

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
Todd N. Brittain, 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
Mike Brown, 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
Janet Rochefort, Treasurer
Geoffrey Snyder, Drain Commissioner
Hank Zavislak, Prosecuting Attorney

COUNTY STAFF

Randy Treacher, Administrator/Controller and
Human Resources Director
Charles Adkins, Circuit Court Administrator
Andy Crisenbery, Friend of the Court
Gerard Cyrocki, Finance Officer
Mike Dillon, District Court Administrator
Connie Frey, IT Director
Jim Guerriero, Parks Director
Teresa Hawkins, Youth Center Director
Juli Ann Kolbe, Equalization Director
Kim Luce, Animal Control Director
Dr. John Maino, Medical Director
Kent Maurer, Airport Manager
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 **March 18, 2008**

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
March 18, 2008
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 Phil Duckham*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**

7:15 p.m. A. Public Hearing – Next Gen Energy Brownfield Plan

Attachments:

*Public Hearing Notice

B. Strategic Planning Presentations

1. Cooperation Between Governments
2. Economic Vision of Jackson County
3. Education
4. Vision of a Healthy Community
5. Improved Work Environment
6. Quality of Life

Attachments:

*Cooperation Between Governments

*Economic Vision of Jackson County

*Education

*Vision of a Health Community

*Improved Work Environment

*Quality of Life

9. **PUBLIC COMMENTS**

10. **SPECIAL MEETINGS OF STANDING COMMITTEES**

A. **County Affairs**

1. Equipment Bid Summary – Reelmaster Transport Frame

Attachments:

*Memo from County Parks regarding equipment bid

11. **MINUTES** - Minutes of the 2/19/08 Regular Meeting of the Jackson County Board of Commissioners

Attachments:

*2/19/08 Minutes - Board of Commissioner Regular Meeting

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

A. **County Affairs**

1. Resolution (03-08.11) Approving a Grant Application to the Michigan Natural Resources-Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project

Attachments:

*Resolution (03-08.11)

*Memo from County Parks regarding grant application

*Cost estimate summary – Cascades County Park Improvement Project

B. **County Agencies**

2. Cooperative Reimbursement Program (CRP) Contract Amendment

Attachments:

*CRP Contract Amendment

3. Resolution (03-08.12) Approving a Brownfield Plan by the County of Jackson Pursuant to and in Accordance with the Provisions of Act 381 of the Public Acts of the State of Michigan of 1996, as Amended

Attachments:

*Resolution (03-08.12)

C. Human Services

4. Health Department Management Reorganization

Attachments:

- *Memorandum from Health Officer regarding Proposed Health Department Management Reorganization
- *Current Organization Chart
- *Proposed Organization Chart

D. Personnel & Finance

5. Budget Adjustments

- a. Medical Examiner
- b. Department on Aging
- c. Circuit Court
- d. District Court

Attachments:

- *Memo from Medical Examiner dated 2/29/08
- *Budget Adjustment – Department on Aging
- *Email from Finance Officer dated 2/28/08
- *Memo from Circuit Court Administrator dated 2/6/08
- *Memo from District Court Administrator dated 2/7/08

E. Claims – 1/1/08 – 1/31/08

13. **STANDING COMMITTEES**

A. County Affairs – *Commissioner Dave Lutchka*

1. March 2008 Appointments

- a. Brownfield Redevelopment Authority – three public members, terms to 3/31/2011
- b. Jackson Transportation Authority – one public member, term to 3/31/2011
- c. LifeWays - two public members, terms to 3/31/2011
- d. Veterans Affairs – one WWII member, term to 4/1/2012
- e. Parks Board – one Region 2 Planning Commission appointee, term to 12/31/2008

Attachments:

- *Commissioner Board Appointments – March 2008
- *Letter from BRA Executive Director dated 3/3/2008
- *Letter from JTA General Manager dated 1/2/08
- *Letter from LifeWays Chairperson dated 1/28/08
- *Email from Region 2 Planning dated 3/3/08

2. Equipment Bid Summary – Reelmaster Transport Frame

Attachments:

- *Memo from County Parks regarding equipment bid

B. **County Agencies – Commissioner Gail W. Mahoney**

None.

C. **Human Services – Commissioner Mike Way**

None.

D. **Personnel and Finance – Commissioner James Videto**

1. Bid Summary for Purchase of Two Plainclothes Police Vehicles – Sheriff

Attachments:

- *Memorandum from Fleet/Facilities Supervisor dated 2/25/08

2. Bid Summary for Purchase of New Vehicle – Friend of the Court

Attachments:

- *Memorandum from Fleet/Facilities Supervisor dated 2/28/08

3. Bid Summary for Purchase of Three New Vehicles – Department on Aging

Attachments:

- *Memorandum from Fleet/Facilities Supervisor dated 3/4/08

14. **UNFINISHED BUSINESS**

A. Animal Incineration Recommendation

Attachments:

- *Memo from Fleet/Facilities Supervisor dated 2/26/08

- B. Animal Shelter Landscape Update – A verbal report will be provided by the Administrator/Controller

Attachments: None.

- C. Deputy Administrator Search – The Administrator/Controller will make a recommendation on a search firm for the Deputy Administrator position.

Attachments:

*A handout will be provided at the meeting.

15. **NEW BUSINESS**

- A. Revision to Purchasing Policy 2060 – Local Preference

Attachments:

*Revised Policy 2060

- B. Animal Shelter

Attachments: None.

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

NOTICE OF PUBLIC HEARING

THE BROWNFIELD REDEVELOPMENT AUTHORITY OF JACKSON COUNTY

REGARDING INCLUSION INTO THE COUNTY'S BROWNFIELD PLAN OF THE FORMER FORD PLANT LOCATED AT 221 MILL STREET WITHIN THE VILLAGE OF BROOKLYN, IN THE COUNTY OF JACKSON, MICHIGAN

TO ALL INTERESTED PERSONS IN THE COUNTY OF JACKSON

PLEASE TAKE NOTICE that the County Commissioners of the County of Jackson, Michigan, will hold a Public Hearing on Tuesday, the 18th day of March, 2008, at approximately 7:15 p.m., Eastern Daylight time in the Commissioners Chambers within the County Tower Building, 120 W. Michigan Avenue, Jackson, Michigan, to receive public comment on an amendment to the County's Brownfield Redevelopment Plan to include therein portions of the former Ford Plant property site. The parcels are legally described as:

Parcel ID 000-20-19-151-002-01

SPLIT ON 02/27/98 FROM 000-20-19-151-002-00; A PCL OF LD OWNED AND USED AS ONE PCL BEING A PART OF W 1/2 OF SEC 19 T4S R2E AND A PART OF THE ORIGINAL PLAT OF THE VILLAGE OF BROOKLYN AND MILL LOT NO 46 WH SD ENTIRE PCL IS DESCD AS FOLLOWS--BEG AT THE INTERSECTION OF THE CEN LN OF MAIN ST WITH THE CEN LN OF MILL ST TH S 00°21'30"E ALG CEN LN OF MAIN ST 249.51 FT TH N 88°46'30"E 50 FT TO NW COR OF LOT 44 OF VILLAGE OF BROOKLYN TH S 00°21'30"E ALG E LN OF MAIN ST 99FT TO SW COR OF LOT 42 OF VILLAGE OF BROOKLYN TH E ALG S LN OF SD LOT 42, 194 FT TO THE SE COR OF SD LOT 42 TH S 00°21'30"E TO A PT DISTANT 170.11 FT N ALG E LN OF LOTS 32, 34, 36, 38 & 40, VILLAGE OF BROOKLYN FAROMNLY MOST ESTREMELY OF WATER ST IN SD VILLAGE TH N 88°46'30"E 185.99 FT TH S 83°47'E ACROSS POND 299.69 FT TH N 80°47'E 122.88 FT TH N 88°15'E 225.2 FT TH N 86°17'E 253.7 FT TH S 50°46'40"E 87.16 FT TH N 00°48'50"W 325.54 FT ACROSS POND TO CEN OF JAPAN ST TH NWLY ALG CEN FO SD STREET 619.54 FT TO INTERSECTION OF CEN OF JAPAN ST WITH CEN OF MILL ST TH W ALG CEN OF MILL ST TO BEG INCLUDED IN THE FOREGOING DESCN ARE LOTS 42 & 44 AND MILL LOTNO 46 AND A PART OF LOT 200 ACCD TO THE ORIGINAL PLAT OF THE VILLAGE OF BROOKLY EXC BEG AT THE INTERSECTION OF ELY LN OF MAIN ST WITH SLY LN OF MILL ST TH SLY ALG ELY ON OF MAIN ST TO N LN O F LOT 44, ORIGINAL PLAT OF THE VILLAGE OF BROOKLYN TH ELY ALG SD NLY LN TO NE COR OF SD LOT TH N PAR WITH ELY ON OF MAIN ST TO SLY ON OF MILL ST TH WLY ALG SLY LN OF SD ST TO BRG. ALSO BEG AT N 1/4 POST OF SEC 19 TH N 86°36' W ALG N SEC LN 692.8 FT TH S 00°04'50"W 2053.23 FT TO CEN OF RUSSIA ST TH S 62° 50"W ALG CEN LN OF RUSSIA ST 642.89 FT TH N 00° 28'W 835.53 FT TH S 88°28'10" W 320.53 FT TH S 40°06'50"E 955.85 FT TO CEN OF MILL ST TO A PT FOR PL OF BEG OF THIS DESCN TH W ALG CEN OF MILL ST 83.34 FT TH N 60°42'30"W 310.76 FT TH N 120°32'50" E 162.55 FT TH N 170°38'10"W 33.6 FT TH E TO A PT BEARING IN 40°06'50"W FROM BEG TH S 40°06'50"E TO BEG. ALSO EXC BEG AT W 1/4 POST OF SEC 19 TH N89°42'30"E 258.82 FT ALG CEN LN OF MILL ST TO CEN LN OF WATER ST TH S00°50'16"E 252.56 FT TO A PT FOR PL OF BEG OF THIS EXCN TH CONTINUING S00°50'16"E 157.95 FT TH N87°10'19"E 150 FT TH N00°50'16"W 149.56 FT TH N89°37'31"W 149.94 FT TO BEG.

ALSO EXC BEG AT W 1/4 POST OF SEC 19 TH N89°29'02"E 719.25 FT ALG CEN LN OF MILL ST TO CEN LN OF WATERMAN RD TH S79°16'03"E ALG SD CEN LN 498.91 FT TO A PT FOR PL OF BEG OF THIS EXCN TH CONTINUING S79°16'03"E 190.55 FT TH S00°30'36"W 73.27 FT TO N BANK OF MILL POND TH S72°17'09"E 178.98 FT TH N05°37'25"W 164 FT TO BEG. SEC 19
T4S R2E VILLAGE OF BROOKLYN

Parcel ID 000-20-19-151-003-00

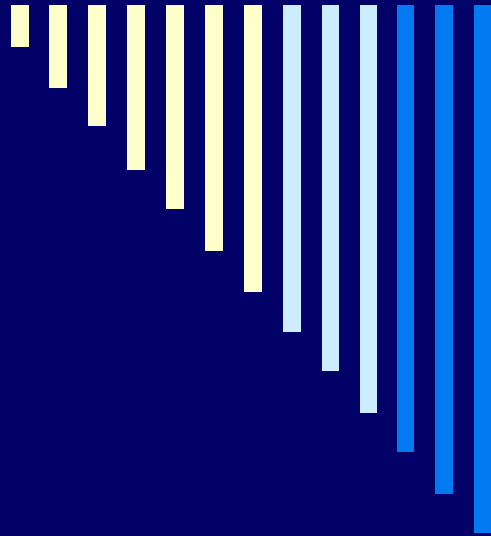
BEG AT INTERSECTION OF CEN OF MILL ST WITH CEN OF JAPAN ST TH W ALG CEN OF MILL ST 83.34 FT TO A PT WH IS THE PL OF BEG OF THIS DESCN TH N 6°42'30" W 310.76 FT TH N 12°32'50" E 160.55 FT TH S88°57'40"W 149.1 FT TO CEN LN OF TAIL RACE OF RIVER RAISIN TH SLY ALG SD CEN LN AS IT WINDS AND TURNS TO CEN OF MILL ST TH N 88° 28'10"E ALG CEN OF MILL ST 180 FT TO BEG SEC 19
T4S R2E VILLAGE OF BROOKLYN

The property consists of approximately 5.11 acres, more or less and is commonly described as 221 Mill Street, Brooklyn, Michigan 49230.

The Brownfield Plan, which includes a site map, is available for public inspection at the County Brownfield Redevelopment Authority office, located at One Jackson Square, 11th Floor, Jackson, Michigan. All aspects of the plan are open for discussion at the public hearing.

FURTHER INFORMATION may be obtained from the Brownfield Redevelopment Authority of Jackson County at (517) 788-4455. THIS NOTICE is given by order of the County Board of the County of Jackson, Michigan.

Amanda L. Riska, Clerk
County of Jackson



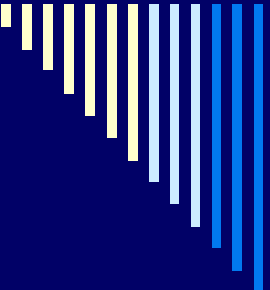
Cooperation Between Governments

**Strategic Planning 2008
Action Plan**



Vision Statement

- Jackson County provides effective and economical services for all citizens by working cooperatively and collaboratively with other units of government
-



Cooperation Between Governments Team Members

- ❑ Bill Ross, Jackson City Manager
 - ❑ Cameron McCollum, Jackson Transportation Authority
 - ❑ Cliff Herl, Jackson County Commissioner
 - ❑ Connie Frey, Jackson County Information Technology Director
 - ❑ Dan Heyns, Jackson County Sheriff
 - ❑ David Elwell, Jackson County Commissioner
 - ❑ Ev Huttenlocker, Waterloo Township
 - ❑ Gerard Cyrocki, Jackson County Administrative Services
 - ❑ Hank Zavislak, Jackson County Prosecutor
 - ❑ Jim Dunn, Summit Township Supervisor
 - ❑ Michael Way, Jackson County Commissioner
 - ❑ Mindy Reilly, Jackson County Register of Deeds
 - ❑ Nancy Seydell, Tompkins Township
-



Committees

☐ Fuel Sub-Committee

Members: Gerard Cyrocki, Cameron McCollum, Bill Ross, Dan Heyns, Dave Elwell

☐ Office Supplies Sub-Committee

Members: Jim Dunn, Cliff Herl, Nancy Seydell, Margaret Cunningham, Mike Gradis

☐ IT Sub-Committee

Members: Connie Frey, Dan Heyns, Mindy Reilly, Don Nelson, Ryan Velzy, Ishwar Laxminarayan

☐ Employee Benefits Sub-Committee (healthcare)

Members: Gerard Cyrocki, Jim Dunn, Mike Way, Dave Elwell, Cameron McCollum, Cathy Brechtelsbauer

☐ Survey Sub-Committee

Members: Jim Dunn, Cliff Herl, Nancy Seydell, Mike Gradis



Strategy I: Re-energize the Intergovernmental Committee to focus on cooperation

Key Action Steps:

1. Exploratory meeting with townships, villages, city and county to determine purpose of the intergovernmental committee and request volunteers to be part of the planning sub-committee
 2. Report back to Cooperation Between Governments team to: 1) Get their input/ideas, and feedback and , 2) request additional sub-committee members
 3. Sub-committee creates plan to revitalize the Jackson County Intergovernmental Committee
-



Strategy II: Conduct an inventory of existing intergovernmental cooperative arrangements

Key Action Steps:

1. Develop survey
 2. Determine the best distribution method for the survey
 3. Personally call (not email) all survey respondents to request their commitment to complete the survey
 4. Send out survey
 5. Compile results and summarize findings
 6. Send all survey respondents a link to the survey results and thank them for their participation
-



Strategy III: Get input from constituents (e.g. businesses, citizens, community leaders, etc.) to identify where and how government can cooperate

Key Action Steps:

1. Conduct a focus group luncheon with businesses to identify government “red tape” obstacles they encountered
 2. Determine the best method for gaining citizen input on government “red tape” issues; then create and implement plan
 3. Conduct a focus group with community leaders to explore challenges and generate ideas for more intergovernmental cooperation
-



Strategy IV: Develop communication tools to assist local units in the means necessary to collaborate and communicate

Key Action Steps:

1. Get input from all six strategic planning teams to identify areas of collaboration
 2. Create a communications plan
 3. Identify resources and needs and request funding for implementation of the plan
-



Action Update

- ❑ Fuel Committee - The Jackson Transportation Authority has offered to sell fuel to the local government units at a low cost. The City, County, Townships and schools are looking at this
 - ❑ Office Supplies - A joint effort to expand government pricing and discounts to townships and schools is underway
 - ❑ It Sub-Committee – A plan to implement E-government solutions, online training and expand the infrastructure is underway
 - ❑ Employee Benefits – A review of new laws and regulations that may allow sharing of benefits at a savings to Townships is being addressed
 - ❑ Survey Sub-Committee - A survey of existing cooperative programs is being performed and it includes a request for suggested new cooperative programs
-

Economic Vision of Jackson County

Jackson County's diverse economy and innovative economic development efforts ensure continued growth and vibrancy within the local, regional, state, and global marketplace

Economic Development Team

Karen Coffman	Jackson County Treasurers	Andrew Frounfelker	City of Jackson Council Member
Kent Maurer	Jackson County Airport	Ken Gaiser	City of Jackson Council Member
Steve Shotwell	Jackson County Commissioner	Carol Konieczki	Director of Community Development
Jim Videto	Jackson County Commissioner	Charles Reisdorf	Region II Planning Commission
Mike Brown	Jackson County Commissioner	Scott Ambs	Jackson County GIS
Philip Duckham	Jackson County Commissioner	Phil Tocco	MSU Extension Jackson County
Amy Torres	The Enterprise Group	Jim Stormont	Grass Lake Charter Township
Scott Fleming	The Enterprise Group	Denise Butler	Napoleon Township
Salah Huwais	Jackson Citizens for Economic Growth	Victor Cardenas	Village of Brooklyn
Chris Sayles	Jackson Citizens for Economic Growth	Ron Griffith	Spring Arbor University
Tom Grace	Jackson Citizens for Economic Growth	Raymond Snell	Blackman Charter Township
Brad Williams	Jackson Citizens for Economic Growth	Mindy Bradish	Chamber of Commerce
Kyle Jansen	Downtown Development Authority	Marv Jester	Home Builders Association
Debi Stuart	City of Jackson	Steve Morrison	South Central Michigan Works

Economic Development Key Challenges



- The many layers of government.
- Resistance to growth and change.
- Fragmented community vision.

Economic Strategy I

Create an economic development plan for Jackson County.

1. Determine an existing entity or create a “joint economic committee” to oversee implementation of the economic plan,
2. Conduct an Economic Survey and Community Assessment by Collecting and analyzing existing economic and demographic data including:
 - Economic surveys, Community profile, Existing economic development service providers in Jackson, Best practices, and Economic forecast information.
3. Collect and analyze existing County Economic Development Plans

Economic Strategy I (cont.)

Create an economic development plan for Jackson County.

4. Identify and solicit information from consultants for creation of the Economic Development Plan.
5. Identify community economic strengths and weaknesses via valid research methods and previously collected data based on where county stakeholders would like to see the county move towards,
6. Conduct another economic conference inviting key stakeholders including citizens, existing economic development groups and representatives of government plus key business and industry stakeholders with the goal of receiving input on the information gathered from the first two steps,

Economic Strategy I (cont.)

Create an economic development plan for Jackson County.

7. **Categorize** the economic plan **outcomes** into major categories each with **specific goals and objectives** assigned to key implementation agents within the community, i.e.:
 - Business, Industry, Tourism, etc.
8. Create the 5-year Jackson County Economic Strategic Plan,
9. **Facilitate support** for the economic plan from relevant government bodies and private sector groups, business and industry,

Economic Strategy I (cont.)

Create an economic development plan for Jackson County.



10. Develop and fund a **public awareness campaign for the economic plan** utilizing current economic organizations and the media,
11. Determine and **evaluate indicators of success** through benchmarking and follow-up.

Economic Strategy II

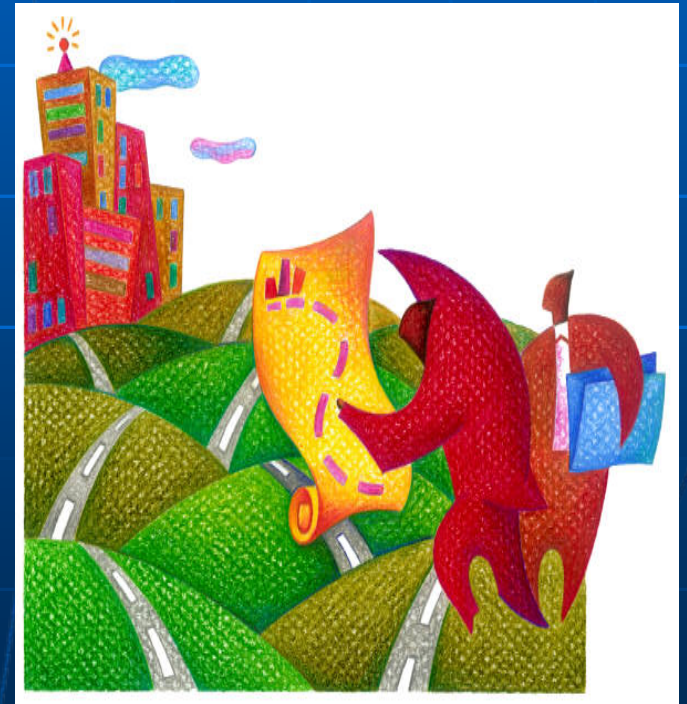
Create a streamlined mechanism for permits, requirements and licenses to make it user-friendly to start and maintain businesses.

1. **Collect copies of all permits**, instructions for permits and summarize the various procedures for processing those permits via meeting with representatives of each governmental jurisdiction,
2. **Create a flow chart to analyze the various "procedures and steps"** now required in the permitting and inspection process. Identify an exemplary instance "best practices",
3. **Determine the feasibility of standardizing**, combining, cooperation, collaboration or consolidation of these processes to the extent that common permit form (s) and process can be utilized by all government entities,

Economic Strategy II (cont.)

Create a streamlined mechanism for permits, requirements and licenses to make it user-friendly to start and maintain businesses.

4. Make recommendations for implementation,
5. Develop a marketing and public awareness campaign,
6. Determine and evaluate indicators of success through benchmarking and follow-up.



Economic Strategy III

Determine the feasibility of creating a central web site and/or an “e-commerce web site as a central and primary resource for anyone researching the possibility of doing business within Jackson County.

1. Conduct a **survey** of all **existing governmental web sites** and the degree of cross-linking or duplication of effort that now exists,
2. Conduct a **survey of best practices** for combined or e-commerce web sites,
3. Research and **identify an existing entity to manage a centralized web site or e-commerce web site**. Include research on which groups might already be undertaking a similar process,

Economic Strategy III (cont.)

Determine the feasibility of creating a central web site and/or an “e-commerce” web site as a central and primary resource for anyone researching the possibility of doing business within Jackson County.

4. Conduct an information forum with key stakeholders to discuss the findings of 1 through 3,
5. Make recommendations for implementation of a central or e-commerce web site,
6. Develop a marketing and public awareness campaign,
7. Determine and evaluate indicators of success through benchmarking and follow-up.

Estimated Time for Completion

Economic Strategy I

Create an economic development plan for Jackson County.

🕒 One year

Economic Strategy II

Create a streamlined mechanism for permits, requirements and licenses to make it user-friendly to start and maintain businesses.

🕒 Six to Nine Months

Economic Strategy III

Determine the feasibility of creating a central web site and/or an "e-commerce web site as a central and primary resource for anyone researching the possibility of doing business within Jackson County.

🕒 Six to Nine Months



The background is a light blue-tinted photograph of a chalkboard. Faint white chalk lines and diagrams are visible on the board. In the lower-left foreground, two pieces of white chalk lie on the chalkboard's ledge. The overall image has a soft, slightly blurred quality.

County Strategic Plan

Education Report

Vision Statement

Jackson County recognizes education fuels a thriving community and provides a progressive environment that promotes education at all levels to give residents a competitive advantage.

Goals for the Future (0-5)

- Kids come to school ready for Kindergarten
- Support for Early Childhood Programs



Goals for the Future (5-11)

- All children progressing academically, socially, and physically



Goals for the Future (11-14)

- **Students are ready for success in High School (academically, physically, and socially)**



Goals for the Future (14-18)

- All students meet statewide graduation requirements
- All students will be college\career ready



Goals for the Future (18-23)

- Jackson County Bachelor degree rates exceed the national average
- We have productive work ready citizens in Jackson County



Overview of Goals

- Kids come to school ready for kindergarten
- Support for early childhood programs
- All children progressing (academically, socially and physically)
- All students meet statewide graduation requirements
- All students will be college/career ready
- Jackson County Bachelor degree rates exceed the national average
- We have productive work ready citizens in Jackson County

Next Steps

**Form partnerships in Jackson County
to promote education at all levels 0-22
and beyond**



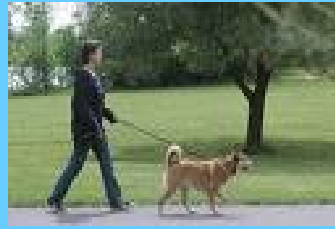
Additional Information

- **Many strategies were discussed as to how progress can be made toward these goals.**
- **The county needs to approve the goals before the actual work can begin.**



Committee participants:

- **Linda Brian, Hanover-Horton Schools**
- **Lura Briggs, Jackson County Department on Aging**
- **Mary Cunningham-DeLuca, Community Action Agency**
- **Dr. John Graves, Jackson County Intermediate School District**
- **Patrick Grubba, Jackson County Youth Center**
- **Dr. Patty Kaufman, Baker College**
- **Nancy Miller, Jackson Legacy Program, JCF**
- **Dr. Daniel Phelan, Jackson Community College**
- **Earl J. Poleski, County Commissioner**
- **Michael Price, Jackson County Facilities**
- **Doug Schedeler, Jackson County Intermediate School District**
- **Jan Seitz, Michigan State University Extension**



Vision of a Healthy Community

Jackson County residents enjoy phenomenal health through affordable, accessible healthcare; a community commitment to wellness; and increased public recreation



Healthy Community Team

Shelly Bullinger, Chair	Jackson County Health Department
Gail Mahoney, Vice Chair	Jackson County Commissioner
Louise Bernstein	Jackson County Health Department
Rick Bradley	12 th District Court
Jeanne DeLiefde	Fulcrum Group
Michael Gradis	Jackson County Administrators Office
Suzanne Haas	Jackson County Health Department
Renee Marks	Jackson County Health Department
Ric Scheele	Jackson County Facilities
Amy Schultz	Foote Health System
Pat Smith	Jackson County Commissioner
Julie Weisbrod	Jackson County Health Department
Ted Westmeier	Jackson County Health Department

Healthy Community

Key Challenges

- The public does not take ownership and responsibility for a healthy community.
- The public is resistant to changing lifestyle behaviors (e.g. diet, exercise, health care, etc.). We are not willing to change the norm.
- The public does not have access to affordable healthcare.

Strategy

Facilitate a countywide Healthy Community Task Force to develop a long-term, comprehensive plan for improving the overall health of Jackson County residents.



GOAL

a.k.a. “The Bucket List”



- Build a healthy community by increasing access to affordable healthcare;
- Educating the public on the community health status and its importance;
- Promoting the adoption of a healthy lifestyle through personal choice and action.

Action Steps

1. Attend unveiling of Community Health Assessment (CHA) survey results.
2. Merge Healthy Community (HC) team with Health Improvement Organization (HIO) Coordinating Council.
3. Analyze survey results and other research data to identify community health needs.
 - Jackson County Community Health Assessment Survey
 - Pueblo, Co and Helena MT study on CVD
 - Morbidity & mortality statistics
 - Ranking of Jackson's health status
 - Identified gaps in services

Action Steps (cont.)

4. Identify priorities for action.
5. Identify task force members to lead countywide initiatives.
6. HIO clarifies their vision, mission and member expectations.
7. Develop and prioritize specific goals.
8. Develop a Comprehensive Health Plan to include timelines and budget.
9. Implement Comprehensive Health Plan

Comprehensive Health Plan (strategies to explore)

- Market survey results to residents, businesses, stakeholders etc.. on a countywide level to seek ownership / "buy-in"
- Educate community on health care costs & how personal behaviors affect this
- Educate residents on how to adopt a healthy lifestyle
- Market 211 for access to affordable health care

Comprehensive Health Plan

(strategies to explore)

- Consider a navigation system to connect residents to Health Care for All
- Seek financial incentives / disincentives to encourage residents to make healthy lifestyle choices
- Open an additional Federally Qualified Health Plan
- Increase utilization of family health clinic at Northeast School
- Seek environmental changes to affect lifestyle behaviors (i.e. countywide CIA Ordinance, safe biking routes, disincentives or increased health insurance costs)
- Seek funding sources

Estimated Timeline

	<u>Begin</u>	<u>End</u>
Attend unveiling of survey results	3/28/08	3/28/08
	(1 day)	
Align HC team with HIOCC	3/28/08	6/30/08
	(3 months)	
Analyze survey results and research data	4/01/08	9/30/08
	(6 months)	
Identify Task Force members	4/01/08	9/30/08
	(6 months)	

Estimated Timeline (cont.)

	<u>Begin</u>	<u>End</u>
HIOCC clarify vision, mission and member expectations	10/01/08	12/01/08
	(2 months)	
Develop & prioritize goals / action steps	10/01/08	12/01/08
	(2 months)	
Develop Comprehensive Health Plan with timelines and budget	12/01/08	6/30/09
	(7 months)	
Implement Comprehensive Health Plan	7/01/09	12/21/12
	(On - going)	
	or	
	(Til the end of time)	

Why 12 - 21 - 2012 ????

Mayan and Hopi Indian calendars, predict 12 - 21 - 2012 as the “end of the world.”

As we move steadily toward the end, like racehorses to the finish line,

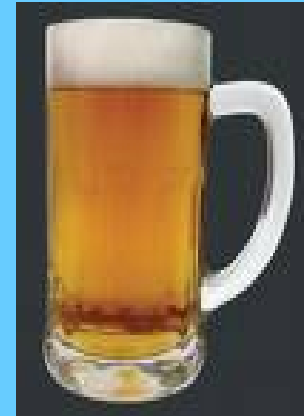
WE should ask ourselves.....



Why worry about all these positive health behaviors ????



*“Give me a cigarette
And a beer,
As the end is near!”*



**One might argue,
Who knows the very last day ??
Quality of life is still the way**



The choice, as always, is yours!



The Healthy Community Team encourages you to make healthy lifestyle choices.

These choices will support the Healthy Community Vision and improve the health status of Jackson County.



Improved Work Environment

Team Vision

Jackson County employees
are a cohesive and conscientious
team of people
empowered by committed,
effective leadership
to serve the public.

Improved Work Environment

Major Strategy 1:

Create a user-friendly environment for the public and employees.



Improved Work Environment

Strategy 1 Action Steps

1. Receive Board Approval to proceed with preliminary steps, gaining approval of a limited budget to accomplish preliminary steps of the process.
2. Develop and implement a marketing plan for the strategy.
3. Assess and identify areas that can be improved in county government through
 - A. Public Surveys
 - B. Employee suggestion e-mail box
 - C. Employee input

Strategy 1 Action Steps (continued)

4. Conduct an analysis of the identified issues from step 3. Communicate findings to the Department Heads.
5. Meet with the appropriate departmental representatives from identified areas to gather input.
6. Consolidate and prioritize list of items from above steps.
7. Brainstorm and compile potential solutions for the prioritized areas.
8. Department specific items to be turned over to the appropriate Department Head/Elected Official for development of an action plan.

Strategy 1 Action Steps (continued)



9. Interdepartmental and county-wide solutions to be facilitated by the Improved Work Environment Team.
10. Implement solution ideas.
11. Monitor changes and make adjustments as needed.

Improved Work Environment

Major Strategy 2:

Develop and enhance department heads and elected official's management abilities so they are leading by example to ensure accountability to the taxpayers of Jackson County.

Improved Work Environment

Strategy 2 Action Steps

1. Receive Board Approval to proceed with preliminary steps, gaining approval of a limited budget to accomplish preliminary steps of the process.
2. Research, assess and identify the current cultural characteristics of the county workforce through a cultural assessment, survey, and focus groups.
3. Identify leadership and management core competencies for county employees.
4. Identify leadership program curriculum topics and initiatives.

Strategy 2 Action Steps (continued)

5. Research and select vendors to be interviewed.
6. Interview vendors.
7. Estimate budget for the project.
8. Explore funding options.
9. Seek budget approval from Board of Commissioners.



Strategy 2 Action Steps (continued)

10. Develop and draft R.F.P. setting parameters and expectations for vendors.
11. Send and evaluate returned proposals.
12. Select a vendor.
13. Develop training program with selected vendor.
14. Implement training program.
15. Monitor program effectiveness and make program adjustments as needed.

Improved Work Environment – Team Members

- Becky Humphrey – Parks
- Mike Dillon – 12th District Court
- Tom Finco – Sheriff
- Joni Johnson – Human Resources
- Brandon Ransom – Parks
- Teresa Soltis – Facilities
- Marge Teske – Prosecutor
- Bob Vogt – Sheriff
- Marce Wandell – Department on Aging
- Tim Yost – Facilities
- Hank Zavislak – Prosecutor

Improved Work Environment

Outcomes

- Several Meetings
- Research
- 2 major action plans
- Committed to the purpose



Jackson County Strategic Plan

Quality of Life

Kristy Smith, Brad Piros
Co-Chairs

Quality of Life Team Members

- Kristy Smith – *Jackson County Department on Aging*
- Brad Piros – *Jackson County Office of the Sheriff*
- Randy Treacher – *Jackson County Administrator/Controller*
- Amy Wellington – *Ella Sharp Museum*
- David Welihan – *Office of Veterans Affairs*
- Irene Lecrone – *United Way of Jackson County*
- Jim Parrott – *City of Jackson*
- Kelly Hoover – *City of Jackson*
- Karen Retter – *Jackson County Administrative Services*
- Kathy Tharp – *Jackson County Administrative Services*
- Patricia Spink – *Jackson County Department on Aging*
- Rosalyn Anderson – *Citizen at Large*
- Janet Rochefort – *Jackson County Treasurer*

Quality of Life Vision

- Jackson County's wealth of cultural opportunities, recreational activities, community amenities and neighborly environment makes it one of Michigan's most desirable places to live, work, and play.

Quality of Life Team Strategies

1. **Measure the community's perception of Jackson County.**
 - a. Review survey work done by other community groups.*
 - b. Review County strategic plan focus group information.*

Quality of Life Team Strategies

2. Build on identified community strengths using a community coaching approach.

- a. Identify community strengths, assets, and possibilities.*
- b. Identify components of civic engagement.*
- c. Determine what resources are available and/or needed to promote strengths.*

Quality of Life Team Strategies

3. Launch a community-wide civic engagement campaign.

a. Promote community participation.

b. Connect people with existing community assets.

Thank You



Jackson County
Quality of Life

JACKSON COUNTY PARKS

Memorandum

To: County Personnel and Finance Committee

From: County Parks Commission

Date: Thursday February 28, 2008

Re: Equipment Bid

March 10, 2008 meeting

The Parks Commission, at a regular meeting held on February 20, 2008 upon a motion by Videto supported by Way to approve a purchase of a Reelmaster transport frame at the low bid of \$11,767.20 from Spartan Distributors and requests committee approval.

Bid letters were sent out on January 17, 2008 to replace a 1985 transport frame that can no longer be repaired. The bids are as follows:

- | | |
|--|-------------|
| 1. Spartan Distributors - Sparta, MI | \$11,767.20 |
| 2. Kenney Outdoor Solutions – Indianapolis, IN | \$16,433.00 |
| 3. Century Equipment – Toledo, OH | No Reply |

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MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS
February 18, 2008
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER:** Chairman Shotwell called the February 18, 2008 meeting of the Jackson County Board of Commissioners to order at 7:01 p.m.
2. **INVOCATION:** by Commissioner Todd Brittain
3. **PLEDGE OF ALLEGIANCE:** by Chairman Steve Shotwell
4. **ROLL CALL:** County Clerk Amanda L. Riska

(12) Present: Commissioners Herl, Lutchka, Brittain, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way, Elwell, and Shotwell.

5. **APPROVAL OF AGENDA:** *Moved by Mahoney, supported by Duckham for the approval of the agenda.* Motion carried.

6. **AWARDS & RECOGNITIONS:**

A. Resolution (02-08.09) Honoring Cheryl Kiefer. Award Presented by Chairman Shotwell to the family of Ms. Kiefer. *Moved by Herl, Supported by Elwell.* Roll call: (12) Yeas. Motion carried unanimously.

7. **COMMUNICATIONS/PETITIONS:**

Moved by Videto, supported by Poleski to receive correspondence from John R. Case Sr. of Spring Arbor Township regarding a complaint against the Road Commission concerning a mailbox damaged by snow. Motion carried unanimously.

8. **SPECIAL ORDERS/PUBLIC HEARINGS:**

Resolution (02-08.10) to Appoint an Administrator/Controller and Establish a Succession Plan.

Moved by Mahoney, supported by Poleski to Appoint Randy Treacher as the Administrator/Controller and Establish a Succession Plan. Roll Call: (11) Yeas. Cmr. Herl, Lutchka, Duckham, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way, and Elwell. (1) Nay. Cmr. Brittain. Motion carried.

Cmr. Brittain stated that he has a hard time voting in favor of this. He thinks that Randy does an excellent job and has taken on additional duties, but to only change the name and then give

him an almost \$20,000 increase, he doesn't agree with. He stated that Randy may be willing to stay on and according to some discussions, maybe even five years. He doesn't know why they would hire a full-time deputy for five years if they could get by with a part-time, which he believes Randy at one point stated he could. He will be opposing the resolution.

Cmr. Elwell stated that he doesn't think it is just a name change, and the reality is that Randy has been doing the job of the Administrator for quite some time and has done a good job of it. He doesn't think it's just about the money, but he doesn't know why they would want him doing the job of the Administrator and being compensated as if he was the Deputy Administrator. He thinks the job duties go with the title, and the pay goes along with it and is commensurate for the work he's been doing.

Cmr. Mahoney stated that she thinks the board is making an acknowledgment that they could have made a year and a half ago. She said that Randy has worked without the pay for a year and a half to satisfy some of the commissioners who didn't think he was worthy of it two and a half years ago. She said that for this not to happen would be a slap in his face, and she is so happy that the board has moved into a position and made a decision to give people recognition where it's due. She thinks that it is more than a title and thinks that pay may not be all of it, but it is part of it. If they ever expect to attract another Administrator after Randy retires, as he deserves to, then this is something that this board needs to do and should have done long before now.

Cmr. Herl stated that he has worked with Randy for two years and he has never taken a pay increase, and has been a deputy all along. He gives him a lot of credit for the many hats he wears as different department heads, and feels that he is entitled to all of it. He mentioned how Randy stepped in on the Road Commission and didn't take anything for it. He thinks they have a good Administrator right now, and they ought to try to keep him. He said that Randy has been overworked and needs somebody to help him. He believes it is time to step up and get a deputy to follow Randy, as there will be some big shoes to fill if Randy walks out the door. He will be supporting this motion 100%.

Cmr. Brown stated that he looks at the County like a business not a government, and in any business you have a Vice President and would have several as a bank. He pointed out how many departments Randy has to oversee as one person, and said that his hat is off to him for a job well done. He feels that a full-time deputy is needed so that person can learn the ropes from people who have been with the County a long time and have done a good job at it. He said it is time to move on with an Administrator and a deputy, and to Randy a job well done.

Cmr. Poleski echoed what Cmr. Mahoney, Elwell, Herl, and Brown said. He pointed out that not only would this simply be adding a deputy and acknowledging Randy's excellent service, but it would also be establishing a succession plan for the Administration which he believes is very important for the County. He said that Randy has given them the stability they wanted, after some of the difficulty a couple years ago. He thinks that the succession plan that this resolution would put into place is appropriate, and will lend further stability to the County and its management. He fully supports the resolution and stated his intention to vote for it.

Cmdr. Lutchka doesn't think they would attract the people they want to fill Randy's shoes, if they made the deputy position part-time. He said that he didn't want to put words in Randy's mouth, but he doesn't think that he wants to stay for another five years. He thinks that they need to attract the best possible people they can to replace him when he's gone and feels that the deputy is the place to do it.

Cmdr. Brittain stated that it was mentioned that Randy hasn't taken an increase since he first came on, but said that he is actually making double of when he first came on. He stated that he was making \$56,000 when he first came on as the Deputy Administrator and believes he is now making close to \$92,000 as the Acting Administrator/Controller. He said that he can see going with a full-time deputy and wouldn't have a problem with that, but if Randy were to choose to stay on for five more years he thinks they should wait to get a full-time deputy until the year before he leaves and have a part-time person until that time. He doesn't think they should force Randy to leave, and they should allow him to stay as long as he chooses.

Cmdr. Duckham stated that he will be supporting this resolution. He said Randy has saved the county money time and time again, so he is worth every penny and probably more.

Cmdr. Smith stated that she thinks Randy has done an amazing job, and she feels that he is worth every penny that he is paid as well.

Cmdr. Herl responded to the comment made that when Randy first started he only made \$56,000. He said that this is a bargain because if they left him at \$56,000 and paid him for all of the different hats he wears, they would probably be up to around \$100,000.

Chairman Shotwell stated that it has been his honor and privilege since he came on the commission, to work with Mr. Treacher. He said that he has truly been an Administrator by being a leader when needed to be, assisting the commission to understand what their role is, helping them to craft policy, and helping them to become an example of government throughout the county and throughout the state. He looks forward to working with him as long as he would like to stay.

9. PUBLIC COMMENT: *Opened at 7:16 p.m.*

Jason Hammond spoke regarding the Jackson County Deputy's Association negotiations.

Lynn Bolenbaugh spoke regarding dogs barking at the Animal Shelter.

Janet Rochefort spoke in favor of the appointment of Randy Treacher as the Administrator/Controller.

Estelle Graves spoke regarding the JTA contract and the need for more hours.

Public Comment closed at 7:29 p.m.

10. SPECIAL MEETINGS OF STANDING COMMITTEES:

A. Personnel & Finance

1. Parks Budget Adjustment

The meeting was adjourned briefly at 7:29 p.m. to allow the commissioners who are members of the Personnel and Finance Committee to meet behind Cmr. Videto's desk.

The meeting was called back to order at 7:33 p.m.

11. MINUTES:

Minutes of the 1/15/08 Regular Meeting of the Jackson County Board of Commissioners Meeting minutes.

Moved by Mahoney, supported by Brown for approval of the meeting minutes from the 1/15/08 Regular Meeting of the Jackson County Board of Commissioners. Motion Carried.

12. CONSENT AGENDA:

Cmr. Shotwell made a correction on #2 – Resolution (02-08.06) should be \$160,000.00 not, \$1600,000.00.

Cmr. Brittain asked to pull Item B -6, Bid Summary for Purchase of Patrol Cars – Sheriff's Office. This will be moved to County Agencies.

Moved by Lutchka, supported by Herl for approval of the consent agenda. Roll call: (12) Yeas. Motion carried unanimously.

A. County Affairs:

- 1. MDOT Contract for a Federal/State/Local Airport Project Under the Block Grant Program – Land Acquisition Costs of Parcel #85.**
- 2. Resolution (02-08.06) Authorizing the County Board of Commissioners Chair, James E. Shotwell, Jr., to sign MDOT Contract #2008-134 (FEDERAL PROJECT #B-26-0051-2007), for Land Acquisition Costs of Parcel #85 (Macchia Hangar)**
- 3. 2007 Annual Report – Jackson County Airport – Reynolds Field**
- 4. Delinquent Tax Fund – RRF to pay a 4.5% Interest Payment on the Delinquent Tax Fund for the Period 2008-2013 Until the Loan is Paid Off**
- 5. Storm Water Pollution Prevention Initiative (SWPPI)**

B. County Agencies:

6. ~~Bid Summary for Purchase of Patrol Cars – Sheriff's Office~~

7. Neglect and Delinquency Bids – Circuit Court

C. Human Services: None

D. Personnel & Finance:

8. Transportation Agreement Between the Jackson Transportation Authority and the County of Jackson for the Period January 1, 2008 through December 31, 2008.

9. Budget Adjustments

a. Soil Erosion Fund

E. Claims – 11/1/07 – 11/30/07 and 12/1/07 – 12/31/07

13. STANDING COMMITTEES:

A. County Affairs – Commissioner Dave Lutchka

1. February 2008 Appointments

a. Hospital Finance Authority – one public member, term to 12/31/2008

Comr. Lutchka stated that the committee recommended Jason Sanders. No other nominations from the floor. *Jason Sanders appointed.*

b. South Central Michigan Works – one Commissioner member (alternate), term to 1/09

No action taken by the board.

c. Economic Development Corporation – one City Council member, term to 2/2014

Comr. Lutchka stated that the committee recommended Martin Griffin. No other nominations from the floor. *Martin Griffin appointed.*

B. County Agencies – Commissioner Gail W. Mahoney

Moved by Mahoney, supported by Herl to approve the RFP process for the new sheriff cars. Roll Call: (10) Yeas. Cmr. Herl, Lutchka, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way, and Elwell. (2) Nays. Cmr. Brittain and Duckham.

Cmr. Brittain stated that he will be voting against it. He said that he could see replacing a few of the cars, but he didn't agree with the mileage on two of the vehicles.

Cmr. Duckham stated that he will be voting against it also. He said that with today's standard of vehicles, some of the cars aren't even due for a tune-up yet being that some of them are just at 100,000 miles and some under 100,000. He thinks that 100,000 miles is 100,000 miles, no matter how you go. He thinks they could get new suspensions put on the cars that need it, for about \$2,000 or \$3,000. His opinion is that when the legal system is making up 70% of the County's budget, they have to start finding ways to wrap their arms around this thing and start looking for ways to cut that part of the budget back.

Cmr. Elwell stated that from his experience, 100,000 miles on a patrol car is not the same as 100,000 miles on any other car whether it needs a tune-up or not. He stated that having driven a patrol car for 28 years, he doesn't think cars at 100,000 miles should be used as primary cars, which they currently are. He said that many years ago they went through a re-building process and it didn't work out because it wasn't worth the amount of money that they had to put into them. He thinks that \$20,000 for these cars on the state bid is the thing to do. He doesn't want deputies out there in patrol cars with 100,000 miles on them having to go on complaints at very high speeds. He will be voting for this.

Cmr. Brown echoed that 100,000 miles on a patrol car that is on the road 24/7 is not the same as on the average car that is driven everyday back and forth to work. He said that the wear and tear that he sees on these cars when they come into the shop is amazing, especially with all of the potholes in the roads and parking lots. He will be voting yes because he believes they need to keep their fleet up to date, and 100,000 miles on a patrol car is a throw away car to him.

Cmr. Poleski stated that he agrees with Cmr. Elwell and Brown. He thinks that they owe it to those who stand in harm's way to provide them with the best equipment they can. He also pointed out that several of the cars that will be taken out of the front line will not be retired, but used for some other purpose other than the kind of hazardous duty that they expect of road patrol deputies. He also thinks that the fleet management people have given them their best wisdom, and they should respect the view of their management.

Cmr. Brittain added that those vehicles are not on the road 24 hours a day 7 days a week, but that they are on shifts. He also said that if someone has driven vehicles for 20 years, they would know that police cars had posi-traction on them which spins both wheels at the same time. He said that this was a problem with police cars because they were always pressing on the gas and it would cause the frame to bend. He also stated

that if the purchase does go through, he wants to make sure that the new vehicles go directly to the patrol officers and not the Sheriff, Under-Sheriff, the Deputies, or the Captains. He wanted a guarantee that will not happen.

C. Human Services – Commissioner Mike Way

None.

D. Personnel and Finance – Commissioner James Videto

1. Parks Budget Adjustment

Moved by Videto, supported by Way to transfer \$67,500 from the Parks 208 fund to the golf course 218 fund to prevent a fund deficit for 2007 and approve the carry-overs for line items for the Falling Waters Trail Construction, the Falling Water Trail Maintenance, and the Park Equipment Fund from the 2007 to 2008 budget year. Roll Call: (12) Yeas. Motion carried unanimously.

Comr. Poleski asked for clarification on which fund the transfer was coming from and which fund the transfer was going to. He also wanted to verify that he was correct in thinking that the deficit was a result of revenues being inadequate to expenses there.

14. UNFINISHED BUSINESS:

A. Animal Shelter Landscaping Report – A verbal report will be provided by the Acting Administrator/Controller, Randy Treacher

Randy stated that he has met with a landscape architect on two separate occasions and he will be coming back in March with pictures of the back of the area between the residents in question and the shelter, and he will have some recommendations. He thinks that by doing some ambitious planting, it will minimize any problems that the neighbors might see. He stated that they will be bringing it before the commissioners before they do anything, as well as talking with the neighbors and showing them before and after pictures of what it will look like. He said that the architect was very impressed with the setting and wants to keep it more of a meadow type setting. He believes that he has some pretty good ideas and has the kind of resources to take care of the noise and sight problems. He said the plan is to try to do this as soon as the weather breaks.

Comr. Way stated that he was contacted by one of the residents of Ganton Drive about the barking. He said that he went and walked the property line beyond Top Dog close to the residents, and did hear dogs coming from there. He has seen the Landscape Architect's work and has confidence that it will make a big difference once that is done.

15. NEW BUSINESS:

No New Business

16. PUBLIC COMMENTS:

No public comment

17. COMMISSIONER COMMENTS:

Cmr. Brittain thanked the commissioners that attended the MAC Conference. He also thinks they should consider changing the bid process so the local bidder would receive preference over the out of town bidder if they were within a certain percentage of the bid. He would like to see them create some sort of policy stating that. He thinks that this should be something they should send to committee.

Cmr. Lutchka reminded the commissioners that March 25th is Project R.E.D. at the Fairgrounds and they are in need of people to help guide 3rd graders around. Anyone interested should be there around 8:30 a.m.

Cmr. Mahoney suggested that the Chair take Cmr. Brittain's suggestion to the Policy Committee to see if they could come up with something to bring back to the board, if that is what the board chooses.

Chairman Shotwell stated that the Administrator will take it to the Policy Committee.

Cmr. Poleski stated that he appreciated Estelle Graves' comments regarding JTA and they have already had some discussions on refreshing the committee they have had with the JTA. He is also looking forward to the Animal Shelter plans and the involvement of the community with the formulation of the landscapes. He asked how long it has been since they have had a contract with this particular union and thought that they had an agreement with this union at one point. He said that he knows there are questions with the PTO, but asked if the other terms were substantially consistent with those of other bargaining units. He stated that he looks forward to discussing a policy on local bidding. His initial impression is that to give any preference to local bidder would discourage outside bidders from bidding seriously. He thinks it would end up costing them money, and it is one of the most important jobs of the commission to spend wisely. He will counsel great care in the formulation of any policy that may tend to give preference to any bidder.

Randy Treacher stated that it had been since 2006 since they have had a contract with this particular union. He said that they did have a tentative agreement with them that was rejected by their membership. The simple answer to the consistency of the terms with other bargaining units is yes. He said they came to the board over a year ago for direction as to the terms of bargaining and they now have about 75% of their county employees union and non-union all under the same terms, with only a couple little exceptions. They are offering the same thing that they have offered to the rest of their employees, both union and non-union.

Cmr. Brown stated that he would like to keep a handle on the 911 money that they might get from the state and wonders if there is anyway to track it over the next couple of months. He doesn't really know where to go on their web-site or who to talk to about this.

Randy Treacher reminded the commission that the 911 charge doesn't go into effect until July 1st, so nothing will be different between now and then.

18. CLOSED SESSION:

None

19. ADJOURNMENT:

Chairman Shotwell adjourned the February 19, 2008 meeting of the Jackson County Board of Commissioners at 7:54 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

Consent Agenda
Motions

March 18, 2008

Roll Call

1. Motion: Approve Resolution (03-08.11) Approving a Grant Application to the Michigan Natural Resources-Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project
2. Motion: Approve the Cooperative Reimbursement Program (CRP) Contract Amendment
3. Motion: Approve Resolution (03-08.12) Approving a Brownfield Plan by the County of Jackson Pursuant to and in Accordance with the Provisions of Act 381 of the Public Acts of the State of Michigan of 1996, as Amended
4. Motion: Approve the Health Department Management Reorganization
5. Motion: Approve the Budget Adjustments

RESOLUTION (03-08.11)

Approving a Grant Application to the
Michigan Natural Resources-Trust Fund (MNRTF)
for the Cascades Park Urban Fishing Project

WHEREAS, the Jackson County Parks and Recreation Commission and the Jackson County Board of Commissioners have adopted a five-year Recreation Plan for 2005-2009; and

WHEREAS, Goal 2 of the Basis for Action Program of the Recreation Plan is to create an urban fishing area accessible to all in Cascades County Park, especially urban youth, the handicapped, and seniors; and offer wildlife and natural habitat viewing areas, and collaborate with local schools to offer a “Partners in Education Program”; and

WHEREAS, the Jackson County Board of Commissioners wishes to apply to the Michigan Department of Natural Resources-Trust Fund, in the amount of \$500,000; and

WHEREAS, the local match for the project will come from Foundations, businesses, and individuals; and

WHEREAS, the Jackson County Board of Commissioners assures that should the grant be awarded, the project will be undertaken, barring unforeseen circumstances; and

WHEREAS, the Jackson County Parks and Recreation Commission held a Public Hearing on February 20, 2008, to receive public comment on the proposed project, after providing a legal notice in the “Jackson Citizen Patriot”.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners hereby approves a grant application to the Michigan Department of Natural Resources-Trust Fund for the Cascades County Park Urban Fishing project.

James E. Shotwell Jr., Chairman
Jackson County Board of Commissioners
March 18, 2008

JACKSON COUNTY PARKS

Memorandum

To: County Affairs Committee

From: County Parks Commission

Date: Thursday February 28, 2008

Re: Resolution for support of a Grant Application to the Michigan Department of Natural Resources for funding of the Cascades Project

Meeting of March 10, 2008

The Parks Commission held a Public Hearing on the proposed application on February 20, 2008 after providing legal notice in the Jackson Citizen Patriot. The proposed \$1,000,000 project would be phase 1 of the Cascades Park Renovation and will be funded by the MDNR (\$500,000), and the local foundations (\$250,000 each). The Parks Commission requests that the County Board approve and execute the attached Resolution for support of the application.

Attachments:

- 1.) Project Items and Cost Breakdown (available in hard copy only - sent inter-office mail on 2/28/08)
- 2.) Proposed Resolution
- 3.) Parks and Recreation Commission Meeting Minutes from 2/20/08

Project Name: Cascades County Park Improvement Project, Phase 1

Purpose of Grant (one sentence)

The primary purpose of this project is to serve as the catalyst for the implementation of a broader initiative to improve the quality of life for the citizens of Jackson County and the greater region by creating an enhanced recreational, educational and interpretive opportunity at Sparks Foundation County Park (the Cascades) that will also encourage economic investment in our community and beyond.

COST ESTIMATE SUMMARY

Pond Dredging – 10' Ave. Depth	3,700 CY	\$10	\$37,000
Grade Disposal Area	1.5 Acres	\$5,000	\$5,000
Stream Channel Construction	800 LF	\$300	\$240,000
Wood Fishing Platform	1,000 SF	\$50	\$50,000
Picnic Shelter 30' X 60'	1 Each	\$80,000	\$80,000
Concrete Pavement / Picnic Shelter	2800 SF	\$4	\$11,000
Sidewalk 5' Wide	750 SF	\$4	\$3,000
Interpretive Sign Panels	10 Each	\$2,000	\$20,000
Picnic Tables	20 Each	\$600	\$12,000
Grill	4 Each	\$600	\$2,400
Vegetation Removal	Lump sum	\$20,000	\$20,000
Grade surface of path	1,500 LF	\$30	\$45,000
Place fill along perimeter	2200 CY	\$15	\$33,000
Seed and Mulch	4 Acres	\$2,000	\$16,000
Gateway Plaza (Gravel Surface)	21,000 SF	\$1	\$21,000
Historic Benches	16 Each	\$1,000	\$16,000
Gateway Historic Railing	100 LF	\$500	\$50,000
Landscape	Lump sum	\$15,000	\$15,000
Contingency			\$173,600
Engineering, Survey, Permits, Testing			\$150,000
	Total		\$1,000,000

**AGREEMENT
between
STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
and
THE COUNTY OF JACKSON**

AMENDMENT # 1

WHEREAS, the Department of Human Services (hereinafter referred to as "DHS"), entered into a contractual Agreement effective October 1, 2007, with the County of Jackson a public organization (hereinafter referred to as "Contractor"), with a mailing address of 1697 Lansing Avenue, Jackson, Michigan 49202, and the 4th Circuit Court (hereinafter referred to as "Contractor"), for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to DHS and Contractor to amend this Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties agree to the following amendment of said Agreement.

ARTICLE I

- A. In addition to the line items currently included in the budget to the aforesaid Agreement, the DHS appropriations act, PA 131 of 2007, included the following three line items for funding that shall be distributed to the Contractor as identified in this Amendment and attached budget: Section 901(7) (hereinafter referred to as the Deficit Reduction Act (DRA) Incentive Match), Section 905 (hereinafter referred to as the Section 905 Supplement) and Section 906 (hereinafter referred to as the Section 906 Supplement).
- DHS shall pay the DRA Incentive Match to the Contractor as follows and in accordance with the attached budget: First and second quarterly amounts shall be combined and disbursed on or before March 31, 2008. The Third quarterly disbursement shall be paid on or before June 30, 2008 and the fourth quarterly disbursement shall be paid, subject to the conditions described in article B, on or before August 31, 2008.
 - The Section 905 Supplement shall be paid in full on or before March 31, 2008.
 - The Section 906 Supplement shall be paid in full on or before June 30, 2008.

- All payments are conditional upon full execution of this Agreement prior to September 30, 2008. Payments shall be made on the dates specified above or within 45 days after execution of this Agreement, whichever is later.
- B. The total of the three supplement payments for this Agreement shall be \$190,448.00, and are broken out as follows:
- Total DRA Incentive Match shall be \$173,132.00, total
 - Section 905 Supplement shall be \$10,234.00 and
 - Section 906 Supplement shall be \$7,082.00

In accepting these payments the Contractor agrees to use the DRA Incentive Match, the Section 905 Supplement and the Section 906 Supplement to enhance, not replace or supplant, county funding for the Friend of the Court (FOC) IV-D program in the county. The county agrees that it will maintain county spending on the IV-D program at the same percentage as it provided to the IV-D program in FY 2007. This percentage is the required maintenance of effort (MOE) and is calculated as follows: County share of FY 2007 IV-D funding from the DSS-286 billing reports divided by the total IV-D spending from the DSS-286 billing reports.

The Contractor shall submit to the OCS contract manager, by July 31, 2008, a Report of Expenditures. The report shall detail the year to date FY 2008 actual IV-D expenditures for the period October 1, 2007 through June 30, 2008 and provide an estimate of the IV-D expenditures for each month July 1 through September 30, 2008 compared to actual IV-D expenditures for FY 2007 (October 1, 2006 through September 30, 2007). DHS shall not make the 4th quarter payment of the DRA Incentive Match if the required report is not received, is not properly completed, or is not provided on the form as required by DHS. OCS will use the schedule to determine whether the county is expected to meet the MOE requirements for the current year. Based on the information received by DHS in the report submitted by the Contractor, if the MOE will not be met, DHS shall withhold from the fourth quarter installment or any unpaid DSS-286 billing related to the aforesaid Agreement, the amount necessary to return the county funding to the appropriate percentage.

DHS shall make a final calculation related to the MOE requirements when the final billings for all months have been received. If the MOE was not met the county agrees that OCS may withhold from any unpaid CRP billings under the aforesaid Agreement the amount necessary to return the Contractor funding to the appropriate percentage.

- C. *§ II (G) (I), DHS Duties and Responsibilities, Maximum Amount of Agreement*, of said AGREEMENT, is hereby amended, for the period of October 1, 2007 through September 30, 2008, and the cumulative maximum dollar amount, shall be increased by \$190,448.00 to a cumulative total maximum amount of costs to be reimbursed by DHS of TWO MILLION TWO HUNDRED TWENTY ONE THOUSAND TWENTY THREE DOLLARS AND NO CENTS (\$2,221,023.00).

This Amendment shall be attached to the Agreement, and is effective March 15, 2008, said Agreement being hereby reaffirmed and made a part hereof.

The Undersigned has the lawful authority to bind the Contractor and Court to the terms set forth in this Agreement.

Dated at _____, Michigan 4th CIRCUIT COURT

this _____ day of _____, _____ By: _____
Chief Circuit Court Judge

Witness: _____ Print Name: _____

Dated at _____, Michigan THE COUNTY OF JACKSON
Contractor

this _____ day of _____, _____ By: _____
Chair, Board of Commissioners

Witness: _____ Print Name: _____

Dated at _____, Michigan DEPARTMENT OF HUMAN SERVICES

this _____ day of _____, _____ By: _____
Director or Designee

Witness: _____

Contract # CSFOC 08-38001

**AMENDMENT
SECTION IV
BUDGET CALCULATION
BUDGET SUMMARY**

SECTION A. CONTRACT DESCRIPTION

COUNTY: Jackson

PROVIDER: Friend of the Court

FISCAL YEAR: 2008

CONTRACT NO.: CSFOC 08-38001

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
SECTION B. ALLOCATION FACTORS	CURRENT 2008 IV-D BUDGET	ADJUSTMENT TO IV-D BUDGET	REVISED 2008 IV-D BUDGET	TOTAL PROVIDER EXPENDITURES
1. FTE POSITIONS (FOC,PA,COMB)	44.03	-	44.03	46.50
A. Enforcement (FOC &/OR COMB)	44.03	-	44.03	44.60
B. Establishment (PA &/OR COMB)	-	-	-	-
2. % OF TOTAL FTE'S (IV-D Allocation Factor)	94.69%	-	94.69%	
A. Enforcement (FOC &/OR COMB)	94.69%	-	94.69%	
B. Establishment (PA &/OR COMB)	-	-	-	
3. CASELOAD % (FOC, Comb)	98.73%	-	98.73%	
SECTION C. BUDGET CATEGORIES	CURRENT 2008 IV-D BUDGET	ADJUSTMENT TO IV-D BUDGET	REVISED 2008 IV-D BUDGET	TOTAL PROVIDER EXPENDITURES
1. Personnel	2,650,442.00	-	2,650,442.00	2,837,844.00
2. Data Processing	52,435.00	-	52,435.00	55,375.00
3. Other Direct	122,929.00	-	122,929.00	129,822.00
4. Central Services	603,788.00	-	603,788.00	637,647.00
5. Paternity Testing (PA/COMB Only)	-	-	-	-
6. TOTAL BUDGET	3,429,594.00	-	3,429,594.00	3,660,688.00
7. Service Fees (FOC & COMB Only)	-	-	-	-
8. Judgment Fees (FOC & COMB)	8,429.00	-	8,429.00	8,537.00
9. Other Income (describe)	70,055.00	-	70,055.00	71,421.00
10. BUDGET	3,351,110.00	-	3,351,110.00	3,580,730.00
11. Estimated Incentive	274,481.00	-	274,481.00	N/A
12. NET BUDGET (Line 10 minus Line 11)	3,076,629.00	-	3,076,629.00	N/A
13. State Share @ 66% if Line 12	2,030,575.00	-	2,030,575.00	N/A
14. County Share @ 34% of Line 12	1,046,054.00	-	1,046,054.00	N/A
15. FUNDING SUMMARY (Sum Lines 11,13,14)	3,351,110.00	-	3,351,110.00	
16. DRA Incentive Match	-	173,132.00	173,132.00	
17. SECT. 905 Supplement	-	10,234.00	10,234.00	
18. SECT 906 Supplement	-	7,082.00	7,082.00	
19. TOTAL CONTRACT AMOUNT (Sum Lines 13, 16-18)	2,030,575.00	190,448.00	2,221,023.00	

JACKSON COUNTY, MICHIGAN

**RESOLUTION (03-08.12) APPROVING A BROWNFIELD PLAN
BY THE COUNTY OF JACKSON
PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Board of Commissioners of Jackson County, Michigan, held in the County Tower Building located at 120 W. Michigan Ave., Jackson, Michigan, on the 18th day of March 18, at 7:00 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Jackson County Board of Commissioners, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the “Act”), have formally resolved to participate in the Brownfield Redevelopment Authority (BRA) of Jackson County (the “Authority”) and have designated that all related activities shall proceed through the BRA; and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Jackson County Board of Commissioners, the Brownfield plan (the “Plan”) attached hereto, to be carried out within the Village of Brooklyn, relating to the redevelopment project proposed by NextGen Energy on the former Ford Plant property located at 221 Mill Street in the Village of Brooklyn, (the “Site”), as more particularly described and shown in Figures 1 & 2 and Attachment “A” contained within the attached Plan; and

WHEREAS, the Jackson County Board of Commissioners have reviewed the Plan, and have been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Sections 13(13) of the Act; and

WHEREAS the Jackson County Board of Commissioners have made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, is feasible and will not require the Authority to arrange the financing;

- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
- E. School taxes will not be captured in accordance with Plan; and

WHEREAS as a result of its review of the Plan, the Jackson County Board of Commissioners concur with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Plan Approved.** Pursuant to the authority vested in the Jackson County Board of Commissioners, by the Act, the Plan is hereby approved in the form attached to this Resolution.
2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF JACKSON) ss:

I, the undersigned, the fully qualified Clerk of Jackson County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners of Jackson County at a regular meeting held on the 18th day of March 18, 2008, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this ____ day of _____, 2008.

Amanda L. Riska, Jackson County Clerk



Jackson County Health Department

1715 Lansing Avenue • Ste. 221 • Jackson, Michigan 49202

Phone (517) 788-4477

Fax (517) 788-4256

To: Jackson County Board of Commissioners
Randy Treacher, County Administrator

From: Ted Westmeier
Director/Health Officer

Re: Proposed Management Reorganization

Date: February 28, 2008

I am requesting authorization to revise the management structure at the Health Department. I have a variety of reasons why I believe this is necessary. Service staff levels have decreased over the past few years. A considerable number of decisions, many of which need to be made at the program or division level, continue to be brought up through the full chain of command. This is inefficient and unnecessary if Division Directors are qualified and competent management staff and their assignments and expectations are clearly delineated.

The senior administrative management staff includes the Health Officer, Medical Director, Deputy Health Officer, Clinical Services Manager, Community Health Manager, Director of Environmental Health, Emergency Preparedness Coordinator and Financial Services Manager. I am proposing a consolidation of most of the traditional nursing functions under the **Director of Personal and Preventative Health Services (PPHS)**. The Clinical Services Manager and Community Health Manager positions will be eliminated. One individual will be promoted to the Director of PPHS and the other individual will be placed into the **Community Health Coordinator** position reporting to the Director of PPHS. I also propose to eliminate the Deputy Health Officer position and create a **Director of Health Education and Health Promotion**. This individual would be responsible for Health Education, Women, Infants and Children Program and Hearing and Vision Screening. I am proposing to enhance the duties of the Financial Services Manager to be the primary liaison with IT and Facilities and be the HIPAA Compliance Officer. The duties of the Director of Environmental Health will remain the same. We will be eliminating the Part-time Maternal and Infant Health Program (MIHP) Coordinator position which became vacant over a month ago. **Please refer to the attached organizational charts detailing the current and proposed management structure,**

An Equal Opportunity Employer

Accounting
788-4487

Environmental Health Division
788-4433

Health Education
788-4655

Personal & Preventative
Health
788-4420



Jackson County Health Department

1715 Lansing Avenue • Ste. 221 • Jackson, Michigan 49202

Phone (517) 788-4477

Fax (517) 788-4256

The financial implications are as follows:

Deputy Health Officer to Director of Health Education and Health Promotion		(NC)
Clinical Services Manager to Director of PPHS	Grade 16 to 17	\$3,861
Community Health Manager to Community Health Coordinator	Frozen at Grade 16*	(NC)
Financial Services Manager enhanced duties	Grade 12 to 13	\$3346
MIHP Coordinator	Position Eliminated	(\$24,077 to \$36,114)

Financial savings estimated at between \$16,870 and \$28,907.

* The community health coordinator position will be at a grade 13.

I am requesting that the following actions be approved by the Board of Commissioners:

Elimination of the Deputy Health Officer/Health Education Manager; Clinical Services Manager; Community Health Manager; Maternal and Infant Health Coordinator (PT) positions.

Creation of the Director of Personal and Preventative Health Services (Grade17); Director of Health Education and Health Promotion (Grade 17); Community Health Program Coordinator (Grade 13).

Move the Financial Services Manager to Grade 13.

When organizational changes are implemented it affects employees, in both a positive and negative manner. I appreciate the candor and feedback provided by those most affected. It is not possible to meet everyone's expectations and this proposal should not detract from the current management team and their dedication to the improvement of public health for the Jackson County community. However, for the reasons already stated and in preparing for our future, I believe these changes will result in improved efficiency and effectiveness of decision making and service delivery at the Jackson County Health Department.

If you should have any additional questions or concerns, please do not hesitate to contact me. If I am not in Jackson County my cell phone number is 517-404-0698 and my Livingston office number is 517-552-6801

An Equal Opportunity Employer

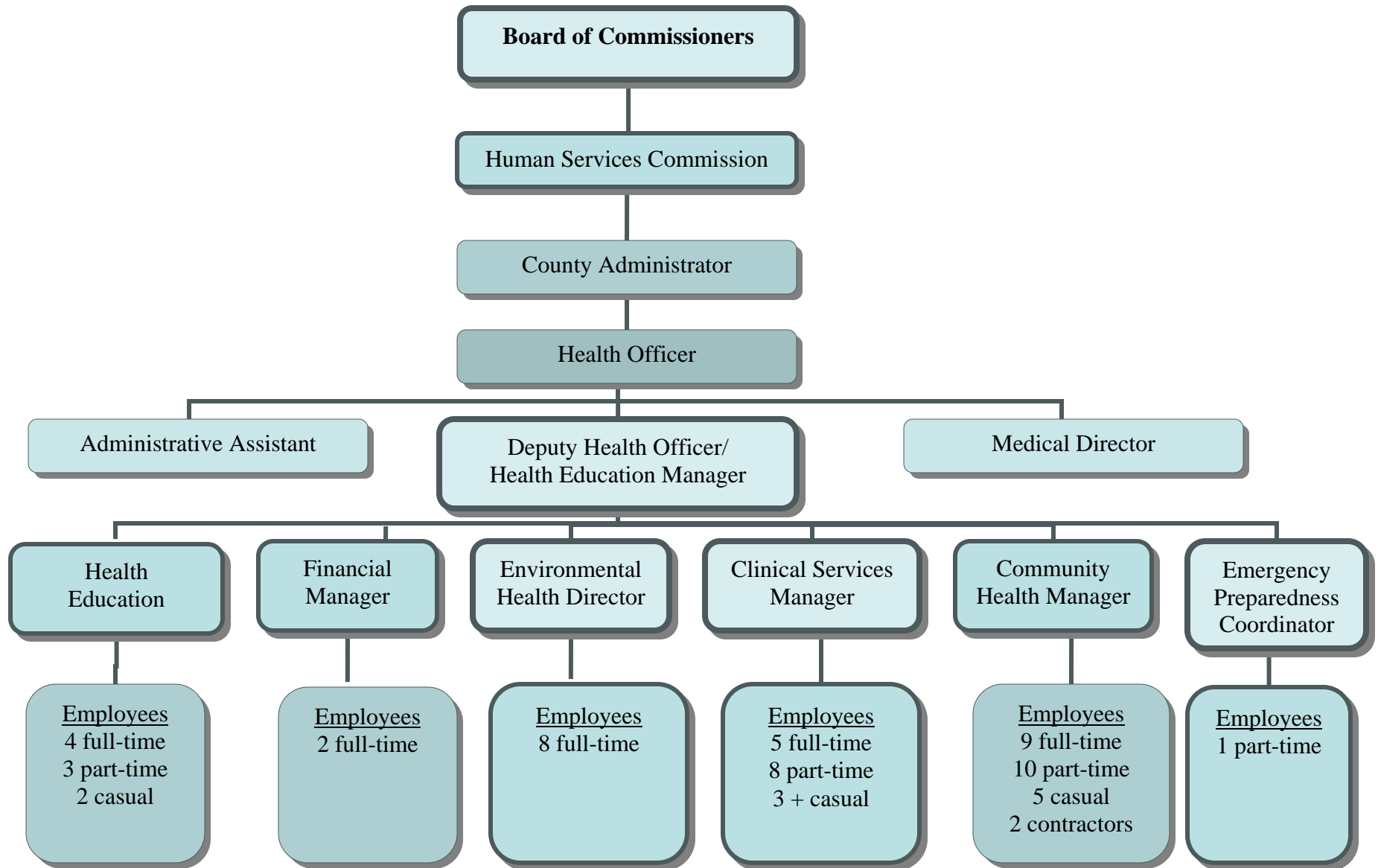
Accounting
788-4487

Environmental Health Division
788-4433

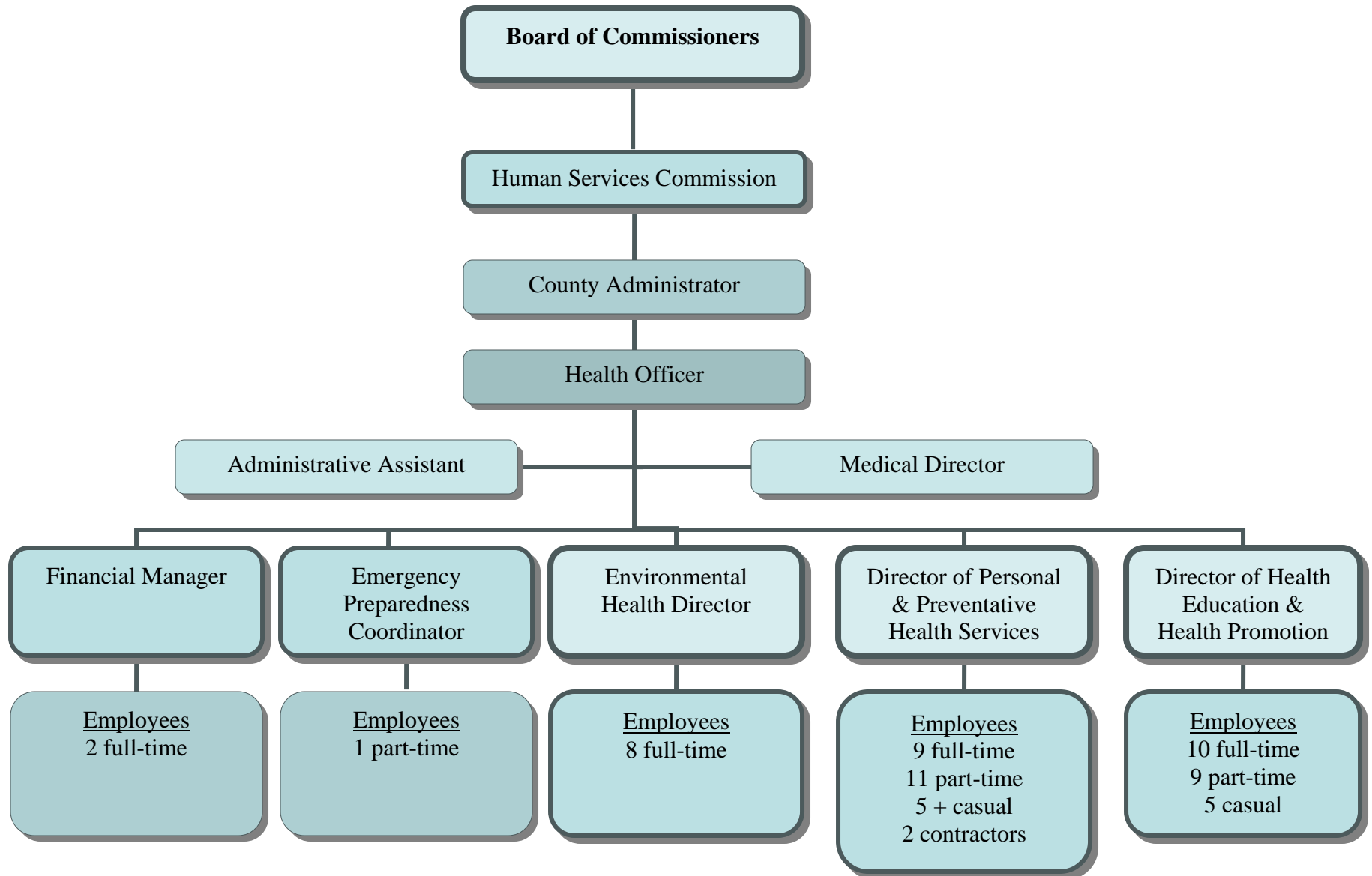
Health Education
788-4655

Personal & Preventative
Health
788-4420

Current Organizational Chart



Proposed Organizational Chart





Jackson County Medical Examiner's Office

1715 Lansing Avenue ♦ Jackson ♦ Michigan ♦ 49202 ♦ PH: (517) 788-4482 ♦ FX: (517) 768-5823

MEMORANDUM

TO: Randy Treacher
County Administrator

FROM: John C. Maino, II, M.D.
Chief Medical Examiner

DATE: February 29, 2008

RE: 2007 Budget Overage

Thank you for meeting with me to discuss the 2007 budget issues. As we discussed, in 2007 we experienced an increase in our death investigator fees which resulted in a substantial impact to our budget. The increase in the fee for a cremation permit in 2007 helped to offset the increase in the fees for death investigation but not in its entirety.

Although the increase in the death investigation fees was brought up and talked about in meetings, we did not follow-up and let you know in a formal manner that we were going to be over budget, by providing you with a bottom line dollar amount for the affected line item.

In order for this not to happen again my administrative assistant will make an appointment in the next couple of months to learn how to encumber funds and will begin doing so in October of this year. She will also learn how to do blanket PO's. Since we know how many autopsies we do we will be able to encumber those funds as the autopsies occur. We will also look at doing blanket PO's in regards to the death investigation fees as the amount per day is predetermined.

Also in regards to the other matter that we discussed, our line item for death investigation (Medical Examiner Fees) 803000 was under estimated at \$33000 for 2008. As you can see from the 2007 budget the amount we came in at was \$41877. Therefore I request that line item 803000 be raised to \$42000.

If you have any further questions please do not hesitate to contact me. Thank you.

COUNTY OF JACKSON BUDGET ADJUSTMENTS

[illegible]

REASONING:

Change in position splits between Org Keys.

DEPT HEAD

DATE _____

2/26/08

COMMITTEE

DATE _____

BUDGET DIR

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____

COUNTY OF JACKSON BUDGET ADJUSTMENTS

[illegible]

REASONING:

Following three months without SFSC contract through DHS, then one additional month without referrals, withdrew from contract out financial necessity. Expended larger than usual amount of Reg. 2 AAA Grandparent grant during waiting process.
--

DEPT HEAD

DATE _____

BUDGET DIR

DATE _____

COMMITTEE

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____

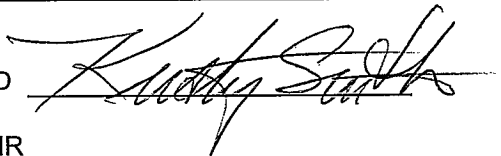
**COUNTY OF JACKSON
BUDGET ADJUSTMENTS**

LINE ITEM				ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT						
								0
101	677	704	000	Wages-Full Time	59462		18300	41162
101	677	705	500	Wages-Casual	18683		17600	1083
101	677	715	000	FICA	6003		2200	3803
101	677	716	000	Health Insurance	14803		3100	11703
101	677	717	000	Life Insurance	282		75	207
101	677	718	000	Retirement	5488		1100	4388
101	677	719	000	Worker's Compensation	364		11	353
101	677	728	000	Printing	700		114	586
101	677	729	000	Postage	500		200	300
101	677	730	000	Office Supplies	1800		600	1200
101	677	741	000	Food Charges	4700		3700	1000
101	677	801	000	Professional Services	15700		14500	1200
101	677	802	110	Contractual - Unmet Needs	2200		2200	0
101	677	802	120	Contractual - Respite	1700		1700	0
101	677	861	0	Mileage	900		500	400
						0	65900	-65900

REASONING:

Adjustments as result of withdrawing from SFSC contract through DHS.

DEPT HEAD



DATE

2/26/08

COMMITTEE

DATE

BUDGET DIR

DATE

ADMIN

DATE

BOARD OF COMM

DATE

From: Gerard Cyrocki
To: Susanne Schweizer
Date: 2/28/2008 9:09 AM
Subject: March budget adjustment
Attachments: IMAGE (611).PDF

CC: Chad Schmucker; Charles Adkins; Karen Retter; Marion Stone; Randy Tr...
Sue

can you please include the attached budget adjustment for P&F

INCREASE 101230-800290 ATTN: SERVICE FAMILY DEFENSE
DECREASE 101230-800208 2008 FELONY CONTRACT

thanks

Gerard

Interoffice Memo

Date: February 6, 2008

To: Randy Treacher

From: Charles Adkins, Court Administrator *CMA*

Re: Line Item Change

Judge Schmucker has requested that we create a new line item under the Public Defender budget to help us track attorney fees. We would like it to be Attorney Services - Family Defense. We would also like \$35,000 transferred from the 101230-800208 line item into that line item.

STATE OF MICHIGAN
12TH JUDICIAL DISTRICT COURT

Michael J. Dillon, Court Administrator
312 South Jackson Street - Jackson, Michigan 49201
517-768-6802 - Fax 517-788-4262
www.d12.com
mdillon@co.jackson.mi.us

MEMORANDUM

TO: Randy Treacher

SUBJECT: Financial Management

RE: Drunk/Drugged Driving Assistance Funds

DATE: February 7, 2008

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, Jr., Chief Judge, has requested that the balance of monies in the Drunk Driving Assistance Fund line item (402-978-978.915) for 2007 be carried over to this years budget (2008).

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

cc: Hon. R. D. Mazur

MJD3308-1

County Affairs
Motions

March 18, 2008

- 1a. Motion: Appoint three public members to the Brownfield Redevelopment Authority, terms to 3/31/2011
- 1b. Motion: Appoint one public member to the Jackson Transportation Authority, term to 3/31/2011
- 1c. Motion: Appoint two public members to the LifeWays Board, terms to 3/31/2011
- 1d. Motion: Appoint one WWII member to the Veterans Affairs Board
- 1e. Motion: Appoint one Region 2 Planning Commission appointee to the Parks Board

Commissioner Board Appointments – March 2008

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Brownfield Redevelopment Authority</u>				
1. One public member	3/31/2011	Jim Dunn	Jim Dunn	Jim Dunn
2. One public member	3/31/2011	Dan Greer	Dan Greer	Dan Greer
3. One public member	3/31/2011	Natalie Stopyak	Natalie Stopyak Nancy James	Natalie Stopyak
<u>Jackson Transportation Authority</u>				
1. One public member	3/31/2011	Philip Moilanen	Philip Moilanen David Barkley	Philip Moilanen
<u>LifeWays</u>				
1. One public member	3/31/2011	Jim Shotwell, Sr.	Jim Shotwell, Sr.	Jim Shotwell, Sr.
1. One public member	3/31/2011	Frank Weathers	Frank Weathers	Frank Weathers
<u>Veterans Affairs</u>				
1. One WWII veteran	3/31/2012	Mildred Lairson	Kenneth McGaugh	Kenneth McGaugh
<u>Parks Board</u>				
1. One Region 2 Planning Commission Appointee	12/31/2008	tbd	tbd	

Memo

To: James S. Shotwell, Jr., Chair Jackson County Commission
Gail Mahoney, Chair County Agencies Committee

CC: Randy Treacher, County Administrator

From: Amy L. Torres, Executive Director and Debbie Kelly, BRA Staff

Date: 3/12/2008

Re: County BRA Board Members terms expiring

As you know, three BRA Board Members terms expire on March 31st 2008. These Board Members are:

- 1) **James Dunn**, Board Chair;
- 2) **Dan Greer**, Board Treasurer, and
- 3) **Natalie Stopyak**, recently appointed BRA Board Member to take over the balance of Kathryn Keersmaecker's seat.

All three of these Board Members have expressed an interest in continuing to serve if appointed, and at the last County BRA Board Meeting held on February 7, 2008; Mr. Shotwell moved to reappoint all three BRA board members for another three-year term, Mr. Moretz supported the motion, there was unanimous approval by the board. BRA staff will be in attendance at the next County Agencies Committee meeting on March 10, 2008 if you have any questions regarding this matter.

THE CITY OF JACKSON TRANSPORTATION AUTHORITY



January 2nd, 2008

2350 EAST HIGH STREET
JACKSON, MICHIGAN 49203-3490
(517) 787-8363 FAX (517) 787-6833

Steve Shotwell, County Chair
Jackson County Board of Commissioners
120 West Michigan
Jackson, MI 49201

Dear: Mr. Shotwell,

On behalf of the Jackson Transportation Authority (JTA) I would like to thank you for your continuing support of public transportation within Jackson County. The County's participation on the JTA Board provides needed representation focused on the public transportation needs of County residents. Your current appointee (Phil Moilanin) has been a great addition to the JTA Board and he continues to provide leadership in many areas during the short time he has been in place. As you know, Mr. Moilanin's appointment was made to complete the term of your previous appointee's term which expires on March 1st, 2008.

My letter today is to request your continued support of the Jackson Transportation Authority. As I stated previously, Phil Moilanin has been a leader and active participant during the sometimes challenging times the Authority is currently facing. While the choice of a representative rests solely with the County Commission, we would welcome the re-appointment of Mr. Moilanin if he remains willing to serve.

The Jackson Transportation Authority respectfully requests your consideration of an appointment to the Jackson Transportation Authority Board of Directors for a three (3) year term beginning March 1, 2008.

For your information I have included a copy of the current Articles of incorporation with relevant requirements for membership on the JTA Board highlighted.

Again, thank you for your continued support.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cameron McCollum', is written over a horizontal line.

Cameron McCollum
General Manager

Cc. Phil Moilanin

**AMENDED ARTICLES OF INCORPORATION
OF THE CITY OF JACKSON ACT 196 TRANSPORTATION AUTHORITY**

ARTICLE I

The name of the Corporation is the City of Jackson Act 196 Transportation Authority, hereinafter referred to as the "Authority."

ARTICLE II

The purposes for which the Authority is created are:

- (1) To, under the authority of Act 196 of 1986 as last amended, plan, promote, purchase, acquire, establish, own, operate, or cause to be operated, maintained, improved, enlarged, or modernized, a public mass transit system within the City of Jackson; provided however, that such services may be provided outside the City if done so pursuant to an actual cost basis contract; and,
- (2) To do all things necessary, suitable, and/or proper for the accomplishment of the above purposes, and any one or more of them.

ARTICLE III

The Authority is hereby empowered to do any lawful act reasonably necessary, proper, suitable, or convenient for the achievement or furtherance of the purpose above stated. The powers shall also include the following specific powers: To levy a tax on the real and personal property located in the City upon the approval of a majority vote of the electors therein; to borrow money from a commercial or governmental institution for lawful transit related purposes upon a majority vote of the Board of the Authority; and to contract on an actual cost basis to provide service outside the City.

ARTICLE IV

- (1) The Authority shall be directed and governed by a nine (9) person Board of Directors, hereinafter referred to as the "Board".
- (2) Members appointed to the Board shall be selected by the entities identified below and shall meet the following qualifications:
 - a) Shall have obtained the age of eighteen (18) years of age.
 - b) Shall not be an elected or appointed "Public Officer" as defined in the Michigan Compiled Laws Annotated Chapter 15, "Public Officers and Employees Incompatible Public Offices", as last amended, nor shall they be a Public Employee of a city, village, township, or county in this state.
 - c) Four (4) members shall be appointed by the City of Jackson and shall be residents of the City of Jackson, Michigan.

- d) One (1) member shall be appointed by the County Board of Commissioners for the County of Jackson, Michigan, and shall be a resident of the County.
 - e) One (1) member shall be appointed by the Blackman Township Board and shall be a resident of Blackman Township.
 - f) One (1) member shall be appointed by the Summit Township Board and shall be a resident of Summit Township.
 - g) One (1) member shall be appointed by the Leoni Township Board and shall be a resident of Leoni Township.
 - h) One (1) member shall be appointed by Lifeways, and shall be a resident of Jackson County, Michigan.
 - i) Those members who were appointed and serving on the Board as of November 1, 1998, shall fulfill the appointment of their respective appointing bodies for their term of office as determined under Section (3) of this Article.
- (3) The terms of office of the nine (9) Board members shall be organized so that the terms of three (3) members shall expire each year. Therefore, three classes of members shall be determined by random draw of the members currently sitting on the Board and those appointed after November 1, 1998 by their respective appointing bodies in accordance with Section (2) of this Article. The three classes of members shall be as follows:
- a) Three (3) class one members shall serve for a one (1) year term ending March 1, 2000.
 - b) Three (3) class two members shall serve for a two (2) year term ending March 1, 2001.
 - c) Three (3) class three members shall serve for a three (3) year term ending March 1, 2002.
 - d) After the initial term of each class, successor terms shall be for three (3) years, and shall expire on March 1.
 - e) If a member is unable to complete their term of office, a successor shall be appointed in accordance with Section 2 of this Article.
- (4) Members shall serve until replaced by their respective appointing body, or until they no longer meet the qualifications as stated within this Article. Unless otherwise provided for by law, an appointing body may remove and replace its appointed member(s) for cause.

- (5) The Board shall hold an initial meeting at a time and place selected and agreed to by the Board members for the purpose of electing officers, adopting bylaws, and taking any other action the Board deems necessary. Thereafter, the Board shall hold an annual meeting at a date, time and place as shall be fixed by the Board. The Board shall, at its annual meeting, elect a president, vice-president, and secretary/treasurer who shall be members of the Board. The Board shall have the power and authority to appoint a recording secretary who need not be a member of the Board. Said officers shall serve at the pleasure of the Board. The Board shall transact such other business as may be necessary at its annual meeting and shall fix the time and place for regular meetings. All members of the Board shall serve without compensation from the Authority, but shall be entitled to reimbursement by the Authority for actual expenses incurred in the discharge of their duties. In the conduct of the business of the Board, a majority of the Board members then appointed and serving shall constitute a quorum. On all issues before the Board, a majority of the quorum present shall be sufficient for action to be taken.
- (6) The president of the Board may call a special meeting of the Board upon 24 hours notice to all other Board members. The Board shall keep a written or printed record of every meeting, which shall be public.
- (7) The Board shall provide a system of accounts to conform to the system required by law and shall provide for the auditing of said accounts once a year by a competent certified public accountant. The Board shall appoint a manager and shall adopt rules, regulations, and policies governing the employee, patrons and facilities under its jurisdiction.
- (8) A Board member or any person holding appointment by the Board shall not have any interest either directly or indirectly in any contract entered into by the Authority, unless all material facts as to their interest in the contract are disclosed to the Board, and the Board authorizes, approves or ratifies the contract without counting the vote of the interested member.
- (9) The Board shall prepare, or have prepared, an annual report regarding the operational and financial condition of the Authority, which shall be available to the public and shall be provided to each entity appointing members to the Authority Board.
- (10) The Board shall adopt bylaws, policies, and procedures that it deems necessary, suitable and/or proper for the conduct of the business of the Board and for accomplishing the purposes for which the Authority is created.

ARTICLE V

- (1) The Authority may be dissolved in accordance with statutory provisions.

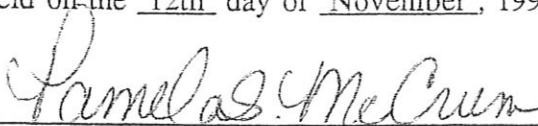
- (2) The Authority may not be dissolved or its articles amended if such dissolution or amendment would or could operate as an impairment of any authorized bond obligation.
- (3) These Articles of Incorporation may be amended at any time by a two-thirds (2/3) vote of the Board members appointed and serving at that time.

ARTICLE VI

- (1) The Authority became operative and the original Articles of Incorporation effective on the 1st day of November, 1986.
- (2) These Articles of Incorporation were amended on these dates:
 - (a) December 14, 1993
 - (b) December 19, 1995
 - (c) November 25, 1997
 - (d) March 17, 1998

CERTIFICATION

I, **Pamela McCrum**, Secretary of the City of Jackson Act 196 Transportation Authority, having custody of the records and proceedings of the City of Jackson Act 196 Transportation Authority, do hereby certify that these Articles of Incorporation were adopted by an affirmative vote of a majority of the members appointed and serving on the City of Jackson Act 196 Transportation Authority Board of Directors at a special meeting duly held on the 12th day of November, 1998.



IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said City of Jackson Transportation Authority, this 12th day of November, A.D. 1998.

RECEIVED

FEB 15 2008

JACKSON COUNTY
ADMINISTRATOR'S OFFICE

January 28, 2008

Administrative Offices
1200 N. West Avenue
Jackson, Michigan 49202
(517) 789-1209
(800) 284-8288
FAX (517) 789-1276

James Shotwell, Jr., Chairman
Board of Commissioners
Jackson County
120 West Michigan Avenue
Jackson, MI 49201

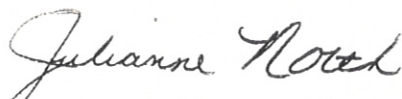
Dear Chairman Shotwell:

This letter is to notify you that Mr. Jim Shotwell, Sr., and Mr. Frank Weathers are members of the LifeWays Board of Directors whose terms will expire effective March 31, 2008.

Although it is understood that the Jackson County Board of Commissioners are responsible to make the decision with regard to reappointment of the Jackson County LifeWays Board designees, I felt it was important to take this opportunity to inform you that both Mr. Shotwell and Mr. Weathers are members in good standing. They bring great values and insight to the LifeWays Board, and admirably represent the Jackson Board of County Commissioners.

Should you have any questions regarding this communication or the appointment of members of the LifeWays Board of Directors, do not hesitate to contact me through Karen Cascaddan in the Administration office of LifeWays, at 517.789.1208.

Sincerely,



Julianne North, Chairperson
LifeWays Board of Directors

JN/kc

**Interim
Chief Executive Officer**
Lynn Guernsey, M.A.

Board of Directors
Chairperson
Julianne North

William Bockwitz
Bradley Bohner
Michael Hoover
Kenneth Lautzenheiser
Gail W. Mahoney
Robert McNitt
Jeffrey Peterson
Jim Shotwell
Maxine Vanlerberg
Frank Weathers
Edward Woods



Michigan Association
of Community Mental
Health Boards



National Council of
Community Mental
Health Centers



of Jackson County
An Equal Opportunity
Employer

From: Randy Treacher
To: Susanne Schweizer
Date: 3/3/2008 10:18 AM
Subject: Fwd: parks appointee

FYI

>>> Charles Reisdorf 3/3/2008 10:15 AM >>>

At the R2PC meeting on March 13, 2008, the commission will consider a recommendation to the Jackson County Board of Commissioners concerning the regional planning commission appointee to the parks commission. The R2PC will recommend an R2PC Commissioner from Jackson County for the position on the parks board. I will advise you who the R2PC recommends for the position. I don't believe it is a requirement of law that the regional planning agency recommend a regional planning commissioner to the position, it's just the way we've done it, at least once, in the past.

The Jackson County Board of Commissioners has the responsibility to make the appointment. A 2/3 vote of the board of commissioners is required. The county board may accept the recommendation of the R2PC, or may appoint another R2PC Commissioner from Jackson County. I will send , with the name of the commissioner who is recommended, a list of R2PC Commissioners who represent Jackson County.

I assume the law allows any R2PC Commissioner from Jackson County to be appointed, and does not limit the appointment to a member of the R2PC that the Jackson County Board of Commissioners has appointed.

The following link will take you to the parks law provision pertaining to the appointment process:

<http://legislature.mi.gov/doc.aspx?mcl-46-351>

Please contact me if you have any questions.

Personnel & Finance

Motions

March 18, 2008

1. Motion: Approve the Bid Summary for the Purchase of Two Plainclothes Police Vehicles – Sheriff
2. Motion: Approve the Bid Summary for the Purchase of a New Vehicle – Friend of the Court
3. Motion: Approve the Bid Summary for the Purchase of Three New Vehicles – Department on Aging



JACKSON COUNTY FLEET SERVICES

120 W. MICHIGAN AVENUE

JACKSON, MI 49201

PH: 517-788-4331

FAX: 517-780-4732

To: Personnel and Finance

From: Ric Scheele
Fleet/Facilities Supervisor

Date: 2/25/2008

RE: Plainclothes Vehicles for the Sheriff Department

The Sheriff Department has demonstrated the need to replace two "plainclothes" vehicles.

The vehicles to be replaced are:

1999 Mercury Sable with 90200 miles

Maintenance Costs:
\$6530.00 with \$2910.00 worth of
repairs pending.

1999 Pontiac Bonneville with 106500 miles

\$2300.43 with body rust and an
oil leak that needs repairing.

At the Sheriff Department's request, we solicited quotes for full size Chevrolet Impalas with the following results:

Berger Chevrolet
\$17764.00 each

Shaheen Chevrolet
\$19758.00 each

Art Moehn Chevrolet
\$21943.28 each

The funds to purchase these vehicles are available from the drug forfeiture account.

Based upon the lowest bid, I recommend Berger Chevrolet to be used for the purchase.

County of Jackson

Facilities Department

To: Personnel and Finance

From: Ric Scheele
Fleet/Facilities Supervisor

Date: 2/28/2008

Re: Budgeted Vehicle Replacement for the Friend of the Court

The FOC has budgeted for a replacement vehicle in fiscal year 2008. The vehicle slated for replacement is a:

1999 Chevy Malibu- 4 Dr with 75,778 miles on it.
Repair costs for this vehicle are \$5461.62.

At this time the vehicle requires a major engine repair with costs ranging between \$800.00 and \$1500.00 depending if the engine's cylinder head(s) and/or intake manifold need to be replaced. This vehicle will be disposed of through the County's ebay vehicle sale site. We are proposing purchasing a 2008 Chevrolet Impala utilizing the State of Michigan purchase agreement with Berger Chevrolet.

Quotes

Berger Chevrolet
\$17764.00

Shaheen Chevrolet
\$19758.00

Art Moehn Chevrolet
\$21943.28

Based upon the low bid, I recommend purchasing the vehicle from Berger Chevrolet in Grand Rapids for a total price including delivery of \$17949.00.



COUNTY OF JACKSON FLEET SERVICES

120 W. Michigan Ave
JACKSON, MI 49202
PH: 517-788-4331

3/4/2008

To: Personal and Finance Committee

From: Ric Scheele
Fleet Supervisor

RE: Department on Aging Vehicle Purchase

I have reviewed bids for new "meals on wheels" mini vans. These replacement vehicles will be used to replace in service vans with high mileage and escalating maintenance costs.

R10 1999 Cheverolet Venture	124421 Miles
R0 1999 Dodge Caravan	111027 Miles
R17 1999 Dodge Caravan	124469 Miles

The old vehicles that will be turned in from the Department on Aging 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 three vehicles to offset this purchase. This purchase is funded by the 2008 Equipment Fund under 402979.

The mini van bids from the three vendors are as follows:

Berger Chevrolet	Buege GMC/Chevrolet	Art Moehn Chevrolet
2008 Uplander	2008 Uplander	2008 Uplander
\$18,225.00	\$18977.47	\$19214.46

I recommend purchasing the vehicles under the State of Michigan vehicle contract from Berger Chevrolet of Grand Rapids for a total cost including delivery of **\$54675.00**.

County of Jackson

Facilities Department

To: Randy Treacher
Administrator/Controller

From: Ric Scheele
Fleet/Facilities Supervisor

Date: 2/26/2008

Re: Animal Incineration

In 2007, Animal Control euthanized 2947 animals. Out of this number 1059 were dogs.

After discussing this with Director Luce, we made the assumption that 20% of the dogs weighed over 90 pounds, giving us:

2735 animals were less than 90 pounds each

212 animals were over 90 pounds each.

The reason for this distinction is the lowest apparent bidder by pounds incinerated used this as a cut off number.

Using the 212 animals over 90 pounds and 2735 animals less than 90 pounds in the following formula provides a snapshot of comparative pricing.

Betzer Funeral Home

\$1.75 per pound incinerated times 212 animals x 91lbs ea= \$33761 annual cost
divided by 12 =

\$2813.42 average cost per month JUST FOR LARGE ANIMALS

Oak Haven Pet Cremation

\$45.00 flat rate from 76-100 lbs times 212 animals =\$9540 annual cost

\$25.00 averaged flat rate times 2735 animals =\$68375 annual cost

total annual cost \$77915 divided by 12 =

\$6493 average cost per month.

Partridge Enterprises

\$23.00 flat rate over 91 pounds times 212 animals = \$4876 annual cost

\$12.00 flat rate up to 90 pounds times 2735 animals =\$32820 annual cost

total annual cost \$37696 divided by 12=

\$3141.33 average cost per month.

Partridge Enterprise flat rate per month \$1650.00, annual cost \$19800.00, subject to re-evaluation and expenses recalculated after 1 year of service.

After reviewing the four prices to dispose of animal remains, I recommend we use Partridge Enterprises based upon the flat fee.

COUNTY OF JACKSON POLICY MANUAL

PURCHASING

Policy No. 2060

LOCAL PREFERENCE

Preference may be given to vendors and/or contractors located in Jackson County whenever substantially equivalent quotes or bids are received.

Adopted 12/19/00
Revised: