

AGENDA
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
April 17, 2007
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** – Commissioner James C. Videto
3. **PLEDGE OF ALLEGIANCE** – Chairman Steve Shotwell
4. **ROLL CALL** – County Clerk Sandy Crowley
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES**
 - A. Minutes of the 3/20/07 Regular Board Meeting of the Jackson County Board of Commissioners (Pages 5-14)
12. **CONSENT AGENDA**
 - A. **County Affairs**
 1. Receive the Register of Deeds 2006 Annual Report (provided under separate cover)
 - B. **County Agencies** - None.
 - C. **Human Services** – None.

D. Personnel & Finance

- 2. Budget Adjustments -
 - a. 12th District Court (Page 17)
 - b. Circuit-Family-Probate Courts (Page 18)
 - c. Fleet/Facilities – Capital Improvements (Page 19)

E. Claims

- 3. Claims dated 3/1/07-3/31/07 as presented to and approved by the Standing Committees

13. STANDING COMMITTEES

A. County Affairs – *Commissioner Dave Lutchka*

- 1. Appointment to Mid South Substance Abuse Commission (MSSAC) – One Commissioner member, term to 1/2009 (Page 22)
- 2. Appointment to Region 2 Area Agency on Aging – One Commissioner member, term to 4/2009 (Page 22)
- 3. Appointment to Region 2 Area Agency on Aging – one public member, term to 4/2009 (Page 22)
- 4. Appointments to Emergency Management Advisory Council – ten members: Sheriff, City Police Chief, City Fire Chief, State Police Jackson Post Commander, Township Fire Chief, Township Police Chief, Emergency Medical Services Provider, Rep. of Jackson County Medical Control, two public members, terms to 4/2009 (Page 22)

roll call

- 5. Resolution (04-07.16) Approving a Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project (Page 23)

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

2nd Reading

- 1. County Fee of \$20 for a Same Day Marriage License (excluding military personnel) Payable to the General Fund (Page 26)
- 2. Budget Adjustment of \$50,000 for Traffic Safety Enforcement Project (Pages 27-28)

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

- 2nd Reading 1. Cremation Fee Increase (Pages 31-33)
2. County Contribution of \$40,000 for Community Health Assessment (Pages 34-35)

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

None.

14. **UNFINISHED BUSINESS**

A. **Revised Policies**

- 2nd Reading 1. Board Rules Policy No. 4040 – Agenda (Pages 37-38)
- 2nd Reading 2. Board Rules Policy No. 4070 – Committees (Pages 39-41)
3. New Fiscal Policy No. 1150 - Full Faith and Credit (Pages 42-50)

15. **NEW BUSINESS**

- A. Calling a Special Meeting of the Board of Commissioners for the Equalization Report and other items to be held in the Commission Chambers at the County Tower Building at 8:00 a.m. on Saturday, April 28, 2007

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

MINUTES

PROPOSED MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS REGULAR MEETING
Jackson County Commission Chambers
Jackson, Michigan
Tuesday, March 20, 2007, at 7:00 p.m.

1. CALL TO ORDER

The meeting was called to order by Chairman, Steve Shotwell, at 7:00 p.m.

2. INVOCATION - Commissioner Poleski

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL - Sandra L. Crowley, County Clerk

Roll Call: (12) Present: Cmr. Herl, Lutchka, Brittain, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way, Elwell & Shotwell. Absent: None

5. APPROVAL OF AGENDA

Moved by Mahoney, supported by Brittain to approve the Agenda as Published. Motion carried unanimously.

6. AWARDS & RECOGNITIONS

- A. Presentation to the Finance Officer, Gerard Cyrocki, of a Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended 12/31/05. Presented by Chairman Shotwell.
- B. Employer Support of the Guard and Reserve (ESGR) Signing Ceremony.
Gary Aten, Executive Director, Michigan Committee for ESGR conducted a signing ceremony for the Jackson County Board of Commissioners to sign a Statement of Support for the Guard and Reserve, following the lead of the President and Governor Granholm and local leaders.
Chairman Shotwell signed the Statement of Support while Gary Aten handed out patriotic pins.

7. COMMUNICATIONS/PETITIONS - None

8. SPECIAL ORDERS/PUBLIC HEARINGS - None

9. PUBLIC COMMENT

Robert McNitt asked for re-appointment to the LifeWays Board.
Bill Bockwitz asked for re-appointment to the LifeWays Board.
Mike Hoover, Chairman of LifeWays, supports McNitt and Bockwitz.
Chris Backus asked for support for appointment to the Veteran's Affairs position.
Public Comment was closed at 7:13 p.m.

(Short recess for County Affairs to meet)

10. SPECIAL MEETINGS OF STANDING COMMITTEES

A. County Affairs

1. Appointment - Lifeways - two public members with terms ending 3/31/2010.

Meeting called back to order at 7:18 p.m.

11. MINUTES:

A. Minutes of the 2/20/07 Regular Board Meeting

Moved by Herl, supported by Brown to receive the 2/20/07 Minutes of the Regular Board Meeting of the Jackson County Board of Commissioners. Motion carried unanimously.

12. CONSENT AGENDA

Moved by Mahoney, supported by Duckham to Accept the Consent Agenda Items A through E as follows: Commissioner Brittain asks that Item A.2. be pulled.

A. County Affairs

1. Dissolve Emergency Medical Services Commission (EMS)
- ~~2. Jackson County Road Commission (JCRC) Non-Motorized Pathway Agreement for 2007.~~

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12. CONSENT AGENDA, cont'd.

A. County Affairs

3. Dissolve Cascades Ad-Hoc Committee
4. Grant Application to Michigan Natural Resources Trust Fund for the Cascades Park Renovation Project.

B. County Agencies - None

C. Human Services

5. JCHD 2006 Annual Report (Provided under separate cover)

D. Personnel & Finance

6. Authorize Chairman of the Board of Commissioners to Sign Building Lease Documents
7. Budget Adjustments
 - Parks Equipment Fund
 - Child Care Fund - PROPS
 - Carryover Monies - Drunk Driving Assistance Funds/Judicial Technology Fund/Capital Outlay

E. Claims

8. Claims dated 2/1/07 - 2/28/07 as presented to and approved by the Standing Committees

Motion carried unanimously.

13. STANDING COMMITTEES:

A. County Affairs - Commissioner Lutchka

1. Consent Agenda Item A.2. - Jackson County Road Commission (JCRC) Non-Motorized Pathway Agreement for 2007.

Moved by Lutchka, supported by Mahoney to Approve the Jackson County Road Commission (JCRC) Non-Motorized Pathway Agreement for 2007.

Commissioner Brittain doesn't have a problem with the contract, but the reason he voted against it in Committee is because they didn't get 3 bids. If they would have had 3 bids and this was the lowest out of 3 bids, he wouldn't have a problem, but there was only 1 bid.

Roll Call: (10) Yeas: Cmr. Herl, Lutchka, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way and Elwell. (2) Nays: Cmr. Brittain and Duckham. Motion carried.

2. Appointment of five public members to the Economic Development Corporation with staggered terms.

Moved by Lutchka to appoint the 5 candidates that were recommended to the Board. It's a Chairman appointment. The candidates are: Dennis Hill, Douglas Finch, Phil Willis, Lynn Vermeulen and Jason Sanders. No other nominations from the floor. Motion carried unanimously.

3. Appointment of 2 public members appointed to the LifeWays Board with terms ending 3/20/2010.

Moved by Lutchka to go with the Committee's recommendation of Robert McNitt and William Bockwitz.

Commissioner Brittain nominated Anthony Raduazo and Rhonda Applegate-Nelson.

The Clerk proceeded to ballot. Roll Call: (7) - McNitt (Cmr. Herl, Duckham, Brown, Smith, Way, Elwell and Shotwell); (4) - Bockwitz (Cmr. Lutchka, Poleski, Videto and Mahoney); (1) - Raduazo (Cmr. Brittain). McNitt is appointed to the first seat.

The Clerk proceeded to ballot for the second seat. Roll Call: (11) - Bockwitz (Cmr. Herl, Lutchka, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way, Elwell and Shotwell); (1) - Applegate-Nelson (Cmr. Brittain). William Bockwitz is appointed to the second seat.

4. Appointment to Veterans Affairs - one Persian Gulf veteran with term ending 4/2011.

Moved by Lutchka to appoint Christopher Backus, Sr. *Moved by Elwell* to appoint Mike O'Keefe.

The clerk proceeded to ballot: Roll Call: (11) - Backus (Cmr. Herl, Lutchka, Brittain, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way and Shotwell); (1) - O'Keefe (Cmr. Elwell)

Christopher Backus, Sr. appointed to Veterans Affairs.

5. Appointment to LifeWays - one Commissioner member with term ending 3/2010.

Moved by Lutchka to appoint Commissioner Mahoney to the LifeWays Board. No nominations from the floor. Motion carried unanimously.

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6. Resolution (03-07.13) Amending the Jackson County Parks and Recreation Plan to Include the Cascades Park Master Plan.

Moved by Lutchka, supported by Herl to Adopt Resolution (03-07.13)

Roll Call: (12) Yeas. Motion carried unanimously.

B. County Agencies - Commissioner Mahoney

No matters to come before the Board.

C. Human Services - Commissioner Mike Way

1. 1st Reading of Cremation Fee Increase. (No action needed)
2. Resolution (03-07.12) to Authorize a Contract with Livingston County to Provide Services of the Director of Public Health to the Jackson County Health Department.

Moved by Way, supported by Mahoney to Adopt Resolution (03-07.12)

Roll Call: (12) Yeas. Motion carried unanimously.

D. Personnel and Finance - Commissioner James Videto

No matters to come before the Board.

14. UNFINISHED BUSINESS - None

15. NEW BUSINESS

A. Potential Changes in Standing Committees

Moved by Elwell, supported by Mahoney to Approve Priority 1. Mahoney concurs with the Administrator's recommendations. Chairman Shotwell read from the March 20, 2007, handout regarding Committee Schedules which are: County Affairs - 7:30 a.m., County Agencies - 10:00 a.m., Human Services to follow lunch at 12:30 p.m. and Personnel & Finance at 3:00 p.m. Commissioner Poleski questioned what day the meetings will be held as it doesn't say. He assumes it's Monday. Roll Call: (12) Yeas. Motion carried unanimously. This will start in April, 2007.

15. NEW BUSINESS, cont'd.

B. New Policy

1. Fiscal Policy No. 1150 - Full Faith & Credit

Moved by Mahoney, supported by Lutchka to send this back to the Committee for some additional revisions. Motion carried.

C. Revised Policies

1. 1st Reading - Board Rules Policy No. 4040 on Agenda changes.
2. 1st Reading - Board Rules Policy No. 4070 - Committees.

No comments.

D. **Resolution (03-07.14) Urging the Governor and the Legislature to Fully Fund the Michigan State University (MSU) Extension at the Current Budgeted Level.**

Moved by Herl, supported by Lutchka to Adopt Resolution (03-07.14)

Commissioner Poleski will be voting against this and the next Resolution. There are a lot of problems in Lansing and for us to request that monies be spent before the revenues are determined, he thinks is presumptuous on our part. Mahoney knows the great work that MSU Extension does for the county and also our conservation district, but something has to be cut. She doesn't like asking for something and we don't know where the money will come from. For that reason she's having difficulty supporting these tonight. Videto will be supporting both resolutions tonight because as he's watched over the years, both of these departments have taken numerous financial hits for many years. We know there's going to be cuts. Some departments in the State of Michigan have not been cut for the last three or four years like these two have. Elwell is opposing both also. He can't support giving a blind endorsement to fully fund it. There are many other areas that have been cut already and continue to be cut and we need to be very judicious in deciding whom we want to pick to be fully funded. Lutchka asks if they are worried about "fully" funded, thinking it's going to expand, then the word could be changed. He believes the Cooperative Extension Budget at the State level has taken a harder cut than any other department. The Conservation Department took a 50% cut at the State level for this year and next year they aren't even listed in the budget. Brittain will be opposing both of the motions, but with the economy the way it is, there are other areas that really are going to need support. Way is supporting these for the main reason that it's working and teaching our youth and without our youth, we won't go anywhere. Brown supports this because

our community needs this and it's not the area to cut. Herl supports because of youth involvement. Duckham also supports these. Let the State find their cuts someplace else other than Jackson.

Mahoney could support them if the word "fully" was removed from both of them. She would like to see them still in the budget.

Moved by Mahoney, supported by Brittain to make that a friendly amendment to the Resolutions to remove the word "fully".

Roll Call on Amendment: (10) Yeas. Cmr. Herl, Lutchka, Brittain, Poleski, Shotwell, Mahoney, Brown, Smith, Way and Elwell. (2) Nays. Cmr. Duckham and Videto. Motion carried.

(Chairman Shotwell advised you will be voting yes in favor of the amendment or you're voting no against the Resolution with the Amended version.)

Roll Call on Resolution (03-07.14) after Amendment: (11) Yeas. Cmr. Herl, Lutchka, Brittain, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way and Elwell. (1) Nay. Cmr. Shotwell. Motion carried.

E. Resolution (03-07.15) Urging the Governor and the Legislature to Fully Restore the Budgeted Funding for the State's Conservation Districts.

Mahoney offers an amendment to strike the word "fully" from this Resolution. Chairman Shotwell asks for a motion and support first.

Moved by Mahoney, supported by Herl to Adopt Resolution (03-07.15) Urging the Governor and the Legislature to Restore the Budgeted Funding for the State's Conservation Districts.

Elwell thinks taking the word "fully" out of it doesn't really change it. If you're leaving it restored, you're saying to fully fund it and thinks some other language is needed to give the essence of what we're talking about. Mahoney stated that that was the essence of her thought. Elwell suggests a friendly amendment of Giving Consideration to the Budgeted Funding for the State's Conservation Districts. Chairman Shotwell asked Elwell to repeat his amendment. Elwell states it would be to remove the words "fully and restore" and insert the words "give consideration" to the Budgeted Funding for the State's Conservation Districts.

Lutchka can't support that because consideration is, you look at it and throw it away. It's not even in the next budget right now. If you said fully restored, it would be half of what it was two years ago. I suggest we vote this down and change it to funding at the current

level and that would still be at 50% of what it was beforehand. Poleski feels that both of these Resolutions are urging people in Lansing to continue to rearrange deck chairs on the Titanic. Until they come up with a business tax solution and an appropriate budget, it doesn't really matter what we urge them to do. Videto feels that if we pass these Resolutions, we're sending a message to Lansing that we as County Commissioners feel the importance of both of these programs for the members of Jackson County and other communities statewide. You can play with the words all day long, but the crutch of the message is that we feel that these programs are important. Elwell feels it would be more effective to contact our Legislators and let them know how we feel.

Roll Call on Amended Resolution (03-07.15): (6) Yeas. Cmr. Brittain, Videto, Mahoney, Brown, Smith and Elwell. (6) Nays. Cmr. Herl, Lutchka, Duckham, Poleski, Shotwell and Way. Motion defeated.

Chairman Shotwell asked for any other New Business to come before the body.

Moved by Poleski, supported by Mahoney to reconsider Resolution (03-07.14) Urging the Governor to Fund the Michigan State University (MSU) Extension at the Current Budgeted Level.

Elwell asked why the reconsideration. Poleski responded for the same reason we discussed on the soil conservation. We all find them to be excellent programs, no question about it, but our State is in an absolute fiscal crisis and the folks in Lansing need to deal with huge budget issues. He thinks it's inappropriate for us to be urging them to support any particular program. Poleski asked Shotwell that in order for his motion to be successful, do we have to have a majority to which Shotwell responded, yes.

Elwell responded that in looking at the wording, we did amend this one in the past, but if you read the last part of the last sentence, it again says at the level already approved in the current budget. It really is the same objection we had to the fully funded part, if you think about it. Mahoney supported the reconsideration because after what Cmr. Elwell said, she thinks that we would be doing this every single month. Lutchka doesn't feel it has to be done every month. Lutchka asked if the next vote to be taken is on reconsideration or is it on the Resolution? Shotwell responded that it would be on reconsideration. Duckham supports reconsidering this. Any budget cut is better than a tax increase. Lutchka reminded everyone that Extension is getting harder cut than the rest of the programs. Treat everyone the same if you're going to cut them like this.

Roll Call on Reconsideration of Resolution (03-07.14): (6) Yeas. Cmr. Duckham, Poleski, Shotwell, Mahoney, Smith and Elwell. (6) Nays. Cmr. Herl, Lutchka, Brittain, Videto, Brown and Way. Motion defeated.

16. PUBLIC COMMENT

Mike Hoover thanked the Commissioners for their support of Bob and Bill to the LifeWays Board. He's also looking forward to working with Gail who, he thinks, will be a huge asset to the Board.

Phil Tocco thanked the Commissioners for approving the Resolution on MSU Extension. Bob McNitt thanked the Commissioners for his appointment. Bill Bockwitz thanked the Commissioners for his appointment. Chris Backus thanked the Board and looks forward to serving the Veterans and taking care of business at hand for all of the Veterans. Public Comment closed at 7:55 p.m.

17. COMMISSIONER COMMENTS

Commissioner Lutchka reminded everyone that a week from today, March 27th, is Project RED (Rural Education Days) at the Fair Grounds. We need as many volunteers to guide the 3rd graders around the stations. Would like to have 5 or 6 Commissioners to help this year. Be there between 8:00 & 8:30 a.m. and it ends around 2:15 p.m.

Brittain spoke regarding the resolutions and state budget problems. Jackson is losing a lot of good paying jobs and no one has a solution. He was at a meeting where Mike Riscowski (sp) brought up an idea of bringing a refinery to Jackson County. Jackson is centrally located and we have the old rail station and the old Clark Equipment Plant in Leoni Township is not far. It's a common sense thing and it would bring a lot of jobs to Jackson County. We should seriously look into this.

Elwell spoke regarding the Planning Sessions that have been scheduled. He's disappointed that he'll be gone for 2 of the meetings and thinks they should have been consulted about the dates.

Poleski attended the MAC Economic Development and Taxation Committee on Friday. There was a significant amount of discussion about HB 4440 - "pop-up" legislation. No Road Commission report tonight and he hopes it can be discussed next month. He also noted that no action is being taken on the JTA millage.

Randy Treacher addressed HB 4440 and the "pop-up". Thanks to some quick work by Julie and our Equalization Dept., she was able to provide an estimate of what the "pop-up" tax as proposed at this time would cost Jackson County. In the first year (remember this is a sliding 18-month deal) it would be a loss of revenue of about \$450,000. And then the ensuing two years about \$110,000 each year. As he understands it, that loss would be permanent.

Duckham advised that Greg Wilson would like to be involved with the private fund-raising for the Cascades Project. He's also undergoing his surgery tomorrow at U of M.

18. CLOSED SESSION - None

19. ADJOURNMENT

Chairman Shotwell adjourned the March 20, 2007 meeting of the Jackson County Board of Commissioners at 8:05 p.m.

James E. Shotwell, Jr. – Chairman, Jackson County Board of Commissioners
Sandra L. Crowley – Jackson County Clerk

CONSENT AGENDA

Consent Agenda
Motions

April 17, 2007

1. Motion: Receive the 2006 Register of Deeds Annual Report (received under separate cover)
2. Motion: Budget Adjustments:
 - a. 12th Circuit Court (Page 17)
 - b. Circuit-Family-Probate Courts (Page 18)
 - c. Fleet/Facilities – Capital Improvements (Page 19)
3. Motion: Pay the Claims for Standing Committees dated 3/1/07-3/31/07

- County Affairs	\$ 254,095.40
- County Agencies	517,552.13
- Human Services	142,057.24
- Personnel & Finance	861,576.78

STATE OF MICHIGAN
12TH JUDICIAL DISTRICT COURT

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

MEMORANDUM

TO: Randy Treacher

FR: Tammy Bates

CC: Mike Dillon, Court Administrator

RE: Budget Adjustments

Date: March 12, 2007

The 12th District Court is requesting a budget adjustment in the amount of \$30,900 for Blood Draw Expenditures (760.136) and \$30,900 for Miscellaneous Income (625.020). These figures will balance each other out for zero effect on the budget.

The court had been paying the costs of blood draw fees since the late 1980's. In 2006, the district court bench decided that the court would no longer be responsible for the payment of prosecutorial evidence. It was determined that prosecutorial costs were not a true operational cost of the district court. Therefore, It was the intent of the court to pass the cost of blood draw fees onto the respective law enforcement agencies.

After further review, the District Court bench has decided to continue to pay the costs of blood draw fees and continue to pass the costs onto the defendant. Hence, the court is requesting the budget adjustment.

Thank you in advance.

**JACKSON COUNTY CIRCUIT-FAMILY-PROBATE COURTS
OFFICE OF COURT ADMINISTRATOR**

312 SOUTH JACKSON STREET

JACKSON, MICHIGAN 49201

(517) 768-8565 FAX:(517) 788-4623

Charles M. Adkins, Court Administrator

TO: Mr. Randy Treacher
FROM: Charles M. Adkins
DATE: April 2, 2007
RE: Technology Fund and Fund 402 Rollover

Judge Schmucker and I would like to request the annual rollover of remaining funds in the Technology and 402 accounts.

The balances at year end were:

978051 Court Technology: \$ 7,603.00

978131 Circuit Equipment: \$47,743.94

The carryover funds will be used for upgrading the current network system currently being used for backing up the new digital court recordings. The systems current storage capacity is only enough for approximately 6 months. We will also be upgrading some of the old microphones and hearing aid devices in the courtrooms which are beginning to fail also.

County of Jackson

Facilities Department

Memorandum

To: Randy Treacher
Acting County Administrator/Controller

From: Ric Scheele
Fleet/Facilities Supervisor

Cc: Teresa Soltis

Date: 4/1/2007

Re: 2006 Capital Improvement Carry Over Requests

A number of budgeted items from 2006 were not completed in that budget year because the large projects that were undertaken demanded the limited resources of the Facilities Department.

We are respectfully requesting permission to carry over these funds from the 2006 budget into 2007 for the following areas:

100 All

931.301 Carpet	\$30,000.00
931.302 Energy Management	\$35,000.00
931.303 Architectural Services	\$5,000.00

265 Courthouse

931.002 Fire system upgrade-phase 2	\$16,000.00
931.005 Tuckpointing	\$25,000.00
931.137 District Court Inmate bathroom	\$3500.00
931.910 Generator upgrades	\$6000.00

267 Northlawn Complex

931.005 Tuckpointing	\$30,000.00
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268 Tower Building

931.002 Fire system upgrade-phase 2	\$16,000.00
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292 Child Care Complex

931.305 Corbin Locks & Doors	\$3500.00
931.307 Repair Steps	\$2500.00

All aforementioned budgeted line items will be expended in the 2007 budget year.

COUNTY AFFAIRS

County Affairs
Motions

April 17, 2007

1. Motion: Appoint one Commissioner member to the Mid South Substance Abuse Commission (MSSAC), term to 1/2009 (Page 22)
2. Motion: Appoint one Commissioner member to the Region 2 Area Agency on Aging, term to 4/2009 (Page 22)
3. Motion: Appoint one public member to the Region 2 Area Agency on Aging, term to 4/2009 (Page 22)
4. Motion: Appoint ten members to the Emergency Management Advisory Council: Sheriff, City Police Chief, City Fire Chief, State Police Jackson Post Commander, Township Fire Chief, Township Police Chief, Emergency Medical Services Provider, Rep. of Jackson County Medical Control, two public members, terms to 4/2009 (Page 22)
- roll call* 5. Motion: Approve Resolution (04-07.16) Approving a Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project (Page 23)

Commissioner Board Appointments – April 2007

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Mid South Substance Abuse Comm.</u>				
1) Commissioner Member	1/2009	Gail W. Mahoney	Earl Poleski	Earl Poleski
<u>Region 2 Area Agency on Aging</u>				
1) Commissioner Member	4/2009	Pat Smith	Pat Smith	Pat Smith
<u>Region 2 Area Agency on Aging</u>				
1) Public Member	4/2009	William Snyder	William Snyder Sharon Best	William Snyder
<u>Emergency Management Advisory Committee</u>				
1) Public Member	4/2009	John Worden	John Worden	John Worden
2) Public Member	4/2009	Fred King	Judy Reynolds Scott Krebill	Scott Krebill
3) Sheriff	4/2009	Dan Heyns	Dan Heyns	Dan Heyns
4) City Police	4/2009	Lt. John Holda	Lt. Aaron Kantor	Lt. Aaron Kantor
5) City Fire	4/2009	Asst. Ch. Brian Thurston	Asst. Ch. Brian Thurston	Asst. Ch. Brian Thurston
6) Michigan State Police	4/2009	Lt. Jim Shaw	Lt. Jim Shaw	Lt. Jim Shaw
7) Township Fire	4/2009	Jim Hesselgrave	Jim Hesselgrave	Jim Hesselgrave
8) Township Police	4/2009	Michael Curry	Michael Curry	Michael Curry
9) EMS	4/2009	Dirk Borton	Dirk Borton	Dirk Borton
10) Medical Examiner	4/2009	Jill Glair	Jill Glair	Jill Glair

Resolution (04-07.16)
Approving a Grant Application to the
Michigan Natural Resources Trust Fund (MNRTF)
for the Cascades Park Urban Fishing Project

WHEREAS, the Jackson County Board of Commissioners has adopted a five-year County Recreation Plan (2005-2009), a Cascades Park Master Plan (November 2006) that identifies a project called the Cascades Park Urban Fishing Project; and

WHEREAS, the County Board of Commissioners wishes to apply to the MNRTF for development of the project; and

WHEREAS, the 50% (\$500,000) local match for the project will come from local foundations, businesses, and individuals; and

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

NOW, THEREFORE BE IT RESOLVED that the Jackson County Board of Commissioners authorizes the Jackson County Parks and Recreation Department to submit a Grant Application to the MNRTF for the Cascades Park Urban Fishing Project.

James E. Shotwell, Jr. Chairman
Jackson County Board of Commissioners
April 17, 2007

COUNTY AGENCIES

County Agencies
Motions

April 17, 2007

- 2nd Reading 1. Motion: Adopt County Fee of \$20 for a Same Day Marriage License (excluding military personnel) Payable to the General Fund (Page 26)
2. Motion: Approve Budget Adjustment of \$50,000 for Traffic Safety Enforcement Project (Page 27-28)

JACKSON COUNTY CLERK'S OFFICE

County Agencies Committee
Mon., February 5, 2007

SB 1106 "SAME DAY" MARRIAGE LICENSES Effective December 22, 2006

Sec. 3a. "A Marriage License shall not be delivered within a period of 3 days including the date of application. However, the county clerk of each county, for good and sufficient cause shown, may deliver the license immediately following the application. If the county clerk delivers the license immediately following the application, the person applying for the license shall pay a fee to be determined by the County Board of Commissioners, which the county clerk shall deposit into the general fund of the county. A marriage license issued is void unless a marriage is solemnized under the license within 33 days after the application."

NOTES:

Current Marriage License Fee for in-state residents: \$20.00
Out-of-State residents: \$30.00

CLERK'S RECOMMENDATION:

I would recommend that a \$20.00 "same day" license fee be set.
A provision could be made to waive this fee for those currently serving in the military.

Sandy Crowley
County Clerk

JACKSON COUNTY

OFFICE OF THE SHERIFF

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

RECEIVED

Daniel H. Heyns
Sheriff

APR 03 2007

Thomas G. Finco
Undersheriff

JACKSON COUNTY
ADMINISTRATOR'S OFFICE

Date: March, 29, 2007

From: Traffic Enforcement Study Group

Composed of: Sheriff Dan Heyns
Chief Erv Portis
Director Mike Jester
Lt. Jim Shaw
Commissioner Earl Poleski
District Court Admin. Tammy Bates

To: Randy Treacher, Administrator/Controller

Ref: Proposal for a traffic safety enforcement project.

Per the request of the county commission, a study group was formed to review traffic enforcement efforts county wide and make recommendations. The study group, with the assistance of staff members and data supplied by Region II Planning, has met twice and formed the following conclusions:

1. There is ample evidence from both national statistics and local data to suggest vigorous traffic enforcement via citations and verbal warnings does have an impact on traffic crashes, personal injuries and fatalities. There is also a measurable impact on the incidence of drunk driving.
2. Over the last three years there has been a reduction of the number of officers assigned specifically to traffic enforcement. This has resulted in a dramatic drop in the number of citations issued. Although this has not immediately resulted in more crashes, all committee members agree this will begin to change when the driving public realizes enforcement efforts have been diminished.
3. Due to the budget reductions, none of the agencies involved in the study group foresee additional full time officers being hired in the near future to fill this enforcement void. The calls for service dispatched by 911 in the first quarter of this year has increased and factors such as the State Police mileage restrictions have placed an additional burden on local law enforcement.

Therefore, it is the recommendation of the study group that a request be made of the County Commission to fund a special enforcement project on a trial basis to function as follows:

1. Based on the Jackson Unified Mobile Patrol (JUMP) model, a team of enforcement agencies to include state, county, city and township officers will conduct directed patrols focusing on enhanced traffic enforcement.
2. Officers will participate on an overtime basis and will be removed from the normal complaint response system except in emergency situations.
3. Agencies will be reimbursed by the Sheriff's Office for demonstrated enforcement activities for the wages, fuel and equipment expenses as submitted by the participating agency. The Sheriff will function as the monitoring agency for the purposes of budget and performance.
4. Patrols will focus on high risk roadways as measured by accident history and traffic volume. There will also be a concentration on school zone safety during the remainder of the school year.
5. Officers working this detail will compile shift activity logs for review by command officers. Tickets generated by the patrol will be designated as project related for tracking and program evaluation purposes.
6. Participating agencies assume all legal responsibilities for the actions for their officers while working the project. Participating officers are bound by their individual department policy and procedure and command structures. Jackson County assumes no liability for any participating officer other than Sheriff's Deputies.

To initiate this project, the study group proposes a budget of \$50,000 dollars to commence patrols May 1 and continue through the Labor Day weekend. Following the completion of this trial period, a detailed review will be presented to the Board of Commissioners to evaluate the project efficacy and potential for continuation. We anticipate funding approximately 1000 hours of patrol time at this proposed amount. Please advise if you require any additional information.

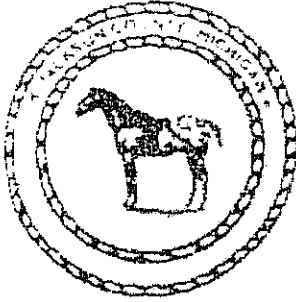
HUMAN SERVICES

Human Services

Motions

April 17, 2007

- 2nd Reading**
1. Motion: Approve Cremation Fee of \$50 (Pages 31-33)
 2. Motion: Approve County Contribution of \$40,000 for Community Health Assessment (Pages 34-35)



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: January 24, 2007

RE: Cremation Fees

Randy, in the 2007 budget I proposed looking at an increase in cremation fees. In the past year 15 years the permit has gone from being \$10 if signed in the office and \$15 if signed at the hospital to being \$15 across the board. Signing of permits in the Emergency Department by myself or the Deputy Medical Examiner's is now limited to the times that the Administrative Assistant (Jill) is not in the office. We do not charge to sign cremations on fetal deaths.

I would like to request that we raise the fee to \$50.00. I propose that we continue the practice of not charging for fetal death cremations and also that we not charge for cremations on any children 18 and under. If possible with the Board's permission I would like to begin the fee changes in March of this year.

If you have any questions please contact Jill or me. Thank you.

CREMATIONS

We are required to review all the death certificates of those individuals where the intent is to cremate & authorize or deny cremation. On many occasions though, prior to authorizing the cremation we must do an investigation which can be minimal or on occasion very time consuming.

This is a one time fee to the families which the families pay to the funeral homes and we bill the funeral homes 2-3 times a year.

NUMBER OF CREMATIONS SIGNED

2004	2005	2006
629	622	637

BUDGET ACTUAL

2001	2002	2003	2004	2005	2006
5780	3670	9870	6780	11145	6940

PROJECTED INCREASE

2004	2005	2006	2007	2008
9435	9330	9555	26285	31850

Why The Increase?

- Offset increases in expenditures
- Purchase of needed equipment (eight digital cameras)

COUNTY COMPARISON

County	Cremation Fee
Alpena	50
Calhoun	25
Kalamazoo	10
Lenawee	75
Monroe	30
Muskegon	50
Saginaw	50
St. Clair	75
Wayne	75

COMMUNITY HEALTH ASSESSMENT FUNDING RATIONALE HISTORY AND OVERVIEW

Local health information describes a community's health status, resources, and challenges. It can be used by a range of public and private organizations to allocate resources; develop policies; design, target, and evaluate programs; and understand patterns of health and disease. Such information is often available through assessment programs administered by government agencies. However, smaller counties such as Jackson frequently do not have access to community-specific data through these systems, and must conduct their own assessments to obtain reliable estimates of health status and disease prevalence.

Unfortunately, Jackson County currently does not have a mechanism in place to collect this detailed information. For this reason, Foote Health System's Health Improvement Organization (HIO) is working to coordinate a collaborative approach to community health improvement through the use of a community health assessment model. In this model, community stakeholders in health will work with experts from the University of Michigan's School of Public Health to develop and complete a community health assessment for Jackson County. This assessment would provide a data collection mechanism that would better align efforts among community partners and create a more strategic framework for activities. Such models have been used in many other communities in Michigan, and throughout the nation, with impressive results.

In implementing a community health assessment model, the HIO and community partners would institute a survey tool and process which would:

- Collect and analyze health information for our county (and subpopulations within our county).
- Create a system for disseminating this data to community organizations and residents.
- Prioritize health issues within subpopulations of the community.
- Initiate strategic planning to address these issues through collaborative activities.

The survey tool would differ from previous County assessments by collecting in-depth, localized information on health status, disease prevalence, and health behaviors. It could also serve as a source of health data to be integrated into both the Jackson Community Report Card and a future Jackson data repository, which is in the planning stage.

For the past several years, Genesee County has been conducting a similar community assessment project, *Speak To Your Health*, which is designed to monitor community health and community concerns, examine the social determinants of health, and promote change that improves the health of Genesee County communities. The assessment focuses on health status, disease prevalence, mental health, and health-promoting and health-adverse behaviors. It also uses census tract sampling so that survey data can be analyzed by zip code, school attendance area, church location, or city ward. Data can also be broken down by age, ethnic group, location, and other variables, to be used for targeted needs assessment, strategic planning, program evaluation, and grant proposals. A link to the Genesee project is included at the end of this overview.

A team of Jackson County HIO members and community partners has been meeting to discuss implementing Genesee County's community assessment project in Jackson. This team, which currently includes HIO members, physicians, business leaders, representatives from local health service agencies, churches, schools, and other community stakeholders, has identified the potential value of community data to their own organizations/initiatives, and its ability to

impact our community's capacity to improve health status on a broader level. For example, this data could:

- Provide geographic and demographic information on community needs, to facilitate targeted interventions.
- Assess risk factors for disease, health-promoting, and health-adverse behaviors, to facilitate prevention activities.
- Demonstrate the connection between economic productivity and a healthy workforce, and the impact of poor mental and physical health on absenteeism and low productivity.
- Assess consumers' recognition of health services available in the community.
- Provide data for grant proposals and funders.
- Allow local comparisons to state and nation.
- Provide disease prevalence data, to help focus resources and prioritize activities.
- Identify the level of appropriate/preventative care in the community overall and within subgroups.
- Explore access to care geographically.
- Provide a baseline measurement for health status in Jackson, and monitor progress toward goals.
- Identify community access to healthy environments such as exercise facilities and food sources.

To help make a Jackson County community health assessment a reality, Foote Health System has committed funding for the significant portion of project costs. However, project costs to support survey development, implementation, data analysis, and dissemination over the next 1-2 years are estimated at \$110,000. The HIO and its partners are now seeking additional funds from other participants to ensure full funding of the project over this timeframe. Funding of \$40,000 from the Jackson County Health Department will help us make the Community Health Assessment project a reality. The participation and financial support of the Health Department and other project partners is vital to the project's success as a true integrative model that addresses health status improvement in the Jackson community.

Amy Schultz, MD, MPH
Foundation for a Healthy Community
One Jackson Square, 9th floor
Jackson, MI 49201

Link to Genesee County *Speak To Your Health* project:

<http://www.sph.umich.edu/prc/products/survey.info.html>

UNFINISHED BUSINESS

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

POLICY NO. 4040

ARTICLE IV AGENDA

Section 4.1 The agenda shall be prepared and distributed to members prior to any regular meeting. The time frame for distribution shall be 2 days prior to the scheduled meeting (not counting weekends and holidays).

Section 4.2 The agenda of the Board shall be as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda (Additions and deletions as proposed by the Administrator/Controller or Board Chairman to 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. Consent Agenda (**roll call**)
 - A. Minutes
 - B. Standing Committee Items (~~not requiring a roll call vote~~)
 - C. Claims
 - D. Other Items (as presented by Administrator/Controller or Board Chairman)
12. Standing Committees
 - A. County Affairs
 - B. County Agencies
 - C. Human Services
 - D. Personnel & Finance
13. Unfinished Business
14. New Business
15. Public Comment
16. Commissioner Comments (individual Commissioners will be given an opportunity to address the Board at this time)
17. Closed Session (if convened by the Board)
18. Adjournment

Section 4.3 All communications and petitions received at a meeting from the general public shall be received only by a majority vote of the Board. Communications and Petitions shall be presented by the County Clerk and distribution of written materials shall be provided.

Adopted 12/19/00
Revised 06/20/06
Revised

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

POLICY NO. 4040

ARTICLE IV (Continued) AGENDA

Section 4.4 Special Orders may be scheduled by the Board Chairperson or through action of Standing Committees.

Section 4.5 Members of the public desiring to address the Board shall follow the established public comment rules. (Also see Section 5.8 for additional opportunities to address the Board.)

1. Each individual will state their name.
2. There will be a five (5) minute time limit when an individual addresses the Board under Public Comment at the opening of the meeting. An individual may only address the Board once under this section of the agenda.
3. There will be a three (3) minute limit when an individual addresses the Board under Public Comment prior to the close of the meeting. An individual may only address the Board once under this section of the agenda.
4. Members of the Board of Commissioners may not address the Board during Public Comments.

Section 4.6 Public hearings shall be advertised in a newspaper of general circulation. It shall be held as advertised. There will be no distribution of written communications of material without formal acceptance by the Board. The Chairperson shall open the public hearing. Following the opening of the hearing, any formal presentation or administrative comment shall be presented through the Administrator/Controller or designee. The Chairperson shall authorize any comments from the public. All comments from the public shall be directed to the Chairperson or may be redirected with permission of the Chairperson. Following public comment, a motion to close by the Board shall be in order. Board discussion on the item will immediately follow the public hearing unless otherwise suggested or restricted.

Section 4.7 Any item not requiring a roll call vote may be listed under the Consent Agenda. Consent Agenda items will be listed according to the Standing Committee order. Any County Commissioner has the authority to remove an item(s) from the Consent Agenda and the item(s) will be considered under the appropriate Standing Committee report, and voted on separately.

Adopted 12/19/00
Revised 06/20/06

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

POLICY NO. 4070

ARTICLE VII COMMITTEES

Section 7.1 The following shall be the regular Standing Committees of the Board.

A. County Affairs – It shall be the duty of this committee to work in conjunction with the Administrator/Controller or his/her designee to ensure adequate and full implementation and administration of Board policy affecting various County departments, offices, and agencies with which the Committee serves as liaison. The Committee acts as liaison to the following County departments, offices, and agencies: Equalization, Register of Deeds, Remonumentation, Drain Commissioner, Board of Public Works, Fair, Parks, Airport, Region 2 Planning Commission, **and Road Commission**. In addition, the Committee shall recommend appointments to the full Board, unless this authority is vested with another official or committee.

B. County Agencies - It shall be the duty of this committee to work in conjunction with the Administrator/Controller or his/her designee to ensure adequate and full implementation and administration of Board policy affecting various County departments, offices, and agencies with which the Committee serves as liaison. The Committee acts as liaison to the following County departments, offices, and agencies: Circuit /Family/Probate Court, Jury Commission, District Court, Friend of the Court, Public Elections, County Clerk, Prosecuting Attorney, Sheriff, Animal Control, Livestock Claims, Law Library, Child Care Fund, Enterprise Group, Chamber of Commerce, Economic Development Corporation, Brownfield Redevelopment Authority.

C. Human Services - It shall be the duty of this committee to work in conjunction with the Administrator/Controller or his/her designee to coordinate all human service s in the County and to ensure adequate and full implementation and administration of Board policy affecting various County departments, offices, and agencies with which the Committee serves as liaison. The Committee acts as the Board of Health for the Health Department and acts as liaison to the following County departments, offices, and agencies: Guardian, MSU Extension, Medical Examiner, Department on Aging, Veteran's Affairs, Health Department, Michigan Department of Human Services, LifeWays, Region II Area Agency on Aging, Mid-South Substance Abuse Commission.

Adopted 12/19/00
Revised 04/19/05, 06/20/06, 1/16/07

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

POLICY NO. 4070

ARTICLE VII (Continued) COMMITTEES

D Personnel and Finance – It shall be the duty of this committee to study and recommend to the Board a budget for County operating expenses as well as all appropriations and transfers out. This committee will study and recommend to the Board all budget adjustments and personnel changes. It shall be the duty of this committee to work in conjunction with the Administrator/Controller or his/her designee to ensure adequate and full implementation and administration of Board policy affecting various County departments, offices, and agencies with which the Committee serves as liaison. The Committee acts as liaison to the following County departments, offices, and agencies: Board of Commissioners, Administrator/Controller, Administrative Services, County Treasurer, Information Technology, Facilities/Fleet, Health Insurance, and Miscellaneous Expenses.

Section 7.2 Each Board member, except the Chairman and the Vice Chairman, shall serve on at least two (2) Standing Committees. The Chairman and Vice Chairman shall serve as ex-officio members of each Standing Committee.

Section 7.3 Standing Committee agendas and supporting information, when available, will be prepared and placed in Committee member's mail boxes two (2) days prior to Committee meetings.

Section 7.4 In the absence of a Standing Committee Chair at a Personnel and Finance Committee meeting, the Vice-Chair of the respective Standing Committee shall be eligible to vote.

Section 7.5 The Chairperson or Vice-Chairperson of the Board of Commissioners is a voting member of all Standing Committees of the Board only in the absence of a quorum or to break a tie vote. The Chair and/or Vice-Chair shall be allowed to vote in sequence to satisfy a quorum.

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

POLICY NO. 4070

ARTICLE VII (Continued) COMMITTEES

Section 7.6 Members of the public desiring to address the Committee shall follow the established public comment rules.

1. Each individual will state their name.
2. There will be a five (5) minute time limit when an individual addresses the Committee under Public Comment at the Opening of the meeting. Individuals may only address the Committee once under this section.
3. There will be a three (3) minute limit when an individual addresses the Committee under Public Comment prior to the close of the meeting. Individuals may only address the Committee once under this section.

Section 7.7

1. Any Commissioner not serving on the Committee desiring to speak to the Committee shall be entitled to do so upon recognition by the Committee Chairperson.
2. County staff may address the Committee upon recognition by the Committee Chairperson.

Adopted 12/19/00
Revised 04/19/05, 06/20/06, 1/16/07

**COUNTY OF JACKSON
POLICY MANUAL**

FISCAL

FULL FAITH AND CREDIT

Policy 1150

PREAMBLE

This policy shall govern the granting of the County's Full Faith and Credit pledge, as secondary security, for the payment of bonds and notes issued by the County on behalf of local units of government within the County.

BACKGROUND

Jackson County is subject to an overall debt limit equal to 10% of total County Assessed Valuation in accordance with Article 7, Section 11 of the Michigan Constitution.

The objective of this Policy is to provide the Board of Commissioners (the "Board") with guidelines for pledging the County's Full Faith and Credit to support bonds and notes issued by the County for the benefit of local units of government within the County in accordance with the state statutory authority granted to the Board, that is in the best interest of the County and its residents, preserves the County's investment grade ratings and does not impair the ability of the County to issue debt for County projects within the constitutional debt limit. While it is appropriate for the Board to review each project on its merits, including factors of public health, safety, welfare, environmental impact, etc., the Board should also, as the outstanding debt approaches 75% of the County's (10%) debt limit, prioritize the projects/future capital requests, based upon the above mentioned factors, before granting a full faith and credit pledge.

GENERAL POLICIES

- A. When requested, the County may assist local unit(s) of government in the financing of drains, water systems, storm sewers, sanitary sewers, water and wastewater treatment facilities, road improvements and other permitted improvements by issuing County bonds or notes and pledging the County's Full Faith and Credit to support, as secondary security, the payment of said bonds or notes. This policy is also intended to apply to requests by a local unit to refund outstanding County bonds or notes previously issued for the benefit of one or more local units of government.
- B. When requesting the County's Full Faith and Credit pledge, the local unit of government shall state the reasons for making such request. For example, these reasons may include, but are not limited to the following:
 - 1. The project is a regional project which serves multiple local units of government.
 - 2. The issuance of County debt eliminates the need for the issuance of multiple local unit bond and note issues.
 - 3. The County's credit rating will result in significant interest-cost savings for County residents and taxpayers.

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POLICY MANUAL**

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FULL FAITH AND CREDIT

Policy 1150

4. The County's investment-grade rating will enable the local unit(s) of government to meet the conditions of such governmental loan programs as the State Revolving Fund or the Drinking Water Revolving Fund.
 5. The County, acting through a designated County agency, has the experience and/or personnel to more efficiently carry out the administrative responsibilities and supervising of the project.
 6. The County is able to use an enabling law which provides greater flexibility in structuring the project or provides the local unit(s) of government with more favorable means of providing revenue to pay for the project.
- C. A request for County assistance by a local unit of government shall be made by a resolution approved by the governing body of each requesting local unit of government which provides for the following:
1. The agreement of the local unit that all costs of the project, including all costs of the County associated with the authorization and issuance of the proposed bonds and notes and all related county administrative fees and expenses, shall be paid by the local unit(s) of government regardless of whether or not, for any reason, the project is ultimately funded or completed by the County; and
 2. The agreement of the local unit to pledge the local unit's full faith and credit in support of local unit obligations to the County including the periodic payment, when due, of principal and interest on County bonds and notes issued on behalf of the local unit of government, to the extent permitted by law and subject to all applicable constitutional, statutory or charter limitations.
 3. The agreement of the local unit that the ownership and operation of the project shall be in accordance with the state enabling law pursuant to which the proposed bonds or notes are to be issued for so long as such bonds or notes are outstanding and unpaid; and
 4. The consent of the local unit to the exercise by the County, in the event of any default by the local unit(s) of government, including the failure to pay any principal or interest when due on County bonds or notes, of any remedy or procedure provided by law or agreement, including but not limited to, the set-off of tax collections or other funds otherwise due by the County to the local unit(s) of government or the ordering by the County of the local unit(s) of government to levy sufficient taxes on the next applicable local unit tax roll to pay the amount in default, subject to all applicable constitutional, statutory or charter limitations; and

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5. The professional consultants engaged by the local unit of government for the project and/or the professional consultants which the local unit of government requests be engaged by the County for the project.
- D. Prior to making the decision to grant the County's Full Faith and Credit pledge for a project, the Board shall review the feasibility of the project and the project's impact on the public health, safety and welfare of the residents, and the environment, both of the local unit(s) of government and the County, as a whole. This review shall take into account the overall goals and objectives of the project and the economic benefits of the project to the County, the County Agency, if applicable, and the unit(s) of government.
- E. As a condition to a full faith and credit pledge, the Board shall determine that 1) the project to be financed a) benefits both the County and the local unit(s) and b) does not adversely affect other local units within the County; and 2) that the principal amount of the bonds or notes requested for the project will not adversely impact a) the County's rating, b) the County's debt limit, or c) the County's ability to issue bonds or notes for all reasonably foreseeable County projects for which the financing is not yet completed.
- F. The processing of a project will be progressively clarified by the submission to and consideration by the Board of an initial project resolution of intent, an appropriate project contract and a final resolution(s) to authorize the issuance and sale of the bonds or notes, it being acknowledged that the requirements of different state enabling acts may affect the nature and extent of the proceedings to be considered by the Board.
- G. The County Administrator/Controller shall generally be responsible for the administration and implementation of this policy and any accompanying procedures and shall work cooperatively with the Board, Board Committees, County agencies, County officials and Professional Consultants that have responsibility for projects under this policy.
- H. The review by the Board required in Subpart D above and the findings of the Board required in Subpart E above shall take into account recommendations prepared for the Board by the professional consultants retained for the project, including any reports, projections, studies and spreadsheets prepared by such professional consultants which shall first be considered by the appropriate County agency and/or elected official and then considered by the appropriate Board Committee. Final action by the Board to pledge the County full faith and credit for a particular county financing and project shall be premised on the favorable recommendation of the appropriate Board Committee and the written confirmation of the County Administrator/Controller that the requirements and procedures of this full faith and credit policy have been complied with.
- I. The four (4) County agencies having statutory authority to issue bonds on behalf of a local unit of government include:

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1. The County Drain Commissioner for drainage projects authorized by the various chapters of Act 40, P A Michigan 1956, as amended;
 2. The County Agency for sewer, water or solid waste projects authorized by Act 342, P A Michigan 1939, as amended;
 3. The County Board of Public Works for sewer, water, solid waste or lake improvement projects authorized by Act 185, P A Michigan 1957, as amended; and,
 4. The County Road Commission when issuing bonds or notes pledging Michigan Transportation Fund revenues authorized by Act 51, P A Michigan 1951, as amended.
- J. In the event that the Board considers pledging the County's full faith and credit as security for the payment of bonds or notes issued by the County for County projects including, without limitation, general obligation bonds requiring voter approval or subject to right of referendum, by the County Treasurer for cash flow borrowing or by the County Building Authority for building and other projects authorized by Act 31, P.A. Michigan 1948, as amended, the Board shall generally follow and observe such portions of this policy as may be applicable.

USE OF PROFESSIONAL CONSULTANTS:

The County or the local unit(s) of government shall employ outside professional consultants to assist it in developing a bond and/or note issuance strategy for each project, preparing bond documents and marketing bonds to investors. The key players in the County's financing transactions shall include an Architect/Engineer/Construction Manager, Bond Counsel, a Financial Advisor, an underwriter (on a negotiated sale) and County representatives. Other outside firms, such as those providing paying agent/registrar, trustee, credit enhancement, auditing or printing services may be retained as required.

ARCHITECT/ENGINEER/CONSTRUCTION MANAGER - The Architect/Engineer/Construction Manager (either one or all depending upon the nature of the project) shall prepare an estimate of cost for the project, plans, bid specifications, secure the appropriate construction permits required by local, State and/or Federal laws, supervise the taking of construction bids, review the bids submitted and make a recommendation for the award of contracts. During the construction period the Architect/Engineer/Construction Manager (either one or all depending upon the nature of the project) shall make written recommendations for all pay requests and change orders and shall be responsible for the inspection of the construction to assure the County and the local unit(s) of government that the construction is conformity with the project plans and specifications and applicable regulatory permits.

BOND COUNSEL - Bond Counsel, which shall be a law firm or attorney listed in the Bond Buyer's Municipal Marketplace Red Book, shall prepare all written proceedings required by

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state enabling act for the authorization and issuance of the bonds and notes to be issued by the County and, in addition, shall advise on all applicable federal securities, tax and other issues pertaining to the authorization and issuance of the bonds and notes. In connection with the issuance of the bonds or notes, Bond Counsel shall provide a written opinion affirming that the County is authorized to issue the debt, stating that the county has met all state, constitutional and statutory requirements necessary for issuance, and determining the debt's federal income tax status.

FINANCIAL ADVISOR - For each bond and/or note issue the Financial Advisor will analyze the feasibility of the project, provide the county with written assurance that a revenue stream has been put in place that is reasonably expected to meet the debt service requirements of the proposed bonds without the need for the County to advance funds under its Full Faith and Credit pledge, assist with the sale of the bonds or notes on a competitive or negotiated basis, provide primary and secondary market disclosure, advise the County regarding credit enhancements and provide the County with information on pricing and underwriting fees for comparable sales by other issuers.

The Bond Counsel and the Financial Advisor or the Financial Advisor and the Underwriter shall not play "dual roles" or "role switch." The Professional Consultants retained by the County or its agencies to provide advice or counsel for any issuance of debt, shall be independent. The Financial Advisor, Bond Counsel and Underwriter for any issuance of debt shall each be separate entities having no relationship with one another.

This requirement is intended to prevent a conflict of interest or the appearance of a conflict and goes beyond the requirements of Municipal Securities Rulemaking Board ("MSRB") Rule G-23 (which permits dual financial advisor/underwriter relationships if such relationships are disclosed to a municipal bond issuer). It is acknowledged that combining the roles of bond counsel and financial advisor is not deemed a conflict under MSRB Rules but does constitute a conflict in the view of the National Association of Independent Public Finance Advisors ("NAIPFA"). The County endorses the position of NAIPFA that, in complex issues, separate viewpoints from independent bond counsel and financial advisor are in the County's best interest.

The County shall appoint the Professional Consultants for a particular project as requested by the local unit of government unless the Board determines that the appointment of any or all such Professional Consultants is not in the best interest of the County. In this event, the County, on its own initiative, shall appoint Professional Consultants to assist the County with regard to the project. The Professional Consultants so appointed by the County shall then, (i) represent the County and, when a conflict occurs, resolve the conflict in the County's best interest, and (ii) when requested will assist the County Administrator/Controller in reviewing and coordinating the request of the local unit(s) for the County's Full Faith and Credit pledge in accordance with this Policy.

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ADMINISTRATIVE FEES

- A. No bond or note issue shall be approved by the Board unless the appropriate administrative fees, according to the fee schedules set forth below, are included within the project budget.
- B. The County shall charge a fee of \$1,000 for services provided by General Fund employees for coordination, review and handling of the project with the local unit(s) and the Professional Consultants for the project. These services include the following:
 - 1. Approval of the Bond Issue:
 - a. Coordination with county counsel
 - b. Coordination with county treasurer
 - c. Activity of the County Board of Commissioners
 - d. Resolutions, minute taking, etc.
 - 2. Sale and Delivery of the Bond Issue:
 - a. Coordination by the Treasurer and Clerk (resolutions, printing, public notices, bond ratings, information gathering, etc.)
 - b. Chairman and Clerk of the Board of Commissioners
 - c. Involvement of the Equalization Department, the Treasurers Office and others in gathering information for official statement preparation.
 - 3. Bond Proceeds:
 - a. Investments by the County Treasurer relating to contractor payment timing.
 - b. Board of Public Works, staff and Treasurer's coordination of payment processing and contractor invoices
 - c. Board of Public Works staff and Treasurer's maintenance of financial records for the bond proceeds, construction fund, debt retirement fund and grant financial administration, if applicable
 - d. Resolutions, minute taking, etc.

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4. Subsequent Years Efforts:

- a. The handling by the County Treasurer of the Debt Retirement Fund, Coordination of payments from the local unit(s) of government for the payment of the annual and semiannual interest payments and principal payments, and appropriate coordination with necessary banking institutions. Payment processing and financial record keeping through the life of the bonds is included.

5. Use of County's Credit Rating and Legal Bonding Capacity:

- a. The resultant savings in interest expense by virtue of the bond issue being County sponsored

- C. In addition, projects utilizing the service of the Drain Commissioners office, the County Agency or the Department of Public Works shall pay an administrative fee as compensation to the Drain Commissioner and the Deputy Drain Commissioner, consistent with separate resolutions adopted by the County Board of Commissioners on October 15, 2002, in an amount to be negotiated with the local unit(s) of government of not to exceed 1.00% of the cost of the project. In said resolutions, the County Drain Commissioner, acting as the designated Act 342 County Agency, was delegated the maximum discretion authorized by law to administer, as agent for the County Board of Commissioners, water and sewer projects established by the County under Act 342 and, with respect to projects undertaken by the Jackson County Board of Public Works, County Drain Commissioner as a statutory member of the Board of Public Works was delegated the maximum discretion authorized by law to administer, as agent for both the Board of Public Works and the County Board of Commissioners, county water supply system and sewage disposal system projects in districts established by the County pursuant to Act 185. The administrative services covered by this administrative fee include but are not limited to the following:

1. Project Initiation and Feasibility

- a. Meetings with local unit(s) of government to identify the project;
- b. Meetings with Engineers. Financial Advisor and Bond Counsel to determine the legality and financial feasibility of the project;
- c. Meeting with citizen groups to determine the financial threshold of the users that would be acceptable in order to proceed with the project;
- d. Meetings with regional providers of services to determine if the project could utilize existing facilities;

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- e. Attend information meeting on the project prior to initiation of the project by the local unit(s);
 - f. Attend special assessment hearings on the revenue stream to pay for project
- 2. Planning and Review of the Project With Professional Consultants
 - a. Review with Financial Advisor financial costs of the project, based on the Engineers preliminary Estimate of Cost, and the ability of the anticipated users to pay for the project;
 - b. Review with Bond Counsel the legal documents required to be prepared requesting County assistance;
 - c. Review with Engineers the routing, sizing and other construction details of the project prior to formal design of the project
 - d. Meetings with local and State agencies on the permitting of the project.
- 3. Bidding:
 - a. Board of Public Works bid review with engineer
 - b. Staff review of bids
 - c. Board of Public Works recommendation and approval of contractor agreements
 - d. Resolutions, minute taking, etc.
- 4. Contractor Approval
 - a. Board of Public Works and staff involvement
 - b. Board of Commissioners involvement
 - c. Resolutions, minute taking, etc.
 - d. Board of Public Works staff involvement with financial record keeping and communications with grant agencies, if applicable, through the life of the bonds

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- e. Involvement of both the Treasurer and Board of Public Works staff in state, federal and independent auditing processes and the maintenance of necessary records and files until audits can be completed
- f. County legal counsel's involvement in continued legal matters, potential litigation, contract interpretation, etc.

Adopted: