

County of Jackson
120 W. Michigan Ave.
Jackson, MI 49201
(517) 788-4335



BOARD OF COMMISSIONERS

Clifford E. Herl, District 1
David F. Lutchka, District 2
Jeffrey D. Kruse, District 3
Philip S. Duckham III, District 4
Earl J. Poleski, District 5
James C. Videto, District 6
James E. Shotwell, Jr., District 7
Gail W. Mahoney, District 8
Jonathon T. Williams, District 9
Patricia A. Smith, District 10
Michael J. Way, District 11
David K. Elwell, District 12

ELECTED OFFICIALS

Amanda Riska, Clerk
Dan Heyns, Sheriff
Mindy Reilly, Register of Deeds
Karen Coffman, Treasurer
Geoffrey Snyder, Drain Commissioner
Hank Zavislak, Prosecuting Attorney

COUNTY STAFF

Randy Treacher, Administrator/Controller and
Human Resources Director
Adam Brown, Deputy Administrator
Charles Adkins, Circuit Court Administrator
Tammy Bates, District Court Administrator
Andy Crisenbery, Friend of the Court
Gerard Cyrocki, Finance Officer
Connie Frey, IT Director
Jim Guerriero, Parks Director
Teresa Hawkins, Youth Center Director
Juli Ann Kolbe, Equalization Director
Dr. John Maino, Medical Director
Kent Maurer, Airport Manager
Ric Scheele, Director-Fleet & Facilities Opns.
Jan Seitz, MSU Ext.-Jackson County Director
Kristy Smith, Department on Aging Director
Steve Thelen, Fair Manager
Dave Welihan, Veterans Affairs Officer
Ted Westmeier, Health Officer

County Commission Agenda **February 17, 2009**

Order of Business:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Awards and Recognitions
7. Communications and Petitions
8. Special Orders/Public Hearing(s)
9. Public Comment
10. Special Meetings of Standing Committees
11. Minutes
12. Consent Agenda
13. Standing Committees
 - A. County Affairs
 - B. County Agencies
 - C. Human Services
 - D. Personnel & Finance
14. Unfinished Business
15. New Business
16. Public Comment
17. Commissioner Comment
18. Closed Session
19. Adjournment

Public Comment

Any person desiring to speak on a matter to the Board of Commissioners may do so under the Public Comment items near the beginning and end of the meeting. Please state your name and use the microphone. Please note that the Commission allocates a maximum of five minutes per individual at the beginning of the meeting and three minutes per individual at the end of the meeting for this purpose.

Consent Agenda

Items on the Consent Agenda are items generally routine in nature that have passed a Standing Committee and will be enacted by one motion and one vote. There will be no separate discussion on these items. Any Commissioner may remove an item from the Consent Agenda and it will be considered by separate motion at the proper place during the meeting.

Standing Committees

The Board of Commissioners operates under a Standing Committee system with the following Committees: County Affairs, County Agencies, Human Services, Personnel & Finance. All departments of the County coordinate their business through one of the Standing Committees. The Committees then forward their recommendations to the Board of Commissioners.

Closed Session

The Board of Commissioners is permitted under the Open Meetings Act to go into Closed Session to discuss labor contracts, purchase of property, and certain employee matters if requested by the employee. A two-thirds vote of the Commission is required to go into Closed Session.

"Your interest in your County Government is appreciated"

AGENDA
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
February 17, 2009
7:00 p.m.
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 Jeff Kruse*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**
 - A. Ken Toll of United Way will conduct a presentation on the “Neighbors in Need Program”

Attachments: None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
 - A. **County Affairs**
 1. Airport
 - a. **Purchase of Truck and Snow Plow**

Attachments:
*Memo from Airport Manager dated 2-2-09 and attachments
*Memo from Fleet and Facilities Operations Director dated 2-3-09
11. **MINUTES** - Minutes of the 1/20/09 Regular Meeting of the Jackson County Board of Commissioners

Attachments:
*1/20/09 Regular Meeting Minutes

12. **CONSENT AGENDA (*Roll Call*)**

A. **County Affairs** – None.

B. **County Agencies**

1. Sheriff

a. **Bid Summary for Purchase of Five Patrol Cars**

Attachments:

*Memo from Undersheriff dated 1-23-09 and Bid Summary

*Memo from Director of Fleet and Facilities Operations dated 1-23-09

2. Circuit Court

a. **Family Court Attorney Bids - 2009**

Attachments:

*Family Court Attorney Bids – 2009

*Family Court Attorney Bids – 2008 (*for information only*)

C. **Human Services** – None.

D. **Personnel & Finance**

3. Budget Adjustments

- a. Parks
- b. Circuit Court
- c. Health Department
- d. District Court

Attachments:

*Memo from Out County Parks Supervisor dated 1-23-09

*Parks Budget Adjustments

*Memo from Circuit Court Administrator dated 1-23-09

*Memo from Health Officer dated 1-22-09 and Budget Adjustment

*Memo from District Court Administrator dated 1-27-09

E. **Claims** – 12/1/08 – 12/31/08

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. **Revised Policies**

1. Purchasing Policy 2030 – Professional Services
2. Information Technology Policy 6040 – Internet Use
3. Vehicles Policy 7010 – Acquisition of Vehicles

Attachments:

*Policies 2030, 6040, and 7010

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

A. Jon Williams – Resolution (02-09.3) Urging Governor Granholm to Call the Special Election to Fill the Vacant 19th District State Senate Seat

Attachments:

*Resolution (02-09.3)

18. **CLOSED SESSION – None.**

19. **ADJOURNMENT**



J X N

Jackson County Airport

3606 Wildwood Avenue
(517) 788-4225

Jackson, Michigan 49202
FAX (517) 788-4682

February 2, 2009

TO: Randy Treacher, Administrator-Controller
FROM: Kent Maurer, Airport Manager *Kent Maurer*
RE: Supplemental Information for Proposed Truck Purchase

The Airport's proposed truck with snow plow purchase memo of January 16, 2009 did not have the required number of formal bid quotes. I am now supplying that additional information.

<u>ITEM</u>	<u>Company</u>	<u>Price</u>
8' Western Snow Plow	NBC Truck Detroit Michigan	4,464*
" "	Bannasch Welding	\$4,634
" "	Complete Hitch & Welding Lansing, Michigan	\$5,210
" "	Vandercook Ace	\$5,310

<u>ITEM</u>	<u>Company</u>	<u>Price</u>
2009 ¾ ton work truck Regular Cab anti-spin axel, 4x4, snow plow ready, trailer package, bed liner and power accessory group	Bill Snethcamp Dodge Lansing, Michigan	\$21,731.95*
“	“ Art Moehn Chevrolet-Honda	\$28,185.41
“	“ Seymour Ford Jackson, Michigan	\$27,762.00

The low purchase bid for the truck and snow plow is Bill Snethcamp of Lansing, Michigan and I recommend making the purchase from this vendor.

*State of Michigan Cooperative Purchase Price

ATTN: KENT MAURER

☐ ORDER

☒ QUOTATION



COMPLETE HITCH & WELDING CO.

6283 So. M.L.K. Blvd.
Lansing, MI 48911
(517) 882-1312

REQUESTED BY:

FIRM JACKSON Co Airport

ULTIMATE
USER: _____

ADDRESS _____

PHONE: _____

CITY JACKSON, MI

517-788-4682

ATTN:

DATE 2-2-09

TERMS

SALESMAN

SHIP VIA

P.O. NUMBER

QUANTITY

DESCRIPTION

PRICE

1 8' Poly PRO PLOW w/DEFLECTOR
INSTALLED

5210⁰⁰

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

ACCEPTED BY _____

CUSTOMER _____

BY

CHRIS Doellner

4595 Francis St. Jackson, MI 49203
Phone: 517-783-4995 Fax: 517-783-1703

VANDERCOOK



HARDWARE

TO: Jackson County Airport FROM: ACE Hardware

DATE: 2-2-09

PAGES: 1

NOTES: Western Pro Poly Snowplow
Price Quote \$5,310.00

Bannasch Welding, Inc.
807 Lake Lansing Rd.
Lansing, MI 48906
Ph: 517.482.2916
Fx: 517.482.3315

QUOTATION

Date: 2-2-09

Expire Date: _____

WESTERN

Company: Jackson County Airport

Contact Name: Ken Maurer

Phone: 517-788-4225

Fx 517-788-4682

Vehicle: _____

Quantity	Part Number	Description	Amount
1	10TPY80	8'-0 Western Pro Poly Ultramount Snowplow w/ hand held cab command	4,634 ⁰⁰

Plow:	
Cab:	
Engine:	
FGAWR:	
Headlamp:	

Item Total:	4,634 ⁰⁰
Discount:	300 ⁰⁰
Sub-Total:	4,334 ⁰⁰
Installation:	300 ⁰⁰
Freight:	—
Sales Tax:	—
Total	4,634 ⁰⁰

Accepted by:	
Date:	
P.O.#	

Thanks,
Bill Bannasch

Notes: Takes 1-2 weeks after order.

From: "AJ Minix-Seymour Ford"
To:
Date: 2/2/2009 12:18 PM
Subject: Price Info From Seymour Ford Lincoln Mercury 517-787-9500



February 02, 2009

To: Kent Maurer

Subject: F-250

Thank you for your inquiry on the Ford F-250. Below you will find information and price quotes for a Ford F-250 available for immediate delivery, and we have provided some alternatives that come close to what you specified.

Year	Make	Model	Color	Stock #	MSRP	Price
2009	Ford	F-250 4x4	White	37007	\$32115	\$27762

Listed below are several more, similar to what you requested:

	Year	Make	Model	Color	Stock #	MSRP	Price
Similar New	-	Ford	F-250	-	-	\$	\$
Pre-owned	2006	Ford S/C Diesel 4x4	F-250 Lariat	Grey	-	\$	\$24999

Your price is valid through Seymour Ford Lincoln Mercury and can be verified by AJ Minix at (517) 787-9500. The Seymour Ford Lincoln Mercury price includes current rebates and incentives... Additionally, the manufacturer may offer special APRs (subject to credit approval) on select models in lieu of, or in addition to, customer cash incentives. We will review current incentives with you during our initial telephone contact.

In order to verify that you have received this message, and because the information in this email is important and time sensitive, I will contact you by phone to verify that you've received **ALL THE INFORMATION YOU NEED** and answer your questions on a direct and personal basis.

Thank you,

AJ Minix
Internet Lead Manager
Seymour Ford Lincoln Mercury
517)787-9500
517)936-7385 Cell
800)200-2710 Toll Free
517)787-2607 Fax
www.seymourford.com

Kent Maurer - RE: Silverado 2500 still available

From: "Chris Corwin"
To: "'Kent Maurer'"
Date: 2/3/2009 11:31 AM
Subject: RE: Silverado 2500 still available

With the new incentives that came out today, your price for the vehicle would be \$28185.41 plus a license plate. That should be good for the rest of the month. If you have any questions just let me know.

Chris

-----Original Message-----

From: Kent Maurer [mailto:kmaurer@co.jackson.mi.us]
Sent: Monday, February 02, 2009 10:30 AM
To: Chris Corwin
Subject: Re: Silverado 2500 still available

Chris,
Can you send me a copy of the window sticker or equivalent document?
Thanks,
Kent Maurer

Kent Maurer, Airport Manager
Jackson County Airport - Reynolds Field
3606 Wildwood Avenue
Jackson, Michigan 49202
Office 517-788-4225
FAX 517-788-4682
Cell 517-206-6003

>>> "Chris Corwin" <ccorwin@artmoehn.com> 2/2/2009 9:49 AM >>>
Dear Kent,

My name is Chris Corwin and I am an internet sales manager here at Art Moehn. Thank you for your recent inquiry into our 2009 Chevrolet Silverado 2500HD, stock number 17924.

This vehicle is still available to sell! Right now, I can sell it as low as \$22045.41, plus tax, title, and license if you qualify for all rebates.

If you make a purchase from me, I will pay you \$50.00 for your travel and gas expenses. Due to the low cost of advertising on the Internet, we are only able to extend the savings to our Internet Customers. Because of this, your special Internet Price is only valid through our Internet Sales Department.

No matter where you are in the purchasing process, I will be here to assist you in any way possible. If you're simply looking for information, I am happy to provide it. If you're ready to start the purchase process, I will be here to make sure we get most of the legwork - and paperwork - done in advance, so delivery of your vehicle will be fast and simple. If you'd like to take a virtual tour of our entire inventory, click [here](#). Thanks for the opportunity to earn your business, and I look forward to hearing from you soon!

Respectfully,
Chris Corwin
Internet Sales Manager
Art Moehn Chevrolet Honda
2200 Seymour Rd.
Jackson, MI 49201
(517)841-7649
www.artmoehn.com

NEW2009 Chevrolet Silverado 2500HD Regular Cab Long Box 4-Wheel Drive Work Truck

Internet Price:

\$31,880

Engine: 6.0L 8 cyl

Transmission: Automatic

Exterior: Summit White

Interior: Dark Titan Cloth

Model Code: CK20903

Stock Number: 17924

VIN: 1GCHK44KX9E112028

1-800-941-4470 www.artmoehn.com



[Enlarge Photo](#)



[View this car](#)

[Request more information](#)

BILL SNETHKAMP - FLEET

6131 S. PENNSYLVANIA AVE.

LANSING, MI. 48911

PHONE: (517) 394-1022

(800) 863-6343

FAX: (517) 394-1282

e-mail: tsasso@snethkamp.com

QUOTATION

Name: JACKSON CO. AIRPORT

Address:

City: State: Zip:

Contact: KENT MAURER

Phone: 517-788-4225 Fax: 517-788-4682

Date: December 15, 2008

Quote: 1215

Description	Unit Price
STATE OF MI SPEC. -0092 2009 DODGE 2500 REG. CAB 4 X 4	\$19,921.95
DSA ANTI SPIN AXLE	\$325.00
XME UNDER RAIL LINER	\$245.00
AJW POWER ACCESSORY GROUP	\$520.00
AHD H. D. SNOW PLOW PREP.	\$130.00
AHC TRAILER TOW GROUP	\$335.00
ALW POPULAR EQ. PKG.	\$255.00
Cloth Seat	
LT245/70R17E On Off road tires	
Stain repel seat fabric	
*** WESTERN IUTPY80 8'0" X 29" POLY PRO PLOW W/DEFLECTOR	\$4,464.00

Total Cost: \$26,195.95

Signed: TONY SASSO



JACKSON COUNTY FLEET SERVICES

**120 W. MICHIGAN AVENUE
JACKSON, MI 49201
PH: 517-788-4331
FAX: 517-780-4732**

Date: 2/03/2009

To: The County of Jackson Board of Commissioners

From: Ric Scheele
Director of Fleet and Facilities Operations

RE: Airport's Request for a New Plow Truck and Snow Plow

I have reviewed the airport's request for a new plow truck and snow plow. The plow vehicle to be replaced is 12 years old and has reached the end of its useful service life as a large scale snow removal vehicle. The snow plow has also reached end of its useful service life and can no longer be maintained with any reliability.

In accordance with County Policy, the Airport Manager has solicited three bids for both items.

The truck being replaced will be evaluated against the other trucks currently in our fleet and the best one will be kept and the other will be disposed of at our next eBay auction. The snow plow will be sold for parts at the next eBay auction.

I concur with the Airport Manager's recommendation to purchase both the vehicle (\$21,731.95) and snow plow (\$4,464) from Bill Snethkamp-Fleet in Lansing Michigan for a total cost of \$26,195.95

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS
January 20, 2009
7:00 p.m.
County Commission Chambers

1. CALL TO ORDER: Chairman Shotwell called the January 20, 2009 meeting of the Jackson County Board of Commissioners to order at 7:00 p.m.

2. INVOCATION: *by Commissioner Dave Lutchka*

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

4. ROLL CALL: *County Clerk Amanda Riska*

(11) Present: Commissioners Herl, Lutchka, Duckham, Poleski, Brown, Smith, Way, Elwell, Shotwell, Videto and Mahoney. (1) Absent: Commissioner Kruse

5. APPROVAL OF AGENDA

Moved by Videto, supported by Duckham for the approval of the agenda.
Roll Call: (11) Yeas. Motion carried unanimously.

6. AWARDS & RECOGNITIONS

None.

7. COMMUNICATIONS/PETITIONS

None.

8. SPECIAL ORDERS/PUBLIC HEARINGS

None.

9. PUBLIC COMMENT

Karen Coffman requested appointment to the Community Action Agency Board.

John Calhoun requested appointment to the Community Action Agency Board.

Janet Rochefort supported the appointment of Karen Coffman to the Community Action Agency Board.

10. SPECIAL MEETINGS OF STANDING COMMITTEES

None.

11. MINUTES

Minutes of the 12/16/08 Regular Meeting and the 1/02/09 Organizational Meeting of the Jackson County Board of Commissioners.

Moved by Mahoney, supported by Lutchka to Approve the Minutes of the 12/16/08 Regular Meeting and the 1/02/09 Organization Meeting of the Jackson County Board of Commissioners. Motion carried unanimously.

12. CONSENT AGENDA

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

A. County Affairs

None.

B. County Agencies

1. Livestock Loss Claim

C. Human Services

None.

D. Personnel & Finance

None.

E. Claims – The 12/1/08 – 12/31/08 claims are not available due to year end timing. They will be provided in February.

13. STANDING COMMITTEES

A. County Affairs – *Commissioner Dave Lutchka*

1. January 2009 Appointments

a. Community Action Agency – public official position, term indefinite

Commissioner Lutchka stated that the committee recommended John Calhoun. Cmr. Mahoney nominated Karen Coffman. Roll Call: (7) Calhoun. Cmr. Lutchka, Duckham, Poleski, Williams, Smith, Elwell, and Shotwell. (4) Coffman. Cmr. Herl, Videto, Mahoney, and Way. *John Calhoun appointed.*

b. Emergency Management Advisory Council – City Fire Chief or Representative, term to 4/2009

Commissioner Lutchka stated that the committee recommended Doug Millican. No other nominations from the floor. *Doug Millican appointed.*

B. County Agencies – Commissioner Gail W. Mahoney

None.

C. Human Services – Commissioner Mike Way

None.

D. Personnel and Finance – Commissioner James Videto

None.

13. UNFINISHED BUSINESS

None.

15. NEW BUSINESS

A. Retiree Health Insurance Proposal

Moved by Cmr. Elwell, supported by Cmr. Herl to adopt Option 1 as laid out in the Board Packet for the Humana Group. Roll Call: (8) Yeas. Cmr. Herl, Duckham, Shotwell, Mahoney, Williams, Smith, Way, and Elwell. (3) Nays. Lutchka, Poleski, and Videto. Motion carried.

Much discussion was held regarding the proposal, as well as the other options that are available.

B. Sheriff Ad Hoc Committee Report

Moved by Poleski, supported by Elwell to Assign Animal Control (Animal Control Officers) to the Sheriff on a Permanent Basis, with the Animal Shelter Management Being Assigned to County Administration - Following a Period of Planning and Coordination to Transition Management from the Sheriff. Roll Call: (10) Yeas. Cmr. Herl, Lutchka, Duckham, Poleski, Shotwell, Mahoney, Williams, Smith, Way, and Elwell. (1) Nay. Cmr. Videto. Motion carried.

Moved by Poleski supported by Way to Enter into a Joint Expenditure to Update the Previous Co-Location Feasibility Study of the City Police, City Fire, and Sheriff, Not to Exceed \$20,000. Roll Call: (11) Yeas. Motion carried unanimously.

Much discussion was held regarding the cost versus the benefit of the study.

C. Revised/Reviewed Policies

1. Personnel Policies

- 3010 – Vacant Positions
- 3015 – Workplace Diversity
- 3020 – Smoking in Public Places
- 3030 – Jackson County Drug Free Workplace Policy Statement
- 3040 – Immigration Reform and Control
- 3050 – Sexual Harassment Policy
- 3060 – Right to Know
- 3080 – Performance Incentive Payment Non-Union Employees
- 3090 – Reservists Called to Active Duty
- 3110 – Jackson County Employees' Retirement System
- 3140 – Deferred Compensation
- 3150 – Appeal/Grievance Policy
- 3160 – Employee Right-to-Know
- 3170 – Exit Interview
- 3180 – Employees or Job Applicants
- 3190 – Job Descriptions
- 3200 – Wages, Hours and Working Conditions Non-Union Employees
- 3205 – Wages: Non-Union New Hires
- 3210 – Compensatory Time Policy for Non-Union Non-Exempt Employees
- 3230 – Health Insurance Waiver – Retirees
- 3235 – Health Insurance Waiver
- 3240 – Employee Resignations/Retirements
- 3270 – Leave Time Subsidy
- 3300 – Management Development Program Policy

Moved by Mahoney, supported by Herl to adopt Revised Personnel Policies 3010, 3015, 3020, 3030, 3040, 3050, 3060, 3080, 3090, 3110, 3140, 3150, 3160, 3170, 3180, 3190, 3200, 3205, 3210, 3230, 3235, 3240, 3270, & 3300.
Roll Call: (11) Yeas. Motion carried unanimously.

D. Commissioner Retreat Dates

Chairman Shotwell asked Deputy Administrator Adam Brown, to speak about the retreat dates. The retreat dates were scheduled to the following:

Thursday, February 12th – 5:00 – 7:30 p.m.
Wednesday, February 18th – 5:00 – 7:30 p.m.
Tuesday, March 3rd – 5:00 – 7:30 p.m.

The retreat will be held in the Commission Chambers.

16. PUBLIC COMMENTS

Janet Rochefort encouraged Commissioners to consider the economic impact of their decisions.

17. COMMISSIONER COMMENTS

Cmr. Way updated the Board on the progress of the Spay/Neuter Committee.
Cmr. Williams clarified that he believed they will have to consider option 2 on the retiree health plan as they move forward.

Cmr. Duckham requested the status of the privatization of 911 dispatch.

Cmr. Elwell updated the Board on the Street Addressing Committee.

18. CLOSED SESSION:

None.

19. ADJOURNMENT:

Chairman Shotwell adjourned the January 20, 2009 meeting of the Jackson County Board of Commissioners at 7:36 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

MEMORANDUM

**COUNTY OF JACKSON
SHERIFF DEPARTMENT
DANIEL H. HEYNS, SHERIFF**

DATE: January 23, 2009
TO: Randy Treacher, Administration
FROM: Undersheriff Tom Finco
SUBJECT: Vehicle Replacement

We are requesting consideration for the purchase of five new patrol units, from the low bidder, Gorno Ford. The bids and bid process have been reviewed by Fleet Supervisor Ric Scheele, see attached letter.

When the five new patrol units arrive, the current plan is to retire the below listed vehicles. These vehicles will be returned to facilities for disposition.

2001	Ford	Crown Victoria	122,500
2006	Ford	Crown Victoria	105,779
2003	Ford	Crown Victoria	122,292
2005	Ford	Crown Victoria	123,445
2005	Ford	Crown Victoria	144,305

Memo:

TO: Undersheriff Thomas Finco
FROM: Captain K. Stellingworth
DATE: January 23, 2009
SUBJECT: Patrol Vehicle Bids

The Sheriff's department has submitted bids (copy attached) to the following Ford dealers with intent to purchase five (5) new Ford Crown Victoria patrol vehicles.

Signature Ford
1960 E. Main St.
Owosso, MI 48867

Jorgensen Ford
8333 Michigan Ave.
Detroit, MI 48210

Gorno Ford
22025 Allen Rd.
Woodhaven, MI 48182

The following bids were received:

Signature Ford,	\$106,520.00
Jorgensen Ford,	\$107,500.00
<u>Gorno Ford,</u>	<u>\$106,338.00</u>

JORGENSEN-FORD

8333 MICHIGAN AVE.
DETROIT, MI 48210

PHONE: (313) 584-2464

FAX: (313) 584-2689

FLEETJIM@AOL.COM

HTTP://FLEETJIM.COM

Q U O T A T I O N

DATE	1/12/09
EXPIRES	90 DAYS
DELIVERY	90-100 DAYS ARO

Customer: JACKSON COUNTY SHERIFF
21 WESLEY ST
JACKSON , MI 49201

Contact: CAPT **Phone:** (517) 768-5852 **Fax:** (xxx) xxx-xxxx
STELLINGWORTH

2009 FORD CROWN VIC POLICE INTERCEPTOR
EQUIPPED TO YOUR SPECIFICATIONS WITH THE FOLLOWING EXCEPTION
FRONT POWER DISTRIBUTION BOX NO LONGER AVAILABLE
100 AMP ACCESS POINT IN TRUNK IS STANDARD

JORGENSEN FORD

COST PER UNIT	\$21500.00
TOTAL COST 5 UNITS	\$107500.00

terms net 15
FOB Detroit

THANK YOU,


JIM LAMARR

Signature

Ford, Lincoln, Mercury, Jeep, Eagle

January 12, 2009

Jackson County Office of the Sheriff
Attn: Captain Kevin M. Stellingworth
212 W. Wesley St.
Jackson, MI 49201

Dear Captain Kevin M. Stellingworth:

Price on 2009 Vehicle on Macomb County Contract Bid:

(4) 2009 Ford Crown Victoria Police Interceptor in Black/White	\$21,458.00 ea
(1) 2009 Ford Crown Victoria Police Interceptor in Black	\$20,688.00 ea

All Prices include Title Fee and Free Delivery to Jackson!!!

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty
and 60,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: TBD

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 East Main St, Owosso, MI 48867
888-92-FLEET or 888-923-5338, Fax 517-625-5832



FAX 517-780-4731

JACKSON COUNTY

OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, Michigan 49201 Telephone (517) 768-7900

Daniel H. Heyns
Sheriff

Thomas G. Finco
Undersheriff

3 pages

January 07, 2009

From
Gorno Ford
22025 Allen Rd.
Woodhaven, MI 48183

RE: 2009 Police Vehicle Bid

Dear Mr. Williams

I am requesting that you submit a bid on five (5) 2009 Ford Police Interceptor Patrol Vehicle equipped as follows:

- Full size Police Interceptor Vehicle, Major Standard Equipment
- Standard Police Interceptor Upgrades
- 4 Tutone Paint #1 Option #952, Black & White exterior, Charcoal Black interior, code HN
- 1 Black, Charcoal Black Interior, code HN
- Cloth Front Bucket Seats/ Cloth Rear Seat.
- 6-Way Power Driver's Seat
- Limited Slip Differential
- Lamps, Courtesy Inoperative
- Lock System; single key/ all vehicles keyed alike (Key Code 1284x)
- Power Door Lock, operational by driver and passenger with rear door handles made inoperative
- Power Windows, driver/passenger operated
- Radio interference suppression-bonding straps
- Dual Spot Lamps
- Power Distribution Box, front
- Police Power Pigtail

If your bid is accepted, the order will be placed as soon as possible and we will pick up the units when they arrive at your dealership.

Thank you for your attention to this matter. If you have any questions, please call me at (517) 768-7917 or fax (517) 768-5852.

Sincerely,

To
Kevin M. Stellingworth
Kevin M. Stellingworth
Captain

2 tone
#21415 each

Single Factory Color
#20, 678

CNGP530

VEHICLE ORDER CONFIRMATION

01/23/09 12:06:06

==>

Dealer: F48022

2009 CROWN VICTORIA

Page: 1 of 1

Order No: 0001 Priority: B4 Ord FIN: QS040 Order Type: 5B Price Level: 920

Ord Code: 720A Cust/Flt Name: JACKSON CNTY PO Number:

	RETAIL	DLR INV			RETAIL	DLR INV
P71	POLICE INTERCEP	\$27120	\$25431.00	45C	3.27 RATIO-TRAC	\$125 \$109.00
UA	BLACK CLEARCOAT			478	C/LAMPS DISABLE	20 18.00
H	CLTH BUCKETS/RR	(65)	(57.00)	51Y	DUAL SPOT LAMPS	340 296.00
N	CHARCOAL BLACK			53M	NOISE SUPPRESS	95 83.00
720A	ORDER CODE			67R	RR DR HND INOP	25 22.00
	.DUAL EXHAUST			948	RR WINDOW DEL	25 22.00
	.17" STEEL SPARE				SP DLR ACCT ADJ	(1041.00)
	.MANUAL AIR COND				SP FLT ACCT CR	(285.00)
	.ENG IDLE METER			4	U.S. GAL GAS	6.64
99V	.4.6L OHC FFV V8	NC	NC	B4A	NET INV FLT OPT	NC 7.00
44Q	.ELEC AOD TRANS	NC	NC		DEST AND DELIV	875 875.00
TC1	.P235/55R17 BSW	NC	NC	TOTAL	BASE AND OPTIONS	29015 25882.64
179	POLICE PIGTAIL	25	22.00	TOTAL		29015 25882.64
21A	PWR DRIVER SEAT	380	330.00	*THIS IS NOT AN INVOICE*		
432	KEY CODE 1284X	50	44.00			

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QE029671

CNGP530

VEHICLE ORDER CONFIRMATION

01/23/09 12:05:04

==>

Dealer: F48022

2009 CROWN VICTORIA

Page: 1 of 2

Order No: 0001 Priority: B4 Ord FIN: QS040 Order Type: 5B Price Level: 920

Ord Code: 720A Cust/Flt Name: JACKSON CNTY PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV		
P71	POLICE INTERCEP	\$27120	\$25431.00	432	KEY CODE 1284X	\$50	\$44.00
UA	BLACK CLEARCOAT			45C	3.27 RATIO-TRAC	125	109.00
WT	VIBRNT WHITE AC			478	C/LAMPS DISABLE	20	18.00
H	CLTH BUCKETS/RR	(65)	(57.00)	51Y	DUAL SPOT LAMPS	340	296.00
N	CHARCOAL BLACK			53M	NOISE SUPPRESS	95	83.00
720A	ORDER CODE			67R	RR DR HND INOP	25	22.00
	.DUAL EXHAUST			948	RR WINDOW DEL	25	22.00
	.17" STEEL SPARE			952	TUTONE #1	885	770.00
	.MANUAL AIR COND						
	.ENG IDLE METER				TOTAL BASE AND OPTIONS	29900	26625.64
99V	.4.6L OHC FFV V8	NC	NC		TOTAL	29900	26625.64
44Q	.ELEC AOD TRANS	NC	NC		*THIS IS NOT AN INVOICE*		
TC1	.P235/55R17 BSW	NC	NC				
179	POLICE PIGTAIL	25	22.00		* MORE ORDER INFO NEXT PAGE *		
21A	PWR DRIVER SEAT	380	330.00		F8=Next		
F1=Help			F2=Return to Order		F3/F12=Veh Ord Menu		
F4=Submit			F5=Add to Library				

CNGP530

VEHICLE ORDER CONFIRMATION

01/23/09 12:05:27

==>

Dealer: F48022

2009 CROWN VICTORIA

Page: 2 of 2

Order No: 0001 Priority: B4 Ord FIN: QS040 Order Type: 5B Price Level: 920

Ord Code: 720A Cust/Flt Name: JACKSON CNTY PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
	SP DLR ACCT ADJ		\$(1068.00)		
	SP FLT ACCT CR		(285.00)		
4	U.S. GAL GAS		6.64		
B4A	NET INV FLT OPT	NC	7.00		
	DEST AND DELIV	875	875.00		

TOTAL BASE AND OPTIONS 29900 26625.64

TOTAL 29900 26625.64

THIS IS NOT AN INVOICE



JACKSON COUNTY

OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, Michigan 49201 Telephone (517) 768-7900

Daniel H. Heyns
Sheriff

Thomas G. Finco
Undersheriff

January 07, 2009

Signature Ford
3942 W. Lansing Rd.
Perry, MI 48872

RE: 2009 Police Vehicle Bid

Dear Mr. Stenback

I am requesting that you submit a bid on five (5) 2009 Ford Police Interceptor Patrol Vehicle equipped as follows:

- Full size Police Interceptor Vehicle, Major Standard Equipment
- Standard Police Interceptor Upgrades
- **4 Tutone Paint #1 Option #952**, Black & White exterior, Charcoal Black interior, code HN
- **1 Black**, Charcoal Black Interior, code HN
- Cloth Front Bucket Seats/ Cloth Rear Seat.
- 6-Way Power Driver's Seat
- Limited Slip Differential
- Lamps, Courtesy Inoperative
- Lock System; single key/ all vehicles keyed alike (Key Code 1284x)
- Power Door Lock, operational by driver and passenger with rear door handles made inoperative
- Power Windows, driver/passenger operated
- Radio interference suppression-bonding straps
- Dual Spot Lamps
- Power Distribution Box, front
- Police Power Pigtail

If your bid is accepted, the order will be placed as soon as possible and we will pick up the units when they arrive at your dealership.

Thank you for your attention to this matter. If you have any questions, please call me at (517) 768-7917 or fax (517) 768-5852.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Stellingworth".

Kevin M. Stellingworth
Captain



JACKSON COUNTY

OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, Michigan 49201 Telephone (517) 768-7900

Daniel H. Heyns
Sheriff

Thomas G. Finco
Undersheriff

January 07, 2009

Signature Ford
3942 W. Lansing Rd.
Perry, MI 48872

RE: 2009 Police Vehicle Bid

Dear Mr. Stenback

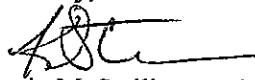
I am requesting that you submit a bid on five (5) 2009 Ford Police Interceptor Patrol Vehicle equipped as follows:

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- Standard Police Interceptor Upgrades
- **4 Tutone Paint #1 Option #952**, Black & White exterior, Charcoal Black interior, code HN
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- Dual Spot Lamps
- Power Distribution Box, front
- Police Power Pigtail

If your bid is accepted, the order will be placed as soon as possible and we will pick up the units when they arrive at your dealership.

Thank you for your attention to this matter. If you have any questions, please call me at (517) 768-7917 or fax (517) 768-5852.

Sincerely,


Kevin M. Stellingworth
Captain



JACKSON COUNTY

OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, Michigan 49201 Telephone (517) 768-7900

Daniel H. Heyns
Sheriff

Thomas G. Finco
Undersheriff

January 07, 2009

Jorgensen Ford
8333 Michigan Ave.
Detroit, MI 48210

RE: 2009 Police Vehicle Bid

Dear Mr. LaMarr


I am requesting that you submit a bid on five (5) 2009 Ford Police Interceptor Patrol Vehicle equipped as follows:

- Full size Police Interceptor Vehicle, Major Standard Equipment
- Standard Police Interceptor Upgrades
- **4 Tutone Paint #1 Option #952**, Black & White exterior, Charcoal Black interior, code HN ✓
- **1 Black**, Charcoal Black Interior, code HN ✓
- Cloth Front Bucket Seats/ Cloth Rear Seat. ✓
- 6-Way Power Driver's Seat ✓
- Limited Slip Differential ✓
- Lamps, Courtesy Inoperative ✓
- Lock System; single key/ all vehicles keyed alike (Key Code 1284x) ✓
- Power Door Lock, operational by driver and passenger with rear door handles made inoperative ✓
- Power Windows, driver/passenger operated ✓
- Radio interference suppression-bonding straps ✓
- Dual Spot Lamps ✓
- Power Distribution Box, front N A
- Police Power Pigtail ✓

If your bid is accepted, the order will be placed as soon as possible and we will pick up the units when they arrive at your dealership.

Thank you for your attention to this matter. If you have any questions, please call me at (517) 768-7917 or fax (517) 768-5852.

Sincerely,


Kevin M. Stellingworth
Captain

21500.00



JACKSON COUNTY

OFFICE OF THE SHERIFF

212 W. Wesley St. Jackson, Michigan 49201 Telephone (517) 768-7900

Daniel H. Heyns
Sheriff

Thomas G. Finco
Undersheriff

January 07, 2009

Gorno Ford
22025 Allen Rd.
Woodhaven, MI 48183

Williams

RE: 2009 Police Vehicle Bid

Dear ~~Mr. Williams~~


I am requesting that you submit a bid on five (5) 2009 Ford Police Interceptor Patrol Vehicle equipped as follows:

- Full size Police Interceptor Vehicle, Major Standard Equipment
- Standard Police Interceptor Upgrades
- **4 Tutone Paint #1 Option #952**, Black & White exterior, Charcoal Black interior, code HN
- **1 Black**, Charcoal Black Interior, code HN
- Cloth Front Bucket Seats/ Cloth Rear Seat.
- 6-Way Power Driver's Seat
- Limited Slip Differential
- Lamps, Courtesy Inoperative
- Lock System; single key/ all vehicles keyed alike (Key Code 1284x)
- Power Door Lock, operational by driver and passenger with rear door handles made inoperative
- Power Windows, driver/passenger operated
- Radio interference suppression-bonding straps
- Dual Spot Lamps
- Power Distribution Box, front
- Police Power Pigtail

If your bid is accepted, the order will be placed as soon as possible and we will pick up the units when they arrive at your dealership.

Thank you for your attention to this matter. If you have any questions, please call me at (517) 768-7917 or fax (517) 768-5852.

Sincerely,


Kevin M. Stellingworth
Captain



JACKSON COUNTY FLEET SERVICES

120 W. Michigan Avenue

JACKSON, MI 49201

PH: 517-788-4331

FAX: 517-780-4732

1/23/2009

To: Personal and Finance Committee

From: Ric Scheele
Director of Fleet and Facilities Operations

RE: Sheriff Department Vehicle Purchase

I have reviewed the bids for the Sheriffs Department new patrol vehicle purchase. I commend the Sheriffs Department for finding the lowest price through the competitive bid process. Purchasing contracts from McComb and Oakland counties along with the MiDeal from the State were utilized for bid solicitation.

The old vehicles that will be turned in from the Sheriff will be evaluated and used to either replace fleet vehicles that are in worse shape or sold on ebay. We will dispose a total of five vehicles to offset this purchase.

Vendors

Gorno Ford
22025 Allen Road
Woodhaven MI

MiDeal (State Bid)

Signature Ford
1960 E. Main St.
Owosso MI
McComb Bid

Jorgenson Ford
8333 Michigan Ave
Detroit MI
Oakland Bid

The bid prices are for the (4) patrol vehicles:

Gorno (MiDeal)

\$21415ea

Signature (McComb)

\$21458ea

Jorgenson (Oakland)

\$21500ea

The bid price for the (1) traffic unit is as follows:

Gorno (MiDeal)
\$20678

Signature (McComb)
\$20688

Jorgenson (Oakland)
\$21500

I concur with the Sheriff Department's recommendation to purchase the (5) vehicles for a total of \$106338.00 from Gorno Ford.

[illegible]

2008

Abuse and Neglect

Average Monthly Cost
from 1/06 to 11/07 22913

Monthly Cost 25% 5723

Bids	-25% both judges	-25% one judge
------	---------------------	-------------------

I Brown	3750	2083		
G Wright	4000	3000		
S Dungan	4042	2021		
T Raduazo	4167	2500	22800	64000
M Kelly	4400	2800	1900	56000
P Worth	5000	2500		120000
S Dehncke	5000	2500	250000	5217.391
B Brandy	5958		277000	
			527000	
			-22913.04	
			-5728.261	

Delinquency

Average Monthly Cost
from 1/06 to 11/07 5217

Monthly Cost 50% 2608

Bids

B Brandy	1167
C McCord	1500
B Beer	1700
P Worth	1900
M Dungan	1995

2008

I Brown	2000
G Wright	2000
B Barton	2400

JACKSON COUNTY PARKS

Memorandum

To: Randy Treacher, County Administrator
From: Brandon Ransom, Out-County Parks Supervisor
Date: Friday, January 23, 2009
Re: 2008 Carry-over requests for February 2009 Personnel and Finance

Please see attached Public Improvement, Falling Waters Trail, and Equipment Fund carry-over requests from 2008 as approved by the Parks Commission at their January 21st meeting.

Jackson County Parks Department

2008 Carry-Over Requests

245208 – Public Improvement & Building

<u>Object</u>	<u>Category</u>	<u>Amount</u>
931071	Minard Park Donation	\$650
931072	Parks Walkway	\$424
931075	Horton Park Project	\$4,346
931076	Falls Project Museum	\$614
931078	Lime/Grass Lakes Boat Launch	\$671
931083	Vineyard Lake Expenses	\$46,583
931084	Cascades Park Transformers	\$1,934
931086	Golf Monitoring and Driveway	\$5,000
245208 Totals		\$60,222

247540 – Falling Waters Trail Construction

<u>Object</u>	<u>Category</u>	<u>Amount</u>
247540 balance	FWT Construction Fund	\$137,017

402978 – Equipment Fund

<u>Object</u>	<u>Category</u>	<u>Amount</u>
978208	Parks	\$7,666

402979 – Equipment fund-auto

<u>Object</u>	<u>Category</u>	<u>Amount</u>
979208	Parks	\$4,130

This was balance of money left from Org Key 402979- tractor purchase

County of Jackson Budget Adjustments

[illegible]

DESCRIPTION OF ADJUSTMENT

Adjust budget to receive donation and increase Park's Equipment fund

DEPT HEAD/date

BUDGET DIR/date

COMMITTEE/date

ADMINISTRATOR/date

County of Jackson Budget Adjustments

[illegible]

DESCRIPTION OF ADJUSTMENT

Adjust budget to reflect donation to the parks.

DEPT HEAD/date

BUDGET DIR/date

COMMITTEE/date

ADMINISTRATOR/date

**COUNTY OF JACKSON
FWT-BUDGET ADJUSTMENT
EXPENSE
2009**

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
247	540	931	085	FWT Construction	0	137,017		137,017
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
						137,017	0	137,017

	REASONING:
	create 2009 carryover budget for FWT Construction Org key

DEPT HEAD _____

BUDGET DIR _____

DATE _____

DATE _____

COMMITTEE	DATE
ADMIN	DATE
BOARD OF COMM	DATE

**COUNTY OF JACKSON
FWT-BUDGET ADJUSTMENT
REVENUE
2009**

[illegible][illegible]

DEPT HEAD _____

DATE _____

COMMITTEE _____ DATE _____

BUDGET DIR _____

DATE _____

ADMIN _____ DATE _____

BOARD OF COMM DATE

**COUNTY OF JACKSON
FWT-BUDGET ADJUSTMENT
EXPENSE
2009**

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
247	550	775	100	Supplies - Repair and Maintenance	0	11,500		11,500
247	550	931	141	Signage	0	1,500		1,500
247	550	802	000	Contract Services	0	1,500		1,500
247	550	932	000	Equipment repair	0	1,500		1,500
247	550	935	010	Site amenities	0	1,500		1,500
247	550	965	000	Transfer to fund balance	0	2,500		2,500
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
						20,000	0	20,000

[illegible]

DEPT HEAD

DATE _____

COMMITTEE DATE

BUDGET DIR

DATE _____

ADMIN _____ DATE _____

BOARD OF COMM _____ DATE _____

**COUNTY OF JACKSON
FWT-BUDGET ADJUSTMENT
REVENUE
2009**

[illegible][illegible]

DEPT HEAD

DATE _____

COMMITTEE DATE

BUDGET DIR _____

DATE _____

ADMIN _____ DATE _____

BOARD OF COMM DATE

**JACKSON COUNTY CIRCUIT-FAMILY-PROBATE COURTS
OFFICE OF COURT ADMINISTRATOR****312 SOUTH JACKSON STREET****JACKSON, MICHIGAN 49201****(517) 768-8565 FAX:(517) 788-4623****Charles M. Adkins, Court Administrator****MEMORANDUM**

TO: Mr. Randy Treacher

FROM: Charles Adkins *CMA*

DATE: Jan. 23, 2009

RE: Budget Adjustment and Equipment Fund Carryover Requests

We would like to ask for the following budget adjustments and 402 fund carryovers. The budget adjustments reflect the grant awards for the Recovery and Mental Health Courts. We have also attached the grant award letters that were received. The 402 fund carryover requests are for continuing project improvements to courtroom technology.

SPECIALTY COURT GRANT FUND BUDGETS			
Title	Type	Amount	Org. Key #
Adult Recovery Court Revenue	Revenue	\$205,000.00	292683-561000
Family Recovery Court Revenue	Revenue	\$15,000.00	292683-561010
Mental Health Court Revenue	Revenue	\$64,458.00	292683-561030
Adult Recovery Court Expense	Expense	\$205,000.00	292683-962000
Family Recovery Court Expense	Expense	\$15,000.00	292683-962010
Mental Health Court Expense	Expense	\$64,458.00	292683-962030
402 EQUIPMENT FUND CARRYOVER BUDGET			
Circuit Court	Expense	\$37,100.15	402978-978131
Circuit Court	Expense	\$7,603.00	402978-978050

Cc: Judge Rappleye
Judge Schmucker
Marion Stone

1/22/09

To: Ted Westmeier
Health Officer, JCHD

Budget Adjustment Request (FEBRUARY, 2009)

It is my recommendation that the Health Department request budget adjustments in February, 2009 in order to reflect changes in revenues and expenses with state grant funded programs. No additional county allocation funding is being requested.

NEW STATE GRANTS:

For Orgkey 221611, JCHD has received notice of a 2 year grant approval from the Michigan Dept of Human Services for the Teen Parent Program. For FY 08/09, we are expecting to receive \$97,095 covering the 10 month period from December 1, 2008 thru September 30, 2009. In the grant application, we budgeted expenses for the grant of \$121,818 which includes some JCHD in-kind matches. For purposes of this budget adjustment, we are requesting an increase of \$97,095 in revenues and an increase of expenses of \$121,818. Since we are moving existing personnel into this orgkey to perform the services required by the grant, we will eventually be saving money originally budgeted to several other orgkeys. I will propose most of the reductions to those other orgkeys as part of the normal 6 month budget review.

For Orgkey 221638, JCHD has received verbal notice of a pending 5 year grant approval for an Abstinence program funding of up to \$100,000 per year. For FY 08/09, we are expecting formal written notice of approval in the very near future. We are estimating that the program may not start until April 1, 2009, so we expect to receive \$50,000 in revenues & expect to spend \$50,000 on the program during this fiscal year. A significant portion of the services will be performed by independent contractors which will limit the legacy costs. We also will be moving some existing personnel into this orgkey to oversee the program.

For Orgkey 221160, JCHD will be moving some existing personnel from Orgkey 221160 into the new state grant for the Teen Parent program. We are proposing a net reduction of \$24,723 in budgeted expenses in Orgkey 221160 to cover the matching expenses associated with the Teen Parent Program.

By separate e-mail attachment, I will send an Excel file with a summary of the proposed adjustments to revenues & expenditures due to the securing of the 2 new state grants. Upon your approval, I will also forward to Adam & Gerard the paper copies of complete detail schedules for all of the requested changes in the various orgkey & object codes of the affected revenues & expenses.

Please let me know if you would like any further information to submit to the Personnel & Finance Committee or to the Administrator's Office.

Rex R. Pierce
JCHD Financial Services Manager

Prepared 1/22/09- RRP		SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09)		
		Health Department		
Expenditure Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$495,803	\$0	\$0	\$495,803
221160 - HEALTH EDUCATION	\$219,694	\$25,300	\$50,023	\$194,971
221175 - EMERGENCY PREPAREDNESS	\$147,986	\$0	\$0	\$147,986
221200 - ENVIRONMENTAL HEALTH	\$619,936	\$0	\$0	\$619,936
221300 - GENERAL NURSING	\$180,732	\$0	\$0	\$180,732
221301 - MSS/ISS (MIHP)	\$384,388	\$0	\$0	\$384,388
221310 - IMMUNIZATIONS	\$303,804	\$0	\$0	\$303,804
221312 - EARLY ON	\$147,388	\$0	\$0	\$147,388
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$117,085	\$0	\$0	\$117,085
221320 - INFANT MORTALITY & PREVENTION	\$82,216	\$0	\$0	\$82,216
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$84,595	\$0	\$0	\$84,595
221417 - HEARING & VISION	\$97,890	\$0	\$0	\$97,890
221451 - MEDICAID OUTREACH & ADVOCACY	\$188,107	\$0	\$0	\$188,107
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$517,362	\$0	\$0	\$517,362
221575 - SOIL EROSION (Transfer from Orgkey 575100)	No Entry Yet	\$0	\$0	\$0
221611 - TEEN PARENT PROGRAM	\$0	\$121,818	\$0	\$121,818
221616 - AIDS COUNSELING & TESTING	\$19,298	\$0	\$0	\$19,298
221630 - TOBACCO REDUCTION COALITION	\$18,772	\$0	\$0	\$18,772
221634 - IMMUNIZATION ACTION PLAN	\$84,897	\$0	\$0	\$84,897
221635 - CAR SEAT PROGRAM	\$67,324	\$0	\$0	\$67,324
221638 - JACKSON ABSTINENCE PROGRAM	\$0	\$50,000	\$0	\$50,000
221655 - TEEN PREGNANCY PREVENTION	\$49,769	\$0	\$0	\$49,769
Total	\$3,827,046	\$197,118	\$50,023	\$3,974,141

Increase in Expenditures by **\$147,095**

Prepared 1/22/09- RRP		SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09)		
		Health Department		
Revenue Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$715,362	\$0	\$0	\$715,362
221160 - HEALTH EDUCATION	\$119,741	\$0	\$0	\$119,741
221175 - EMERGENCY PREPAREDNESS	\$158,441	\$0	\$0	\$158,441
221200 - ENVIRONMENTAL HEALTH	\$754,625	\$0	\$0	\$754,625
221300 - GENERAL NURSING	\$54,735	\$0	\$0	\$54,735
221301 - MSS/ISS (MIHP)	\$335,500	\$0	\$0	\$335,500
221310 - IMMUNIZATIONS	\$334,716	\$0	\$0	\$334,716
221312 - EARLY ON	\$143,000	\$0	\$0	\$143,000
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$82,963	\$0	\$0	\$82,963
221320 - INFANT MORTALITY & PREVENTION	\$61,660	\$0	\$0	\$61,660
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$74,207	\$0	\$0	\$74,207
221417 - HEARING & VISION	\$54,735	\$0	\$0	\$54,735
221451 - MEDICAID OUTREACH & ADVOCACY	\$133,012	\$0	\$0	\$133,012
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$587,316	\$0	\$0	\$587,316
221575 - SOIL EROSION (transfer from Orgkey 575100)	No Entry Yet	\$0	\$0	\$0
221611 - TEEN PARENT PROGRAM	\$0	\$97,095	\$0	\$97,095
221616 - AIDS COUNSELING & TESTING	\$18,518	\$0	\$0	\$18,518
221630 - TOBACCO REDUCTION COALITION	\$20,000	\$0	\$0	\$20,000
221634 - IMMUNIZATION ACTION PLAN	\$67,380	\$0	\$0	\$67,380
221635 - CAR SEAT PROGRAM	\$61,366	\$0	\$0	\$61,366
221638 - JACKSON ABSTINENCE PROGRAM	\$0	\$50,000	\$0	\$50,000
221655 - TEEN PREGNANCY PREVENTION	\$49,769	\$0	\$0	\$49,769
Total	\$3,827,046	\$147,095	\$0	\$3,974,141

Increase in Revenues by **\$147,095**

STATE OF MICHIGAN
12TH JUDICIAL DISTRICT COURT

Tamara J. Bates, Court Administrator
312 South Jackson Street □ Jackson, Michigan 49201
517-768-6801 □ Fax 517-788-4262
www.d12.com
tbates@co.jackson.mi.us

TO: Randy Treacher, County Administrator

SUB: Financial Management

REF: Drunk/Drugged Driving Assistance Funds

DATE: January 27, 2009

MCL 257.625h(5) establishes the Drunk Driving Caseflow Assistance Fund. The purpose of the fund is to promote the timely disposition of cases in which a defendant is charged with a drunk/drugged driving offense. The fund is intended solely for district court use and is to be expended at the discretion of the chief district court judge.

Consistent with past practice, the Honorable R. Darryl Mazur, Chief Judge, has requested that the balance of monies in the Drunk Driving Assistance Fund line item (402-978-978.915) for 2008 and the balance of \$1800 in the district court equipment fund be carried over to this years budget (2009).

Please advise me when the budget transfers have been made. If you need any additional information, please feel free to contact me.

Cc: Honorable R. Darryl Mazur
Gerard Cyrocki

COUNTY OF JACKSON PURCHASING MANUAL

Purchasing Policy

Policy No. 2030

PROFESSIONAL SERVICES

1. Definition of Professional Services

~~Professional services are defined as unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience and/or technical ability to provide services. In most cases these services are of a specific project nature, and are not a continuing, on-going responsibility of the County. The services rendered are predominately intellectual in character even though the contractor may not be required to be licensed. Professional services engagements may involve partnerships, corporations, or individuals.~~

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Professional services include, but are not limited to, the following disciplines:

- a. Appraisal services
- b. Architectural services
- c. Consulting services
- d. IT consulting, maintenance, and programming services
- e. Engineering services
- f. Financial, accounting and auditing services
- g. Legal services
- h. Insurance services
- i. Personnel Services
- j. Photographic, art or marketing services
- k. Testing and inspection services
- l. Consultants for County specialized service
- m. Physicians
- n. Entertainment Services
- o. Items as determined by Board of Commissioners

2. CONTRACTING FOR DESIGNATED PROFESSIONAL SERVICES

\$0 - \$10,000

Budgeted professional services anticipated to be \$0 - \$10,000 shall be secured through an open market solicitation with the approval of the respective Department Head.

\$10,001 - \$50,000

Except as provided below, budgeted professional services anticipated to be \$10,001 - \$50,000 shall require a formal purchase order approved by the Department Head and the Deputy Administrator and shall require a minimum of three (3) written formal proposals in accordance with the request for proposals (RFP) process. A summary of the bid proposals, including an analysis of the proposals and recommended proposal award, shall be submitted to the respective Standing Committee for consideration. The Deputy

Administrator may require a formal written professional services agreement as part of the purchase.

For a proposed professional service estimated to cost between \$10,001 and \$50,000, the Department Head may negotiate the agreement without competitive proposals, with the approval, in advance of the appropriate Standing Committee. Under these circumstances, the Department Head shall also prepare a written statement explaining the basis or criteria used to select the vendor and why the RFP/RFQ process was not used. This written statement shall be made a part of the contract file and shall be included in the statement to the Standing Committee when requesting approval of the contract.

\$50,001 and Above

Budgeted professional services anticipated to be in excess of \$50,001 shall require a formal purchase order approved by the Department Head and the Administrator/Controller and shall require a minimum of three (3) sealed proposals in accordance with the request for proposals (RFP) process. On contracts for services anticipated to be in excess of \$50,001, a request for proposals process will be required and an advertisement may be placed in the local newspaper and may be placed in appropriate professional publications.

Sealed proposals will be publicly opened at a specified date, time and location. Recommendations resulting from proposals received shall be submitted to the appropriate Standing Committee and to the full Board of Commissioners for consideration.

For a proposed professional service estimated to cost \$50,001 and above, the Department Head may request in writing, in advance to the Board of Commissioners for a waiver of the RFP/RFQ process. The request shall include an explanation as to why the Department Head believes that the RFP/RFQ process should not be followed and the method the Department Head will use to select a quality vendor for the professional service. If the waiver is approved by the Board of Commissioners, the approved waiver shall be made a part of the professional services agreement file. If the waiver is disapproved, the Department Head shall follow the RFP/RFQ process for selecting the vendor to perform the professional service.

3. **SELECTION PROCEDURE**

Professional services over \$50,000 shall be secured by the following procedures.

A. **Request for Proposals (RFP)**

Specifications for professional services to be procured should include:

1. Instructions to the prospective bidders specifying when, to whom, and where proposals should be sent
2. A complete technical description of the problem or work task
3. An objective or statement of what is expected to be accomplished
4. Scope of work or task and the extent to which the County's staff will be available to the contractor
5. Firm or estimated time schedule, including dates for commencement of performance, for submission of progress reports, and for completion of task

6. Selection criteria
7. Selection Committee (if utilized)
8. Standard contract terms and conditions
9. Understanding for compensation for additional work authorized
10. Cost

B. Request for Qualifications (RFQ)

The Department Head will determine when a request for qualifications process will be utilized with the request for proposals solicitation. Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. The following are suggested criteria:

1. Experience on similar projects including references of former clients.
2. Qualifications of person(s) proposed to work on the project (require professional resumes.)
3. Ability to meet work schedule.
4. Completeness of project approach.
5. Geographic location.
6. Samples of work representing product quality.
7. Additional services and skills available.
8. Work space requirements and/or County staff support.
9. Cost.

4. **SELECTION COMMITTEE**

The Department Head may create a selection committee to facilitate the evaluation process. Regarding a request for proposals or request for qualifications process, consideration will be given to listing evaluation factors to guide the selection process.

5. **PROPOSAL AWARD - \$10,001 AND ABOVE**

After ascertaining the scope and type of work each prospective bidder proposes to provide, the respective Standing Committee or Board of Commissioners shall grant the proposal award to the person or firm who would be the best qualified based on the evaluation factors set forth in the request for proposals/request for qualifications. Based upon proposal award, the respective Department Head shall prepare the proposed professional services agreement for execution by the respective Standing Committee or Board of Commissioners. These two steps may be combined when the Department Head determines that this combination would be in the best interest of the County.

6. **AGREEMENT TERMS AND CONDITIONS**

A. The following general terms should be addressed within a professional services agreement:

1. Names of contracting parties

2. Named individuals
3. Scope of work
4. Work schedule
5. Compensation and terms of payment (including compensation for additional services)
6. Responsibilities of the County
7. Termination of contract
8. Assignability
9. Confidentiality
10. Insurance
11. Errors or deficiencies
12. Ability to audit

- B. Agreements for Professional Services between \$10,001 and \$50,000 shall be approved by the respective Standing Committee and signed by the Administrator/Controller or his/her designee. For agreement \$50,001 and above, the Chairman of the Board of Commissioners shall sign the agreement following approval by the Board of Commissioners.

7. **LEGAL REVIEW BY DESIGNATED COUNTY ATTORNEY**

All agreements for Professional Services \$50,000 or less may require legal review at the discretion of the Administrator/Controller. All agreements for professional services over \$50,000 shall be reviewed and approved as to form by the designated County Attorney prior to the execution of the agreement.

Agreements shall indicate the designated County Attorney approval by typing "APPROVED AS TO FORM BY COUNTY ATTORNEY" on the signature page or as an attachment.

8. **APPLICABILITY**

This policy shall be applicable to all Departments, Boards, and Commissions of the County of Jackson except for the following:

- a. Jackson County Road Commission
- b. Drain Commissioner for projects performed under Part 40 (Drain Code)
- c. Jackson County Economic Development Corporation
- d. Jackson County Brownfield Redevelopment Authority
- e. Jackson County Fair
- f. Board of Public Works projects performed under P. A. 185 and P. A. 342

It is expected that the above mentioned exceptions to this policy will have adopted their own Professional Services purchasing policy. Copies of said policies are to be filed with the office of the Administrator/Controller.

Adopted 9/19/06

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COUNTY OF JACKSON

POLICY MANUAL

INFORMATION TECHNOLOGY POLICIES

INTERNET POLICY

Policy No.
6040

I. **Purpose**

The County's goal in providing electronic resources to employees is to promote productivity and service to the public by facilitating resource sharing, innovation, state of the art information access, and enhanced communications. In providing electronic infrastructure for the general use of county employees the following objectives must be met:

- A. **Network Availability** – The purpose of the network is to accomplish the business needs of the organization. Non-work related use shall not jeopardize the availability of electronic resources.
- B. **Network Security** – The intention of County network security is to protect the County's business transactions and information.
- C. **Legal Use** – The County will comply with all State and Federal laws in maintaining and regulating the use of electronic information.
- D. **Professional Reputation** – The County will maintain a reputation for being a professional organization where employees are responsible stewards of public trust.

II. **Recognitions**

- A. The County recognizes that the availability of information and resources on the internet is an asset that can improve efficiency.
- B. The County recognizes that the internet is a means of communication and business for all businesses, governments, and organizations. As such, reasonable and responsible personal use may be a more efficient means of integrating non-work matters with work responsibilities to produce a higher producing and more satisfied employee.

III. Use Standards

Internet access is supported by a complex association of external network providers and Jackson County support. Effective County use of the internet depends heavily on the proper conduct of users who must adhere to these guidelines. Internet access is a privilege granted by the County to certain personnel to allow them to use such access to better serve their department, the County, and residents of the County.

A. Acceptable Internet Uses

1. Use that supports a work related responsibility.
2. Use consistent with the rules appropriate to any network being accessed.
3. Use that prevents employees from being called away from the workplace (e.g. dependent care).
4. De minimis recreational use that does not interfere with the performance of an employee's duties or productivity.

B. Prohibited Internet Uses

1. Unauthorized use of copyrighted material
2. Sending or downloading of threatening or obscene material (including pornography).
3. Distribution of material protected by trade secret.
4. Downloading of large amounts of unessential data.
5. Extensive surfing of the internet that interferes with productivity and discharge of responsibilities.
6. Streaming audio or video not related to the responsibilities of the employee's position.
7. Internet gaming.
8. Maintaining activity on behalf of organizations or individuals having no affiliations with Jackson County Government.
9. General broadcast email (to all County employees) without the consent of the County Administrator/Controller.

C. Security

1. Employees shall not use another individual's account.
2. Employees shall not reveal his/her password ~~with~~ **to** another person.
3. Do not show or identify security problems to anyone other than the system administrator.

D. Vandalism / Harassment

1. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks and will not be tolerated. This includes but is not limited to creating or uploading computer viruses.

2. Harassment is ~~defined~~ **defined** as the persistent annoyance of another user or their work effort. This includes, but is not limited to, sending unwanted e-mail.

E. Penalties

1. Violations of the use standards set forth in this document may result in termination of a user account and denial of future internet access through the County network at the discretion of the department director.
2. Excessive personal or recreational use of the internet or email shall be dealt with as it relates to the employee's performance. Leisurely use of electronic resources is not an excuse for poor performance.
3. Attempting to log in as another person may result in cancellation of privileges.
4. Vandalism or harassment, as defined above, will result in cancellation of the offending users' account as well as possible criminal penalties.
5. Any user violating these provisions or applicable state and federal laws are subject to loss of network privileges, disciplinary sanctions, and possible criminal prosecution.

F. Warnings

1. The County does not guarantee or imply any protection or security for personal transactions made using county electronic resources.
2. The County makes no warranties regarding internet information.
3. The County will not be responsible for any damages a user may incur, including loss of data.
4. The quality and accuracy of information obtained through the County's internet connection is not the responsibility of the County.
5. County support staff will not be deterred from more important responsibilities to accommodate troubleshooting requests related to personal use of county resources.
6. Emails are subject to the Freedom of Information Act (FOIA) requests and review by supervisors.
7. All terms and conditions as stated in this document are applicable to all users of the County network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Michigan and United States of America.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
7010**

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VEHICLES

ACQUISITION OF VEHICLES

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Budgeting

All requests for the purchase /lease of automobiles, trucks and vans shall be made during the County's budget process. The type (i.e. ¾ ton truck, 4-door automobile, passenger van, etc.) and generic style as well as all necessary options shall be listed except Sheriff patrol vehicles. The Fleet/Facilities Department shall establish a cost of the vehicle and all necessary options through the State of Michigan's Extended Purchasing Program and/or other state-wide purchasing programs.

Purchasing /Lease

The purchase /lease of the vehicle will be coordinated with the Fleet/Facilities Department. Comparable pricing with local dealers will be encouraged and Purchasing Policy No. 2060, Local Preference, will be considered when final recommendations are presented.

All expenses, including delivery costs and necessary options, shall be included in the final price.

Purchases /leases of automobiles, trucks and vans shall require three (3) formal signed quotes unless purchased from an existing competitively bid governmental contract and shall be submitted to the ~~Personnel & Finance~~ appropriate Committee for final approval along with the maintenance history of the vehicle to be replaced and its disposition. If less than three (3) quotes are received, the person(s) soliciting the bids must provide all quotes received to demonstrate due diligence.

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The leasing of vehicles is discouraged.

The leasing of vehicles requires full Board action.

Adopted: 8/12/03
Revised: 04/15/08

Resolution (02-09.3)
Urging Governor Granholm to Call the Special Election
to Fill the Vacant 19th District State Senate Seat

WHEREAS, these are extraordinary times in Michigan's economic history; and

WHEREAS, the State Legislature is currently making financial decisions that will greatly impact every county in Michigan; and

WHEREAS, due to the election of former State Senator, Mark Schauer, to the Congress of the United States, Michigan's 19th District State Senate seat has been vacated; and

WHEREAS, the citizens of Jackson Michigan, as part of the State Senate's 19th District, deserve to have full representation in the Michigan Legislature, and

WHEREAS, the citizens of Jackson cannot afford to be left out of the economic debate regarding Michigan's economic recovery, and

WHEREAS, Governor Granholm has the constitutional authority to call a Special Election to fill the vacant 19th District State Senate Seat immediately.

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Board of Commissioners urgently calls upon Governor Granholm to set the dates for a Special Election to fill the vacant 19th District State Senate seat with a May Primary and an August General if not sooner.

BE IT FURTHER RESOLVED that upon passage, this Resolution shall be sent to each Jackson Township Board urging their support for the calling of a Special Election to fill the vacant senate seat AND a copy be sent to Governor Jennifer Granholm.

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
February 17, 2009