby accept the terms of the Agreement Addendum as received from the Michigan Department of Natural resources, and that the County of Jackson does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate the sum of Six Thousand Six Hundred Thirteen dollars and Seventy-five cents, (\$6,613.75), to match the grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records and to make them available to the Department for auditing at reasonable times.
3. To construct the facility improvements and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement Addendum.
4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and federal regulations.
5. To comply with any and all terms of said Agreement Addendum including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)
) ss
COUNTY OF JACKSON)

I, Amanda Riska, Clerk of the County of Jackson, Michigan, do hereby certify that the above is as true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the Jackson County Board of Commissioners at a meeting held on December 15, 2009.

_____ Signature

_____ Title

_____ Date



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES

LANSING



REBECCA A. HUMPHRIES
DIRECTOR

September 9, 2009

Mr. Brandon Ransom, Supervisor
Jackson County Parks and Recreation
1992 Warren Avenue
Jackson, MI 49203

Dear Mr. Ransom:

Enclosed are two (2) copies of an Agreement Addendum between the County of Jackson and the Michigan Department of Natural Resources (DNR) regarding additional project funding. Also enclosed are two (2) copies of a Resolution for adoption by the County authorizing execution of the Agreement.

Please do not put a date on the first page of the Agreement, but I ask that you sign both copies of the Agreement and return all copies of the Agreement along with the Resolution to my attention for Department signatures. The DNR, Parks and Recreation Division, will date the Agreement once it is fully executed, and return a signed copy for your files.

If, after reviewing these materials, you have any questions, do not hesitate to call me.

Sincerely,

Jordan J. Byelich
Boating Access Site Program Manager
Parks and Recreation Division
P.O. Box 30257
Lansing, Michigan 48909-7757
517-241-1533

Enclosures

RECEIVED

SEP 14 2009

JACKSON COUNTY PARKS

NATURAL RESOURCES COMMISSION
Keith J. Charters, Chair • Mary Brown • Hurley J. Coleman, Jr. • John Madigan • Timothy L. Nichols • J. R. Richardson • Frank Wheatlake

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AGREEMENT

Boating Access Site Construction

THIS AGREEMENT, made this 18th day of MAY, 200~~2~~⁴, by and between the COUNTY OF JACKSON, MICHIGAN, hereinafter referred to as the "County", and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "Department."

WHEREAS, the County is an important center of recreational boating activity; and

WHEREAS, the County has solicited the aid and assistance of the Department in Making improvements to the Lime Lake Boat Access Site and the Grass Lake Boat Access Site Skid Pier; and

WHEREAS, the Department agrees to enter into a program with the County to construct facilities costing an estimated total of Fifty-eight Thousand Five Hundred dollars (\$58,500.00), said amount to be shared between the County and the Department through this Waterways Grant Agreement, with the funds to be shared 75% State (Forty-three Thousand Eight Hundred and Seventy Five dollars (\$43,875.00)), and 25% County (Fourteen Thousand Six Hundred and Twenty-five dollars (\$14,625.00)). Funds for this Grant Agreement were appropriated under the provisions of Public Act 265 of 1999, of the State of Michigan.

NOW, THEREFORE, in consideration of the mutual promises and conditions hereinafter contained, the parties agree as follows:

1. It is agreed by and between the parties hereto that this Agreement shall be administered on behalf of the Department through its Parks and Recreation Bureau. All reports, documents, or actions required of the County by this Agreement shall be submitted to the Acting Bureau Chief, Parks and Recreation Bureau, Mason Building, Third Floor, P.O. Box 30257, Lansing, Michigan 48909.

2. The use herein of the words "plans and specifications" shall mean those plans and specifications developed for the County of Jackson, prepared by a consulting firm duly licensed to perform professional services within the State of Michigan.

3. The Department agrees as follows:

(a) To grant to the County a sum of money equal to seventy-five (75) percent of the cost of construction of the facilities called for by the said plans and specifications, including final engineering costs, but which shall not in any event exceed Forty-three Thousand Eight Hundred and Seventy-five dollars (\$43,875.00).

(b) The monies herein granted shall be released according to the following schedule:

Twenty-five (25) percent of the total grant upon acceptance by the County of the terms of this Agreement, written Department approval of final plans and specifications (bidding documents), receipt of all necessary permits, and upon an award of contract to a competent contractor to accomplish the work called for by the said plans and specifications following bidding procedures acceptable to the State and County.

The remaining portions of the State Funds, except for the final ten (10) percent thereof, shall be disbursed upon completion of work and receipt from the contractor of progress payment requests that are approved for payment by the project manager/engineer. The final ten (10) percent of State Funds hereinbefore authorized shall be paid upon completion of the project and 60 days after

receipt of project cost documentation to the Department by the County or completion of an audit of the expenditures therefore by the Department, whichever occurs first.

(c) To advise in the operation of said facilities by making available to the County the resources of the Department and the experience gained by the Department in construction and operating similar boating projects in other parts of the State of Michigan.

4. The County agrees as follows:

(a) To immediately appropriate the sum of Fourteen Thousand Six Hundred and Twenty-five dollars (\$14,625.00). This sum represents twenty-five (25) percent of the total cost of the project work called for by this Agreement. Any additional funds needed to complete this work, called for in this Agreement, shall be provided by the County.

(b) To construct the facilities to the satisfaction of the Department, and to provide such funds, services, and materials as may be necessary to satisfy the terms of this Agreement. The County agrees that there shall be no deviation from the said plans and specifications without the express consent in writing of the Acting Bureau Chief of the Parks and Recreation Bureau of the Department.

(c) To use all funds granted by the Department to this Agreement solely for the conduct and completion of the project work. The County shall maintain satisfactory financial accounts, documents and records and shall make them available to the Department for auditing at reasonable times. Such accounts, documents, and records shall be retained by the County for a period of not less than three (3) years following completion of the study called for herein.

(d) To establish or assign a competent and proper agency of said County to operate said facilities, and to regulate the use thereof and to provide for the maintenance thereof to the satisfaction of the Department, and to appropriate such monies and/or provide such service as shall be necessary to provide such adequate maintenance.

(e) To provide to the Department for approval, a complete tariff schedule containing all charges to be assessed against watercraft utilizing such facilities, and to provide the Department for approval, all amendments thereto prior to the effective date of such amendments. Any fee schedule adopted by the County shall provide for sufficient income to defray operating and maintenance expenses of the project exclusive of depreciation. No fees shall be imposed for the use of such facilities unless they have been specifically approved by the Department in writing. Any net revenues accruing from the operation of the facilities shall be separately accounted for and reserved in a restricted fund by the County for the future maintenance and/or expansion of the facility, or with the Department's approval, for the construction of other recreational boating facilities. Written approval to vary from fee rates set by the Michigan State Waterways Commission shall be requested annually.

(f) To enforce within the confines of the County all state and local statutes and ordinances pertaining to marine safety, licensing of watercraft, and the dispensing of marine fuel.

(g) To furnish the Department, upon request, detailed statements covering the annual operation of said facilities, including boat traffic, income, and expenses for the twelve months ending December 31st of each year.

(h) To hold and save the State of Michigan and the Department free from damages or any suits brought against the County due to construction and/or maintenance of

said facilities, and to provide such evidence of the obligation as the Department may reasonably require.

(i) To maintain throughout the life of this Agreement suitable signs for both land and water approach designating this project as one having been constructed by the County and the Department. The size, color, and design of these signs shall be approved by the Department before being constructed.

(j) To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the Department prior to the effective date thereof.

5. It is expressly understood and agreed by and between the parties hereto that neither this Agreement, nor any section, paragraph, provision or portion hereof, shall be in any way construed to impose any obligation of whatsoever nature, financial or otherwise, upon the Department as regards the subsequent operation and/or maintenance of any recreational boating facilities.

6. It is agreed by and between the parties hereto that the facilities constructed under this Agreement and the land and water access ways to the said facilities shall be open to the public at all times on equal and reasonable terms and that all facilities shall be constructed only in accordance with the plans and specifications approved by the Department.

7. It is agreed by and between the parties hereto that the facilities constructed under this Agreement and the land and water access ways to the said facilities shall be open to the public at all times on equal and reasonable terms and that no individual shall be denied ingress or egress thereto or the use thereof on the basis of race, color, religion, national origin, or ancestry, and any violation of this stipulation shall be deemed to be a material breach of Contract, subject to penalties as hereinafter provided.

(a) In connection with the performance of work or exercise of right and privileges granted under this Agreement, the County agrees as follows:

(1) It will not discriminate in any solicitation or advertisement or against any employee or applicant for employment, on the basis of race, color, religion, national origin, age, sex, ancestry, height, weight, or marital status. Such action shall include, but not be limited to: employment upgrading; demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(2) It or its collective bargaining representative will send to each labor union representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative its commitments under this Paragraph.

(3) It will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 PA 453, as amended.

(4) It will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each Subcontractor as well as the County itself, and said County will permit access to its books, records, and accounts by the Michigan Civil Rights Commission, and/or its agent, for purposes

of investigation to ascertain compliance with this contract and with rules, regulations, and orders of the Civil Rights Commission relevant to Section 206, 1976 PA 453, as amended.

(5) In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a Contractor has not complied with the contractual obligations under this Agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which Board may order the cancellation of the Contract found to have been violated, and/or declare the County ineligible for future contracts with the State and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the County complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the County is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Civil Rights Commission to participate in such proceedings.

(6) The County will include, or incorporate by reference, the provisions of the foregoing Subparagraphs (1) through (5) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each Subcontractor or seller.

8. The County hereby represents that it possesses good and clear title to all lands involved in this project, and that it will defend any suit brought against either party which involves title, ownership, or specific rights, including appurtenant riparian rights, of any lands connected with or affected by this project.

9. It is agreed by and between the parties hereto that the facilities constructed under this Agreement shall not be wholly or partially conveyed, either in fee or otherwise or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the title, ownership, or right of maintenance or control by the County except with the written approval and consent of the Department.

10. Any failure by the County to abide by any of the conditions, promises, covenants, agreements, or like undertakings contained in this Agreement shall constitute a material breach of this Agreement and shall entitle the Department to damages. As said damages, the Department shall be offered the following options:

(a) To purchase said facilities and the right of access thereto over County property at the existing value of said facilities, less any financial contribution made by the Department, said value to be determined in the manner outlined hereafter;

Before any exercise of these options shall be made by the Department, the value of the facilities shall be determined by three competent appraisers, one to be selected by the County, one to be selected by the Department, and the third to be selected by the first two appraisers appointed. The total fees of these appraisers, including expenses, shall be equally shared by the Department and the County. The appraisal shall be limited to the value of the facilities for the construction, repair, or rehabilitation of which the facilities are located. No value shall be assigned to the right of access to the facilities over County property. The Department shall have ninety (90) days from the date of receipt of the appraisals within which to exercise its option. Should the Department fail to exercise the option within said period, the County shall

pay to the Department a sum equal to the total financial contribution made by the Department towards the construction or maintenance of the facilities.

(b) To accept from the County a sum equal to the total financial contribution made by the Department towards the construction or maintenance of the facilities.

11. This Agreement shall not be effective until the State funds herein provided for are appropriated by the Michigan Legislature and their release is approved by the Administrative Board of the State of Michigan.

12. The rights of the Department under this Agreement shall be in perpetuity.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, the day and date first above written.

WITNESSES:

COUNTY OF JACKSON

Aileen L. Reasoner
Pamela A. Fitzpatrick

By: James E. Rice
James E. Rice

Title: Chair, Jackson County Board
of Commissioners

MICHIGAN DEPARTMENT OF
NATURAL RESOURCES

Gordon J. Byrdick
Mike Lafferty

By: Lowen Schuett
Lowen Schuett, Acting Chief
Parks and Recreation Bureau

JACKSON COUNTY
RESOLUTION (05-04.26)

Upon motion made by Cmr. Day, seconded by
Cmr. Herl the following Resolution was adopted:

"RESOLVED, that the County of Jackson, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the County does hereby specifically agree, but not by way of limitation, as follows:

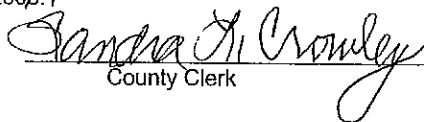
1. To appropriate the sum of Fourteen Thousand Six Hundred and Twenty-five dollars (\$14,625.00) to match the Forty-three Thousand Eight Hundred and Seventy-five dollars (\$43,875.00) State grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records and to make them available to the Department for auditing at reasonable times.
3. To construct the facility and provide such funds, services, and materials as may be necessary to satisfy the terms of the said Agreement.
4. To establish and appoint the JACKSON COUNTY PARKS COMMISSION, to regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To enforce within the confines of the County all state statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the County pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the said facility until full compliance with such laws has been made.
6. To comply with any and all terms of the said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: 12

The following nay votes were recorded: 0

STATE OF MICHIGAN)
) §
COUNTY OF JACKSON)

I, Sandra L. Crowley, Clerk of the County of Jackson, Michigan, do hereby certify that the above is true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources which Resolution was adopted by the County Board at a meeting held May 18, 2004.


County Clerk

Dated: May 25, 2004

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

I Sandra Crowley, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan at a regular meeting held on May 18, 2004 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Sandra L. Crowley - County Clerk

Dated: May 25, 2004

AGREEMENT ADDENDUM

THIS AGREEMENT ADDENDUM, made this _____ day of _____, 2009, by and between the COUNTY OF JACKSON, MICHIGAN, a municipal corporation, hereinafter referred to as the "County", and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "Department."

WHEREAS, on May 18, 2004, an agreement was entered into between the Department and County for making improvements to the Lime Lake Boat Access Site and the Grass Lake Boat Access Site Skid Pier, under provisions of the State's Waterways Grant-in-Aid Program; and

WHEREAS, additional project funding due to inflationary costs and prevailing wages for parking lot improvements, guard rail installation, and engineering; removal of work from grant at Grass Lake Boating Access Site; funding extension of the original grant agreement to three years from date of addendum execution; and removal of advance payment procedure for reimbursement of funds, in conjunction with the original agreement project work, has been requested;

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein, it is mutually agreed as follows:

1. The Department agrees:

(a) To grant to the County an additional sum of money equal to 75 percent of the total additional project work. This additional grant amount shall not in any event exceed Nineteen Thousand Eight Hundred Forty-one dollars and Twenty-five cents (\$19,841.25). Said total grant-in-aid for the project shall not exceed Sixty-three Thousand Seven Hundred Sixteen dollars and Twenty-five cents (\$63,716.25). These monies shall be used only for the project work outlined in the Agreement and this Addendum and related engineering costs.

(b) To provide for the routine inspection of the premises, including all equipment and buildings.

2. The County agrees:

(a) To immediately appropriate the sum of Six Thousand Six Hundred Thirteen dollars and Seventy-five cents (\$6,613.75). This sum represents 25 percent of the total cost of the additional project work called for by this Agreement Addendum. Any additional funds needed to complete the project work shall be provided by the County. The County must have the prior written approval of the Department for any change orders to the contract(s) in cost, plans or specifications.

(b) To insure that all premises, buildings, and equipment related procedures comply with all applicable State and federal regulations pertaining to both employee and public safety. The County shall submit a written report to the Department annually, in which any safety issues, identified through inspections, are listed and compliance procedures are outlined. If the Department determines

the County has failed to correct any safety issues, the Department will have the necessary work completed and the County shall pay 105% of the cost of such work.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal the day and date first above written.

WITNESSES:

COUNTY OF JACKSON

By: _____

Title: _____

**MICHIGAN DEPARTMENT OF
NATURAL RESOURCES**


By: _____

Ronald A. Olson, Chief
Parks and Recreation Division

**COUNTY OF JACKSON
DEPARTMENT OF HUMAN RESOURCES**

**120 West Michigan Avenue
Jackson, Michigan 49201**

**Telephone (517) 788-4340
FAX (517) 788-4404**

To: Board of Commissioners **Date:** December 1, 2009
From:  Joni Johnson
Deputy Director – Human Resources
Re: Recommendation to Change Vendor for Short Term and Long
Term Disability Insurance Coverage

The County provides both short and long term disability insurance coverage to its full-time employees. The County is self-insured for short term disability (STD) coverage and currently uses the services of Meritain as it's third party administrator (TPA) for the STD plan. The County is fully insured for long term disability (LTD) coverage and currently that insurance is provided through Madison National Life.

The original contracts for STD and LTD services expired several years ago and services have continued without a competitive process. In order to assure the County is utilizing the most cost effective coverage it was determined that competitive bids would be solicited. In compliance with the County's purchasing policy for professional services McGraw Wentworth, the County's benefits consultant, solicited proposals for STD and LTD coverage.

McGraw Wentworth evaluated seven proposals which included the following vendors:

1. Prudential
2. The Standard
3. Met Life
4. UNUM
5. ING Employee Benefits
6. CIGNA
7. The Hartford

Based on the proposals received, McGraw Wentworth has recommended moving STD and LTD coverage to Prudential. Prudential is the County's current provider of core life and AD&D, and optional life insurance coverage. Moving STD and LTD coverage to Prudential will result in additional cost savings compared to all other proposals received.

The current costs for all lines of coverage is \$223,466 annually. The proposed cost by Prudential for three years is \$184,804 annually; a savings of \$38,662 per year. Of the vendors listed above, the Prudential proposal resulted in the largest cost savings.

The proposals and recommendation were reviewed by the following individuals:

1. Randy Treacher, County Administrator/Controller
2. Adam Brown, Deputy County Administrator
3. Joni Johnson, Deputy Director – Human Resources
4. Karen Retter, Administrative Assistant/HR Specialist
5. Kathy Tharp, Administrative Assistant/HR Specialist

After review and discussion with McGraw Wentworth, it was agreed by the selection committee to recommend Prudential as the vendor to provide STD and LTD coverage to the County. Prudential has offered a three year rate guarantee for all lines of business (i.e., life, AD&D, STD, LTD).

It is requested that the Board approve the recommendation to authorize Administration to sign a three year agreement with Prudential.

TEAM EMPLOYEE ASSISTANCE PROGRAM

Service Agreement

This Agreement, made this 19th day of November, 2009, by and between Jackson County, hereinafter referred to as the "Company" and Total Employee Assistance & Management, Inc., hereinafter referred to as "TEAM," provides for Employee Assistance services and compensation therefore, according to the following terms and conditions:

1. **Services to be Provided:** TEAM shall provide those services to the Company which are set forth in Exhibit A which is attached hereto and incorporated herein by reference.
2. **Term:** This agreement shall become effective on the 1st day of January, 2010 following the signing of the contract and shall continue for a period of (3) three full years unless terminated as set forth herein. Following the initial 3 year contract period, this Agreement shall be automatically renewed for subsequent one-year periods effective on the one-year anniversary of the above month and day.
3. **Service Fee:** The Company agrees to pay TEAM in accordance with the fee schedule set forth in Exhibit A which is attached hereto and incorporated herein by reference. The first quarter payment is due at the time that the services are started and all following payments shall be due upon receipt of a proper invoice thereafter.
4. **Participant Information:** The Company and TEAM agree that any confidential participant information shall not be disclosed by TEAM or the Company without the written consent or authorization of the participant unless State or Federal law requires the sharing of information and then only in strict compliance with the applicable law(s).
5. **Facilities:** TEAM shall provide or cause to be provided the physical facilities necessary for the services to be provided for counseling. The Company shall provide the facilities for TEAM presentations, training sessions and workshops.
6. **Program Information:** The Company understands that the TEAM Employee Assistance Program information is confidential and proprietary to TEAM and agrees to protect the confidentiality of any TEAM program or service the Company may acquire in the course of dealing with TEAM. The Company shall not disclose any such information to any person or organization without the express written approval of TEAM. The Company shall also use its best efforts to insure that its employees or agents participating in TEAM programs shall not disclose TEAM program information.
7. **Insurance:** TEAM agrees to maintain professional liability insurance covering counseling services provided by TEAM under this agreement. However, TEAM cannot, and does not, guarantee the results of treatment or professional conduct.

8. **Termination and Notice:** This agreement may be terminated by either party for a breach of the terms in this agreement by the other party which is not corrected within 45 days following the receipt of written notice thereof. This agreement may not be terminated otherwise during the contracted service period specified in paragraph 2 above.

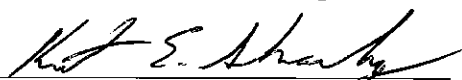
Discontinuation of services without cause may occur only at the conclusion of a given term of service, with the Company providing a 90 days notice of termination prior to the renewal date. In the event the Company elects to terminate this agreement without a breach during the service period, the Company will be responsible for paying the total sums due for the remainder of the service term specified in paragraph 2, in addition to any other payments due TEAM, whether or not TEAM continues to provide Employee Assistance services. For purposes of agreement, notice shall be deemed received when deposited in the mail by certified or registered letter.

9. **Miscellaneous Provisions:**

- a. This Agreement may be executed in several counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument.
- b. This Agreement contains the entire understanding of the parties and shall be amended only by written instrument signed by both parties.
- c. This instrument shall be governed by and interpreted under Michigan law. The exclusive jurisdiction and venue is Oakland County Michigan.
- d. This Agreement shall be binding upon the parties, all or any part thereof, their successors, acquiring all or any part of originally contracted Company, and assigns.

Total Employee Assistance & Management, Inc.

Jackson County

BY: 

BY: _____

PRINTED NAME: Kent E. Sharkey

PRINTED NAME: _____

TITLE: President & CEO

TITLE: _____

DATE: 11-19-09

DATE: _____

EXHIBIT A

TEAM EMPLOYEE ASSISTANCE PROGRAM

The TEAM Employee Assistance Program components:

1. **Consultation Prior to TEAM Implementation:** To insure compatibility with Company culture and other cost-containment, risk reduction and health promotion strategies, TEAM provides initial and annual consultation with key company officials.
2. **Supervisor EAP Orientation:** TEAM will provide orientation for supervisors, managers and key employees, either in person or via CD Rom. While this is essential at the initiation of a new program, it may be replicated periodically to accommodate new managers. Supervisor EAP orientation includes:
 - Introduction to the TEAM Employee Assistance Program.
 - Recognition of employee personal performance problems.
 - Clarification of the supervisor's role with troubled employees and TEAM
 - Effective management and documentation of employee work performance problems.
 - EAP referral types & related processes.
 - Privacy, confidentiality issues and formal employee referral services available to supervisors.
3. **Employee Orientation:** TEAM will provide EAP employee orientation either via CD Rom or in person to groups of employees to familiarize them with the TEAM Employee Assistance Program and how it works.
4. **Counseling Services:** TEAM will provide professional, advance degreed and state licensed/certified counselors to assist employees and dependents experiencing a variety of personal problems.

TEAM will respond to all calls or requests for assistance. This may involve telephone consultation or arrangements to meet at one of the counseling offices.

TEAM will assess the employee's/dependent's concern, the type of assistance necessary, the nature and scope of the problem, and the prudent course of action. A counselor will help the employee/dependent define the problem and develop a course of action toward resolution.

TEAM will provide counseling in cases where an employee's/dependent's problem(s) can be resolved within a short-term counseling model.

TEAM will refer an employee/dependent, when necessary, to longer-term counseling services, facilities or to a community resource for the treatment of the employee's/dependent's problem. TEAM is not responsible for providing EAP clients with insurance verification nor is TEAM responsible for any treatment costs or any costs whatsoever covered or not covered by insurance. It is the EAP client's responsibility to verify their insurance eligibility, coverage, and to pay any and all deductibles, co-insurance and/or costs associated with counseling/treatment rendered by, or through, treatment providers.

TEAM will provide follow-up to EAP clients for continuing support and furnish additional counseling services, as necessary.

TEAM will provide a 24-hour telephone "Crisis Line" which will be listed on promotional material distributed to employees and/or displayed at the workplace.

TEAM will promote the general health of the employees/dependents by recommending and providing information about community resources.

TEAM will provide individual client case management for chemical abuse/dependency and mental health problems.

TEAM does not provide psychiatric service, psychological testing, detoxification, long-term psychotherapy, specialized mental health treatment for autism, dyslexia or mental retardation, child psychiatric services/testing, or inpatient, day treatment, residential or halfway house services for chemical dependency or mental health problems.

Counseling will be available by appointment. Times will be scheduled to accommodate the needs of the employees/dependents in a timely manner, except on the following holidays: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Thanksgiving Friday. Crisis management services will be available at all times.

5. Management Services: TEAM will provide a variety of Management Services including:

- **Management Consultations-** Your company will receive unlimited consultations and interventions for managers/supervisors/key personnel confronted with employees' policy violations or work performance problem. These confidential consultations can help managers deal with troubled employees and difficult situations in the most effective manner.

EAP "coaching" is provided to management and key personnel who may be experiencing confusion, frustration, or personal distress as a result of an employee's personal performance problem and/or situation.

TEAM provides consultation for managers/supervisors/key personnel with employees who are under "Last Chance" or "Return-To-Work" guidelines for policy violations and other work performance problems, to determine if a work performance referral is appropriate.

- **Work Performance Referrals-** The formal referral process allows management or human resources to refer an employee who is at risk of termination due to personal work performance problems or company policy violations. This provides management with direct feedback regarding an employee's motivation toward resolving his/her work performance problem, and provides the employee with an opportunity to help him/herself. Formal referrals provide management and, if appropriate, union leadership, with a clear method of helping employees get back on track.

- **Critical Incident Stress Debriefings-** In the event that your company experiences a critical incident (CISD) at the worksite (e.g., workplace violence, suicide, natural disaster, fatality), TEAM can provide on-site response. This service will help to reduce the possibility of post-traumatic stress, normalize reactions to the incident, provide continued support/counseling to those affected, and provide management/union consultation to prevent recurrence and reduce overall long-term effects.
6. **Utilization Report:** A TEAM Utilization Report will be provided to management. Only demographic information will be submitted. To insure confidentiality this information is limited to:
 - Number of employees using the TEAM EAP.
 - Number of client contacts.
 - Demographics and types of problems identified.
 - Number and types of referrals made.
 7. **Printed Material:** TEAM provides the format and information for notices to employees/dependents. However, it is the Company's responsibility to print or to pay for the printing of, and to distribute, notices about the program to eligible employees/dependents. Said notices shall include, but not be limited to, posters, brochures or notices.
 8. **Travel Expenses:** It is the Company's responsibility to pay for all travel expenses incurred by TEAM associated with supervisor orientations, employee orientations, EAP implementation meetings, critical/stress debriefings and on-site consultations at locations outside of areas served directly by local or regional offices.
 9. **Involvement in Legal Issues:** TEAM cannot be involved in any capacity with legal problems – i.e., appearing in court for divorce/custody cases; writing reports for the courts for any legal purposes; providing documentation to assist in the application process for FMLA or disability claims; or with issues concerning the employer, employee or any bargaining agency or union issues.
 10. **Fee Schedule:** The fee schedule is based on a capitation rate of \$ 2.98 per employee per month. The quarterly EAP fee will be based on employee headcounts provided by your organization prior to that quarter. Headcounts will include all current Company employees, and former Company employees who are eligible for EAP coverage through COBRA-elected benefits. There is no fee for employees' dependent coverage. The Company will pay Total Employee Assistance & Management, Inc. on a quarterly basis, the first payment due at the time of the start of the program and the following payments due upon the receipt of a TEAM invoice. The EAP capitated fee may be reviewed and adjusted annually in January by TEAM.

At TEAM's sole discretion, a late fee of 5% per month may be assessed on outstanding balances in excess of 30 days.

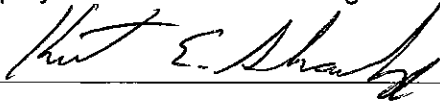
In the event TEAM must use legal means to pursue collection due to failure to pay timely for contracted services rendered, Company shall pay all reasonable attorney fees and court costs. At TEAM's sole discretion, legal action may be taken on accounts with overdue balances in excess of 120 days.

Conclusion of Exhibit A, Agreement for TEAM Employee Assistance Services.

Total Employee Assistance & Management, Inc.

Jackson County

BY: _____



BY: _____

PRINTED NAME: Kent E. Sharkey

PRINTED NAME: _____

TITLE: President & CEO

TITLE: _____

DATE: 11-19-09

DATE: _____

EAP1

**COUNTY OF JACKSON
APPROPRIATION-BUDGET ADJUSTMENT
EXPENSE
2010**

LINE ITEM					CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION				
								-
								-
101	998	969	000	APPROPRIATION-CONSERVATION DISTRICT	-	10,000		10,000
101	998	969	050	APPROPRIATION-RSVP	-	7,500		7,500
101	998	969	200	APPROPRIATION-FOOD SYSTEM ECONOMIC	-	7,500		7,500
101	890	989	000	CONTINGENCY	50,000		25,000	25,000
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
					50,000	25,000	25,000	50,000

REASONING:	
Reinstatement of 1/2 2009 appropriation for RSVP, SOIL CONSERVATION DISTRICT, and FOOD SYSTEM ECONOMIC as a result of increased property tax revenue and State Revenue Sharing revenue	

DEPT HEAD _____	DATE _____	COMMITTEE _____
BUDGET DIR _____	DATE _____	ADMIN _____
		BOARD OF COMM _____
		DATE _____

COUNTY OF JACKSON
2009-CHILD CARE FUND BUDGET ADJUSTMENT
EXPENSE
2009

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
292	292664	704	000	Wages-Full Time	492,813	35,081		527,894
292	292664	704	040	Wages-Longevity Incentive	3,496	729		4,225
292	292664	706	000	Wages-Overtime	115,000	692		115,692
292	292664	715	000	FICA	65,340	3,542		68,882
292	292664	716	000	Health Insurance	149,160	9,318		158,478
292	292664	717	000	Life Insurance	2,795	191		2,986
292	292664	718	000	Retirement	70,552	3,666		74,218
292	292664	719	000	Worker's Compensation	4,271	221		4,492
292	292664	729	000	Postage	800	208		1,008
292	292664	730	000	Office Supplies	3,492	100		3,592
292	292664	760	000	Medical Services	3,270	113		3,383
292	292664	816	000	Service Contracts	-	448		448
292	292664	850	000	Telephone Usage	2,398	845		3,243
292	292664	861	000	Milage	2,000	378		2,378
292	292664	861	100	Professional Development	2,588	160		2,748
292	292664	864	000	Gasoline Usage	2,700	1,099		3,799
292	292664	957	000	Employee Training	4,150	195		4,345
292	292664	960	000	Youth Activity Program	3,000	1,085		4,085
								-
								-
					927,825	58,073	-	985,898

REASONING:

These budget adjustments are being requested to capture the remaining line item balances left in the Juvenile Community Corrections budget as of Sept. 30, 2009. The JCCP program is fully ending at the end of this calendar year, Dec. 31, 2009. Since the Child Care Fund budget year is the same as the states fiscal year (Oct. 1 thru Sept. 30) these costs are not currently included in the 2010 Child Care Fund budget. In order to capture the 50% reimbursement from the state, we are requesting that they be transferred into the regular Youth Center Budget so they can be computed into their costs for reimbursement. These budget requests do involve 3 F.T.E.s. They are being absorbed into the Youth Center. Since the J.C.C.P. program is formally ending Dec. 31, 2009, it is resulting in the bumping process with the end result of layoffs. This is part of the F.T.E. reduction plan.

DEPT HEAD

Charles M. Adams

DATE

11/20/09

COMMITTEE

DATE

BUDGET DIR

DATE

ADMIN

DATE

BOARD OF COMM

DATE

COUNTY OF JACKSON
2009-JCCP CHILD CARE FUND BUDGET ADJUSTMENT
EXPENSE
2009

LINE ITEM					CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION				
292	292682	704	000	Wages-Full Time	130,208		35,081	95,127
292	292682	704	040	Wages-Longevity Incentive	2,120		729	1,391
292	292682	706	000	Wages-Overtime	2,500		692	1,808
292	292682	715	000	FICA	10,881		3,542	7,339
292	292682	716	000	Health Insurance	37,290		9,318	27,972
292	292682	717	000	Life Insurance	645		191	454
292	292682	718	000	Retirement	12,712		3,666	9,046
292	292682	719	000	Worker's Compensation	711		221	490
292	292682	729	000	Postage	250		208	42
292	292682	730	000	Office Supplies	125		99	26
292	292682	760	000	Medical Services	2,000		113	1,887
292	292682	816	000	Service Contracts	1,900		448	1,452
292	292682	850	000	Telephone Usage	1,750		845	905
292	292682	861	000	Milage	500		377	123
292	292682	861	100	Professional Development	1,335		159	1,176
292	292682	864	000	Gasoline Usage	1,700		1,099	601
292	292682	957	000	Employee Training	375		195	180
292	292682	960	000	Youth Activity Program	2,000		1,085	915
								-
								-
					209,002	-	58,071	150,931

REASONING:

These budget adjustments are being requested to capture the remaining line item balances left in the Juvenile Community Corrections budget as of Sept. 30, 2009. The JCCP program is fully ending at the end of this calendar year, Dec. 31, 2009. Since the Child Care Fund budget year is the same as the states fiscal year (Oct. 1 thru Sept. 30) these costs are not currently included in the 2010 Child Care Fund budget. In order to capture the 50% reimbursement from the state, we are requesting that they be transferred into the regular Youth Center Budget so they can be computed into their costs for reimbursement. These budget requests do involve 3 F.T.E.s. They are being absorbed into the Youth Center. Since the J.C.C.P. program is formally ending Dec. 31, 2009, it is resulting in the bumping process with the end result of layoffs. This is part of the F.T.E. reduction plan.

DEPT HEAD

Paul M. Adams

DATE

11/20/09

COMMITTEE

DATE

BUDGET DIR

DATE

ADMIN

DATE

BOARD OF COMM

DATE

**COUNTY OF JACKSON
GENERAL FUND WAGE FLOAT-BUDGET ADJUSTMENT
EXPENSE
2010**

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
101	131	704	000	WAGES	930,969		23,274	907,695
101	131	715	000	FICA	105,908		2,648	103,260
101	131	718	000	RETIREMENT	101,529		2,538	98,991
101	136	704	000	WAGES	1,781,790		44,545	1,737,245
101	136	715	000	FICA	158,333		3,958	154,375
101	136	718	000	RETIREMENT	213,937		5,348	208,589
101	229	704	000	WAGES	1,083,032		27,076	1,055,956
101	229	715	000	FICA	94,892		2,372	92,520
101	229	718	000	RETIREMENT	119,052		2,976	116,076
101	301	704	000	WAGES	2,361,479		59,037	2,302,442
101	302	715	000	FICA	204,959		5,124	199,835
101	303	718	000	RETIREMENT	278,088		6,952	271,136
101	345	704	000	WAGES	741,145		18,529	722,616
101	346	715	000	FICA	61,964		1,549	60,415
101	347	718	000	RETIREMENT	84,079		2,102	81,977
101	351	704	000	WAGES	2,797,533		69,938	2,727,595
101	352	715	000	FICA	229,235		5,731	223,504
101	353	718	000	RETIREMENT	324,545		8,114	316,431
101	890	989	697	FLOAT ADJUSTMENT	0	291,811		291,811
						291,811	291,811	

REASONING:
To record 2.5% wage & benefit float adjustment for General Fund

DEPT HEAD _____	DATE _____	COMMITTEE _____	DATE _____
BUDGET DIR _____	DATE _____	ADMIN _____	DATE _____
		BOARD OF COMM _____	DATE _____

Commissioner Board Appointments – December 2009

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Airport</u>				
1) One Public Member	12/2011	Tom Davis	Tom Davis Robert Sutherby	Tom Davis
<u>Department on Aging Advisory Council</u>				
1) One Public Member	12/2011	Joe Evans	Joe Evans	Joe Evans
2) One Public Member	12/2011	Diana Liechty	Diana Liechty	Diana Liechty
3) One Public Member	12/2011	Troy Ganton	Troy Ganton	Troy Ganton
4) One Public Member	12/2011	Gerald Robinson		
5) One Public Member	12/2011	Robert Tavalsky	Robert Tavalsky	Robert Tavalsky
6) One Public Member	12/2011	Peggy Younglove	Peggy Younglove	Peggy Younglove
7) One Public Member	12/2011	Hugh Keyes		
<u>District Library</u>				
1) One Public Member	12/2013	Theodore Kolman	Theodore Kolman Kyle Jansen	Theodore Kolman
1) Alternating City/County Member	12/2013	Darrell Durham	Darrell Durham Robert Sutherby	Darrell Durham
<u>Hospital Finance Authority</u>				
1) One Public Member	12/2010	Karen Coffman	Karen Coffman	Karen Coffman
1) One Public Member	12/2010	Tony Samon		
1) One Public Member	12/2010	Terry Langston		
1) One Public Member	12/2010	Randy Treacher	Randy Treacher	Randy Treacher
<u>Mid South Substance Abuse Comm.</u>				
1) One Commissioner Member	12/2011	Cliff Herl	Cliff Herl	Cliff Herl

Commissioner Board Appointments – December 2009

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Parks</u>				
1) One Public Member	12/2012	Victor Cuiss	Darrell Durham	Roger Gaede
1) One Public Member	12/2012	Roger Gaede	Roger Gaede	Kyle Jansen
			Richard Sigers	
			Kyle Jansen	
			William Blakemore	
			Robert Sutherby	
<u>Region 2 Planning Commission</u>				
1) One Public Member	12/2012	Katherine Martin	Kyle Jansen	Kyle Jansen
1) One Public Member	12/2012	Vacant		
1) One Public Member	12/2012	Kelly Sheppard		
<u>Road Commission</u>				
1) One Public Member	12/2015	John Hurd	John Hurd	John Hurd
<u>Traffic Safety</u>				
1) One Public Member	12/2011	Paul Garcia	Paul Garcia	Paul Garcia

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 fax (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

NAME: Sutherby Robert J
Last First Middle Initial

HOME ADDRESS: 807 E Washington JACKSON 49203
Street City Zip Code

TELEPHONE: 269 209 5959 Robert.Sutherby@hotmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Airport Board 2. District Library 3. Parks

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment:

<u>SELF</u>	<u>Real Estate Broker</u>	<u>Real estate 1986 -</u>
Current Employer:	Position:	Dates of Employment:

Education:

A.A. JACKSON Community College B.A. Spring Arbor College

Please indicate why you are requesting appointment to this Board(s)/Commission(s):

TO Give Back To The Community
TO Be PART OF A TEAM with larger Goals

Additional Information you feel may be helpful in considering your request for Appointment:

Eagle Scout, Volunteer Clarifile lessons, Football Regular To HAN.tat For Humanity

Robert Sutherby
Signature

Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Davis Thomas
Last First, Middle Initial
HOME ADDRESS: 251 E. Fitchburg Rd. Leslie 49251
Street City Zip Code
TELEPHONE: 517-782-7163 davist@hughes.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Airport Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Airport Board</u>	<u>5 years</u>	<u>Member at Large</u>
_____	_____	_____
_____	_____	_____

Employment:

<u>Davis Insurance Agency</u>	<u>Owner</u>	<u>06-93 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Parkside HS. Associates Degree Jackson Community College, Bachelor of Science, Central Michigan University

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

To continue the great work and success that the Jackson County Airport has enjoyed over the last several years.

Additional Information you feel may be helpful in considering your request for appointment:

Thank you for considering me for this position. I am looking forward to speaking with all of the commissioners soon.

Thomas W. Davis 9/10/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 fax (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

NAME: TAVALSKY, ROBERT F.
Last First Middle Initial
HOME ADDRESS: 3139 CATALPA 49203
Street City Zip Code
TELEPHONE: 764-4214 - HOME BOBTSQ@AOL.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. DEPT. on AGING ADVISORY BOARD 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
CURRENTLY ON THIS BOARD		
LEONI TOWNSHIP ASSESSMENT BOARD	2 YRS	CHAIRMAN
CARE HOME VOLUNTEER	10 YRS	
RETIREE		
Current Employer:	Position:	Dates of Employment:

Education: SEE ABOVE

BS IN DATA PROCESSING

Please indicate why you are requesting appointment to this Board(s)/Commission(s):

~~SEE~~ CURRENTLY ON THE DEPT. on AGING ADVISORY BOARD

Additional Information you feel may be helpful in considering your request for Appointment:

Robert F. Tavalsky
Signature

11/24/09
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 fax (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

NAME: WANTAN Tracy L
Last First Middle Initial

HOME ADDRESS: 737A CATER Spring Arbor 49283
Street City Zip Code

TELEPHONE: 787-4400
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. DEPT OF AGING 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment:

WANTAN Controller 30 yrs
Current Employer: Position: Dates of Employment:

Education:

BA Spring Arbor U.

Please indicate why you are requesting appointment to this Board(s)/Commission(s):
GIVE ANY INSIGHTS Needed

Additional Information you feel may be helpful in considering your request for Appointment:

[Signature] 11/24/09
Signature Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson Administrator/Controller's Office*
120 West Michigan Avenue, Jackson, MI 49201

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

NAME: YOUNGLOVE PEGGY C
Last First Middle Initial

ADDRESS: 920 SUNBURST RD JACKSON MI 49203
Street City Zip Code

TELEPHONE: 517-783-1309 NK
Home (Include Area Code) Work or Business (Include Area Code)

Name of Board(s) or Commission(s) to which Appointment is Requested:

1. JACKSON County ADVISORY Council on 2. AGING 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Member	Position(s) Held:
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Employment:

RETIRED
Current Employer: Position: Dates of Employment:

Education:

MSU - Master of Labor & Industrial Relations

Please indicate why you are requesting appointment to this Board/Commission:

Ongoing interest in serving Aging in Jackson County and Tri-County area.

Additional Information you feel may be helpful in considering your request for Appointment:

Former employee of Department on Aging - many years ago!

Peggy C Younglove 11/25/09
Signature: Date:

COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT



Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 fax (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

NAME: EVANS JOSEPH A.
Last First Middle Initial
HOME ADDRESS: 921 OAK GROVE RD JACKSON 49203
Street City Zip Code
TELEPHONE: 517 782 7779 EVANS624@COMCAST.NET
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. D.O.A. ADVISORY COUNCIL 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>JACKSON CO. TRIAD</u>	<u>APPROX 8 YEARS</u>	<u>CHAIR, CO-CHAIR</u>
<u>JACKSON TRAFFIC SAFETY COMMISSION</u>	<u>1 YEAR</u>	<u>MEMBER</u>
_____	_____	_____

Employment:

Current Employer:	Position:	Dates of Employment:
<u>RETIRED</u>	_____	_____

Education:

COLLEGE GRAD.

Please indicate why you are requesting appointment to this Board(s)/Commission(s):
BEING RETIRED, TIME IS NO PROBLEM. I WANT TO HELP THE DEPARTMENT ANYWAY I CAN.

Additional Information you feel may be helpful in considering your request for Appointment:

I HAVE VOLUNTEERED AT THE DEPARTMENT FOR OVER 9 YEARS.

Joe Evans
Signature

NOV 20, 2009
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT



Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 fax (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

NAME: Liechty, Diana R.
Last First Middle Initial
HOME ADDRESS: 532 Skyline Dr. Horton, MI 49246
Street City Zip Code
TELEPHONE: 517 688-9233 dianarwl@aol.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Dept. on Aging Advisory Council 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>Dept. on Aging</u>	<u>2 terms</u>	<u>advisory council member</u>
<u>Foster Care Review Board</u>	<u>1 1/2 years</u>	<u>board member (Jackson Hillsdale-Lansing)</u>
<u>International Student Exchange</u>	<u>5 years</u>	<u>community rep.</u>
<u>Employment:</u> <u>retired school counselor</u>		

Current Employer: _____

Position: _____

Dates of Employment: _____

Education:

B.A.-MSU M.A.-WMU

Please indicate why you are requesting appointment to this Board(s)/Commission(s):

It is a way to serve the community. I am very impressed with the Services Dept. on Aging, offers and the people who work there.

Additional Information you feel may be helpful in considering your request for Appointment:

Diana Liechty
Signature

Nov. 20, 2009
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Jansen Kyle
Last First Middle Initial
HOME ADDRESS: 734 Bloomfield Blvd Jackson 49203
Street City Zip Code
TELEPHONE: h-517.788.8899, c-517.474.8899 kyle.jansen@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Parks 2. District Library 3. Region 2 Planning Commission

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>County Econ. Dev. Strategic Planning</u>	<u>2 years</u>	<u>member</u>
<u>Jackson Citizens for Economic Growth</u>	<u>2 years</u>	<u>member</u>
<u>Mentoring Collaborative of Jackson</u>	<u>6 years</u>	<u>member</u>

Employment:

<u>Michigan Shakespeare Festival</u>	<u>Consultant</u>	<u>2009</u>
Current Employer:	Position:	Dates of Employment:

Education:

BA Marketing, Michigan State University, graduated with honors

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I would like to be engaged with the organizations that make Jackson, home to my family and business, a wonderful place to live. I hope to make a practical contribution to their continued success through service at this level.

Additional Information you feel may be helpful in considering your request for appointment:

I have broad experience working with community organizations in Jackson and can use skills learned in strategic planning, board development, financial management, and community service to assist county boards.

Kyle Anne Jansen

Signature:

11/18/2009

Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Durham Darrell
Last First, Middle Initial

HOME ADDRESS: 206 S. Wisner St. Jackson 49203
Street City Zip Code

TELEPHONE: 517-937-7882 D52Bull@Gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Jackson District Library 2. Parks & Recreation 3. ~~Human Services~~

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Board Member Jackson District Libraray</u>	<u>7 years</u>	<u>Vice President (Current)</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Employment:

<u>Stafford-Smith, Inc.</u>	<u>Account Executive</u>	<u>7/99 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Bachelors - English

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

My current term expires at the end of this year

Additional Information you feel may be helpful in considering your request for appointment:

Several years of experience.

Darrell J. Durham 11/15/2009
Signature: Date:

Please Type or Print
With Black Ballpoint

Please Type or Print
with Black Ballpoint



COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office, 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Kolman Theodore
Last First, Middle Initial

HOME ADDRESS: 5825 Kibby Rd Jackson 49201
Street City Zip Code

TELEPHONE: 517-750-9349 tedk_jk@hotmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Jackson District Library 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson District Library</u>	<u>2 years</u>	<u>Board Member</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Employment:

<u>Retirement Planning Specialists, LLC</u>	<u>President</u>	<u>From 4/1/2006</u>
Current Employer:	Position:	Dates of Employment:

Education:

Amherst College, BA; Wharton Business School, Univ. of Pennsylvania, MBA

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Re-appointment, term expires 12/31/2009

Additional Information you feel may be helpful in considering your request for appointment:

Theodore R Kolman 10/8/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: COFFMAN KAREN A
Last First Middle Initial

HOME ADDRESS: 2157 GANTON DRIVE JACKSON 49203
Street City Zip Code

TELEPHONE: 517-768-6728; 517-812-4697; 517-787-0842 kcoffman@co.jackson.mi.us
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Hospital Finance Authority Board 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson County Building Authority</u>	<u>4 years</u>	<u>Acting Secretary</u>
<u>Catholic Charities of Jackson</u>	<u>4 years</u>	<u>Board member</u>
<u>Jackson County Land Bank Authority</u>	<u>1 year</u>	<u>Chair</u>

Employment:

<u>Jackson County Treasurers office</u>	<u>Treasurer</u>	<u>01-01-2009</u>
<small>Current Employer:</small>	<small>Position:</small>	<small>Dates of Employment:</small>

Education:

Masters of Public Administration, Western Michigan University

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Through the County Treasurers office, I have become knowledgeable about investments and bonding.

Additional Information you feel may be helpful in considering your request for appointment:

Karen Coffman

Signature:

November 16, 2009

Date:

Submit

Reset

Please Type or Print
With Black Ballpoint

Please Type or Print
with Black Ballpoint

COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson -- Administrator/Controller's Office -- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Henl Clifford E.
Last First Middle Initial

ADDRESS: 1913 Perrine River Jet. 49277
Street City Zip Code

TELEPHONE: 517-569-3202 chenl@co.jackson.mi.us
(Home (Include Area Code), Work, Cell or Business) (E-MAIL ADDRESS)

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Mid South Suburban House 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Fair Board</u>	<u>10 yrs</u>	<u>Chairman</u>
<u>CHP</u>	<u>4 yrs</u>	<u>Board Member</u>

Employment:

Retired

Education:

High School, Tech School, some College

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

To continue with this organization

Additional Information you feel may be helpful in considering your request for appointment:

Clifford Henl
Signature

11/18/2009
March 17, 2008
Date

WJCOMMAPPFORM 121106

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Blakemore William
Last First, Middle Initial

HOME ADDRESS: 6110 Browns Lake Road Jackson 49203
Street City Zip Code

TELEPHONE: 517-841-5828 (wk), 517-788-2871 (hm) SBlakemore@GuideStreamFinancial.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. County Parks 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson Free Methodist Church</u>	<u>June 2004- June 2007</u>	<u>Cabinet/Leadership Member</u>
<u>Jackson Free Methodist Church</u>	<u>January 2008 - Present</u>	<u>Leadership Training Creative Team Member</u>
<u></u>	<u></u>	<u></u>

Employment:

<u>Free Methodist Foundation / GuideStream Financial</u>	<u>Financial Planning Advisor</u>	<u>Jan. 2009 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Purdue University - 1991-1995 Bachelors of Science - Business Management and Minor in Finance

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I would like to be part of a team contributing creative and strategic ideas to develop and promote our communities resources. In addition, it would help me become acquainted with local politics.

Additional Information you feel may be helpful in considering your request for appointment:

Wm. Scott Blakemore 11/25/2009
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Sigers Richard (RICK)
Last First, Middle Initial
HOME ADDRESS: 741 W. Franklin St. Jackson 49201
Street City Zip Code
TELEPHONE: H-784-1060, Cell# 937-3762 rsigers@sbcglobal.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. PARKS & REC. 2. FAIR BOARD 3. COUNTIES CHOICE

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson County Parks Association</u>	<u>Charter Member 1995</u>	<u>Board of Directors 6 years</u>
<u>Jaxon Kennel Club</u>	<u>Since 1981</u>	<u>Board of Directors 22 years</u>
<u>Golf Course Superintendents Assoc. of America</u>	<u>Since 1975</u>	<u>Class "A" Superintendent</u>

Employment:

<u>Retired: Jackson County Parks Dept.</u>	<u>Golf Course Superintendent</u>	<u>May 16, 1974---Sept. 30, 2009</u>
Current Employer:	Position:	Dates of Employment:

Education:

Parkside High 1969, JCC Associates of Science 1973, Eastern Mich. University 106 Credit Hours,

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I have much knowledge about the Parks and the problems that face them yet. 2009 was year in transition for the Parks and the best is yet to come. The right people are in

Additional Information you feel may be helpful in considering your request for appointment:

place for the future. I would be an asset to this continued improvement. I volunteer 15 or more hours every week to the Parks. I also love the Cascades Golf Course dearly and have many excellent ideas.

Rick Sigers
Signature:

11/19/2009
Date:

After 35 years of employment, I recently retired from Jackson County in 2009. I had no complaints at all. Jackson County treated me very good over the years. I have been a volunteer with many groups and associations for dozens of years. I feel it is important to give back to the community and the employer.

Jackson County Parks has gone through a very remarkable transition this year, with the retirement of 3 long term supervisors. The replacements and re-organization of the Parks is very positive. The right people are in place for the department to grow and flourish. I hope to be a bigger part of this success than just a volunteer for the Cascades Golf Course & and the Parks Association.

With my knowledge of the future plans for the parks I am requesting that I be appointed to the Parks Commission Board.

Respectfully submitted,
Rick Sigers

2009 Volunteer Work for Jackson County Parks

Feb. 11th—Ice storm. Cleared drains on Cascades Golf Course. Checked Irrigation controllers.

Sat. April 4th—Clean up of Falling Waters Trail. (Moscow Rd. to Teft)

Sunday April 19th—Earth Day Celebration. Helped with booth, set up and children activities, clean up when complete.

Sat. May 2—Transplanted Trilliums to Falling Waters Trail. (8am to 4pm)

Thur. May 14—Set up booth for Senior Festival at Jackson Crossing.

Sat. May 16—Clean up of Sparks Park & lagoons.

Sat. May 23—Cascades Fireworks Show—Worked concession stand cooking hotdogs. (5pm to 10pm)

Mon. May 25—Float worker for Spring Arbor Memorial Day Parade. (Parks Association team took 1st Place)

Sun. June 7—Rose Parade. Float committee member. Took photo's of parade.

Wed. June 10th—Family night at Cascades Falls. Worked concession stand cooking hotdogs.

Sat. June 13—Picnic & work bee Horton Mill Pond County Park. Cleaned up limbs at park. Painted graffiti at pavilion. Cooked dogs & burgers.

Wed. June 17—Family night at Cascades Falls. Worked the concession stand.

Wed. June 24—Family night at Falls. Worked the concession stand and cleaned seats.

Friday July 3—Cascades Fireworks show. Volunteered to work concession stand.

Sat. July 4th—8am Fireworks & Grounds clean up.

Sun. July 5—Bandshell Concert—Helped sell water & candy.

July 14th—Family night at Cascades Falls. Worked the concession stand.

Sat. July 18th—Picnic & work bee at Wolf Lake County Park. Cleaned grounds and painted the pavilion. Cooked dogs & burgers.

Wed. July 22—Family night at Cascades Falls. Volunteer to cook dogs in concession stand.

Sun. July 26—Bandshell Concert. Assist Park Association with tent & tables.

Wed. July 29—Family night at Falls. Preparation for concession sales but rained out.

Wed. August 5th—Family Night at Falls. Worked concession stand.

Sun. August. 9th—Bandshell Concert. Assist Parks Association with tent, and tables.

Wed. August 12th—Family night at Cascades Falls. Cooked dogs at concession stand.

Sat. August 15th—Workbee & Picnic at Vandercook Lake County Park. Grounds clean up and painted over graffiti. Cooked dogs & burgers. Trash run of cans, bagged & took back to dumpster at Parks shop.

Sun. August 16th—Bandshell Concert. Assist with set up & clean up.

Friday August 28th—Worked 4pm to 8pm at Civil War Muster.

Sat. August 29th—Worked 10am to 7pm at Civil War Muster selling water and snacks.

Sunday August 30th—Worked 10am to 5pm at Civil War Muster.

Sat. Sept. 5th—Cascades Firework show. Worked concession stand & grounds.

Sat. Sept. 19—Picnic & Workbee at Grass Lake County Park. Grounds pick up. Pruned limbs and suckers from trees in park.

Sat. Sept. 19th—Closing night for Cascades Falls. Cooked dogs, then cleaned concession stand. Took home my 18 quart electric roaster.

Sat. Oct. 3rd—Picnic at Cascades Golf Course. Took Park Association members on a tour of the "17th" County Park.

Sat. Oct. 10 —Hand dug 42 trees at Minard Mill Park then planted trees at 4 different Parks.

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson -- Administrator/Controller's Office -- 6th Floor
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Gaede Roger A.
Last First Middle Initial
HOME ADDRESS: Vineyard Brooklyn 49230
2682 Lane
Street City Zip Code
TELEPHONE: (517) 592-2249 or (517) 592-3242
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Parks & Recreation 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions: (refer to attached page)

Activity / Organization:	Length of Service	Position (s) Held:
<u>Region 2 Plan. Com.</u>	<u>9 yrs.</u>	<u>Treasurer, Executive</u>
<u>Agriculture</u>	<u>1 yr.</u>	<u>Com., M.A.R. Rep.</u>
<u>Land Preservation</u>		<u>Member</u>
<u>Columbia Twp.</u>	<u>12 yrs.</u>	<u>Chairman</u>
<u>Planning Commission</u>		
<u>Employment:</u>		
<u>Retired from</u>	<u>Manager /</u>	<u>July</u> <u>October</u>
<u>General Motors Corp.</u>	<u>Engineer</u>	<u>1964 - 1999</u>
<small>Current Employer:</small>	<small>Position:</small>	<small>Dates of Employment:</small>

Education: Bachelor of Mechanical Engineering, SMI
Master of Science of Management, Rensselaer Polytechnic Inst.
Please indicate why you are requesting appointment to this Board (s)/Commission (s): I greatly appreciate your
consideration in my request for reappointment to the Parks
& Recreation Commission. Thereby, I will seek to participate
in continuous improvement in that county's
organization

Additional Information you feel may be helpful in considering your request for appointment: I am looking forward
to further developing Jackson County's parks into more
valuable and useful assets.

Roger A. Gaede
Signature:

November 24, 2009
Date:

Attachment to Request for Parks & Recreation Commission Appointment for Roger A. Gaede:

additional Community Activities, etc. :

- Advanced Master Gardener, 10 yrs.
- Junior Achievement Organization, 30 + yrs.
- Heart of Lakes Recreation Committee, 3 yrs.
- Jackson Co. Men's Garden Club, six months.
- Registered Michigan Professional Engineer, 30+ yrs.
- Citizen Planner, MSU program, 5 yrs.
- Ann Arbor Bonsai Society, 20 yrs.
- Volunteer lake water sampler, Vineyard Lake, Michigan Lakes & Streams, 15 yrs.
- Volunteer at Hidden Lake Gardens
- Parks & Recreation Comm. 6 yrs Secretary
Vice Chairman
Chairman
- Jackson Co. Parks Assoc. Member

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Durham Darrell _____
Last First, Middle Initial
HOME ADDRESS: 206 S. Wisner St. Jackson 49203
Street City Zip Code
TELEPHONE: 517-937-7882 D52Bull@Gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Jackson District Library 2. Parks & Recreation 3. Human Services

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Board Member Jackson District Library</u>	<u>7 years</u>	<u>Vice President (Current)</u>
_____	_____	_____
_____	_____	_____

Employment:

<u>Stafford-Smith, Inc.</u>	<u>Account Executive</u>	<u>7/99 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Bachelors - English

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

My current term expires at the end of this year

Additional Information you feel may be helpful in considering your request for appointment:

Several years of experience.

Darrell J. Durham

Signature:

11/15/2009

Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson Administrator/Controller's Office- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 fax (517) 780-4755

**The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.**

NAME: Hurd John D
Last First Middle Initial

HOME ADDRESS: 0927 Kennedy Rd Munith 49259
Street City Zip Code

TELEPHONE: (517) 596-2091 johurd@umich.edu
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Road Commission

2.

3.

Community Activities/Civic Organization/Boards/Commissions:

<u>Activity/Organization:</u>	<u>Length of Service</u>	<u>Position(s) Held:</u>
<u>Jackson County Road Commission</u>	<u>2 years</u>	<u>Chair, Vice Chair of the Commission</u>
<u>Jackson County Parks Commission</u>	<u>1 year</u>	<u>Board Member, representing Road Comm.</u>
<u>Henrietta Township Planning Commission</u>	<u>3 years</u>	<u>Commissioner</u>

Employment:

<u>Retired</u>		
<u>Current Employer:</u>	<u>Position:</u>	<u>Dates of Employment:</u>

Education:

B.B.A., M.B.A., University of Michigan

Please indicate why you are requesting appointment to this Board(s)/Commission(s):

Please see attached

Additional Information you feel may be helpful in considering your request for Appointment:

Signature:

Date:

ADDENDUM TO APPLICATION FOR REAPPOINTMENT TO ROAD COMMISSION

JOHN D. HURD

For the past two years I have been proud and honored to be a member (and for the past year, the Chair) of the reconstituted Jackson County Board of Road Commissioners. My term ends on December 31 of this year, and I am very interested in being reappointed to a full term, and continuing to serve in this challenging and rewarding role.

The new Board works very well together, and has accomplished a great deal. Under our leadership the Road Commission has undergone significant changes in organizational structure and management practices, resulting in a more effective and efficient agency. We have developed a comprehensive set of Board policies, and have undertaken a complete review and update of all other Road Commission policies. The Board and staff are now working on a strategic plan, which will be adopted by the end of the year. We have implemented major budget reductions without layoffs or significant service reductions, and have instituted budget reporting and control procedures to assure that our budget stays balanced. We are continuing to explore strategies to address the expected continuing decline in gas tax revenues.

In our roles as Commissioners we have acted with integrity, openness, honesty, responsiveness, and professionalism, which has had a positive effect on the attitude and performance of Road Commission staff, and a positive effect on our relationship with Jackson County residents, township officials, and County and State agencies.

While I have made a positive contribution to the Road Commission and provided effective leadership, the learning curve has been steep, and I now have the knowledge and experience to be an even more productive Road Commissioner if appointed to another term.

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th Floor*
120 West Michigan Avenue, Jackson, MI 49201
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.
Persons who wish to serve should complete the following information.

NAME: Garcia Paul
Last First Middle Initial
HOME ADDRESS: 6032 Carbury Drive Jackson 49201
Street City Zip Code
TELEPHONE: 517 745 5219 ptgarcia45@hotmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. Traffic Safety Commission 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
Traffic Safety Commission	Seven Years	Citizens Representative

Employment:

Jackson County Sheriff Office	Jail Deputy	July 2007
Current Employer:	Position:	Dates of Employment:

Education:

Junior College in California

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I would like to retain my commission to serve the citizens of this county and bring my experience along with new idea's to this board.

Additional Information you feel may be helpful in considering your request for appointment:

In my tenure of serving seven year's on this board, I have gained knowledge, experience and awareness that has been shared with on this commission, in trying to make a impact by promoting safety and awareness to the citizens of Jackson County

Paul Garcia 11/22/2009
Signature: Date:



J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

December 1, 2009

TO: Randall Treacher, Administrator/Controller

FROM: Kent Maurer, Airport Manager *K. Maurer*

RE: Property and Easement Acquisitions Runway 7-25 Safety Area Project

I am requesting placement on the agenda for the December Board of Commissioners meetings for Board action on two more purchases: an easement on parcel #107 at 1145 Maynard and fee acquisition of parcel #101 at 1177 Maynard. These purchases need to be expedited as much as possible because the State of Michigan, Bureau of Aeronautics must process the payment(s). In that light, I am requesting a direct submission to the Board of Commissioners.

I will be present to answer questions as will Mr. Tim Davis, Land Consultant from Commonwealth Associates.

Attachment

RESOLUTION # _____

**AUTHORIZING PURCHASE OF EASEMENTS AND PROPERTY FOR THE RUNWAY 7-25
SAFETY AREA PROJECT**

**For Easement Purchase on Parcel # 107 (James H. and Chlorita Y. Conner owners of 1145 Maynard
Avenue, Jackson, Michigan) and For Fee Acquisition of Parcel # 101 (Sean Keidel of 1177 Maynard
Avenue, Jackson, Michigan) as Further Described in Attachments
AT THE JACKSON COUNTY AIRPORT**

**WHEREAS, The FAA has indicated that Runway 6-24 at the Jackson County Airport does not have
the required "safety areas" and necessitating construction of a new runway, Runway 7-25; and**

**WHEREAS, continued progress in building this new runway with safety areas requires easement
acquisition of on parcel # 107; and,**

**WHEREAS, continued progress in building this new runway with safety areas requires the fee
acquisition of parcel # 101; and,**

**WHEREAS, grant funds in the amount of \$1,500,000 (Federal \$1,425,000; State \$37,500 and County
\$37,500) have been granted by the Michigan Aeronautics Commission to the Jackson County Airport
– Reynolds Field and are in the public interest and will fund these purchases; and,**

**WHEREAS, acquisition of these parcels and easements is required in order to construct new runway
7-25 as detailed on the Jackson County Airport – Reynolds Field Airport Layout Plan; and,**

**WHEREAS, the Jackson County Board of Commissioners, have previously decided that this overall
Runway Safety Area project will enhance the safety of the airport and is in the public interest; and,**

**WHEREAS, The Jackson County Board of Commissioners has legal authority to approve such
easement and property acquisitions; and**

**WHEREAS, James E. Shotwell, Jr. is the Chairman of the Jackson County Board of Commissioners
and has authority to sign legal documents on behalf of the Commission; and;**

**NOW, THEREFORE, BE IT RESOLVED THAT, the Jackson County Board of Commissioners
approves of the referenced acquisitions AND authorizes James E. Shotwell, Jr. to sign on behalf of
the Jackson County Board of Commissioners.**

RESOLUTION _____

**James E. Shotwell, Jr.
County Board Chairman**

STATE OF MICHIGAN)
) ss.
COUNTY OF JACKSON)

I, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on June 17, 2008 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

November 17, 2009

Mr. Chip Kraus, Project Analyst
MDOT, Bureau of Aeronautics
2700 E. Airport Service Drive
Lansing, MI 48906

**SUBJECT: Jackson County Airport – Reynolds Field
Runway 14-32 Safety Project
Parcel #101 & E-78 – 1177 Maynard Avenue, Jackson, Michigan 49202
Sean Keidel (Owner/Occupant)**

Dear Mr. Kraus:

Enclosed is the signed Good Faith Offer, Principal Residence Compensation Summary, title and W-9 for the Sean Keidel parcel.

Fair Market Value	\$135,000
Additional 25% of FMV	\$ 33,750
Property Tax Differential	<u>\$ 1,385</u>
Total	\$170,135

Please process payment and send to Kara Kellerman, First American Title Insurance Company,
280 W. Cortland, Jackson, Michigan 49201.

Sincerely,

Tim Davis, SR/WA
Land Services Project Manager

Authorization for Payment

James E. Shotwell, Jr.
County Board Chairman

Date

cc: Kent Maurer, Jackson County Airport
Kara Kellerman, First American Title Ins. Co.

November 24, 2009

Mr. Chip Kraus, Project Analyst
MDOT, Bureau of Aeronautics
2700 E. Airport Service Drive
Lansing, MI 48906

**SUBJECT: Jackson County Airport – Reynolds Field
Parcel #107 – 1145 Maynard Avenue, Jackson, Michigan 49202
James H. Conner and Chlorita Y. Conner (Owner)
REQUEST FOR ACQUISITION PAYMENT**

Dear Mr. Kraus:

Enclosed you will find support documentation for the acquisition of an aviation easement from the property owner as referenced above.

Acquisition Amount: \$19,900.00

Please process payment to James and Chlorita Conner in the amount of \$19,900.00. Please mail the check to Commonwealth Associates as we will deliver the check and obtain the signed easement.

If you have any questions, please contact me at (517) 768-7153.

Sincerely,



Tim Davis, SR/WA
Land Services Project Manager

Authorization for Payment

James E. Shotwell Jr.
County Board Chairman

Date

Enclosures:

Good Faith Offer
W-9 Form
Vendor/Payee Registration

cc: Kent Maurer, Jackson County Airport
CAL File

Connect With Confidence

JACKSON, MI ATLANTA, GA MOUNT VERNON, WA

RESOLUTION (12-09.27)
AUTHORIZING PURCHASE OF EASEMENTS AND PROPERTY FOR THE
RUNWAY 7-25 SAFETY AREA PROJECT

For Easement Purchase on Parcel # 107 (James H. and Chlorita Y. Conner owners of 1145 Maynard Avenue, Jackson, Michigan) and For Fee Acquisition of Parcel # 101 (Sean Keidel of 1177 Maynard Avenue, Jackson, Michigan) as Further Described in Attachments
AT THE JACKSON COUNTY AIRPORT

WHEREAS, The FAA has indicated that Runway 6-24 at the Jackson County Airport does not have the required "safety areas" and necessitating construction of a new runway, Runway 7-25; and

WHEREAS, continued progress in building this new runway with safety areas requires easement acquisition of on parcel # 107; and,

WHEREAS, continued progress in building this new runway with safety areas requires the fee acquisition of parcel # 101; and,

WHEREAS, grant funds in the amount of \$1,500,000 (Federal \$1,425,000; State \$37,500 and County \$37,500) have been granted by the Michigan Aeronautics Commission to the Jackson County Airport – Reynolds Field and are in the public interest and will fund these purchases; and,

WHEREAS, acquisition of these parcels and easements is required in order to construct new runway 7-25 as detailed on the Jackson County Airport – Reynolds Field Airport Layout Plan; and,

WHEREAS, the Jackson County Board of Commissioners, have previously decided that this overall Runway Safety Area project will enhance the safety of the airport and is in the public interest; and,

WHEREAS, The Jackson County Board of Commissioners has legal authority to approve such easement and property acquisitions; and

WHEREAS, James E. Shotwell, Jr. is the Chairman of the Jackson County Board of Commissioners and has authority to sign legal documents on behalf of the Commission.

NOW, THEREFORE, BE IT RESOLVED THAT, the Jackson County Board of Commissioners approves of the referenced acquisitions AND authorizes James E. Shotwell, Jr. to sign on behalf of the Jackson County Board of Commissioners.

James E. Shotwell, Jr.
County Board Chairman
December 15, 2009

STATE OF MICHIGAN)
) ss
COUNTY OF JACKSON)

I, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on December 15, 2009 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

SUMMARY OF ECONOMIC TENTATIVE AGREEMENT
Between
POLC AND JACKSON COUNTY

1. Wages: 0% for 2010 and 2011
2. DROP: Enrollees on or after 1/1/2010 minimum guarantee of 4.0% interest to a maximum equal to the actual annual rate of return on the pension system minus 1.0%.
3. Defined Contribution plan for all employees hired on or after 1/1/2010.

SUMMARY OF ECONOMIC TENTATIVE AGREEMENT
Between
COAM AND JACKSON COUNTY

1. Wages: 1.5% for 2008 and 2009
2. Fitness Incentive Testing Program: Will pay between \$200 to maximum of \$400.00 annually.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3220**

PERSONNEL

NEPOTISM

The County of Jackson permits the employment of qualified individuals who are related to current employees and elected officials as long as such employment does not create a ~~supervisory~~**superior**-subordinate relationship. For purposes of this policy “relative” is defined as a spouse, child, step-child, foster child, parent, step-parent, foster parent, brother, step-brother, sister, step-sister, grandparent, grandchild, parent-in-law, or any other individual that is a member of the employee’s household which the employee is financially responsible for. All applicants are considered on the basis of their qualifications and are not given preferential consideration based on their relationship to current employees.

Employees who marry while employed, shall be treated in accordance with these guidelines. If a ~~supervisory~~**superior**-subordinate relationship occurs as a result of the marriage, every effort will be made to transfer one of the employees at the earliest practicable time. If the married employees and the County are unable to reach a mutual agreement as to which employee should be transferred, the employee with the most recent date of hire shall be transferred if possible. In the event the transfer cannot be made within ninety (90) days, the employee with the least seniority shall be terminated.

This policy applies to all categories of employment including full- and part-time and temporary, casual or seasonal classification.

This policy shall apply to all County Departments with the exception of the Sheriff’s Department which is covered by the Sheriff’s anti-nepotism policy.

Revised: December 15, 2009

COUNTY OF JACKSON POLICY MANUAL

ADMINISTRATIVE

**Policy No.
5010**

LEGAL SERVICES

The County Administrator/Controller and/or the Human Resources Director shall report significant developments for all current or pending litigation to the full Board of Commissioners.

To obtain the services of legal counsel, an Elected Official or Department Head shall contact the Human Resources Director in all labor matters and the County Administrator/Controller in all remaining matters.

The Chairman and/or Vice-Chairman of the Board of Commissioners may also seek the services of legal counsel on County issues as they deem necessary. The Commissioners' Order of Succession Policy, Board Rule 4080, may apply here if the Chairperson or Vice Chairperson is unavailable.

Adopted 12/18/01
Revised 9/28/04
Reviewed 12/15/09

COUNTY OF JACKSON POLICY MANUAL

ADMINISTRATIVE

**Policy No.
5015**

LEGAL REVIEW

The Administrator/Controller shall be made aware of and shall have the opportunity to review, or request legal review, of any and all documents and proposed actions of boards or commissions which may legally or financially obligate the County of Jackson, before any such documents are executed or any such proposed action is taken, if the Administrator/Controller determines that such review is in the best interest of the County of Jackson.

Exceptions shall be made for renewals of existing contracts that do not change the obligation of Jackson County.

Adopted: 4/20/04
Reviewed: 12/15/09

COUNTY OF JACKSON POLICY MANUAL

ADMINISTRATIVE

**Policy No.
5020**

PERSONAL & NSF CHECKS

Employees' personal checks or Jackson County payroll checks are not to be cashed in any County offices other than for payment of services.

Two party checks are not acceptable.

Checks returned by the bank (i.e., NSF) are subject to a \$35.00 returned check charge. Persons or businesses with checks returned by the bank (i.e., NSF) forfeit the privilege of making future payments with checks. This will remain in effect for a period of two (2) years after the voluntary rectification of funds and penalties. If collection by court action is necessary or if there are any future returned checks after the two (2) year period, this will result in forfeiting the ability to pay by check for future transactions.

County departments are required to contact customers who have presented bad checks and collect from them. Checks unable to be collected by conventional means shall be turned over to the Prosecuting Attorney's Office for collection. (Procedures are available through the County Treasurer's Office.)

Adopted: 12/18/01
Revised: 3/16/04
Reviewed: 12/15/09

COUNTY OF JACKSON POLICY MANUAL

ADMINISTRATIVE

**Policy No.
5030**

DEPOSIT OF DEPARTMENTAL REVENUES

County departments are required to make weekly deposits into the Jackson County General Account no later than one business day following the end of the week or whenever they have received \$10,000 or more. Monies received through two business days prior to month end must be deposited in the Jackson County General Account by the last business day of that month.

Adopted: 12/18/01
Reviewed: 12/15/09

COUNTY OF JACKSON

POLICY MANUAL

Policy No.
5040

ADMINISTRATIVE

FREEDOM OF INFORMATION

FOIA Coordinator

The County Administrator/Controller shall be designated “**Freedom of Information Act** (FOIA) Coordinator.” The Administrator/ Controller shall be responsible for accepting and processing FOIA requests and for denying FOIA requests. Copies of all requests including responses shall be maintained on file for a one (1) year period. The FOIA Coordinator of the County may designate an FOIA Coordinator for individual departments.

FOIA Requests

Only requests ~~presented~~ **submitted** in writing, including ~~facsimile~~ **electronically, to the FOIA Coordinator** will be accepted. If the County is unable to respond to the FOIA request within five business days, the period may be extended an additional ten business days.

Costs for FOIA Requests

Actual costs for copying, postage and retrieval shall be charged for FOIA requests. Labor costs will be assessed based on the hourly wage of the lowest paid public employee capable of retrieving the information necessary to comply with the request. Costs shall be calculated on the Departmental Response Form by the Elected Official or Department Head responsible for retrieving the information. The decision to waive fees shall be determined by the FOIA Coordinator.

If it is estimated that costs will exceed fifty dollars (\$50), a good faith deposit of up to one-half of the total estimated cost may be requested prior to processing the request.

Appeals Process

In the event an FOIA request is denied, the Board of Commissioners shall serve as the governing body responsible for hearing the appeal. Appeals shall be submitted in writing **or electronically** and addressed to the Chair of the Board of Commissioners and a response issued within ten (10) **business** days of the first regularly scheduled meeting of the Board following submission of the appeal. If the Board of Commissioners denies the appeal in whole or in part, the party may still appeal to the Circuit Court.

Adopted: 12/18/01
Revised: 10/21/08, 12/15/09